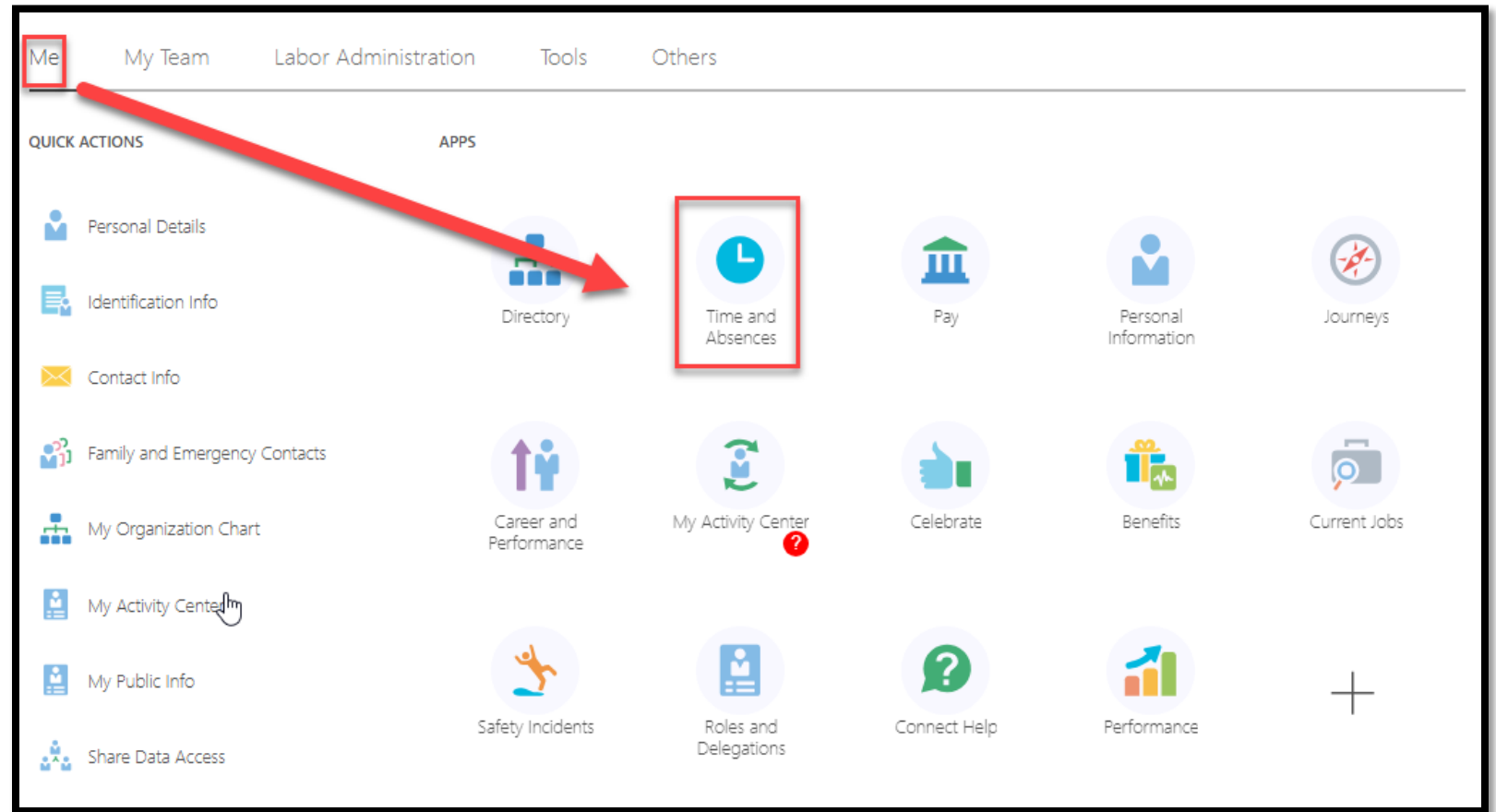
