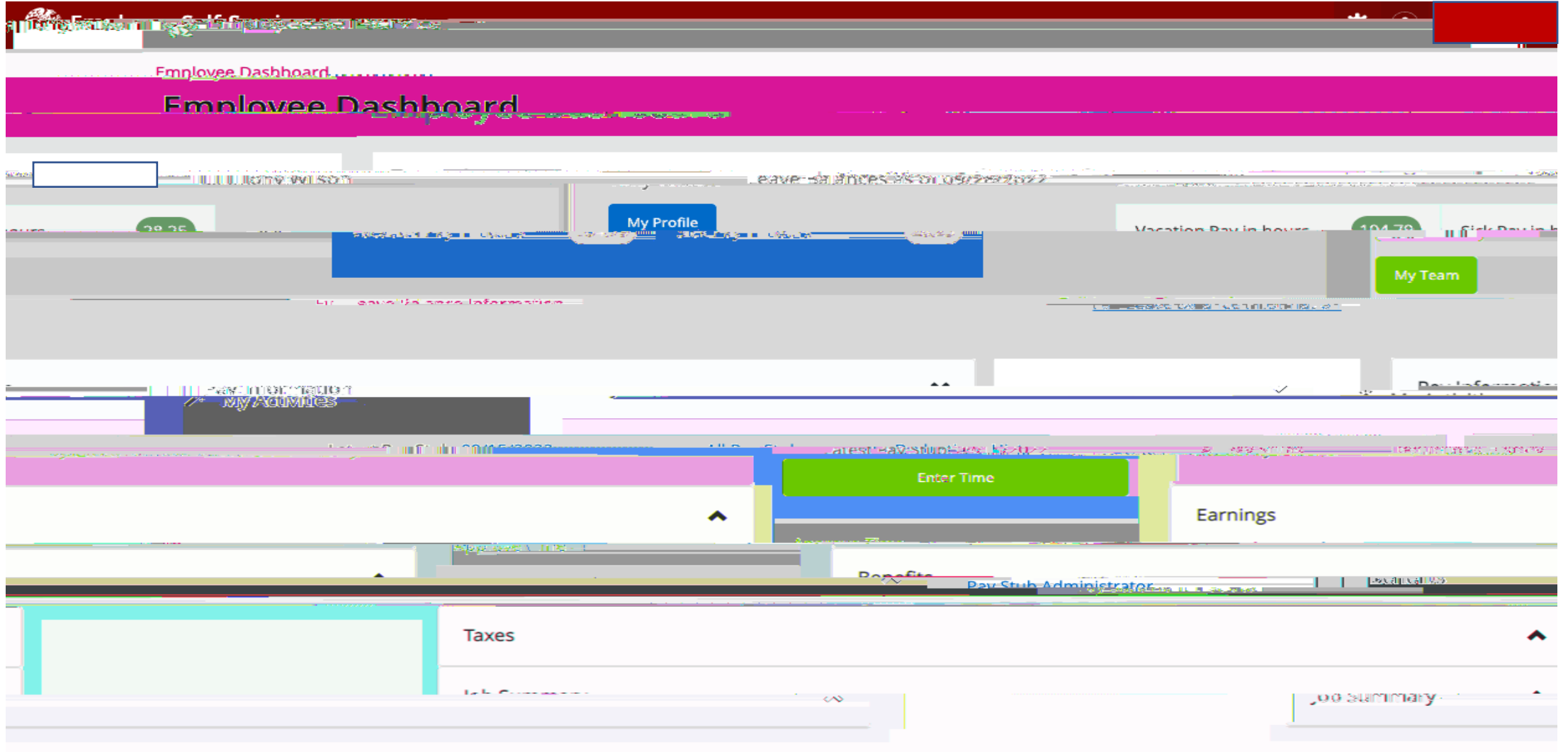# Time Entry
User Guide
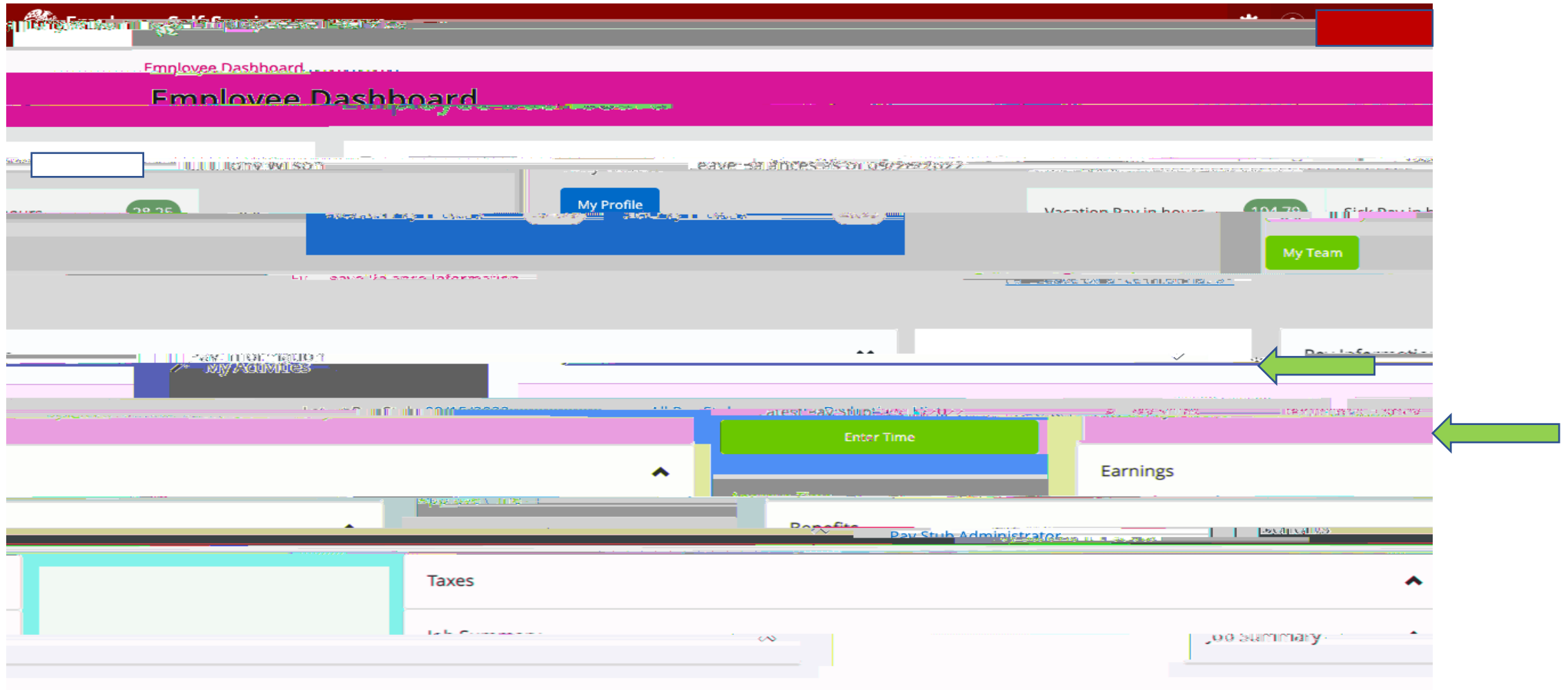
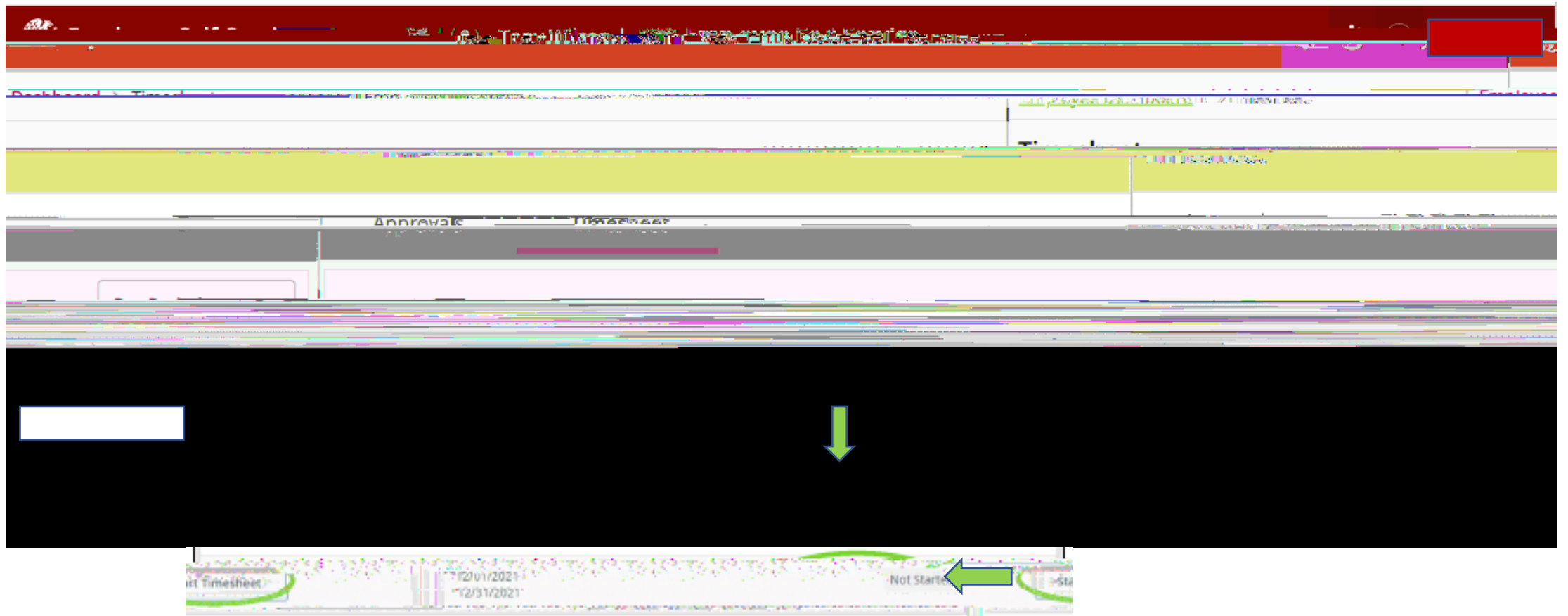To access ESS, use the link
 ess.reed.edu
Your employee dashboard will open

To enter your time select "Enter Time" from the activities list

If you have started your timesheet click on the status to to access your time detail.
If you have not started your timesheet you will see a "Start Timesheet" button, click on that

Now you may begin to enter any leave you have taken for the pay period
Click on the day, and then from the drop down list select your leave type.

Enter your hours and then click "SAVE"
You can now preview your time by selecting the preview button.

You can now review your time for accuracy.
If changes are needed use the "Return" button.
If you have entered all your time for the pay period use the "Submit" button

Payroll Manager S00581-00-1 05040 BUSINESS OFFICE

In Progress   Submit By 10/07/2022 11:59 PM   Pay Period: 09/23/2022 - 10/06/2022   37.50 Ho