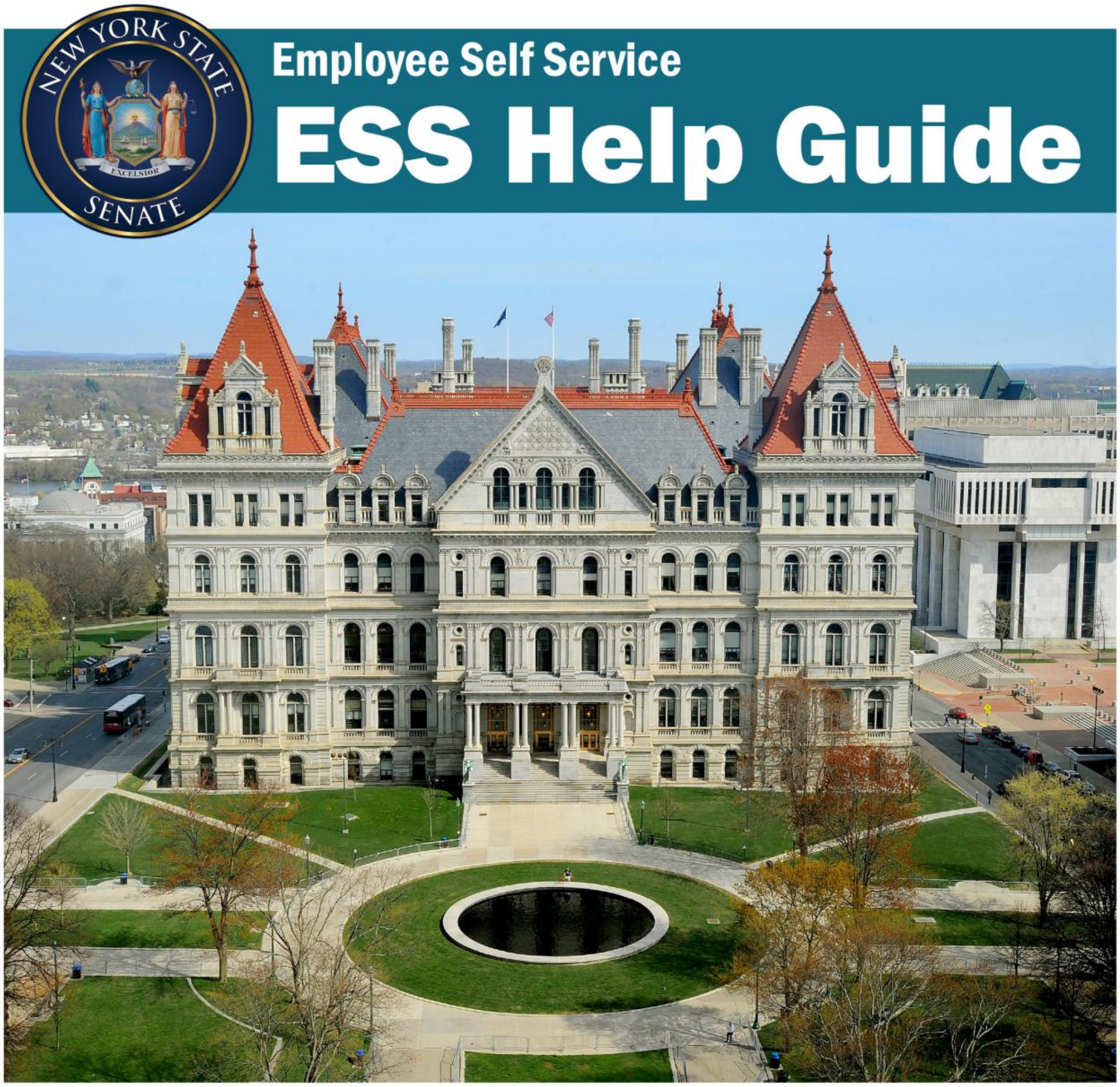

Senate Technology Services

February 20, 2020

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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.nysenate.gov 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.
- **Travel** enables Senate employees to create, view, and print Application for Travel Approval forms so that they can be submitted.
- **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
Emergency Alert Info	Emergency Alert Info enables you to add your personal contact information so that the Senate can notify you by email, a text message, and/or phone in the event there is an emergency and direct you on what to do. As the season for bad weather approaches, this can be especially important.	
Acknowledgements	Acknowledgements identifies policies/documents which you are required to review and acknowledge annually.	
Paycheck History	The Paycheck History allows you to view your paycheck earnings and deductions for the current calendar year, previous calendar years, and 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 & 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

Program	Description	Who Can Access It
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.	
Accrual History	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 previous years.	
Accrual Projections	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 *future* pay periods during the current year, allowing you to see what your final balances may total.	Regular Annual and Special Annual Employees
Allowed Hours	Used by Temporary/Hourly employees to review hours allotted to or worked. Employees use this screen to determine the remaining amount of hours that can be worked.	Temporary Employees
Review Time Records	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
Employee Attendance History	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.	
Employee Accrual History	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.	

Program	Description	Who Can Access It
Employee Accrual Projections	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 *future* pay periods during the current year, enabling the supervisor to see what an employee's final balances may total.	
Employee Allowed Hours	Used by Time and Attendance Supervisors only, the Employee Allowed Hours screen enables a supervisor to review hours allotted to or worked by a Temporary/Hourly employee. Supervisors use this screen to determine the remaining amount of hours an Temporary/Hourly employee can work.	
Grant Supervisor Access	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).	
Supply		
Requisition Form	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
Shopping Cart	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.	
Order History	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
Travel		
New Travel Application	The New Travel Application allows you generate a Request for Travel Approval form so that you can submit it to the Secretary of the Senate’s Office since all travel must be pre-approved. This web form automatically calculates appropriate meal, lodging, and mileage reimbursements and enables you to generate a Request for Travel Approval form which is ready to be printed and signed.	All Employees

Program	Description	Who Can Access It
View Travel Application	The View Travel Application lists all Request for Travel Approval forms you have generated, enabling you to view and reprint them.	

View and Print ESS Help Guide

1. Log in to **Employee Self Service (ESS)**.
2. At the top, 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**.

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.nysenate.gov In order to access ESS, you must:

- Be a Senate employee.
- Have a Senate userID and Senate password.

How to Get a Senate Username and Account

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

1. Visit the Personnel Office and complete a 'Request for Computer ID' form, which is given to your office's assigned STS Office Support Representative (OSR) to process.
2. When you receive your Senate userID and Senate email address by regular office mail, go to the **next step** to create your Senate password.
3. To create a Senate password:
    a. On your Senate computer, press and hold the **Windows key + X** to open the Quick Access menu.
    b. From the menu, click **Shut down or sign out** and click **Sign ou**t.
    c. In the bottom left corner, click **Other User**.
    d. Type your **Senate userID**.
    e. Click **Forgot password.**
    f. If you provided a verification method (e.g., cell phone, personal email address, or security question), you will be prompted to enter an authentication code. Check your phone, email address, or answer the security question to get the code. (Call the STS Helpline at 2011 if you need assistance.)
    g. Type in the **code** and press **Enter**.
    h. Follow the **prompts** to create a Senate password.

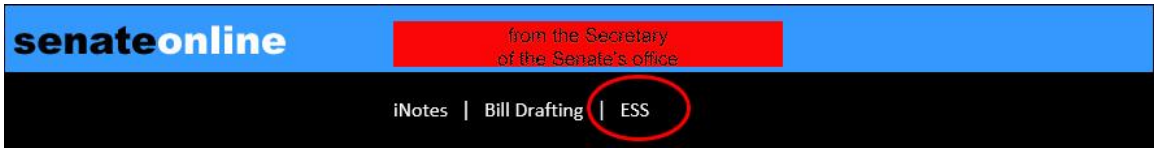
    Password Rules: Must include at least 8 characters, 1 uppercase, 1 lowercase, 1 number, 1 symbol.

    Where You Use Your Senate Password: Your Senate password is used for Employee Self Service (ESS), Bluebird, iNotes, Webmail, Senate wifi, Network shared drives, iNotes email, Senate email/calendar on mobile devices.
4. Use your **Senate userID and password** to access ESS. See "Log In and Sign Out".

Log In and Sign Out of ESS

Log In

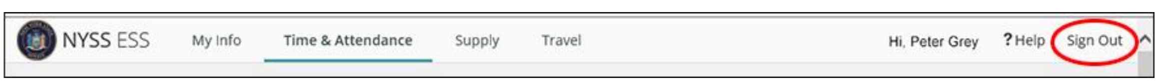
1. On your Senate computer, open a **browser** and display http://senateonline.nysenate.gov.
2. On the black menu bar, click **ESS**.



3. Enter your **Senate userID** and **Senate 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.

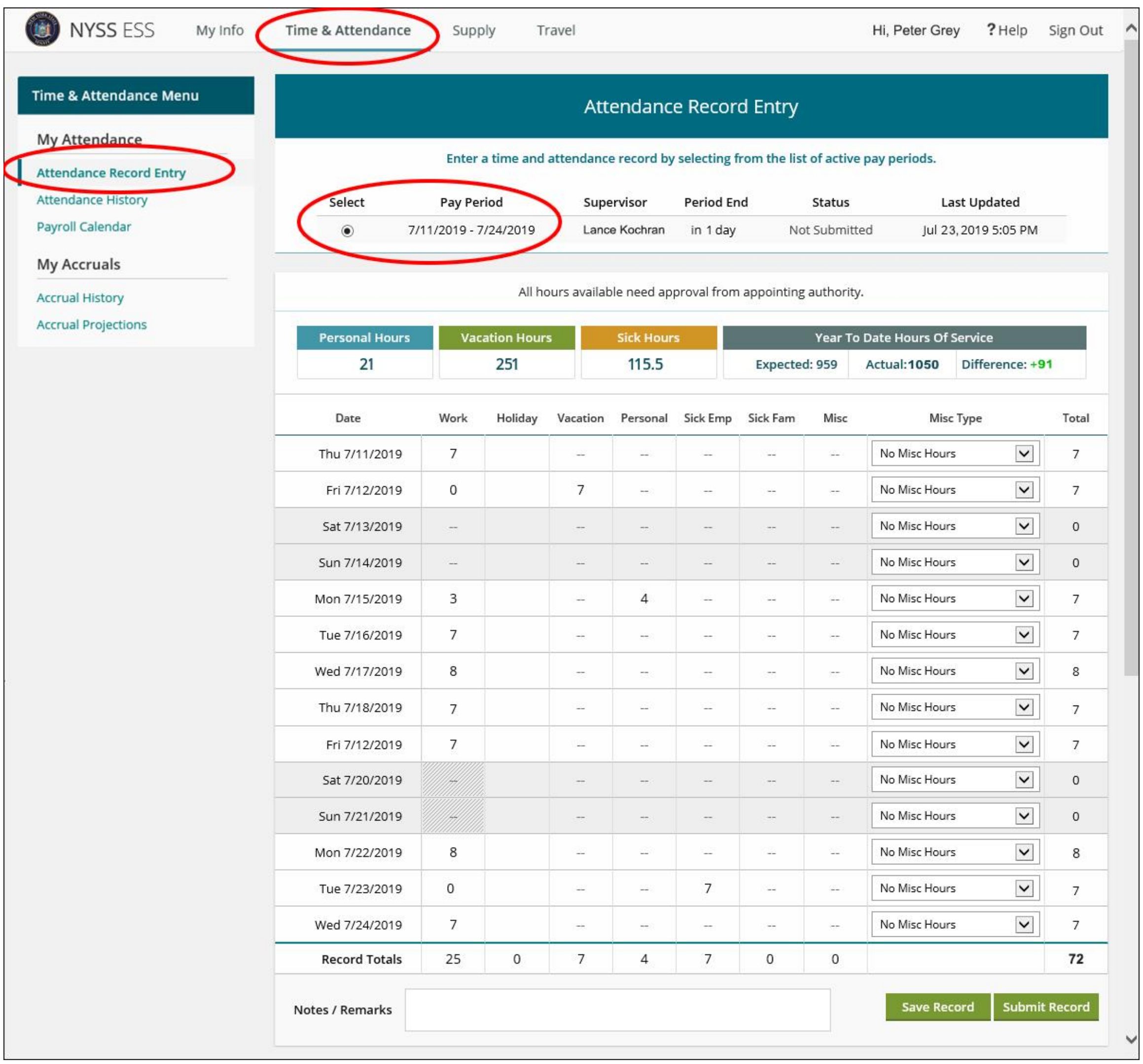
Issue	What To Do	Example
Program Help You need general help using ESS or you receive an error message.	Call the **STS Help Line at 2011** from any Senate phone.	You are having difficulty printing out a past attendance record, or you receive an *Internal Error* message. The STS Help Line is monitored 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.



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 **Misc Type** 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**.

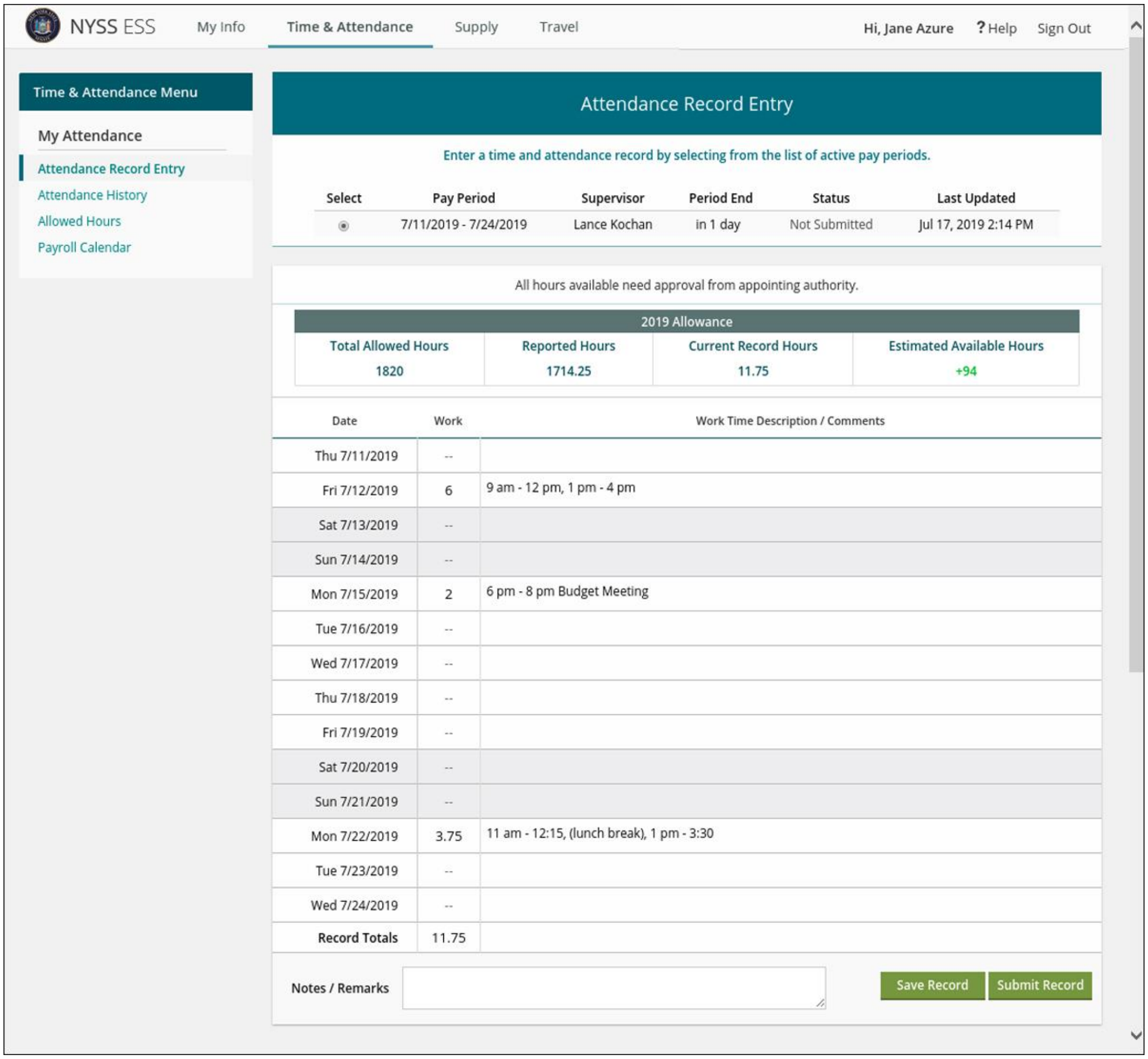
7. Complete one of the following:

   - *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.



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).

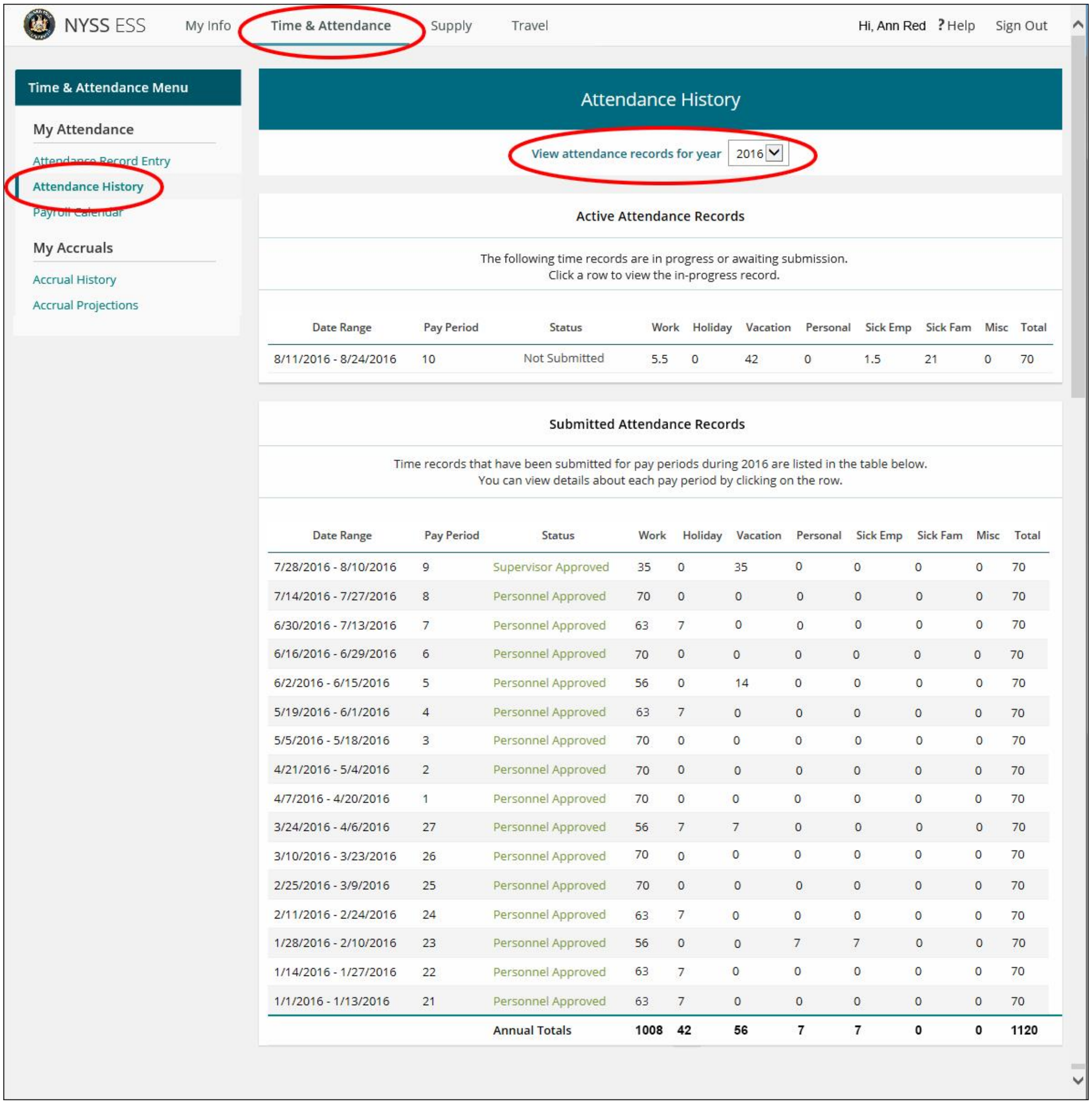
| NOTE | If you work past midnight on any particular day, you should report all time up to midnight on the appropriate calendar day on your time record and all time after midnight on the next calendar day.

5. After entering the number of work hours, click the **Work Time Description/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.).
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 <u>one</u> of the following:
    - *<u>To save but not submit the record</u>*, 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**.
    - *<u>To submit the record,</u>* 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**.


NYSS ESS My Info Time & Attendance Supply Travel Hi, Ann Red ?Help Sign Out

Time & Attendance Menu

My Attendance

Attendance Record Entry

Attendance History

Payroll Calendar

My Accruals

Accrual History

Accrual Projections

Attendance History

View attendance records for year 2016

Active Attendance Records

The following time records are in progress or awaiting submission.
Click a row to view the in-progress record.

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

Submitted 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
7/14/2016 - 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 Submitted Attendance Records appear. These are time records that have already been submitted for the selected year.

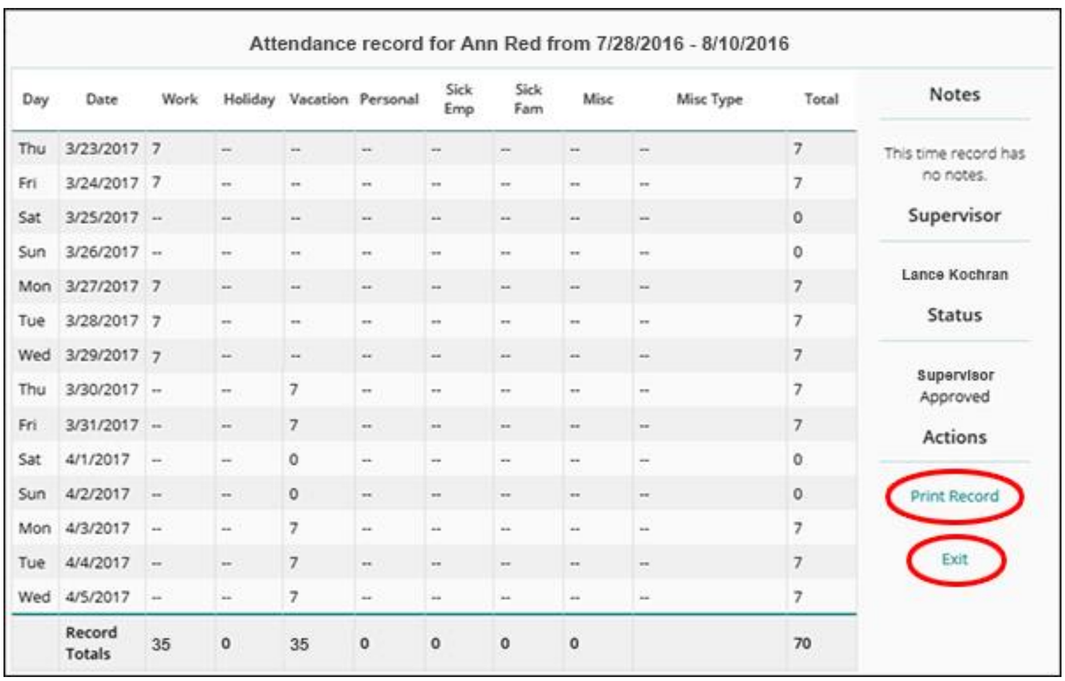
5. If necessary, on the top right, click **View attendance records for the year** drop-down arrow and select the **year** for which you want to view submitted time.
6. Under Submitted Attendance Records, click the **row** with the desired time record date range.

Submitted 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
Thu	3/23/2017	7	--	--	--	--	--	--	--	7
Fri	3/24/2017	7	--	--	--	--	--	--	--	7
Sat	3/25/2017	--	--	--	--	--	--	--	--	0
Sun	3/26/2017	--	--	--	--	--	--	--	--	0
Mon	3/27/2017	7	--	--	--	--	--	--	--	7
Tue	3/28/2017	7	--	--	--	--	--	--	--	7
Wed	3/29/2017	7	--	--	--	--	--	--	--	7
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

Notes

This time record has no notes.

Supervisor

Lance Kochran

Status

Supervisor Approved

Actions

Print Record

Exit

Correct a Rejected Time Record

1. 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)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under My Attendance, click **Attendance Record Entry**. The Attendance Record Entry appears on the right.

4. 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.