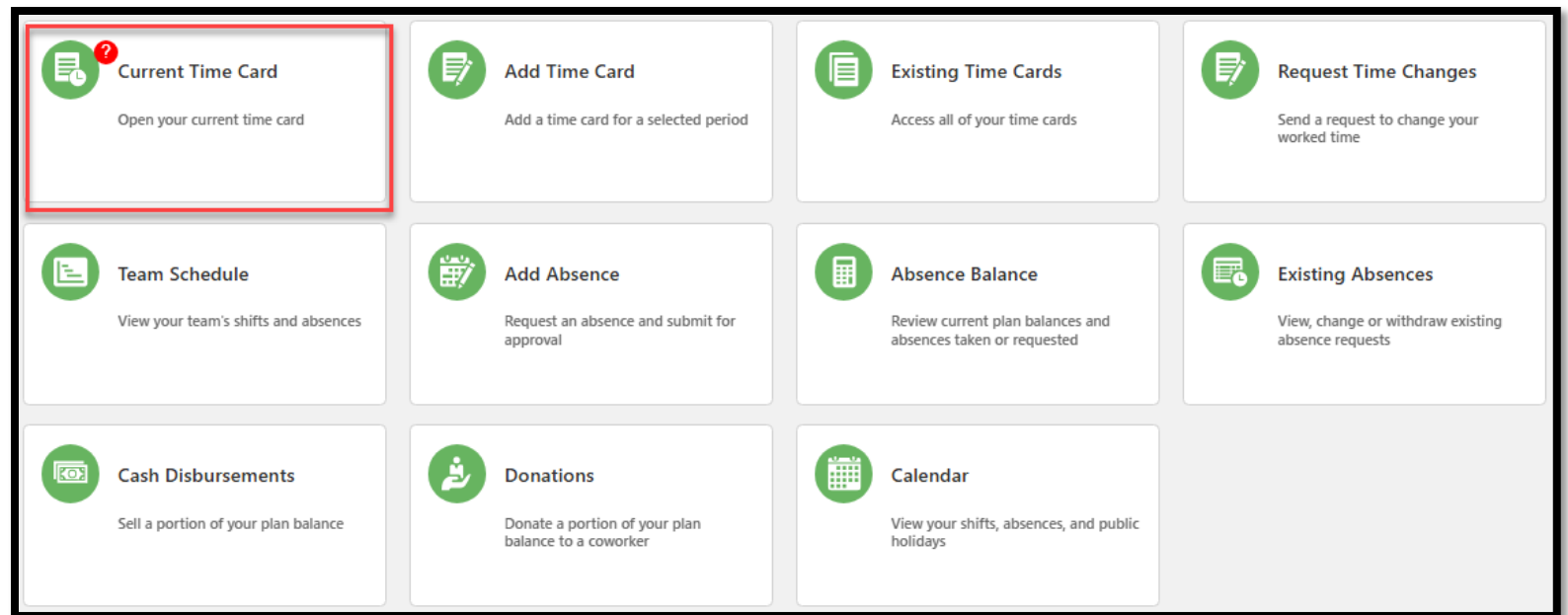


