

## Entering Time Worked on a Timesheet

**Note:** This function is available only for employees who do not punch in and out, but instead, enter hours worked for a day.

Follow the steps below to enter hours worked for individual workgroups. Ideally, you will enter your hours daily. Screenshots 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 **Timesheet** tab.
- 3 Confirm that the correct period is displayed, and enter your time for the period. Your entry will show totals in the columns on the right.
- 4 Once all entries have been made for the day, click .

**Paycor.12**

Badge/ID

PIN

Login

**9:15:50 AM**  
Friday, September 02, 2011

Melanie Boyle  
160

Request Partial Day Off

Request Full Day Off

Request Consecutive Days

Activity **Timesheet** Schedules Personal Benefits Archives

Current Pay Period Prev. Period Approve Time Card Help

Showing period from 08/27/11 to 09/02/11

Date	Schedule	IN	OUT	IN	OUT	Shift	PD	Hours
Sat Aug-27		8:00a	12:00p	1:00p	5:00p	8:00	REG	8:00
Sun Aug-28								
Mon Aug-29		2:00p	7:00p			5:00	REG	5:00