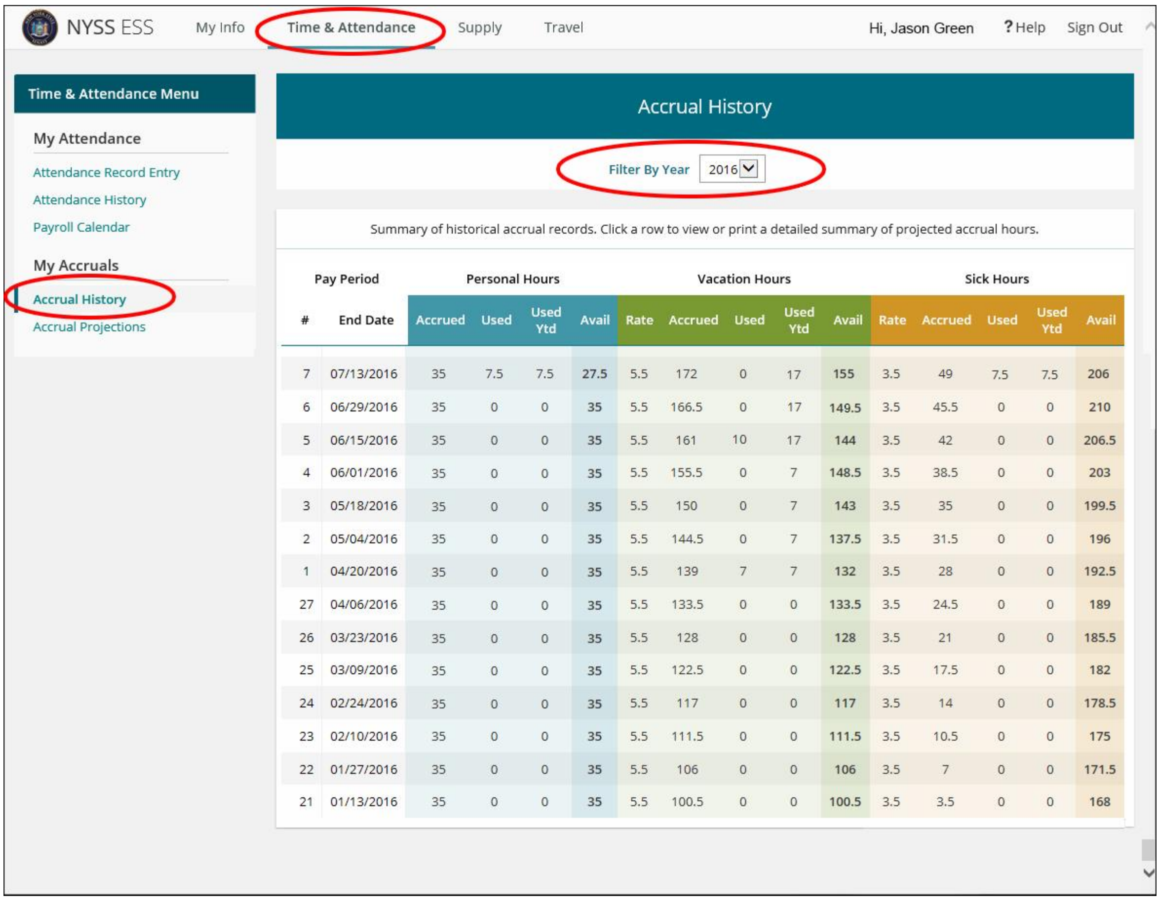
5. Make the **appropriate corrections**.
6. Click the **Submit Record** button at the bottom.

7. When "*Before submitting, you must acknowledge the following...*" appears, read the **certification**, and click **I Agree**.
8. 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.

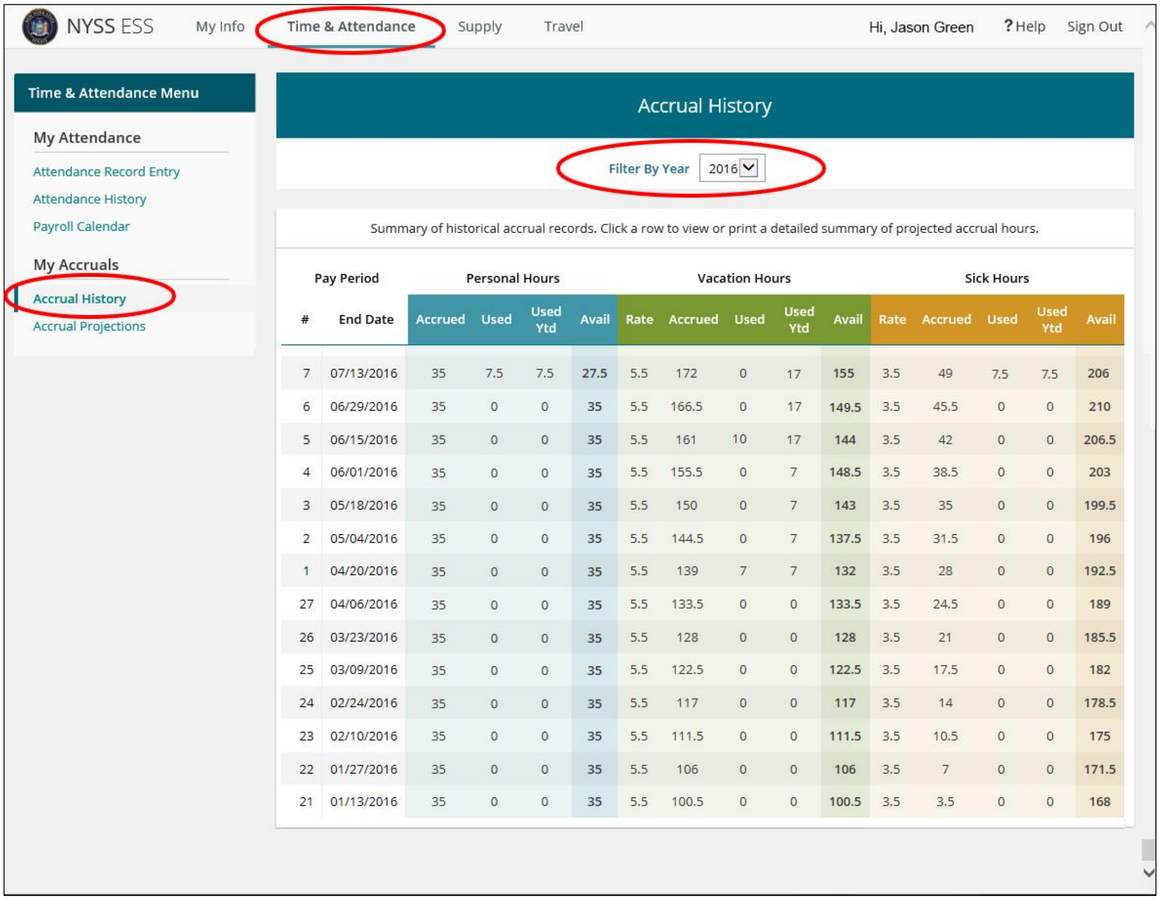


4. Note that the information displaying in the first row under each Avail column indicates the available personal, vacation, and sick hours that you can use *as of that pay period*.
5. To view a summary of all accrual rates and balances by pay periods for a previous year, click the **Filter by Year**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

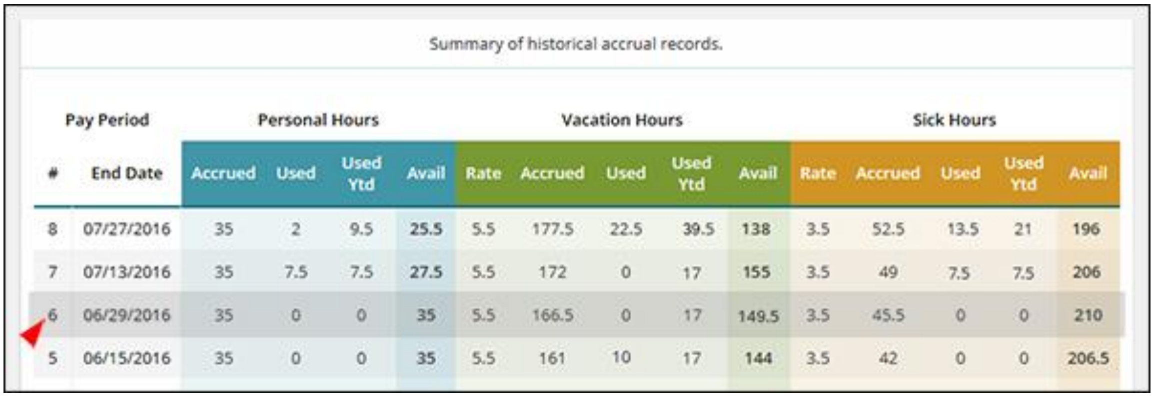
Print Your Time and Attendance Report

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**.



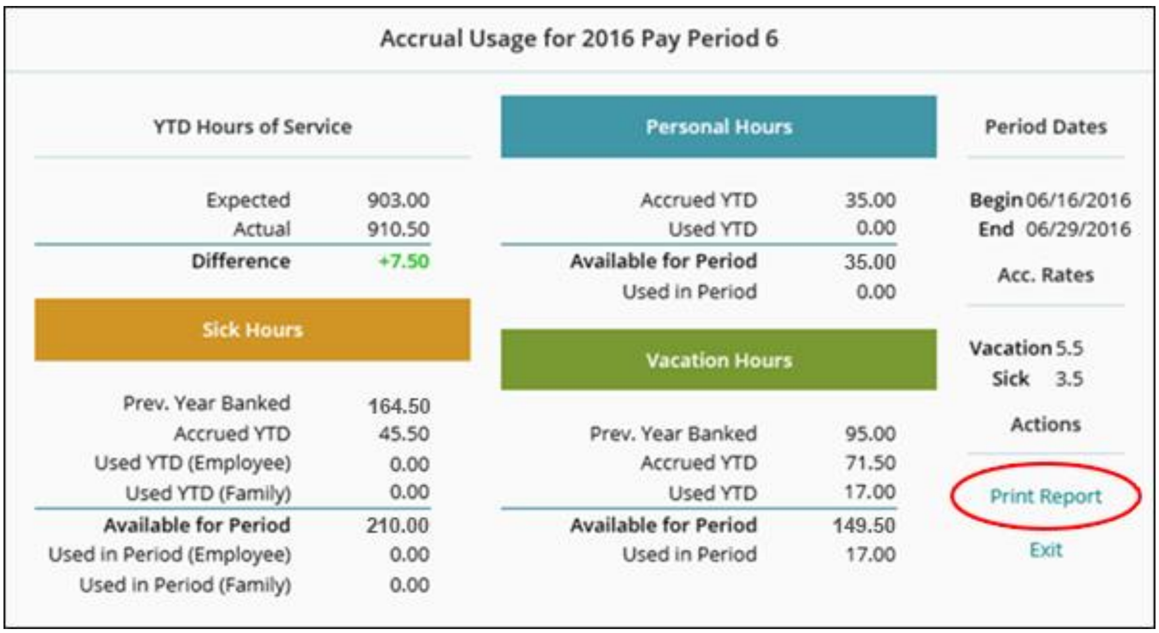
4. On the right, your current personal, sick, and vacation hour accrual rates and balances appear. To view a summary of all accrual rates and balances by pay periods for a previous year, click the **Filter by Year** drop-down arrow and select the **year**.

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 Report** in the bottom right corner.



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:
SICK: 3.50
VACATION: 5.50

TIME & ATTENDANCE SUPERVISOR:
Lance Kochran

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	
ACCRUED:	45.50
USED (EMPLOYEE):	0.00
USED (FAMILY):	0.00
TOTAL HOURS USED:	0.00
HOURS AVAILABLE:	**45.50**
PRIOR YEAR'S CREDITS:	*164.50*
***TOTAL HOURS AVAILABLE:**	**210.00**

VACATION LEAVE	
ACCRUED:	71.50
USED:	17.00
HOURS AVAILABLE	**54.50**
PRIOR YEAR'S CREDITS:	*95.00*
***TOTAL HOURS AVAILABLE:**	**149.50**

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.

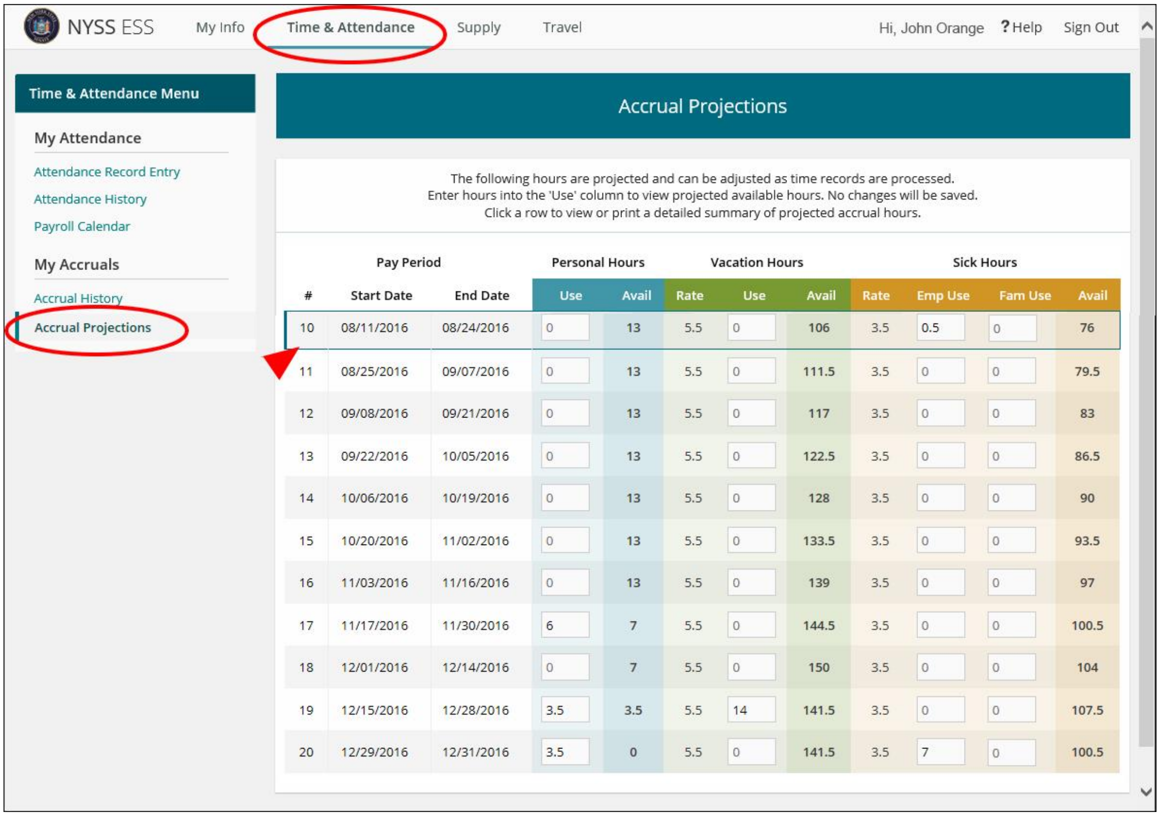
PRBSAE23

1 / 1

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

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	Emp Use	Fam Use	Avail
10	08/11/2016	08/24/2016	0	13	5.5	0	106	3.5	0.5	0	76
11	08/25/2016	09/07/2016	0	13	5.5	0	111.5	3.5	0	0	79.5
12	09/08/2016	09/21/2016	0	13	5.5	0	117	3.5	0	0	83
13	09/22/2016	10/05/2016	0	13	5.5	0	122.5	3.5	0	0	86.5
14	10/06/2016	10/19/2016	0	13	5.5	0	128	3.5	0	0	90
15	10/20/2016	11/02/2016	0	13	5.5	0	133.5	3.5	0	0	93.5
16	11/03/2016	11/16/2016	0	13	5.5	0	139	3.5	0	0	97
17	11/17/2016	11/30/2016	6	7	5.5	0	144.5	3.5	0	0	100.5
18	12/01/2016	12/14/2016	0	7	5.5	0	150	3.5	0	0	104
19	12/15/2016	12/28/2016	3.5	3.5	5.5	14	141.5	3.5	0	0	107.5
20	12/29/2016	12/31/2016	3.5	0	5.5	0	141.5	3.5	7	0	100.5

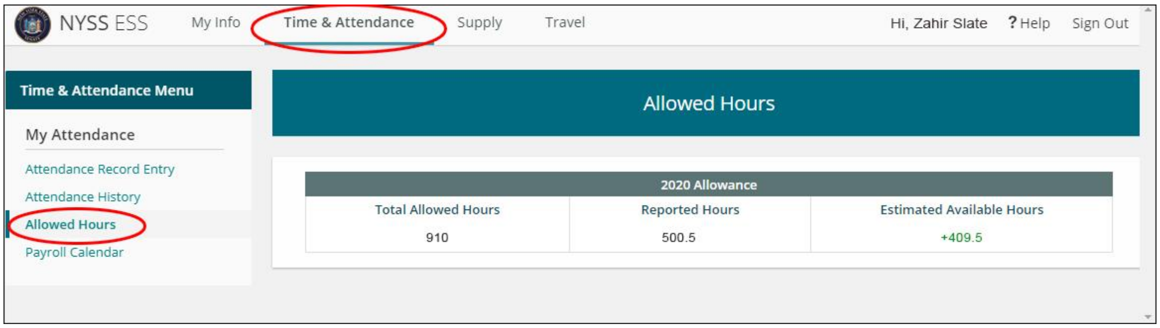
4. Note that the highlighted row is the current pay period. This row's Avail columns indicate the available personal, vacation, and sick hours that you can still use and its Use columns reflects what you have already entered in your current time record.

   | 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.

View Allowed Hours (Temporary/Hourly Employees)

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 **View Allowed Hours**.



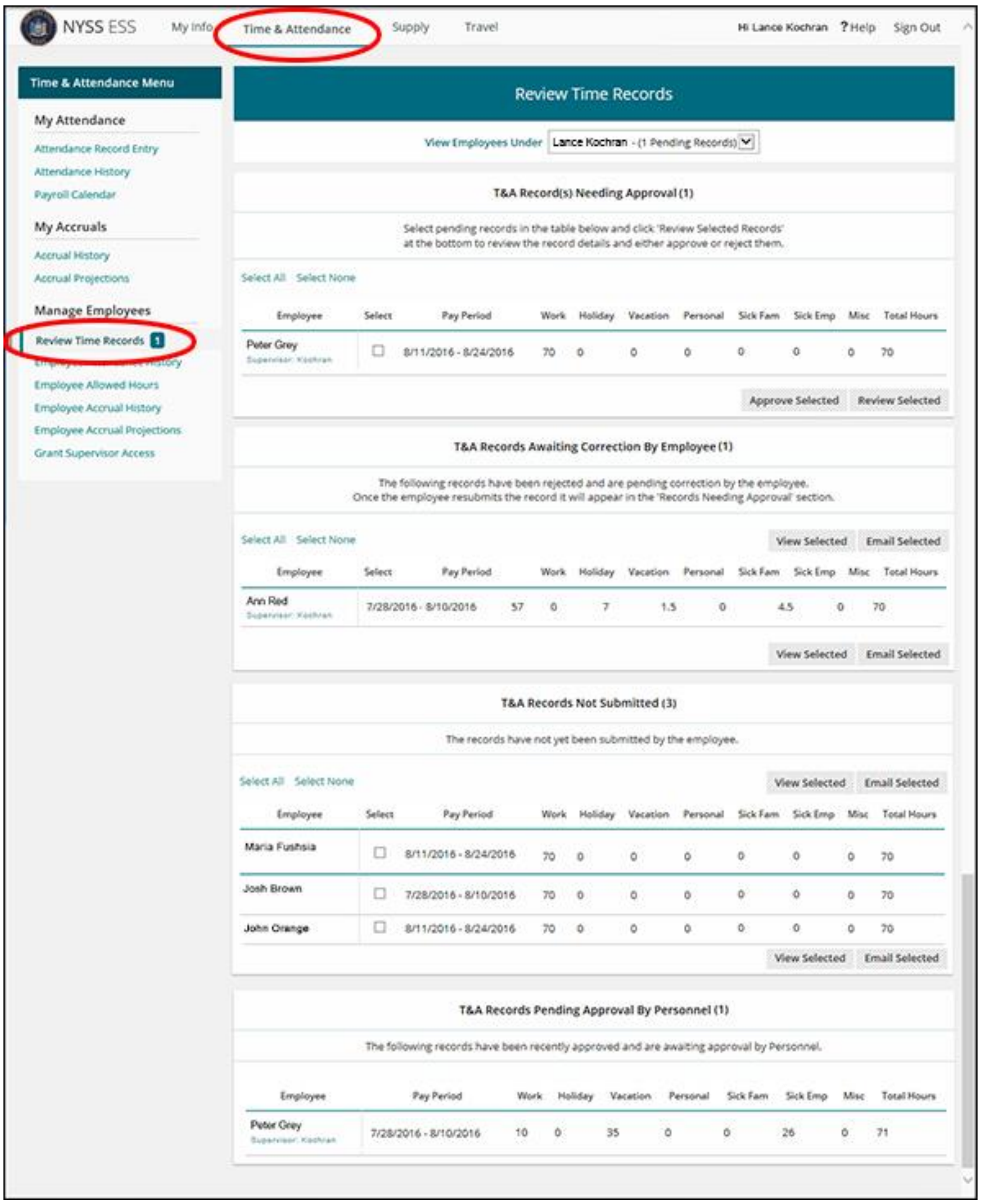
2.3 | Manage Employees (T&A Supervisors Only)

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.



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".

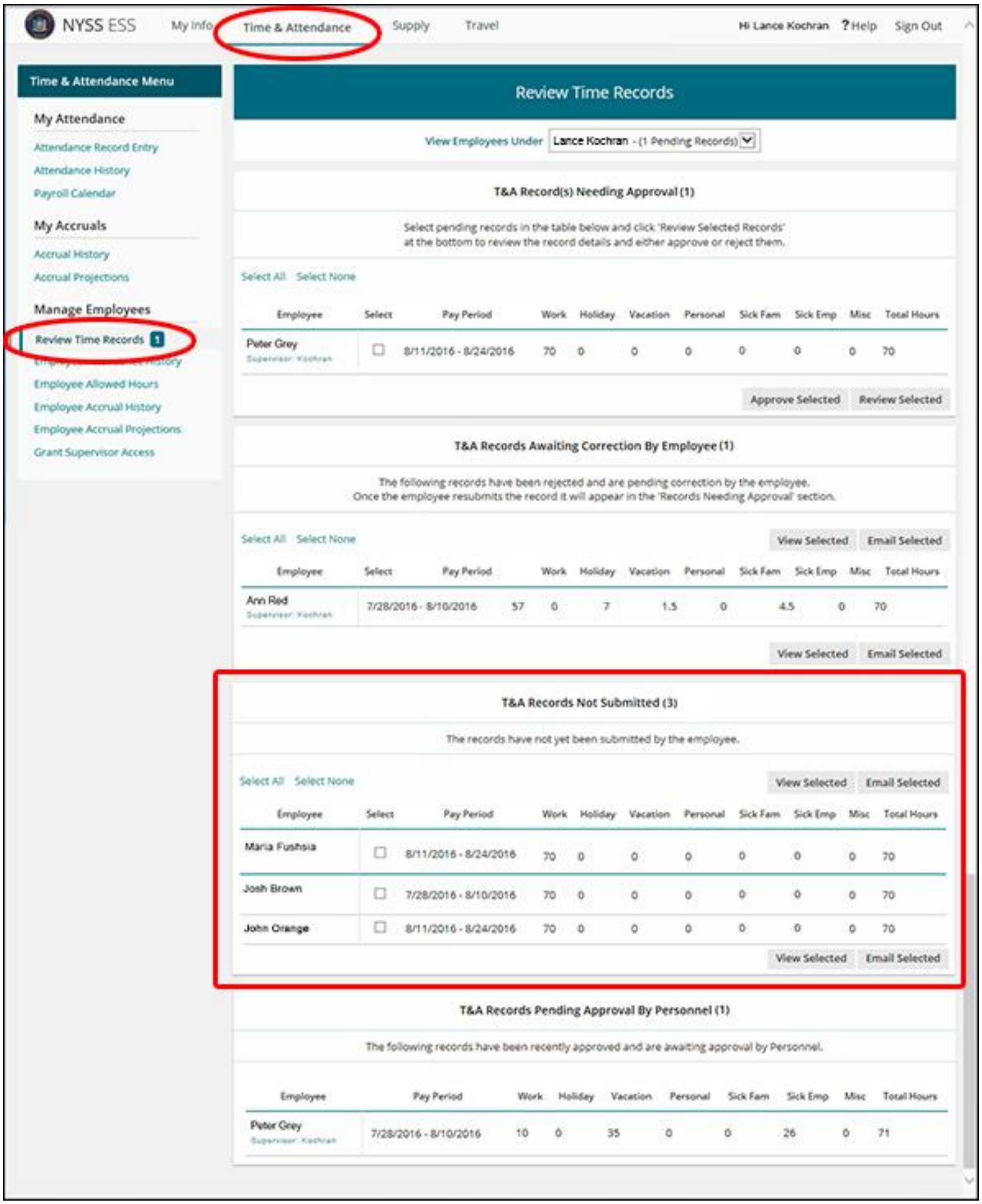
5. Under T&A Records(s) Needing Approval, you can review, approve, and/or disapprove each **employee's time record** by completing one or more of the following:

    - *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**..



