

Supervisor Time Approval User Guide

To access ESS, use the link

ess.reed.edu

Your employee dashboard will open



From the dashboard, under “My Activities” select “Approve Time”



From the "Approval" section you can filter by department (that your credentials allow access), current and past

The screenshot displays the 'Approvals - Timesheet' section of an HR system. The interface includes a navigation bar at the top with 'Employee Dashboard' and 'Time Entry Approvals'. Below this, there is a filter section with a 'Timesheet' dropdown menu and an 'All' button. The main content area is divided into several horizontal sections, each representing a different approval status: 'Disputed', 'Pending', 'Pending - In the Queue' (with a count of 0), 'In Progress', 'Error' (with a count of 0), 'Approved' (with a count of 0), and 'Completed'. At the bottom of the page, a user profile for Dawn Derry (ID: V53351) is shown, along with their department, 1-05040, BUSINESS.

Here you have a summary of your employees time. You can return it back to the employee, or approve if the information is correct.

Selecting "Details" will take to to the detailed version of the employees time sheet.

NOTE: If a correction is found after employee submission cut-off, you cannot return the timesheet. You will need to make the change and add a comment explaining the change.



