



Employee Self Service

ESS Help Guide



Senate Technology Services

November 15, 2017

Table of Contents

| | |
|--|----|
| 1 Overview | 1 |
| 1.1 About Employee Self Service | 1 |
| What is ESS?..... | 1 |
| Available Programs | 2 |
| 1.2 Using ESS | 5 |
| Get Access to ESS..... | 5 |
| Log In and Sign Out of ESS | 6 |
| About Automatic Sign Out..... | 7 |
| Get Help..... | 8 |
| 2 Time and Attendance | 9 |
| 2.1 My Attendance..... | 9 |
| Enter and Submit a Time Record (Regular and Special Annual Employees) | 9 |
| Enter and Submit a Time Record (Temporary/Hourly Employees) | 12 |
| View and Print Previous Time Records | 14 |
| Correct a Rejected Time Record | 16 |
| 2.2 My Accruals | 17 |
| View Time Summary and Accrual Rates | 17 |
| Print Your Time and Attendance Report | 18 |
| Project Accrual Balance for Future Time Charged..... | 21 |
| 2.3 Manage Employees (T&A Supervisors Only) | 22 |
| Approve or Disapprove Time Records | 22 |
| List Outstanding Time Records | 24 |
| List Disapproved Time Records..... | 26 |
| List Time Records Submitted to Personnel..... | 28 |
| List Attendance History for an Employee You Supervise | 30 |
| List Attendance History for an Employee Under a Supervisor You Supervise..... | 32 |
| View Accrual History for an Employee You Supervise..... | 34 |
| View Accrual History for an Employee Under a Supervisor You Supervise..... | 36 |
| Project Accrual Balances for an Employee You Supervise..... | 38 |
| Project Accrual Balances for an Employee Under a Supervisor You Supervise..... | 40 |

Table of Contents

| | |
|--|-----------|
| Temporarily Transfer Your Supervisor Privileges | 42 |
| 3 My Info..... | 45 |
| 3.1 My Personnel Info..... | 45 |
| View Your Employee Profile | 45 |
| Set Up Your Senate Emergency Alert Info | 46 |
| 3.2 My Payroll Info Info | 47 |
| View and Print Your Paycheck History..... | 47 |
| 4 Supply..... | 49 |
| 4.1 My Supply..... | 49 |
| Enter and Submit a Requisition Form..... | 49 |
| Display a Previous Shopping Cart Not Submitted..... | 53 |
| List Current and Previous Orders..... | 55 |
| 5 Example Screens..... | 57 |
| 5.1 ESS Time Screens..... | 57 |
| Example Attendance Record Entry for Regular Annual and Special Annual Employees..... | 57 |
| Example Attendance Record Entry for Temporary Employees | 61 |
| Example Attendance History | 64 |
| Example Payroll Calendar | 66 |
| Example Accrual History | 67 |
| Example Accrual Projections | 69 |
| 5.2 ESS Time Screens for Supervisors..... | 71 |
| Example Review Time Records | 71 |
| Example Employee Attendance History | 73 |
| Example Employee Accrual History | 76 |
| Example Employee Accrual Projections..... | 78 |
| Example Supervisor Access..... | 80 |
| 5.3 ESS Payroll Screens | 82 |
| Example Current Info..... | 82 |
| Example Paycheck History | 85 |
| 5.4 ESS Supply Screens..... | 88 |
| Example Supply Requisition Form | 88 |

| | |
|---|-----------|
| Example Shopping Cart..... | 90 |
| Example Order History Form | 91 |
| 5.5 Emergency Contact Screen..... | 93 |
| Example Emergency Alert Info | 93 |
| 6 Help | 95 |
| 6.1 View and Print ESS Help Guide..... | 95 |

1 | Overview

1.1 | About Employee Self Service

What is ESS?

Employee Self Service, or ESS, is a web-based application that enables Senate employees to electronically access various administrative forms and reports used by the Senate to conduct its daily business.

ESS is accessed from the Senate's intranet at <http://Senateonline> and provides the following services which are accessed from the ESS menu bar:

- **My Info** enables a Senate employee to view his/her employee profile and current and past payroll information.
- **Time and Attendance** enables Senate employees to electronically enter, update, and submit current time records as well as review past time and attendance information. It also enables Senate Time and Attendance Supervisors to electronically manage and process all time records for the employees they oversee.
- **Supply** enables Senate offices to view and order Senate supplies online.
- **Help** offers basic information about ESS and gives specific directions for common ESS tasks.

ESS data is not stored locally on your PC; rather it is processed and stored on a server in the STS Computer Center. To ensure ESS information is secure, all data is encrypted and cannot be accessed without a valid Senate userID and password.

Available Programs

Refer to the following chart to learn about the Employee Self Service (ESS) programs, their descriptions, and who can access them. To see what these programs look like, see "Example Screens" in this guide.

| Program | Description | Who Can Access It |
|---|--|-------------------|
| My Info | | |
| Current Info | The Current Info allows you to view your Senate employee profile, which includes your personnel, payroll, and workplace information. | All Employees |
| Paycheck History | The Paycheck History allows you to view your paycheck earnings and deductions for the current calendar year, all previous calendar years, and all fiscal calendar years. (Note that data only goes back to the first pay period with a check date of 1993). Upon displaying the screen, your first paycheck for the calendar year appears at the top and the year-to-date totals appear at the bottom of each column. In addition, earning or deduction changes amounting to three cents or more are bold on the screen. | |
| Time and Attendance | | |
| Attendance Record Entry | The Attendance Record Entry is used to record your hours worked and accruals used for the current payroll period or previous payroll periods. After completing a record, your information is submitted directly to your Time and Attendance Supervisor for review. If there are any discrepancies, you are notified that your electronic record has been rejected. You then must make the necessary corrections and resubmit it. Approved records are submitted directly to the Senate Personnel office. Note that the Attendance Record Entry screen displays differently for regular annual employees and temporary employees. | All Employees |
| Attendance History | The Attendance History allows you to view a summary of your past time records for the current year and previous years. This information is calculated using the Attendance Record Entry information that you have submitted to the Senate Personnel office for each past pay period. | |
| Payroll Calendar | The Payroll Calendar allows you to display the Senate payroll calendar for the current or past years. This calendar highlights payroll periods and approved holidays. | |

| Program | Description | Who Can Access It |
|---|---|---|
| <u>Accrual History</u> | The Accrual Summary allows you to view a summary of your used personal, vacation, and sick hours for each pay period in the current year and for a previous year. | |
| <u>Accrual Projections</u> | The Accrual Projections allows you to view a summary of personal, vacation, and sick time that you have used in past pay periods for the current year. It also enables you to project personal, sick, and vacation hours that you may use in <i>future</i> pay periods during the current year, allowing you to see what your final balances may total. | Regular Annual and Special Annual Employees |
| <u>Review Time Records</u> | Used by Time and Attendance Supervisors only, Review Time Records is used to review, approve, or disapprove time records submitted by employees that you supervise. | Time and Attendance Supervisors |
| <u>Employee Attendance History</u> | Used by Time and Attendance Supervisors only, the Employee Attendance History screen is used to display all current and past time records for all employees that you supervise and oversee. | |
| <u>Employee Accrual History</u> | Used by Time and Attendance Supervisors only, the Employee Accrual History screen is used to display a summary of used personal, vacation, and sick time for an employee that you supervise for the current year or past years. | |
| <u>Employee Accrual Projections</u> | Used by Time and Attendance Supervisors only, the Employee Accrual Projections screen enables a supervisor to project personal, sick, and vacation hours that an employee may use in <i>future</i> pay periods during the current year, enabling the supervisor to see what an employee's final balances may total. | |
| <u>Grant Supervisor Access</u> | Used by Time and Attendance Supervisors only, Grant Supervisor Access is used to temporarily transfer Time and Attendance Supervisor access privileges to another Time and Attendance Supervisor. You can only transfer this access to other Time and Attendance Supervisors who are listed on the screen and have been selected as suitable substitutes (e.g., your Time and Attendance Supervisor). | |

| Program | Description | Who Can Access It |
|---|---|----------------------|
| Supply | | |
| <u>Requisition Form</u> | Used by authorized employees only, the Requisition Form is used to order office products that are kept in stock by the Senate Supply office. | Authorized Employees |
| <u>Shopping Cart</u> | The Shopping Cart displays a list of all office products that you have selected but have not submitted to Senate Supply to be fulfilled and delivered to your office. | |
| <u>Order History</u> | The Order History allows you to view pending, processed, completed, approved, and/or rejected orders your office has submitted to Senate Supply for a specified period of time. | All Employees |

1.2 | Using ESS

Get Access to ESS

Requirements for ESS Access

Employee Self Service (ESS) is accessed from the Senate's intranet at <http://Senateonline>. In order to access ESS, you must:

- Be a Senate employee.
- Have a Senate username (a.k.a., userID) and account password.

How to Get a Senate Username and Account

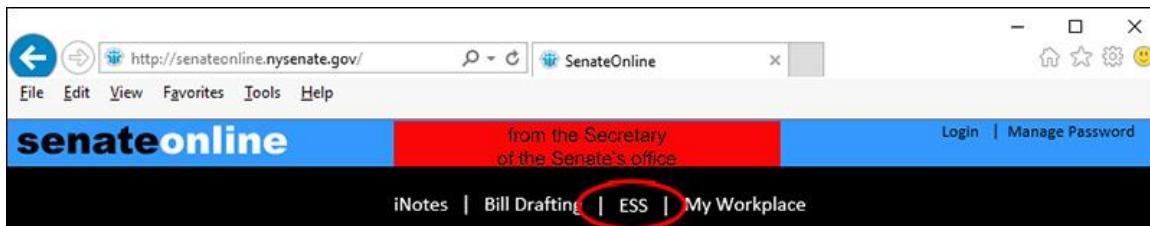
If you are a new Senate employee, complete the following to obtain a Senate username and password and, in turn, access to ESS:

1. Visit the Senate Personnel office and complete all paperwork which includes a username/userID request form. Your completed paperwork is sent to your office's assigned STS Office Support Representative (OSR) who contacts the office manager to confirm the new employee's information.
2. When you receive your username and IBM Notes/iNotes password by regular office mail, your Senate account is ready. If necessary, contact your OSR who will help you sign-in for the first time.
3. Use your Senate username and password to access ESS. See "[Log In and Sign Out](#)".

Log In and Sign Out of ESS

Log In

1. On your Senate PC, open a **browser** and display <http://Senateonline>.
2. On the black menu bar, click **ESS**.

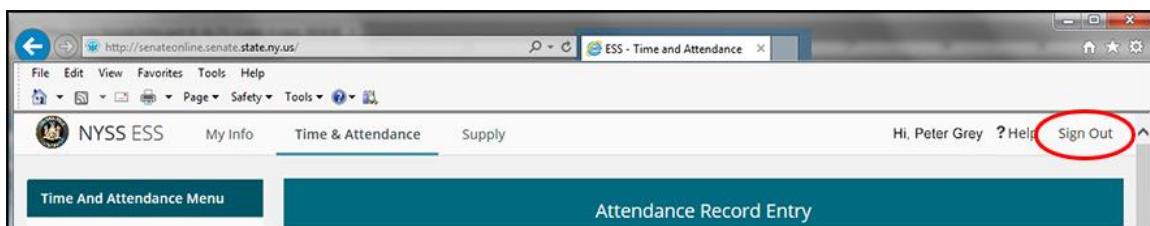


3. Enter your **Senate username** and **password**. Click **Login**.



Sign Out

1. With ESS displayed, click the **Sign Out** link in the top right corner of the screen.



About Automatic Sign Out

After 14 minutes of inactivity in Employee Self Service (ESS), the Inactive Session Timeout screen displays. Once the Timeout screen appears, you have one minute before you are automatically signed out of ESS. If the screen appears and you do not want to exit, click **Continue** to stay in ESS.

This Timeout screen and automatic sign out feature prevents unauthorized personnel from viewing an unattended ESS session.

Get Help

Refer to the following chart to learn who to call for ESS help or how to find printed documentation.

| Issue | What To Do | Example |
|---|---|---|
| Program Help You need general help using ESS or you receive an error message. | Call the STS Help Line at 2011 from any Senate phone. | You are having difficulty printing out a past time record, or you receive an <i>Internal Error</i> message. The STS Help Line is monitored by STS's Office Support Representatives (OSRs) from the Education and Support unit and can help solve general questions regarding ESS as well as Windows, Microsoft Office, other PC software, hardware, printers, PC performance, and general office automation questions. |
| Screen Data You have specific questions about the information displaying in ESS. | Call the Senate Administrative Office responsible for the information. | You have a question on the vacation time balance that is displaying in your Attendance Record Entry screen, so you contact the Senate Personnel office. |
| Printable Guide You want detailed, step-by-step directions on how to do one or more tasks in ESS. | Log in to ESS and click the Help link on the black menu bar. | You want to know how to submit a time record or you want to learn how to delegate your supervisor access privileges. |

2 | Time and Attendance

2.1 | My Attendance

Enter and Submit a Time Record (Regular and Special Annual Employees)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**. The Attendance Record Entry appears on the right.

The screenshot shows the NYSS ESS interface with the following details:

- Top Navigation:** File, Edit, View, Favorites, Tools, Help, Page, Safety, Tools.
- User Information:** Hi, Peter Grey, ? Help, Sign Out.
- Main Menu:** NYSS ESS, My Info, Time & Attendance (circled in red), Supply.
- Left Sidebar:** Time And Attendance Menu, My Attendance (circled in red), Attendance Record Entry (selected), Attendance History, Payroll Calendar.
- Central Content:** Attendance Record Entry, Enter a time and attendance record by selecting from the list of active pay periods.
- Table Headers:** Select, Pay Period, Supervisor, Period End, Status, Last Updated.
- Table Data:** Pay Period: 8/11/2016 - 8/24/2016, Supervisor: Lance Kochran, Period End: in 8 days, Status: Not Submitted, Last Updated: New.
- Table Summary:** All hours available need approval from appointing authority.
- Table Headers:** Personal Hours, Vacation Hours, Sick Hours, Year To Date Hours Of Service.
- Table Data:** Personal Hours: 21, Vacation Hours: 247, Sick Hours: 115.5, Year To Date Hours Of Service: Expected: 1561, Actual: 1652, Difference: +91.
- Attendance Grid:** Shows daily work hours for each day from Thursday, August 11, 2016, to Wednesday, August 24, 2016. Each row includes columns for Date, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, Misc Type, and Total.
- Total Row:** Record Totals: 54, 0, 7, 4, 7, 0, 0, 72.
- Bottom Buttons:** Notes / Remarks, Save Record, Submit Record.

3. At the top of the Attendance Record Entry, select a **pay period** for which you want to update and/or submit a time record.

| NOTE | If you are up-to-date with your submissions, the current pay period displays and is selected. If you have outstanding time records, the earliest payroll period displays and is selected. Time and Attendance Records must be submitted in chronological order.

4. To enter work time, click the **box** under the Work column for a specific date and type the **hours worked**. Blank boxes are considered zero (0). Temporary (hourly) employees can use one quarter hour (.25) increments, but all other employees must round to the nearest half hour (.5).

| NOTE | If you work past midnight on any particular day, you should report all time up to midnight on the appropriate calendar day on your time record and all time after midnight on the next calendar day.

5. To enter non-work time, click the **box** for a specific date and column and type the **number of hours**. Review the following:

- **Holiday time**. If you are a Regular Annual employee, the holiday time automatically appears on your record. If you are a Special Annual employee, click the **box for the designated holiday date** and type the **number of holiday hours** permitted by your Appointing Authority.
- **Travel time**. The Travel column only appears after your travel paperwork has been approved by the Secretary of the Senate. To use travel time, click the **box for the date you travelled** and type the **number of travel hours**.
- **Vacation, Personal, and Sick time**. To use your accrued leave, click the appropriate **box** and type the **number of hours**. Your accrued leave balances display at the top of the screen; you cannot submit a record if you enter hours that are not available.
- **Miscellaneous time**. Click the **box under the Misc column for the date involved** and type the **number of miscellaneous hours**. To the right, click the **No Misc Hours** drop-down arrow and select the **type of miscellaneous time used** (e.g., Bereavement Leave, Jury Leave). Please note that certain codes require supporting documentation be submitted to the Personnel Office.

| NOTE | If you enter non-work time that exceeds the accrual amount you have banked, an error message will display and you must adjust the time entered.

6. If you want to add a note to your Time and Attendance Supervisor, click the **Notes/Remarks** box and type your **text**.

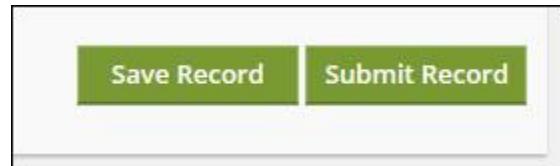
7. Complete one of the following:

- **To save but not submit the record**, click the **Save Record** button at the bottom. When "Your time record has been saved" appears, click **Log out of ESS** to exit or click **Go back to ESS**.
- **To submit the record**, click **Submit Record** button at the bottom. When "Before submitting, you must acknowledge the following" appears, read the

employee certification, and click **I agree**.

When "Your time record has been submitted" message appears, click **Log out of ESS** to exit or click **Go back to ESS** to display the next time record.

| **NOTE** | Use the Submit Record button ONLY when you are ready to submit a completed time record since it will be directed to your Time and Attendance Supervisor and you will no longer have access to edit the time record.



Enter and Submit a Time Record (Temporary/Hourly Employees)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**. The Attendance Record Entry appears on the right.

The screenshot shows the NYSS ESS - Time and Attendance application. The left sidebar has a 'Time And Attendance Menu' with options like 'My Attendance', 'Attendance Record Entry' (which is highlighted with a red circle), 'Attendance History', 'Payroll Calendar', 'My Accruals', 'Accrual History', and 'Accrual Projections'. The main content area is titled 'Attendance Record Entry' and displays a table for selecting a pay period. The 'Select' column is checked for '8/11/2016 - 8/24/2016'. Below this, there's a table for '2016 Allowance' with columns for Total Allowed Hours (1820), Reported Hours (1714.25), Current Record Hours (11.75), and Estimated Available Hours (94). A large table below lists work hours from Thursday, August 11, 2016, to Wednesday, August 24, 2016. The table includes columns for Date, Work (number of hours), and Work Time Description / Comments. At the bottom, there's a 'Notes / Remarks' input field and two buttons: 'Save Record' and 'Submit Record'.

3. At the top of the Attendance Record Entry, select a **pay period** for which you want to update and/or submit a time record.

| NOTE | If you are up-to-date with your submissions, the current pay period displays and is

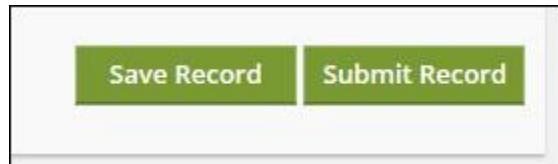
selected. If you have outstanding time records, the earliest payroll period displays and is selected. Time and Attendance Records must be submitted in chronological order.

4. To enter work time, click the **box** under the Work column for a specific date and type the **hours worked**. Blank boxes are considered zero (0). Temporary (hourly) employees can use one quarter hour (.25) increments, but all other employees must round to the nearest half hour (.5).

| NOTE | If you work past midnight on any particular day, you should report all time up to midnight on the appropriate calendar day on your time record and all time after midnight on the next calendar day.

5. To enter non-work time, click the **box** for a specific date and column and type the **number of hours**.
6. After entering the number of work hours, click the **Work Time/Comment** box in the same row and enter the actual **beginning and ending times worked** (e.g., 9–11 a.m., 1–4 p.m.).
7. If you want to add a note to your Time and Attendance Supervisor, click the **Notes/Remarks** box and type your **text**.
8. Complete one of the following:
 - *To save but not submit the record*, click the **Save Record** button at the bottom.
When "Your time record has been saved" appears, click **Log out of ESS** to exit or click **Go back to ESS**.
 - *To submit the record*, click **Submit Record** button at the bottom.
When "Before submitting, you must acknowledge the following" appears, read the **employee certification**, and click **I agree**.
When "Your time record has been submitted" message appears, click **Log out of ESS** to exit or click **Go back to ESS** to display the next time record.

| NOTE | Use the Submit Record button ONLY when you are ready to submit a completed time record since it will be directed to your Time and Attendance Supervisor and you will no longer have access to edit the time record.



View and Print Previous Time Records

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, click **Attendance History**.

The screenshot shows the NYSS ESS - Time and Attendance application. The 'Time & Attendance' menu item and the 'Attendance History' link in the sidebar are circled in red. A dropdown menu for 'View attendance records for year' is open, also circled in red, showing the value '2016'. The main table displays 'Active Attendance Records' for the week of 8/11/2016 - 8/14/2016, and below it is a table of 'Historical Attendance Records' for various pay periods in 2016.

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|---------------|------|---------|----------|----------|----------|----------|------|-------|
| 8/11/2016 - 8/14/2016 | 10 | Not Submitted | 5.5 | 0 | 42 | 0 | 1.5 | 21 | 0 | 70 |

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|---------------------|------|---------|----------|----------|----------|----------|------|-------|
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 35 | 0 | 35 | 0 | 0 | 0 | 0 | 70 |
| 7/14/2016 - 7/27/2016 | 8 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/30/2016 - 7/13/2016 | 7 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/16/2016 - 6/29/2016 | 6 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/2/2016 - 6/15/2016 | 5 | Personnel Approved | 56 | 0 | 14 | 0 | 0 | 0 | 0 | 70 |
| 5/19/2016 - 6/1/2016 | 4 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 5/5/2016 - 5/18/2016 | 3 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 4/21/2016 - 5/4/2016 | 2 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 4/7/2016 - 4/20/2016 | 1 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 3/24/2016 - 4/6/2016 | 27 | Personnel Approved | 56 | 7 | 7 | 0 | 0 | 0 | 0 | 70 |
| 3/10/2016 - 3/23/2016 | 26 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 2/25/2016 - 3/9/2016 | 25 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 2/11/2016 - 2/24/2016 | 24 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 1/28/2016 - 2/10/2016 | 23 | Personnel Approved | 56 | 0 | 0 | 7 | 7 | 0 | 0 | 70 |
| 1/14/2016 - 1/27/2016 | 22 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 1/1/2016 - 1/13/2016 | 21 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| Annual Totals | | | 1008 | 42 | 56 | 7 | 7 | 0 | 0 | 1120 |

4. Review the information on the right and note that:

- At the top, the View attendance records for year drop down automatically defaults to the current year.

- In the middle, your Active Attendance Records appear. Click on a current or outstanding time record here to open, edit, and submit it.
 - On the bottom, your Historical Attendance Records appear. These are time records that have already been submitted for the selected year.
5. If necessary, on the top right, click **View attendance records for the year** drop down arrow and select the **year** for which you want to view submitted time.
6. Under Historical Attendance Records, click the **row** with the desired time record date range.

