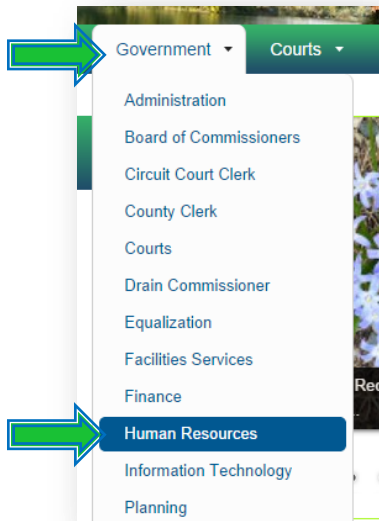


Entering Time through the Employee Portal

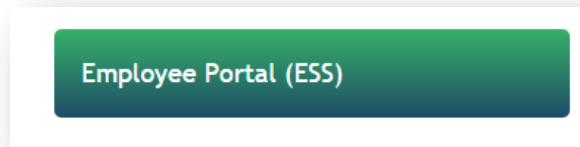
1. Two new ways to find our Employee Portal! Go to www.livgov.com. 1. Go to **“Government”** and then down to **“Human Resources”** or 2. Click on **“Employees”** at the far right of the home page ribbon. Both of these options will bring you to our new Employee Portal!