1. Select **Me** to display your employee functions
2. Click **Time and Absences**



3. Click the **Current Time Card** tile



4. Your time card will display as shown

5. If you need to view or enter projects and program codes, click the second icon under person number

11-23-24 - 12-06-2024		Sat, Nov 23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	
Assignment Number *	Pay Code *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
E5212	Holiday Not Worked						8	8						16 hours
E5212	Regular Time			8	8						8	8	8	56 hours
E5212	Vacation Take - NonRep					8								8 hours
														0 hours
														0 hours
														0 hours
														0 hours
														0 hours
														0 hours
														0 hours
														0 hours
														0 hours
Reported Hours		0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours	8 hours	8 hours	8 hours	

Format | X | Add Row Below | Freeze | Det

Assignment Number	*Pay Code	Additional Attributes	Saturday, March 01	Sunday	Tuesday, March 05						
			Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
68	Regular 1	EV2	12:00 PM	9:00 AM		7:00 AM	3:00 PM		9:00 AM	3:00 PM	
68	Regular 1	EV2				3:00 PM	11:00 PM				
Hours:9.00			Hours:16.00			Hours:8.25					

Enter Additional Attributes

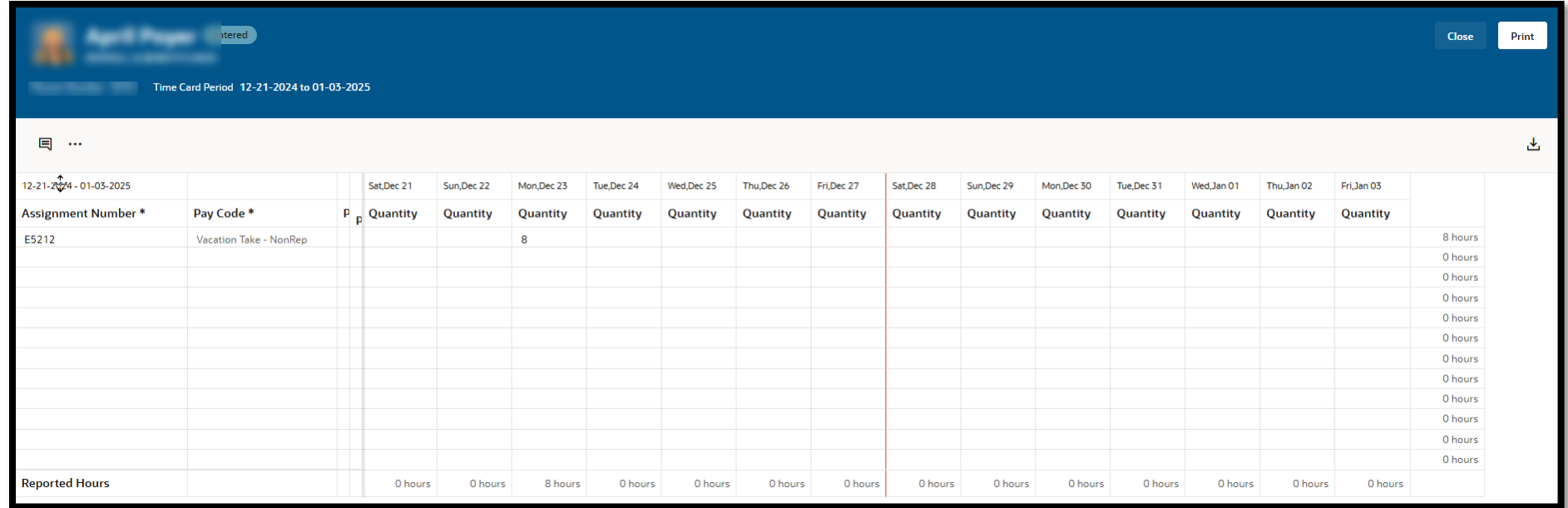
CMHA Program Code:

Work Location:

CMHA Project:

OK Cancel

5. Double click on the assignment number cell and select your assignment number
6. Double click on the pay code cell and select your pay code
7. Enter hours worked for all applicable days



The screenshot shows the ESS Time Card entry interface. At the top, there is a header bar with a user profile icon, the name "April Pappas", and the status "Entered". To the right of the header are "Close" and "Print" buttons. Below the header, the "Time Card Period" is set to "12-21-2024 to 01-03-2025".

The main area contains a table for entering time card data. The table has columns for dates from Saturday, Dec 21 to Friday, Jan 03. The first two columns are "Assignment Number *" and "Pay Code *". The remaining columns are labeled "Quantity".

The first row of data shows "E5212" for the assignment number and "Vacation Take - NonRep" for the pay code. The "Quantity" for Monday, Dec 23 is "8".

At the bottom of the table, there is a row labeled "Reported Hours" which shows the total hours for each day: 0 hours for Sat, Dec 21; 0 hours for Sun, Dec 22; 8 hours for Mon, Dec 23; 0 hours for Tue, Dec 24; 0 hours for Wed, Dec 25; 0 hours for Thu, Dec 26; 0 hours for Fri, Dec 27; 0 hours for Sat, Dec 28; 0 hours for Sun, Dec 29; 0 hours for Mon, Dec 30; 0 hours for Tue, Dec 31; 0 hours for Wed, Jan 01; 0 hours for Thu, Jan 02; and 0 hours for Fri, Jan 03.

Notes-

If you have never used the pay code you must search it.