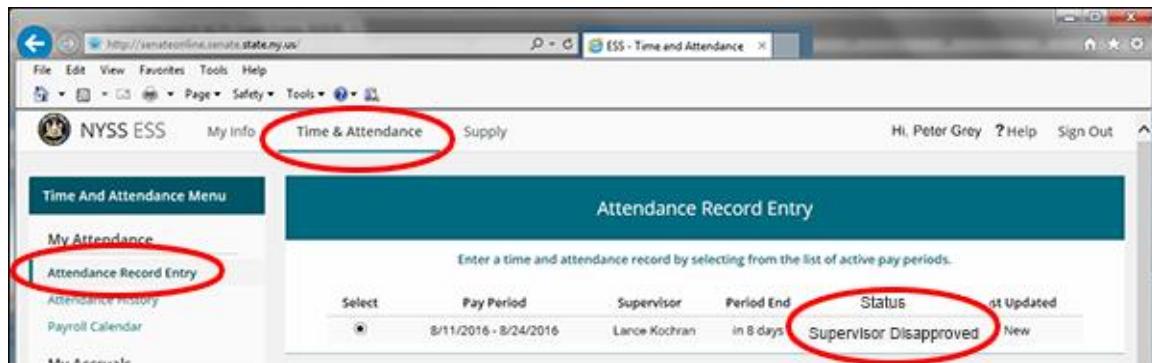
| Historical Attendance Records | | | | | | | | | | |
|--|------------|---------------------|------|---------|----------|----------|----------|----------|------|-------|
| Time records that have been submitted for pay periods during 2016 are listed in the table below. You can view details about each pay period by clicking on the row. | | | | | | | | | | |
| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 35 | 0 | 35 | 0 | 0 | 0 | 0 | 70 |

7. When the Attendance record for... window appears, complete one of the following:
- To print the record, click **Print Record** in the bottom right corner.
When the Time and Attendance Record PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**.
Close the window.
 - To close the window, click **Exit** in the bottom right corner.

| Attendance record for Ann Red from 7/28/2016 - 8/10/2016 | | | | | | | | | | | | |
|--|-----------|------|---------|----------|----------|----------|----------|------|-----------|-------|--------------------------------|--|
| Day | Date | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Misc Type | Total | Notes | |
| Thu | 3/23/2017 | 7 | -- | -- | -- | -- | -- | -- | -- | 7 | This time record has no notes. | |
| Fri | 3/24/2017 | 7 | -- | -- | -- | -- | -- | -- | -- | 7 | Supervisor | |
| Sat | 3/25/2017 | -- | -- | -- | -- | -- | -- | -- | -- | 0 | Lance Kochran | |
| Sun | 3/26/2017 | -- | -- | -- | -- | -- | -- | -- | -- | 0 | Status | |
| Mon | 3/27/2017 | 7 | -- | -- | -- | -- | -- | -- | -- | 7 | Supervisor Approved | |
| Tue | 3/28/2017 | 7 | -- | -- | -- | -- | -- | -- | -- | 7 | Actions | |
| Wed | 3/29/2017 | 7 | -- | -- | -- | -- | -- | -- | -- | 7 | Print Record | |
| Thu | 3/30/2017 | -- | -- | 7 | -- | -- | -- | -- | -- | 7 | | |
| Fri | 3/31/2017 | -- | -- | 7 | -- | -- | -- | -- | -- | 7 | | |
| Sat | 4/1/2017 | -- | -- | 0 | -- | -- | -- | -- | -- | 0 | | |
| Sun | 4/2/2017 | -- | -- | 0 | -- | -- | -- | -- | -- | 0 | | |
| Mon | 4/3/2017 | -- | -- | 7 | -- | -- | -- | -- | -- | 7 | | |
| Tue | 4/4/2017 | -- | -- | 7 | -- | -- | -- | -- | -- | 7 | | |
| Wed | 4/5/2017 | -- | -- | 7 | -- | -- | -- | -- | -- | 7 | | |
| Record Totals | | 35 | 0 | 35 | 0 | 0 | 0 | 0 | | 70 | | |

Correct a Rejected Time Record

- Upon receiving an email from your Time and Attendance Supervisor or the Personnel Office indicating that your time record was rejected, log in to **Employee Self Service (ESS)**.
- On the top menu bar, click **Time & Attendance**.
- On the left Time and Attendance Menu, under My Attendance, click **Attendance Record Entry**. The Attendance Record Entry appears on the right.



- At the top of the Attendance Record Entry, select the **pay period** for the time record that needs to be corrected and resubmitted.

| NOTE | The status message "*Supervisor Disapproved*" appears next to the active time record that needs to be corrected.

- Make the **appropriate corrections**.
- Click the **Submit Record** button at the bottom.



- When "Before submitting, you must acknowledge the following..." appears, read the **certification**, and click **I Agree**.
- When "Your time record has been submitted" appears, click **Log out of ESS** to exit or click **Go back to ESS** to display the next time record.

2.2 | My Accruals

View Time Summary and Accrual Rates

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under My Accruals, click **Accrual History**. Your current personal, sick, and vacation hour accrual rates and balances appear on the right.

| # | End Date | Personal Hours | | | Vacation Hours | | | Sick Hours | | | | | | | |
|----|------------|----------------|------|----------|----------------|------|---------|------------|----------|-------|------|---------|------|----------|-------|
| | | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
| 8 | 07/27/2016 | 35 | 2 | 9.5 | 25.5 | 5.5 | 177.5 | 22.5 | 39.5 | 138 | 3.5 | 52.5 | 13.5 | 21 | 196 |
| 7 | 07/13/2016 | 35 | 7.5 | 7.5 | 27.5 | 5.5 | 172 | 0 | 17 | 155 | 3.5 | 49 | 7.5 | 7.5 | 206 |
| 6 | 06/29/2016 | 35 | 0 | 0 | 35 | 5.5 | 166.5 | 0 | 17 | 149.5 | 3.5 | 45.5 | 0 | 0 | 210 |
| 5 | 06/15/2016 | 35 | 0 | 0 | 35 | 5.5 | 161 | 10 | 17 | 144 | 3.5 | 42 | 0 | 0 | 206.5 |
| 4 | 06/01/2016 | 35 | 0 | 0 | 35 | 5.5 | 155.5 | 0 | 7 | 148.5 | 3.5 | 38.5 | 0 | 0 | 203 |
| 3 | 05/18/2016 | 35 | 0 | 0 | 35 | 5.5 | 150 | 0 | 7 | 143 | 3.5 | 35 | 0 | 0 | 199.5 |
| 2 | 05/04/2016 | 35 | 0 | 0 | 35 | 5.5 | 144.5 | 0 | 7 | 137.5 | 3.5 | 31.5 | 0 | 0 | 196 |
| 1 | 04/20/2016 | 35 | 0 | 0 | 35 | 5.5 | 139 | 7 | 7 | 132 | 3.5 | 28 | 0 | 0 | 192.5 |
| 27 | 04/06/2016 | 35 | 0 | 0 | 35 | 5.5 | 133.5 | 0 | 0 | 133.5 | 3.5 | 24.5 | 0 | 0 | 189 |
| 26 | 03/23/2016 | 35 | 0 | 0 | 35 | 5.5 | 128 | 0 | 0 | 128 | 3.5 | 21 | 0 | 0 | 185.5 |
| 25 | 03/09/2016 | 35 | 0 | 0 | 35 | 5.5 | 122.5 | 0 | 0 | 122.5 | 3.5 | 17.5 | 0 | 0 | 182 |
| 24 | 02/24/2016 | 35 | 0 | 0 | 35 | 5.5 | 117 | 0 | 0 | 117 | 3.5 | 14 | 0 | 0 | 178.5 |
| 23 | 02/10/2016 | 35 | 0 | 0 | 35 | 5.5 | 111.5 | 0 | 0 | 111.5 | 3.5 | 10.5 | 0 | 0 | 175 |
| 22 | 01/27/2016 | 35 | 0 | 0 | 35 | 5.5 | 106 | 0 | 0 | 106 | 3.5 | 7 | 0 | 0 | 171.5 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 100.5 | 0 | 0 | 100.5 | 3.5 | 3.5 | 0 | 0 | 168 |

4. Note that the information displaying in the first row under each Avail column indicates the available personal, vacation, and sick hours that you can use *as of that pay period*.
5. To view a summary of all accrual rates and balances by pay periods for a previous year, click the **Filter by Year** drop down arrow and select the **year**.

| NOTE | For more information regarding your accrual rates and the appropriate use of those accruals, please refer to the [Overview of the Senate's Time and Attendance Plan](#).

Print Your Time and Attendance Report

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under My Accruals, click **Accrual History**.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senatoronline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The top navigation bar includes "File", "Edit", "View", "Favorites", "Tools", "Help", and "Sign Out". The user is logged in as "Hi, Jason Green". The main menu on the left is titled "Time And Attendance Menu" and includes links for "My Attendance", "Attendance Record Entry", "Attendance History", "Payroll Calendar", and "My Accruals" (with "Accrual History" highlighted). The main content area is titled "Accrual History" and displays a table of historical accrual records for the year 2016. The table has columns for Pay Period, Personal Hours, Vacation Hours, and Sick Hours. The "Filter By Year" dropdown is set to "2016". The table data is as follows:

| # | End Date | Personal Hours | | | Vacation Hours | | | Sick Hours | | | | | | | |
|----|------------|----------------|------|----------|----------------|------|---------|------------|----------|-------|------|---------|------|----------|-------|
| | | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
| 8 | 07/27/2016 | 35 | 2 | 9.5 | 25.5 | 5.5 | 177.5 | 22.5 | 39.5 | 138 | 3.5 | 52.5 | 13.5 | 21 | 196 |
| 7 | 07/13/2016 | 35 | 7.5 | 7.5 | 27.5 | 5.5 | 172 | 0 | 17 | 155 | 3.5 | 49 | 7.5 | 7.5 | 206 |
| 6 | 06/29/2016 | 35 | 0 | 0 | 35 | 5.5 | 166.5 | 0 | 17 | 149.5 | 3.5 | 45.5 | 0 | 0 | 210 |
| 5 | 06/15/2016 | 35 | 0 | 0 | 35 | 5.5 | 161 | 10 | 17 | 144 | 3.5 | 42 | 0 | 0 | 206.5 |
| 4 | 06/01/2016 | 35 | 0 | 0 | 35 | 5.5 | 155.5 | 0 | 7 | 148.5 | 3.5 | 38.5 | 0 | 0 | 203 |
| 3 | 05/18/2016 | 35 | 0 | 0 | 35 | 5.5 | 150 | 0 | 7 | 143 | 3.5 | 35 | 0 | 0 | 199.5 |
| 2 | 05/04/2016 | 35 | 0 | 0 | 35 | 5.5 | 144.5 | 0 | 7 | 137.5 | 3.5 | 31.5 | 0 | 0 | 196 |
| 1 | 04/20/2016 | 35 | 0 | 0 | 35 | 5.5 | 139 | 7 | 7 | 132 | 3.5 | 28 | 0 | 0 | 192.5 |
| 27 | 04/06/2016 | 35 | 0 | 0 | 35 | 5.5 | 133.5 | 0 | 0 | 133.5 | 3.5 | 24.5 | 0 | 0 | 189 |
| 26 | 03/23/2016 | 35 | 0 | 0 | 35 | 5.5 | 128 | 0 | 0 | 128 | 3.5 | 21 | 0 | 0 | 185.5 |
| 25 | 03/09/2016 | 35 | 0 | 0 | 35 | 5.5 | 122.5 | 0 | 0 | 122.5 | 3.5 | 17.5 | 0 | 0 | 182 |
| 24 | 02/24/2016 | 35 | 0 | 0 | 35 | 5.5 | 117 | 0 | 0 | 117 | 3.5 | 14 | 0 | 0 | 178.5 |
| 23 | 02/10/2016 | 35 | 0 | 0 | 35 | 5.5 | 111.5 | 0 | 0 | 111.5 | 3.5 | 10.5 | 0 | 0 | 175 |
| 22 | 01/27/2016 | 35 | 0 | 0 | 35 | 5.5 | 106 | 0 | 0 | 106 | 3.5 | 7 | 0 | 0 | 171.5 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 100.5 | 0 | 0 | 100.5 | 3.5 | 3.5 | 0 | 0 | 168 |

4. On the right, your current personal, sick, and vacation hour accrual rates and balances appear. To view a summary of all accrual rates and balances by pay periods for a previous year, click the **Filter by Year** drop down arrow and select the **year**.

5. Click the **row** for the Pay Period for which you want to print your accrual usage and rates.

| Summary of historical accrual records. | | | | | | | | | | | | | | | |
|--|------------|----------------|------|----------|-------|----------------|---------|------|----------|------------|------|---------|------|----------|-------|
| Pay Period | | Personal Hours | | | | Vacation Hours | | | | Sick Hours | | | | | |
| # | End Date | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
| 8 | 07/27/2016 | 35 | 2 | 9.5 | 25.5 | 5.5 | 177.5 | 22.5 | 39.5 | 138 | 3.5 | 52.5 | 13.5 | 21 | 196 |
| 7 | 07/13/2016 | 35 | 7.5 | 7.5 | 27.5 | 5.5 | 172 | 0 | 17 | 155 | 3.5 | 49 | 7.5 | 7.5 | 206 |
| 6 | 06/29/2016 | 35 | 0 | 0 | 35 | 5.5 | 166.5 | 0 | 17 | 149.5 | 3.5 | 45.5 | 0 | 0 | 210 |
| 5 | 06/15/2016 | 35 | 0 | 0 | 35 | 5.5 | 161 | 10 | 17 | 144 | 3.5 | 42 | 0 | 0 | 206.5 |

6. When the Accrual Usage for... window appears, click **Print Record** in the bottom right corner.

| Accrual Usage for 2016 Pay Period 6 | | | | | | | | | |
|-------------------------------------|--|--|--|--|----------------------|--|--|--------------|------------|
| YTD Hours of Service | | | | | Personal Hours | | | Period Dates | |
| Expected | | | | | Accrued YTD | | | Begin | 06/16/2016 |
| Actual | | | | | Used YTD | | | End | 06/29/2016 |
| Difference | | | | | Available for Period | | | Acc. Rates | |
| | | | | | 35.00 | | | | |
| | | | | | Used in Period | | | | |
| | | | | | 0.00 | | | | |
| Sick Hours | | | | | Vacation Hours | | | Vacation | 5.5 |
| Prev. Year Banked | | | | | Sick | | | Sick | 3.5 |
| Accrued YTD | | | | | | | | Actions | |
| Used YTD (Employee) | | | | | | | | | |
| Used YTD (Family) | | | | | | | | | |
| Available for Period | | | | | Available for Period | | | Print Report | |
| Used in Period (Employee) | | | | | 149.50 | | | | |
| Used in Period (Family) | | | | | Used in Period | | | Exit | |
| | | | | | | | | | |

7. When the report PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**. Close the window.

|  NYS Senate BIWEEKLY TIME AND ATTENDANCE REPORT FOR PAYROLL PERIOD: 06 JUNE 16 - JUNE 29, 2016 | | | | | | | | |
|---|-----------|---------|----------|-------------------------------|--------------------------------|-------------|---------------------|--|
| JASON GREEN SENATE OFFICE SERVICES 100TH FLOOR, AGENCY 5 ALBANY | | | | | | | | |
| BIWEEKLY ACCRUAL RATES: | | | | TIME & ATTENDANCE SUPERVISOR: | | | | |
| SICK: 3.50 | | | | Lance Kochran | | | | |
| VACATION: 5.50 | | | | | | | | |
| TOTAL REPORTED HOURS THIS PERIOD: 70.00 | | | | | | | | |
| WORKING | TRAVELING | HOLIDAY | VACATION | PERSONAL | EMPLOYEE SICK | FAMILY SICK | MISCELLANEOUS LEAVE | |
| 70.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 TOTAL MISC | |
| TOTAL HOURS OF SERVICE THROUGH: JUNE 29, 2016 | | | | | | | | |
| ACTUAL | | | EXPECTED | | | DIFFERENCE | | |
| 910.50 | | | 903.00 | | | 7.50 | | |
| ACCRUAL BALANCE SUMMARY | | | | | | | | |
| SICK LEAVE | | | | | VACATION LEAVE | | | |
| ACCRUED: | 45.50 | | | | ACCRUED: | 71.50 | | |
| USED(EMPLOYEE): | 0.00 | | | | USED: | 17.00 | | |
| USED (FAMILY): | 0.00 | | | | HOURS AVAILABLE 54.50 | | | |
| TOTAL HOURS USED: | 0.00 | | | | PRIOR YEAR'S CREDITS: 95.00 | | | |
| HOURS AVAILABLE: | 45.50 | | | | *TOTAL HOURS AVAILABLE: 149.50 | | | |
| PRIOR YEAR'S CREDITS: | 164.50 | | | | | | | |
| *TOTAL HOURS AVAILABLE: | 210.00 | | | | | | | |
| PERSONAL LEAVE | | | | | | | | |
| HOURS CREDITED THIS YEAR: | | | | | 35.00 | | | |
| USED: | | | | | 0.00 | | | |
| *TOTAL HOURS AVAILABLE: | | | | | 35.00 | | | |
| *Total Hours Available to be used with the permission of appointing authority. | | | | | | | | |
| If you have any questions regarding this report, please contact the Personnel Office at (518) 455-3376. | | | | | | | | |
| PRBSAE23 | | | | | | | | |
|      / 1    | | | | | | | | |

8. Close the **report** tab.
9. Click **Exit** in bottom right corner to exit the popup.

Project Accrual Balance for Future Time Charged

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under My Accruals, click **Accrual Projections**. Your current personal, sick, and vacation hour accrual rates and balances appear on the right.

| # | Pay Period | | Personal Hours | | Vacation Hours | | Sick Hours | | | |
|----|------------|------------|----------------|-------|----------------|-----|------------|------|-----|-------|
| | Start Date | End Date | Use | Avail | Rate | Use | Avail | Rate | Use | Avail |
| 10 | 08/11/2016 | 08/24/2016 | 0 | 13 | 5.5 | 0 | 106 | 3.5 | 0.5 | 76 |
| 11 | 08/25/2016 | 09/07/2016 | 0 | 13 | 5.5 | 0 | 111.5 | 3.5 | 0 | 79.5 |
| 12 | 09/08/2016 | 09/21/2016 | 0 | 13 | 5.5 | 0 | 117 | 3.5 | 0 | 83 |
| 13 | 09/22/2016 | 10/05/2016 | 0 | 13 | 5.5 | 0 | 122.5 | 3.5 | 0 | 86.5 |
| 14 | 10/06/2016 | 10/19/2016 | 0 | 13 | 5.5 | 0 | 128 | 3.5 | 0 | 90 |
| 15 | 10/20/2016 | 11/02/2016 | 0 | 13 | 5.5 | 0 | 133.5 | 3.5 | 0 | 93.5 |
| 16 | 11/03/2016 | 11/16/2016 | 0 | 13 | 5.5 | 0 | 139 | 3.5 | 0 | 97 |
| 17 | 11/17/2016 | 11/30/2016 | 6 | 7 | 5.5 | 0 | 144.5 | 3.5 | 0 | 100.5 |
| 18 | 12/01/2016 | 12/14/2016 | 0 | 7 | 5.5 | 0 | 150 | 3.5 | 0 | 104 |
| 19 | 12/15/2016 | 12/28/2016 | 3.5 | 3.5 | 5.5 | 14 | 141.5 | 3.5 | 0 | 107.5 |
| 20 | 12/29/2016 | 12/31/2016 | 3.5 | 0 | 5.5 | 0 | 141.5 | 3.5 | 7 | 100.5 |

4. Note that the highlighted row is the current pay period. This row's Avail columns indicate the available personal, vacation, and sick hours that you can still use and its Use columns reflects what you have already entered in your current time record.

| NOTE | The first row will not display the current pay period if you have unsubmitted time records.

5. Under the Use column, click a **personal, vacation, or sick box** and enter the **time** you may charge for that pay period.
6. Repeat the **previous step** until you've entered all of your projected time off information.
7. Note that the last row is the last pay period for the calendar year and now projects under each Avail column your personal, vacation, and sick hours balance.

2.3 | Manage Employees (T&A Supervisors Only)

Approve or Disapprove Time Records

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Review Time Records**.

| TIP | If there are time records waiting for review, the number appears next to the Review Time Records menu option.

The screenshot shows the NYSS ESS Time and Attendance interface. The main title bar says "ESS - Time and Attendance". The top navigation bar includes "File", "Edit", "View", "Favorites", "Tools", "Help", "Page", "Safety", "Tools", and "Sign Out". The user is logged in as "Hi Lance Kochran". The left sidebar has a "Time And Attendance Menu" with sections: "My Attendance" (Attendance Record Entry, Attendance History, Payroll Calendar), "My Accruals" (Accrual History, Accrual Projections), and "Manage Employees" (Review Time Records, Employees, Accrual History, Grant Privileges). The "Review Time Records" link in the "Manage Employees" section is circled in red. The main content area is titled "Review Time Records". It shows a table for "T&A Record(s) Needing Approval (1)" with one record for "Peter Grey" (Supervisor: Kochran) from 8/11/2016 to 8/24/2016. Below it is a table for "T&A Records Awaiting Correction By Employee (1)" with one record for "Ann Red" (Supervisor: Kochran) from 7/28/2016 to 8/10/2016. Then there's a table for "T&A Records Not Submitted (3)" with records for "Maria Fushisia", "Josh Brown", and "John Orange" all from 8/11/2016 to 8/24/2016. Finally, there's a table for "T&A Records Pending Approval By Personnel (1)" with one record for "Peter Grey" (Supervisor: Kochran) from 7/28/2016 to 8/10/2016. Each table has columns for Employee, Select, Pay Period, Work, Holiday, Vacation, Personal, Sick Fam, Sick Emp, Misc, and Total Hours. Buttons for "Approve Selected" and "Review Selected" are at the bottom of each table.

4. On the right, click the **View Employees Under** drop down arrow and complete one of the following:
 - To only list employees for whom you are the Time and Attendance Supervisor, select **your name**.
 - To only list employees for a Time and Attendance Supervisor who has given you temporary supervisor access, select that **Time and Attendance Supervisor's Name**.
 - To list all employees for whom you are currently responsible for reviewing their time records, select **your name + Overrides**.

| NOTE | If you have been given temporary access to review the time records for another Time and Attendance Supervisor's employees, this field defaults to "your name + Overrides".
5. Under T&A Records(s) Needing Approval, you can review, approve, and/or disapprove each **employee's time record** by completing one or more of the following:
 - To review and approve a single record, check the **Select box** next to the employee's name and click the **Review Selected** button. To approve, click **Approve Record**, click **Submit Changes**, and after reading the certification, click **I agree**.
 - To review and disapprove a single record, check the **Select box** next to the employee's name and click the **Review Selected** button. To disapprove, click **Disapprove Record**, type the **reason for disapproval**, click **Disapprove Record**, click **Submit Changes**, and after reading the certification, click **I agree**.
 - To quickly approve a single record, check the **Select box** next to the employee's name, click **Approve Selected**, and after reading the certification, click **I agree**.
 - To quickly take action on multiple records, click the **Select All** link or check the **Select box** for each employee's time record you want to approve. Click **Approve Selected**, and after reading the certification, click **I agree**.
 - To quickly deselect all selected records, click the **Select None** link.

