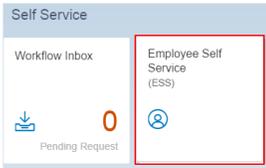


ESS Time Entry – Regular Hourly Staff

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

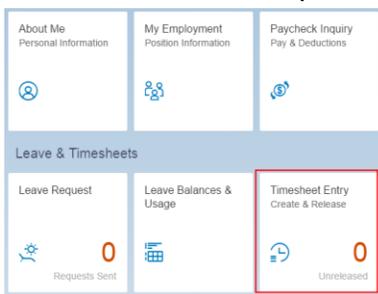
Getting Started

Select “Employee Self Service” at the main Firefly menu



Create a Timesheet

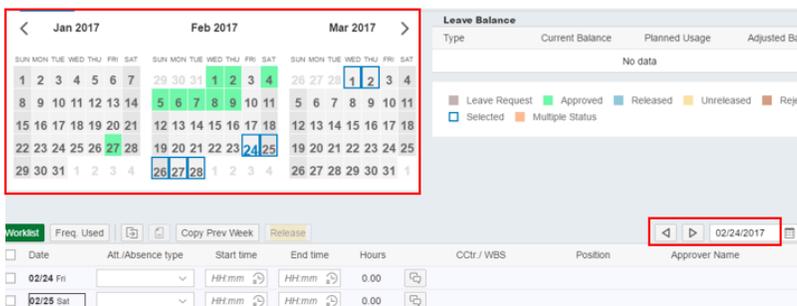
Select “Timesheet Entry-Create & Release”



Note: Number indicates how Many unrelease entries you have.

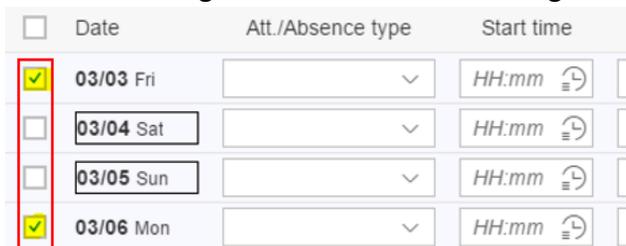
Select Work Week

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.



2. Click the Worklist button. **NOTE: This step is only necessary if you are on multiple positions; if not, continue to #4**



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) type using the drop down provided or type the first letter of the Att 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 -

Make sure you do not use the "X" to close your browser without using the "back" arrow or "Log out" button first as this will lock your timecard!

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.

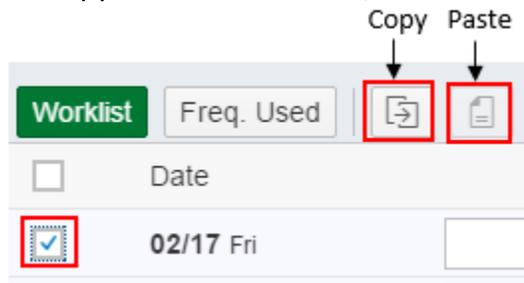
Add a Row

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.

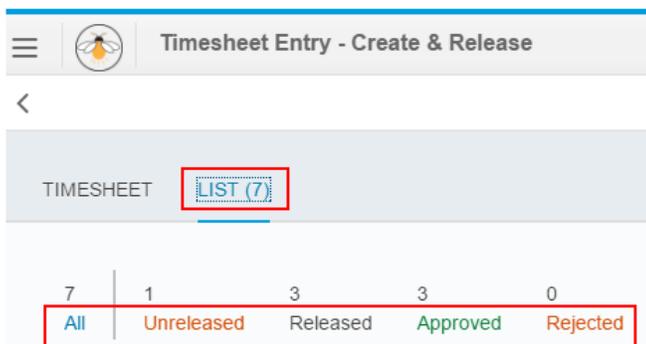
To Copy lines check the box, on left side of the row, to be copied and click the “Copy” button.



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.



Note Regarding ESS Leave

Since CEHS uses **ESS Leave** for submitting Leave Requests you do not need to enter any leave on your time sheet. If you have taken leave and it is not showing up, please request through **ESS Leave** in Firefly (Employee Self Service tab) and wait for your supervisor to approve and then it will be listed on your time sheet.

Adding Additional Lines for a Day

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

Start and end times are REQUIRED when entering Comp time/Overtime and partial days.

If you have received approval from your supervisor to work Comp or Overtime (requires preapproval from your supervisor), please add as a comment. This only applies to weeks with over 40 hours of Regular time recorded. For example, at the end of the work week (Friday through Thursday), 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 our hours on the 24-hour clock: 15 min = 0.25; 30 min = 0.50; 45 min = 0.75

Start and end times are required when entering Comp time/Overtime.

Accounting for Budgeted Hours

You are responsible for accounting for ALL budgeted work hours.

For example, if you are a 100% employee, you need to account for 40 hours/week either as recorded hours on your time sheet and/or requested hours through ESS Leave.

If you are a 50% employee, you need to account for 20 hours/week either as recorded hours on your time sheet and/or requested hours through ESS Leave.

In some situations, accounting and recording of hours up to your budgeted FTE may require posting UNPL (unpaid leave).