
Allocating Hours to Workgroups

Note: This function is available for employees who punch in and out and need to allocate hours worked to individual work groups. Any hours that are not allocated to a work group are allocated to your home department.

Follow the steps below to allocate hours. Ideally you will allocate hours daily. Screen shots that illustrate these steps begin on the next page.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN). See the “Logging In” job aid if you need instructions.
- 2 Select the **Allocation** tab.
- 3 Use the [Prev. Period](#) and [Next Period](#) links to choose the pay period during which you want to allocate hours.
Unallocated hours – hours worked but not assigned to any workgroup – appear in the Unallocated row.
- 4 If the workgroup for which you want to allocate hours does not display in the top portion of the window, click the [Add Workgroup](#) to List link.
- 5 Use the dropdown lists to select the Location and Department¹ where hours have been worked.
The work group you select displays in the top portion of the window.

Note: Workgroups can only be added for the Current Pay Period. Workgroups drop off the list when no hours have been allocated to them for 30 days.

- 6 Click the cell for the day and the workgroup to which you want to allocate hours, and enter the number of hours worked.

Note: You can allocate hours among several workgroups. The total of hours worked should equal the number of hours worked for the day. If you allocate more hours than are represented by your punches, the over-allocated hours (appears as a negative number in the Unallocated cell) will not be paid.

¹Workgroup components are defined for your organization; your work group field names may be different than the Location and Department fields shown here.

8:12:11 AM
Friday, September 02, 2011

James Bass [Change PIN](#)
[Refresh](#)
[Log Off](#)

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Allocation | Activity | Schedules | Personal | Benefits | Archives

Current Pay Period | Prev. Period | Approve Time Card | [Help](#)

Location	Department	Sat Aug-27	Sun Aug-28	Mon Aug-29	Tue Aug-30	Wed Aug-31	Thu Sep-1	Fri Sep-2	Hours
	Work Activity			12:01p 6:00p 6:00				11:54a 6:09p 6:15	12:15
Indiana	Maintenance								0:00
	Unallocated			6:00				6:15	12:15
	Add Another Workgroup								
Absences		Sat 27	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	

Transactions | Pay Period Totals | Activity | Adjustments

Date	In	Out	In	Out Amount	Schedule	Exceptions
08/27/11						

Select New Workgroup

Location

Select a workgroup.

Department

Select a workgroup.

Ok Cancel