Viewing Your Time Sheet in ESS

1. Every employee at UC can benefit from viewing their timesheet.
   a. Monthly employees can see all absences entered by their Salary Leave Administrator.
   b. Hourly employees can see all hours worked (including clock times) and absences. In addition, missed clocks will now be easily visible to the employee.
   c. Any discrepancies noted on your timesheet should be directed to your department Salary Leave Administrator or Hourly Timekeepers.
   d. Employees can view timesheets 16 weeks back from the current week and 2 weeks into the future.

2. To access your timesheet, login into UCFlex portal and click on the Employee Self-Service tab.
   a. Note: If accessing from off campus, user must be on VPN. For assistance with the VPN, please contact the help desk at 556-HELP (4357) or email helpdesk@uc.edu.
3. Within the Employee Self-Service page, click on “Your Time Off From Work Request and Your Timesheet”

4. Click on “Display your time sheet”
5. For employees with multiple Personnel Assignments, a pop-up window will display with all assignments visible. Even assignments that are withdrawn are provided to allow you the ability to view timesheet after assignment has ended. Users will see “Withdrawn” to the far right of the text.
   a. Select radio button for assignment you wish to view the timesheet for.
   b. After viewing an assignment, click on the “Overview” text shown in step #6 below to take you back to the ESS Overview shown in step #3 and repeat process to see timesheet for another assignment.

6. If the below appear, click where indicated below to suppress it and allow more room to view your timesheet.
7. Below is a typical view of an hourly employee’s timesheet that reflects past pay periods that have been approved and ready to be processed by Payroll Operations.

![Calendar Image]

8. Below is a legend that describes the various color codes:
   a. **Non-Working Day** - Based on your work schedule, these are dates you are not scheduled to work.
      i. Hourly students with Work Schedule “FLEX00” will see every day reflect this color because the HR record has no scheduled work days.
      ii. Hourly staff employees with Work Schedules “FLEX08”, “FLEX10”, or any rotating schedule where all days are scheduled work days will not see this color.
   b. **Released For Approval** - This represents a day where either an absence has been entered or employee has successfully clocked IN and OUT, and entry is waiting to be approved.
      i. Note: This approval step is NOT the same as the TOFW approval step.
   c. **Missed Clock** - This indicates there is a missing clock for this date. See step #9 below for more details concerning missed clocks.
   d. **Approved** - Indicates entry has been approved and is ready for Payroll Operations to process. This typically happens just prior to payroll processing.
   e. **Today** - Highlights today’s date on the calendar. In addition, the week # to the left of the calendar week is highlighted in blue to indicate current week.
   f. **Week From: 02/19/2017 Apply** - Indicates week displayed. User can use this to skip to another week or simply click on the calendar to view another week’s timesheet.

9. To view actual clock times and missed clocks, as shown in step #7 above, click on the details icon to display the below:
10. Below describes how to interpret the data from Step #9 above.
   a. Derived clock pairs – In order for the system to display clock times immediately after employee clocks, a derived clock time is created to form a time pair (i.e. an IN and OUT time).
      i. A clock IN will always have a 23:59 derived clock OUT time and when the employee clocks OUT, the derived time of 23:59 is replaced with the actual clock OUT time and the clock times are now ready for approval. If the employee never clocks OUT, this will continue to be displayed as a Missed Clock.
      ii. When employee fails to clock IN and only clocks OUT, a derived clock IN time is created at 00:01 and this will show as a Missed Clock.
   b. Missed clocks must be corrected for Payroll to process.
   c. Reminder: Any discrepancies should be directed to your Hourly Timekeeper.
   d. Please allow up to 5 minutes for clock times to appear. If your clock time doesn’t appear after 5 minutes, it is likely that your timesheet is locked by your Timekeeper and it will appear within 15 minutes after the Timekeeper exits the timesheet.
11. If you are unable to see the calendar as shown below, click on the text “Calendar” to open it.

12. If you are unable to see your timesheet as shown below, click on bar to the right of text displayed.