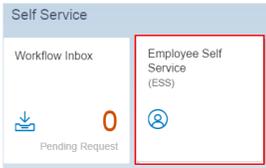


ESS Time Entry – Employees with Multiple Positions

Web address: <https://firefly.nebraska.edu>

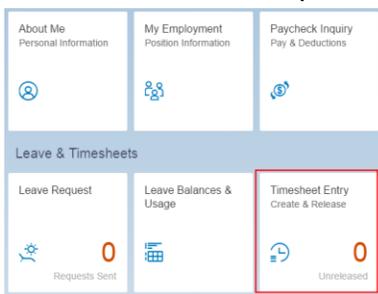
Getting Started

Select “Employee Self Service” at the main Firefly menu



Create a Timesheet

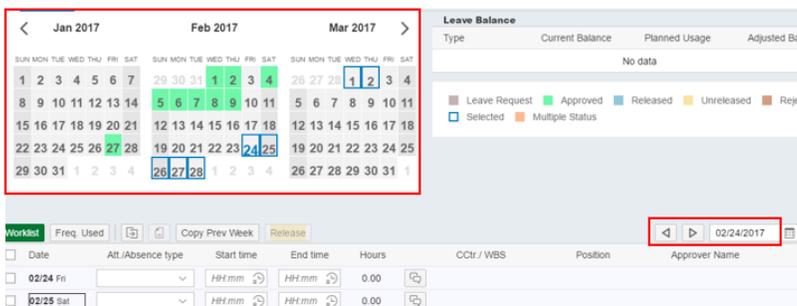
Select “Timesheet Entry-Create & Release”



Note: Number indicates how Many unrelease entries you have.

Select Work Week

Click on the calendar or use the date navigation buttons



Enter Time

1. Select/check mark all rows you need to enter time on. If you need multiple rows per day click the  button at the right end of the rows needing additional rows.

<input type="checkbox"/>	Date	Att./Absence type	Start time
<input checked="" type="checkbox"/>	03/03 Fri		HH:mm
<input type="checkbox"/>	03/04 Sat		HH:mm
<input type="checkbox"/>	03/05 Sun		HH:mm
<input checked="" type="checkbox"/>	03/06 Mon		HH:mm

2. Click the Worklist button.



3. From the pop-up, click on the position you need to enter time for.

Worklists	
Payroll	2143140001
Position: 5929	
Approver Name: Lori A Alvarez	
Accounting	2143110001
Position: 13916	
Approver Name: John L Doe	

*Note that the Cost object, Position and Approver Name will populate in the row.

Date	Att./Absence type	Start time	End time	Hours	CContr./ WBS	Position	Approver Name
03/03 Fri	<input type="text" value="v"/>	HH:mm	HH:mm	0.00	2143110001	13916	John L Doe

- Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
- Select one of the two types of entry based upon department preference:
 - Hours field – enter number of hours worked (i.e., 8.0, 6.5, 4.25, etc.) **OR**
 - Start/End Time fields – enter actual times worked using a military 24/hour format (i.e. 0800 to 1700)
- Enter a comment, if needed, by selecting the button. Type comment, then click anywhere outside the comment box to save and close.

<input type="checkbox"/>	Date	Att./Absence type	Start time	End time	Hours	
<input type="checkbox"/>	02/10 Fri	Regular hours <input type="text" value="v"/>	HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/11 Sat	<input type="text" value="v"/>	HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/12 Sun	<input type="text" value="v"/>	HH:mm	HH:mm	0.00	

Save Entries

Select the button in the bottom right corner of the screen to save your entries.

Release Time Entries for Approval

Select the “Release Entries” button.

NOTE: The rows of time entry will change color as the entry status changes.

- Leave Request
- Approved
- Released
- Unreleased
- Rejected
- Selected
- Multiple Status

Exit Time Entry

Use the “back” arrow or the “Log out” to exit the time entry screen.

Timesheet Entry - Create & Release

Timesheet Entry -
L

Tips/Tricks

Edit Prior to Approval

Select the  button on the row needing change.

Delete an Entry

Select the  button on the row that needs to be deleted.

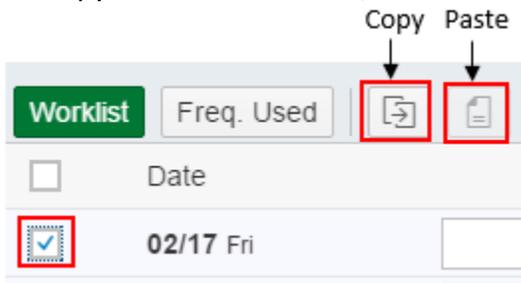
Add a Row

Select the  button on row/date you need another row for entry.

Copy a Previous Week

Using the  button to bring in complete copy of previous week ready to edit and save.

To Copy lines check the box, on left side of the row, to be copied and click the “Copy” button.



To Paste lines check the box, on left side of row(s), where you want to paste and click the “Paste” button. You can paste to multiple rows.

Review of Entries and Status

Use the “LIST” option to view your entries and their current status. Choose a specific status or All.

