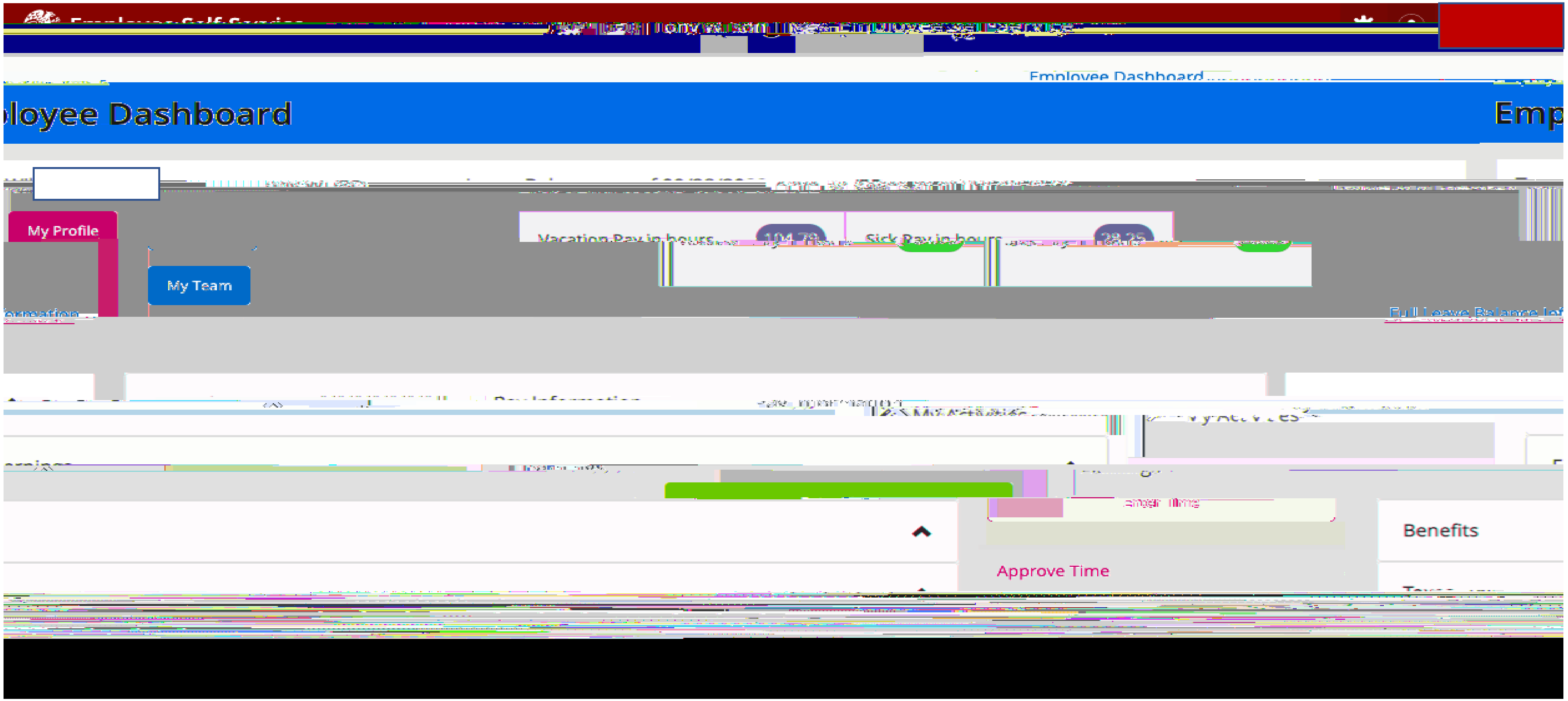
# Employee Self Service

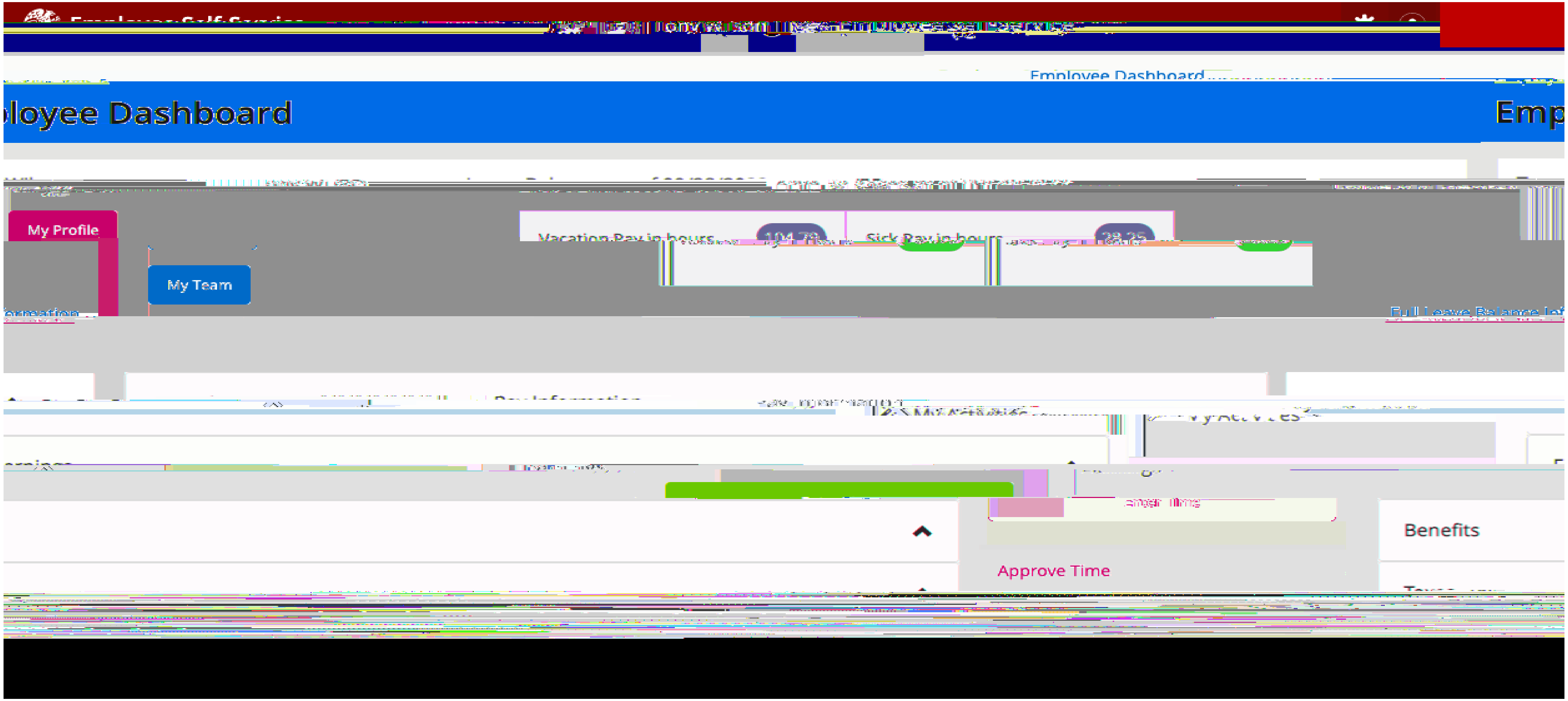
## Supervisor Time Approval

## User Guide

To access ESS, use the link
[ess.reed.edu](ess.reed.edu)
Your employee dashboard will open


Employee Dashboard
My Profile
My Team
Approve Time
Benefits