List Outstanding Time Records

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Review Time Records..**

The screenshot shows the NYSS ESS Time and Attendance application. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a sign-in for Lance Kochran. Below the navigation bar is a main menu with 'NYSS ESS', 'My Info', 'Time & Attendance' (which is circled in red), and 'Supply'. The 'Time & Attendance' menu has several sub-options: 'Time And Attendance Menu', 'My Attendance' (with links to Attendance Record Entry, Attendance History, Payroll Calendar), 'My Accruals' (with links to Accrual History, Accrual Projections), 'Manage Employees' (with links to Employee Accrual History, Employee Accrual Projections, Grant Supervisor Access), and 'Review Time Records' (which is also circled in red). The main content area is titled 'Review Time Records' and shows a table for 'T&A Record(s) Needing Approval (1)'. It lists Peter Grey (Supervisor: Kochran) with a pay period of 8/11/2016 - 8/24/2016 and total hours of 70. There are buttons for 'Approve Selected' and 'Review Selected'. Below this is a section for 'T&A Records Awaiting Correction By Employee (1)' for Ann Red (Supervisor: Kochran) with a pay period of 7/28/2016 - 8/10/2016 and total hours of 57. At the bottom, there's a large red box highlighting the 'T&A Records Not Submitted (3)' section, which lists Maria Fushsia, Josh Brown, and John Orange, all with pay periods from 8/11/2016 to 8/24/2016 and total hours of 70 each. There are 'View Selected' and 'Email Selected' buttons for this section. The very bottom of the page shows a section for 'T&A Records Pending Approval By Personnel (1)' for Peter Grey (Supervisor: Kochran) with a pay period of 7/28/2016 - 8/10/2016 and total hours of 71.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Ann Red Supervisor: Kochran | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 57 | 0 | 7 | 1.5 | 0 | 4.5 | 0 | 70 |
| Maria Fushsia | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Josh Brown | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| John Orange | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Peter Grey Supervisor: Kochran | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 10 | 0 | 35 | 0 | 0 | 26 | 0 | 71 |

4. On the right, click the **View Employees Under** drop down arrow and complete one of the following:
 - To only list employees for whom you are the Time and Attendance Supervisor, select **your name**.
 - To only list employees for a Time and Attendance Supervisor who has given you temporary supervisor access, select that **Time and Attendance Supervisor's Name**.
 - To list all employees for whom you are currently responsible for reviewing their time records, select **your name + Overrides**.

| NOTE | If you have been given temporary access to review the time records for another Time and Attendance Supervisor's employees, this field defaults to "your name + Overrides".
5. Click the **T&A Records Not Submitted** heading to reveal outstanding time records below if they do not display.

| NOTE | If you have outstanding time records (i.e., records in progress), the **number of those time records** appears next to **T&A Records Not Submitted** heading. If the heading does not appear, there are no outstanding time records.
6. If there are outstanding time records, complete one or both of the following:
 - To review an outstanding time record, check the **Select box** next to the employee's name and click the **View Selected** button. When done, click **Exit**.
 - To remind an employee to submit a time record, check the **Select box** next to the employee's name and click the **Email Selected** button. At the prompt, click **Send**. Then click **OK**.

| NOTE | Employees and their Time and Attendance Supervisors receive periodic notifications via Senate email notifying them of any records that need to be submitted to the Personnel Office. This email identifies the time record(s) that need to be submitted and shows the current status of the record(s). Employees that choose to use other email accounts should have their Senate email forwarded to that account. Contact the STS Helpline at (518) 455-2011 for assistance.

List Disapproved Time Records

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Review Time Records**.

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item and the 'Review Time Records' link are circled in red. A large red box highlights the 'T&A Records Awaiting Correction By Employee (1)' section, which contains a record for Ann Red.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|--------------------------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Ann Red Supervisor: Kochran | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 57 | 0 | 7 | 1.5 | 0 | 4.5 | 0 | 70 |

T&A Records Awaiting Correction By Employee (1)
The following records have been rejected and are pending correction by the employee. Once the employee resubmits the record it will appear in the 'Records Needing Approval' section.

T&A Records Not Submitted (3)
The records have not yet been submitted by the employee.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|----------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Maria Fushsila | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Josh Brown | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| John Orange | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |

T&A Records Pending Approval By Personnel (1)
The following records have been recently approved and are awaiting approval by personnel.

| Employee | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | 7/28/2016 - 8/10/2016 | 10 | 0 | 35 | 0 | 0 | 26 | 0 | 71 |

4. On the right, click the **View Employees Under** drop down arrow and complete one of the following:

- To only list employees for whom you are the Time and Attendance Supervisor, select **your name**.
- To only list employees for a Time and Attendance Supervisor who has given you temporary supervisor access, select that **Time and Attendance Supervisor's Name**.
- To list all employees for whom you are currently responsible for reviewing their time records, select **your name + Overrides**.

| NOTE | If you have been given temporary access to review the time records for another Time and Attendance Supervisor's employees, this field defaults to "your name + Overrides".

5. Click the **T&A Records Awaiting Correction by Employee** heading to reveal any rejected time records.

| NOTE | If you have disapproved any time records, the **number of those time records** appears next to T&A Records Awaiting Correction by Employee heading. If the heading does not appear, there are no time records awaiting correction.

6. If there are outstanding time records, complete one or both of the following:

- To review an outstanding time record, check the **Select box** next to the employee's name and click the **View Selected** button. When done, click **Exit**.
- To remind an employee to submit a time record, check the **Select box** next to the employee's name and click the **Email Selected** button. At the prompt, click **Send**. Then click **OK**.

| NOTE | Employees and their Time and Attendance Supervisors receive periodic notifications via Senate email notifying them of any records that need to be submitted to the Personnel Office. This email identifies the time record(s) that need to be submitted and shows the current status of the record(s). Employees that choose to use other email accounts should have their Senate email forwarded to that account. Contact the STS Helpline at (518) 455-2011 for assistance.

List Time Records Submitted to Personnel

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Review Time Records**.

Review Time Records

View Employees Under Lance Kochran - (1 Pending Records)

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |

T&A Records Awaiting Correction By Employee (1)

The following records have been rejected and are pending correction by the employee. Once the employee resubmits the record it will appear in the 'Records Needing Approval' section.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|--------------------------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Ann Red Supervisor: Kochran | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 57 | 0 | 7 | 1.5 | 0 | 4.5 | 0 | 70 |

T&A Records Not Submitted (3)

The records have not yet been submitted by the employee.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|---------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Maria Fushila | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Josh Brown | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| John Orange | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |

T&A Records Pending Approval By Personnel (1)

The following records have been recently approved and are awaiting approval by Personnel.

| Employee | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | 7/28/2016 - 8/10/2016 | 10 | 0 | 35 | 0 | 0 | 26 | 0 | 71 |

4. On the right, click the **View Employees Under** drop down arrow and complete one of the following:
 - *To only list employees for whom you are the Time and Attendance Supervisor*, select **your name**.
 - *To only list employees for a Time and Attendance Supervisor who has given you temporary supervisor access*, select that **Time and Attendance Supervisor's Name**.
 - *To list all employees for whom you are currently responsible for reviewing their time records*, select **your name + Overrides**.

| NOTE | If you have been given temporary access to review the time records for another Time and Attendance Supervisor's employees, this field defaults to "your name + Overrides".

5. Click the **T&A Records Pending Approval By Personnel** heading to reveal any time records that you have approved and submitted to the Personnel Office.

| NOTE | If you have submitted any time records to Personnel, the **number of those time records** appears next to T&A Records Pending Approval By Personnel heading. If the heading does not appear, no records have been submitted.

List Attendance History for an Employee You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Attendance History**.

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|------------------------|------|---------|----------|----------|----------|----------|------|-------|
| 8/11/2016 - 8/24/2016 | 10 | Supervisor Disapproved | 5.5 | 0 | 42 | 0 | 1.5 | 21 | 0 | 70 |
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 57 | 0 | 7 | 1.5 | 4.5 | 0 | 0 | 70 |
| 7/14/2016 - 7/27/2016 | 8 | Personnel Approved | 65.5 | 0 | 0 | 3.5 | 0 | 0 | 0 | 70 |
| 6/30/2016 - 7/13/2016 | 7 | Personnel Approved | 40.5 | 7 | 21 | 1.5 | 0 | 0 | 0 | 70 |
| 6/16/2016 - 6/29/2016 | 6 | Personnel Approved | 68.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 70 |
| 6/2/2016 - 6/15/2016 | 5 | Personnel Approved | 56 | 0 | 14 | 0 | 0 | 0 | 0 | 70 |
| 5/19/2016 - 6/1/2016 | 4 | Personnel Approved | 67 | 7 | 0 | 5 | 0 | 0 | 0 | 79 |
| 5/5/2016 - 5/18/2016 | 3 | Personnel Approved | 71 | 0 | 0 | 1 | 7 | 0 | 0 | 79 |
| 4/21/2016 - 5/4/2016 | 2 | Personnel Approved | 70 | 0 | 7 | 1 | 0 | 0 | 0 | 78 |
| 4/7/2016 - 4/20/2016 | 1 | Personnel Approved | 70 | 0 | 6 | 3 | 0 | 0 | 0 | 79 |
| 3/24/2016 - 4/6/2016 | 27 | Personnel Approved | 63 | 7 | 0 | 7 | 1 | 0 | 0 | 78 |
| 3/10/2016 - 3/23/2016 | 26 | Personnel Approved | 78.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 80 |
| 2/25/2016 - 3/9/2016 | 25 | Personnel Approved | 68 | 0 | 0 | 7 | 3 | 0 | 0 | 78 |
| 2/11/2016 - 2/24/2016 | 24 | Personnel Approved | 69 | 7 | 0 | 0 | 3 | 0 | 0 | 79 |
| 1/28/2016 - 2/10/2016 | 23 | Personnel Approved | 74 | 0 | 3 | 3 | 0 | 0 | 0 | 80 |
| 1/14/2016 - 1/27/2016 | 22 | Personnel Approved | 64 | 7 | 7 | 0 | 0 | 0 | 0 | 78 |
| 1/1/2016 - 1/13/2016 | 21 | Personnel Approved | 56 | 7 | 0 | 0 | 7 | 0 | 0 | 70 |

4. On the right, click the **View Attendance Records for Employee** drop down arrow and select the **name of the employee** whose time records you want to list.
5. Click **View attendance record for year** drop down arrow and select the **year** in which the employee's time records were submitted.
6. In the table below, click a **row** to display the time record for that pay period.
7. When "Attendance records for..." appears, complete one of the following:

- *To display and print the Time and Attendance Report*, click **Print Record** in the bottom right corner. When the report PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**. Close the PDF window.
- *To close the window*, click **Exit** in the bottom right corner.

List Attendance History for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Attendance History**.

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|------------------------|------|---------|----------|----------|----------|----------|------|-------|
| 8/11/2016 - 8/24/2016 | 10 | Supervisor Disapproved | 5.5 | 0 | 42 | 0 | 1.5 | 21 | 0 | 70 |
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 57 | 0 | 7 | 1.5 | 4.5 | 0 | 0 | 70 |
| 7/14/2016 - 7/27/2016 | 8 | Personnel Approved | 65.5 | 0 | 0 | 3.5 | 0 | 0 | 0 | 70 |
| 6/30/2016 - 7/13/2016 | 7 | Personnel Approved | 40.5 | 7 | 21 | 1.5 | 0 | 0 | 0 | 70 |
| 6/16/2016 - 6/29/2016 | 6 | Personnel Approved | 68.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 70 |
| 6/2/2016 - 6/15/2016 | 5 | Personnel Approved | 56 | 0 | 14 | 0 | 0 | 0 | 0 | 70 |
| 5/19/2016 - 6/1/2016 | 4 | Personnel Approved | 67 | 7 | 0 | 5 | 0 | 0 | 0 | 79 |
| 5/5/2016 - 5/18/2016 | 3 | Personnel Approved | 71 | 0 | 0 | 1 | 7 | 0 | 0 | 79 |
| 4/21/2016 - 5/4/2016 | 2 | Personnel Approved | 70 | 0 | 7 | 1 | 0 | 0 | 0 | 78 |
| 4/7/2016 - 4/20/2016 | 1 | Personnel Approved | 70 | 0 | 6 | 3 | 0 | 0 | 0 | 79 |
| 3/24/2016 - 4/6/2016 | 27 | Personnel Approved | 63 | 7 | 0 | 7 | 1 | 0 | 0 | 78 |
| 3/10/2016 - 3/23/2016 | 26 | Personnel Approved | 78.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 80 |
| 2/25/2016 - 3/9/2016 | 25 | Personnel Approved | 68 | 0 | 0 | 7 | 3 | 0 | 0 | 78 |
| 2/11/2016 - 2/24/2016 | 24 | Personnel Approved | 69 | 7 | 0 | 0 | 3 | 0 | 0 | 79 |
| 1/28/2016 - 2/10/2016 | 23 | Personnel Approved | 74 | 0 | 3 | 3 | 0 | 0 | 0 | 80 |
| 1/14/2016 - 1/27/2016 | 22 | Personnel Approved | 64 | 7 | 7 | 0 | 0 | 0 | 0 | 78 |
| 1/1/2016 - 1/13/2016 | 21 | Personnel Approved | 56 | 7 | 0 | 0 | 7 | 0 | 0 | 70 |

4. On the right, click the **View Employees Under Supervisor** drop down arrow and select the **name of the supervisor** whose employees you want to list.
5. Click the **View Attendance Records for Employee** drop down arrow and select the **name of the employee** whose time records you want to list.

6. Click **View attendance record for year** drop down arrow and select the **year** in which the employee's time records were submitted.
7. In the table below, click a **row** to display the time record for that pay period.
8. When "*Attendance records for...*" appears, complete one of the following:
 - To display and print the Time and Attendance Report, click **Print Record** in the bottom right corner. When the report PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**. Close the PDF window.
 - To close the window, click **Exit** in the bottom right corner.

View Accrual History for an Employee You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Accrual History**.

The screenshot shows the NYSS ESS Time and Attendance interface. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a sign-in message for Lance Kochran. The main menu has sections for NYSS ESS, My Info, Time & Attendance, Supply, and Sign Out. The Time & Attendance menu is highlighted with a red circle. The left sidebar has sections for My Attendance, My Accruals, and Manage Employees. Under Manage Employees, the 'Employee Accrual History' link is circled in red. The main content area displays 'Thomas Gold's Accrual History' with a summary table and a detailed accrual history table. The detailed table has columns for Pay Period, Personal Hours, Vacation Hours, and SICK Hours. A 'Filter By Year' dropdown is set to 2016 and is also circled in red. The detailed table lists 21 rows of historical accrual records.

| # | End Date | Personal Hours | | | | Vacation Hours | | | | SICK Hours | | | | | |
|----|------------|----------------|------|----------|-------|----------------|---------|------|----------|------------|------|---------|------|----------|-------|
| | | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
| 20 | 12/31/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 5.5 | 121 | 65.5 | 3.5 | 91 | 0 | 90.5 | 23.5 |
| 19 | 12/28/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 4.5 | 115.5 | 71 | 3.5 | 91 | 10 | 90.5 | 23.5 |
| 18 | 12/14/2016 | 35 | 0 | 35 | 0 | 5.5 | 181 | 0 | 111 | 70 | 3.5 | 87.5 | 5 | 80.5 | 30 |
| 17 | 11/30/2016 | 35 | 0 | 35 | 0 | 5.5 | 175.5 | 0 | 111 | 64.5 | 3.5 | 84 | 3.5 | 75.5 | 31.5 |
| 16 | 11/16/2016 | 35 | 0 | 35 | 0 | 5.5 | 170 | 0 | 111 | 59 | 3.5 | 80.5 | 0 | 72 | 31.5 |
| 15 | 11/02/2016 | 35 | 0 | 35 | 0 | 5.5 | 164.5 | 0 | 111 | 53.5 | 3.5 | 77 | 5.5 | 72 | 28 |
| 14 | 10/19/2016 | 35 | 0 | 35 | 0 | 5.5 | 159 | 0 | 111 | 48 | 3.5 | 73.5 | 4 | 66.5 | 30 |
| 13 | 10/05/2016 | 35 | 0 | 35 | 0 | 5.5 | 153.5 | 0 | 111 | 42.5 | 3.5 | 70 | 1 | 62.5 | 30.5 |
| 12 | 09/21/2016 | 35 | 0 | 35 | 0 | 5.5 | 148 | 0 | 111 | 37 | 3.5 | 66.5 | 0 | 61.5 | 28 |
| 11 | 09/07/2016 | 35 | 0 | 35 | 0 | 5.5 | 142.5 | 10 | 111 | 31.5 | 3.5 | 63 | 7 | 61.5 | 24.5 |
| 10 | 08/24/2016 | 35 | 0 | 35 | 0 | 5.5 | 137 | 11.5 | 101 | 36 | 3.5 | 59.5 | 4 | 54.5 | 28 |
| 9 | 08/10/2016 | 35 | 0 | 35 | 0 | 5.5 | 131.5 | 14 | 89.5 | 42 | 3.5 | 56 | 0 | 50.5 | 28.5 |
| 8 | 07/27/2016 | 35 | 0 | 35 | 0 | 5.5 | 126 | 18.5 | 75.5 | 50.5 | 3.5 | 52.5 | 7 | 50.5 | 25 |
| 7 | 07/13/2016 | 35 | 0 | 35 | 0 | 5.5 | 120.5 | 18 | 57 | 63.5 | 3.5 | 49 | 5.5 | 43.5 | 28.5 |
| 6 | 06/29/2016 | 35 | 0 | 35 | 0 | 5.5 | 115 | 0.5 | 39 | 76 | 3.5 | 45.5 | 0 | 38 | 30.5 |
| 5 | 06/15/2016 | 35 | 2 | 35 | 0 | 5.5 | 109.5 | 7.5 | 38.5 | 71 | 3.5 | 42 | 6.5 | 38 | 27 |
| 4 | 06/01/2016 | 35 | 0 | 33 | 2 | 5.5 | 104 | 5 | 31 | 73 | 3.5 | 38.5 | 6.5 | 31.5 | 30 |
| 3 | 05/18/2016 | 35 | 3.5 | 33 | 2 | 5.5 | 98.5 | 0 | 26 | 72.5 | 3.5 | 35 | 10 | 25 | 33 |
| 2 | 05/04/2016 | 35 | 0 | 29.5 | 5.5 | 5.5 | 93 | 5 | 26 | 67 | 3.5 | 31.5 | 2 | 15 | 39.5 |
| 1 | 04/20/2016 | 35 | 3.5 | 29.5 | 5.5 | 5.5 | 87.5 | 21 | 21 | 66.5 | 3.5 | 28 | 4 | 13 | 38 |
| 27 | 04/06/2016 | 35 | 0 | 26 | 9 | 5.5 | 82 | 0 | 0 | 82 | 3.5 | 24.5 | 3 | 9 | 38.5 |
| 26 | 03/23/2016 | 35 | 1.5 | 26 | 9 | 5.5 | 76.5 | 0 | 0 | 76.5 | 3.5 | 21 | 0 | 6 | 38 |
| 25 | 03/09/2016 | 35 | 13 | 24.5 | 10.5 | 5.5 | 71 | 0 | 0 | 71 | 3.5 | 17.5 | 1.5 | 6 | 34.5 |
| 24 | 02/24/2016 | 35 | 0 | 11.5 | 23.5 | 5.5 | 65.5 | 0 | 0 | 65.5 | 3.5 | 14 | 0 | 4.5 | 32.5 |
| 23 | 02/10/2016 | 35 | 6 | 11.5 | 23.5 | 5.5 | 60 | 0 | 0 | 60 | 3.5 | 10.5 | 4.5 | 4.5 | 29 |
| 22 | 01/27/2016 | 35 | 5.5 | 5.5 | 29.5 | 5.5 | 54.5 | 0 | 0 | 54.5 | 3.5 | 7 | 0 | 0 | 30 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 49 | 0 | 0 | 49 | 3.5 | 3.5 | 0 | 0 | 26.5 |

4. On the right, click the **View Accrual History for Employee** drop down arrow and select the **name of the employee** whose accrual history you want to display.
5. The employee's current personal, sick, and vacation hour accrual rates and balances appear. To view a summary for a previous year, click the **Filter by Year** drop down arrow and select the **year**.
6. In the table below, click the **row** for the Pay Period for which you want to print employee's accrual usage and rates.
7. When the Accrual Usage for... window appears, complete one of the following:
 - *To display the record*, click **Print Record** in the bottom right corner. When the report PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**. Close the window.
 - *To close the window*, click **Exit** in the bottom right corner.

View Accrual History for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
1. On the top menu bar, click **Time & Attendance**.
2. On the left Time and Attendance Menu, under Manage Employees, click **Employee Accrual History**.

The screenshot shows the NYSS ESS Time & Attendance application. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and various system status indicators. The main header displays 'ESS - Time and Attendance'. Below the header, the user is identified as 'Hi, Richard Ruby' with options for Help and Sign Out.

The left sidebar contains several menu items under 'Time & Attendance Menu': My Attendance, My Accruals, and Manage Employees. The 'Manage Employees' section is expanded, showing links for Review Time Records, Employee Attendance History, and Employee Accrual History. The 'Employee Accrual History' link is specifically circled in red.