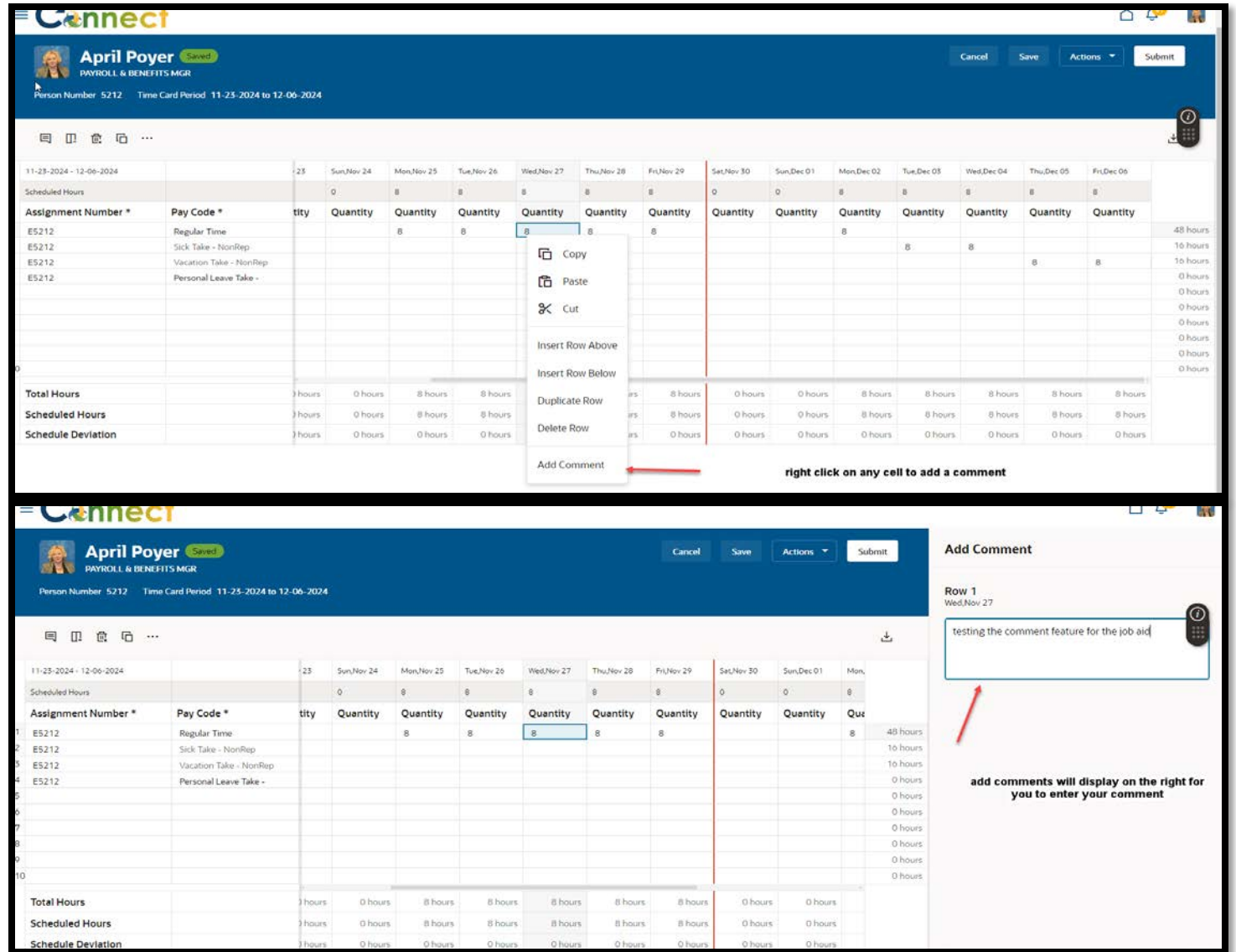
When entering time 8:00 am – 5:00 pm you can enter 8a for the start, however, for the pm entry you will need to enter 5 pm. If you do not enter pm, the system will default to am for the entry.

Totals by pay period will show on the right hand side,
Totals by day will show on the bottom of each day.

Totals by pay period will show on the right hand side,
Totals by day will show on the bottom of each day.

8. To add comments in your timecard, right click on any cell
9. Comment display will show, add comment then click save

To add comment to entire timecard right click on the dates



The screenshot displays the Connect ESS interface for April Poyer, Payroll & Benefits MGR. The timecard period is 11-25-2024 to 12-06-2024. The interface shows a grid of dates and time slots. A right-click context menu is open over the date 11-25-2024, with the 'Add Comment' option highlighted. The bottom screenshot shows the 'Add Comment' dialog box with the text 'testing the comment feature for the job aid' entered. A red arrow points to the 'Add Comment' button.

right click on any cell to add a comment

add comments will display on the right for you to enter your comment

[illegible]

