Entering Time Worked on a Time Card Worksheet

Note: This function is available only for employees who do not punch in and out, but instead, enter hours worked for a day and need to allocate those hours by department or workgroup.

Follow the steps below to enter hours worked for individual workgroups. Ideally, you will enter your hours daily. Screen shots that illustrate these steps begin on the next page.

❶ Log in to ESS using your badge number and Personal Identification Number (PIN).

See the “Logging In” job aid if you need instructions.

❷ Select the **Worksheet** tab.

❸ 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.

❹ Use the dropdown lists to select the Location and Department[1] 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.

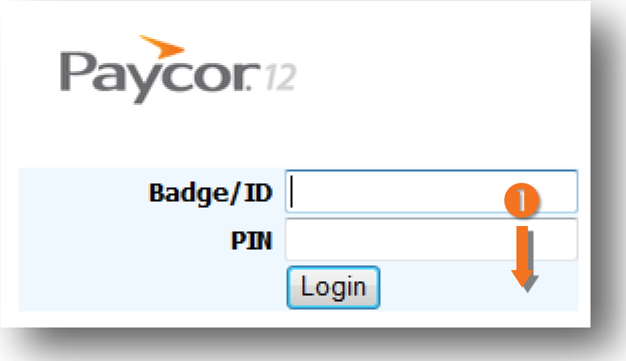
❺ In the cell for the day worked and the workgroup to which hours should be allocated, enter the hours worked and then press Tab.

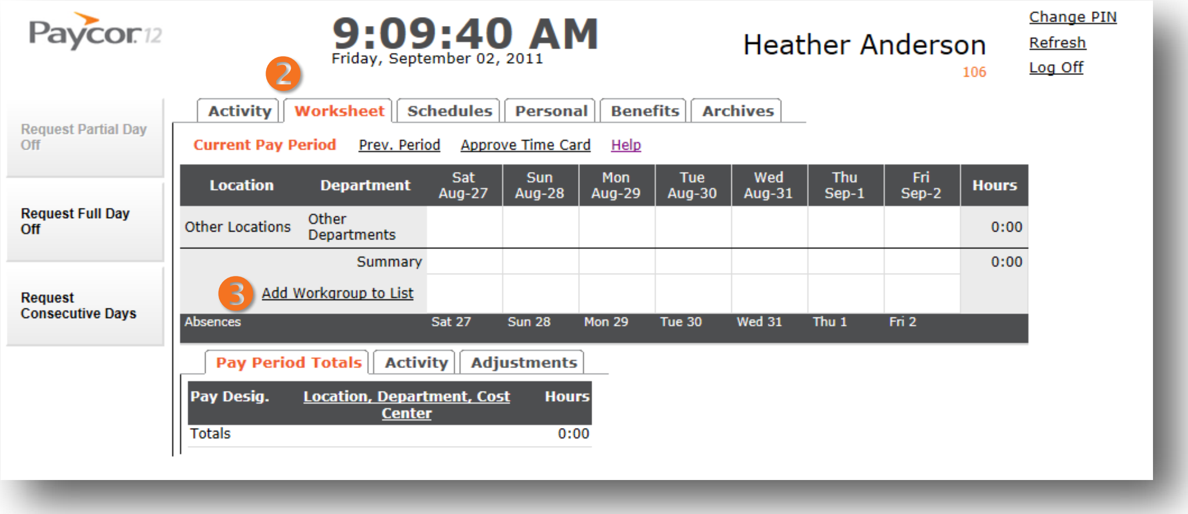
Your entry appears on the Summary line and on the Pay Period Totals tab at the bottom of the window.

---

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

Copyright © Paycor Inc. All Rights Reserved


Paycor 12
Badge/ID
PIN
Login
1


Paycor 12
Change PIN
Refresh
Log Off
Request Partial Day Off
Request Full Day Off
Request Consecutive Days
Activity
Worksheet
Schedules
Personal
Benefits
Archives
Current Pay Period
Prev. Period
Approve Time Card
Help
2
3
Add Workgroup to List
Pay Period Totals
Activity
Adjustments

9:09:40 AM
Friday, September 02, 2011

Heather Anderson
106

Location	Department	Sat Aug-27	Sun Aug-28	Mon Aug-29	Tue Aug-30	Wed Aug-31	Thu Sep-1	Fri Sep-2	Hours
Other Locations	Other Departments								0:00
	Summary								0:00
	Add Workgroup to List								
Absences		Sat 27	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	

Pay Desig.	Location, Department, Cost Center	Hours
Totals		0:00

Copyright © Paycor Inc. All Rights Reserved