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


Employee Dashboard
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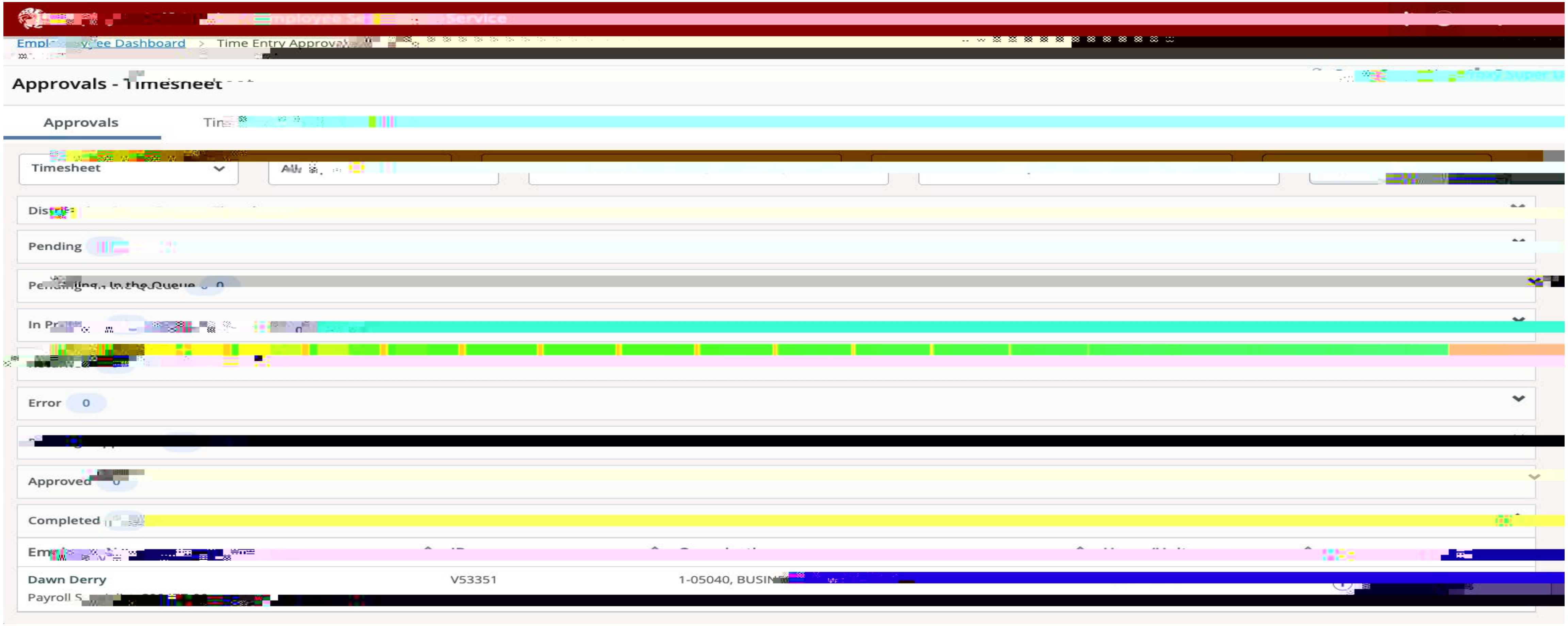
Emp
My Profile
My Team
Vacation Pay in hours
Sick Pay in hours
Full Leave Balance Inf
My Activities
Enter Time
Approve Time
Benefits

