

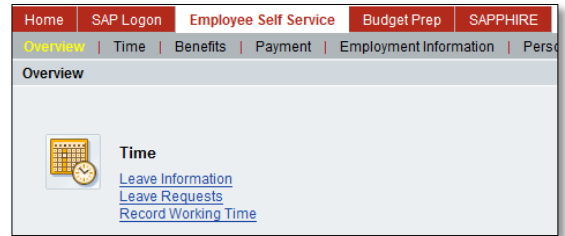
# ESS Time

## Student, Temp, and On Call Positions

### Login to Firefly

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

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



### Setting up your Timesheet

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

Del.	Date	Rec. Cctr	Cost Object Name	WBS Element	Att./abs. type	Position	Position Name	Approver Name	Planned	Actual	Content	Det.	Start time	End time
	FR, 11/01								18.48	0.00				
	SA, 11/02								2.64	0.00				
	SU, 11/03								2.64	0.00				
	MO, 11/04								2.64	0.00				
	TU, 11/05								2.64	0.00				
	WE, 11/06								2.64	0.00				
	TH, 11/07								2.64	0.00				

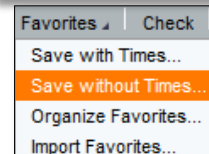
1. Use the **Previous Period** or **Next Period** buttons to navigate to the correct week.
2. Click on the **Worklist** button and select the appropriate worklist. If needed, you can select multiple worklists by holding the shift key down and select multiple rows. Then click on **Import**.

Rec. Cctr	WBS Element	Position	Approver ID	Approver Name	Position Name	Cost Object Name
2111020001		00011816	USDWOLFGRA	Dale W Wolfram	Student Worker	Engineering General
2105060001		00024006	USCNEAL	Carol G Neal	Work/Study Student	Sch Of Bio Science

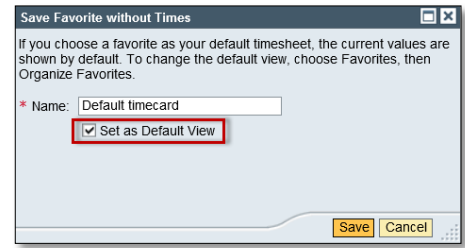
**NOTE:** For single funded On Call and Temp positions, you **WILL NOT** have a **Worklist** button. Please complete your blank timesheet using the following instructions.

3. Under the **Att./abs. type** column select the appropriate **Wage Type** that your hours typically will be recorded under for each line of your timesheet.
4. To save your timesheet as your default to use each week, click on **Favorites** and select **Save without Times**.

Tmp/Std Work Hours	TEM
Work Study Acad.Yr Hours	WSR
Work Study Summer (June)	WSS
Work Study Summer (July)	WST
Oncall Hours	ONC



5. Enter a name, check **Set as Default View**, and then click on **Save**.



## Entering Time

**Clock In/Out hours are required for all Students, Temporary, and On Call Position Staff.**

### ENTERING HOURS

Complete the **Start Time / End Time** columns for each day. Hours are in military time. When a line is completed click the **Check** button to validate the entries and record total hours under the Content column.

Date	Req. C/Ctr	Cost Object Name	WBS Element	Att./abs. type	Position	Position Name	Approver Name	Planned	Actual	Content	Det.	Start time	End time
FR, 11/01	2105080001	SCH OF BIO SC...		Tmp/Std W...	24008	Work/Study S...	Carol G Neal	2.84	4.00	2.00		08:00	10:00
	2111020001	ENGINEERING ...		Tmp/Std W...	11818	Student Worker	Dale W Wolfg...			2.00		14:00	18:00

### ADDING ADDITIONAL LINES FOR A DAY – USING WORKLIST

If multiple entries are needed due to multiple clock in/out hours each day you will need to add additional worklist lines. If you don't have a worklist button (see below).

1. Click on the **Worklist** button and select the appropriate worklist
2. Change your **Wage Type** and enter the appropriate hours under the **Start time/ End time** columns.  
**NOTE – Do not use the Insert Row option if you have the worklist button. This option does not copy your worklist and will result in an error!!!**
3. If you work 8 hours in one day, a break for lunch is required and should be recorded.
4. Additional lines that are added due to bringing in your worklist a second time will be ignored by the system if no hours are entered on them. There is no need to delete these manually.

### ADDING ADDITIONAL LINES FOR A DAY – NOT USING WORKLIST

If you do not have a worklist button, highlight the day on the timesheet you need additional rows and click, Insert Row. This will bring a blank row in under the day selected.

## Saving and Submitting your Timesheet

When you have completed your entries for the day or for the week click on the **Save** button.

If there are problems with the data entered messages will appear towards the top of the screen.

#### Message Key

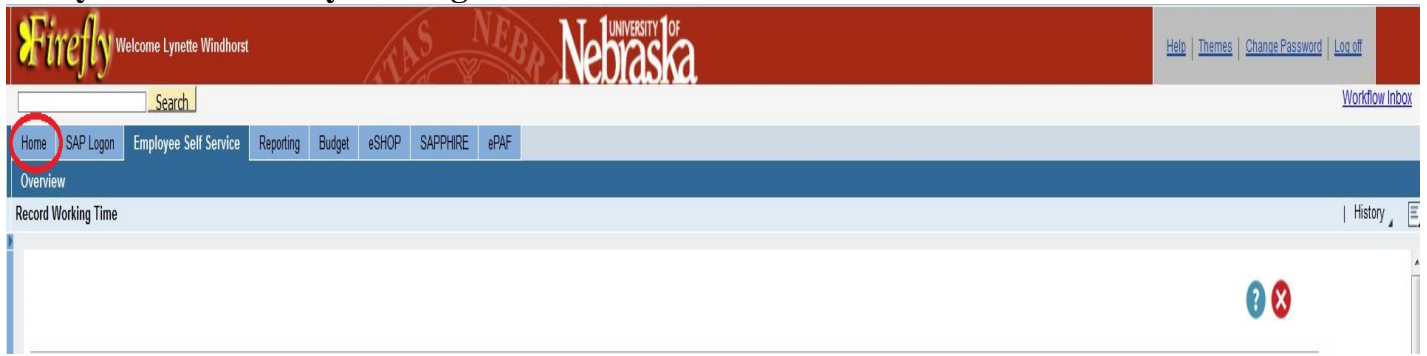
- = Accepted
- = Warning message, however entry/change was accepted.
- = Error message: entry/change was not accepted. An update is needed.

On the first line of your timesheet verify your total **Actual** hours in comparison to your **Planned** hours.

Cost Object Name	WBS Element	Att./abs. type	Position	Position Name	Approver Name	Planned	Actual
						18.48	12.00

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.

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