

EMPLOYEE SELF SERVICE (ESS)

Entering time into ESS

Click on View/Edit Timesheet in the left navigation/menu bar

Stephens County, GA - Employee Self-Service

Menu

- Employee Information
- Print Current W2 Form
- Print Blank W4 Form
- View Paycheck History
- View Time-Off
- View/Edit Timesheet**
- Change Password
- Logout

Pay Period: 10/04/2021 to 10/17/2021 Search Show Weekends Update Status

10/04 (Mon)	10/05 (Tue)	10/06 (Wed)	10/07 (Thu)	10/08 (Fri)										
Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status
Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete

10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)										
Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status
Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete

Total Base: 0.00
Total Non-Base: 0.00
Total Hours: 0.00

Next, click on Add on whichever day Time needs to be added.

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Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status
Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete	Add	Edit	Delete

Total Base: 0.00
Total Non-Base: 0.00
Total Hours: 0.00

Next, select the Attendance Code from the Drop list.

Menu | Pay Period: 10/04/2021 to 10/17/2021 | Search | Show Weekends | Update Status

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10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)							
Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status

Total Base: 0.00
Total Non-Base: 0.00
Total Hours: 0.00

Timesheet Detail

Attendance Code: **REG**

Description: BAILIFF
BON
CMP
CORONER
HOL
MEDTAXRF
OT
OT DT
OT REG
REG
RETROPAY
SEVERANC
SIC
SIC 000

Hours/Days: [Search]

Pay Type: [Search]

Rate: [Search]

Expenditure Account: [Search]

Account Descript: [Search]

Entry Descript: [Search]

Status: [Search]

Tracking Id: [Search]

Start Time: [Search]

OK Cancel

Select the applicable Attendance Code from the drop list.

REG

Part-time employees do not receive Holiday pay.

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Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status

10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)							
Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status

Total Base: 0.00
Total Non-Base: 0.00
Total Hours: 0.00

Timesheet Detail

Attendance Code: REG

Description: REGULAR

Hours/Days: **0.00**

Pay Type: Regular

Rate: 0.0000 [Search]

Expenditure Account: [Search]

Account Descript: [Search]

Entry Descript: [Search]

Status: Draft

Tracking Id: [Search]

Start Time: [Search]

OK Cancel

Enter the amount of hours. i.e. 4.00, 8.00

Next, click the OK button

Webinar Registration Success - 2 X | Stephens County - Calendar - O: X | Law Enforcement and First Respo: X | Anthem Blue Cross Blue Shield: X | ESS

broker.edmundsassoc.com/ESS/?municipalId=STEPGA#TIMESHEET

Apps | New Employees | Taxes | Month End | QUARTER END | Ga DOL Ads | Payroll | ESS | New Tab | BOB Advantage | INSURANCE | CO MAINT WORK... | ACCG/LGRMS Risk... | IRS | STEPHENS COUNT... | Other bookmarks | Reading list

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Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status
REG	8.00	Draft												
Total:		8.00												

Add Edit Delete

10/11 (Mon)			10/12 (Tue)			10/14 (Thu)			10/15 (Fri)		
Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status	Att Code	Hours	Status

Add Edit Delete

The time will display in "Draft" status

Total Base: 8.00 REG: 8.00
Total Non-Base: 0.00
Total Hours: 8.00

Follow these steps for each day that you need to enter time.

Your timesheet will be approved or denied by your Supervisor or the HR Department.

Questions? Contact the Human Resource Department:

humanresource@stephenscountyga.gov

706-886-9491 EXT 306