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:

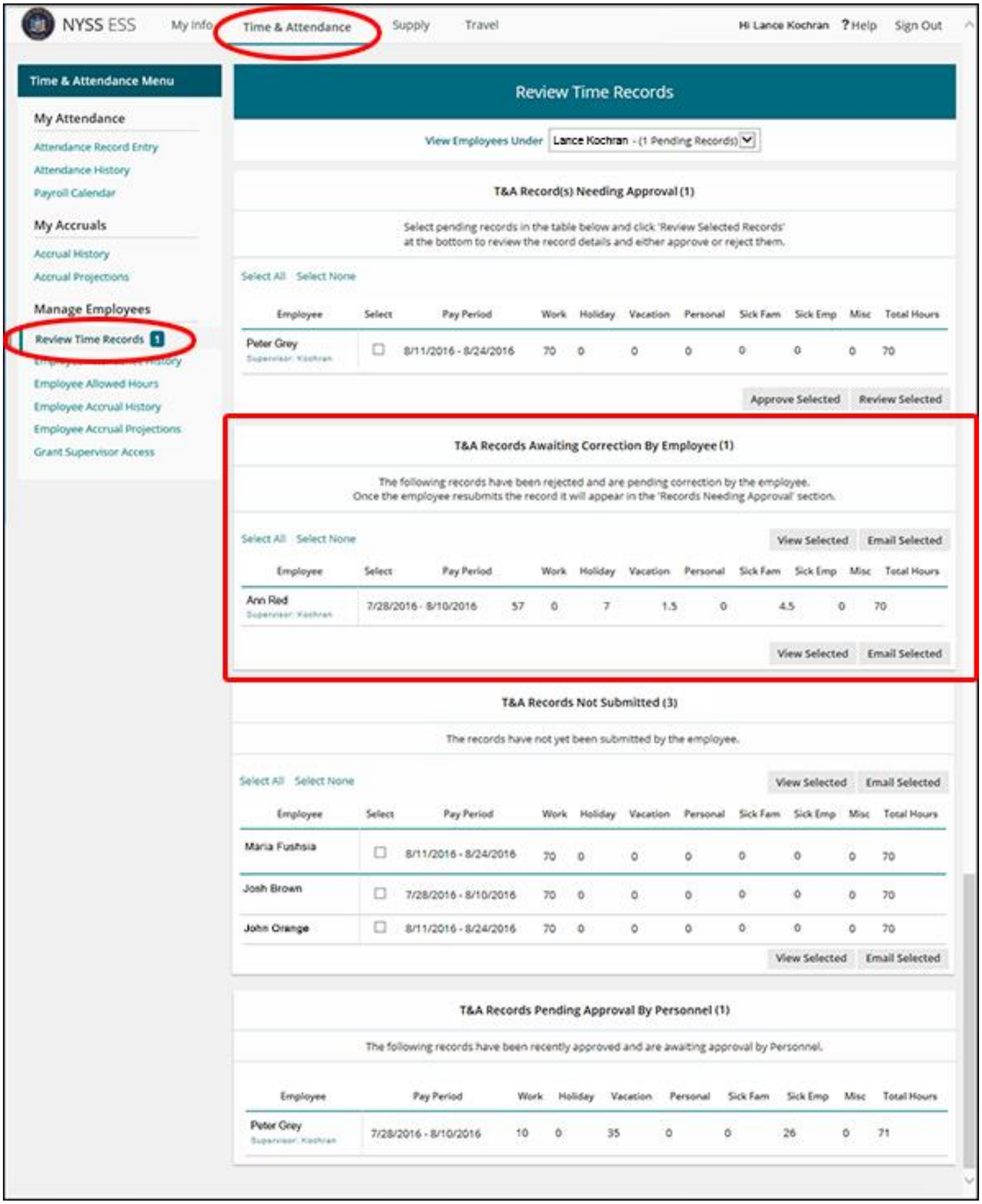
   - *To review an outstanding time record*, check the **Select box** next to the employee's name and click the **View Selected** button. When done, click **Exit**.
   - *To remind an employee to submit a time record,* check the **Select box** next to the employee's name and click the **Email Selected**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



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:

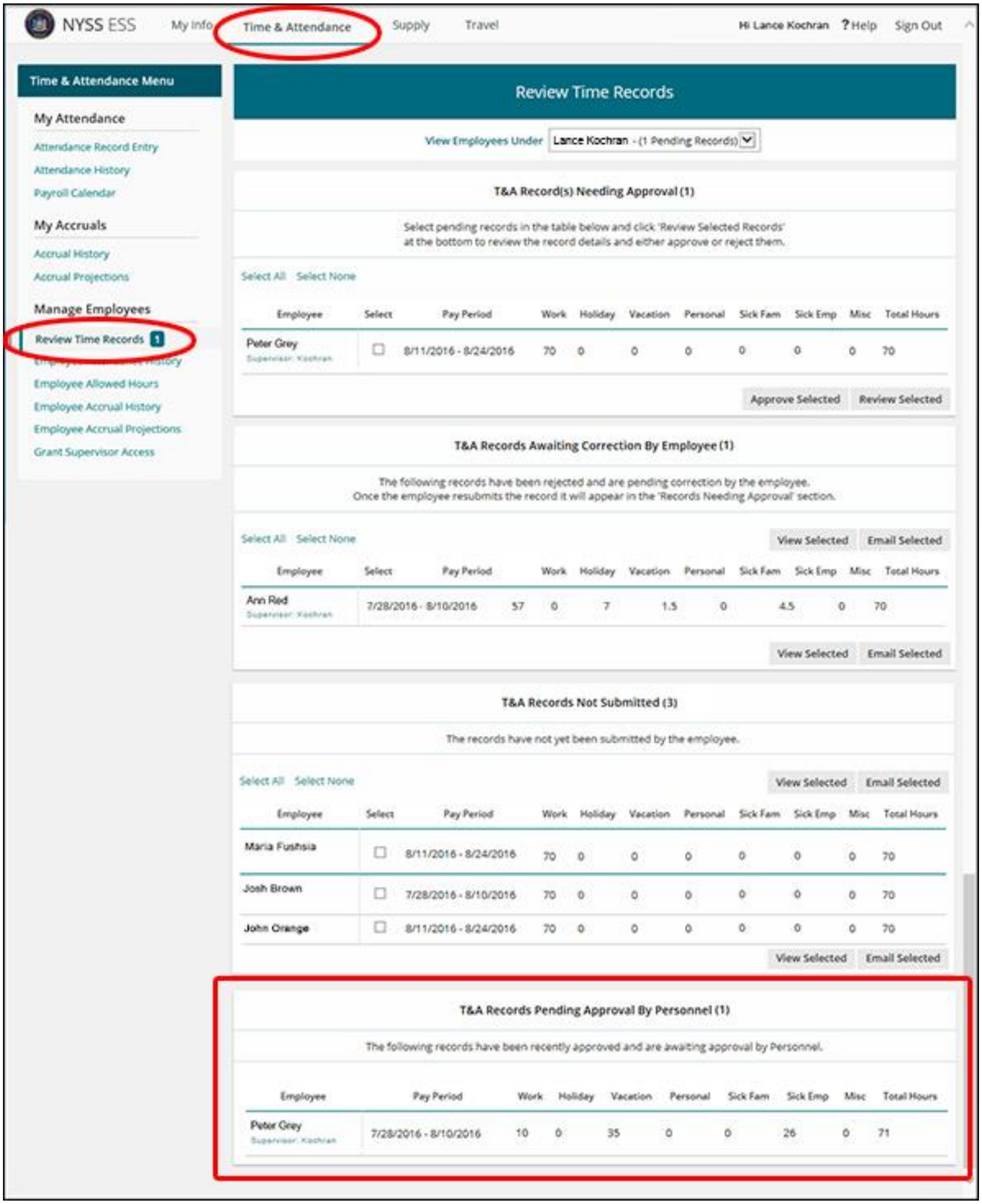
    - *To review an outstanding time record*, check the **Select box** next to the employee's name and click the **View Selected** button. When done, click **Exit**.
    - *To remind an employee to submit a time record,* check the **Select box** next to the employee's name and click the **Email Selected**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



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".

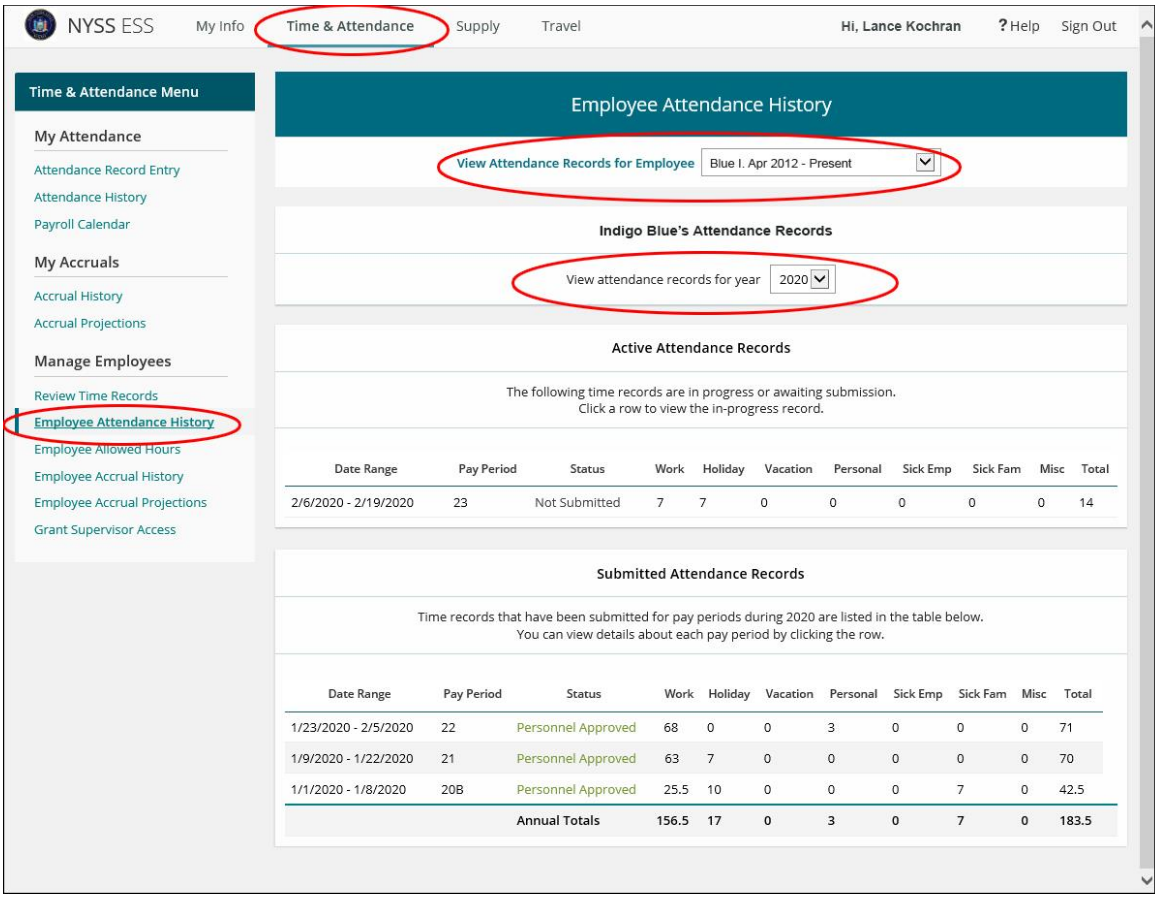
5. Click the **T&A Records Pending Approval By Personnel** heading to reveal any time records that you have approved and submitted to the Personnel Office.

    | 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**.

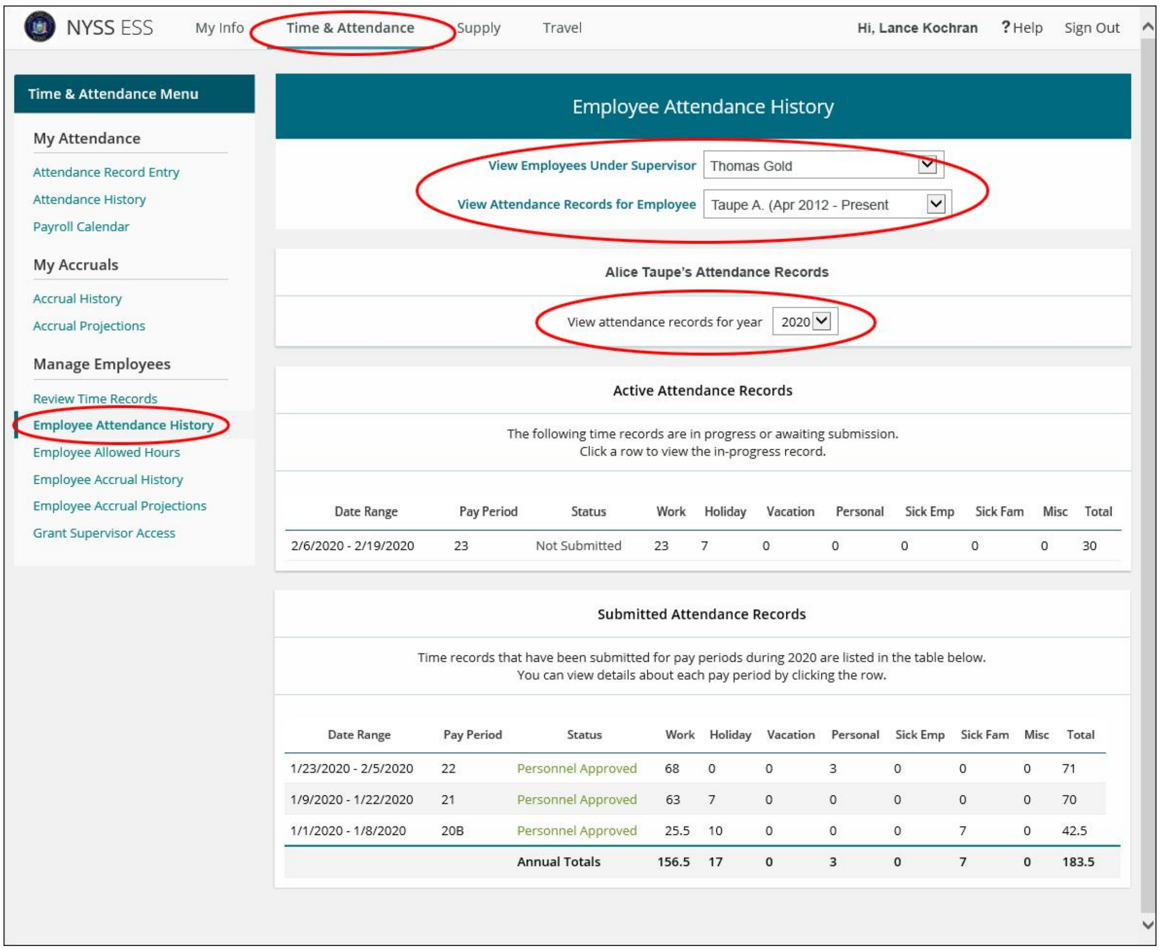


4. On the right, click the **View Attendance Records for Employee** drop-down arrow and select the **name of the employee** whose time records you want to list.
5. Click the **View attendance record for year** drop-down arrow and select the **year** in which the employee's time records were submitted.
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:
   - *<u>To display and print the Time and Attendance Report</u>*, 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.
   - *<u>To close the window</u>*, 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**.



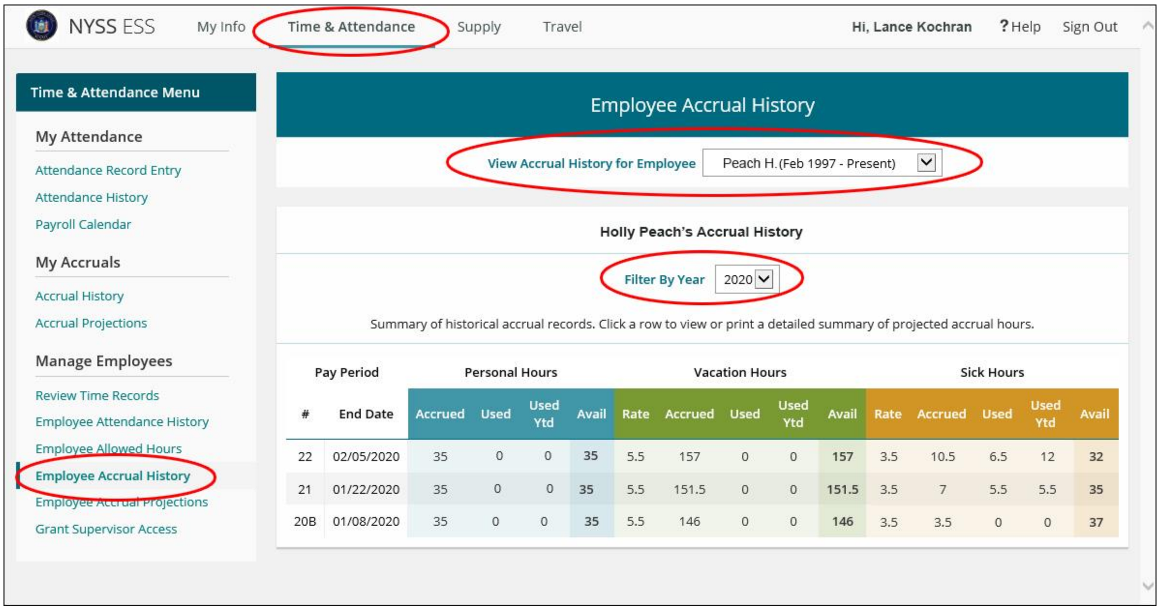
4. On the right, click the **View Employees Under Supervisor** drop-down arrow and select the **name of the supervisor** whose employees you want to list.
5. Click the **View Attendance Records for Employee** drop-down arrow and select the **name of the employee** whose time records you want to list.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

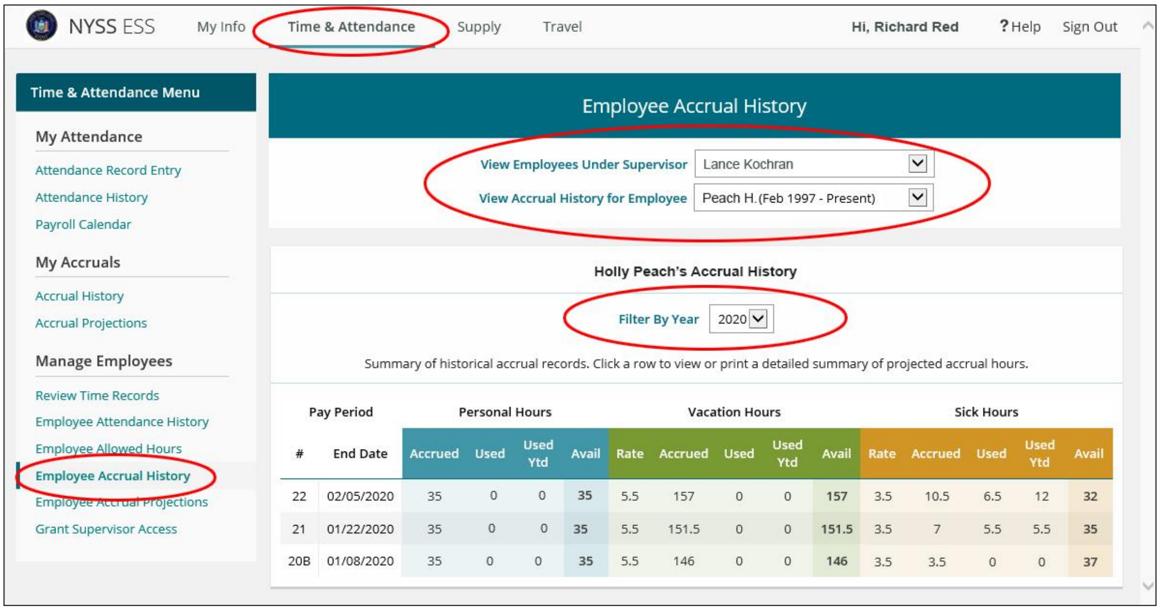


4. On the right, click the **View Accrual History for Employee** drop-down arrow and select the **name of the employee** whose accrual history you want to display.
5. The employee's current personal, sick, and vacation hour accrual rates and balances appear. To view a summary for a previous year, click 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:
   - *<u>To display the record</u>*, 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.
   - *<u>To close the window</u>*, 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)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under Manage Employees, click **Employee Accrual History**.

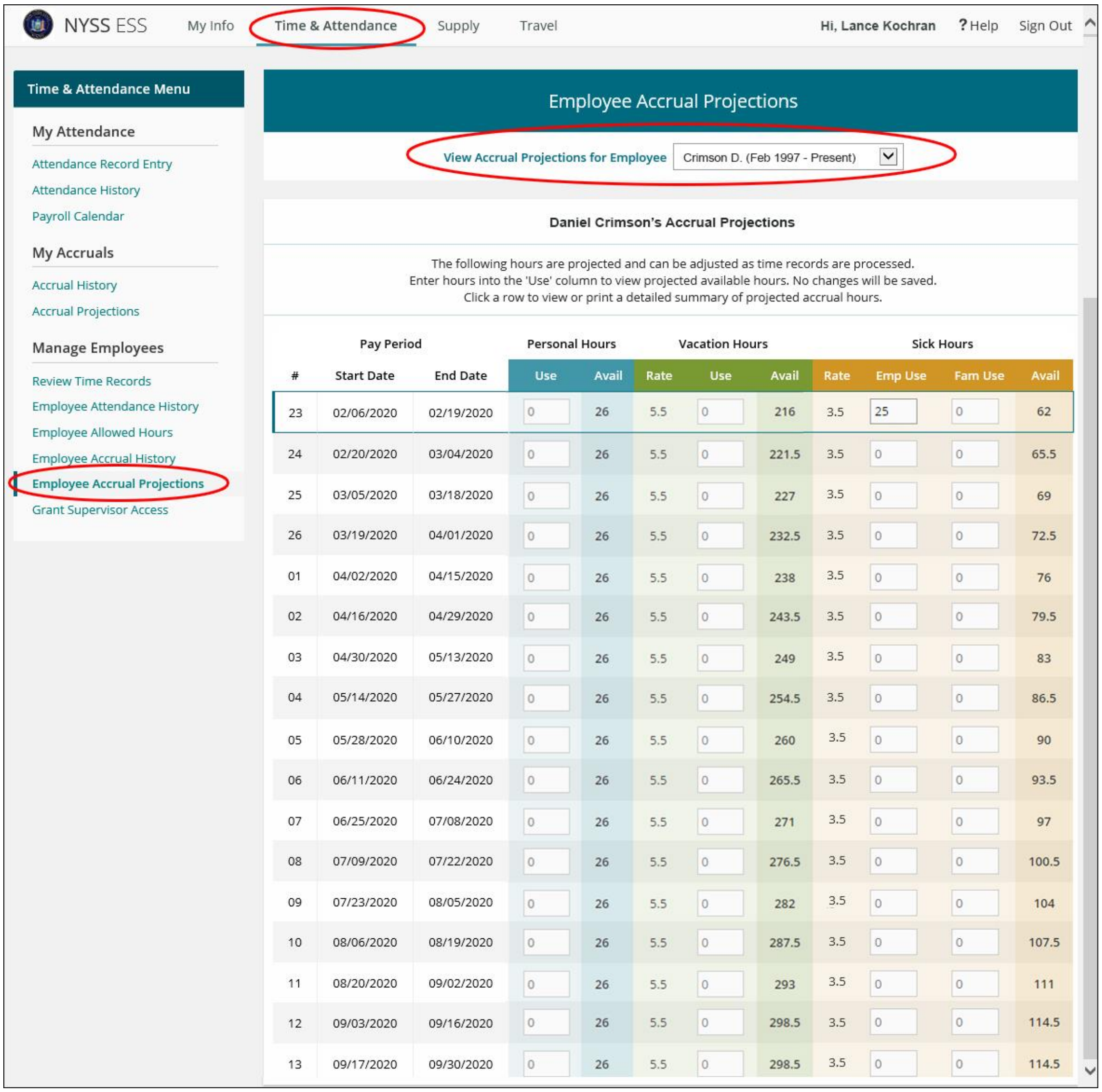


4. On the right, click the **View Employees Under Supervisor** drop-down arrow and select the **name of the supervisor** whose employees you want to list.
5. On the right, click the **View Attendance Records for Employee** drop-down arrow and select the **name of the employee** whose accrual history you want to display.
6. The employee's current personal, sick, and vacation hour accrual rates and balances appear.
7. To view a summary for a previous year, click the **Filter by Year** drop-down arrow and select the **year**.
8. In the table below, click the **row** for the Pay Period for which you want to print employee's accrual usage and rates.
9. 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**.



