How to add a comment in ESS

1. Click on the day you worked extra hours/overtime/as a sub

Jul 2019 prior week	Oct 2019 next week	Monday 8/26	Tuesday 8/27	Wednesday 8/28	Thursday 8/29	Friday 8/30	Saturday 8/31	Sunday 9/1	Weekly Total
	OVERTIME CLASSIFED								
	TOTAL								

2. Enter the hours and comments in their respective boxes.

Jul 2019 prior week	Oct 2019 next week	Monday 8/26	Tuesday 8/27	Wednesday 8/28	Thursday 8/29	Friday 8/30	Saturday 8/31	Sunday 9/1	Weekly Total
	OVERTIME CLASSIFED								
Hours Notes Add line item									
	TOTAL								

3. After you completed the above process. **Click "Add line item".**

Hours	Notes	
4	jm 11-3	Add line item

4. If you worked two jobs in one day. Repeat steps 2-3.

Hours 2   **Notes** rh 8:30 -10:30   Edit   Delete

Hours 4   **Notes** jm 11-3   Edit   Delete

Hours	Notes	
		Add line item

5. Once you have entered all of your comments for the day, click "submit". **If you did not click submit, your hours and comments will not save and be submitted to your supervisor for payment.**

Copy from previous week   Save for later   Submit