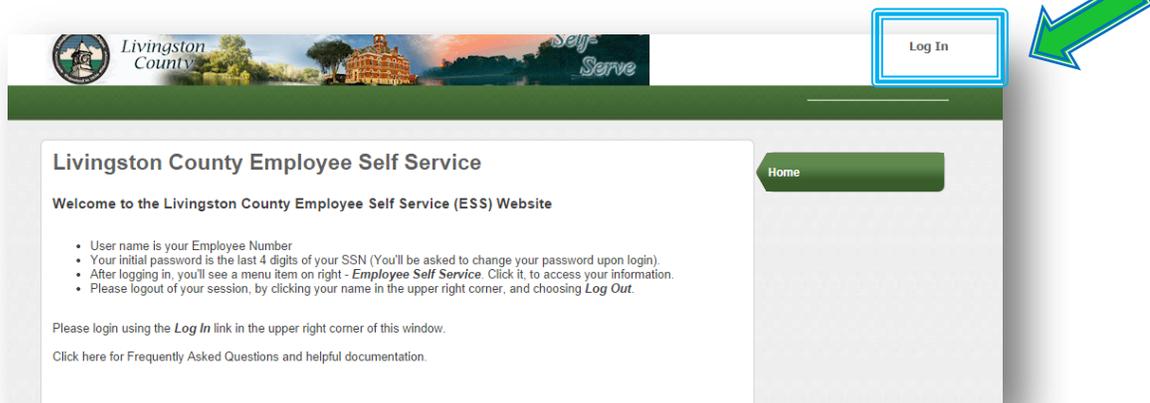# Approving Employee Timesheets through Employee Portal (ESS)
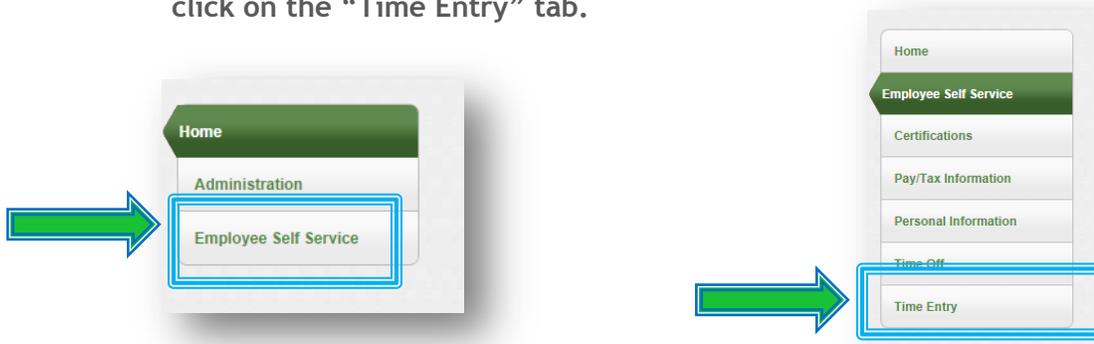
1. You can approve your employee's time directly through your dashboard in MUNIS as well as within your own Employee Portal (ESS) login. Once your employee has entered their time, you will receive an email notification for their timesheet as well as any vacation requests.

Employee Time Sheet

☐ munisadmin@co.livingston.mi.us

Sent: Thu 8/28/2014 2:08 PM

To:

Employee Time Sheet record is ready to be approved:
Employee: Mouse, Minnie
Date: 08/18/2014
Job: 1002 -
Pay: 150 - HOURLY - SCHEDULED
Quantity: 6.000
Location: 2700 - HUMAN RESOURCES
Notes:

2. Log into 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.

Log In

Livingston County Employee Self Service

Welcome to the Livingston County Employee Self Service (ESS) Website

- User name is your Employee Number
- Your initial password is the last 4 digits of your SSN (You'll be asked to change your password upon login).
- After logging in, you'll see a menu item on right - *Employee Self Service*. Click it, to access your information.
- Please logout of your session, by clicking your name in the upper right corner, and choosing *Log Out*.

Please login using the *Log In* link in the upper right corner of this window.

Click here for Frequently Asked Questions and helpful documentation.

Home

3. Click on the *"Employee Self Service"* Tab, located on the right under Home. **Then click on the "Time Entry" tab.**

Home

Administration

Employee Self Service

Home

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

4. Once in Time Entry, you will see all pending timesheets for your employee. *You can click on the "View" to see more details about your employee's time*.

   Best Practice: Use the "View" feature to view pending time or to make adjustment before submitting time. Once approved/submitted you will not be able to make changes to any time that has been submitted. If you need to make adjustments to approved time, please contact the Human Resources Department.
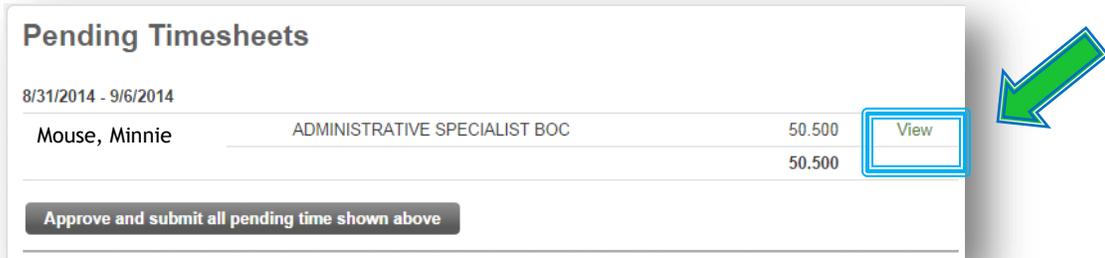
5. While in the "View" area of your employee's timesheet, you can approve or deny any time. You can also add adjustments that may be missing. To approve or deny time, click on the day and choose to either approve or deny that day. Once approved/denied you will either see a **green check** or a **red X**. An automatic email will be sent to your employee for any time that is rejected. **Please Note**: If you have salaried employee you will only need to approve their exceptions such as vacation, sick, holiday etc. you will not have to approve hours.

   Best Practice: When making changes to an employee's timesheet, you should always include a comment as to why along with your initials and a date.

6. Once everything is approved or denied and ready to submit; click **"Submit"** in the right corner.

7. You can also approve all pending timesheets all at once using *"Approve and submit all pending time shown above"*. This will approve all timesheets that are pending.

   Best Practice: Once submitted you will not be able to make changes to any time that has been submitted. You should view all employees' time to confirm all timesheets look correct. If you need to make adjustments to submitted time, please contact the Human Resources Department.

8. Once all pending time has been submitted you will see a message confirming all pending timesheets have been submitted!
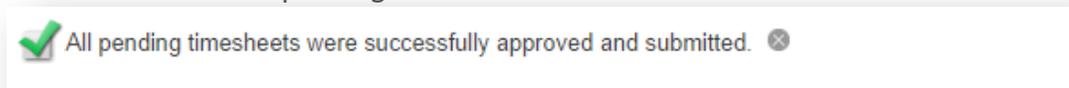
If you have any questions regarding time entry; please contact the Human Resources Department at

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