

How do I view time entry?

Time entry allows you to enter timesheet information online and allows managers to review submitted timesheets online.

Advantages of our ESS time entry

- Allows employees to complete and their managers to review timesheet online
- Simplifies the timesheet process compared to manual submissions.
- Provides automated notification for employees and managers of missing or incomplete timesheets

STEP	ACTION	WHAT YOU WILL SEE
01	Log in to E1 ESS	
02	On the E1 ESS page, click Time Entry.	<p>Employee Self Service</p>
03	Verify the Pay Period Ending Date, then click on 'Daily Time Entry' to enter your timecard.	
04	Complete the lower section of the 'Employee Daily Time Entry' screen with pay type, account number, and hours worked, etc.	