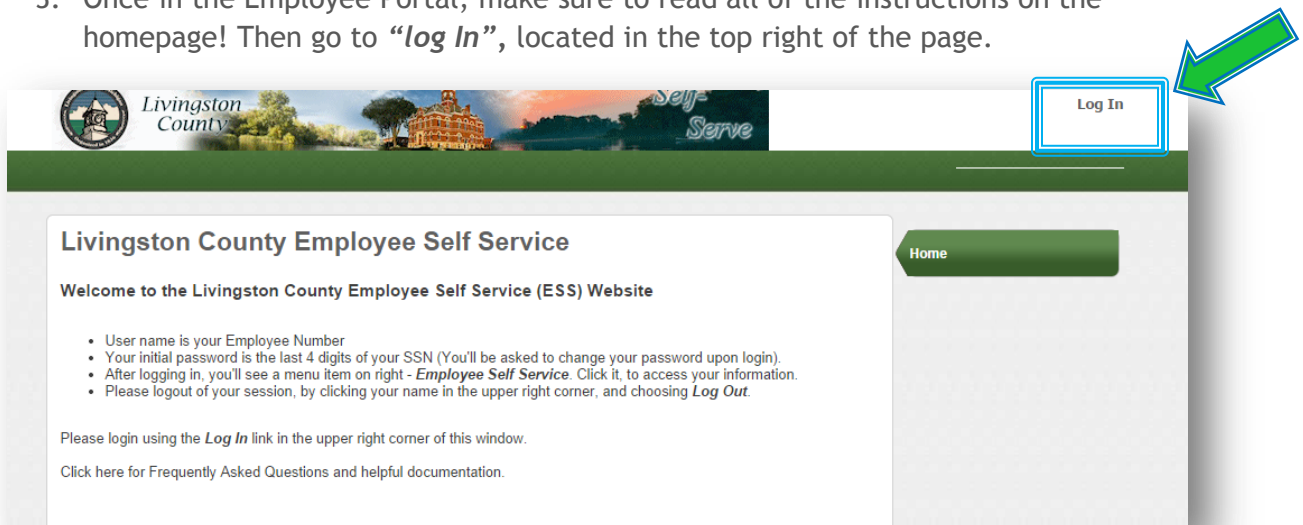
OR



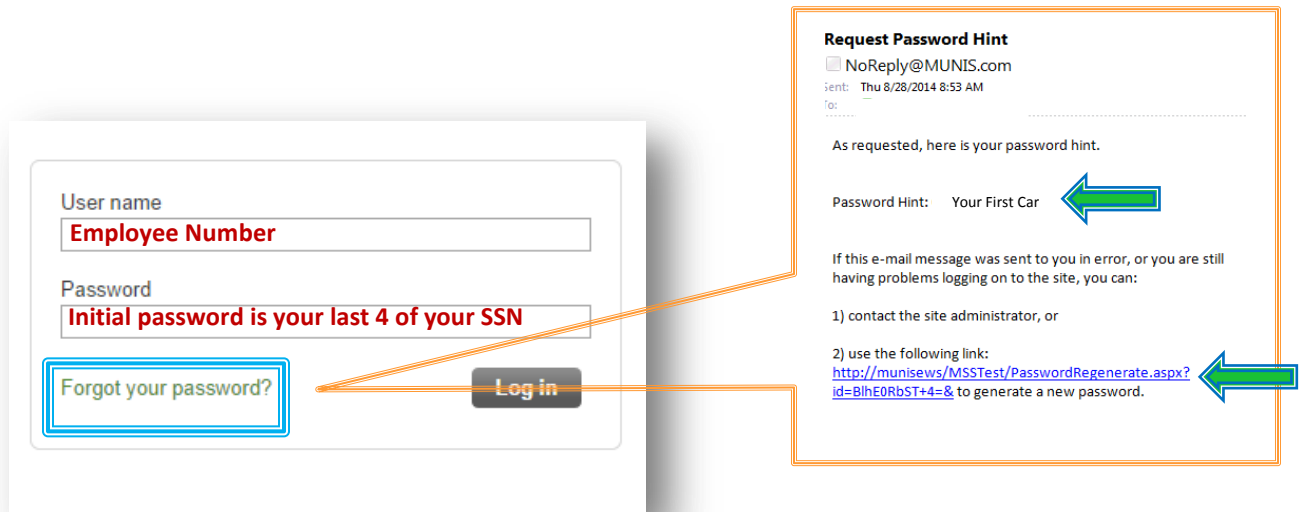
2. If you went through **“Human Resources”**, click on the **“Employee Portal (ESS)”**.



3. Once in the Employee Portal, make sure to read all of the instructions on the homepage! Then go to **“log In”**, located in the top right of the page.

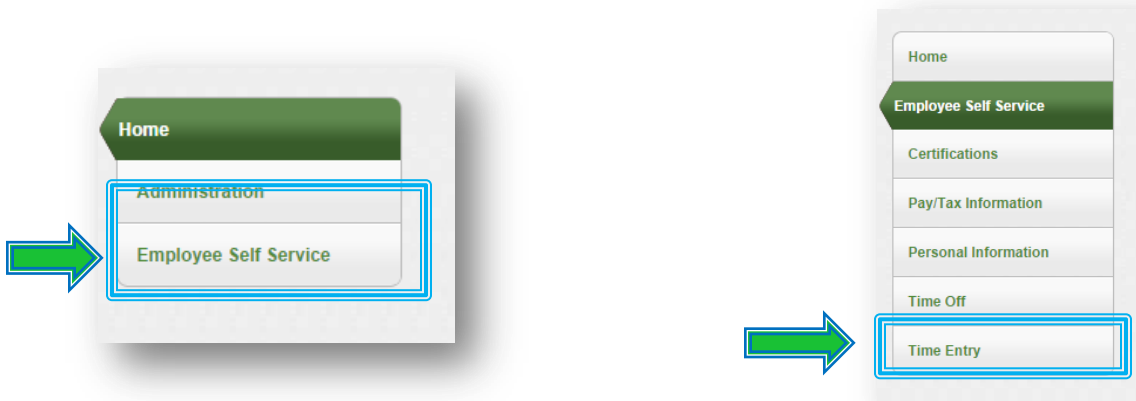


4. You will want to use your Employee Number for your Login. If you have never logged in before your password will be the last 4 of your SSN. (You'll be asked to change your password upon login). If you have logged in before, but can't remember your password; Click the **"Forgot your password?"** button to either send a hint, or re-set your password.



The image shows a login form on the left and an email screenshot on the right. The login form has a 'User name' field containing 'Employee Number', a 'Password' field containing 'Initial password is your last 4 of your SSN', a 'Forgot your password?' button, and a 'Log in' button. The email, titled 'Request Password Hint', is from 'NoReply@MUNIS.com' and dated 'Thu 8/28/2014 8:53 AM'. It contains a 'Password Hint: Your First Car' and a link to regenerate a password: <http://munisews/MSSTest/PasswordRegenerate.aspx?id=BlhE0RbST+4=&>. Green arrows point from the 'Forgot your password?' button to the email, and from the password hint and the regenerate password link back to the login form.