The central content area is titled 'Employee Accrual History' and displays 'Thomas Gold's Accrual History'. It includes a summary message: 'Summary of historical accrual records. Click a row to view or print a detailed summary of projected accrual hours.' Below this, there is a table with columns for Pay Period, Personal Hours, Vacation Hours, and Sick Hours. The table has 21 rows, each representing a different pay period from January 2016 to December 2016. The first column is labeled 'Pay Period' and includes dates like '12/31/2016' and '01/01/2017'. The subsequent columns show various accrual metrics such as 'Accrued', 'Used', 'Rate', and 'Avail' for each category (Personal, Vacation, Sick). A 'Filter By Year' dropdown menu is located at the top of the table, with '2016' selected. The entire table is also circled in red.

| # | End Date | Personal Hours | | | Vacation Hours | | | Sick Hours | | | | | | | |
|----|------------|----------------|------|------|----------------|------|---------|------------|-------|-------|------|---------|------|------|-------|
| | | Accrued | Used | Ytd | Avail | Rate | Accrued | Used | Ytd | Avail | Rate | Accrued | Used | Ytd | Avail |
| 20 | 12/31/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 5.5 | 121 | 65.5 | 3.5 | 91 | 0 | 90.5 | 23.5 |
| 19 | 12/28/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 4.5 | 115.5 | 71 | 3.5 | 91 | 10 | 90.5 | 23.5 |
| 18 | 12/14/2016 | 35 | 0 | 35 | 0 | 5.5 | 181 | 0 | 111 | 70 | 3.5 | 87.5 | 5 | 80.5 | 30 |
| 17 | 11/30/2016 | 35 | 0 | 35 | 0 | 5.5 | 175.5 | 0 | 111 | 64.5 | 3.5 | 84 | 3.5 | 75.5 | 31.5 |
| 16 | 11/16/2016 | 35 | 0 | 35 | 0 | 5.5 | 170 | 0 | 111 | 59 | 3.5 | 80.5 | 0 | 72 | 31.5 |
| 15 | 11/02/2016 | 35 | 0 | 35 | 0 | 5.5 | 164.5 | 0 | 111 | 53.5 | 3.5 | 77 | 5.5 | 72 | 28 |
| 14 | 10/19/2016 | 35 | 0 | 35 | 0 | 5.5 | 159 | 0 | 111 | 48 | 3.5 | 73.5 | 4 | 66.5 | 30 |
| 13 | 10/05/2016 | 35 | 0 | 35 | 0 | 5.5 | 153.5 | 0 | 111 | 42.5 | 3.5 | 70 | 1 | 62.5 | 30.5 |
| 12 | 09/21/2016 | 35 | 0 | 35 | 0 | 5.5 | 148 | 0 | 111 | 37 | 3.5 | 66.5 | 0 | 61.5 | 28 |
| 11 | 09/07/2016 | 35 | 0 | 35 | 0 | 5.5 | 142.5 | 10 | 111 | 31.5 | 3.5 | 63 | 7 | 61.5 | 24.5 |
| 10 | 08/24/2016 | 35 | 0 | 35 | 0 | 5.5 | 137 | 11.5 | 101 | 30 | 3.5 | 59.5 | 4 | 54.5 | 28 |
| 9 | 08/10/2016 | 35 | 0 | 35 | 0 | 5.5 | 131.5 | 14 | 89.5 | 42 | 3.5 | 56 | 0 | 50.5 | 28.5 |
| 8 | 07/27/2016 | 35 | 0 | 35 | 0 | 5.5 | 126 | 18.5 | 75.5 | 50.5 | 3.5 | 52.5 | 7 | 50.5 | 25 |
| 7 | 07/13/2016 | 35 | 0 | 35 | 0 | 5.5 | 120.5 | 18 | 57 | 63.5 | 3.5 | 49 | 5.5 | 43.5 | 28.5 |
| 6 | 06/29/2016 | 35 | 0 | 35 | 0 | 5.5 | 115 | 0.5 | 39 | 76 | 3.5 | 45.5 | 0 | 38 | 30.5 |
| 5 | 06/15/2016 | 35 | 2 | 35 | 0 | 5.5 | 109.5 | 7.5 | 38.5 | 71 | 3.5 | 42 | 6.5 | 38 | 27 |
| 4 | 06/01/2016 | 35 | 0 | 33 | 2 | 5.5 | 104 | 5 | 31 | 73 | 3.5 | 38.5 | 6.5 | 31.5 | 30 |
| 3 | 05/18/2016 | 35 | 3.5 | 33 | 2 | 5.5 | 98.5 | 0 | 26 | 72.5 | 3.5 | 35 | 10 | 25 | 33 |
| 2 | 05/04/2016 | 35 | 0 | 29.5 | 5.5 | 5.5 | 93 | 5 | 26 | 67 | 3.5 | 31.5 | 2 | 15 | 39.5 |
| 1 | 04/20/2016 | 35 | 3.5 | 29.5 | 5.5 | 5.5 | 87.5 | 21 | 21 | 66.5 | 3.5 | 28 | 4 | 13 | 38 |
| 27 | 04/06/2016 | 35 | 0 | 26 | 9 | 5.5 | 82 | 0 | 0 | 82 | 3.5 | 24.5 | 3 | 9 | 38.5 |
| 26 | 03/23/2016 | 35 | 1.5 | 26 | 9 | 5.5 | 76.5 | 0 | 0 | 76.5 | 3.5 | 21 | 0 | 6 | 38 |
| 25 | 03/09/2016 | 35 | 13 | 24.5 | 10.5 | 5.5 | 71 | 0 | 0 | 71 | 3.5 | 17.5 | 1.5 | 6 | 34.5 |
| 24 | 02/24/2016 | 35 | 0 | 11.5 | 23.5 | 5.5 | 65.5 | 0 | 0 | 65.5 | 3.5 | 14 | 0 | 4.5 | 32.5 |
| 23 | 02/10/2016 | 35 | 6 | 11.5 | 23.5 | 5.5 | 60 | 0 | 0 | 60 | 3.5 | 10.5 | 4.5 | 4.5 | 29 |
| 22 | 01/27/2016 | 35 | 5.5 | 5.5 | 29.5 | 5.5 | 54.5 | 0 | 0 | 54.5 | 3.5 | 7 | 0 | 0 | 30 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 49 | 0 | 0 | 49 | 3.5 | 3.5 | 0 | 0 | 26.5 |

3. On the right, click the **View Employees Under Supervisor** drop down arrow and select the **name of the supervisor** whose employees you want to list.
4. On the right, click the **View Attendance Records for Employee** drop down arrow and select the **name of the employee** whose accrual history you want to display.
5. The employee's current personal, sick, and vacation hour accrual rates and balances appear.
6. To view a summary for a previous year, click the **Filter by Year** drop down arrow and select the **year**.
7. In the table below, click the **row** for the Pay Period for which you want to print employee's accrual usage and rates.
8. When "*Attendance records for...*" appears, complete one of the following:
 - *To print the record*, click **Print Record** in the bottom right corner. When the report PDF appears, right-click on the **PDF**, select **Print**, complete the **print dialog box**, and click **Print**. Close the PDF window.
 - *To close the window*, click **Exit** in the bottom right corner.

Project Accrual Balances for an Employee You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Accrual Projections**.

The screenshot shows the NYSS ESS Time & Attendance interface. The 'Time & Attendance' menu item is highlighted with a red circle. Below it, the 'Employee Accrual Projections' page is displayed. A dropdown menu titled 'View Accrual Projections for Employee' is open, showing 'Blue I. (Apr 2012 - Present)' with a red circle around it. A red arrow points to the 'Emp Use' column in the data grid, which contains the value '25'. The data grid shows projected accrual hours for an employee named 'Indigo Blue' from April 2012 to December 2017.

| # | Start Date | End Date | Personal Hours | | Vacation Hours | | Sick Hours | | | | | |
|----|------------|------------|----------------|-------|----------------|-----|------------|------|---------|---------|-------|-------|
| | | | Use | Avail | Rate | Use | Avail | Rate | Emp Use | Fam Use | Avail | |
| 4 | 05/18/2017 | 05/31/2017 | 0 | 26 | 5.5 | 0 | 216 | 3.5 | 25 | 0 | 0 | 62 |
| 5 | 06/01/2017 | 06/14/2017 | 0 | 26 | 5.5 | 0 | 221.5 | 3.5 | 0 | 0 | 0 | 65.5 |
| 6 | 06/15/2017 | 06/28/2017 | 0 | 26 | 5.5 | 0 | 227 | 3.5 | 0 | 0 | 0 | 69 |
| 7 | 06/29/2017 | 07/12/2017 | 0 | 26 | 5.5 | 0 | 232.5 | 3.5 | 0 | 0 | 0 | 72.5 |
| 8 | 07/13/2017 | 07/26/2017 | 0 | 26 | 5.5 | 0 | 238 | 3.5 | 0 | 0 | 0 | 76 |
| 9 | 07/27/2017 | 08/09/2017 | 0 | 26 | 5.5 | 0 | 243.5 | 3.5 | 0 | 0 | 0 | 79.5 |
| 10 | 08/10/2017 | 08/23/2017 | 0 | 26 | 5.5 | 0 | 249 | 3.5 | 0 | 0 | 0 | 83 |
| 11 | 08/24/2017 | 09/06/2017 | 0 | 26 | 5.5 | 0 | 254.5 | 3.5 | 0 | 0 | 0 | 86.5 |
| 12 | 09/07/2017 | 09/20/2017 | 0 | 26 | 5.5 | 0 | 260 | 3.5 | 0 | 0 | 0 | 90 |
| 13 | 09/21/2017 | 10/04/2017 | 0 | 26 | 5.5 | 0 | 265.5 | 3.5 | 0 | 0 | 0 | 93.5 |
| 14 | 10/05/2017 | 10/18/2017 | 0 | 26 | 5.5 | 0 | 271 | 3.5 | 0 | 0 | 0 | 97 |
| 15 | 10/19/2017 | 11/01/2017 | 0 | 26 | 5.5 | 0 | 276.5 | 3.5 | 0 | 0 | 0 | 100.5 |
| 16 | 11/02/2017 | 11/15/2017 | 0 | 26 | 5.5 | 0 | 282 | 3.5 | 0 | 0 | 0 | 104 |
| 17 | 11/16/2017 | 11/29/2017 | 0 | 26 | 5.5 | 0 | 287.5 | 3.5 | 0 | 0 | 0 | 107.5 |
| 18 | 11/30/2017 | 12/13/2017 | 0 | 26 | 5.5 | 0 | 293 | 3.5 | 0 | 0 | 0 | 111 |
| 19 | 12/14/2017 | 12/27/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 0 | 114.5 |
| 20 | 12/28/2017 | 12/31/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 0 | 114.5 |

4. On the right, click the **View Accrual Projections for Employee** drop down arrow and select the **name of the employee** whose accruals you want to display and project.

5. The employee's current personal, sick, and vacation hour accrual rates and balances appear.
6. Under the Use column, click a **personal, vacation, or sick box** and enter the **time** the employee may charge for that pay period.
7. Repeat the **previous step** until you've entered all of the employee's projected time off information.
8. Note that the last row is the last pay period for the calendar year and now projects under each Avail column the employee's personal, vacation, and sick hours balance.

Project Accrual Balances for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Accrual Projections**.

The screenshot shows the NYSS ESS Time & Attendance application. The 'Time & Attendance' menu item is highlighted with a red circle. In the 'Manage Employees' section, the 'Employee Accrual Projections' link is highlighted with a red circle. The main search area shows 'View Employees Under Supervisor' set to 'Thomas Gold' and 'View Attendance Records for Employee' set to 'Taupe A. (Apr 2012 - Aug 2016)'. The main content area displays 'Alice Taupe's Accrual Projections' for the period from May 18, 2017, to December 28, 2017. The data grid includes columns for Pay Period, Personal Hours, Vacation Hours, and Sick Hours, with specific attention drawn to the 'Emp Use' column.

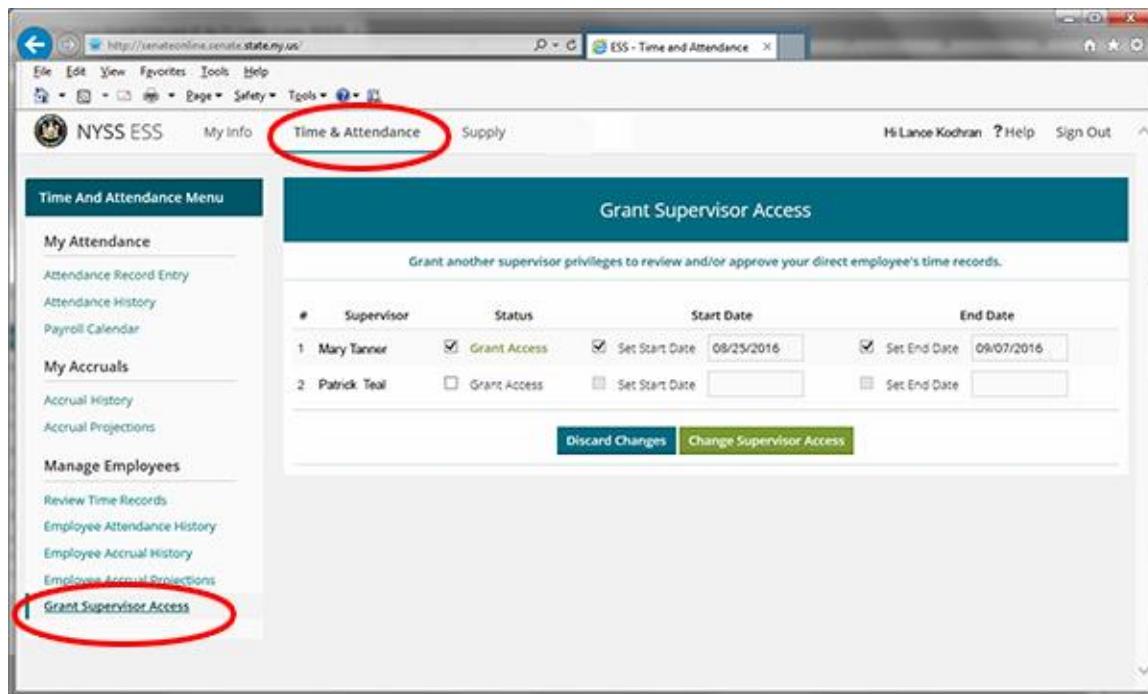
| # | Start Date | End Date | Pay Period | | Personal Hours | | Vacation Hours | | Sick Hours | | |
|----|------------|------------|------------|-------|----------------|-----|----------------|------|------------|---------|-------|
| | | | Use | Avail | Rate | Use | Avail | Rate | Emp Use | Fam Use | Avail |
| 4 | 05/18/2017 | 05/31/2017 | 0 | 26 | 5.5 | 0 | 216 | 3.5 | 25 | 0 | 62 |
| 5 | 06/01/2017 | 06/14/2017 | 0 | 26 | 5.5 | 0 | 221.5 | 3.5 | 0 | 0 | 65.5 |
| 6 | 06/15/2017 | 06/28/2017 | 0 | 26 | 5.5 | 0 | 227 | 3.5 | 0 | 0 | 69 |
| 7 | 06/29/2017 | 07/12/2017 | 0 | 26 | 5.5 | 0 | 232.5 | 3.5 | 0 | 0 | 72.5 |
| 8 | 07/13/2017 | 07/26/2017 | 0 | 26 | 5.5 | 0 | 238 | 3.5 | 0 | 0 | 76 |
| 9 | 07/27/2017 | 08/09/2017 | 0 | 26 | 5.5 | 0 | 243.5 | 3.5 | 0 | 0 | 79.5 |
| 10 | 08/10/2017 | 08/23/2017 | 0 | 26 | 5.5 | 0 | 249 | 3.5 | 0 | 0 | 83 |
| 11 | 08/24/2017 | 09/06/2017 | 0 | 26 | 5.5 | 0 | 254.5 | 3.5 | 0 | 0 | 86.5 |
| 12 | 09/07/2017 | 09/20/2017 | 0 | 26 | 5.5 | 0 | 260 | 3.5 | 0 | 0 | 90 |
| 13 | 09/21/2017 | 10/04/2017 | 0 | 26 | 5.5 | 0 | 265.5 | 3.5 | 0 | 0 | 93.5 |
| 14 | 10/05/2017 | 10/18/2017 | 0 | 26 | 5.5 | 0 | 271 | 3.5 | 0 | 0 | 97 |
| 15 | 10/19/2017 | 11/01/2017 | 0 | 26 | 5.5 | 0 | 276.5 | 3.5 | 0 | 0 | 100.5 |
| 16 | 11/02/2017 | 11/15/2017 | 0 | 26 | 5.5 | 0 | 282 | 3.5 | 0 | 0 | 104 |
| 17 | 11/16/2017 | 11/29/2017 | 0 | 26 | 5.5 | 0 | 287.5 | 3.5 | 0 | 0 | 107.5 |
| 18 | 11/30/2017 | 12/13/2017 | 0 | 26 | 5.5 | 0 | 293 | 3.5 | 0 | 0 | 111 |
| 19 | 12/14/2017 | 12/27/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 114.5 |
| 20 | 12/28/2017 | 12/31/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 114.5 |

4. On the right, click the **View Employees Under Supervisor** drop down arrow and select the **name of the supervisor** whose employee you want to list.
5. On the right, click the **View Accrual Projections for Employee** drop down arrow and select the **name of the employee** whose accruals you want to display and project.
6. The employee's current personal, sick, and vacation hour accrual rates and balances appear.
7. Under the Use column, click a **personal, vacation, or sick box** and enter the **time** the employee may charge for that pay period.
8. Repeat the **previous step** until you've entered all of the employee's projected time off information.
9. Note that the last row is the last pay period for the calendar year and now projects under each Avail column the employee's personal, vacation, and sick hours balance.

Temporarily Transfer Your Supervisor Privileges

(T&A Supervisors Only)

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Grant Supervisor Access**.



4. On the right, under Grant Supervisor Access, complete one of the following:
 - To transfer access for a specific period of time, check **Grant Access** next to the name of the supervisor to whom you are temporarily transferring your supervisor access. Check **Set Start Date**, click on the **date** that appears, and set **another calendar date** if you want to change it. Check **Set End Date**, click on the **date** that appears, and then set **last date** for access.
 - To transfer access for an undetermined amount of time, check **Grant Access** next to the name of the supervisor to whom you are temporarily transferring your supervisor access. Check **Set Start Date**, click on the **date** that appears, and set **another calendar date** if you want to change it. Do not check Set End Date.
 - To cancel access already given, uncheck the **Grant Access** next to a supervisor's name.

| NOTE | If you do not specify a begin date when transferring access, the transfer of privileges is immediate. Similarly, if you do not specify an end date, the transfer of privileges will continue until you return to the screen and remove the access.

5. When you are done, click the **Change Supervisor Access** button.

3 | My Info

3.1 | My Personnel Info

View Your Employee Profile

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **My Info**.
3. On the left My Info Menu, under Personnel, click **Current Info**. Your Senate employee profile appears on the right and is the default.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The top navigation bar includes File, Edit, View, Favorites, Tools, Help, and links for Safety and Tools. The main menu bar has NYSS ESS, My Info, Time & Attendance, Supply, and a sign-in message for Jane Azure. The top right also has Help and Sign Out options. A green sidebar on the left is titled 'My Info Menu' and lists Personnel (with 'Current Info' highlighted and circled in red), Payroll, and Paycheck History. The main content area is titled 'Jane Azure' and contains a message: 'If any of the information below is inaccurate, please contact Senate Personnel.' Below this, there are two tables: 'Personnel Info' and 'Payroll Info'. The 'Personnel Info' table includes fields like Email (azure@nysenate.gov), Work Phone ((518) 455-2313), Home Phone ((518) 111-2222), Address Line 1 (1 MAIN STREET), Address Line 2 (PO BOX 333), City (ANYTOWN), State (NY), Zip (12345), Marital Status (S), and Organization Info. The 'Payroll Info' table includes fields like Pay Type (RA), Employment ID (N01234567), Continuous Service From (02/06/2005), Bi Weekly Salary (\$1800.18), Direct Deposit (Y), Agency Code (04000), and Federal Tax. Below these are sections for State Tax, New York City Tax, and Yonkers Tax, each with Exemptions, Reported Marital Status, and Additional Withheld fields. The entire screenshot is framed by a thick black border.

| Personnel Info | | | | Payroll Info | |
|-------------------|---|-------------------------|------------|--------------|--|
| Email | azure@nysenate.gov | Pay Type | RA | | |
| Work Phone | (518) 455-2313 | Employment ID | N01234567 | | |
| Home Phone | (518) 111-2222 | Continuous Service From | 02/06/2005 | | |
| Address Line 1 | 1 MAIN STREET | Bi Weekly Salary | \$1800.18 | | |
| Address Line 2 | PO BOX 333 | Direct Deposit | Y | | |
| City | ANYTOWN | Agency Code | 04000 | | |
| State | NY | Federal Tax | | | |
| Zip | 12345 | | | | |
| Marital Status | S | Exemptions | 0 | | |
| | | Reported Marital Status | S | | |
| | | Additional Withheld | 0 | | |
| Organization Info | | | | | |
| Resp Center Head | Senate Technology Services | State Tax | | | |
| Work Address | 11th Floor, Agency Bldg 4, Albany, NY 12247 | | | | |
| Negotiating Unit | 77 | Exemptions | 0 | | |
| Job Title | Technical Assistant | Reported Marital Status | S | | |
| T&A Supervisor | Thomas Violet | Additional Withheld | 0 | | |
| New York City Tax | | | | | |
| | | Exemptions | 0 | | |
| | | Reported Marital Status | | | |
| | | Additional Withheld | \$0.00 | | |
| Yonkers Tax | | | | | |
| | | Exemptions | 0 | | |
| | | Reported Marital Status | | | |
| | | Additional Withheld | \$0.00 | | |

Set Up Your Senate Emergency Alert Info

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **My Info**.
3. On the left My Info Menu, under Payroll, click **Emergency Alert Info**. The Emergency Alert screen appears on the right.

The screenshot shows the NYSS ESS interface. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a sign-in message for Jason Green. The main menu on the left has sections for Personnel, Current Info, and Payroll. Under Payroll, the 'Emergency Alert Info' link is highlighted with a red circle. The central content area is titled 'Emergency Alert Info' and contains a message about reaching the user in case of a Senate-wide emergency. It lists four phone numbers (Work, Home, Alternate, Mobile) and two email addresses (Work, Personal, Alternate). There are checkboxes for 'Receive Calls on Mobile' and 'Receive Texts on Mobile' next to each phone number. A green 'Save' button is at the bottom.

4. Note that your Senate office phone and email automatically displays and cannot be changed.
5. Complete any of the options to add your own personal contact information where you can get notified in case of an emergency:
 - To be contacted via your home, alternate, and/or mobile phone, click the **Home, Alternate, and/or Mobile** field and type the **ten-digit number** (e.g., 518-555-5555).
 - To be contacted via a personal or alternate email account, click the **Personal, and/or Alternate** field and type the **email address** (e.g., jgreen@gmail.com).
6. To save your contact information, click **Save**.

3.2 | My Payroll Info Info

View and Print Your Paycheck History

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **My Info**.
3. On the left My Info Menu, under Payroll, click **Paycheck History**. Your Senate paycheck history for the current calendar year appears on the right.

