How to Add or Edit timesheet hours in ESS

Logging in to Employee Self Service

tyler technologies

Log In

CCCOE Self Services (Train)

Click "Log In" in the upper right corner to be redirected to the screen to enter your username and password.

Home
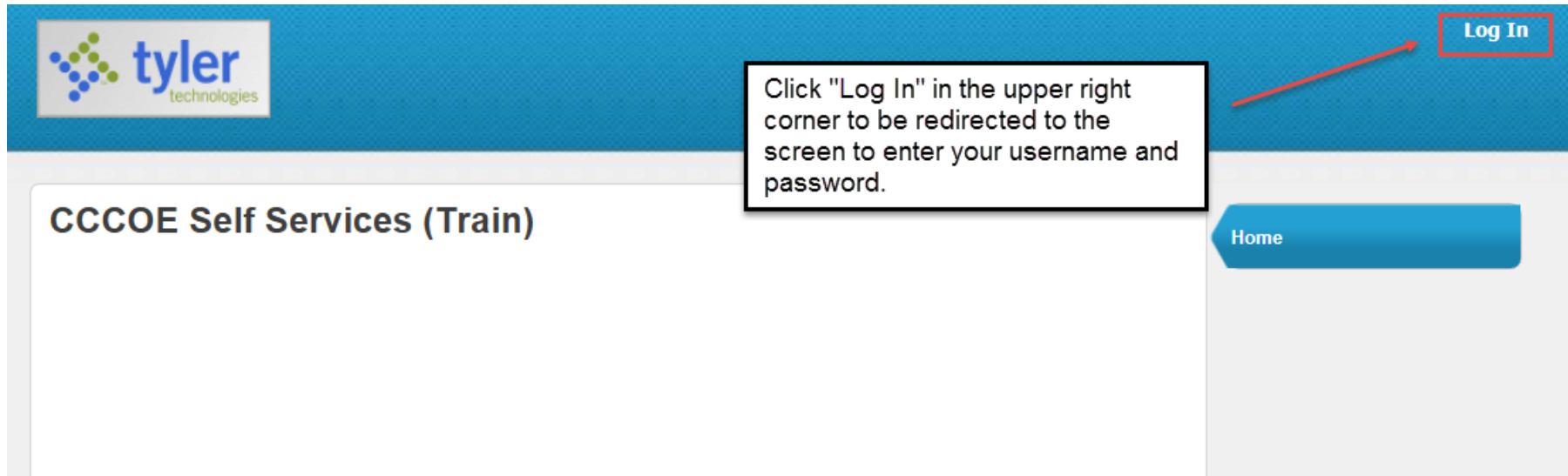
To find the URL:

Go to the Moraga District website,

https://msd-ca.schoolloop.com/

Under Resources, Select Staff Links, Select > ESS

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Login

Home

User name

jsmith2100

Password

••••

Forgot your password?   Log in

Your username is always your First Intial, Last name and last 4 digits of your social security number (SSN). Your password is initially the last 4 digits of your (SSN). In the example to the left, Jane Smith, social ending in 2100, logs in with her username of "jsmith2100" and her password of 2100 as this is her first time logging in.
Click "Log in" when you have entered your information.

Should you need to change your password, the below screen will navigate you through the process:

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Login

Current = last 4 SSN

Before proceeding you must change your password.

Current password

Your new password can be any word with both alpha and numberic characters such as "dog22" or "1apple." Please make sure to write it down someplace secure.

New password

Password strength   Unacceptable

Confirm new password

New password hint

Type the new password twice. Then enter a mandatory hint word. Click "Change" when done.

Change   **Cancel**

After changing your password successfully, you will see this screen:

Your password has been successfully changed.

Continue

Whether or not you changed your password, when you log in you will see this screen:

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SMITH, JANE H ▼

Click the arrow next to your name to log out at any time.

CCCOE Self Services (Train)

Home

Click "Employee Self Service to see the main menu options.

Employee Self Service

Welcome to Employee Self Service

Home

Announcements

Employee Self Service

Benefits

Personal information   View profile

Certifications

SMITH, JANE H
77 SANT BARBARA RD
PLEASANT HILL, CA 94523

Phone   **Email**
HOME PHONE: 925-942-3366   Email: mmiddleton@cccoe.k12.ca.us
WORK CELL: 925-942-3366   Alt email: mmiddleton@cccoe.k12.ca.us

For entering time off requests and hours to be paid, you will use the "Time Off" and "Time Entry" tabs, respectively.