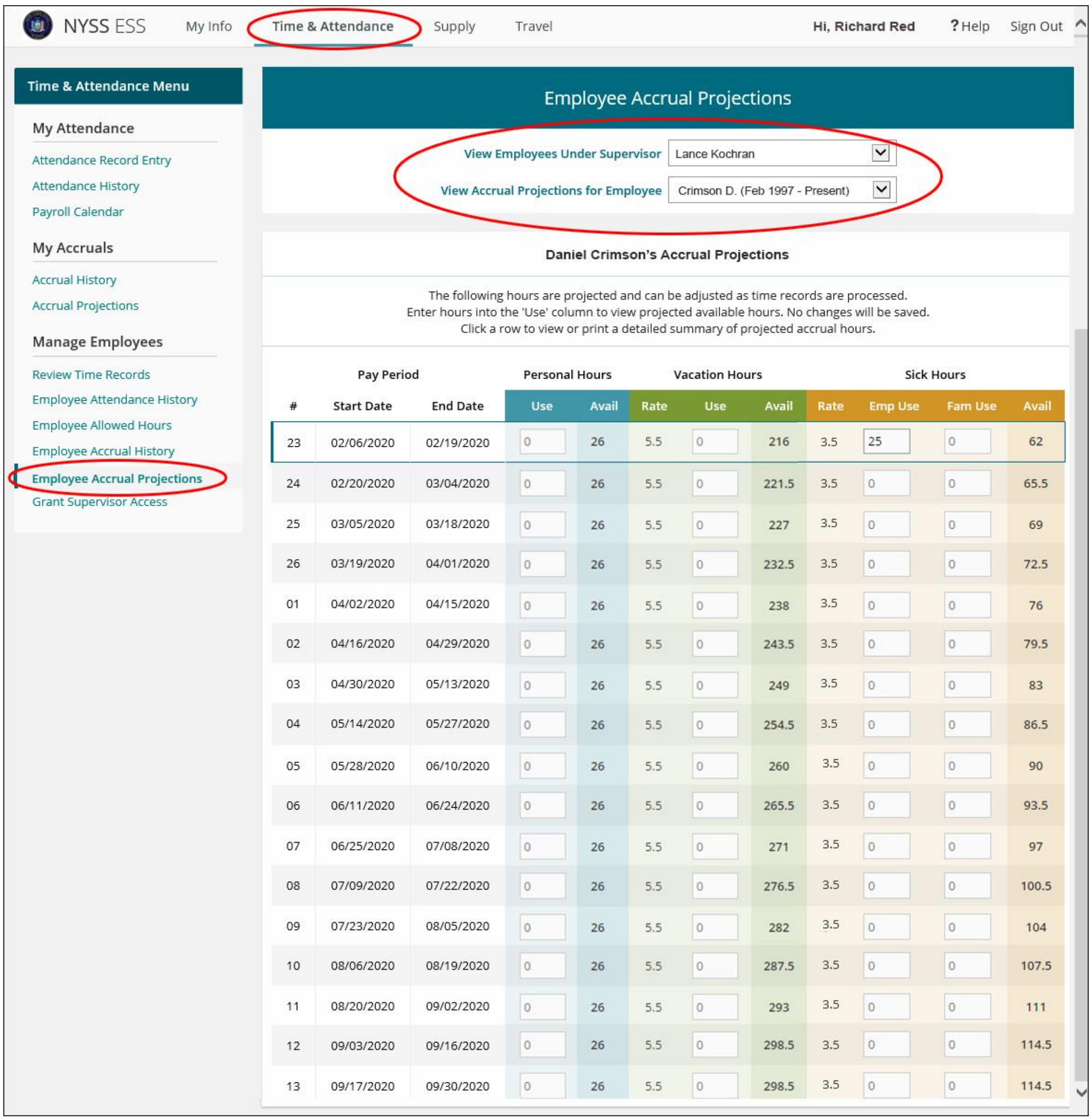
4. On the right, click the **View Accrual Projections for Employee** drop-down arrow and select the **name of the employee** whose accruals you want to display and project.
5. The employee's current personal, sick, and vacation hour accrual rates and balances appear.
6. Under the Use column, click a **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 <u>last row</u> 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**.



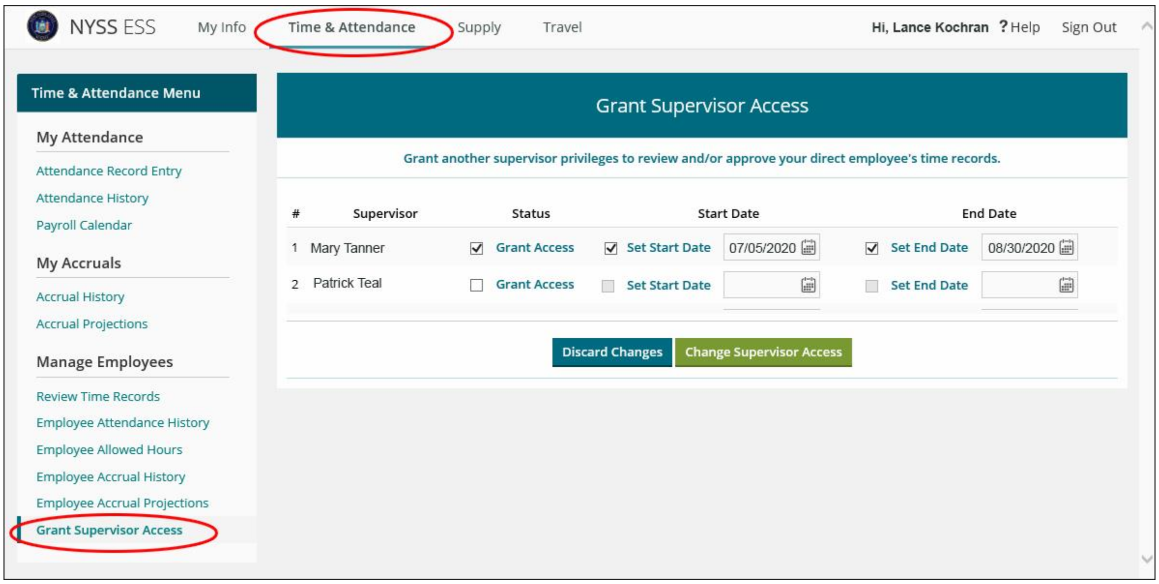
4. On the right, click the **View Employees Under Supervisor** drop-down arrow and select the **name of the supervisor** whose employee you want to list.
5. On the right, click the **View Accrual Projections for Employee** drop-down arrow and select the **name of the employee** whose accruals you want 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:
   - *<u>To transfer access for a specific period of time</u>*, 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.
   - <u>To transfer access for an undetermined amount of time</u>, 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 <u>not</u> check Set End Date.
   - *<u>To cancel access already given</u>*, uncheck the Grant Access next to a supervisor's name.

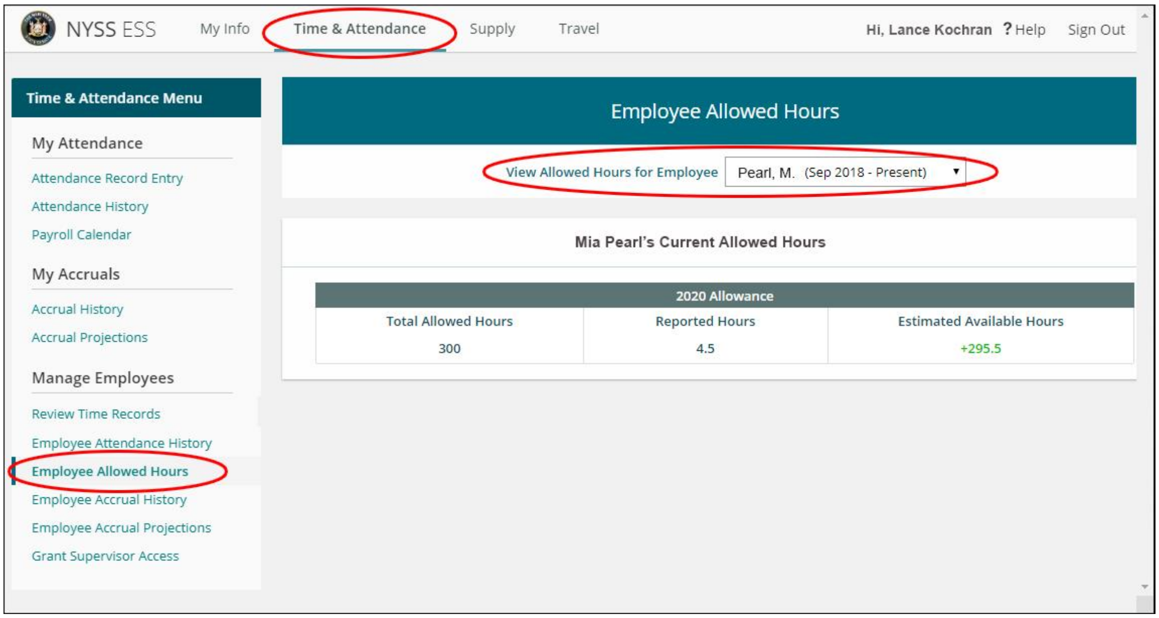
   | NOTE | If you do not specify a begin date when transferring access, the transfer of privileges is immediate. Similarly, if you do not specify an end date, the transfer of privileges will continue until you return to the screen and remove the access.

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

View Employee Allowed Hours

(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 Allowed Hours**.



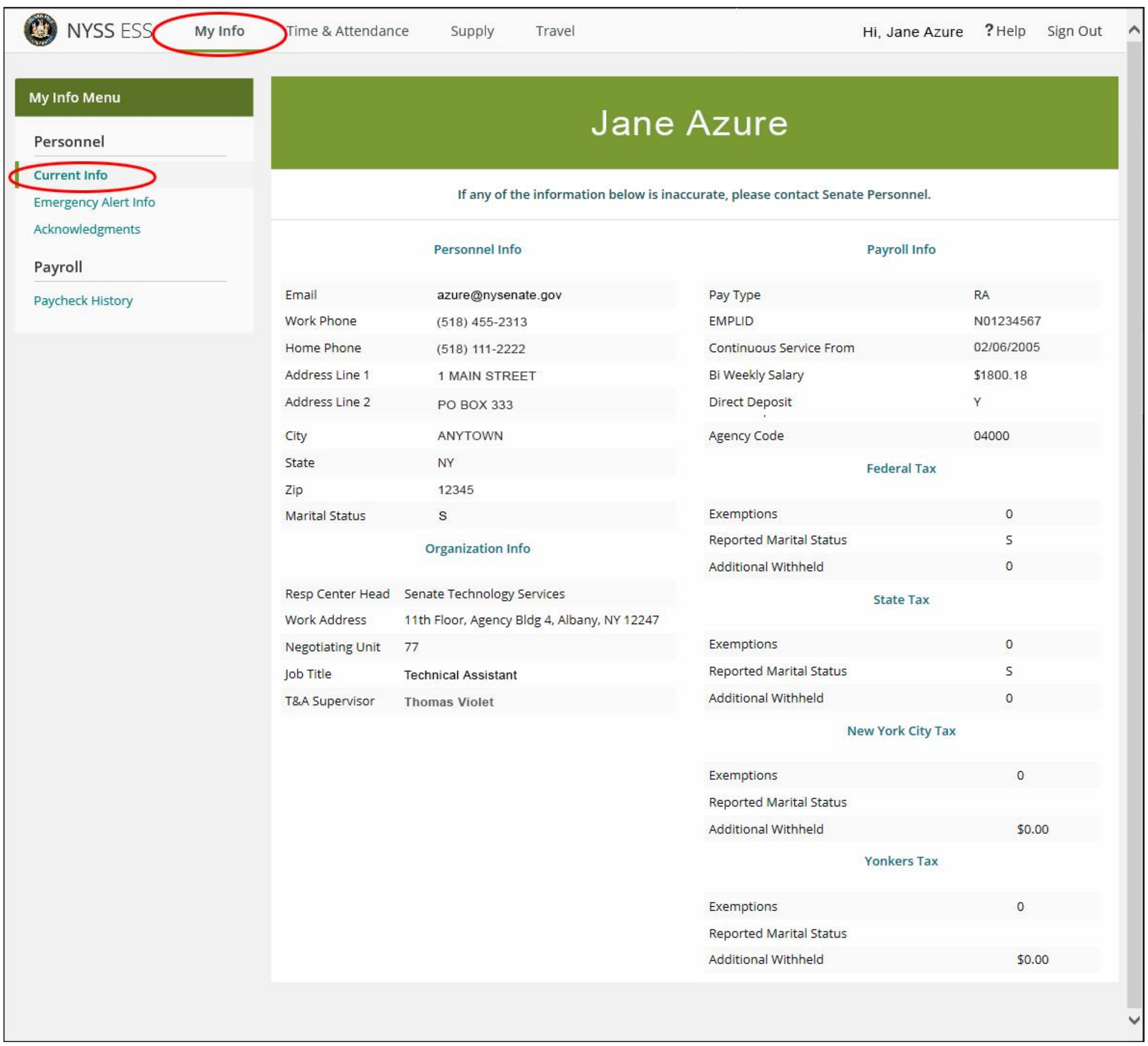
4. On the right, click the **View Allowed Hours for Employee** drop-down arrow and select the **name of the employee** whose hours you want to review.

3 | My Info

3.1 | My Personnel Info

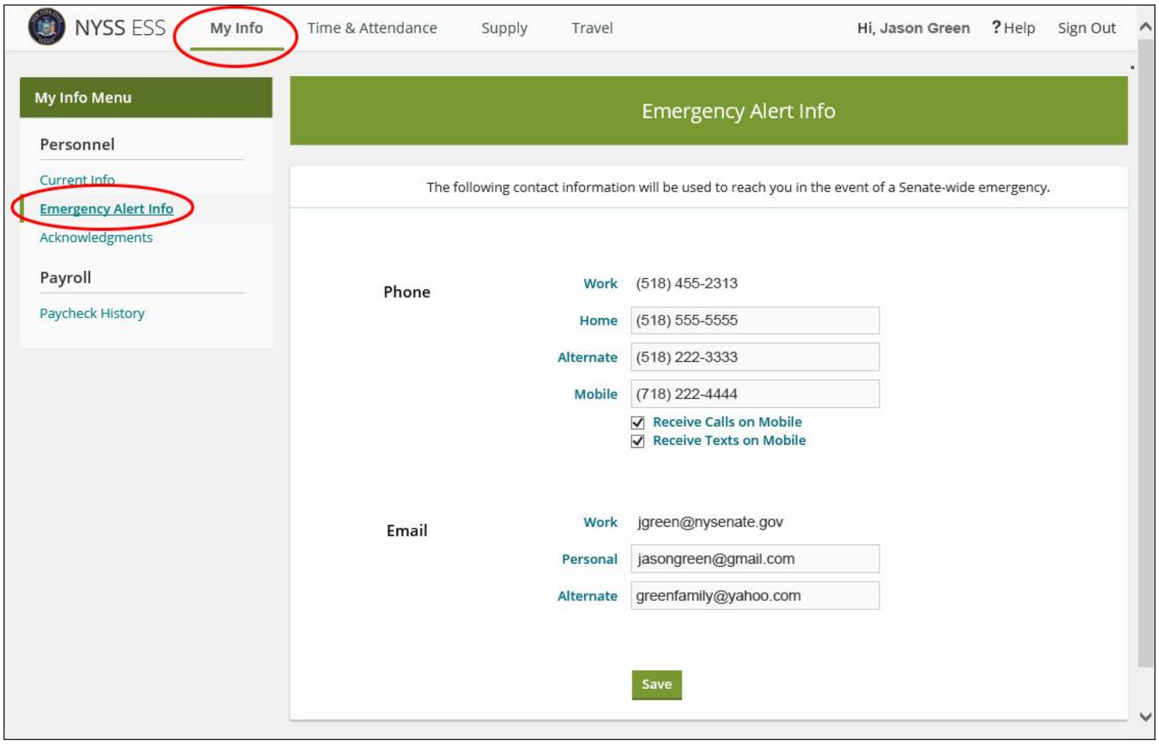
View Your Employee Profile

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.



Set Up Your Senate Emergency Alert Info

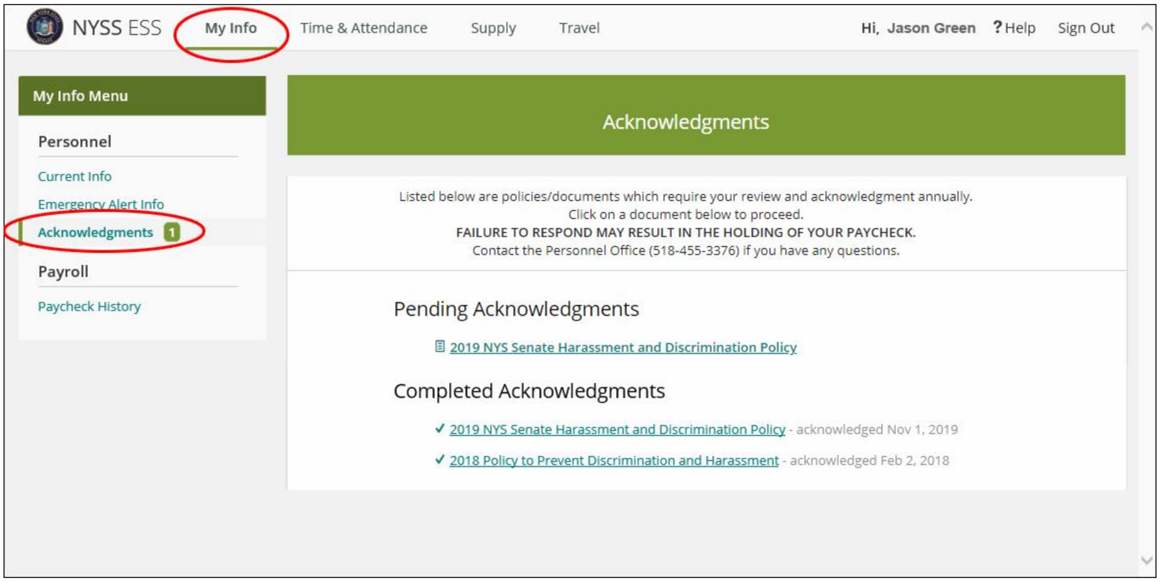
1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **My Info**.
3. On the left My Info Menu, under Payroll, click **Emergency Alert Info**. The Emergency Alert screen appears on the right.



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**.

Complete Your Annual Acknowledgements

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 **Acknowledgments**. The Acknowledgement screen appears on the right.

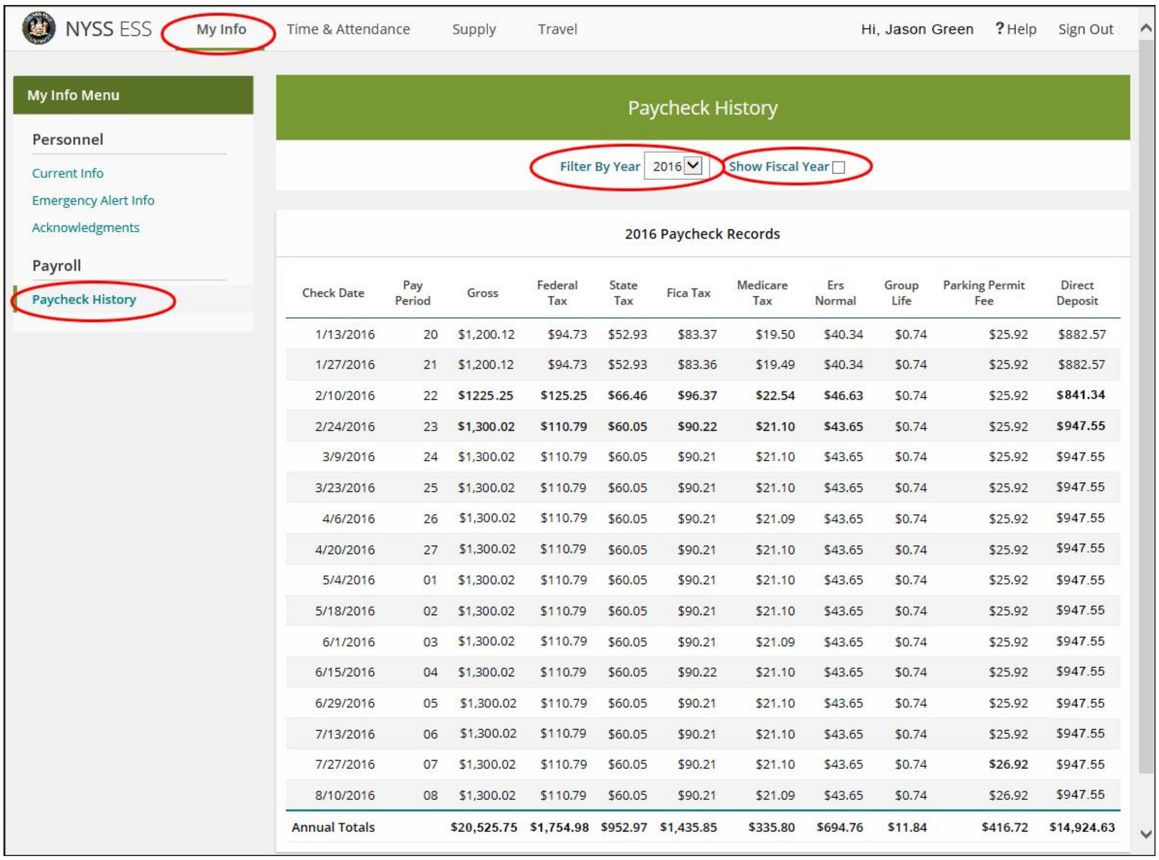


4. Under Pending Acknowledgments, click a **policy/document link** that is outstanding and must be reviewed.
5. When the policy or document opens, scroll through and **read the document to the end**.
6. Click the **Acknowledgment** button at the end when you are done.
7. The reviewed policy or document now appears under Completed Acknowledgments.

3.2 | My Payroll 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.



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

4. Complete any of the options:
   - <u>*To view your paycheck history for a calendar year*</u>, click the **Filter by Year** drop-down arrow and select the **year.**
   - <u>*To view your paycheck history for a fiscal year*</u>, 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

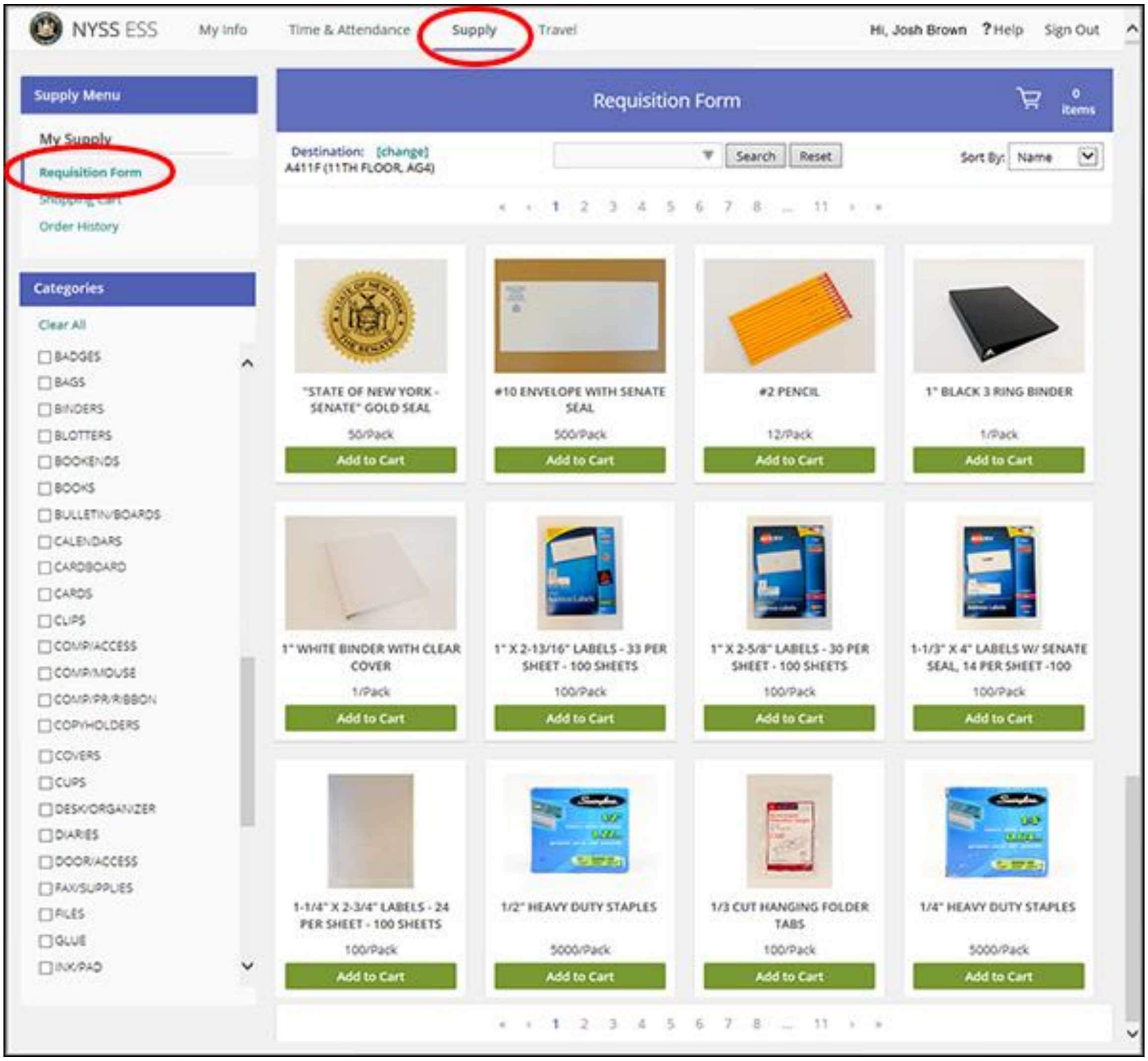
Enter and Submit a Requisition Form

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:

- *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*, 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, select a **new destination code** from the drop-down, 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.



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.