The screenshot shows a web browser window for the NYSS ESS system. The URL is https://ess.nysenate.gov/myinfo/payroll/checkhistory. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and various system status indicators like Time & Attendance and Supply. The user is logged in as Jason Green. The main menu on the left is titled 'My Info Menu' and includes sections for Personnel, Current Info, Payroll, and Paycheck History. The 'Paycheck History' link is circled in red. The central content area is titled 'Paycheck History' and displays a table of '2016 Paycheck Records'. The table has columns for Check Date, Pay Period, Gross, Federal Tax, State Tax, Fica Tax, Medicare Tax, Err. Normal, Group Life, Parking Permit Fee, and Direct Deposit. The table shows 14 entries from January to August 2016, with annual totals at the bottom. At the top of the table, there are filter options: 'Filter By Year' set to '2016' and a checked 'Show Fiscal Year' checkbox, both of which are circled in red.

| 2016 Paycheck Records | | | | | | | | | | | |
|-----------------------|------------|-------------|-------------|-----------|------------|--------------|-------------|------------|--------------------|----------------|--|
| Check Date | Pay Period | Gross | Federal Tax | State Tax | Fica Tax | Medicare Tax | Err. Normal | Group Life | Parking Permit Fee | Direct Deposit | |
| 1/13/2016 | 20 | \$1,200.12 | \$94.73 | \$52.93 | \$83.37 | \$19.50 | \$40.34 | \$0.74 | \$25.92 | \$882.57 | |
| 1/27/2016 | 21 | \$1,200.12 | \$94.73 | \$52.93 | \$83.36 | \$19.49 | \$40.34 | \$0.74 | \$25.92 | \$882.57 | |
| 2/10/2016 | 22 | \$1225.25 | \$125.25 | \$66.46 | \$96.37 | \$22.54 | \$46.63 | \$0.74 | \$25.92 | \$841.34 | |
| 2/24/2016 | 23 | \$1,300.02 | \$110.79 | \$60.05 | \$90.22 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 3/9/2016 | 24 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 3/23/2016 | 25 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 4/6/2016 | 26 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 4/20/2016 | 27 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 5/4/2016 | 01 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 5/18/2016 | 02 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/1/2016 | 03 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/15/2016 | 04 | \$1,300.02 | \$110.79 | \$60.05 | \$90.22 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/29/2016 | 05 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 7/13/2016 | 06 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 7/27/2016 | 07 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$26.92 | \$947.55 | |
| 8/10/2016 | 08 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$26.92 | \$947.55 | |
| Annual Totals | | \$20,525.75 | \$1,754.98 | \$952.97 | \$1,435.85 | \$335.80 | \$694.76 | \$11.84 | \$416.72 | \$14,924.63 | |

4. Complete any of the options:
 - To view your paycheck history for a calendar year, click the **Filter by Year** drop down arrow and select the **year**.
 - To view your paycheck history for a fiscal year, check **Show Fiscal Year**, click the **Filter by Fiscal Year** drop down arrow, and select the **fiscal year date range**.
5. Note the first pay period, for the calendar or fiscal year selected, appears at the top and annual totals appear at the bottom of each column.

6. If you cannot see all the information on the screen:
 - Click the **vertical scroll bar up or down** to view other payroll periods for the selected period.
 - Click the **horizontal scroll bar left or right** to view additional columns.
7. To print your information, right-click on the **screen** and select **Print**. In the Print box, select a **printer** and click **Print**.

4 | Supply

4.1 | My Supply

Enter and Submit a Requisition Form

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Supply**. The Requisition Form menu option is the default.
3. Confirm or change the destination code:

The screenshot shows a blue header bar with the text "Requisition Form". Below it is a white content area. In the center, there is a red circle drawn around a text input field containing the code "A411F" and a green "Confirm" button to its right. A shopping cart icon is visible in the top right corner of the content area.

The screenshot shows a blue header bar with the text "Requisition Form". Below it is a white content area. In the top left, there is a red circle around a message "Destination: [change]" followed by the text "A411F (11TH FLOOR, AG4)". To the right of this message are "Search" and "Reset" buttons. Further right is a "Sort By:" dropdown set to "Name". At the bottom of the content area is a navigation pagination with numbers 1 through 11 and arrows. A shopping cart icon with "0 items" is in the top right corner.

- *If the Please select a destination box appears and the code is correct, click Confirm.*
- *If the Please select a destination box appears and the code is incorrect, erase the destination code, select a new destination code from the drop down, and click Confirm.*
- *If Destination: [change] appears in the corner and the code is correct, skip to Step 4.*
- *If Destination: [change] appears in the corner and the code is incorrect, click the [change] link, enter the correct destination code, and click Confirm.*

| **NOTE** | Your destination code, also known as your office's location code, is important since it indicates where the supplies that you order will be delivered.

4. The Requisition Form appears on the right.

The screenshot shows the NYSS ESS - Time and Attendance website. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, My Info, My Attendance, Supply (which is selected), and Sign Out. A shopping cart icon indicates 0 items. The main content area is titled "Requisition Form". It shows a search bar with "Destination: [change] A411F (11TH FLOOR, AG4)" and a "Search" button. Below the search bar is a "Sort By: Name" dropdown. The left sidebar has a "Supply Menu" with "My Supply" and "Requisition Form" sections, and a "Categories" section with a "Clear All" link and a list of categories like BADGES, BAGS, BINDERS, etc. The "Order History" link in the "My Supply" section is circled in red. The main grid displays various office supplies with their descriptions and "Add to Cart" buttons. The items shown include:

| Item Description | Quantity | Add to Cart |
|--|-----------|-------------|
| "STATE OF NEW YORK - SENATE" GOLD SEAL | 50/Pack | Add to Cart |
| #10 ENVELOPE WITH SENATE SEAL | 500/Pack | Add to Cart |
| #2 PENCIL | 12/Pack | Add to Cart |
| 1" BLACK 3 RING BINDER | 1/Pack | Add to Cart |
| 1" WHITE BINDER WITH CLEAR COVER | 1/Pack | Add to Cart |
| 1" X 2-13/16" LABELS - 33 PER SHEET - 100 SHEETS | 100/Pack | Add to Cart |
| 1" X 2-5/8" LABELS - 30 PER SHEET - 100 SHEETS | 100/Pack | Add to Cart |
| 1-1/3" X 4" LABELS W/ SENATE SEAL, 14 PER SHEET -100 | 100/Pack | Add to Cart |
| 1-1/4" X 2-3/4" LABELS - 24 PER SHEET - 100 SHEETS | 100/Pack | Add to Cart |
| 1/2" HEAVY DUTY STAPLES | 5000/Pack | Add to Cart |
| 1/3 CUT HANGING FOLDER TABS | 100/Pack | Add to Cart |
| 1/4" HEAVY DUTY STAPLES | 5000/Pack | Add to Cart |

5. To locate an item, complete one or more of the following:

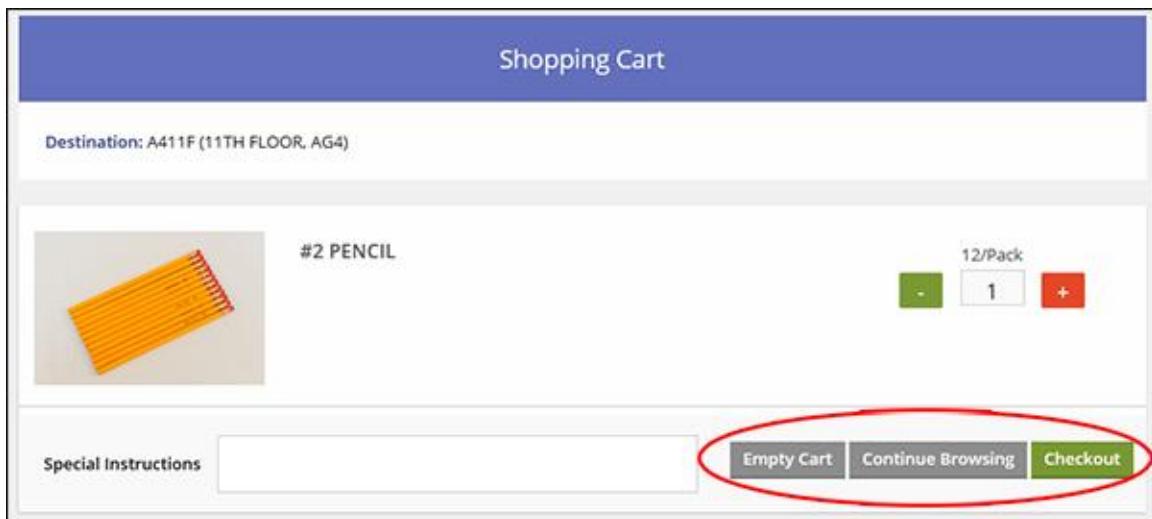
- *If you know the type of item*, on the left Categories menu, check a **category** to display those items on the right. If you want to clear this search, on the left, click the **Clear All** link.
- *If you know the name of the item*, on the top center, click the **Search** box, enter the **item's name** (e.g., binder), and click the **Search** button. If you want to clear this search, click the **Reset** button.
- *If you want to view all items*, on the top center, click a **page number** or an arrow < > to move between pages of items.

6. To view a larger picture of an item, click the **item's picture**. Then click **anywhere on the screen** to close this image.

7. On the right, locate the desired **item**, click its **Add to Cart** button and click the **plus (+)** or **minus (-)** button to indicate the quantity you want to order. The Shopping Cart icon in the upper right corner displays the number of items you have added.
| NOTE | The Senate limits the quantities of items you can order. To exceed this amount, you must get management approval.
8. To display your Shopping Cart, complete one of the following:



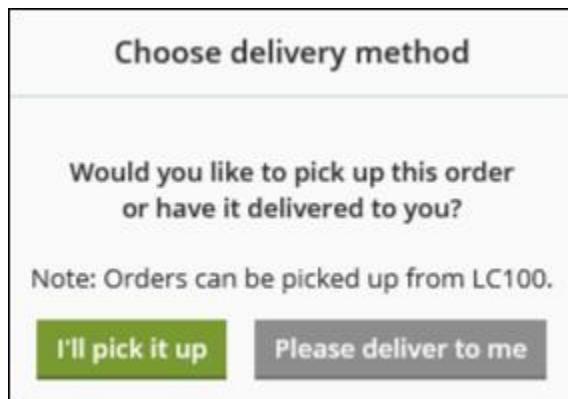
- On the left under My Supply, click **Shopping Cart**.
 - In the upper right corner, click the **Shopping Cart** icon.
9. When the Shopping Cart displays, review the items and complete any of the following:



- To submit the order, click the **Checkout** button on the bottom right.
- To continue shopping, click the **Continue Browsing** button on the bottom right.
- To adjust the quantity of an item, click the **plus (+)** or **minus (-)** button to the right of an item.
- To remove an item, click the **minus (-)** button until the item disappears.
- To cancel the entire order, click the **Empty Cart** button on the bottom right. At the prompt, click **Yes**.
- To exit without canceling the order, navigate to another screen or sign out.

| NOTE | If you exit the Supply Requisition screen without submitting it, the items in your cart will remain there until you remove them.

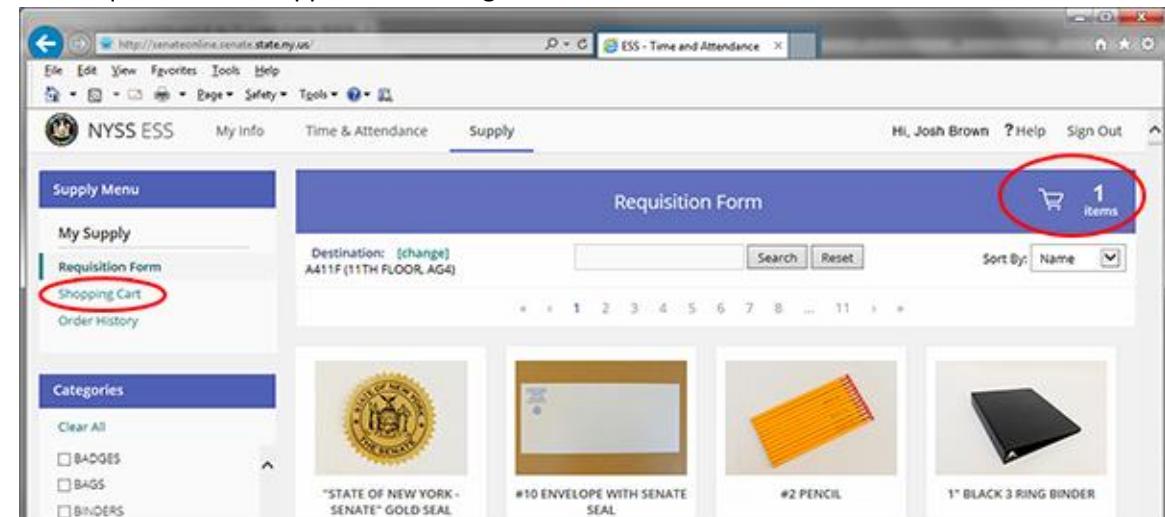
10. If you submitted the order, *Choose delivery method* appears. Click **I'll pick it up** or click **Please deliver to me**.



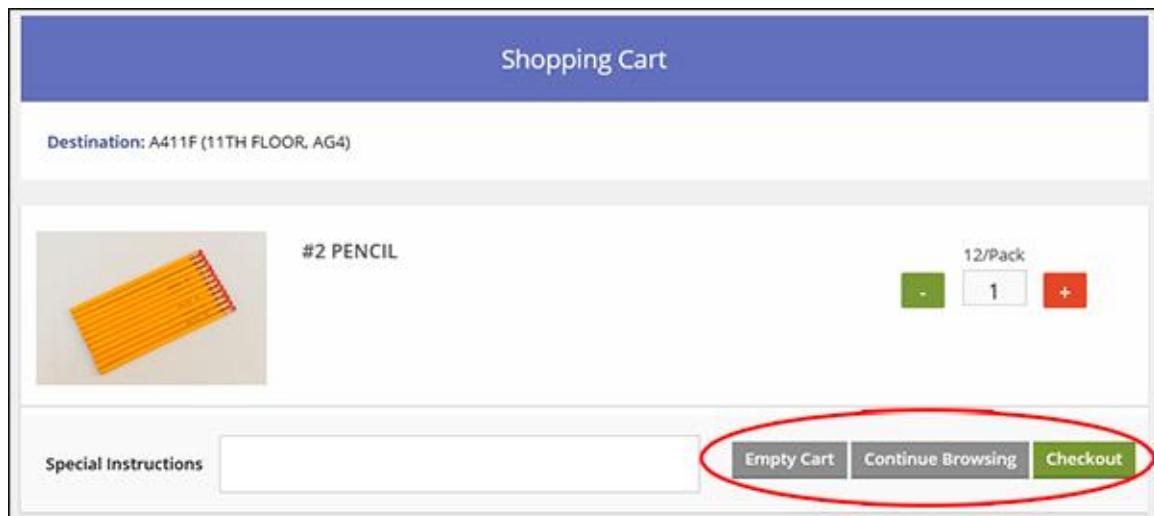
11. When "*Your Requisition Request has been submitted!*" appears, note the **Requisition ID number**.
12. Then click **Log out of ESS** to exit or click **Back to ESS** to continue.

Display a Previous Shopping Cart Not Submitted

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Supply**. The Requisition Form menu option is the default.
3. On the right, confirm your **destination code** which will appear in the center or in the left corner.
4. The Requisition Form appears on the right.

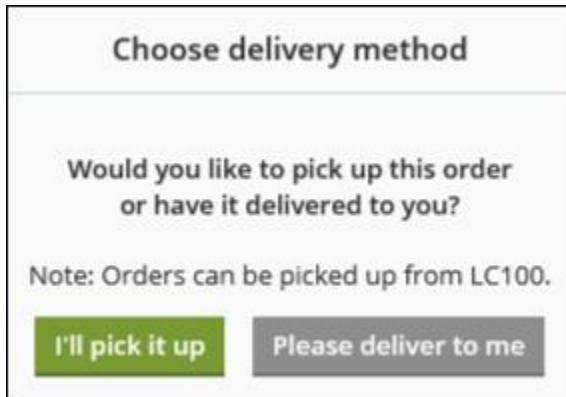


5. To display your Shopping Cart, complete one of the following:
 - On the left under My Supply, click **Shopping Cart**.
 - On the right In the upper right corner, click the **Shopping Cart** icon.
6. When the Shopping Cart displays, review the items and complete any of the following:



- To submit the order, click the **Checkout** button on the bottom right.

- To continue shopping, click the **Continue Browsing** button on the bottom right.
 - To adjust the quantity of an item, click the **plus (+)** or **minus (-)** button to the right of an item.
 - To remove an item, click the **minus (-)** button until the item disappears.
 - To cancel the entire order, click the **Empty Cart** button on the bottom right. At the prompt, click **Yes**.
7. If you submitted the order, *Choose delivery method* appears. Click **I'll pick it up** or click **Please deliver to me**.



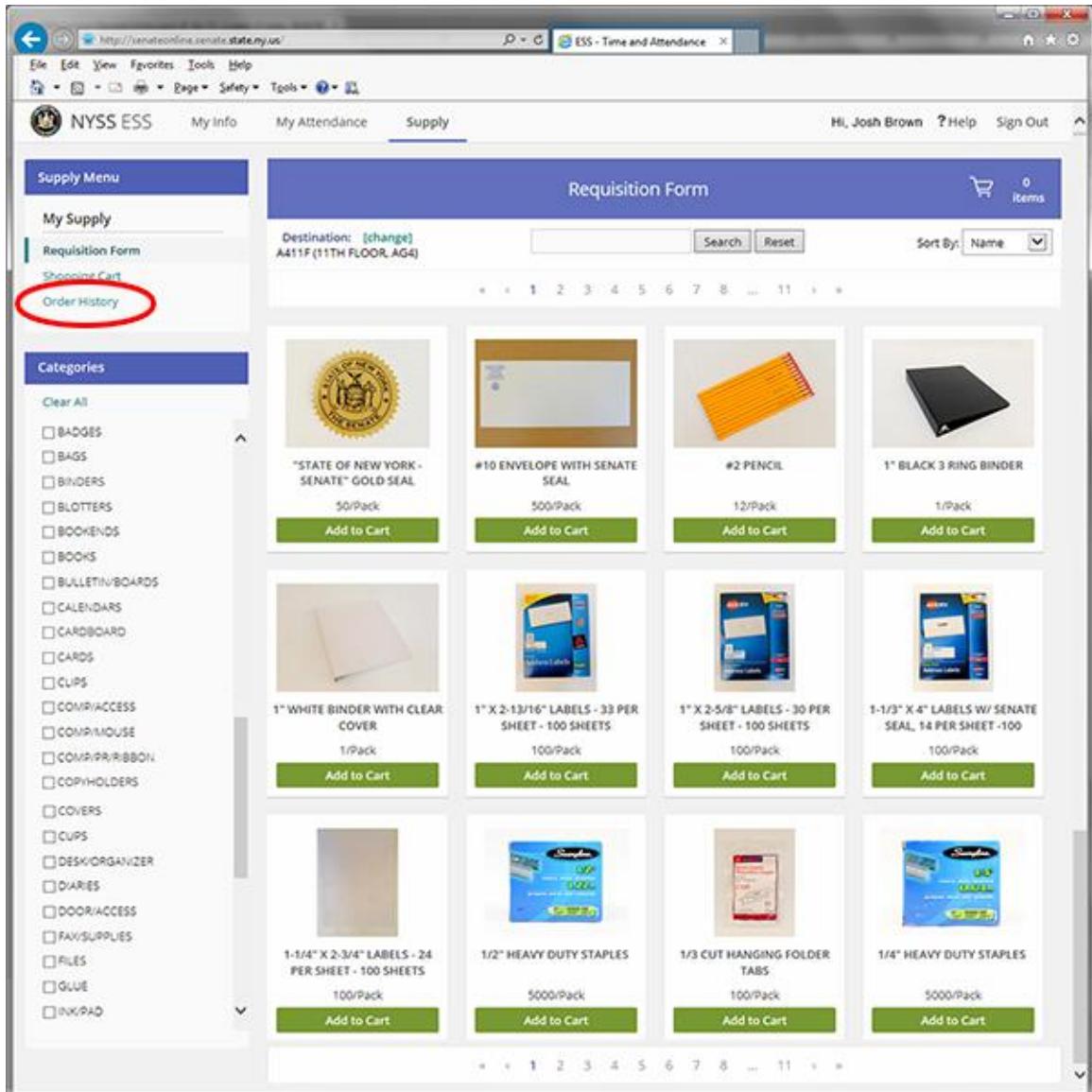
8. When "*Your Requisition Request has been submitted!*" appears, note the **Requisition ID number**.
9. Then click **Log out of ESS** to exit or click **Back to ESS** to continue.

| **NOTE** | If you exit the Supply Requisition without submitting it, the items in your cart will remain there until you remove them.

List Current and Previous Orders

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Supply**. The Requisition Form menu option is the default.
3. On the right, confirm your **destination code** which will appear in the center or in the left corner.
4. The Requisition Form appears on the right.

| NOTE | Your destination code is important since it indicates where the supplies that you order will be delivered.



The screenshot shows the NYSS ESS interface. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, NYSS ESS, My Info, My Attendance, Supply (which is the active tab), Hi, Josh Brown, Help, and Sign Out. A shopping cart icon shows 0 items. The main content area is titled "Requisition Form" and displays a grid of supply items. The left sidebar has a "Supply Menu" section with links for My Supply, Requisition Form (which is selected and highlighted in blue), Shopping Cart, and Order History (which is circled in red). Below this is a "Categories" section with a "Clear All" link and a long list of supply categories, each with a checkbox. The categories listed include BADGES, BAGS, BINDERS, BLOTTERS, BOOKENDS, BOOKS, BULLETIN/BOARDS, CALENDARS, CARDBOARD, CARDS, CLIPS, COMP/ACCESS, COMP/MOUSE, COMP/PR/RIBBON, COPYHOLDERS, COVERS, CUPS, DESK/ORGANIZER, DIARIES, DOOR/ACCESS, FAV/SUPPLIES, FILES, GLUE, and INK/PAD.

5. On the left under My Supply, click **Order History**.
6. To search and display orders for a specific date range, click the **From** calendar icon and select the **beginning date**. Then click the **To** calendar icon and select the **ending date**.

| NOTE | All orders for the specified destination code (i.e., location) will appear, not just the items you ordered.

The screenshot shows the NYSS ESS Order History page. On the left, there's a sidebar with 'Supply Menu' and 'My Supply' sections. The main area is titled 'Order History' with a sub-instruction 'Search order history by date or status.' Below this are two date input fields ('From' and 'To') with calendar icons, and a 'Status' dropdown menu circled in red. The status menu contains five options: ALL, PENDING, PROCESSING, COMPLETED, APPROVED, and REJECTED. A table below lists five orders with columns for Id, Ordered By, Destination, Order Date, and Status. All listed orders are in the 'APPROVED' status.

| ID | Ordered By | Destination | Order Date | Status |
|-----|------------|-------------|--------------------|----------|
| 131 | Brown | A411F-W | 12/08/2016 2:50 PM | APPROVED |
| 130 | Grey | A411F-W | 12/08/2016 2:38 PM | APPROVED |
| 129 | Grey | A411F-W | 12/07/2016 4:30 PM | APPROVED |
| 128 | Green | A411F-W | 12/07/2016 4:16 PM | APPROVED |
| 127 | Brown | A411F-W | 12/07/2016 3:37 PM | APPROVED |

7. In the Status box, complete any of the following:

- To list orders that have been placed but have not been received, click Pending.
- To list orders that are in the process of being filled and delivered to your office, click Processing.
- To list orders that have been filled, click Completed.
- To list all orders that have been approved to be filled, click Approved.
- To list all orders that have been disapproved and will not be filled, click Rejected.

| TIP | To select multiple statuses, hold down Ctrl while clicking.