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


Employee Self Service
Employee Dashboard > Time Entry Approval
Approvals - Timesheet
Approvals
Timesheet
All
Pending
Pending, In the Queue 0
Error 0
Approved 0
Completed

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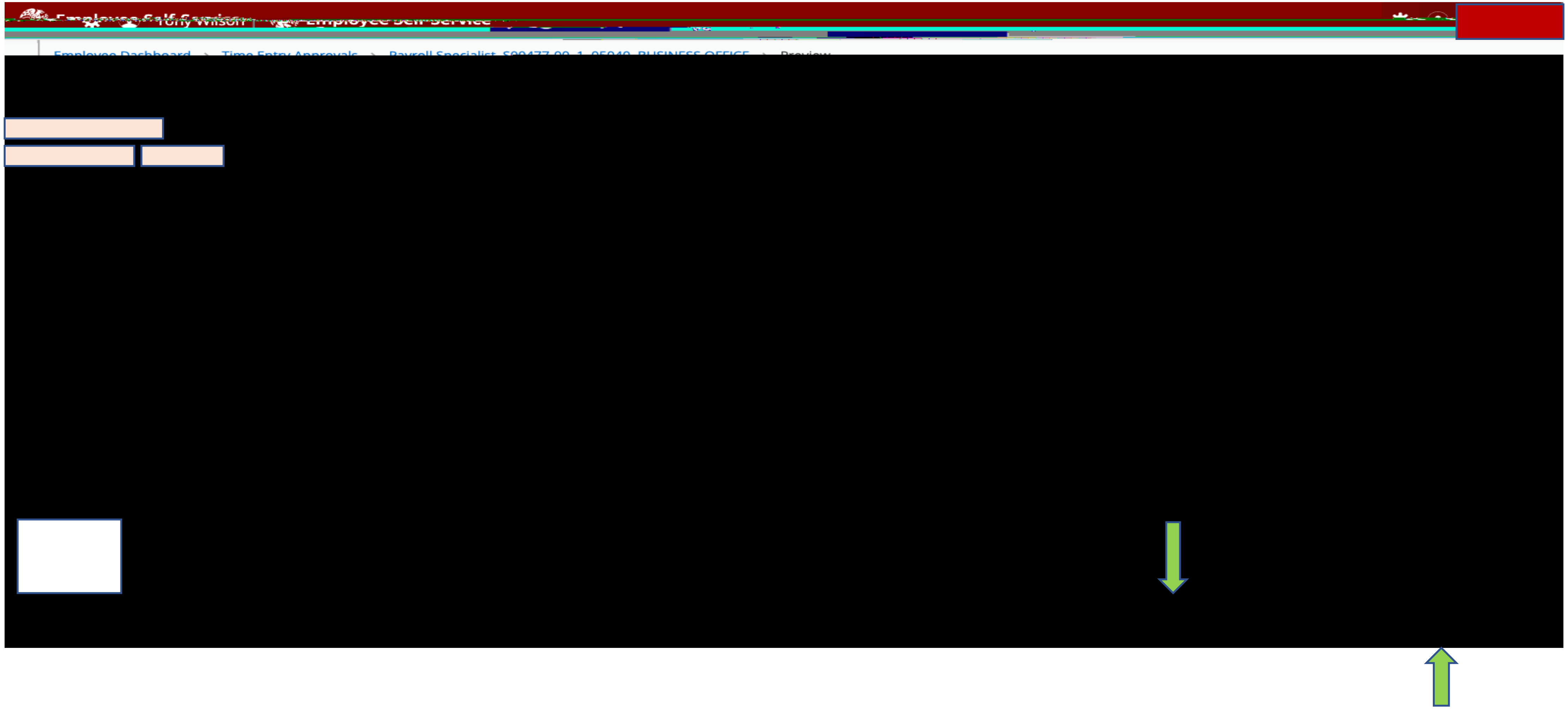
Payroll S

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.