

# GOVERNOR MIFFLIN SCHOOL DISTRICT



## Employee Service Portal (ESP)

### Time Entry

#### STEP 1 – Payroll

The screenshot shows the top navigation bar of the ESP with the following menu items: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. The 'Payroll' item is highlighted in yellow. A red box with the text 'Click 'Payroll'' has a red arrow pointing to the 'Payroll' menu item. Below the navigation bar, there are sections for 'My Current Information' (with 'My Personal Card' and 'My Business Card' buttons), 'System Messages' (with a welcome message), and 'Quick Links' (with a link to the web site).

#### Step 2 – Request Time Entry Change

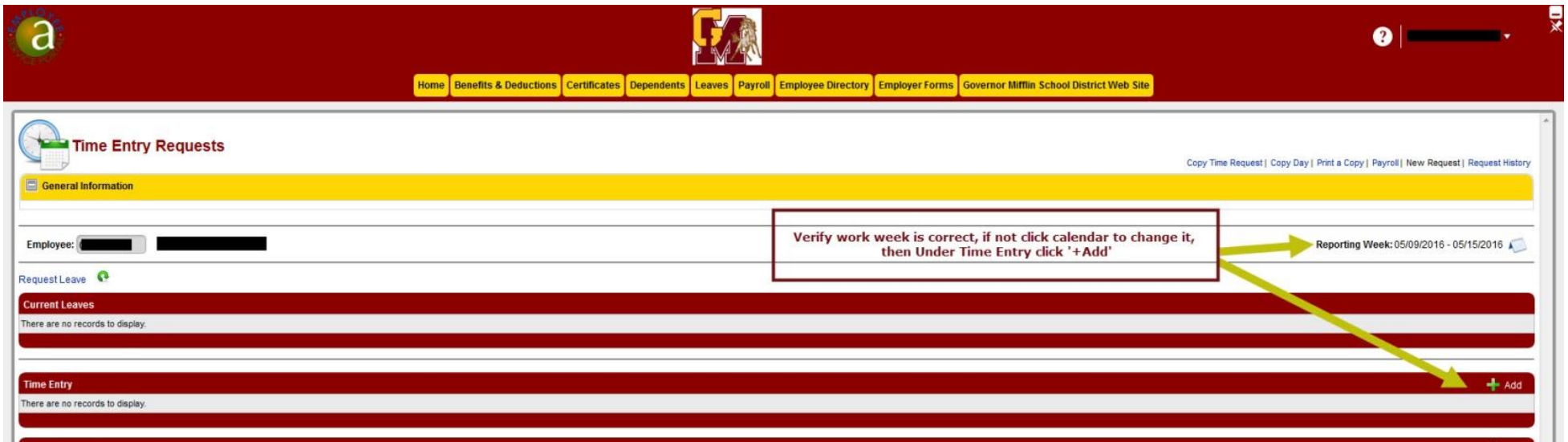
The screenshot shows the 'Payroll' section of the ESP. The 'Payroll' menu item is highlighted in yellow. A red box with the text 'Click 'Request Time Entry Changes'' has a red arrow pointing to the 'Request Time Entry Changes' link in the 'Request Tax Changes | Request Time Entry Changes' section. Below the navigation bar, there are sections for 'Payroll' (with a 'Past pay date' indicator) and 'Pay Check Calendar - Click highlighted date to view details'. The 'Today' and 'Year' (2016) are displayed at the bottom right.

## Step 3 – New Request



The screenshot shows the top navigation bar with a logo on the left and a search bar on the right. Below the navigation bar is a horizontal menu with buttons for Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. The main content area is titled 'Time Entry Requests' and features a 'Request History' section. A callout box with the text 'Click 'New Request'' has a green arrow pointing to the 'New Request' link in the top right corner of the page.