8. To view more information about an order listed, click on the **order** and if necessary, complete the following:

- Click the **Select Version** drop down and click an **option** to display status information about the various phases of the order process.
- Click **Print Page** on the right to print the information.

5 | Example Screens

5.1 | ESS Time Screens

Example Attendance Record Entry for Regular Annual and Special Annual Employees

Below is an example Attendance Record Entry screen as seen by Regular Annual and Special Annual employees. The Attendance Record Entry is used to record your hours worked and accruals used for the current payroll period or previous payroll periods. After completing a record, your information is submitted directly to your Time and Attendance Supervisor for review.

The screenshot shows a web-based application titled "ESS - Time and Attendance". The URL is <http://senateonline.senate.state.ny.us/>. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, Home, Page, Safety, and Tools. The user is logged in as "Hi, Peter Grey". The main menu on the left is titled "Time And Attendance Menu" and includes links for My Attendance, Attendance Record Entry (which is selected), Attendance History, Payroll Calendar, My Accruals, Accrual History, and Accrual Projections. The central panel is titled "Attendance Record Entry" and contains the following information:

Enter a time and attendance record by selecting from the list of active pay periods.

| Select | Pay Period | Supervisor | Period End | Status | Last Updated |
|----------------------------------|-----------------------|---------------|------------|---------------|--------------|
| <input checked="" type="radio"/> | 8/11/2016 - 8/24/2016 | Lance Kochran | in 8 days | Not Submitted | New |

All hours available need approval from appointing authority.

| Personal Hours | Vacation Hours | Sick Hours | Year To Date Hours Of Service | | | | | | |
|----------------|----------------|------------|-------------------------------|--------------|-----------------|----------|------|---------------|-------|
| 21 | 247 | 115.5 | Expected: 1561 | Actual: 1652 | Difference: +91 | | | | |
| Date | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Misc Type | Total |
| Thu 8/11/2016 | 7 | | -- | -- | -- | | -- | No Misc Hours | 7 |
| Fri 8/12/2016 | 0 | | 7 | -- | -- | -- | -- | No Misc Hours | 7 |
| Sat 8/13/2016 | -- | | -- | -- | -- | -- | -- | No Misc Hours | 0 |
| Sun 8/14/2016 | -- | | -- | -- | -- | -- | -- | No Misc Hours | 0 |
| Mon 8/15/2016 | 3 | | -- | 4 | -- | -- | -- | No Misc Hours | 7 |
| Tue 8/16/2016 | 7 | | -- | -- | -- | -- | -- | No Misc Hours | 7 |
| Wed 8/17/2016 | 8 | | -- | -- | -- | -- | -- | No Misc Hours | 7 |
| Thu 8/18/2016 | 7 | | -- | -- | -- | -- | -- | No Misc Hours | 7 |
| Fri 8/19/2016 | 7 | | -- | -- | -- | -- | -- | No Misc Hours | 7 |
| Sat 8/20/2016 | -- | | -- | -- | -- | -- | -- | No Misc Hours | 0 |
| Sun 8/21/2016 | -- | | -- | -- | -- | -- | -- | No Misc Hours | 0 |
| Mon 8/22/2016 | 8 | | -- | -- | -- | -- | -- | No Misc Hours | 8 |
| Tue 8/23/2016 | 0 | | -- | -- | 7 | -- | -- | No Misc Hours | 7 |
| Wed 8/24/2016 | 7 | | -- | -- | -- | -- | -- | No Misc Hours | 7 |
| Record Totals | 54 | 0 | 7 | 4 | 7 | 0 | 0 | | 72 |

Notes / Remarks: [Text input field]

Save Record | Submit Record

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Attendance Record Entry for Regular Annual and Special Annual Employees.

| Field Name | Definition |
|---|---|
| Actual (Year To Date Hours of Service) | This displays above your time record and specifies the total number of reported hours of service year-to-date. |
| Date | These are the individual dates included in the payroll period for the time record selected. |
| Difference (Year To Date Hours of Service) | This displays above your time record and specifies the difference between the total number of actual hours reported and the number of reported hours expected year-to-date prior to the selected time record. |
| Expected (Year To Date Hours of Service) | This displays above your time record and, based on your appointment, is the minimum number of hours that must be reported year to date prior to the selected time record. |
| Holiday | Official holiday dates automatically display seven hours in a time record for Regular Annual Employees. The field is also available for use for those employees on the Special Annual Payroll. Official Senate holidays are listed in the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Last Updated | This is in the active pay period section and specifies the last date and time information was entered and saved into the time record. |
| Misc | This is the amount of miscellaneous hours you are reporting for the date selected. For a definition of miscellaneous leave and the acceptable use policy, see the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Misc Type | This is the type of miscellaneous leave taken for the hours reported. Choices include: Bereavement Leave, Blood Donation, Brst, Prost Cancr Scrnng, Extended Sick Leave, Extraordinary Leave, Jury Leave, Military Leave, Parental Leave, Sick Leave With Half Pay, Vol Fire, Emerg Med Activ, and Witness Leave. For definitions of miscellaneous leaves and their acceptable use policies, see the Time and Attendance Rules and Regulations of the Temporary President, available on http://senateonline . |
| Notes/Remarks | This is used to add any comments to the current time record. |

| Field Name | Definition |
|-----------------------|---|
| Pay Period | This is in the active pay period section and specifies the begin and end dates for the payroll period. |
| Period End | This is in the active pay period section and specifies when the time record is due or how much time it is past due. |
| Personal Hours | This displays above your time record and specifies the total number of personal hours still available to use for this calendar year. |
| Personal | This is the amount of personal hours you are reporting for the date selected. For a definition of personal time and the acceptable use policy, see the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Record Totals | This displays the total number of hours reported in each category (i.e., work, sick, etc.) for the selected payroll period. |
| Sick Hours | This displays above your time record and specifies the total number of sick hours still available to use this calendar year. |
| Sick Emp | This is the amount of sick hours you are reporting for the date selected. For a definition of employee sick time and the acceptable use policy, see the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Sick Fam | This is the amount of family sick hours you are reporting for the date selected. For a definition of family sick time and the acceptable use policy, see the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Status | This appears in the active pay period section and displays the status (e.g., Not Submitted, Submitted, Supervisor Approved, Supervisor Disapproved, Personnel Approved, Personnel Disapproved) of a time record. |
| Supervisor | This is in the active pay period section and displays the name of the Time and Attendance Supervisor responsible for reviewing and approving your time records. |
| Total | This is the total number of hours reported (i.e. work, sick, etc.) for the date specified in the row. |

5 | Example Screens

| Field Name | Definition |
|-----------------------|---|
| Vacation Hours | This displays above your time record and specifies the total number of vacation hours still available to use this calendar year. |
| Vacation | This is the amount of vacation hours you are reporting for the date selected. For a definition of vacation time and the acceptable use policy, see the <i>Time and Attendance Rules and Regulations of the Temporary President</i> , available on http://senateonline . |
| Work | This is the number of work hours you are reporting for the date selected. |

Example Attendance Record Entry for Temporary Employees

Below is an example Attendance Record Entry screen as seen by Temporary employees. The Attendance Record Entry is used to record your hours worked and accruals used for the current payroll period or previous payroll periods. After completing a record, your information is submitted directly to your Time and Attendance Supervisor for review.

The screenshot shows a web-based application titled "ESS - Time and Attendance" at the URL <http://senateonline.senate.state.ny.us/>. The interface is designed for temporary employees to enter their attendance records. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a sign-in message for "Hi, Jane Azure". The main menu on the left is titled "Time And Attendance Menu" and includes options like My Attendance, Attendance Record Entry (which is selected), Attendance History, Payroll Calendar, and My Accruals. The central content area is titled "Attendance Record Entry" and contains a sub-instruction "Enter a time and attendance record by selecting from the list of active pay periods." A table header row shows columns for Select, Pay Period, Supervisor, Period End, Status, and Last Updated. Below this, a table displays a single row with the pay period "8/11/2016 - 8/24/2016", supervisor "Lance Kochan", and status "Not Submitted". The "Last Updated" field shows "New". A note below the table states "All hours available need approval from appointing authority." A section titled "2016 Allowance" provides a breakdown of hours: Total Allowed Hours (1820), Reported Hours (1714.25), Current Record Hours (11.75), and Estimated Available Hours (94). The main data entry table lists daily work entries from Thursday, August 11, 2016, to Wednesday, August 17, 2016. The table includes columns for Date, Work (number of hours), and Work Time Description / Comments. Specific entries include 6 hours on Friday, 1714.25 hours total reported, and a comment for Monday, August 15, 2016, about a budget meeting. The table ends with a "Record Totals" row showing 11.75 hours. At the bottom, there is a "Notes / Remarks" input field and two green buttons: "Save Record" and "Submit Record".

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Attendance Record Entry for Temporary employees.

| Field Name | Definition |
|---|---|
| Date | These are the individual dates included in the payroll period selected. |
| Current Record Hours (year Allowance) | This is the number of hours worked for the selected payroll period. |
| Estimated Available Hours (year Allowance) | This is the remaining number of hours you are allowed to work for the current year. |
| Last Updated | This is in the active pay period section and specifies the last date and time information was entered and saved into the time record. |
| Notes/Remarks | This is used to add any comments to the current time record. |
| Pay Period | This is in the active pay period section and specifies the begin and end dates for the payroll period. |
| Period End | This is in the active pay period section and specifies when the time record is due or how much time it is past due. |
| Record Totals | This displays the total number of hours reported for the selected payroll period. |
| Reported Hours (year Allowance) | This is the number of hours you have worked from the start of the calendar year prior to the selected time record. |
| Status | This is in the active pay period section and displays the status (e.g., New, Not Submitted, Rejected) of the active time record. |
| Supervisor | This is in the active pay period section and displays the name of the Time and Attendance Supervisor responsible for reviewing and approving your time records. |
| Total Allowed Hours (year Allowance) | This is your annual working hours limit. |
| Work | This is the number of work hours you are reporting for the date selected. |

| Field Name | Definition |
|---|--|
| Work Time Description / Comments | This specifies information regarding your work times, locations, duties, and/or assignments for the date selected. |

Example Attendance History

Below is an example Attendance History Entry screen as seen by all Senate employees. The Attendance History allows you to view a summary of your past time records for the current year and previous years. This information is calculated using the Attendance Record Entry information that you have submitted to the Senate Personnel office for each past pay period.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, and a Safety dropdown. The main navigation bar has links for My Info, Time & Attendance (which is selected), Supply, Hi, Ann Red, Help, and Sign Out. On the left, there's a sidebar titled "Time And Attendance Menu" with links for My Attendance, Attendance Record Entry, Attendance History (which is selected), Payroll Calendar, My Accruals, Accrual History, and Accrual Projections. The main content area is titled "Attendance History" and shows "Active Attendance Records" for the year 2016. It lists a single record for the pay period 8/11/2016 - 8/24/2016, status Not Submitted, with values: Work 5.5, Holiday 0, Vacation 42, Personal 0, Sick Emp 1.5, Sick Fam 21, Misc 0, Total 70. Below this is a section titled "Historical Attendance Records" showing records for various pay periods from 2016, all marked as "Personnel Approved". The historical data table has columns: Date Range, Pay Period, Status, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, Total. The total for the historical data is Annual Totals: 1008, 42, 56, 7, 7, 0, 0, 0, 1120.

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|---------------|------|---------|----------|----------|----------|----------|------|-------|
| 8/11/2016 - 8/24/2016 | 10 | Not Submitted | 5.5 | 0 | 42 | 0 | 1.5 | 21 | 0 | 70 |

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|---------------------|------|---------|----------|----------|----------|----------|------|-------|
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 35 | 0 | 35 | 0 | 0 | 0 | 0 | 70 |
| 7/14/2016 - 7/27/2016 | 8 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/30/2016 - 7/13/2016 | 7 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/16/2016 - 6/29/2016 | 6 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 6/2/2016 - 6/15/2016 | 5 | Personnel Approved | 56 | 0 | 14 | 0 | 0 | 0 | 0 | 70 |
| 5/19/2016 - 6/1/2016 | 4 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 5/5/2016 - 5/18/2016 | 3 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 4/21/2016 - 5/4/2016 | 2 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 4/7/2016 - 4/20/2016 | 1 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 3/24/2016 - 4/6/2016 | 27 | Personnel Approved | 56 | 7 | 7 | 0 | 0 | 0 | 0 | 70 |
| 3/10/2016 - 3/23/2016 | 26 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 2/25/2016 - 3/9/2016 | 25 | Personnel Approved | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| 2/11/2016 - 2/24/2016 | 24 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 1/28/2016 - 2/10/2016 | 23 | Personnel Approved | 56 | 0 | 0 | 7 | 7 | 0 | 0 | 70 |
| 1/14/2016 - 1/27/2016 | 22 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| 1/1/2016 - 1/13/2016 | 21 | Personnel Approved | 63 | 7 | 0 | 0 | 0 | 0 | 0 | 70 |
| Annual Totals | | | 1008 | 42 | 56 | 7 | 7 | 0 | 0 | 1120 |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Attendance History.

| Field Name | Definition |
|---|---|
| Annual Totals | This is the total number of hours reported in each column (i.e., work, sick, etc.) for the payroll periods listed. |
| Date Range | These are the individual dates included in the payroll period. |
| Holiday | This is holiday time that was officially allowed by the Senate and used by the employee for that payroll period. |
| Misc | This is the amount of miscellaneous hours you reported for the pay period. |
| Pay Period | This is the payroll period number assigned to the date range and for which you submitted a time record. |
| Personal | This is the amount of personal hours you reported for the pay period. |
| Sick Emp | This is the amount of sick hours you reported for the pay period. |
| Sick Fam | This is the amount of family sick hours you reported for the pay period. |
| Status | This displays the status (e.g., Not Submitted, Submitted, Supervisor Approved, Supervisor Disapproved, Personnel Approved, Personnel Disapproved) an active time record, a rejected time record, or a past time record. |
| Total | This is the total number of hours reported (i.e., work, sick, etc.) for the pay period specified in the row. |
| Vacation | This is the amount of vacation hours you reported for the pay period. |
| View Attendance Records for Year | This indicates the year for which you want to view a summary of your past time record. |
| Work | This is the number of work hours you reported for the pay period. |

Example Payroll Calendar

Below is an example of the Payroll Calendar which enables you to display the Senate payroll calendar for the current or past years. This calendar highlights payroll periods and approved holidays.

The screenshot shows the NYSS ESS - Time and Attendance application interface. The main title bar reads "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, Page, Safety, and Tools. The top right shows "Hi, Peter Grey", a Help link, and a Sign Out button. On the left, there's a sidebar with "Time & Attendance Menu" containing links for My Attendance, Attendance Record Entry, Attendance History, Payroll Calendar, My Accruals, Accrual History, and Accrual Projections. The main content area is titled "Payroll Calendar" and shows the "Year" as "2017". Below this, a legend indicates that blue squares represent "Pay Period End Date" and yellow squares represent "Senate Holiday". The calendar grid for 2017 is displayed in 12 monthly sections. Each section has a header row with days of the week (Su Mo Tu We Th Fr Sa). The days are color-coded according to the legend. For example, in January, the 2nd is a yellow square (Senate Holiday), and the 26th is a blue square (Pay Period End Date). In April, the 26th is highlighted with a red border. The calendar continues through December, with each month showing its specific payroll periods and holidays.

Example Accrual History

Below is an example Accrual History screen as seen by Regular Annual and Special Annual employees. The Accrual History allows you to view a summary of your used personal, vacation, and sick, and hours for each pay period in the current year and for a previous year.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is http://senateonline.senate.state.ny.us/. The main content area is titled "Accrual History" and displays a table of historical accrual records. The table has columns for Pay Period (number, end date), Personal Hours (Accrued, Used, Used Ytd, Avail), Vacation Hours (Rate, Accrued, Used, Used Ytd, Avail), and Sick Hours (Rate, Accrued, Used, Used Ytd, Avail). A filter dropdown shows "2016". The table contains 15 rows of data, each representing a payroll period from January 2016 to July 2016, showing accruals and usage for personal, vacation, and sick time.

| # | End Date | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
|----|------------|---------|------|----------|-------|------|---------|------|----------|-------|------|---------|------|----------|-------|
| 8 | 07/27/2016 | 35 | 2 | 9.5 | 25.5 | 5.5 | 177.5 | 22.5 | 39.5 | 138 | 3.5 | 52.5 | 13.5 | 21 | 196 |
| 7 | 07/13/2016 | 35 | 7.5 | 7.5 | 27.5 | 5.5 | 172 | 0 | 17 | 155 | 3.5 | 49 | 7.5 | 7.5 | 206 |
| 6 | 06/29/2016 | 35 | 0 | 0 | 35 | 5.5 | 166.5 | 0 | 17 | 149.5 | 3.5 | 45.5 | 0 | 0 | 210 |
| 5 | 06/15/2016 | 35 | 0 | 0 | 35 | 5.5 | 161 | 10 | 17 | 144 | 3.5 | 42 | 0 | 0 | 206.5 |
| 4 | 06/01/2016 | 35 | 0 | 0 | 35 | 5.5 | 155.5 | 0 | 7 | 148.5 | 3.5 | 38.5 | 0 | 0 | 203 |
| 3 | 05/18/2016 | 35 | 0 | 0 | 35 | 5.5 | 150 | 0 | 7 | 143 | 3.5 | 35 | 0 | 0 | 199.5 |
| 2 | 05/04/2016 | 35 | 0 | 0 | 35 | 5.5 | 144.5 | 0 | 7 | 137.5 | 3.5 | 31.5 | 0 | 0 | 196 |
| 1 | 04/20/2016 | 35 | 0 | 0 | 35 | 5.5 | 139 | 7 | 7 | 132 | 3.5 | 28 | 0 | 0 | 192.5 |
| 27 | 04/06/2016 | 35 | 0 | 0 | 35 | 5.5 | 133.5 | 0 | 0 | 133.5 | 3.5 | 24.5 | 0 | 0 | 189 |
| 26 | 03/23/2016 | 35 | 0 | 0 | 35 | 5.5 | 128 | 0 | 0 | 128 | 3.5 | 21 | 0 | 0 | 185.5 |
| 25 | 03/09/2016 | 35 | 0 | 0 | 35 | 5.5 | 122.5 | 0 | 0 | 122.5 | 3.5 | 17.5 | 0 | 0 | 182 |
| 24 | 02/24/2016 | 35 | 0 | 0 | 35 | 5.5 | 117 | 0 | 0 | 117 | 3.5 | 14 | 0 | 0 | 178.5 |
| 23 | 02/10/2016 | 35 | 0 | 0 | 35 | 5.5 | 111.5 | 0 | 0 | 111.5 | 3.5 | 10.5 | 0 | 0 | 175 |
| 22 | 01/27/2016 | 35 | 0 | 0 | 35 | 5.5 | 106 | 0 | 0 | 106 | 3.5 | 7 | 0 | 0 | 171.5 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 100.5 | 0 | 0 | 100.5 | 3.5 | 3.5 | 0 | 0 | 168 |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Accrual Summary.

| Field Name | Definition |
|------------|--|
| Accrued | This column displays the amount of personal, vacation, or sick time you accumulated for the payroll period identified in the row. |
| Avail | This column displays the amount of personal, vacation, or sick time you have available for the payroll period identified in the row. |

| Field Name | Definition |
|-----------------------|---|
| End Date | This is the last date in the payroll period specified in the row. |
| Filter by Year | This indicates the year for which you want to view a summary of your accrual records. |
| Pay Period # | This is the payroll period number assigned to the payroll period's end date specified in the row. |
| Personal Hours | This section displays the amount of personal hours you used or have remaining for the pay periods listed. |
| Rate | This is the rate at which you earn vacation or sick time. |
| Sick Hours | This section displays the amount of sick hours you accrued, used, or have remaining for the pay periods listed. |
| Used | This column displays the amount of personal, vacation, or sick time you have used for the payroll period identified in the row. |
| Used Ytd | This column displays the year-to-date total of personal, vacation, or sick time you have used. |
| Vacation Hours | This section displays the amount of vacation hours you accrued, used, or have remaining for the pay periods listed. |

Example Accrual Projections

Below is an example Accrual Projections screen as used by Regular Annual and Special Annual employees. Accrual Projections allows you to view a summary of the personal, vacation, and sick time that you have used in past pay periods for the current year and enables you to project personal, sick, and vacation hours that you may use in future pay periods during the current year, allowing you to estimate what your final balances may total.

The top row displays the last pay period for which you submitted a time record and reveals a summary of your personal, vacation, and sick hours.

The next row is selected by a box and indicates where you can start projecting time off. If you are up-to-date with your time record submissions, this row displays your current time records and shows any hours you have entered in your current time record.

The screenshot shows a web browser window for the NYSS ESS Time & Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The main title bar says "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, and a search bar. The top navigation bar has links for NYSS ESS, My Info, Time & Attendance (which is selected), Supply, Hi, John Orange, Help, and Sign Out. On the left, there's a sidebar with "Time And Attendance Menu" containing "My Attendance", "Attendance Record Entry", "Attendance History", and "Payroll Calendar". Under "My Accruals", there are links for "Accrual History" and "Accrual Projections" (which is currently selected). The main content area is titled "Accrual Projections". It contains a message: "The following hours are projected and can be adjusted as time records are processed. Enter hours into the 'Use' column to view projected available hours. No changes will be saved." Below this is a table with columns for Pay Period (#, Start Date, End Date), Personal Hours (Use, Avail, Rate), Vacation Hours (Use, Avail, Rate), and Sick Hours (Use, Avail). The table rows represent pay periods from 10 to 20, showing projected hours for each category.

| # | Pay Period | | Personal Hours | | | Vacation Hours | | | Sick Hours | | |
|----|------------|------------|----------------|-------|------|----------------|-------|------|------------|-------|--|
| | Start Date | End Date | Use | Avail | Rate | Use | Avail | Rate | Use | Avail | |
| 10 | 08/11/2016 | 08/24/2016 | 0 | 13 | 5.5 | 0 | 106 | 3.5 | 0.5 | 76 | |
| 11 | 08/25/2016 | 09/07/2016 | 0 | 13 | 5.5 | 0 | 111.5 | 3.5 | 0 | 79.5 | |
| 12 | 09/08/2016 | 09/21/2016 | 0 | 13 | 5.5 | 0 | 117 | 3.5 | 0 | 83 | |
| 13 | 09/22/2016 | 10/05/2016 | 0 | 13 | 5.5 | 0 | 122.5 | 3.5 | 0 | 86.5 | |
| 14 | 10/06/2016 | 10/19/2016 | 0 | 13 | 5.5 | 0 | 128 | 3.5 | 0 | 90 | |
| 15 | 10/20/2016 | 11/02/2016 | 0 | 13 | 5.5 | 0 | 133.5 | 3.5 | 0 | 93.5 | |
| 16 | 11/03/2016 | 11/16/2016 | 0 | 13 | 5.5 | 0 | 139 | 3.5 | 0 | 97 | |
| 17 | 11/17/2016 | 11/30/2016 | 6 | 7 | 5.5 | 0 | 144.5 | 3.5 | 0 | 100.5 | |
| 18 | 12/01/2016 | 12/14/2016 | 0 | 7 | 5.5 | 0 | 150 | 3.5 | 0 | 104 | |
| 19 | 12/15/2016 | 12/28/2016 | 3.5 | 3.5 | 5.5 | 14 | 141.5 | 3.5 | 0 | 107.5 | |
| 20 | 12/29/2016 | 12/31/2016 | 3.5 | 0 | 5.5 | 0 | 141.5 | 3.5 | 7 | 100.5 | |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Accrual Projection.

| Field Name | Definition |
|-----------------------|---|
| Avail | This is the projected amount of personal, vacation, or sick time you will have available for the payroll period identified in the row. This amount changes as you enter information in the Use field. |
| End Date | This is the last date in the payroll period specified in the row. |
| Pay Period # | This is the payroll period number assigned to the payroll period's end date specified in the row. |
| Personal Hours | This section displays the amount of personal hours you used or have remaining for the pay periods listed. |
| Rate | This is the rate at which you earn vacation or sick time. |
| Sick Hours | This section displays the amount of sick hours you accrued, used, or have remaining for the pay periods listed. |
| Start Date | This is the first date in the payroll period specified in the row. |
| Use | This is the projected amount of personal, vacation, or sick time you may use for the payroll period identified in the row. |
| Vacation Hours | This section displays the amount of vacation hours you accrued, used, or have remaining for the pay periods listed. |

5.2 | ESS Time Screens for Supervisors

Example Review Time Records

Below is an example Review Time Records screen which is only used by Time and Attendance Supervisors to review, approve, or disapprove time records submitted by employees that you supervise.