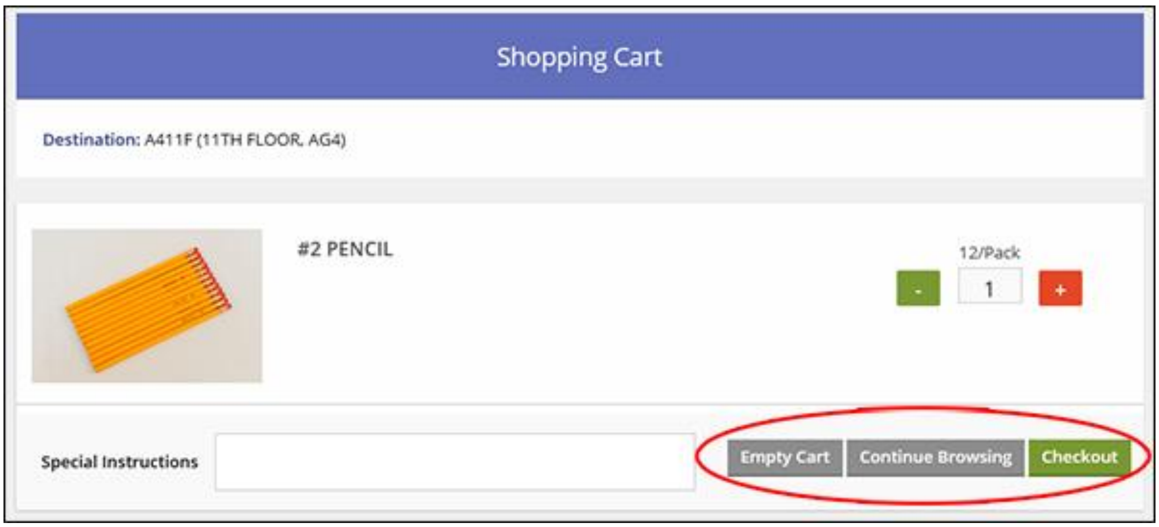
7. On the right, locate the desired **item**, click its **Add to Cart** button and click the **plus (+)** or **minus (-)** button to indicate the quantity you want to order. The Shopping Cart icon in the upper right corner displays the number of items you have added.

| 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.

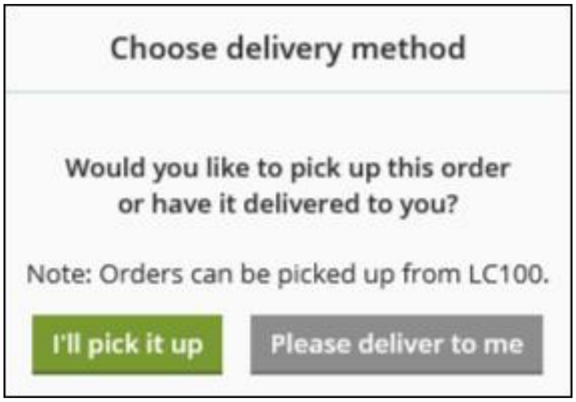
9. When the Shopping Cart displays, review the items and complete any of the following:



- *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 with out 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**.



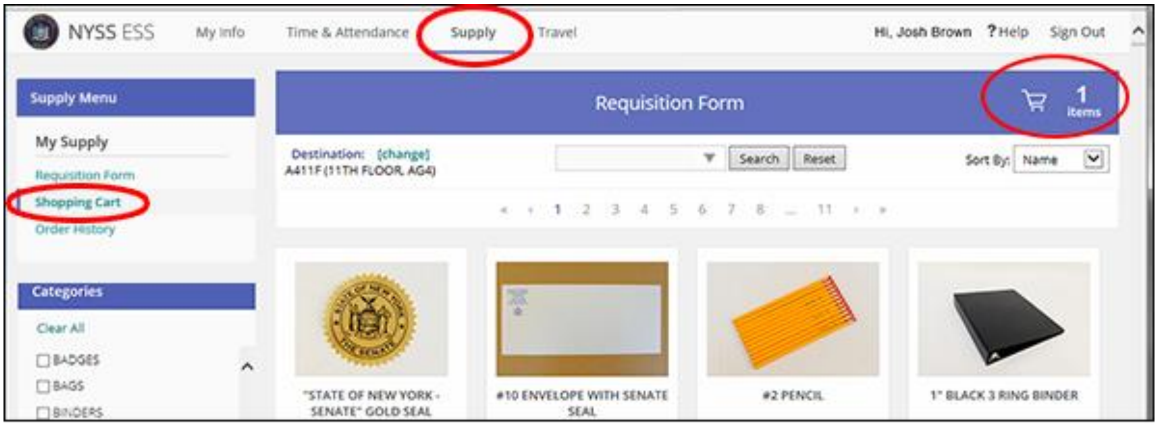
11. When *"Your Requisition Request has been submitted!"* appears, note the **Requisition ID number**.
12. Then click **Log out of ESS** to exit or click **Back to ESS** to continue.

Display a Previous Shopping Cart Not Submitted

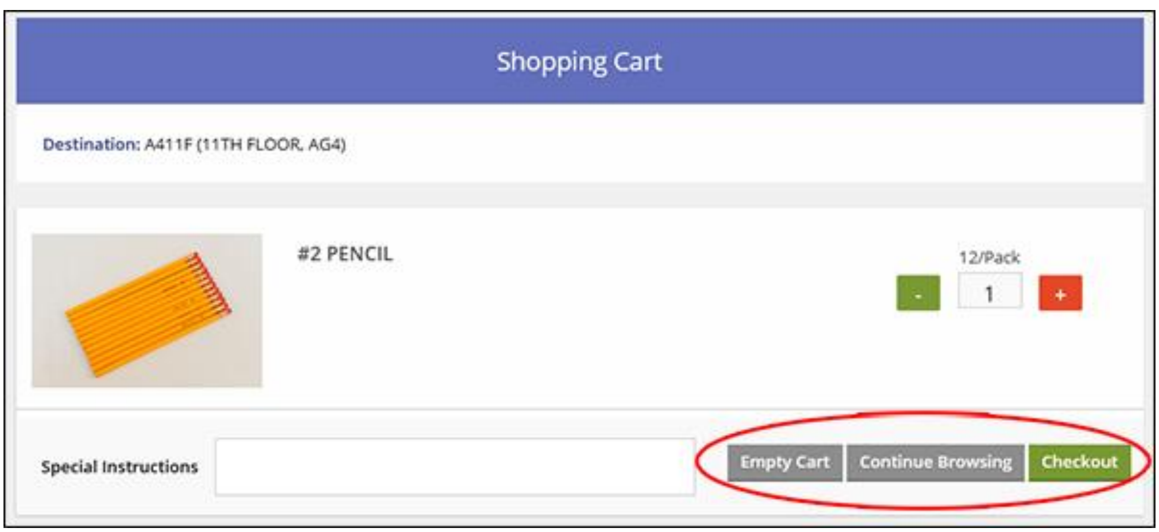
1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Supply**. The Requisition Form menu option is the default.
3. On the right, confirm your **destination code** which will appear in the center or in the left corner.

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

4. The Requisition Form appears on the right.



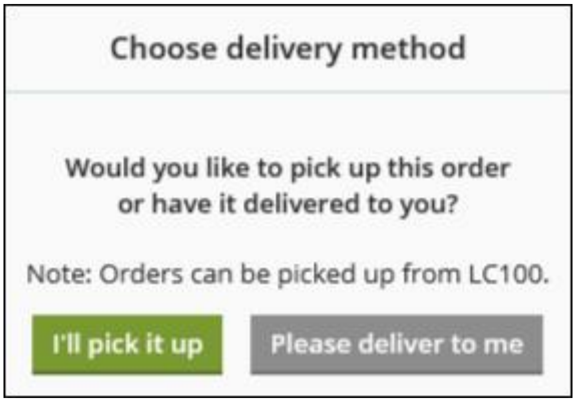
5. To display your Shopping Cart, complete <u>one</u> of the following:
   - On the left under My Supply, click **Shopping Cart**.
   - On the right In the upper right corner, click the **Shopping Cart** icon.
6. When the Shopping Cart displays, review the items and complete any of the following:



- *<u>To submit the order</u>*, click the **Checkout** button on the bottom right.
- *<u>To continue shopping</u>*, click the **Continue Browsing** button on the bottom right.
- *<u>To adjust the quantity of an item</u>*, 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.

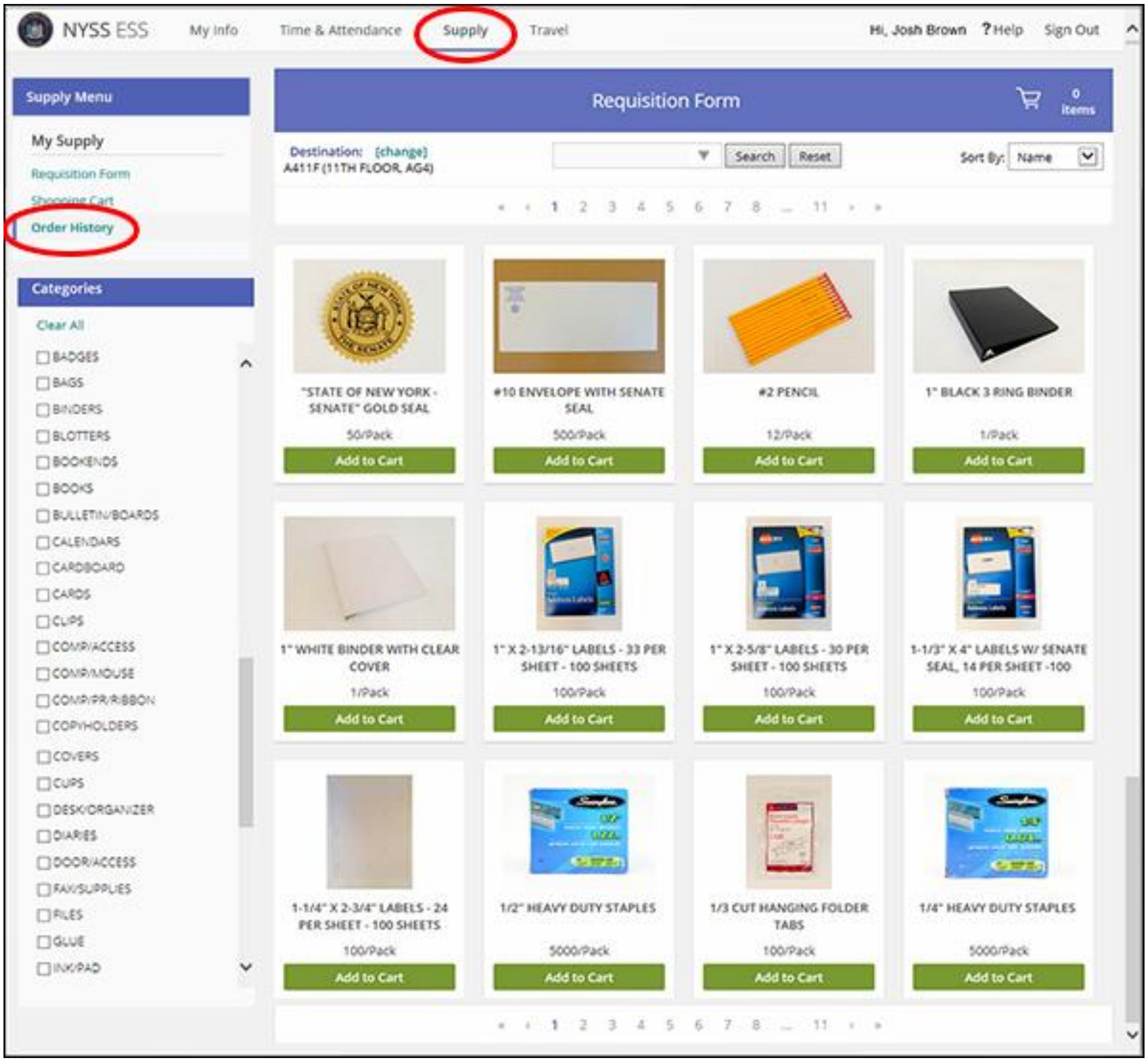
| **NOTE |** If you exit the Supply Requisition without submitting it, the items in your cart will remain there until you remove them.

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.

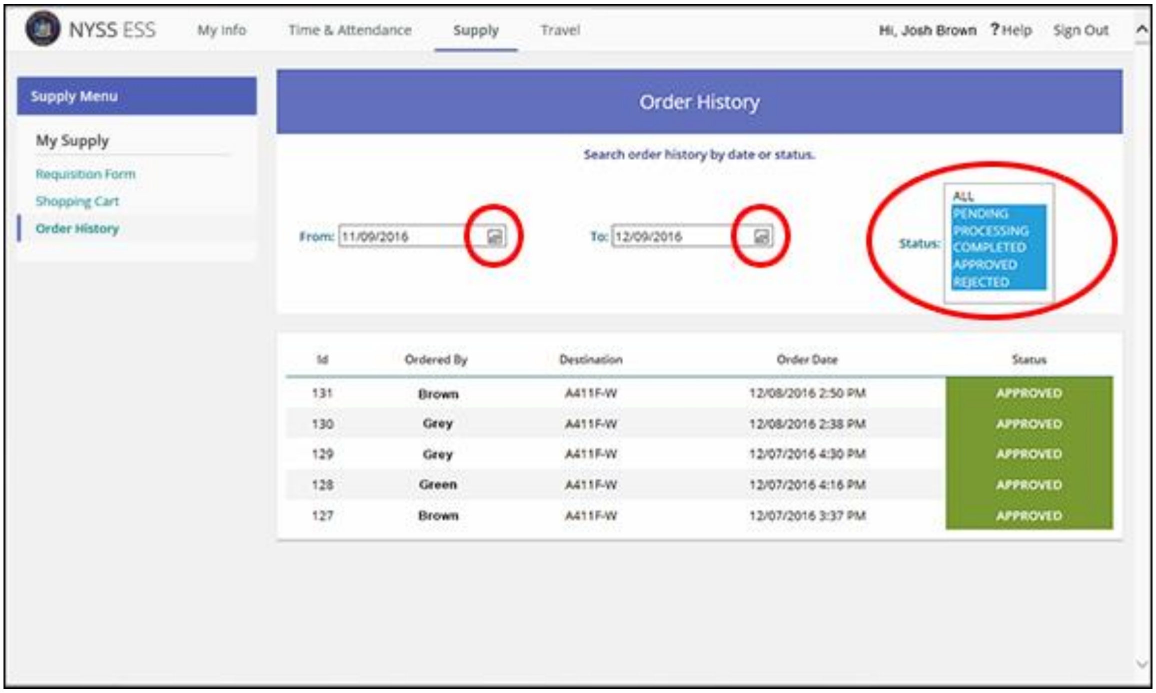
   | NOTE | Your destination code is important since it indicates where the supplies that you order will be delivered.

4. The Requisition Form appears on the right.



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.



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.

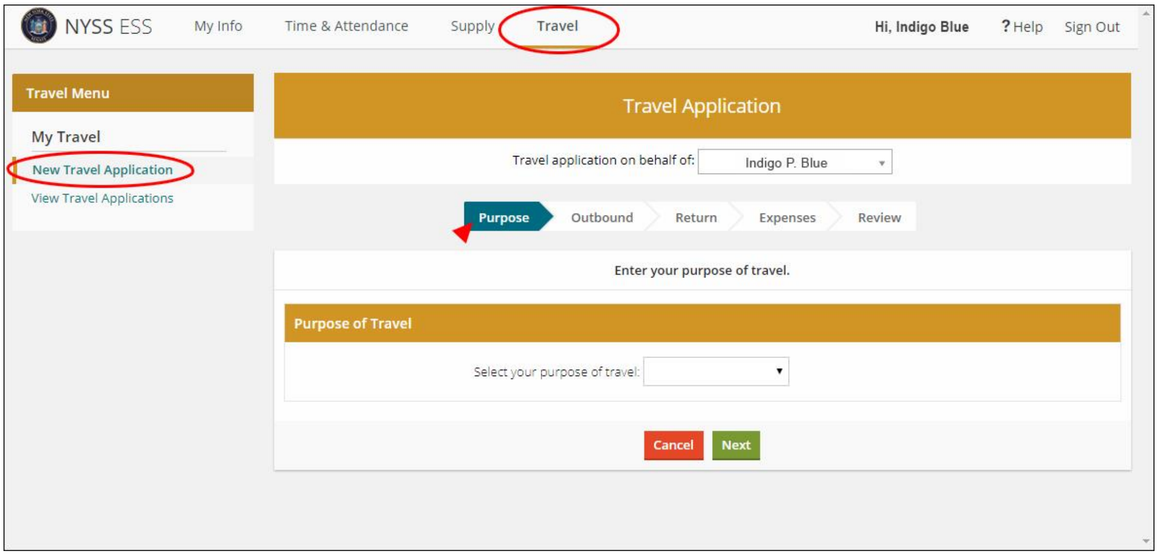
8. To view more information about an order listed, click on the **order** and if necessary, complete the following:
   - Click the **Select Version** drop-down and click an **option** to display status information about the various phases of the order process.
   - Click **Print Page** on the right to print the information.

5 | Travel

5.1 | My Travel

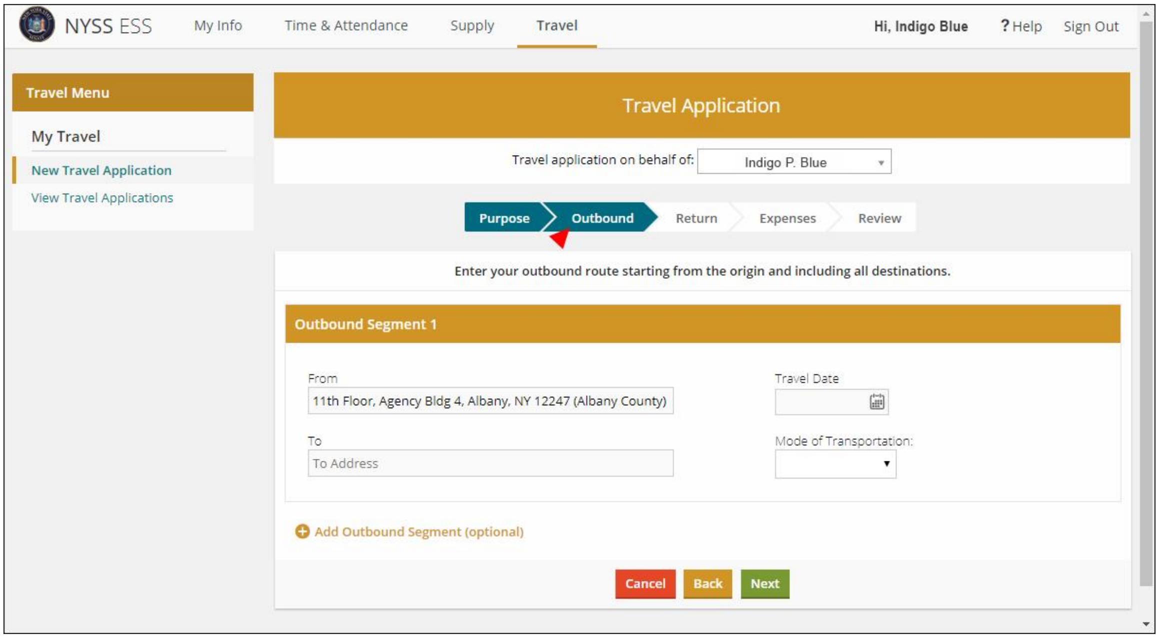
Generate a Travel Application Form

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Travel**.
3. On the left Travel Menu, click **New Travel Application**. The Purpose screen of the Travel Application appears on the right.



4. If necessary click the **Travel application on behalf of** drop-down arrow, and select the **traveler's name**.
5. Under the Purpose of Travel section, complete the following:
   a. Click the **Select your purpose of Travel** drop-down arrow and select a **reason**.
   b. Complete the **name** and **additional information** boxes that appear underneath.
   c. Click **Next**.

6. The Outbound Segment 1 section appears.



7. In the Outbound Segment 1 section, complete the following:

   a. Under From, make sure the **location is correct**.

   b. Under Travel Date, click the **calendar** and select your **travel date**.

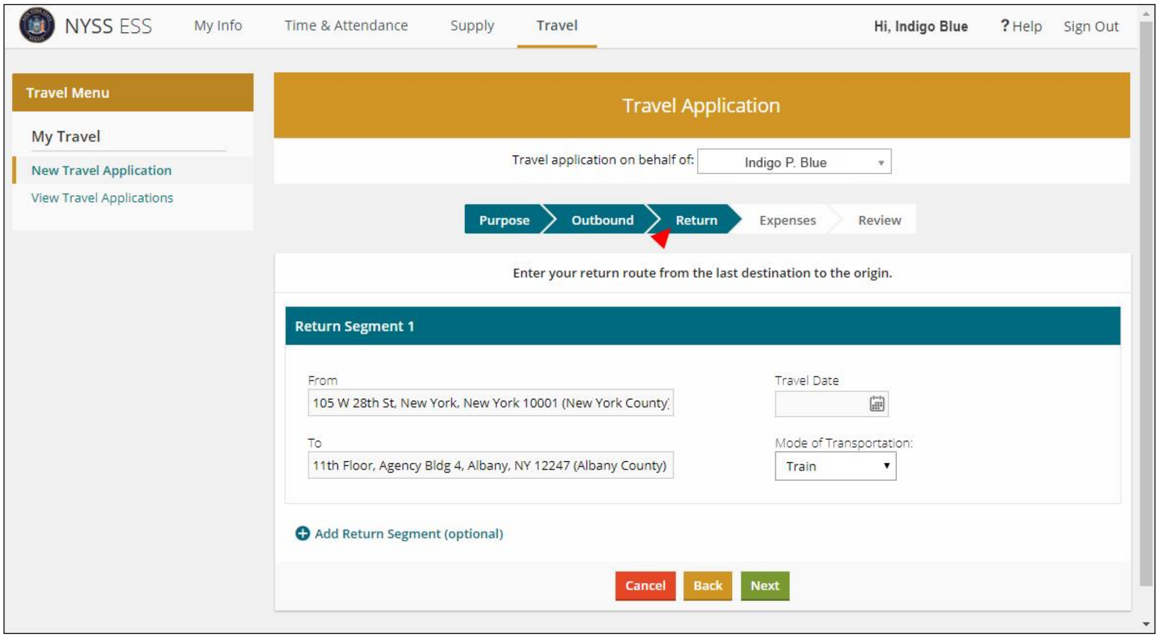
   c. Under To, type the **address of your destination**.

   d. Under Mode of Travel, click the **drop-down arrow** and select an **option**.

   e. If you are traveling to another destination during this same trip, click **Add Outbound Segment +** and complete the **fields**.

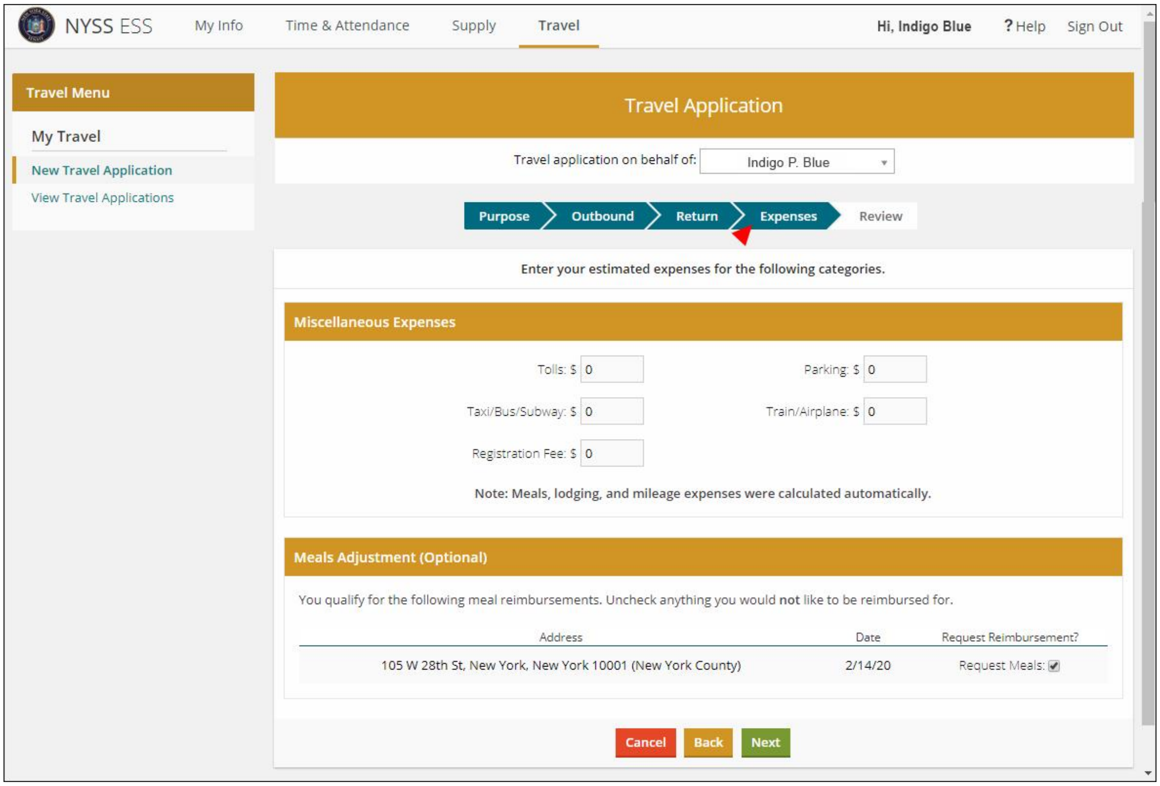
   f. When done, click **Next**.

8. The Return Segment 1 section appears.



9. In the Return Segment 1 section, complete the following:
   a. Under From, make sure the **location is correct**.
   b. Under Travel Date, click the **calendar** and select your **return travel date**.
   c. Under To, make sure your return **location is correct**.
   d. Under Mode of Travel, click the **drop-down arrow** and select an **option**.
   e. If you are traveling to returning from another destination during this same trip, click **Add Return Segment +** and complete the **fields**.
   f. When done, click **Next**.

