ESS – Entering Time

Electronic Timecard
Employees
Electronic Timesheet

Objectives

– 1) Compliance features
– 2) Learn to submit hours
– 3) Check your hours.
– 4) Frequently asked questions
Keys to success!

• SAP is the system and contains workflow.
• Everyone will need to record, save, and submit hours for pay.
• Only approved hours flow into SAP’s payroll arena.
• Submitters may validate supervisors have approved their time.
Compliance: Recording your time.

- Record your time throughout the day for arrival, lunch, and departure.
- Record all hours worked.
- Submit your hours weekly.
- Check to ensure your supervisor has approved your hours.
- For benefit time do not use the benefit request link, but use the timesheet instead.
Logging into firefly.

• Faculty and staff UNO webpage link
Logging into firefly.

• The firefly application. (Help Desk 554-4357)
Employee Self Service tab.

- Record working time
Electronic Timesheet: Part I

Record Working Times

1. Save
2. Release All Entries In This Week
3. Display Help
4. Calendar
   - September 2014
   - October 2014
   - November 2014
   - Completion Status
     - From: 09/01/2014
     - To: 11/12/2014
     - Incomplete Days: 0
   - Remark
     - You can navigate from 05/09/2014 to 05/14/2015
5. Timesheet
   - Previous Period
   - Next Period
   - Week from: 11/07/2014
   - Week to: 11/13/2014
   - Content
     - Delete
     - Date
     - Att./abs. type
     - Planned
     - Actual
     - Content
     - FR, 11/07
     - Vacation Leave
     - 8.00
     - 8.00
     - 8.00
     - SA, 11/08
     - 0.00
     - 0.00
Electronic Timesheet: Part 2

- Benefit eligible employees

<table>
<thead>
<tr>
<th>Leave Balance</th>
<th>Used</th>
<th>Current Period Balance</th>
<th>Planned Usage</th>
<th>Adjusted Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Earned</td>
<td>51.75</td>
<td>12.75</td>
<td>0.00</td>
<td>12.75</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>57.50</td>
<td>1,440.36</td>
<td>0.00</td>
<td>1,440.36</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>175.00</td>
<td>232.51</td>
<td>16.00</td>
<td>248.51</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>16.00</td>
<td>32.00</td>
<td>0.00</td>
<td>32.00</td>
</tr>
</tbody>
</table>
Electronic Timesheet: Recording Time

- Military time
Electronic Timesheet: Recording Time

- Checking and submitting time

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<table>
<thead>
<tr>
<th>Date</th>
<th>Att. type</th>
<th>Planned</th>
<th>Actual</th>
<th>Content</th>
<th>Delt.</th>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR, 11/07</td>
<td>Vacation Leave</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>13:00</td>
</tr>
<tr>
<td>SA, 11/06</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
<tr>
<td>SU, 11/05</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
<tr>
<td>MO, 11/10</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
<tr>
<td>TU, 11/11</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
<tr>
<td>WE, 11/12</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
<tr>
<td>TH, 11/13</td>
<td>Regular hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>08:00</td>
<td>16:00</td>
</tr>
</tbody>
</table>
Approved time highlighted with blue.

- Check to ensure your hours are approved.
Now you enter your time!

- Access the firefly tool.
- Select my employee self service tab.
- Select record working time.
- Enter your hours!
What you really need to know!

You need to record your time daily as you work it.

You must submit your hours for approval.

Check to ensure your hours were approved.

Call or email your business manager or Human Resources/Payroll for help.
• Frequently asked questions.
• Things to remember.