The screenshot shows a web browser window for the NYSS ESS Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, Home, Safety, Tools, and Sign Out. The user is logged in as "Hi Lance Kochran". The left sidebar has a "Time And Attendance Menu" with sections for My Attendance, My Accruals, and Manage Employees. Under Manage Employees, "Review Time Records" is selected, showing 1 pending record. The main content area is titled "Review Time Records". It displays three sections: "T&A Record(s) Needing Approval (1)", "T&A Records Awaiting Correction By Employee (1)", and "T&A Records Not Submitted (3)". Each section contains a table with employee information, pay period, and total hours. Buttons for "Approve Selected" and "Review Selected" are available in the middle section. The bottom section also has "View Selected" and "Email Selected" buttons. The "T&A Records Pending Approval By Personnel (1)" section is currently empty.

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|--------------------------------|--------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Ann Red Supervisor: Kochran | | 7/28/2016 - 8/10/2016 | 57 | 0 | 7 | 1.5 | 0 | 4.5 | 0 | 70 |

| Employee | Select | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|---------------|--------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Maria Fushsia | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| Josh Brown | <input type="checkbox"/> | 7/28/2016 - 8/10/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |
| John Orange | <input type="checkbox"/> | 8/11/2016 - 8/24/2016 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 70 |

| Employee | Pay Period | Work | Holiday | Vacation | Personal | Sick Fam | Sick Emp | Misc | Total Hours |
|-----------------------------------|-----------------------|------|---------|----------|----------|----------|----------|------|-------------|
| Peter Grey Supervisor: Kochran | 7/28/2016 - 8/10/2016 | 10 | 0 | 35 | 0 | 0 | 26 | 0 | 71 |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Review Time Records.

| Field Name | Definition |
|-----------------------------|--|
| Employee | This is the name of the employee whose time record is summarized in the row. |
| Holiday | This is holiday time that was officially allowed by the Senate and used by the employee for the payroll period. |
| Misc | This is the amount of miscellaneous hours the employee reported for the pay period. |
| Pay Period | This is the individual dates included in the payroll period for the time record summarized in the row. |
| Personal | This is the amount of personal hours the employee reported for the pay period. |
| Sick Emp | This is the amount of sick hours the employee reported for the pay period. |
| Sick Fam | This is the amount of family sick hours the employee reported for the pay period. |
| Total Hours | This is the total number of hours reported (i.e., work, sick, etc.) for the pay period specified in the row. |
| View Employees Under | This indicates the supervisor of the employees whose time records you are responsible for reviewing. This field is used in the event you need to list and review the time records for employees whose supervisor has given you temporary privileges to do so in his/her absence. |
| Vacation | This is the amount of vacation hours the employee reported for the pay period. |
| Work | This is the number of work hours the employee reported for the pay period. |

Example Employee Attendance History

Below is an example Employee Attendance History screen as seen only by Time and Attendance Supervisors. The Employee Attendance History allows a supervisor to view a summary of an employee's past time records for the current year and previous years. It also allows a supervisor who oversees another supervisor to view the attendance history of all the employees under the other supervisor.

The screenshot shows a web browser window for the NYSS ESS system at <http://senateonline.senate.state.ny.us/>. The title bar says "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, Page, Safety, Tools, and a Help link. The top right shows "Hi, Lance Kochran", a Help link, and a Sign Out button. The main navigation bar has links for NYSS ESS, My Info, Time & Attendance (which is selected), and Supply. A sidebar on the left contains sections for Time And Attendance Menu (My Attendance, Attendance Record Entry, Attendance History, Payroll Calendar), My Accruals (Accrual History, Accrual Projections), and Manage Employees (Review Time Records, Employee Attendance History, Employee Accrual History, Employee Accrual Projections, Grant Supervisor Access). The main content area is titled "Employee Attendance History" and shows "Indigo Blue's Attendance Records" for the year 2016. It includes a dropdown menu "View Employees Under Supervisor" with "Blue I. (Apr 2012 - Present)" selected. A red annotation states: "The Supervisor drop down only appears if you supervise other supervisors." Below this, a table lists attendance records for various pay periods in 2016, showing columns for Date Range, Pay Period, Status, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, and Total.

| Date Range | Pay Period | Status | Work | Holiday | Vacation | Personal | Sick Emp | Sick Fam | Misc | Total |
|-----------------------|------------|------------------------|------|---------|----------|----------|----------|----------|------|-------|
| 8/11/2016 - 8/24/2016 | 10 | Supervisor Disapproved | 5.5 | 0 | 42 | 0 | 1.5 | 21 | 0 | 70 |
| 7/28/2016 - 8/10/2016 | 9 | Supervisor Approved | 57 | 0 | 7 | 1.5 | 4.5 | 0 | 0 | 70 |
| 7/14/2016 - 7/27/2016 | 8 | Personnel Approved | 66.5 | 0 | 0 | 3.5 | 0 | 0 | 0 | 70 |
| 6/30/2016 - 7/13/2016 | 7 | Personnel Approved | 40.5 | 7 | 21 | 1.5 | 0 | 0 | 0 | 70 |
| 6/16/2016 - 6/29/2016 | 6 | Personnel Approved | 68.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 70 |
| 6/2/2016 - 6/15/2016 | 5 | Personnel Approved | 56 | 0 | 14 | 0 | 0 | 0 | 0 | 70 |
| 5/19/2016 - 6/1/2016 | 4 | Personnel Approved | 67 | 7 | 0 | 5 | 0 | 0 | 0 | 79 |
| 5/5/2016 - 5/18/2016 | 3 | Personnel Approved | 71 | 0 | 0 | 1 | 7 | 0 | 0 | 79 |
| 4/21/2016 - 5/4/2016 | 2 | Personnel Approved | 70 | 0 | 7 | 1 | 0 | 0 | 0 | 78 |
| 4/7/2016 - 4/20/2016 | 1 | Personnel Approved | 70 | 0 | 6 | 3 | 0 | 0 | 0 | 79 |
| 3/24/2016 - 4/6/2016 | 27 | Personnel Approved | 63 | 7 | 0 | 7 | 1 | 0 | 0 | 78 |
| 3/10/2016 - 3/23/2016 | 26 | Personnel Approved | 78.5 | 0 | 0 | 1.5 | 0 | 0 | 0 | 80 |
| 2/25/2016 - 3/9/2016 | 25 | Personnel Approved | 68 | 0 | 0 | 7 | 3 | 0 | 0 | 78 |
| 2/11/2016 - 2/24/2016 | 24 | Personnel Approved | 69 | 7 | 0 | 0 | 3 | 0 | 0 | 79 |
| 1/28/2016 - 2/10/2016 | 23 | Personnel Approved | 74 | 0 | 3 | 3 | 0 | 0 | 0 | 80 |
| 1/14/2016 - 1/27/2016 | 22 | Personnel Approved | 64 | 7 | 7 | 0 | 0 | 0 | 0 | 78 |
| 1/1/2016 - 1/13/2016 | 21 | Personnel Approved | 56 | 7 | 0 | 0 | 7 | 0 | 0 | 70 |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Employee Attendance History.

| Field Name | Definition |
|---|--|
| Date Range | This is the individual dates included in the payroll period. |
| Holiday | This is holiday time that was officially allowed by the Senate and used by the employee for that payroll period. |
| Misc | This is the amount of miscellaneous hours the employee reported for the pay period. |
| Pay Period | This is the payroll period number assigned to the date range and for which a time record was submitted. |
| Personal | This is the amount of personal hours the employee reported for the pay period. |
| Sick Emp | This is the amount of sick hours the employee reported for the pay period. |
| Sick Fam | This is the amount of family sick hours the employee reported for the pay period. |
| Status | This displays the status (e.g., Not Submitted, Submitted, Supervisor Approved, Supervisor Disapproved, Personnel Approved, Personnel Disapproved) of an active time record, a rejected time record, or a past time record. |
| Total | This is the total number of hours reported (i.e., work, sick, etc.) for the pay period specified in the row. |
| Vacation | This is the amount of vacation hours the employee reported for the pay period. |
| View Attendance Records for Employee | This is the name of the employee for whom you want to view a summary of his/her past time records. |
| View Attendance Records for Year | This is the year for which you want to view a summary of the specified employee's time records. |

| Field Name | Definition |
|--|---|
| View Employees Under Supervisor | This is the name of the time and supervisor you oversee and whose employees you want to list. Note that this field only appears for Time and Attendance Supervisors who review the time records of other supervisors. |
| Work | This is the number of work hours the employee reported for the pay period. |

Example Employee Accrual History

Below is an example Employee Accrual History screen as seen only by Time and Attendance Supervisors. The Employee Accrual History allows a supervisor to view a summary of an employee's used personal, vacation, and sick, and hours for each pay period in the current year and for previous years. It also allows a supervisor who oversees another supervisor to view the accrual history of all the employees under the other supervisor.

The screenshot shows a web browser window for the NYSS ESS system at <http://senateonline.senate.state.ny.us/>. The title bar says "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, and a Safety dropdown. The top navigation bar has links for NYSS ESS, My Info, Time & Attendance (which is selected), Supply, Hi, Lance Kochran, Help, and Sign Out. On the left, there's a sidebar with "Time & Attendance Menu" containing sections for My Attendance, My Accruals, and Manage Employees. Under Manage Employees, "Employee Accrual History" is highlighted. The main content area is titled "Employee Accrual History" and shows "Thomas Gold's Accrual History". It includes a dropdown menu "View Employees Under Supervisor" with a single entry "Gold T. (July 1991 - Present)". Below this is a "Filter By Year" dropdown set to "2016". A note in red text on the right says: "The Supervisor drop down only appears if you supervise other supervisors." The main table displays historical accrual records with the following columns: Pay Period, Personal Hours, Vacation Hours, and Sick Hours. The Personal Hours section has sub-columns for #, End Date, Accrued, Used, Used Ytd, Avail, Rate, Accrued, Used, Used Ytd, Avail, Rate, Accrued, Used, Used Ytd, and Avail.

| # | End Date | Personal Hours | | | | Vacation Hours | | | | Sick Hours | | | | | |
|----|------------|----------------|------|----------|-------|----------------|---------|------|----------|------------|------|---------|------|----------|-------|
| | | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail | Rate | Accrued | Used | Used Ytd | Avail |
| 20 | 12/31/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 5.5 | 121 | 65.5 | 3.5 | 91 | 0 | 90.5 | 23.5 |
| 19 | 12/28/2016 | 35 | 0 | 35 | 0 | 5.5 | 186.5 | 4.5 | 115.5 | 71 | 3.5 | 91 | 10 | 90.5 | 23.5 |
| 18 | 12/14/2016 | 35 | 0 | 35 | 0 | 5.5 | 181 | 0 | 111 | 70 | 3.5 | 87.5 | 5 | 80.5 | 30 |
| 17 | 11/30/2016 | 35 | 0 | 35 | 0 | 5.5 | 175.5 | 0 | 111 | 64.5 | 3.5 | 84 | 3.5 | 75.5 | 31.5 |
| 16 | 11/16/2016 | 35 | 0 | 35 | 0 | 5.5 | 170 | 0 | 111 | 59 | 3.5 | 80.5 | 0 | 72 | 31.5 |
| 15 | 11/02/2016 | 35 | 0 | 35 | 0 | 5.5 | 164.5 | 0 | 111 | 53.5 | 3.5 | 77 | 5.5 | 72 | 28 |
| 14 | 10/19/2016 | 35 | 0 | 35 | 0 | 5.5 | 159 | 0 | 111 | 48 | 3.5 | 73.5 | 4 | 66.5 | 30 |
| 13 | 10/05/2016 | 35 | 0 | 35 | 0 | 5.5 | 153.5 | 0 | 111 | 42.5 | 3.5 | 70 | 1 | 62.5 | 30.5 |
| 12 | 09/21/2016 | 35 | 0 | 35 | 0 | 5.5 | 148 | 0 | 111 | 37 | 3.5 | 66.5 | 0 | 61.5 | 28 |
| 11 | 09/07/2016 | 35 | 0 | 35 | 0 | 5.5 | 142.5 | 10 | 111 | 31.5 | 3.5 | 63 | 7 | 61.5 | 24.5 |
| 10 | 08/24/2016 | 35 | 0 | 35 | 0 | 5.5 | 137 | 11.5 | 101 | 36 | 3.5 | 59.5 | 4 | 54.5 | 28 |
| 9 | 08/10/2016 | 35 | 0 | 35 | 0 | 5.5 | 131.5 | 14 | 89.5 | 42 | 3.5 | 56 | 0 | 50.5 | 28.5 |
| 8 | 07/27/2016 | 35 | 0 | 35 | 0 | 5.5 | 126 | 18.5 | 75.5 | 50.5 | 3.5 | 52.5 | 7 | 50.5 | 25 |
| 7 | 07/13/2016 | 35 | 0 | 35 | 0 | 5.5 | 120.5 | 18 | 57 | 63.5 | 3.5 | 49 | 5.5 | 43.5 | 28.5 |
| 6 | 06/29/2016 | 35 | 0 | 35 | 0 | 5.5 | 115 | 0.5 | 39 | 76 | 3.5 | 45.5 | 0 | 38 | 30.5 |
| 5 | 06/15/2016 | 35 | 2 | 35 | 0 | 5.5 | 109.5 | 7.5 | 38.5 | 71 | 3.5 | 42 | 6.5 | 38 | 27 |
| 4 | 06/01/2016 | 35 | 0 | 33 | 2 | 5.5 | 104 | 5 | 31 | 73 | 3.5 | 38.5 | 6.5 | 31.5 | 30 |
| 3 | 05/18/2016 | 35 | 3.5 | 33 | 2 | 5.5 | 98.5 | 0 | 26 | 72.5 | 3.5 | 35 | 10 | 25 | 33 |
| 2 | 05/04/2016 | 35 | 0 | 29.5 | 5.5 | 5.5 | 93 | 5 | 26 | 67 | 3.5 | 31.5 | 2 | 15 | 39.5 |
| 1 | 04/20/2016 | 35 | 3.5 | 29.5 | 5.5 | 5.5 | 87.5 | 21 | 21 | 66.5 | 3.5 | 28 | 4 | 13 | 38 |
| 27 | 04/06/2016 | 35 | 0 | 26 | 9 | 5.5 | 82 | 0 | 0 | 82 | 3.5 | 24.5 | 3 | 9 | 38.5 |
| 26 | 03/23/2016 | 35 | 1.5 | 26 | 9 | 5.5 | 76.5 | 0 | 0 | 76.5 | 3.5 | 21 | 0 | 6 | 38 |
| 25 | 03/09/2016 | 35 | 13 | 24.5 | 10.5 | 5.5 | 71 | 0 | 0 | 71 | 3.5 | 17.5 | 1.5 | 6 | 34.5 |
| 24 | 02/24/2016 | 35 | 0 | 11.5 | 23.5 | 5.5 | 65.5 | 0 | 0 | 65.5 | 3.5 | 14 | 0 | 4.5 | 32.5 |
| 23 | 02/10/2016 | 35 | 6 | 11.5 | 23.5 | 5.5 | 60 | 0 | 0 | 60 | 3.5 | 10.5 | 4.5 | 4.5 | 29 |
| 22 | 01/27/2016 | 35 | 5.5 | 5.5 | 29.5 | 5.5 | 54.5 | 0 | 0 | 54.5 | 3.5 | 7 | 0 | 0 | 30 |
| 21 | 01/13/2016 | 35 | 0 | 0 | 35 | 5.5 | 49 | 0 | 0 | 49 | 3.5 | 3.5 | 0 | 0 | 26.5 |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Accrual Summary.

| Field Name | Definition |
|--|---|
| Accrued | This column displays the amount of personal, vacation, or sick time the employee accumulated for the payroll period identified in the row. |
| Avail | This column displays the amount of personal, vacation, or sick time the employee has available for the payroll period identified in the row. |
| End Date | This is the last date in the payroll period specified in the row. |
| Filter by Year | This indicates the year for which you want to view a summary of the employee's accrual records. |
| Pay Period # | This is the payroll period number assigned to the payroll period's end date specified in the row. |
| Personal Hours | This section displays the amount of personal hours the employee used or has remaining for the pay periods listed. |
| Rate | This is the rate at which the employee earned vacation or sick time. |
| Sick Hours | This section displays the amount of sick hours the employee accrued, used, or have remaining for the pay periods listed. |
| Used | This column displays the amount of personal, vacation, or sick time the employee has used for the payroll period identified in the row. |
| Used Ytd | This column displays the year-to-date total of personal, vacation, or sick time the employee has used. |
| Vacation Hours | This section displays the amount of vacation hours the employee accrued, used, or has remaining for the pay periods listed. |
| View Accrual History for Employee | This is the name of the employee whose past and present attendance accruals you want to list. |
| View Employees Under Supervisor | This is the name of the time and supervisor you oversee and whose employees you want to list. Note that this field only appears for Time and Attendance Supervisors who review the time records of other supervisors. |

Example Employee Accrual Projections

Below is an example Employee Accrual Projections screen as seen only by Time and Attendance Supervisors. The Employee Accrual Projections allows a supervisor to project personal, sick, and vacation hours that an employee may use in *future* pay periods during the current year, enabling the supervisor to see what an employee's final balances may total.

The screenshot shows a web-based application for managing employee accruals. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, Page, Safety, and Tools. The main menu has tabs for My Info, Time & Attendance (which is selected), and Supply. The user is logged in as Hi, Lance Kochran with options for Help and Sign Out.

The left sidebar contains a 'Time & Attendance Menu' with sections for My Attendance (Attendance Record Entry, Attendance History, Payroll Calendar), My Accruals (Accrual History, Accrual Projections), and Manage Employees (Review Time Records, Employee Attendance History, Employee Accrual History, Employee Accrual Projections, Grant Supervisor Access). The 'Employee Accrual Projections' link is currently active.

The main content area is titled 'Employee Accrual Projections' and displays 'Indigo Blue's Accrual Projections'. It shows projected hours for the pay period from April 2012 to the present. The table has columns for Pay Period (#, Start Date, End Date), Personal Hours (Use, Avail, Rate), Vacation Hours (Use, Avail, Rate), and Sick Hours (Emp Use, Fam Use, Avail).

| # | Start Date | End Date | Personal Hours | | Vacation Hours | | | Sick Hours | | | |
|----|------------|------------|----------------|-------|----------------|-----|-------|------------|---------|---------|-------|
| | | | Use | Avail | Rate | Use | Avail | Rate | Emp Use | Fam Use | Avail |
| 4 | 05/18/2017 | 05/31/2017 | 0 | 26 | 5.5 | 0 | 216 | 3.5 | 25 | 0 | 62 |
| 5 | 06/01/2017 | 06/14/2017 | 0 | 26 | 5.5 | 0 | 221.5 | 3.5 | 0 | 0 | 65.5 |
| 6 | 06/15/2017 | 06/28/2017 | 0 | 26 | 5.5 | 0 | 227 | 3.5 | 0 | 0 | 69 |
| 7 | 06/29/2017 | 07/12/2017 | 0 | 26 | 5.5 | 0 | 232.5 | 3.5 | 0 | 0 | 72.5 |
| 8 | 07/13/2017 | 07/26/2017 | 0 | 26 | 5.5 | 0 | 238 | 3.5 | 0 | 0 | 76 |
| 9 | 07/27/2017 | 08/09/2017 | 0 | 26 | 5.5 | 0 | 243.5 | 3.5 | 0 | 0 | 79.5 |
| 10 | 08/10/2017 | 08/23/2017 | 0 | 26 | 5.5 | 0 | 249 | 3.5 | 0 | 0 | 83 |
| 11 | 08/24/2017 | 09/06/2017 | 0 | 26 | 5.5 | 0 | 254.5 | 3.5 | 0 | 0 | 86.5 |
| 12 | 09/07/2017 | 09/20/2017 | 0 | 26 | 5.5 | 0 | 260 | 3.5 | 0 | 0 | 90 |
| 13 | 09/21/2017 | 10/04/2017 | 0 | 26 | 5.5 | 0 | 265.5 | 3.5 | 0 | 0 | 93.5 |
| 14 | 10/05/2017 | 10/18/2017 | 0 | 26 | 5.5 | 0 | 271 | 3.5 | 0 | 0 | 97 |
| 15 | 10/19/2017 | 11/01/2017 | 0 | 26 | 5.5 | 0 | 276.5 | 3.5 | 0 | 0 | 100.5 |
| 16 | 11/02/2017 | 11/15/2017 | 0 | 26 | 5.5 | 0 | 282 | 3.5 | 0 | 0 | 104 |
| 17 | 11/16/2017 | 11/29/2017 | 0 | 26 | 5.5 | 0 | 287.5 | 3.5 | 0 | 0 | 107.5 |
| 18 | 11/30/2017 | 12/13/2017 | 0 | 26 | 5.5 | 0 | 293 | 3.5 | 0 | 0 | 111 |
| 19 | 12/14/2017 | 12/27/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 114.5 |
| 20 | 12/28/2017 | 12/31/2017 | 0 | 26 | 5.5 | 0 | 298.5 | 3.5 | 0 | 0 | 114.5 |

A red annotation box points to the 'View Employees Under Supervisor' dropdown menu, with the text: 'The Supervisor drop down only appears if you supervise other supervisors.'