Pay/Tax Information

Personal Information

Time Off

Time off   Request time off

Time Entry

P/T ADL TED

Available time   Requested   Taken

	Available		Total
▢ SICK	**36.98**		36.98
▮ PN/SL	**91.31**		110.31
▮ BERV	**0.00**		0.00

◄ J F M A M J J A S O N D ►
2015

How to Add or Edit timesheet hours in ESS

To enter hours to be paid, click on "Time Entry." The weeks shown will start with Sunday and end Saturday. Click in any box to add hours.

Enter time

| P/T ADULT ED TEACHER ▾ | | Adding 3.5 on 3/9/2015 | Copy from previous week | Save for later | Submit |

Feb 2015 prior week	Apr 2015 next week	Sunday 3/8	Monday 3/9	Tuesday 3/10	Wednesday 3/11	Thursday 3/12	Friday 3/13	Saturday 3/14	Weekly Total
PART/TIME ADULT ED SL EARNED			3.5						3.5

Hours   Notes

[Add line item]

Make certain that your primary job title is listed in this box. You may have other positions, such as substitute work, but the hours for pay will be for your primary position only.

Click in the box under the date you desire to update the field. Type in the number of hours to be paid, then click in the next box, until you have completed the week.
Click "Submit" if the hours are correct and should be approved by your supervisor. Click "Save for later" if you want the information saved but not sent to your supervisor.

| TOTAL | | | 3.5 | | | | | | 3.5 |

How to Add or Edit timesheet hours in ESS

Enter time

✔ Your time has been saved. ⊗

◀ | P/T ADULT ED TEACHER ▾ | **Adding 16.50 from 3/9/2015 to 3/13/2015** | **Copy from previous week** | **Save for later** | **Submit** |

	Sunday 3/8	Monday 3/9	Tuesday 3/10	Wednesday 3/11	Thursday 3/12	Friday 3/13	Saturday 3/14	Weekly Total
Feb 2015 (prior week) **Apr 2015** (next week)								
PART/TIME ADULT ED SL EARNED		3.5	3.5	3.5	4	2		16.5
		3.5	3.5	3.5	4	2		16.5

When time is only "saved" you will see the above message.
Please note that time saved but never submitted will not be paid as it has not been approved by a supervisor.

How to Add or Edit timesheet hours in ESS

Enter time

✓ Your time has been submitted. ⊗

P/T ADULT ED TEACHER ▼

| Copy from previous week | Save for later | Submit |

	Sunday 3/8	Monday 3/9	Tuesday 3/10	Wednesday 3/11	Thursday 3/12	Friday 3/13	Saturday 3/14	Weekly Total
Feb 2015 Apr 2015								
prior week next week								
PART/TIME ADULT ED SL EARNED		3.5	3.5	3.5	4	2		16.5

Hours 3.5   Change

Hours [   ]   Notes [   ]   **Add line item**

Hours 3.5   Edit Delete

Hours [3.5]   Notes [   ]   **Save** Delete

When hours are submitted, you will be able to edit the hours until the time has been approved. To do so just click on the number you wish to change, and then click "Change" below and "Edit" that number. Click Save after changing the number. Should you need to make a change after your time has been approved, you will need to email your supervisor to make that change.

| | | .5 | 3.5 | 3.5 | 4 | 2 | | 16.5 |

How to Add or Edit timesheet hours in ESS

Enter time

✔ Your time has been submitted. ⊗

| P/T ADULT ED TEACHER ▾ | | | Adding 3.5 on 3/9/2015 | Copy from previous week | Save for later | Submit |

		Sunday 3/8	Monday 3/9	Tuesday 3/10	Wednesday 3/11	Thursday 3/12	Friday 3/13	Saturday 3/14	Weekly Total
Feb 2015 prior week	Apr 2015 next week			✔	✔				
PART/TIME ADULT ED SL EARNED			3.5	3.5	3.5	4	3.5		18
✔ Hours 3.5									
EXTRA ST CE									
TOTAL			3.5	3.5	3.5	4	3.5		18

Click on "next week" to repeat the process for the next calendar week, until you have entered all of your time from the 11th to the 10th of each month.

Green check marks indicate the supervisor has approved these hours, thus they may not be changed via ESS.