10. The Miscellaneous Expenses section appears.



11. In the Miscellaneous Expenses section, enter any **expenses** in the appropriate boxes.
12. If the Meals Adjustment section appears, complete the following:
    a. Review if you qualify for a meal reimbursement.
    b. If you qualify, only uncheck the box if you <u>DO NOT want to be reimbursed</u>.
    c. Click **Next**.
13. If the Lodging Adjustment section appears, complete the following if applicable:
    a. Review if you qualify for a lodging reimbursement.
    b. If you qualify, only uncheck the box if you <u>DO NOT want to be reimbursed</u>.
    c. Click **Next**.
14. When your application appears, scroll down and review the **information**.
15. Complete one of the following:
    - <u>*If you need to change information*</u>, click the **Purpose, Outbound, Return,** or **Expenses** button at the top and make your **change**.
    - <u>*If the information is correct*</u>, click the **Complete Application**.
16. At the Your travel application is ready to be printed pop-up, click **Go back to ESS**.
17. To print your Application for Travel Approval form:
    a. If necessary, on left, click **View Travel Applications**.

b. On right, click the **row associated with the Travel Application you want to print**.

c. The Application for Travel Approval pop-up appears. At the bottom, click **Print**.

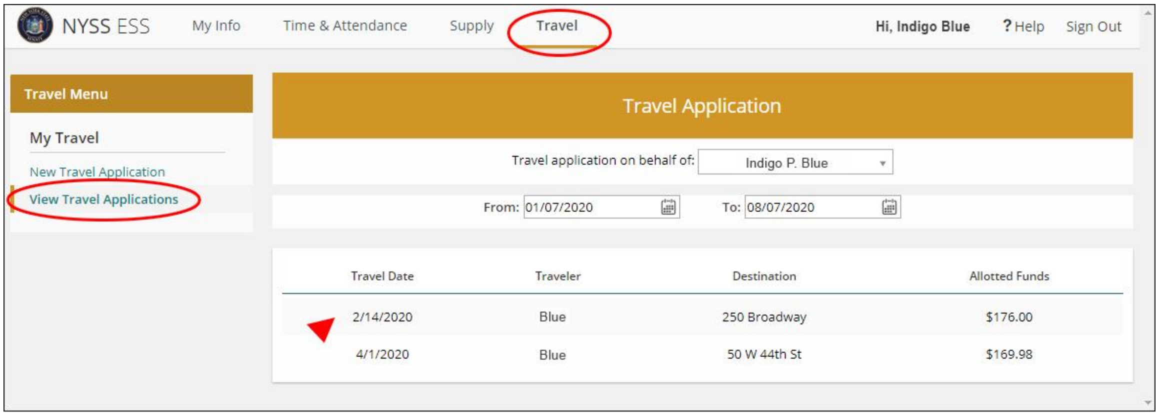
d. When the PDF file appears in a separate tab, click the **Print** icon, select your p**rinter information**, and click **Print**.

e. Close the **tab**.

f. Click on the **previous tab** and click **Close**.

View Travel Application Forms Generated

1. Log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Travel**.
3. On the left Travel Menu, click **View Travel Application**.
4. A list of travel requests you have generated appears on right.



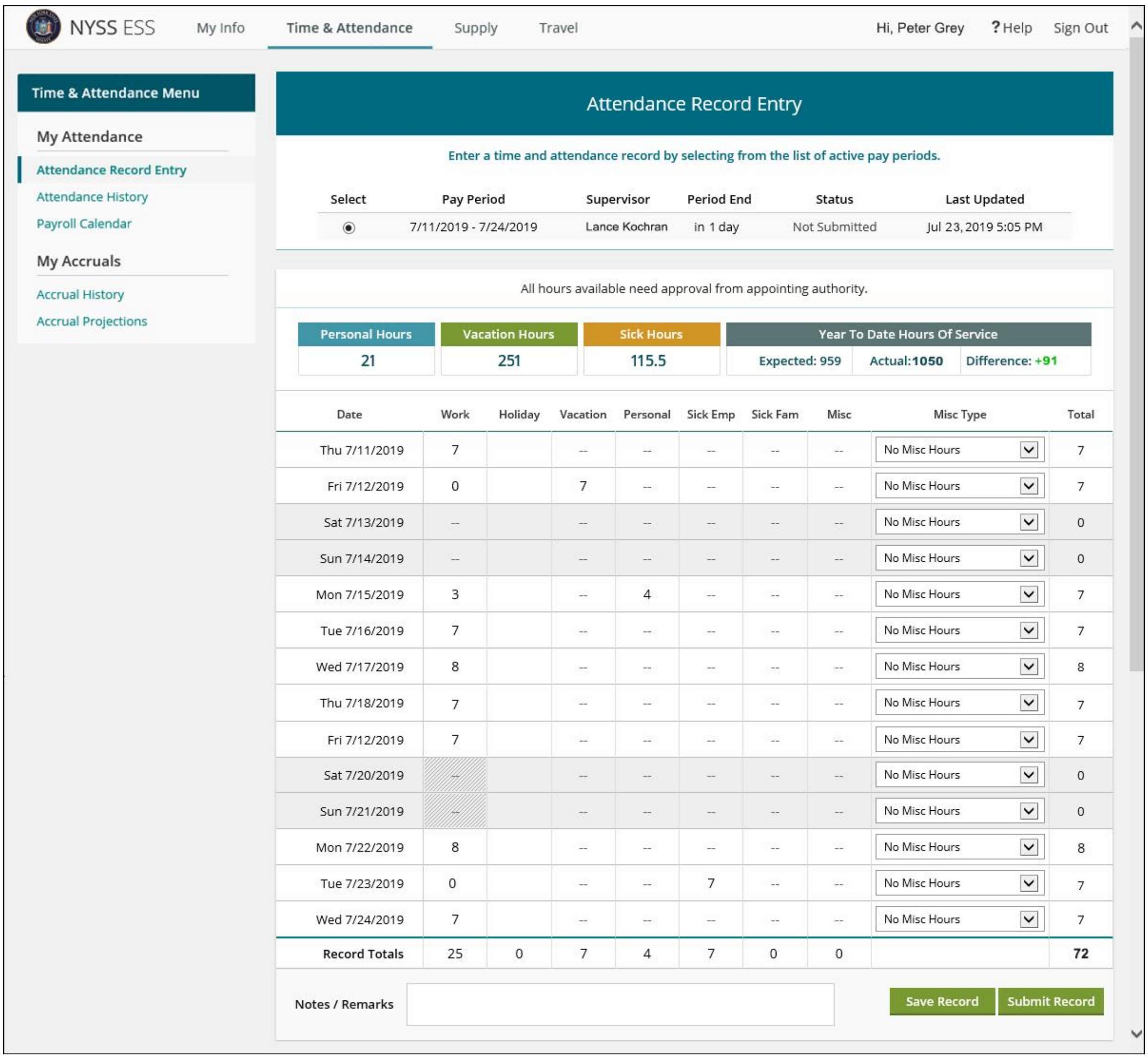
5. On right, click the **row associated with the Travel Application you want to view**.
6. The Application for Travel Approval pop-up appears.
7. At the bottom, complete the following:
    a. _To see a breakdown of your travel expenses_, click **Expense Summary. C**lick **Exit** when you done.
    b. _To print your form_, click Print. When the PDF file appears in a separate tab, click the **Print** icon, select your p**rinter information**, and click **Print**. Close the **tab**.
8. To close and exit the form, click **Close**.

6 | Example Screens

6.1 | 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.



NYSS ESS | My Info | Time & Attendance | Supply | Travel | Hi, Peter Grey | ? Help | Sign Out

Time & Attendance Menu

My Attendance
- Attendance Record Entry
- Attendance History
- Payroll Calendar

My Accruals
- Accrual History
- Accrual Projections

Attendance Record Entry

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

Select	Pay Period	Supervisor	Period End	Status	Last Updated
◉	7/11/2019 - 7/24/2019	Lance Kochran	in 1 day	Not Submitted	Jul 23, 2019 5:05 PM

All hours available need approval from appointing authority.

Personal Hours	Vacation Hours	Sick Hours	Year To Date Hours Of Service		
21	251	115.5	Expected: 959	Actual: 1050	Difference: +91

Date	Work	Holiday	Vacation	Personal	Sick Emp	Sick Fam	Misc	Misc Type	Total
Thu 7/11/2019	7		--	--	--	--	--	No Misc Hours	7
Fri 7/12/2019	0		7	--	--	--	--	No Misc Hours	7
Sat 7/13/2019	--		--	--	--	--	--	No Misc Hours	0
Sun 7/14/2019	--		--	--	--	--	--	No Misc Hours	0
Mon 7/15/2019	3		--	4	--	--	--	No Misc Hours	7
Tue 7/16/2019	7		--	--	--	--	--	No Misc Hours	7
Wed 7/17/2019	8		--	--	--	--	--	No Misc Hours	8
Thu 7/18/2019	7		--	--	--	--	--	No Misc Hours	7
Fri 7/12/2019	7		--	--	--	--	--	No Misc Hours	7
Sat 7/20/2019	--		--	--	--	--	--	No Misc Hours	0
Sun 7/21/2019	--		--	--	--	--	--	No Misc Hours	0
Mon 7/22/2019	8		--	--	--	--	--	No Misc Hours	8
Tue 7/23/2019	0		--	--	7	--	--	No Misc Hours	7
Wed 7/24/2019	7		--	--	--	--	--	No Misc Hours	7
Record Totals	25	0	7	4	7	0	0		72

Notes / Remarks

Save Record | Submit Record

Fields Explained

Refer to the chart to find basic definitions of fields.

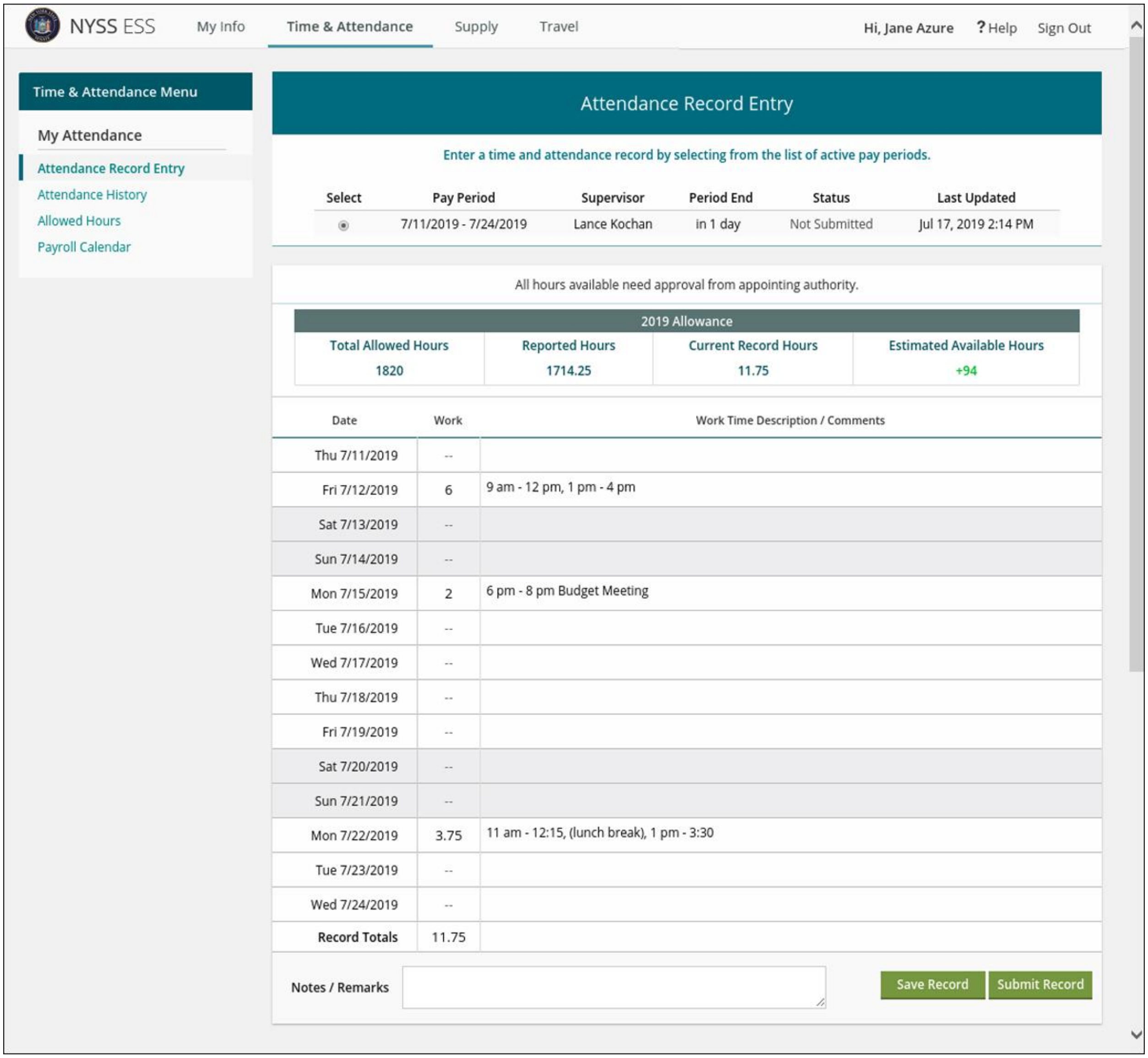
Field Name	Definition
Actual (Year To Date Hours of Service)	This displays above your time record and specifies the total number of reported hours of service year-to-date.
Date	These are the individual dates included in the payroll period for the time record selected.
Difference (Year To Date Hours of 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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
Misc Type	This is the type of miscellaneous leave taken for the hours reported. Choice include: Bereavement Leave, Blood Donation, Brst Prost Cancr Scrning, Extended Sick Leave, Extraordinary Leave, Jury Leave, Military Leave, Parental Leave, Sick Leave With Half Pay, Vol Fire, Emerg Med Activ, Witness Leave, and Voting.) 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.nysenate.gov.
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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
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.

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 *Time and Attendance Rules and Regulations of the Temporary President*, available on http://senateonline.nysenate.gov.
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.



Fields Explained

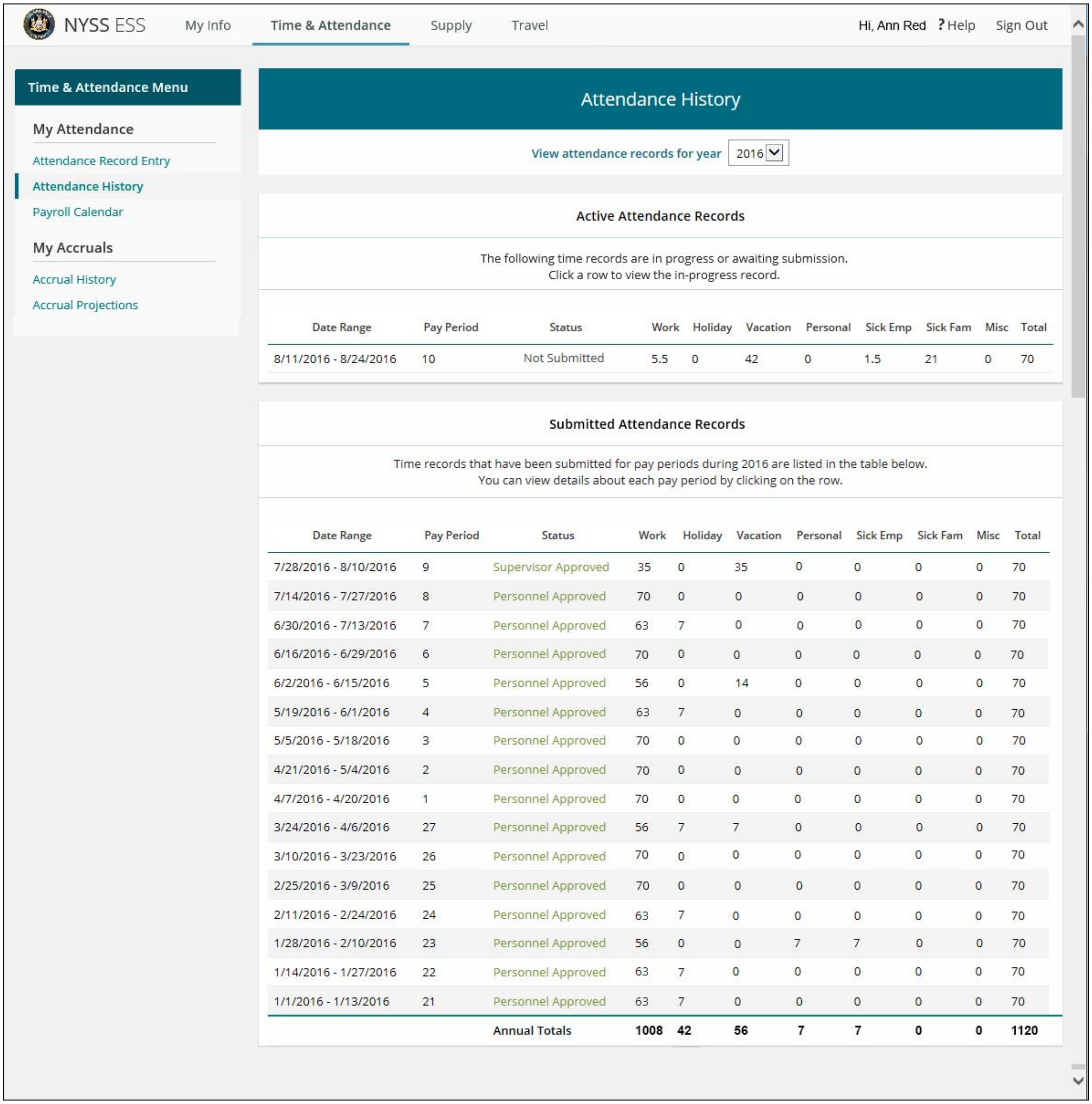
Refer to the chart to find basic definitions for fields.

Field Name	Definition
Date	These are the individual dates included in the payroll period selected.

Field Name	Definition
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.
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.



Active Attendance Records

The following time records are in progress or awaiting submission.
Click a row to view the in-progress record.

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

Submitted 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
7/14/2016 - 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**

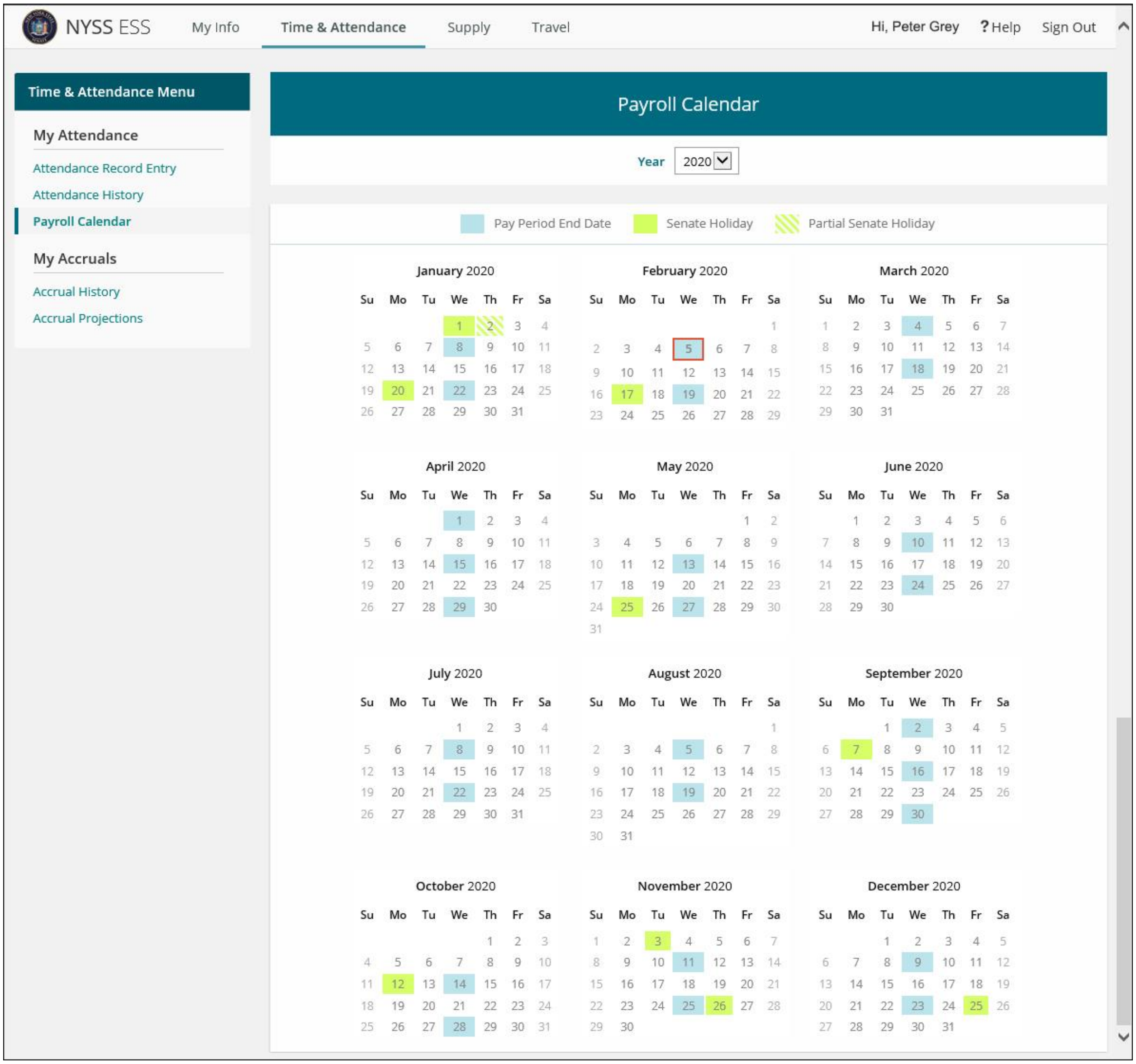
Fields Explained

Refer to the chart to find basic definitions for fields.

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.

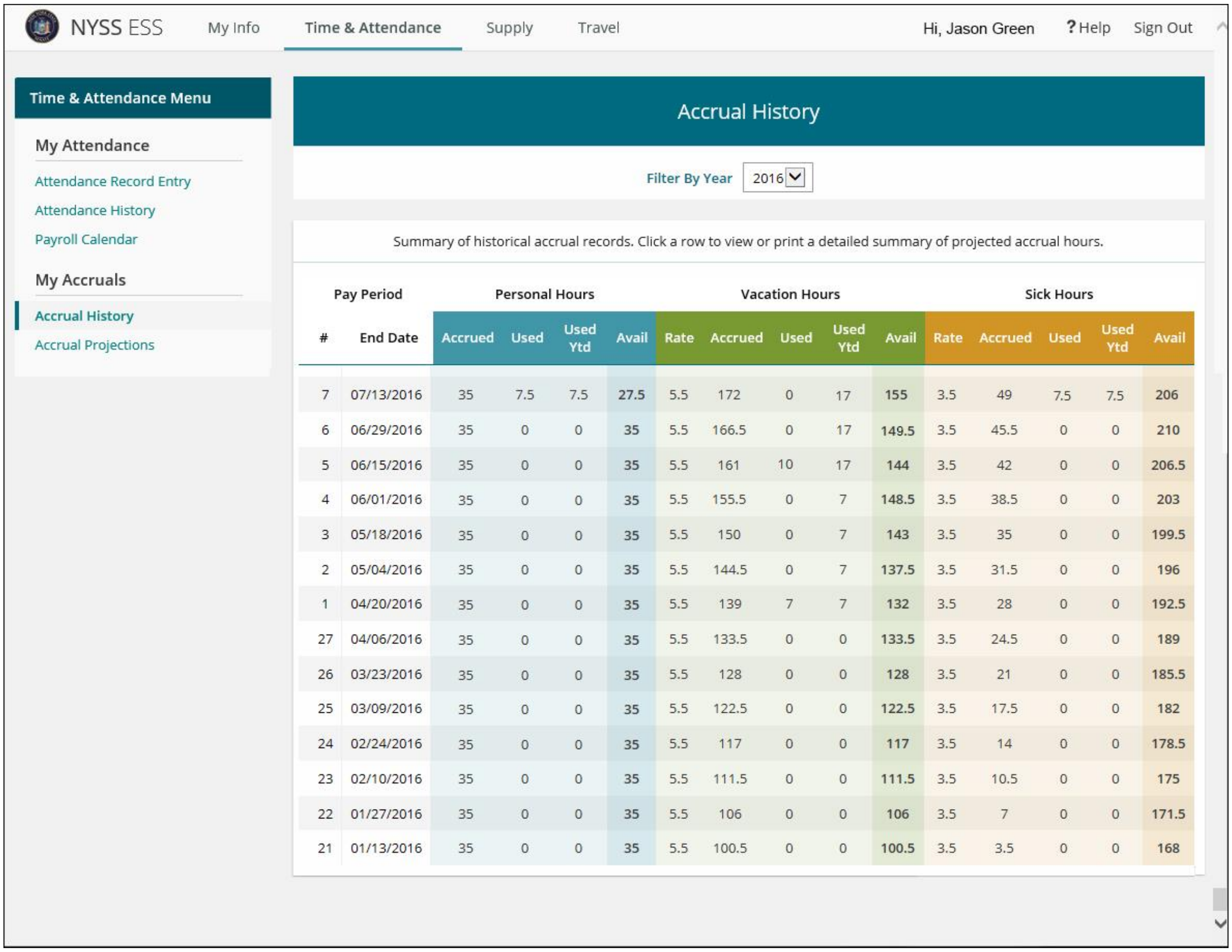
Example Payroll Calendar

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.