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Accrual Projection.

| Field Name | Definition |
|--|---|
| Avail | This is the projected amount of personal, vacation, or sick time you will have available for the payroll period identified in the row. This amount changes as you enter information in the Use field. |
| End Date | This is the last date in the payroll period specified in the row. |
| Pay Period # | This is the payroll period number assigned to the payroll period's end date specified in the row. |
| Personal Hours | This section displays the amount of personal hours you used or have remaining for the pay periods listed. |
| Rate | This is the rate at which you earn vacation or sick time. |
| Sick Hours | This section displays the amount of sick hours you accrued, used, or have remaining for the pay periods listed. |
| Start Date | This is the first date in the payroll period specified in the row. |
| Use | This is the projected amount of personal, vacation, or sick time you may use for the payroll period identified in the row. |
| Vacation Hours | This section displays the amount of vacation hours you accrued, used, or have remaining for the pay periods listed. |
| View Accrual Projections for Employee | This is the name of the employee whose accrual balances you want to project. |
| View Employees Under Supervisor | This is the name of the time and supervisor you oversee and whose employees you want to list. Note that this field only appears for Time and Attendance Supervisors who review the time records of other supervisors. |

Example Supervisor Access

Below is an example Grant Supervisor Access screen which is only used by Time and Attendance Supervisors to temporarily transfer their Time and Attendance Supervisor access to another Time and Attendance Supervisor. A Time and Attendance Supervisor can only transfer this access to other Time and Attendance Supervisors who are listed on the screen and have been selected as suitable substitutes (e.g., Your Time and Attendance Supervisor).

| # | Supervisor | Status | Start Date | End Date |
|---|--------------|--|---|---|
| 1 | Mary Tanner | <input checked="" type="checkbox"/> Grant Access | <input checked="" type="checkbox"/> Set Start Date 08/25/2016 | <input checked="" type="checkbox"/> Set End Date 09/07/2016 |
| 2 | Patrick Teal | <input type="checkbox"/> Grant Access | <input type="checkbox"/> Set Start Date | <input type="checkbox"/> Set End Date |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Grant Privileges.

| Field Name | Definition |
|--|---|
| # | This number indicates the Time and Attendance Supervisor hierarchy for the supervisor who is temporarily transferring access. |
| End Date Set End Date | This is the last date the transfer of privileges is in effect. If nothing is entered, the supervisor granted the access will continue to have access. |

| Field Name | Definition |
|--|--|
| Start Date Set Start Date | This is the first date the transfer of privileges is in effect. If nothing is entered or if the date entered is earlier than today, the supervisor will have access immediately. |
| Status | This indicates whether or not access has been granted to the supervisor specified in the row. |
| Supervisor | This specifies the name of the supervisor granted access to review and approve the time records for employees you supervise. |

5.3 | ESS Payroll Screens

Example Current Info

Below is an example of the Current Info screen as seen by all Senate employees. The Current Info allows you to view your employee profile, which includes your current personnel, payroll, and workplace information.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system at <http://senateonline.senate.state.ny.us/>. The user is logged in as 'Jane Azure'. The main content area displays Jane Azure's personnel and payroll information. A sidebar on the left lists 'My Info Menu' options: Personnel, Current Info (which is selected), Payroll, and Paycheck History. The main content area has a green header bar with 'Jane Azure' and a note: 'If any of the information below is inaccurate, please contact Senate Personnel.' Below this, the 'Personnel Info' section contains fields like Email, Work Phone, Home Phone, Address Lines, City, State, Zip, and Marital Status. The 'Payroll Info' section includes Pay Type, EMPLID, Continuous Service From, Bi Weekly Salary, Direct Deposit, Agency Code, and Federal Tax Exemptions. The 'Organization Info' section lists Resp Center Head, Work Address, Negotiating Unit, Job Title, and T&A Supervisor. The 'State Tax' section shows Exemptions, Reported Marital Status, and Additional Withheld amounts. The 'New York City Tax' and 'Yonkers Tax' sections also show similar tax-related fields. The bottom right corner of the page has a small 'v' icon.

| Personnel Info | | | | Payroll Info | |
|-------------------|---|-------------------------|------------|---------------------|---|
| Email | azure@nysenate.gov | Pay Type | RA | | |
| Work Phone | (518) 455-2313 | EMPLID | N01234567 | | |
| Home Phone | (518) 111-2222 | Continuous Service From | 02/06/2005 | | |
| Address Line 1 | 1 MAIN STREET | Bi Weekly Salary | \$1800.18 | | |
| Address Line 2 | PO BOX 333 | Direct Deposit | Y | | |
| City | ANYTOWN | Agency Code | 04000 | | |
| State | NY | Federal Tax | | | |
| Zip | 12345 | Exemptions | 0 | | |
| Marital Status | S | Reported Marital Status | S | | |
| Organization Info | | | | Additional Withheld | 0 |
| Resp Center Head | Senate Technology Services | State Tax | | | |
| Work Address | 11th Floor, Agency Bldg 4, Albany, NY 12247 | Exemptions | 0 | | |
| Negotiating Unit | 77 | Reported Marital Status | S | | |
| Job Title | Technical Assistant | Additional Withheld | 0 | | |
| T&A Supervisor | Thomas Violet | | | | |
| New York City Tax | | | | | |
| | | Exemptions | 0 | | |
| | | Reported Marital Status | | | |
| | | Additional Withheld | \$0.00 | | |
| Yonkers Tax | | | | | |
| | | Exemptions | 0 | | |
| | | Reported Marital Status | | | |
| | | Additional Withheld | \$0.00 | | |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Current Info.

| Field Name | Definition |
|---------------------------|--|
| Additional Withheld | This is the additional amount of money being withheld from your paycheck, at your request, for income tax purposes. |
| Address Line 1 and Line 2 | This is your current legal address where you reside and Senate correspondence is sent. |
| Agency Code | This is your assigned agency. The Senate uses codes that fall within the 04000 range. |
| BiWeekly Salary | This is your current biweekly salary or current hourly rate of pay. |
| Continuous Service From | This is the date on which you began employment at the Senate or were rehired by the Senate. |
| City | This is the city for your legal address and mailing address. |
| Direct Deposit | This indicates if you are currently using direct deposit. Y indicates yes, N indicates no, and C indicates cancelled. |
| Email | This displays the employee's Senate email address. |
| EMPLID | This is your employee identification number. |
| Exemptions | These are fields under exemptions you are claiming for Federal, State, New York City, or Yonkers sections, which indicate the number of exemptions for each. |
| Federal Tax | This is the number of exemptions you are claiming for federal income tax purposes. |
| Home Phone | This is your home telephone number. |
| Job Title | This is the name of the position that you hold. |
| Marital Status | This specifies your marital status. |
| Negotiating Unit | This specifies the unit through which the employee is represented. |
| New York City Tax | This is the number of exemptions you are claiming for New York City tax purposes. |
| Pay Type | This indicates if you are regular annual (RA), special annual (SA), or temporary (TE) employee. Employees who have a payroll type of: RA work full time; SA work only during Senate Session; or TE are temporary and may not return from year to year. |

5 | Example Screens

| Field Name | Definition |
|-------------------------|--|
| Reported Marital Status | This is the marital status you are claiming for income tax purposes. |
| Resp Center Head | This is the Senate department for whom you work. |
| State | This is the state for your legal address and mailing address. |
| State Tax | This is the number of exemptions you are claiming for state income tax purposes. |
| T&A Supervisor | This is the name of your Time and Attendance Supervisor who reviews your time records. |
| Work Address | This is the address for the Senate office or work space where you work. |
| Work Phone | This is the telephone number for your workplace. |
| Yonkers Tax | This is the number of exemptions you are claiming for Yonkers tax purposes. |
| Zip | This is the zip code for your legal address and mailing address. |

Example Paycheck History

Below is an example Paycheck History screen as seen by all Senate employees. The Paycheck History allows you to view your paycheck earnings and deductions for the current calendar year, all previous calendar years, and all fiscal calendar years. (Note that data only goes back to the first pay period with a check date of 1993). Upon displaying the screen, your first paycheck for the calendar year appears at the top and the year-to-date totals appear at the bottom of each column. In addition, earning or deduction changes amounting to three cents or more are bold on the screen.

The screenshot shows a web browser window for the NYSS ESS (New York State Senate Employee System) Payroll module. The URL is https://ess.nysenate.gov/myinfo/payroll/checkhistory. The page title is "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The main navigation menu on the left has sections for My Info (selected), Personnel, Current Info, Payroll (selected), and Paycheck History. The central content area is titled "Paycheck History" and displays "2016 Paycheck Records". It features a table with columns for Check Date, Pay Period, Gross, Federal Tax, State Tax, Fica Tax, Medicare Tax, Ers Normal, Group Life, Parking Permit Fee, and Direct Deposit. The table contains 16 rows of data, with the last row being the "Annual Totals". A filter dropdown shows "2016" and a checkbox for "Show Fiscal Year".

| 2016 Paycheck Records | | | | | | | | | | | |
|-----------------------|------------|-------------------|-----------------|----------------|----------------|----------------|----------------|---------------|--------------------|-----------------|--|
| Check Date | Pay Period | Gross | Federal Tax | State Tax | Fica Tax | Medicare Tax | Ers Normal | Group Life | Parking Permit Fee | Direct Deposit | |
| 1/13/2016 | 20 | \$1,200.12 | \$94.73 | \$52.93 | \$83.37 | \$19.50 | \$40.34 | \$0.74 | \$25.92 | \$882.57 | |
| 1/27/2016 | 21 | \$1,200.12 | \$94.73 | \$52.93 | \$83.36 | \$19.49 | \$40.34 | \$0.74 | \$25.92 | \$882.57 | |
| 2/10/2016 | 22 | \$1225.25 | \$125.25 | \$66.46 | \$96.37 | \$22.54 | \$46.63 | \$0.74 | \$25.92 | \$841.34 | |
| 2/24/2016 | 23 | \$1,300.02 | \$110.79 | \$60.05 | \$90.22 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 3/9/2016 | 24 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 3/23/2016 | 25 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 4/6/2016 | 26 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 4/20/2016 | 27 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 5/4/2016 | 01 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 5/18/2016 | 02 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/1/2016 | 03 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/15/2016 | 04 | \$1,300.02 | \$110.79 | \$60.05 | \$90.22 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 6/29/2016 | 05 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 7/13/2016 | 06 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$25.92 | \$947.55 | |
| 7/27/2016 | 07 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.10 | \$43.65 | \$0.74 | \$26.92 | \$947.55 | |
| 8/10/2016 | 08 | \$1,300.02 | \$110.79 | \$60.05 | \$90.21 | \$21.09 | \$43.65 | \$0.74 | \$26.92 | \$947.55 | |
| Annual Totals | | \$20,525.75 | \$1,754.98 | \$952.97 | \$1,435.85 | \$335.80 | \$694.76 | \$11.84 | \$416.72 | \$14,924.63 | |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on the Paycheck History.

| Field Name | Definition |
|---------------|--|
| Annual Totals | This row displays the year-to-date totals for each column. |
| Auto Ins | This is your payment for car insurance premiums. |

| Field Name | Definition |
|---|---|
| Bonds | This is your purchase of United States Savings Bonds. |
| Check | This is the amount for which the paycheck is issued after all deductions have been taken from the gross salary amount. |
| Check Date | This is the end date of the payroll period for which the paycheck was issued. |
| Deferred Comp | This is the pre-tax money withheld and deposited into your New York State Deferred Compensation Plan (DCP) account. |
| Depend Care | This is the pre-tax money withheld for your New York State Flex Spending Account (FSA). |
| Direct Deposit | This is the money directly deposited into your designated bank accounts. |
| DSL (Higher ED Repay (Def)) | This is the involuntary repayment of a defaulted education loan. |
| ERS Arrears | This is the contribution before tax to your New York State Employees' Retirement System (ERS). |
| ERS A/T Arrears | This is the contribution after tax to your New York State Employees' Retirement System (ERS). |
| ERS Loan | This is the money withheld to repay a loan borrowed from the New York State Employees' Retirement System (ERS) account. |
| ERS Normal | This is your contribution to the New York State Employees' Retirement System (ERS). |
| Federal Tax | This is the money withheld for Federal income tax purposes. |
| Fica Tax | This is the money withheld for Social Security purposes. |
| Garnishee | This is the involuntary deduction as a result of a court order. |
| Gross | This is your taxable earnings for the pay period. |
| HCSA (Health Care Spending Acct) | This is your pre-tax money set aside for eligible health care expenses. |
| Health Insurance | This is the money withheld for your health insurance premiums. |
| Health/Life Adj | This is the money withheld for health insurance adjustment premiums. |

| Field Name | Definition |
|-------------------------------------|---|
| HIATX (Health Ins After Tax) | This is your payment for health insurance premiums after taxes. |
| Imputed Income | This is the value of an ongoing benefit which is included in taxable wages. |
| Imputed Income Special | This is the value of a onetime benefit which is included in taxable wages. |
| Life Adj | This is the money withheld for life insurance adjustment. |
| Group Life | This is the money withheld for your life insurance premiums. |
| LTHC (Long Term Health Care) | This is your payment for long term health insurance coverage. |
| MCADJ (Medicare Adj) | This is the money withheld for Medicare tax adjustment purposes. |
| Medicare Tax | This is the money withheld for Medicare tax purposes. |
| NYC Tax | This is the money withheld for New York City tax purposes. |
| Parking Permit Fee | This is payment for Office of General Services (OGS) parking space. |
| Pay Period | This is the payroll period for which your paycheck was issued. |
| SEFA | This is your contributions made to the State Employees' Federated Appeal (SEFA). |
| SSADJ (FICA Adj) | This is the money withheld for Social Security adjustment purposes. |
| State Tax | This is the money being withheld for New York State tax purposes. |
| Taxable Expense | This displays payments paid to an employee which are taxable. |
| UMP (Unemployment Ins Recov) | This is the involuntary deductions for overpayment of unemployment insurance benefit. |
| Yonkers Tax | This is the money withheld for Yonkers tax purposes. |

5.4 | ESS Supply Screens

Example Supply Requisition Form

Below is an example Supply Requisition Form screen which is used by authorized office employees only. The Supply Requisition Form is used to order office products that are kept in stock by the Senate Supply office.

The screenshot shows a web-based application for managing office supplies. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a user profile for 'Hi, Josh Brown'. Below the navigation is a main menu with tabs for NYSS ESS, My Info, Time & Attendance, and Supply. The Supply tab is currently selected. On the left, there's a sidebar titled 'Supply Menu' with links for Requisition Form, Shopping Cart, and Order History. Another sidebar titled 'Categories' lists various supply items with checkboxes for filtering. The main content area is titled 'Requisition Form' and shows a grid of 16 different office products. Each item has a small image, a title, a quantity per pack, and a green 'Add to Cart' button. The products include items like the State of New York Gold Seal, envelopes, pencils, binders, and various types of labels and staples.

| Item | Description | Quantity | Action |
|---|-------------|-----------|-------------|
| "STATE OF NEW YORK - SENATE" GOLD SEAL | 50/Pack | 500/Pack | Add to Cart |
| #10 ENVELOPE WITH SENATE SEAL | | 12/Pack | Add to Cart |
| #2 PENCIL | | 1/Pack | Add to Cart |
| 1" BLACK 3 RING BINDER | | 1/Pack | Add to Cart |
| 1" WHITE BINDER WITH CLEAR COVER | 1/Pack | 100/Pack | Add to Cart |
| 1" X 2-13/16" LABELS - 33 PER SHEET - 100 SHEETS | | 100/Pack | Add to Cart |
| 1" X 2-5/8" LABELS - 30 PER SHEET - 100 SHEETS | | 100/Pack | Add to Cart |
| 1-1/3" X 4" LABELS W/ SENATE SEAL, 14 PER SHEET - 100 | | 100/Pack | Add to Cart |
| 1-1/4" X 2-3/4" LABELS - 24 PER SHEET - 100 SHEETS | 100/Pack | 5000/Pack | Add to Cart |
| 1/2" HEAVY DUTY STAPLES | | 5000/Pack | Add to Cart |
| 1/3 CUT HANGING FOLDER TABS | 100/Pack | 5000/Pack | Add to Cart |
| 1/4" HEAVY DUTY STAPLES | | 5000/Pack | Add to Cart |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Order History.

| Field Name | Definition |
|-----------------------------|--|
| Search | This field is used to search for Senate items in stock. |
| Destination [change] | This is the office location for whom the order was placed and where it will be delivered. Click the [change] link to change the location code displayed. |
| Sort By | This drop down field enable you to sort supply items by name or category. |

Example Shopping Cart

Below is an example Shopping Cart which displays a list of all office products that you have selected but have not submitted to Senate Supply to be filled and delivered to your office.

The screenshot shows a web browser window for the NYSS ESS system at <http://senateonline.senate.state.ny.us/>. The user is signed in as "Hi, Josh Brown". The "Supply" tab is active. The "Shopping Cart" section displays two items:

- 1" BLACK 3 RING BINDER**: An image of a black three-ring binder. The quantity is set to 2, with a "1/Pack" label above it. Buttons for decreasing (-), increasing (+), and clearing the item are visible.
- SMALL SMOOTH PAPER CLIPS**: An image of a box of paper clips. The quantity is set to 1, with a "100/Pack" label above it. Buttons for decreasing (-), increasing (+), and clearing the item are visible.

At the bottom of the cart summary, there are buttons for "Empty Cart", "Continue Browsing", and "Checkout".

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Order History.

| Field Name | Definition |
|-----------------------------|--|
| Special Instructions | This is used to add any additional information you want to relay to Senate Supply regarding the items ordered or delivery. |

Example Order History Form

Below is an example Order History screen which allows you to view pending, processed, completed, approved, and/or rejected orders your entire office has submitted to Senate Supply for a specified period of time.

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system at the URL <http://senateonline.senate.state.ny.us/>. The interface includes a top navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a search bar. Below the navigation is a header with the NYSS ESS logo, 'My Info', 'Time & Attendance', and 'Supply' tabs, and a sign-in message 'Hi, Josh Brown'. On the left, a 'Supply Menu' sidebar lists 'My Supply', 'Requisition Form', 'Shopping Cart', and 'Order History', with 'Order History' currently selected. The main content area is titled 'Order History' and contains a search bar for 'Search order history by date or status'. It features two date input fields labeled 'From' (11/09/2016) and 'To' (12/09/2016), and a 'Status' dropdown menu with options: ALL, PENDING, PROCESSING, COMPLETED, APPROVED, and REJECTED. A table below displays five order entries:

| ID | Ordered By | Destination | Order Date | Status |
|-----|------------|-------------|--------------------|----------|
| 131 | Brown | A411F-W | 12/08/2016 2:50 PM | APPROVED |
| 130 | Grey | A411F-W | 12/08/2016 2:38 PM | APPROVED |
| 129 | Grey | A411F-W | 12/07/2016 4:30 PM | APPROVED |
| 128 | Green | A411F-W | 12/07/2016 4:16 PM | APPROVED |
| 127 | Brown | A411F-W | 12/07/2016 3:37 PM | APPROVED |

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Order History.

| Field Name | Definition |
|-------------|--|
| From | This is the first date, in the date range, for which you want to search and display orders submitted by your office. |
| Id | This number is assigned to the order for tracking purposes (a.k.a., Requisition Id). |
| Ordered By | This indicates the name of the employee who placed the order. |
| Destination | This is office location for whom the order was placed and where it will be delivered. |

5 | Example Screens

| Field Name | Definition |
|-------------------|--|
| Order Date | This is the date the Requisition Form, or order, was submitted. |
| Status | This indicates the status of the order and whether it is pending, completed, being processed, approved, or rejected. |
| To | This is the last date, in the date range, for which you want to search and display orders submitted by your office. |

5.5 Emergency Contact Screen

Example Emergency Alert Info

Below is an example of the Emergency Alert Info screen as seen by all Senate employees. The Emergency Alert Info screen allows you to enter contact information so that in the event of an emergency or another time-sensitive announcement, the Senate can notify employees by phone, text, or email to tell them what is happening and what to do.

The screenshot shows a web browser window for the NYSS ESS Employee Self Service. The URL is https://ess.nysenate.gov/myinfo/personnel/emergency-alert-info. The page title is "Emergency Alert Info". The left sidebar has a "My Info Menu" with "Personnel" expanded, showing "Current Info" and "Emergency Alert Info" (which is selected). Below that is "Payroll" with "Paycheck History". The main content area has a green header "Emergency Alert Info" with the sub-instruction "The following contact information will be used to reach you in the event of a Senate-wide emergency." It contains two sections: "Phone" and "Email". The "Phone" section has fields for Work, Home, Alternate, and Mobile numbers, each with a dropdown arrow. Below these are two checked checkboxes: "Receive Calls on Mobile" and "Receive Texts on Mobile". The "Email" section has fields for Work, Personal, and Alternate email addresses, each with a dropdown arrow. A "Save" button is at the bottom.

Fields Explained

Refer to the chart to find basic definitions for fields appearing on Current Info.

| Field Name | Definition |
|-------------------|--|
| (Email) Alternate | This is an alternate email address where you, or someone you designate, can be notified by email that there is a Senate emergency or important announcement. |

5 | Example Screens

| Field Name | Definition |
|-------------------------|--|
| (Email) Personal | This is your personal email address where you can be notified by email that there is a Senate emergency or important announcement. |
| (Email) Work | This is your Senate work email address where you can be notified by email that there is a Senate emergency or important announcement. This information automatically displays and cannot be edited by you. |
| (Phone) Alternate | This is an alternate phone number where you, or someone you designate, can be notified by phone that there is a Senate emergency or important announcement. |
| (Phone) Home | This is your home phone number where you can be notified by phone that there is a Senate emergency or important announcement. |
| (Phone) Mobile | This is your mobile cell phone number where you can be notified by phone or text that there is a Senate emergency or important announcement. |
| (Phone) Work | This is your Senate work phone number where you can be notified by phone that there is a Senate emergency or important announcement. This information automatically displays and cannot be edited by you. |
| Receive Calls on Mobile | This checked box indicates that you authorize phone calls regarding an emergency or a time-sensitive announcement be made to your mobile cell phone. |
| Receive Texts on Mobile | This checked box indicates that you authorize texts regarding an emergency or a time-sensitive announcement be sent to your mobile cell phone. |

6 | Help

View and Print ESS Help Guide

1. Log in to **Employee Self Service (ESS)**.
2. Click the **Help** link to open ESS Online Help.
3. On the left, click **6 | Help** and click **View and Print ESS Help Guide**.
4. On the right, click **ESS Help Guide** link.
5. When the pdf guide appears, go to the **Table of Contents**, and click on the **desired topic** to navigate to it.
6. To print a page or the guide, press **Ctrl+P** and fill out the **Print dialog box**. Then click **Print**.