5. Once logged in, click on the **"Employee Self Service"** Tab, located on the right under **"Home"**. Then click on the **"Time Entry"** Tab.



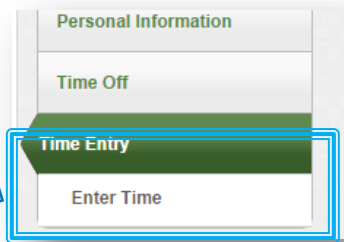
The diagram shows two screenshots of a web interface. The first screenshot shows a navigation menu with 'Home', 'Administration', and 'Employee Self Service' tabs. A green arrow points to the 'Employee Self Service' tab. The second screenshot shows the 'Employee Self Service' page with a sub-menu containing 'Home', 'Certifications', 'Pay/Tax Information', 'Personal Information', 'Time Off', and 'Time Entry' tabs. A green arrow points to the 'Time Entry' tab.

6. Your current week will automatically come up, use the “Prior week” or “Next week” to move between weeks. If you are a supervisor, click “Enter Time” in the right hand column. For a list of pay periods click [here](#) to visit the HR homepage.

- Click in the box for each day you are entering in time for, a space to enter time will show up along with an area to attach any notes for your supervisor. After each day has been entered click your Tab key to move to the next day. Once complete click “Save for later”. Then either “prior week” or “Next week” to complete the rest of your time entry.

Please note: If you are a salaried employee, you do not have to enter hours. You will only need to enter exceptions such as; vacation, sick, holiday etc.

Only if you are a supervisor, will you have to click on “Enter Time”



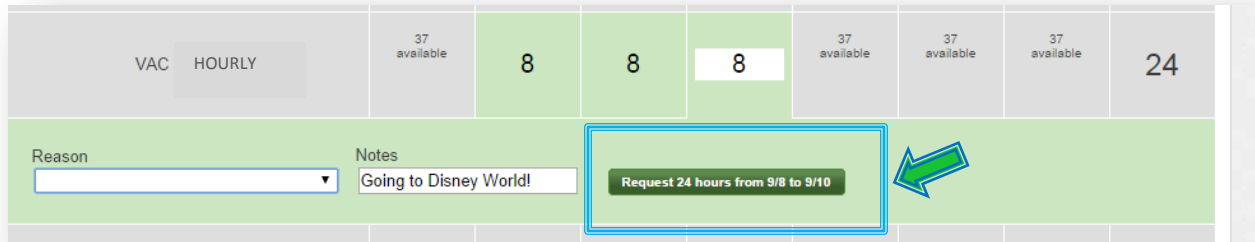
Enter time

| | Jul 2014 | Sep 2014 | Sunday 8/24 | Monday 8/25 | Tuesday 8/26 | Wednesday 8/27 | Thursday 8/28 | Friday 8/29 | Saturday 8/30 | Weekly Total |
|-------------|------------|-----------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|--------------|
| | prior week | next week | | | | | | | | |
| HOURLY | | | | 8 | 8 | 8 | | 8 | | 32 |
| VAC HOURLY | | | 33.3 available | 33.3 available | 33.3 available | 33.3 available | | 33.3 available | 33.3 available | 0 |
| SICK HOURLY | | | | | | | 8 | | | 8 |

You can enter your hours in either one of these boxes. (But not both)

7. If you need to enter a time off request for a vacation day. You can do this either directly on the timesheet or in the time off request tab.

