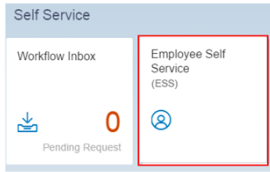


# ESS Time Entry –Worklist not required.

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

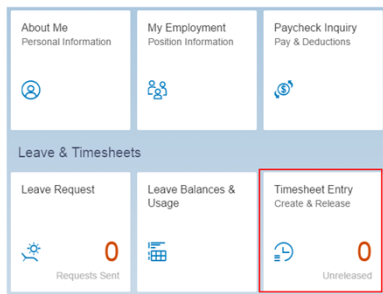
## Getting Started

Select “Employee Self Service” at the main Firefly menu



## Create a Timesheet

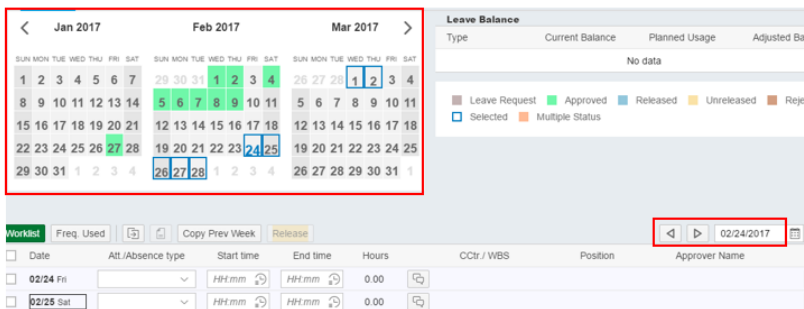
Select “Timesheet Entry-Create & Release”




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

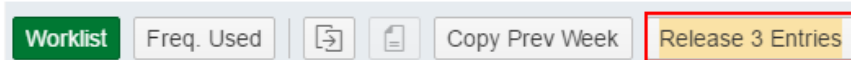
<input type="checkbox"/>	Date	Att./Absence type	Start time	End time	Hours	
<input type="checkbox"/>	02/10 Fri	Regular hours	HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/11 Sat		HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/12 Sun		HH:mm	HH:mm	0.00	

### 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.

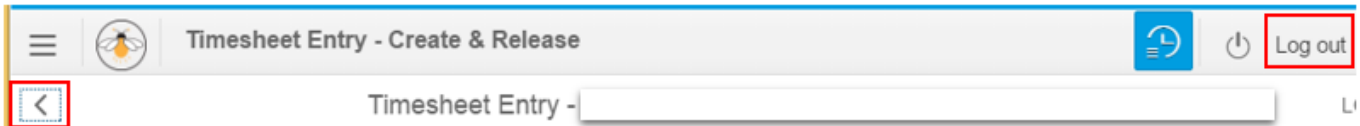


NOTE: The rows of time entry will change color as the entry status changes.

-  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.




### 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.

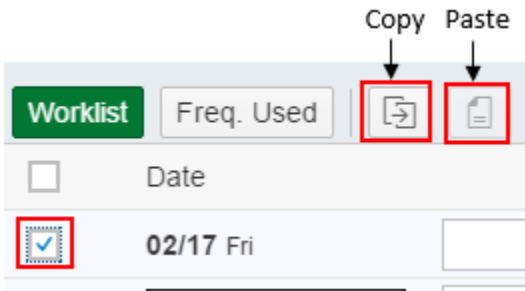
#### Add a Row

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.

