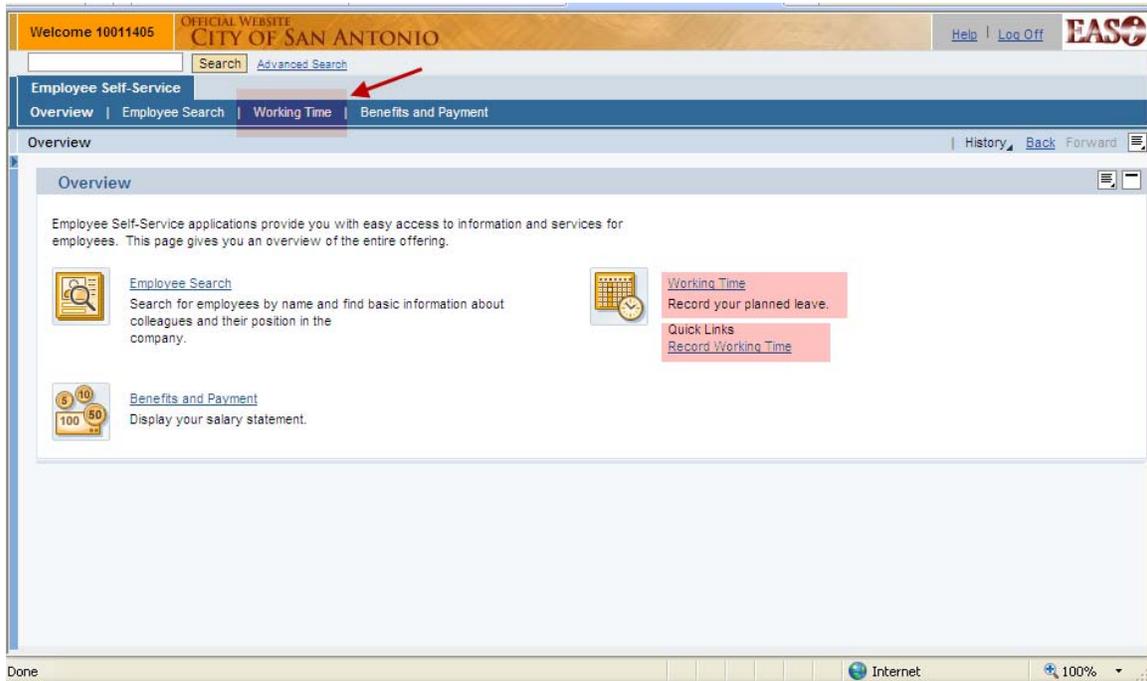


Employee Self Service (ESS) Portal

Time Entry



1. Click [Working Time]

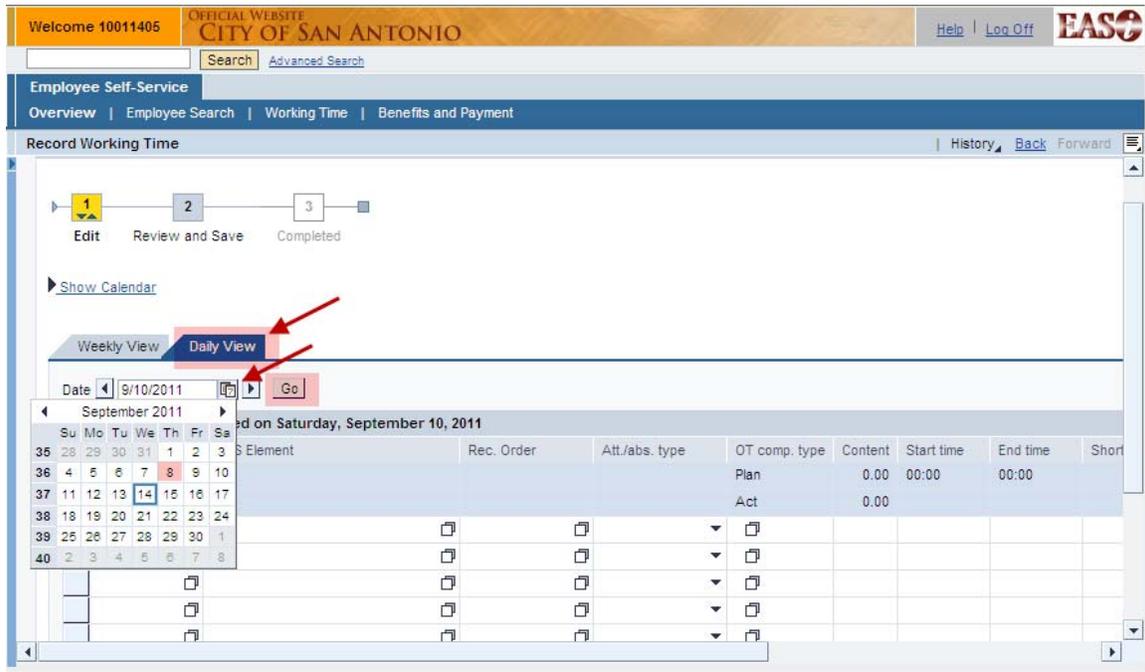
- Can be accessed from Overview page
- Can be accessed from Toolbar on any ESS page