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.



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
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.

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.
End Date	This is the last date in the payroll period specified in the row.

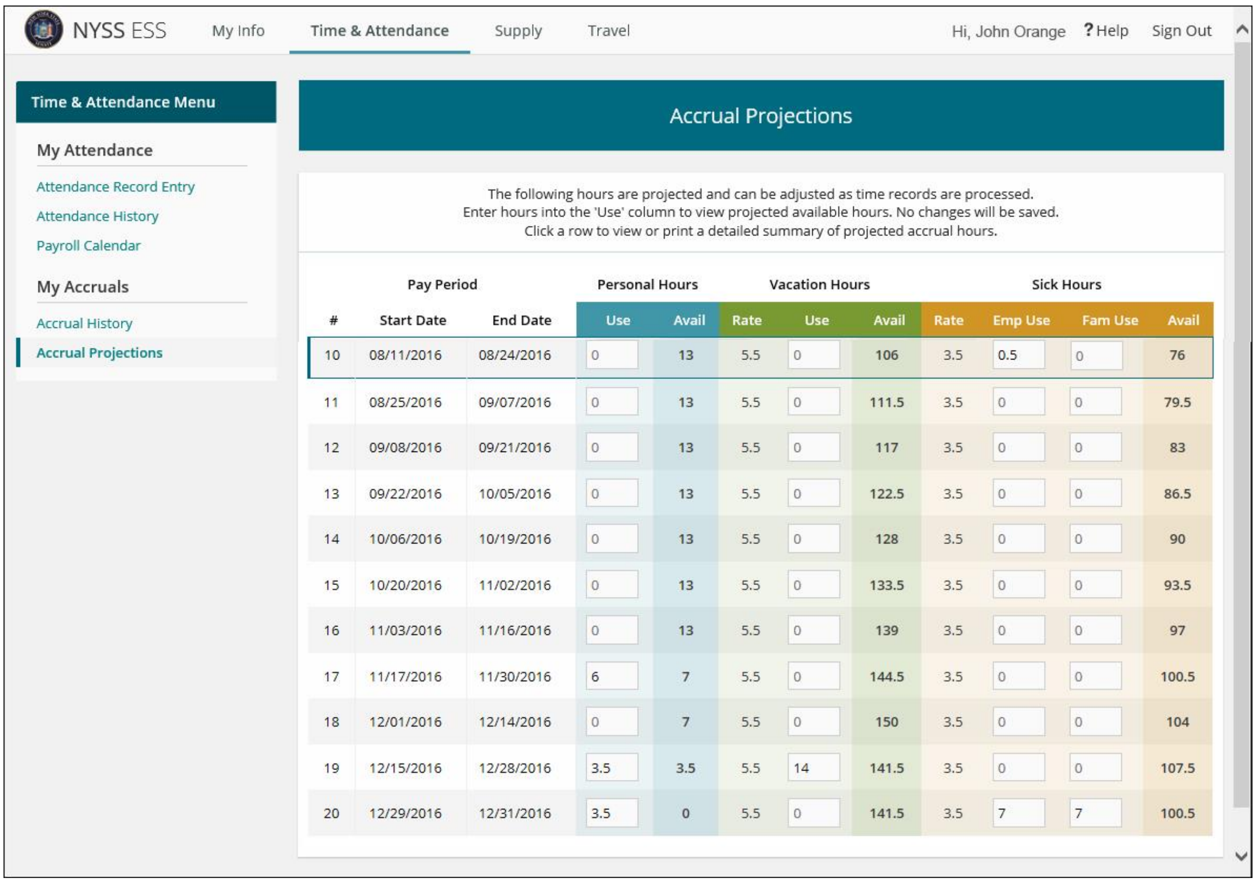
Field Name	Definition
Filter by Year	This indicates the year for which you want to view a summary of your accrual records.
Pay Period #	This is the payroll period number assigned to the payroll period's end date specified in the row.
Personal Hours	This section displays the amount of personal hours you 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.



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

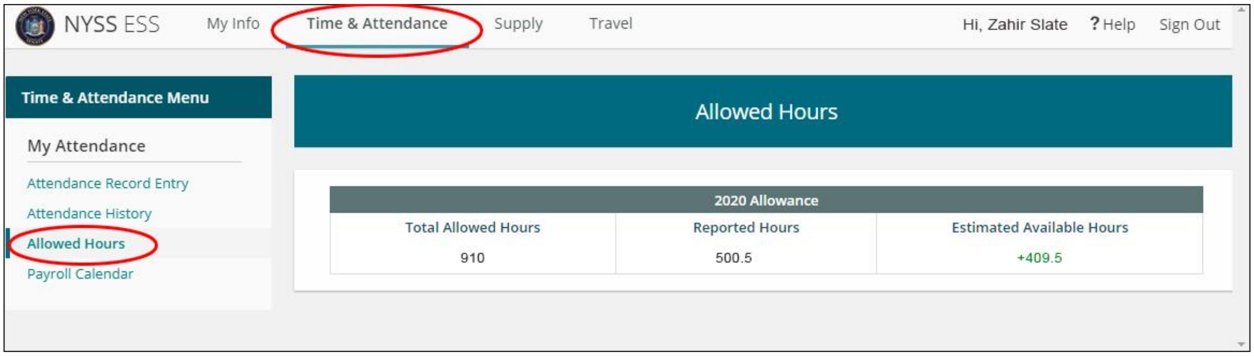
Fields Explained

Refer to the chart to find basic definitions for fields.

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.
Emp Use	This is the projected amount of employee sick time you may use for the payroll period identified in the row.
End Date	This is the last date in the payroll period specified in the row.
Fam Use	This is the projected amount of family sick time you may use for the payroll period identified 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 or vacation 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.

Example Allowed Hours

Below is an example Allowed Hours screen as seen by Temporary employees. Temporary employees use this screen to determine the remaining amount of hours available to work.



Fields Explained

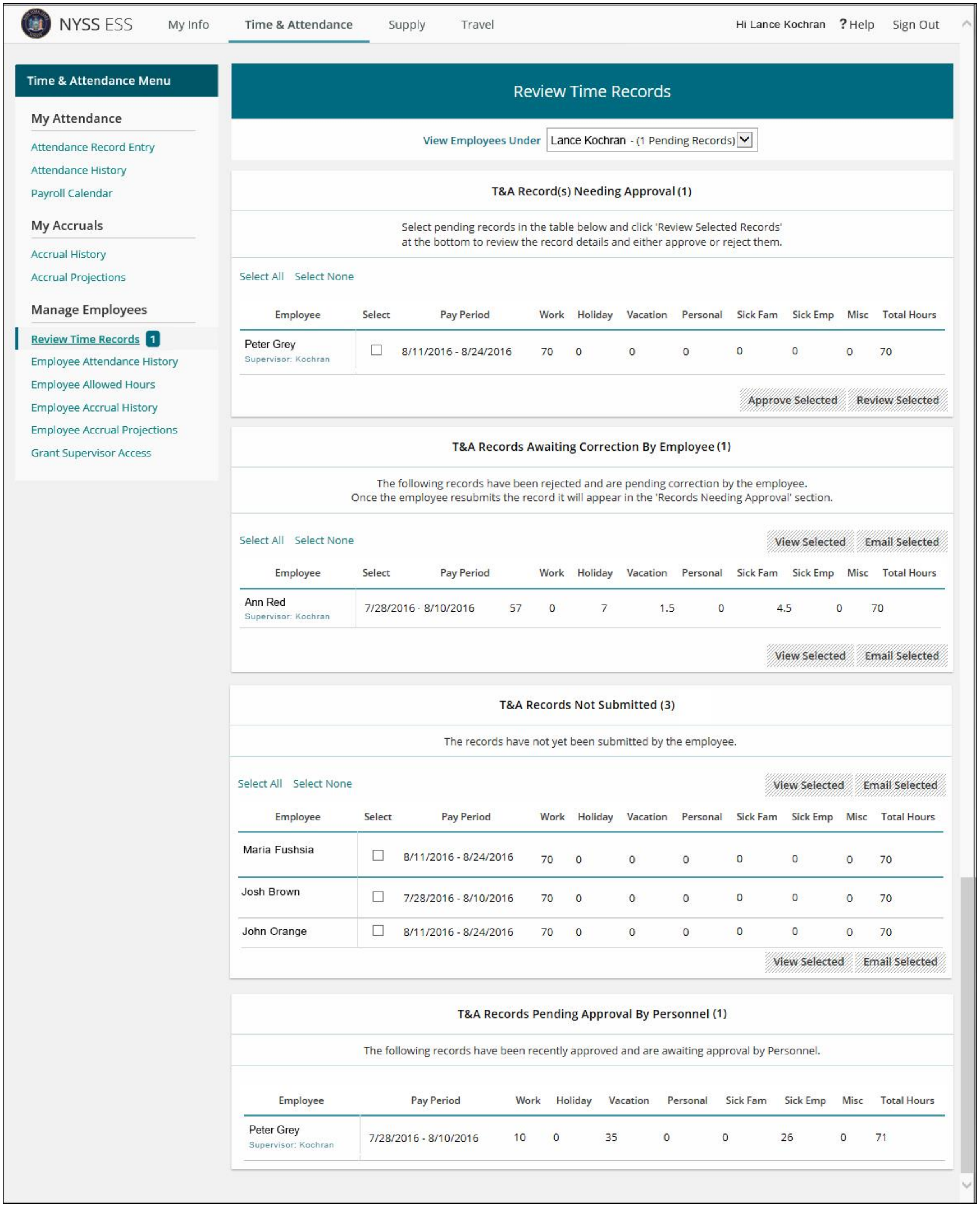
Refer to the chart to find basic definitions for fields.

Field Name	Definition
Estimated Available Hours	This is the remaining amount of hours the employee can work without exceeding his/her Total Allowed Hours.
Reported Hours	This is the amount of hours the employee has worked for the current date.
Total Allowed Hours	This is the total amount of hours the employee can work.

6.2 | 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.



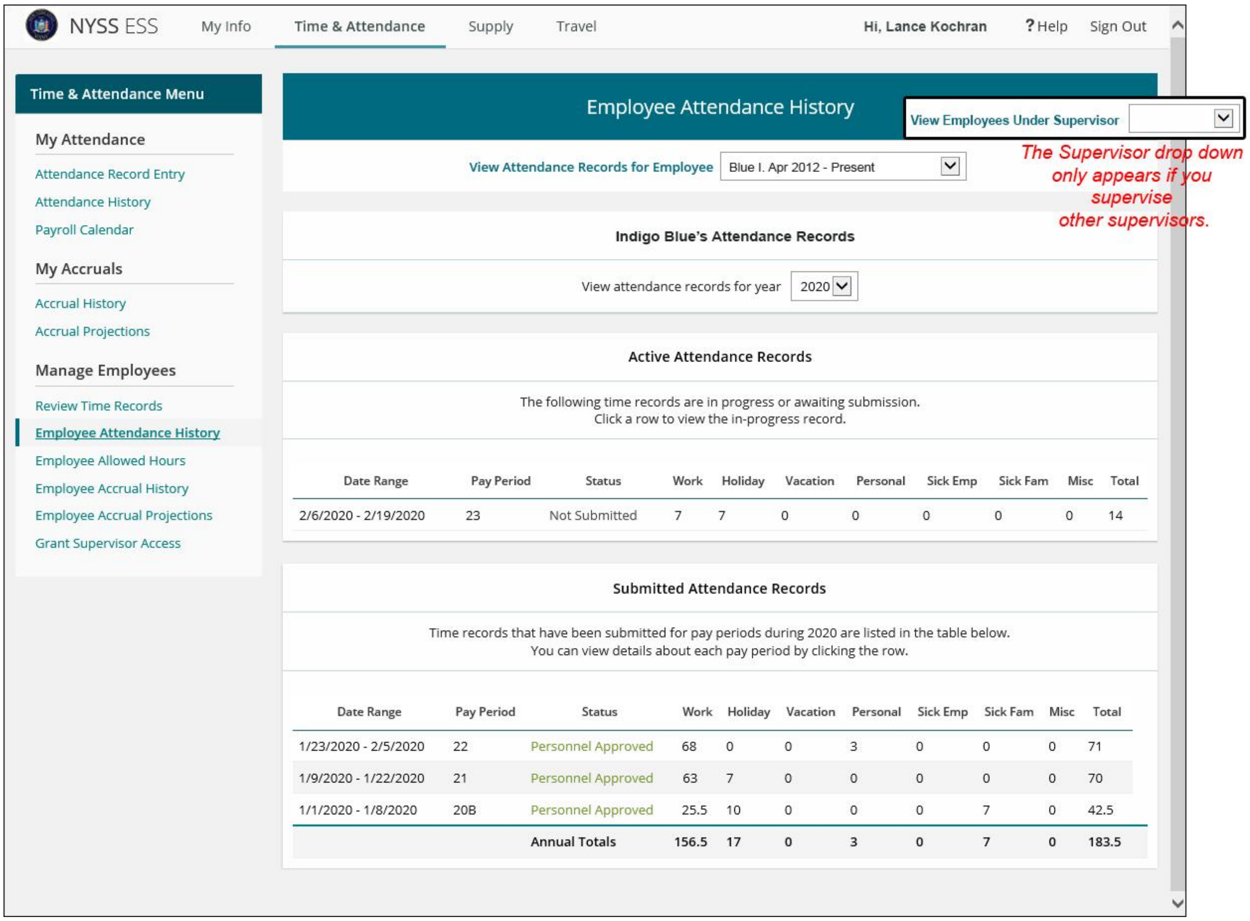
Fields Explained

Refer to the chart to find basic definitions for fields.

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 your 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.



Fields Explained

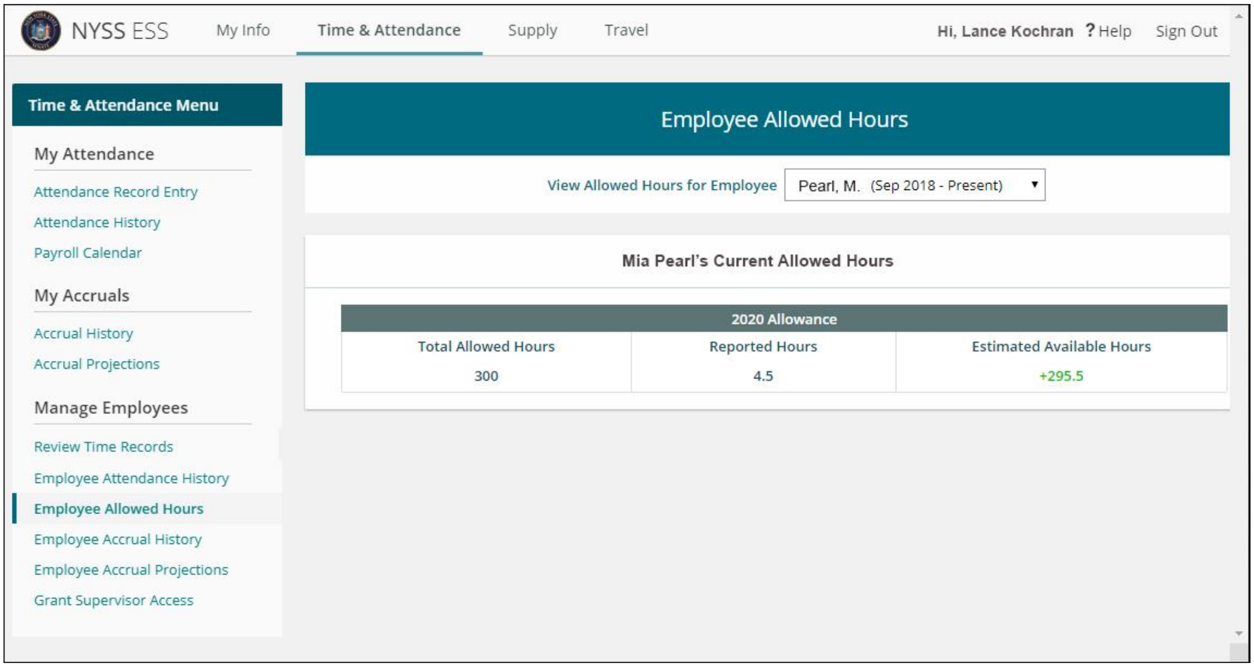
Refer to the chart to find basic definitions for fields.

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.

Field Name	Definition
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.
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 Allowed Hours

Below is an example Employee Allowed Hours screen which is only used by Time and Attendance Supervisors to review hours allotted to or worked by a Temporary or Hourly Senate employee. Supervisors use this screen to determine the remaining amount of hours a Temporary/Hourly employee can work.



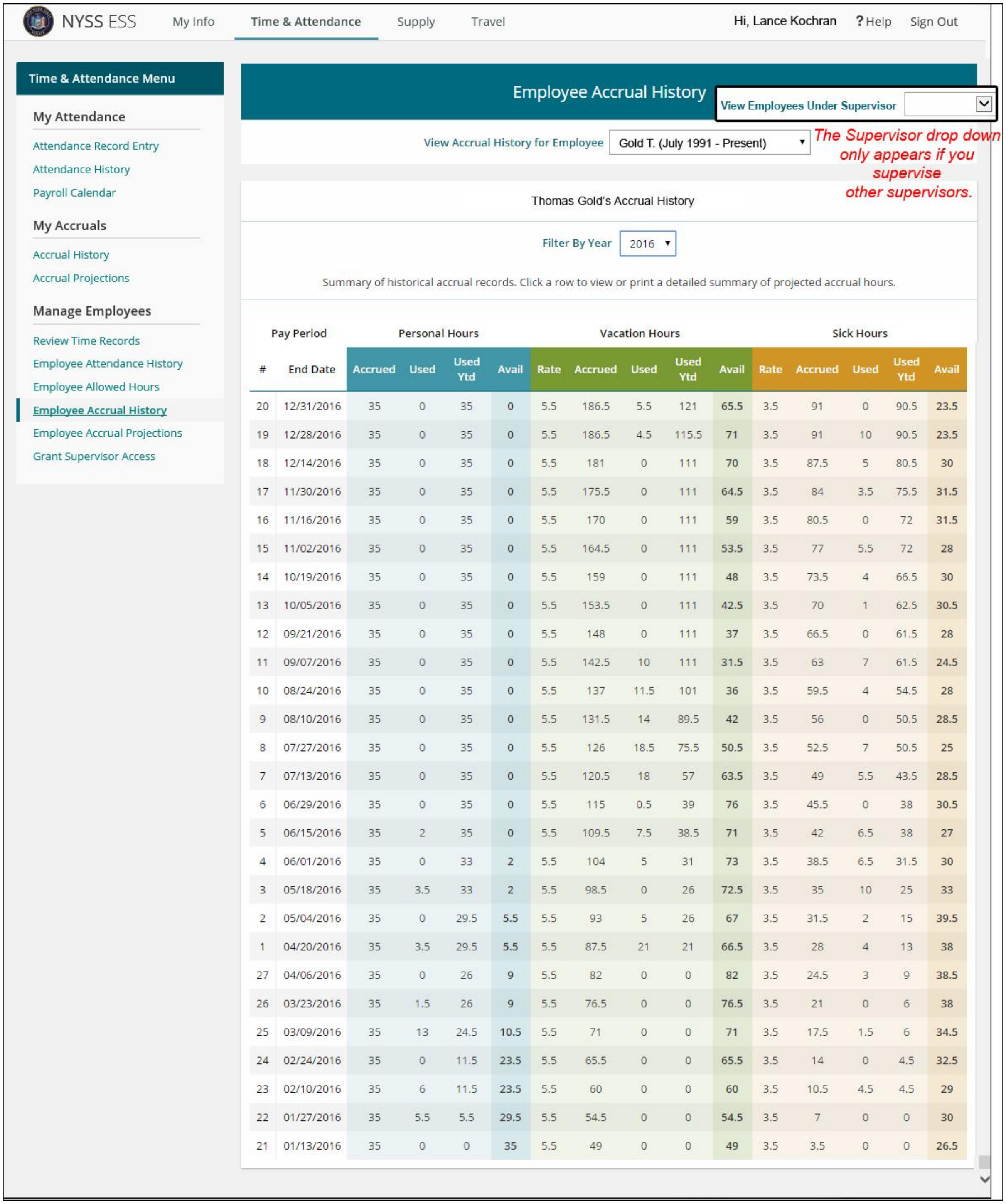
Fields Explained

Refer to the chart to find basic definitions for fields.

Field Name	Definition
Estimated Available Hours	This is the remaining amount of hours the employee can work without exceeding his/her Total Allowed Hours.
Reported Hours	This is the amount of hours the employee has worked for the current date.
Total Allowed Hours	This is the total amount of hours the employee can work.
View Allowed Hours for Employee	This is the name of the employee whose hours balances you want to review.

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.



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
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

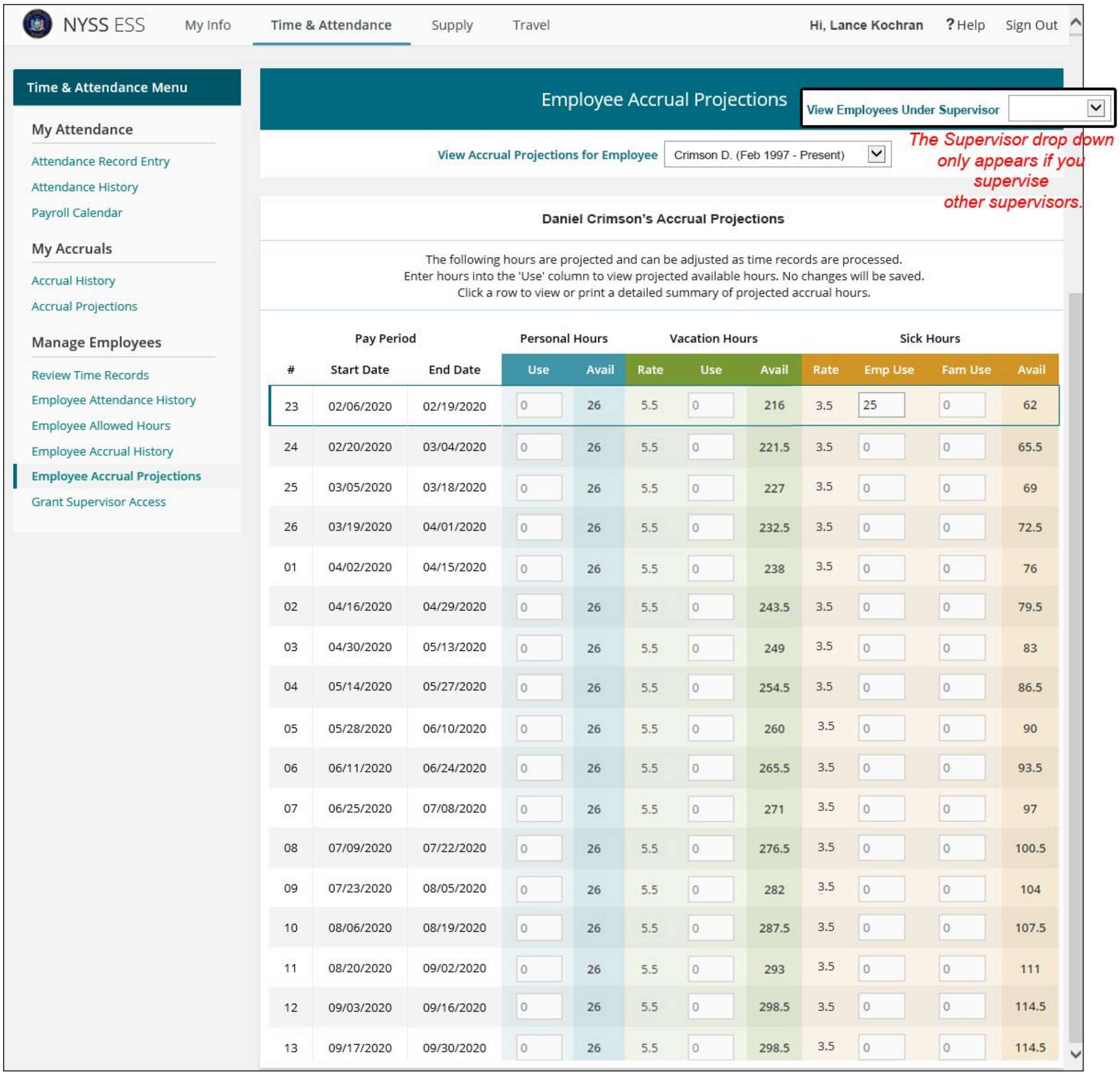
Fields Explained

Refer to the chart to find basic definitions for fields.

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.



