

# ESS Time - CEHS

## Regular Hourly (Single Position) Staff

### Login to Firefly

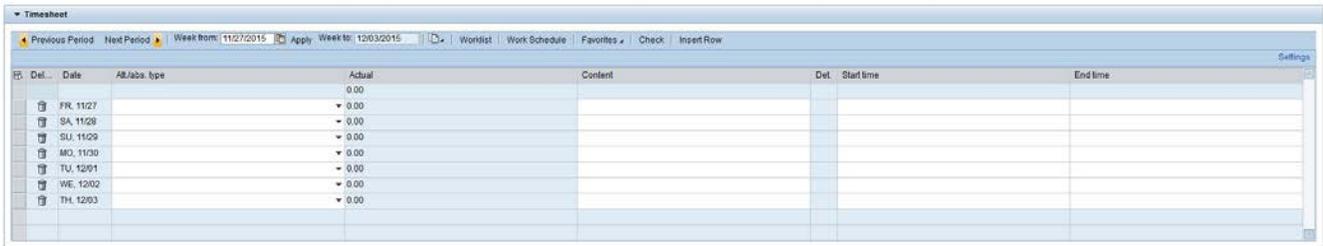
[firefly.nebraska.edu](http://firefly.nebraska.edu)

Select the **Employee Self Service** tab and then click on **Record Working Time**.



### Setting up your Timesheet

Your timesheet will display for the current period Friday through Thursday.



1. Use the **Previous Period** or **Next Period** buttons to navigate to the correct week.
2. Select the drop down menu under Att./abs type for “Regular” or proper wage type for each day worked.
3. For upcoming weeks when entering time, Click on Paper Icon  located to the right of the **Week to:** field and select “**Copy from Previous Period**” or
4. Click on **Work Schedule** Icon located next to Paper Icon



### Entering Time

#### ENTERING HOURS

1. Total daily hours are required for Regular Hourly staff. Daily hours are entered under the **Content** column by entering the number of hours worked that day. The **Start time/End time** columns are not necessary for days when no deviation from total planned working hours. If Start time/End time are entered, please account for your lunch break as required or add a **Comment** showing approval for not taking a lunch break. **Add Comments under the Details (Det) to the right of Content column by selecting Page Icon.**

*Note: Selecting Target hours or the Work Schedule will bring in Start and End times therefore requiring these to be changed to account for lunch.*

#### CHANGE YOUR WAGE TYPE

The **Att./abs. type** column provides several options to record the type of time (planned hours, Admin Leave, bad weather day, etc.) you are entering. Depending on your role, you may see the following options listed:

### ADDING ADDITIONAL LINES FOR A DAY

Since CEHS uses **ESS Leave** for submitting Leave Requests you do not need to enter any leave on your timesheet. If you have taken leave and it is not showing up, please request through ESS Leave and wait for your supervisor to approve which will move it to show in **ESS Time**.



You may need to add an additional line when taking leave for a partial day or claiming Comp Time Earned or Overtime.

1. Click on the grey box to the left of the date you need to add an additional line. This will highlight the line.
2. Click on the **Insert Row** button. This will place an empty row below the selected date.
3. Change your **Wage Type** and enter the desired hours under the **Content** column.  
**NOTE – The rest of the data on the new row will be blank. The system will use the data from the previous row.**
4. If the wrong start and end hours are showing for partial leave please add a **Comment**. (Example: you were approved for 1.5 hrs. of sick leave for a Dr. appt. from 13:00-14:30; ESS leave will post as 08:00-09:30. You will insert a comment for the actual time period you were gone & enter the remaining work hours for the day beginning at 09:30.

### **Comp Time Earned or Overtime**

If you have received approval from your supervisor to work Comp or Overtime, please note as such. This only applies to weeks with over 40 hours of Regular time recorded. For example at the end of the week you find you have more than 40 hours of Regular time recorded, go back to the day that caused the additional hours, add a line for the Comp/Overtime separately to reduce the Regular hours down to 40.

Remember: we enter ours hours on the 24 hour clock (Military Time) 15 mins = .25, 30 min = .50, 45 mins =.75

Start time/End time is required when entering Comp time/Overtime. Please insert the correct times worked for Comp time/Overtime and for Regular time that day accounting for a lunch break unless approved.

### **Saving and Submitting your Timesheet**

When you have completed your entries click on the  **Save** button located at the top of the page under the heading “Record Working Time”. If there are problems with the data entered messages will appear towards the top of the screen.

#### Message Key

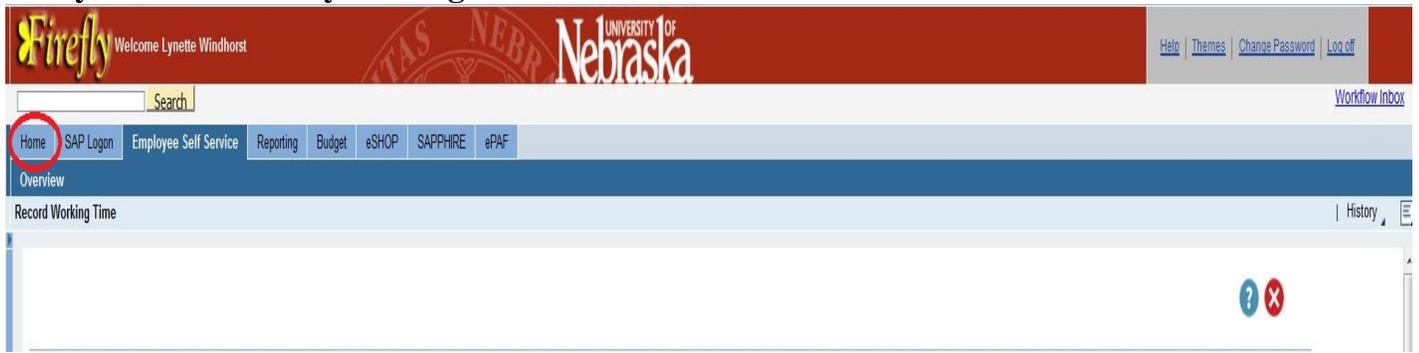
-  = Accepted
-  = Warning message, however entry/change was accepted.
-  = Error message: entry/change was not accepted. An update is needed.

On the first line of your timesheet verify your total **Actual** hours in comparison to your **Planned** hours. **Planned** hours account for time submitted to leave.

Att./abs. type	Planned	Actual
	40.00	40.00

To submit your timesheet click on the **Release All Entries In This Week** button at top of the page.

**Exit your time-card by clicking on the Home Tab.**



Make sure you do not use the “X” or log off until you hit the Home button then you can log off.