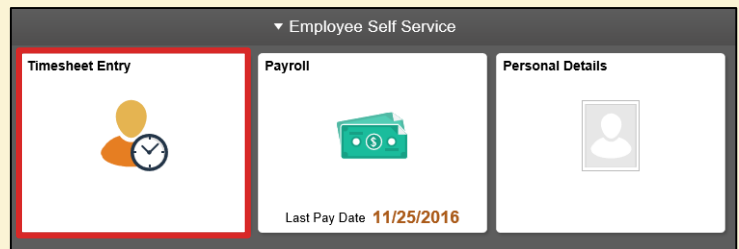


Employee Self Service (ESS)

Reporting Time Step-by-Step in SHARE 9.2

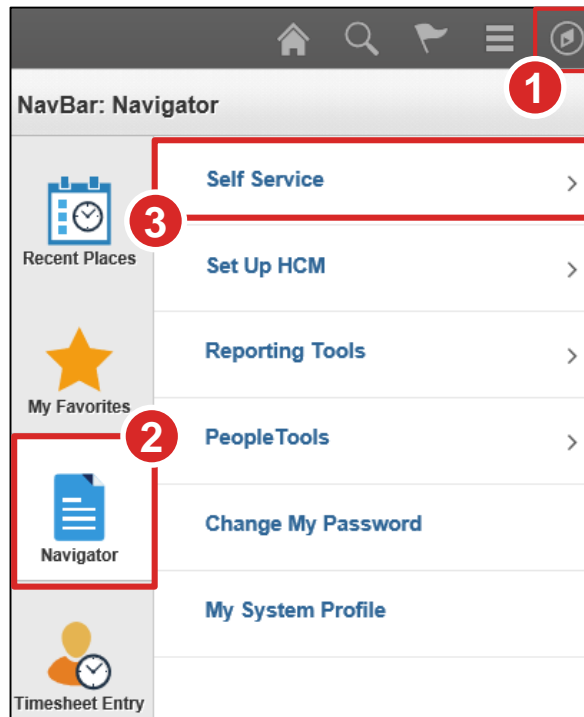
All SHARE Users

Access your timesheets through the Employee Self Service **Timesheet Entry** tile to save time.



You can also access your timesheet from the **NavBar**

1. Click > **NavBar** Icon 
2. Click > **Navigator** 
3. Navigate to > **Self Service** > **Time Reporting** > **Report Time** > **Timesheet**




Employee Self Service (ESS)

Reporting Time Step-by-Step in SHARE 9.2

You can select different timesheet views: **Calendar Period**, **Day**, or **Week**.

Calendar Period is the same as pay period.

Select the desired timesheet view and click the **Refresh**  icon to update the view period.


4. Dropdown > **View By** > **Calendar Period**, **Week** or **Day**
5. Enter > **Date**



Timesheet

Sonia Hamilton
IT BUSINESS ANALYST II

Actions ▾

Select Another Timesheet

*View By **Calendar Period**  **4**

*Date **03/11/2017**   **5**

Scheduled Hours 80.00 **5** **Reported Hours** 0.00

You can also use the **Calendar** icon  to select the date.


View your **Scheduled Hours** and **Reported Hours** for the selected date in your timesheet.

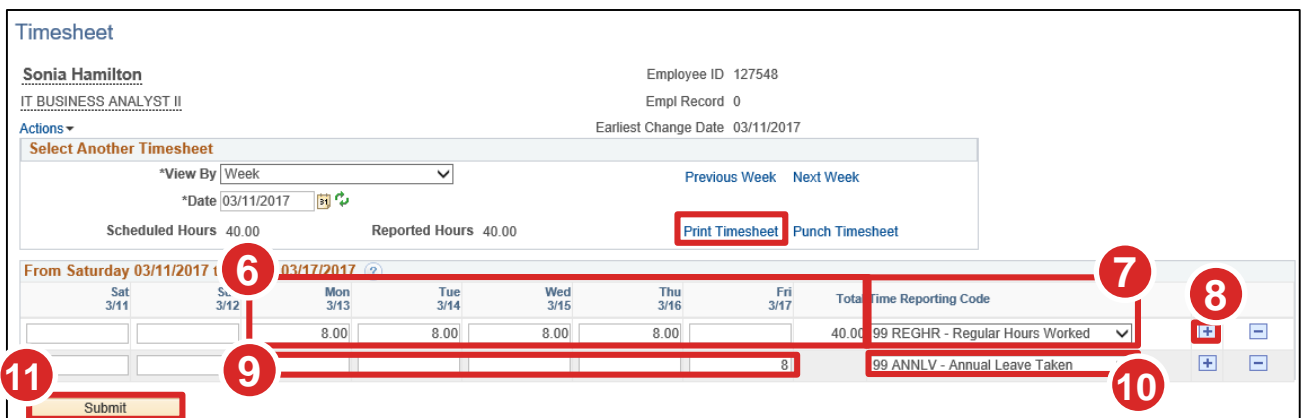
Employee Self Service (ESS)