Notes:

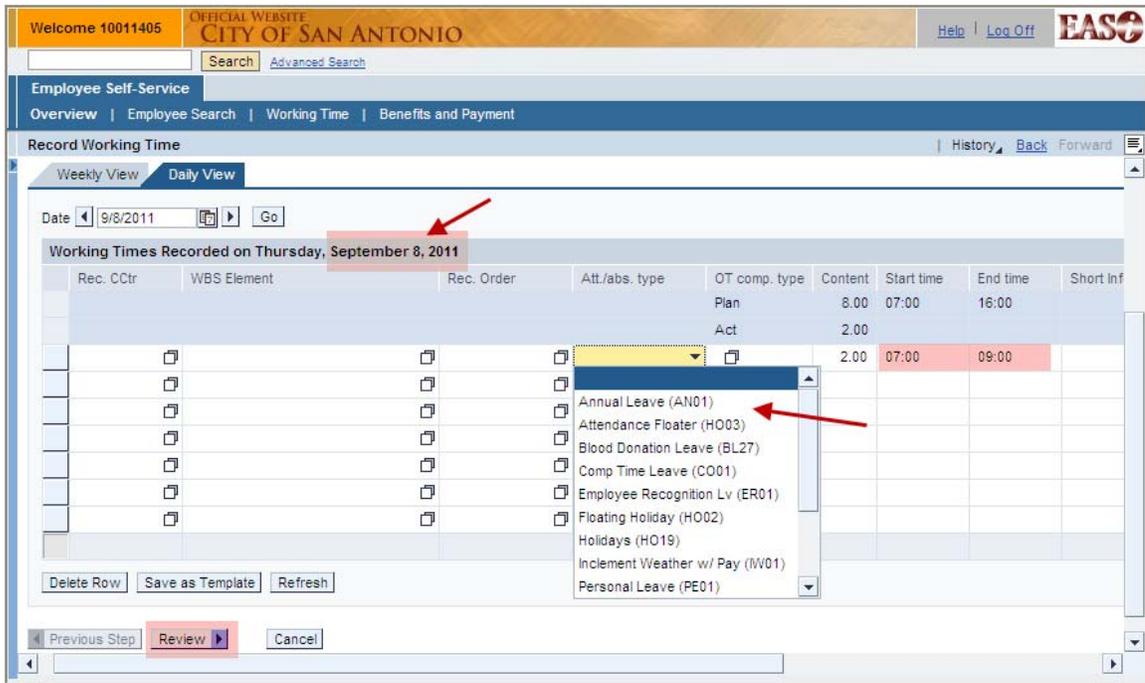
- “Record Working Time” link is a shortcut, directly to employee’s timesheet

The screenshot shows the 'Employee Self-Service' portal for the City of San Antonio. The header includes a welcome message 'Welcome 10011405', the official website name 'OFFICIAL WEBSITE CITY OF SAN ANTONIO', and navigation links for 'Help', 'Log Off', and 'EASO'. Below the header is a search bar with 'Search' and 'Advanced Search' buttons. The main navigation bar includes 'Overview', 'Employee Search', 'Working Time', and 'Benefits and Payment'. The 'Working Time' section is active, showing a 'History' dropdown, 'Back', and 'Forward' buttons. The content area is titled 'Working Time' and contains three main sections: 'Working Time' with a calendar icon and a link to 'Record Working Time'; 'Leave Request' with a link to 'Quota Overview'; and 'Additional Information' which explains the purpose of the Working Time tool and includes a reminder to follow city administrative directives.

2. Click [Record Working Time]



3. Click [Daily View] tab
 - Time entries can only be made in the “Daily View”
 - All time can be reviewed in the “Weekly View”
4. Type in desired date or select date from drop down calendar
5. Click [Go]



6. Verify correct date is displayed
7. Select desired "Leave" to be used from drop down Attendance Type list
8. Enter [Start Time] and [End Time]
9. Click [Review]

Welcome 10011405 OFFICIAL WEBSITE CITY OF SAN ANTONIO

Help | Log Off EASO

Search Advanced Search

Employee Self-Service

Overview | Employee Search | Working Time | Benefits and Payment

Record Working Time | History Back Forward

Record Working Time

1 Edit 2 Review and Save 3 Completed

Check your entries before saving.

Date	Rec. Cctr	WBS Element	Rec. Order	Att./abs. type	OT comp. type	Cell content	Additional Info
09/08/2011				Annual Leave		2.00	

Previous Step Save Exit

10. Verify time entry is correct

11. Click [Save]

Welcome 10011405 OFFICIAL WEBSITE CITY OF SAN ANTONIO Help Log Off EASO

Search Advanced Search

Employee Self-Service

Overview | Employee Search | Working Time | Benefits and Payment

Record Working Time | History Back Forward

Record Working Time

1 Edit 2 Review and Save 3 Completed

Your data has been saved

What do you want to do next?
[Record Additional Working Times](#)
[Go to Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)

Overview of your newly recorded working times

Date	Rec. CCtr	WBS Element	Rec. Order	Att./abs. type	OT comp. type	Cell content	Additional Info
09/08/2011				Annual Leave		2.00	

12. Confirmation of time entry appears