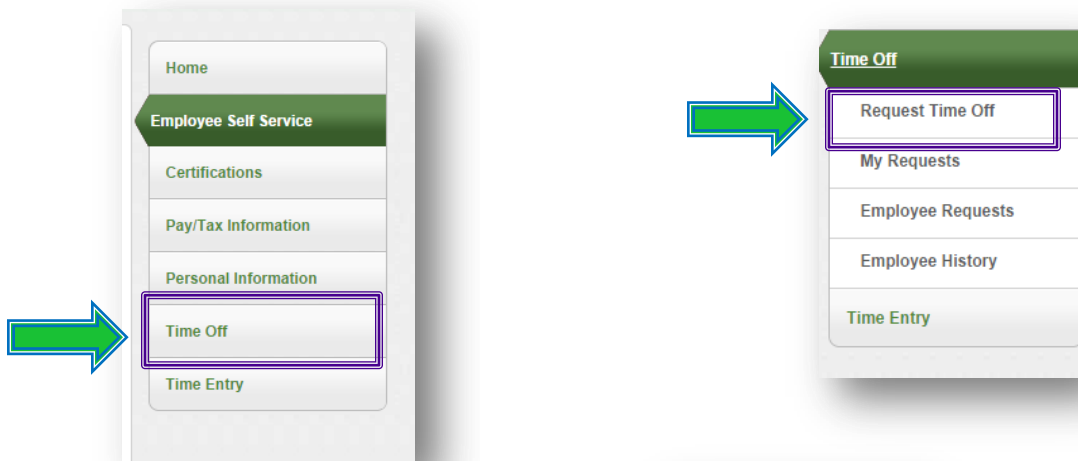
- To submit time directly on the timesheet click on the day/days you want to request for vacation, entering in the hours, then click on **“Request __ hours from __ to __”**. This will submit the request to your supervisor to approve or deny.



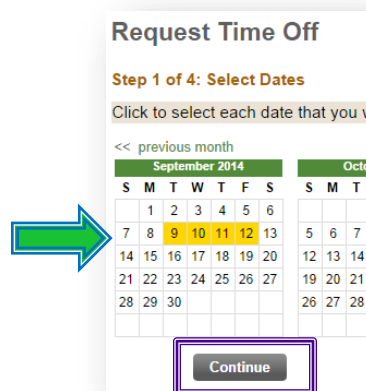
- You can also submit time off requests through your menu by:

1. Click **“Time Off”** section in your menu

2. Then **“Request Time Off”**



3. Choose the days for your request, then **“Continue”**



4. Verify what accrual bucket to use

Request Time Off
Step 2 of 4: Select Type
Select the type of time off you would like to take from which job

| Type |
|---|
| <input checked="" type="radio"/> VACATION |
| <input type="radio"/> SICK |
| <input type="radio"/> COMP TIME |

Continue

5. You can adjust the hours of your requested days if not taking a full 8 hours, once verified click **“Continue”**

Request Time Off
Step 3 of 4: Partial Day Requests
If you are requesting any partial days, edit time as necessary.
You have selected the following dates (Change Dates)

| | | | | | |
|------------|-----------------------------------|-------|------------|-----------------------------------|-------|
| 9/9/2014: | <input type="text" value="4"/> | Hours | 9/10/2014: | <input type="text" value="8.00"/> | Hours |
| 9/11/2014: | <input type="text" value="8.00"/> | Hours | 9/12/2014: | <input type="text" value="8.00"/> | Hours |

Continue

6. Add any comments for your request and then click **“Make Request”**

Request Time Off
Step 4 of 4: Additional Information
Verify the time you are taking and enter additional comments for this request.

Job: _____
Request Type: VACATION
Days Requested: 9/9,9/10,9/11,9/12
Total Time Requested: 28.00 Hour(s) | change

Comment (optional):

Reason: [optional] _____

Make Request Cancel

8. After you have completed both weeks of your timesheet, click **“Submit”**. You have now completed your timesheet for your bi-weekly pay!

Hint: At any time to return to the home screen, click the arrow next to your job title

Enter time

BENEFITS SPECIALIST

Copy from previous week Save for later Submit

| Jul 2014 | Sep 2014 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Weekly Total |
|------------|-----------|--------|--------|---------|-----------|----------|--------|----------|--------------|
| prior week | next week | 8/17 | 8/18 | 8/19 | 8/20 | 8/21 | 8/22 | 8/23 | |
| HOURLY | | | | | | | | | |

If you have any questions regarding time entry; please contact the Human Resources Department at

(517) 546-1010 or Humanresources@livgov.com