

Time Entry/Leave Requests - Tips & System Messages

Time Entry Tips

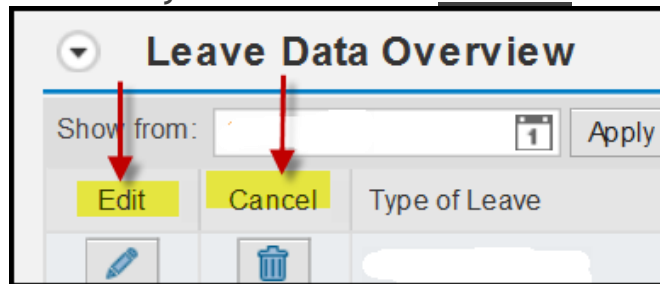
- ▶ Set up a recurring Outlook calendar reminder to enter time each week.
- ▶ Check the system to verify that your supervisor has approved your time, and discuss with your supervisor as needed.

Att./abs. type	Planned	Actual	Hours	Det.
	40	0.00		Click the note in the "Det" column to view the approval status of your time
▼ 0	0.00			
HOURS WORKED ▼ 8	0.00	8		

- ▶ Preview your pay statement on the last working day of the pay period.

Leave Request Tips

- ▶ If you need to edit/cancel a leave request you can do that under the Leave Data Overview section of the Create Leave Request link. If you do not see edit icons, please switch your browser to **Chrome**.

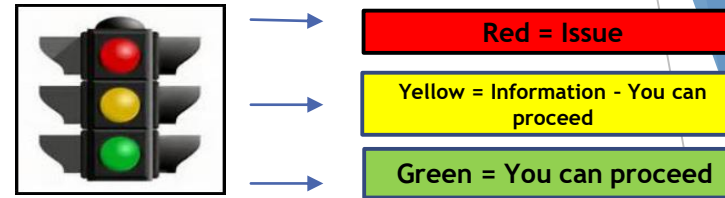


myUK ESS help links are available at: <https://cafebusinesscenter.ca.uky.edu/content/employee-resources>

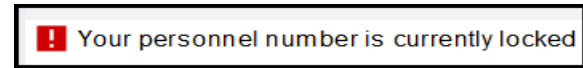
myUK MSS help links are available at: <https://cafebusinesscenter.ca.uky.edu/content/supervisor-resources>

System Messages

- ▶ The system messages are color coded similar to a traffic light.



Example **red** message -



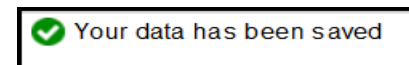
More than one session is open. Either the employee has multiple sessions open, or their supervisor is also in the record. All sessions should be logged out, and then one person should sign in.

Example **yellow** message -



The number of hours that has been entered does not match the system-loaded schedule. This message is informational. The system will allow you to proceed.

Example **green** message -



Faculty vacation requests - if receiving an error such as this:



Please make sure that you are selecting the appropriate leave type.