Reporting Time Step-by-Step in SHARE 9.2

6. Enter > **Time** (in hours)
7. Dropdown > **Time Reporting Code**

Select the desired TRC from the dropdown list. Use the **REGHR** TRC to report regular hours worked. Remember you need a different row for each TRC. Timesheets allow you to add or delete rows to submit your time under two or more TRC's. Follow the steps below to add another row.

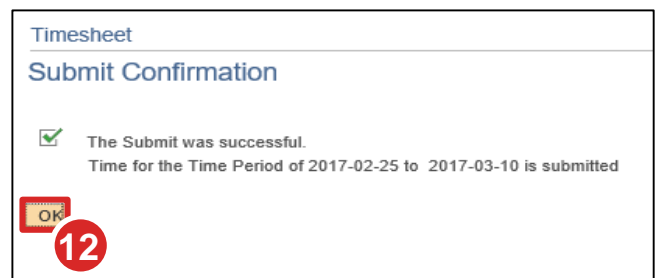
8. Click > **Add** icon  A new row displays in your timesheet.
9. Enter > **Time** (in hours)
10. Dropdown > **Time Reporting Code**
11. Click > **Submit**
12. Click > **OK** on your **Timesheet Submit Confirmation** page



The screenshot shows the 'Timesheet' page for Sonia Hamilton, Employee ID 127548. It includes a table for reporting time with columns for days of the week and a 'Total' column. The 'Time Reporting Code' dropdown is set to '99 REGHR - Regular Hours Worked'. A second row is added with '99 ANNLV - Annual Leave Taken'. The 'Print Timesheet' link is highlighted. The 'Submit' button is also highlighted.

Sat 3/11	Su 3/12	Mon 3/13	Tue 3/14	Wed 3/15	Thu 3/16	Fri 3/17	Total	Time Reporting Code
		8.00	8.00	8.00	8.00		40.00	99 REGHR - Regular Hours Worked
						8.00		99 ANNLV - Annual Leave Taken



Use the **Print Timesheet** link to print your timesheet in PDF format.



The screenshot shows the 'Submit Confirmation' page with a green checkmark and the message: 'The Submit was successful. Time for the Time Period of 2017-02-25 to 2017-03-10 is submitted'. An 'OK' button is highlighted.

Employee Self Service (ESS)

Reporting Time Step-by-Step in SHARE 9.2

13. Click > **Delete button**  icon to delete a row in your timesheet
14. Select > **Yes – Delete** on the **Delete Confirmation** page to delete the row from your timesheet
15. Click > **Submit**
16. Click > **OK** on your **Timesheet Submit Confirmation** page
 -  Congratulations, you just submitted your time!



Timesheet

Sonia Hamilton Employee ID 127548
IT BUSINESS ANALYST II Empl Record 0
Earliest Change Date 03/11/2017


Actions ▾





Select Another Timesheet


*View By Week Previous Week Next Week

*Date 03/11/2017  

Scheduled Hours 40.00 Reported Hours 40.00 Print Timesheet Punch Timesheet


From Saturday 03/11/2017 to Friday 03/17/2017 

Sat 3/11	Sun 3/12	Mon 3/13	Tue 3/14	Wed 3/15	Thu 3/16	Fri 3/17	Total Time Reporting Code		
		8.00	8.00	8.00	8.00		40.00	99 REGHR - Regular Hours Worked	 
						8		99 ANNLV - Annual Leave Taken	 


Submit 

Timesheet

Delete Confirmation

 Are you sure you want to delete reported time? Row 3.


Yes - Delete No - Do Not Delete



After you add or delete a row, click **Submit** to save your time.

Timesheet

Submit Confirmation

 The Submit was successful.
Time for the Time Period of 2017-02-25 to 2017-03-10 is submitted

OK 