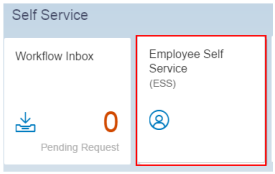
ESS Time Entry – Students

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

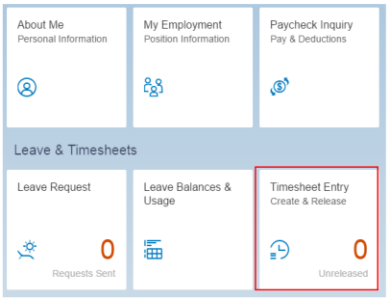
Getting Started

Select “Employee Self Service” at the main Firefly menu



Create a Timesheet

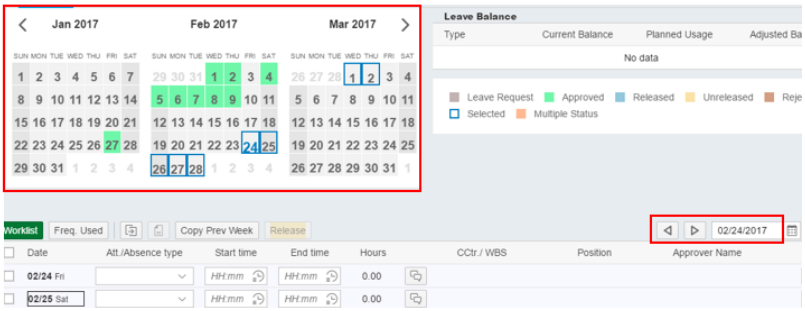
Select “Timesheet Entry-Create & Release”



Note: Number indicates how Many unrelease entries you have.

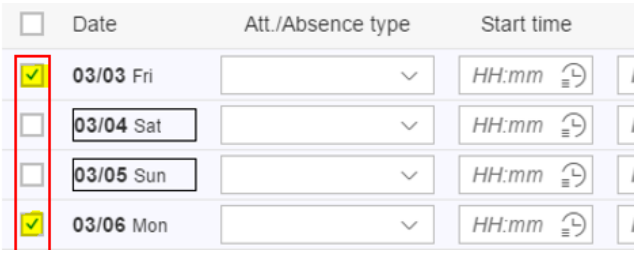
Select Work Week

Click on the calendar or use the date navigation buttons



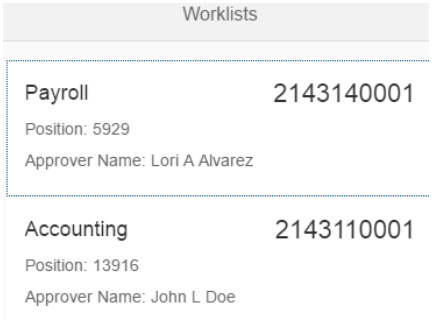
Enter Time

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.

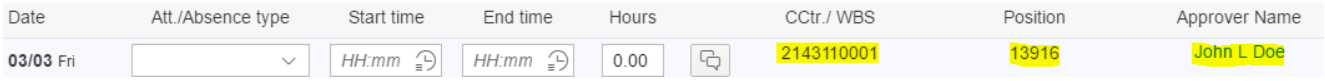


2. Click the Worklist button.

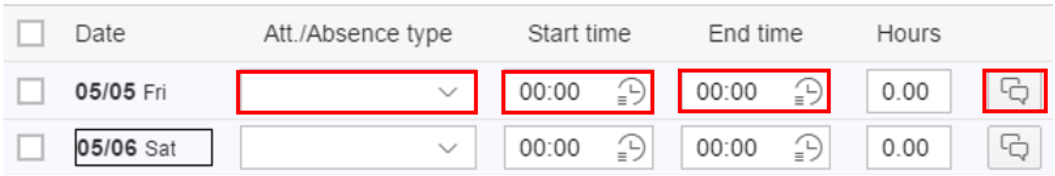
3. From the pop-up, click on the position you need to enter time for.



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



4. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
5. Enter the Start time and End time using the 24 hour format (i.e. 0800 to 1700)
6. Enter a comment, if needed, by selecting the button. Type comment, then click anywhere outside the comment box to save and close.

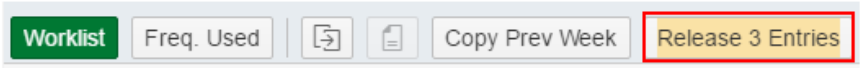


Save Entries

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

Release Time Entries for Approval

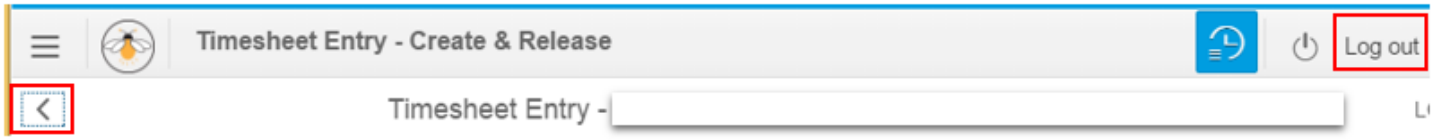
Select the "Release Entries" button.



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

Exit Time Entry

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



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

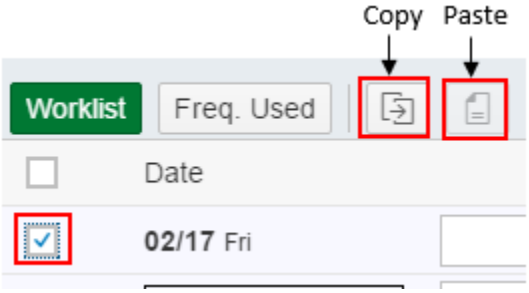
Select the button on row/date you need another row for entry.

Copy a Previous Week

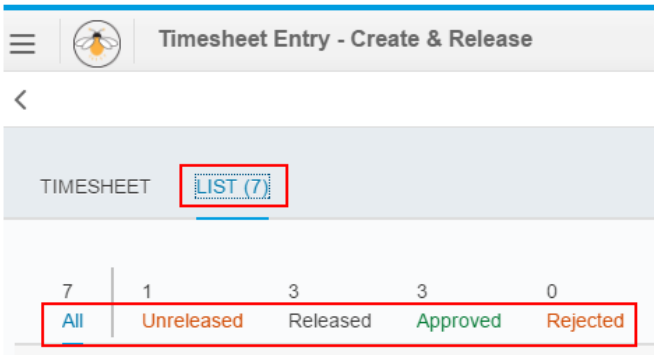
Using the

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.