11. To review time entries click the **three dots** and click **View Time Totals**

This will show you a summary of the reported hours



April Poyer Saved
 PAYROLL & BENEFITS MGR

Person Number 5212 Time Card Period 11-23-2024 to 12-06-2024

View Time Totals
 View Calculated Time
 View Absence Plan Balances
 Request Change

	Sat, Nov 23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	Thu, Dec 05	Fri, Dec 06
Scheduled Hours	0	0	8	8	8	8	8	0	0	8	8	8	8	8
Assignment Number *	Pay Code *													
E5212	Regular Time													
E5212	Sick Take - NonRep													
E5212	Vacation Take - NonRep													
E5212	Personal Leave Take -													

11-23-2024 - 12-06-2024

	Sat, Nov 23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	Thu, Dec 05	Fri, Dec 06
Scheduled Hours	0	0	8	8	8	8	8	0	0	8	8	8	8	8
Assignment Number *	Pay Code *													
E5212	Regular Time													
E5212	Sick Take - NonRep													
E5212	Vacation Take - NonRep													
E5212	Personal Leave Take -													

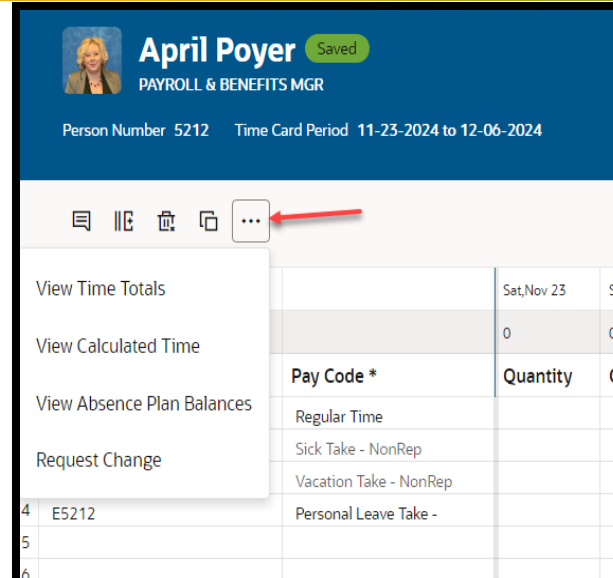
Time Totals
click on the x to close

	Totals	Sat, Nov 23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29	Sat, Nov 30	Sun, Dec 01	Mon, Dec 02	Tue, Dec 03	Wed, Dec 04	Thu, Dec 05	Fri, Dec 06
	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported	
Total Hours	80	0	0	8	8	8	8	8	0	0	8	8	8	8	
Scheduled Hours	80	0	0	8	8	8	8	8	0	0	8	8	8	8	
Schedule Deviation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absence Hours	32	0	0	0	0	0	0	0	0	0	8	8	8	8	

11. To review Calculated time click the **three dots** and click **View Calculated Time**

Calculated time allows you to compare recorded time to calculated hours

End of Procedure



April Poyer Saved
PAYROLL & BENEFITS MGR

Person Number 5212 Time Card Period 11-23-2024 to 12-06-2024

View Time Totals
View Calculated Time
View Absence Plan Balances
Request Change

Pay Code *	Quantity	Quantity
Regular Time		
Sick Take - NonRep		
Vacation Take - NonRep		
Personal Leave Take -		

connect

April Poyer

Saved

PAYROLL & BENEFITS MGR

Q

Regular Time

Sick Take - NonRep

Vacation Take - NonRep

compare recorded (left) to calculated (right) time daily

View Time Totals

Assignment Number *	Pay Code *	CMHA Projects	CMHA Program Code	Sat, Nov 23	Sun, Nov 24	Mon, Nov 25	Tue, Nov 26	Wed, Nov 27	Thu, Nov 28	Fri, Nov 29		
				Reported Quantity	Calculated Quantity	Reported Quantity	Calculated Quantity	Reported Quantity	Calculated Quantity	Reported Quantity	Calculated Quantity	
1	ES212	Regular Time				8		8		8		48 hours
	ES212	Regular Time				8		8		8		48 hours
2	ES212	Sick Take - NonRep										16 hours
	ES212	Sick Take - NonRep										16 hours
3	ES212	Vacation Take -										16 hours
	ES212	Vacation Take -										16 hours
						8 hours	8 hours	8 hours	8 hours	8 hours	8 hours	

compare recorded (top) to calculated (gray line) as weekly total