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1. **What is Employee Self Service?**

   Employee Self Service, or ESS, is an online tool within the Human Resource System (HRS) that allows employees to electronically report their absences and time worked for each pay period.

2. **When are the online timesheets due?**

   Timesheets are due by 4:30pm on the last Friday of the pay period or by the last day you are in the office during that pay period, whichever is later. You will be notified whenever timesheets are due early because of payroll processing deadlines. The payroll schedule can be found online at: [https://uwservice.wisc.edu/employee/payroll.php](https://uwservice.wisc.edu/employee/payroll.php).

3. **Where can I find instructions for time entry?**

   All instructions for time entry, including the Legal Holiday Guide and this document of Frequently Asked Questions, can be found online at [https://my.uwsa.edu/hr/](https://my.uwsa.edu/hr/).

4. **The deadline has passed, it’s Monday morning and I either forgot to enter my timesheet or I need to make a change to my timesheet. What do I do?**

   Contact your payroll coordinator to alert them of the change. You may then make your change or submission. The payroll coordinator will coordinate with your supervisor to get your correct timesheet approved.

5. **When does my timesheet get approved by my supervisor?**

   In general, your supervisor will approve your timesheet on Mondays following the close of the pay period. There may be some instances where your supervisor will need to approve your timesheets early. You will be notified of such times.

6. **My supervisor is out of the office and isn’t here to approve online timesheets – should I tell someone?**

   In general, your supervisor should have notified their back up supervisor to approve in their absence. If you are concerned about timesheets getting approved, contact your payroll coordinator about your supervisor being absent.

7. **I have to enter my time worked every pay period – is there a way to have my schedule populate automatically?**

   No. System Administration does not use auto populated schedules. Auto populated schedules create many unnecessary errors, and in some cases, errors that prohibit your time from processing through correctly. Auto populated schedules can also affect the auto population of legal holidays based on a person’s schedule.
Absences

1. *I submitted my absence but now I need to change it – how can I do that?*

   The only way for an employee to edit their absence is to have their supervisor push it back to them. You can then edit the absence by going to the Absence Request screen and clicking on the View Absence Request History link on the bottom of the page. Don’t forget to click Submit once you are finished editing. If you need to cancel the absence because it was entered in error, you can press “Cancel” from this screen.

2. *Can the payroll coordinator edit my absence for me?*

   No. If the payroll coordinator edits an employee’s absence, then that absence will no longer be routed to their supervisor for approval. If a payroll coordinator must edit an employee’s absence, then the employee’s supervisor will be required to send the payroll coordinator an e-mail documenting the request to edit the absence.

3. *Can the payroll coordinator delete my absence for me?*

   Yes. You may contact the payroll coordinator to delete your absence entry.

4. *I thought I submitted my absence correctly, but when I look on my timesheet, it doesn’t show up correctly (i.e. Shows up on multiple days or shows up as zero hours).*

   You will need to have your supervisor push back your absence so you can edit it. Be sure the End Date field is entered with the correct date and the Entry Type field has “Hours per Day” selected. Double check that the entry is correct by pressing the “Calculate End Date or Duration” button—the duration amount is a calculated field and should be correct before pressing Submit.

5. *My supervisor “Pushed Back” my absence, how do I edit it?*

   Go to the Request Absence screen (this is where you enter your absences). Click on the View Absence Request History link towards the bottom of the page. Click on the yellow Edit button of the Pushed Back absence. Edit your absence and click Submit.

6. *The instructions say not to use the Save for Later button. Why not?*

   You can use the Save for Later button but it is not recommended. When you save an absence, it is NOT submitted, meaning your supervisor cannot approve it. If you do use the Save for Later button, you must remember to go in and either Submit or Cancel the saved absence by the timesheet deadline.

7. *How can I confirm that I submitted my absences instead of saving them for later?*

   If the status shows as “Saved” for the absence entry then it was Saved for Later and NOT submitted. To submit an entry that was saved for later, follow the same instructions for editing an absence (see question 5 above).
8. **How do I report a Legal Holiday?**

Please refer to the Legal Holiday Guide (https://my.uwsa.edu/hr) for instructions on how to report a legal holiday. In general, you will leave the legal holiday blank on the timesheet and once you enter your timesheet for that pay period, the legal holiday will populate behind the scenes. Timesheets with a legal holiday will be the only time your Reported Hours will be less than 80 (if full time).

9. **I worked on the Legal Holiday – how do I report that?**

Please see KB 15618 in the HRS KnowledgeBase for instructions on how to enter your time worked on a Legal Holiday. https://kb.wisc.edu/

10. **Can I view my leave balances in Employee Self Service?**

Yes, you can. Go to the Request Absence screen (this is where you enter your absences). Click on the “View Absence Balances” link towards the bottom of the page. Your leave balances are updated as of the last full payroll run.

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**Timesheet**

1. **I made a mistake on my timesheet, how can I change it?**

Unlike absences, you can click Submit on the timesheet screen as many times as you need. Once you click Submit, your Reported Hours will recalculate.

2. **Do I have to use a Time Reporting Code?**

In most cases, no. However, you will need to use a Time Reporting Code for reporting things like Comp Time Use, Floating Holiday Use, Alternate Work Week Schedule and Standby Time.

3. **(Exempt Employees Only) I normally work 40 hours each week but this week I worked over 40 in one week and under 40 in the other. Do I need to report that a different way?**

Yes. Please refer to step 12 of the Enter Timesheet – Classified Exempt Instructions at (https://my.uwsa.edu/hr) for instructions on how to enter your time.

4. **(Non-exempt Employees Only) I worked 41 hours during the first week of the pay period. Can I only record 39 hours for the second week, to total 80 hours for the full pay period?**

No. Non-exempt employees receive overtime for any hours over 40 in a given week. You cannot “borrow” time from the first week and count it toward the next. Non-exempt employees must record at least 40 hours per week.