## Step 4 – Verify Week



The screenshot shows the 'Time Entry Requests' page with a yellow header bar. Below the header bar is a navigation menu with buttons for Copy Time Request, Copy Day, Print a Copy, Payroll, New Request, and Request History. The main content area is titled 'Time Entry Requests' and features a 'General Information' section. The 'Employee' field is populated with a name. Below the 'Employee' field is a 'Request Leave' section with a green plus icon. The 'Current Leaves' section displays 'There are no records to display.' The 'Time Entry' section also displays 'There are no records to display.' A callout box with the text 'Verify work week is correct, if not click calendar to change it, then Under Time Entry click '+Add'' has a green arrow pointing to the 'Reporting Week: 05/09/2016 - 05/15/2016' field and another green arrow pointing to the '+ Add' button in the 'Time Entry' section.

# Step 5 – Enter Time Information

**Time Entry Requests**

General Information

Employee: [Redacted]

Request Leave

Current Leaves

Time Entry

Reimbursements

Request Attachments

Employee Comments:

E-mail me each step of the approval process.  
 E-mail me only on the final step of the approval process.  
 Do not e-mail me about this request.

**Add Time**

Job: FT HOURLY-SECRETARY (1/01/07/6/1/AFSCMEFT) **1**

Earn: REGULAR EARN (01) **2**

Task: [Empty]

	Monday May 9	Tuesday May 10	Wednesday May 11	Thursday May 12	Friday May 13	Saturday May 14	Sunday May 15
Hours	[Input] <b>3</b> +	[Input] +	[Input] +	[Input] +	[Input] +	[Input] +	[Input] +
<b>Daily Totals</b>							
Time Wrkd	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Not Wrkd	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Total Time	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
<b>Week Totals</b>							
Time Wrkd	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Not Wrkd	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Total Time	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Std Time	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]
Paid OT	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]



**\*Select you 'Job' you are submitting time for**  
**\*Use 'Earn' to choose what type of earnings (ex. Regular, Illness, Personal, Vacation)**  
**\*Enter your time information under each day that corresponds to that Earn code**  
**(time is entered in hours:minutes and must be in 15 min increments 0:15, 0:30, 0:45**  
**ex. 5 hours 15 min = 5:15, 6.75 hours = 6:45)**

**4** When done with hours for that Earn code click 'Save'

Save Cancel

Save & Default Save Submit Cancel Request Close

## Step 6 – Save/Submit Time to Supervisor



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Home
Benefits & Deductions
Certificates
Dependents
Leaves
Payroll
Employee Directory
Employer Forms
Governor Mifflin School District Web Site

Job	Earn	Project	Task	Account	Date	Time	Not				
						Wrkd	Wrkd	O	Edit	Delete	
FT HOURLY-SECRETARY	REGULAR EARN				05/09/2016	7.00	7.00				
FT HOURLY-SECRETARY	REGULAR EARN				05/10/2016	7.00	7.00				
FT HOURLY-SECRETARY	REGULAR EARN				05/11/2016	7.00	7.00				
FT HOURLY-SECRETARY	REGULAR EARN				05/12/2016	7.00	7.00				
FT HOURLY-SECRETARY	REGULAR EARN				05/13/2016	7.00	7.00				

**Time Entry Totals**

Date	Time Worked	Not Worked	Total Time	Standard Time	Paid OT	Edit
05/09/2016	7.00		7.00			
05/10/2016	7.00		7.00			
05/11/2016	7.00		7.00			
05/12/2016	7.00		7.00			
05/13/2016	7.00		7.00			
<b>Total</b>	<b>35.00</b>		<b>35.00</b>	<b>35.00</b>		

**Reimbursements** + Add  
 There are no records to display.

**Request Attachments** + Add  
 There are no records to display.

Employee Comments:

E-mail me each step of the approval process.  
 E-mail me only on the final step of the approval process.  
 Do not e-mail me about this request.

Approver Comments:

If entering only part of weeks totals click 'save' to keep your information

After all time for the week has been added you may add any comments & then click 'Submit' to send to your supervisor

Save & Default
Save
Submit
Cancel Request
Close