	Pay Period		Personal Hours		Vacation Hours			Sick Hours			
#	Start Date	End Date	Use	Avail	Rate	Use	Avail	Rate	Emp Use	Fam Use	Avail
23	02/06/2020	02/19/2020	0	26	5.5	0	216	3.5	25	0	62
24	02/20/2020	03/04/2020	0	26	5.5	0	221.5	3.5	0	0	65.5
25	03/05/2020	03/18/2020	0	26	5.5	0	227	3.5	0	0	69
26	03/19/2020	04/01/2020	0	26	5.5	0	232.5	3.5	0	0	72.5
01	04/02/2020	04/15/2020	0	26	5.5	0	238	3.5	0	0	76
02	04/16/2020	04/29/2020	0	26	5.5	0	243.5	3.5	0	0	79.5
03	04/30/2020	05/13/2020	0	26	5.5	0	249	3.5	0	0	83
04	05/14/2020	05/27/2020	0	26	5.5	0	254.5	3.5	0	0	86.5
05	05/28/2020	06/10/2020	0	26	5.5	0	260	3.5	0	0	90
06	06/11/2020	06/24/2020	0	26	5.5	0	265.5	3.5	0	0	93.5
07	06/25/2020	07/08/2020	0	26	5.5	0	271	3.5	0	0	97
08	07/09/2020	07/22/2020	0	26	5.5	0	276.5	3.5	0	0	100.5
09	07/23/2020	08/05/2020	0	26	5.5	0	282	3.5	0	0	104
10	08/06/2020	08/19/2020	0	26	5.5	0	287.5	3.5	0	0	107.5
11	08/20/2020	09/02/2020	0	26	5.5	0	293	3.5	0	0	111
12	09/03/2020	09/16/2020	0	26	5.5	0	298.5	3.5	0	0	114.5
13	09/17/2020	09/30/2020	0	26	5.5	0	298.5	3.5	0	0	114.5

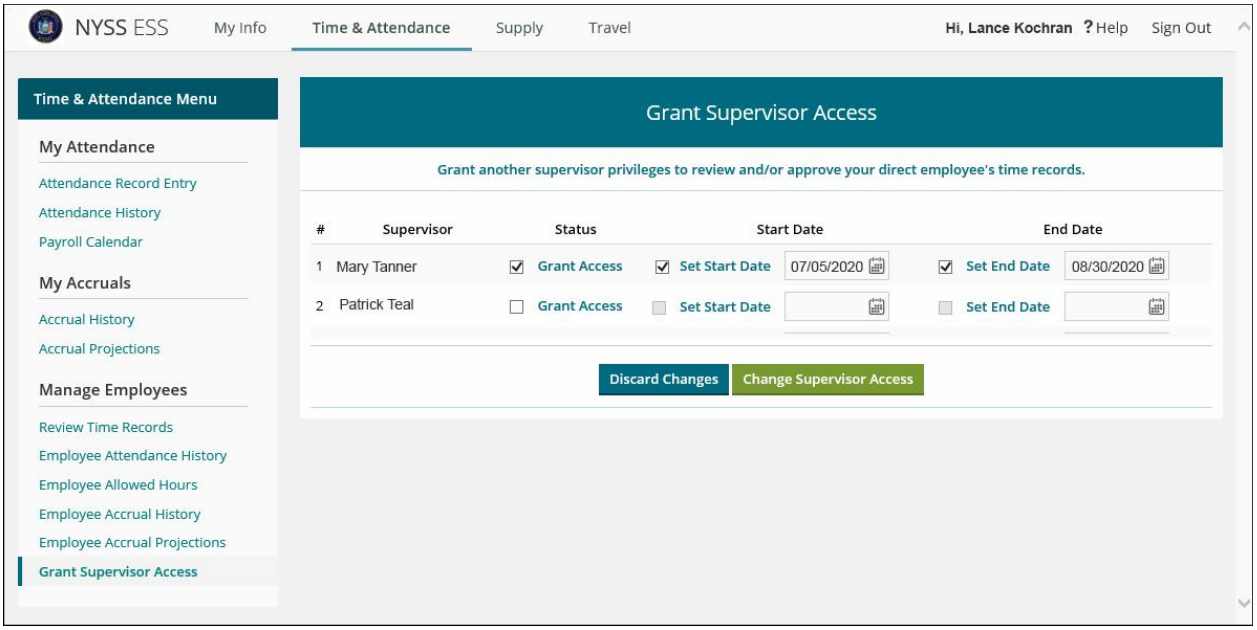
Fields Explained

Refer to the chart to find basic definitions for fields.

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).



Fields Explained

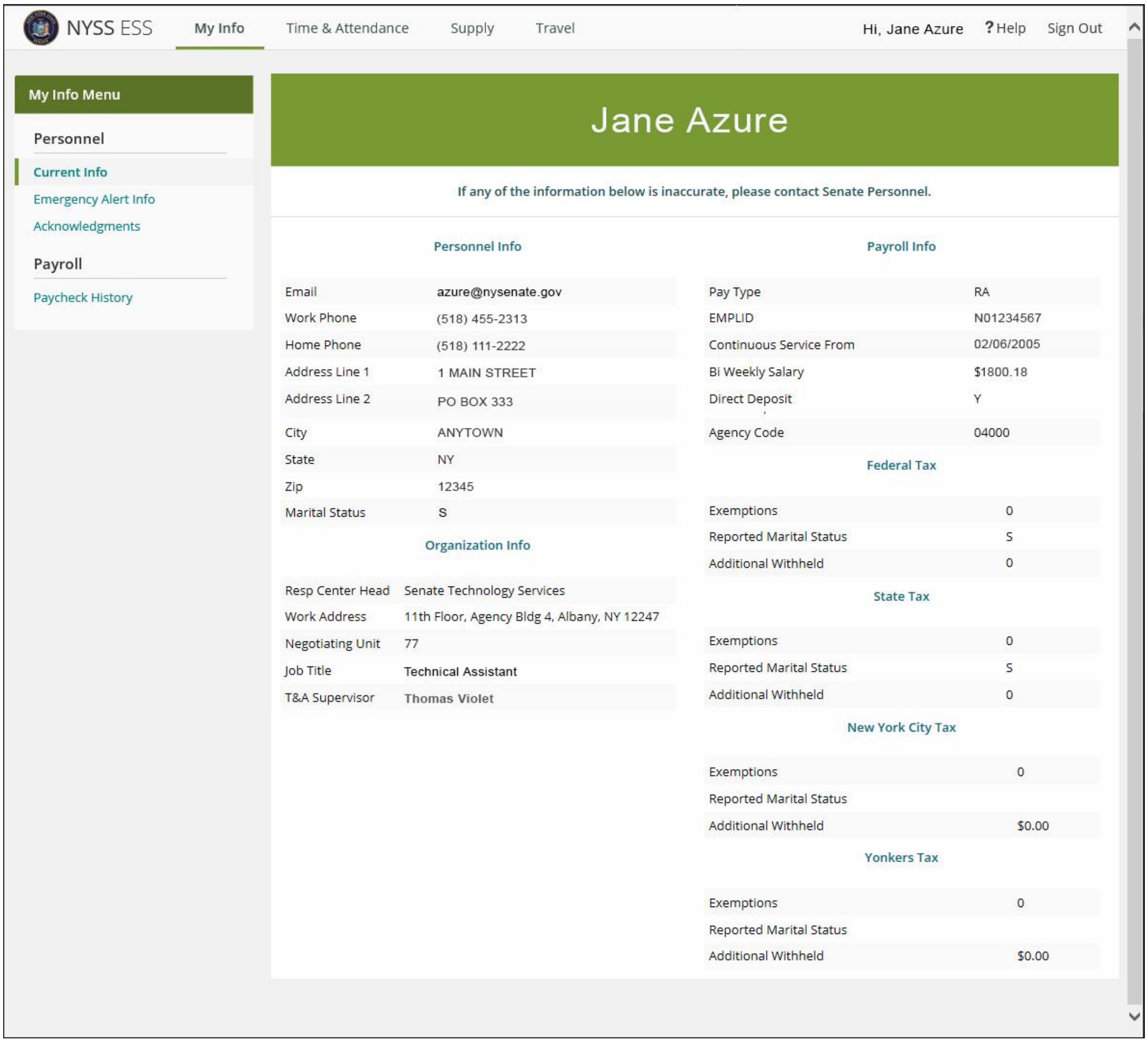
Refer to the chart to find basic definitions for fields.

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.
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.

6.3 | ESS Payroll and Personnel 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.



Fields Explained

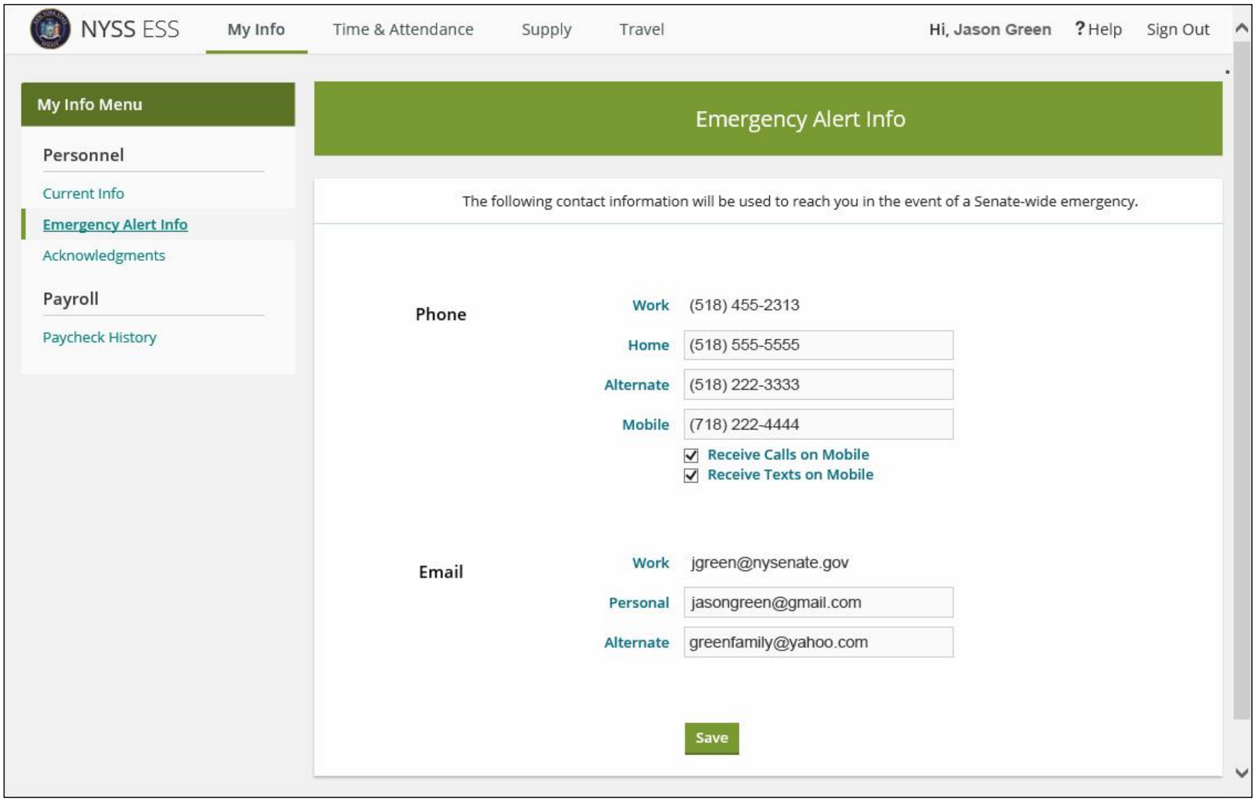
Refer to the chart to find basic definitions for fields.

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 display's 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.

Field Name	Definition
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.
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 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.



Fields Explained

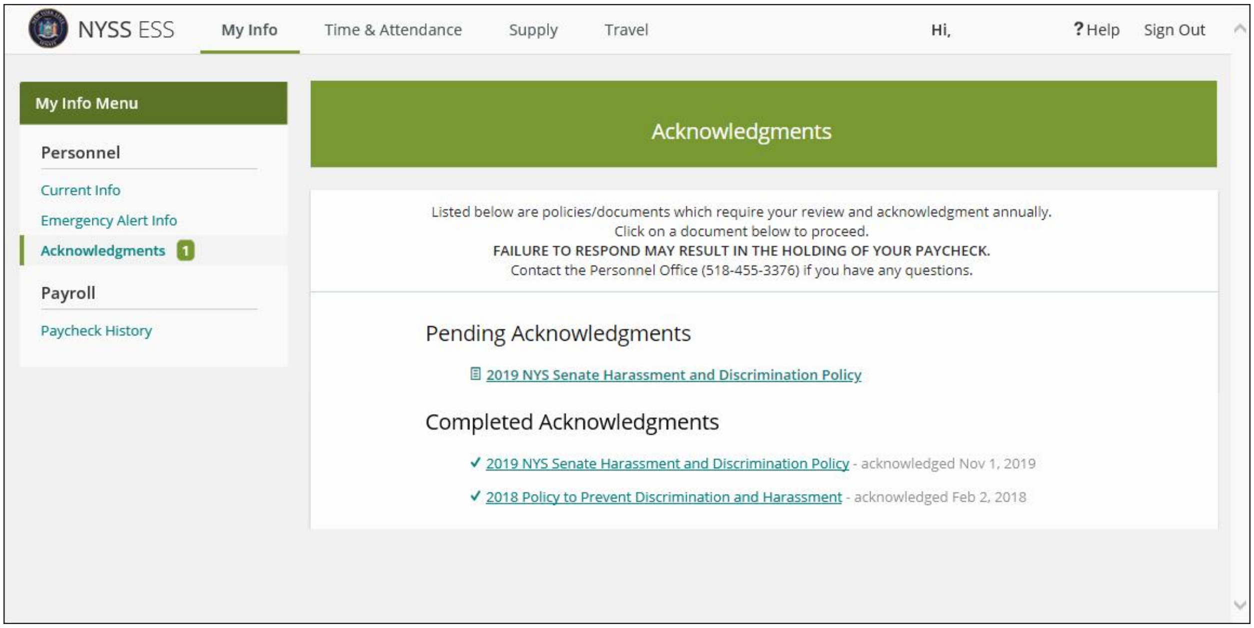
Refer to the chart to find basic definitions for fields.

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.
(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.

Field Name	Definition
(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.

Example Acknowledgments

Below is an example of the Acknowledgments screen as seen by all Senate employees. The Acknowledgments screen enable you to review policies/documents which which require your review and acknowledgment annually.



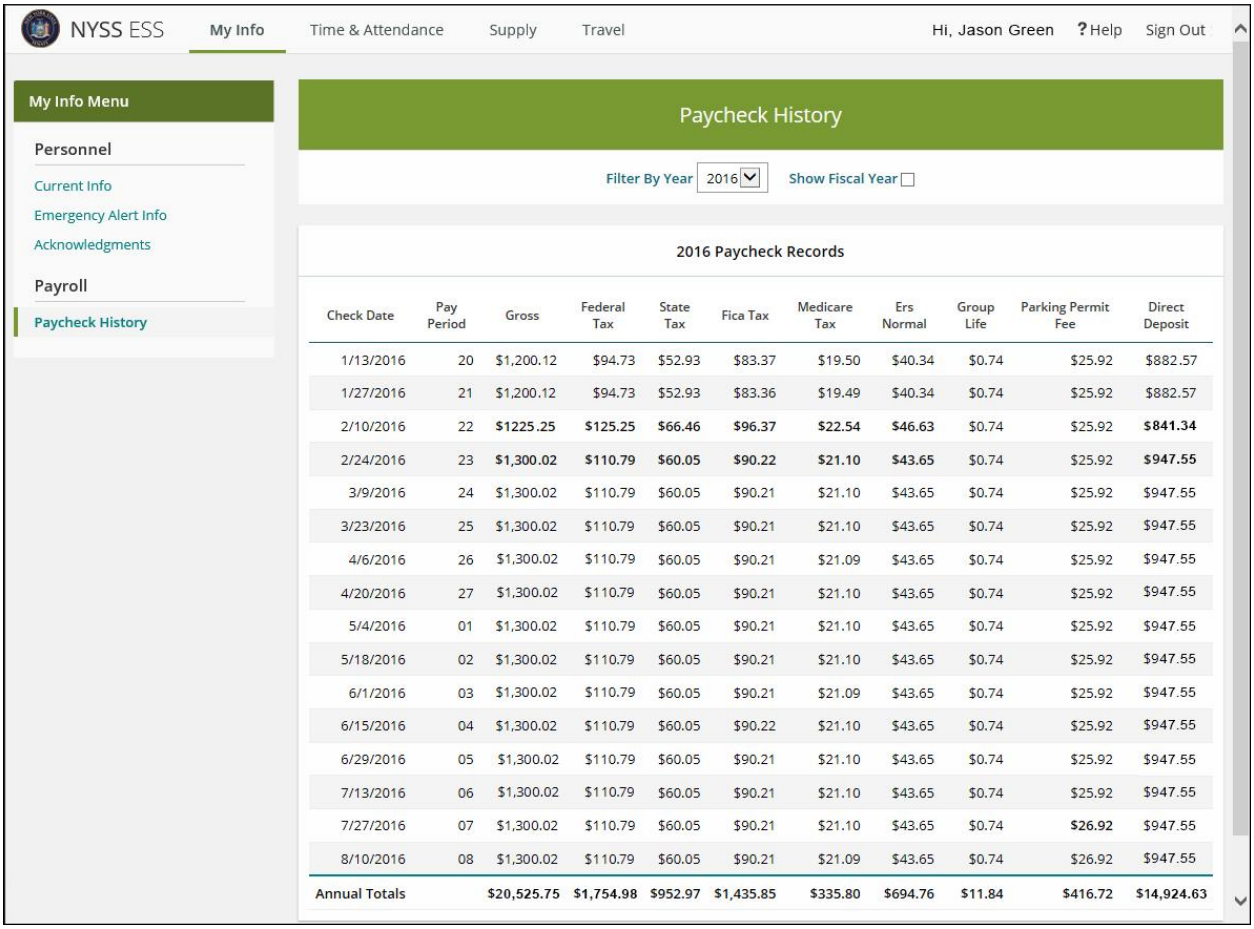
Fields Explained

Refer to the chart to find basic definitions for fields.

Field Name	Definition
Pending Acknowledgments	This area will display any outstanding policies/documents that you need to review and acknowledge.
Completed Acknowledgments	This area will list all policies/documents that you reviewed and the date each was acknowledged.

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.



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.

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.
Bonds	This is your purchase of United States Savings Bonds.

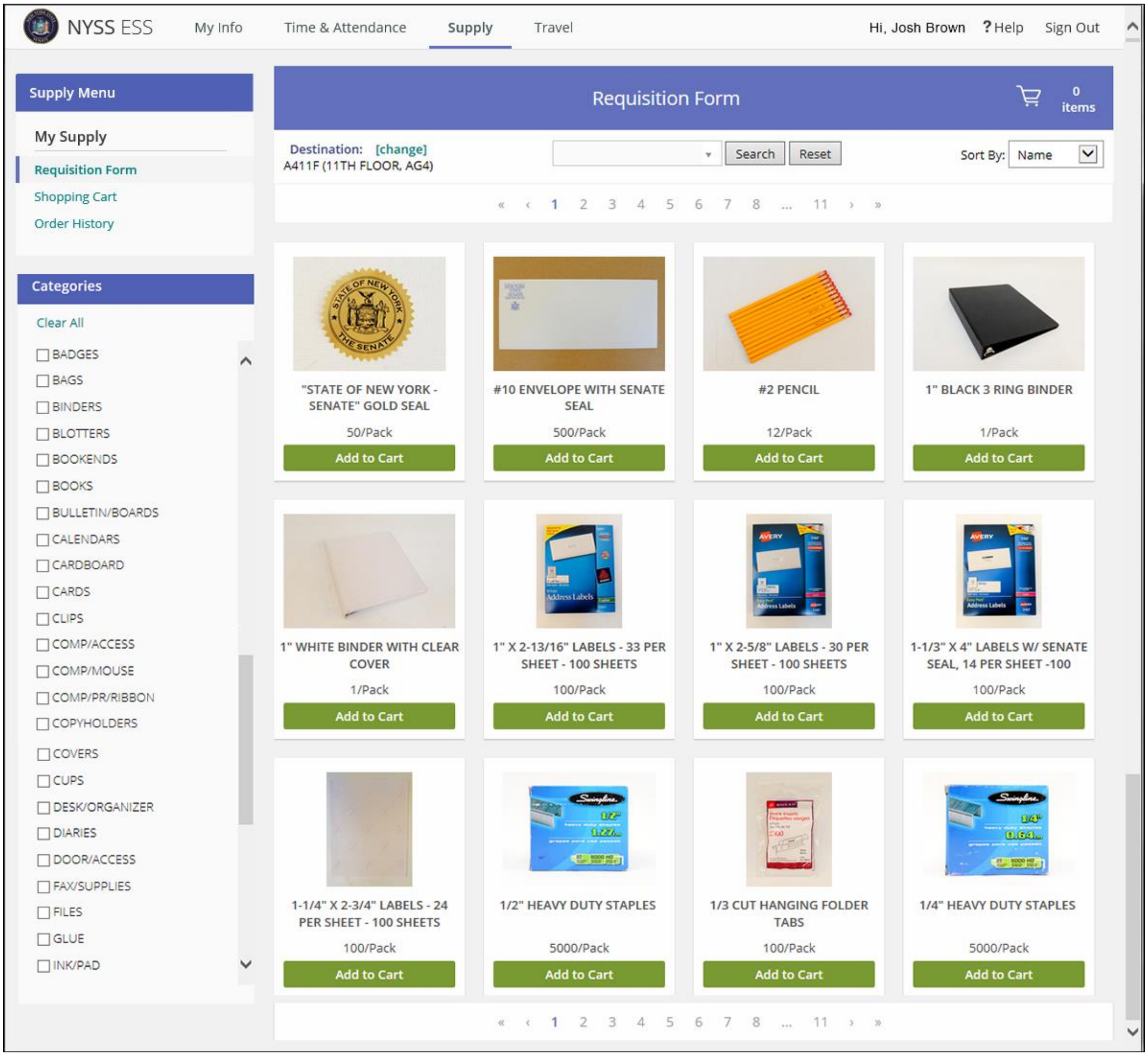
Field Name	Definition
Check	This is the amount for which the paycheck is issued after all deductions have been taken from the gross salary amount.
Check Date	This is the end date of the payroll period for which the paycheck was issued.
Deferred Comp	This is the pre-tax money withheld and deposited into 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.
HIATX (Health Ins After Tax)	This is your payment for health insurance premiums after taxes.

Field Name	Definition
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.

6.4 | ESS Supply Screens

Example Requisition Form

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



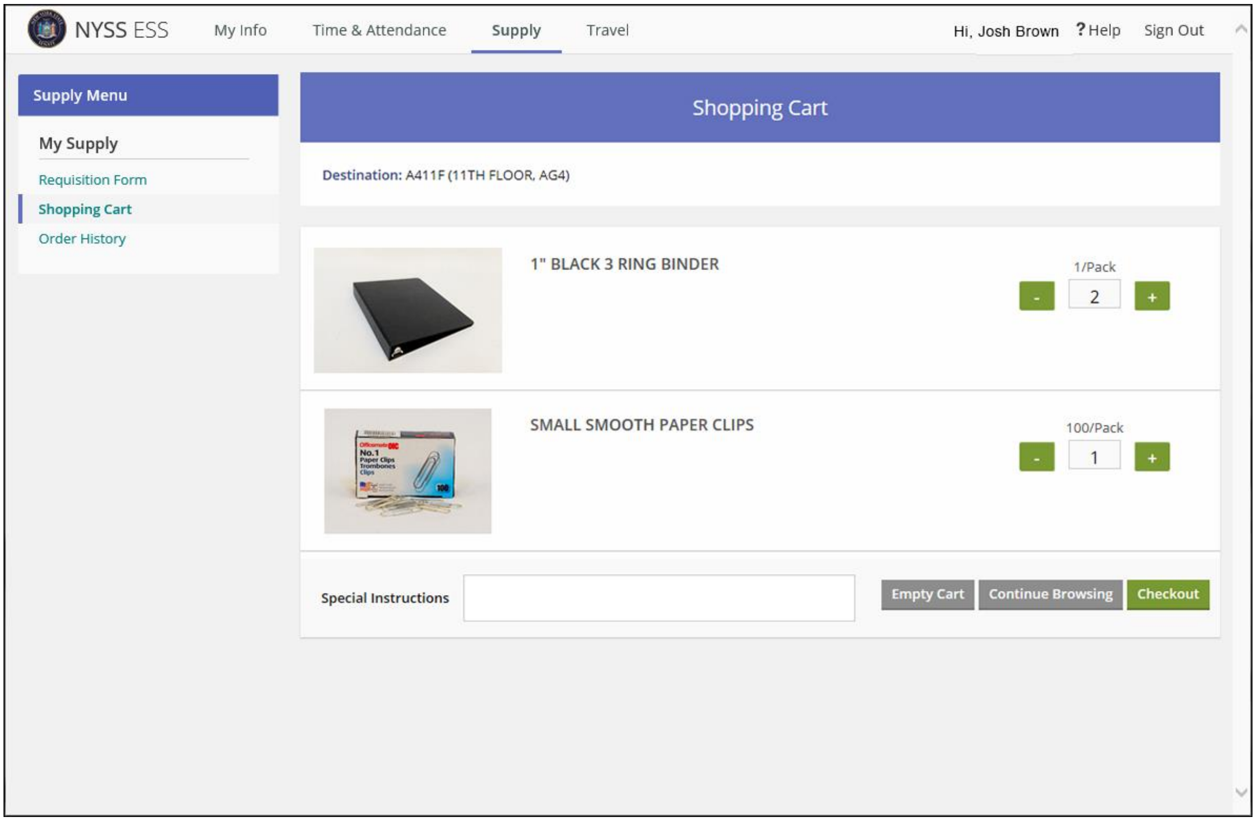
Fields Explained

Refer to the chart to find basic definitions for fields.

Field Name	Definition
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.
Search	This field is used to search for Senate items in stock.
Sort By	This drop-down field enablse 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.



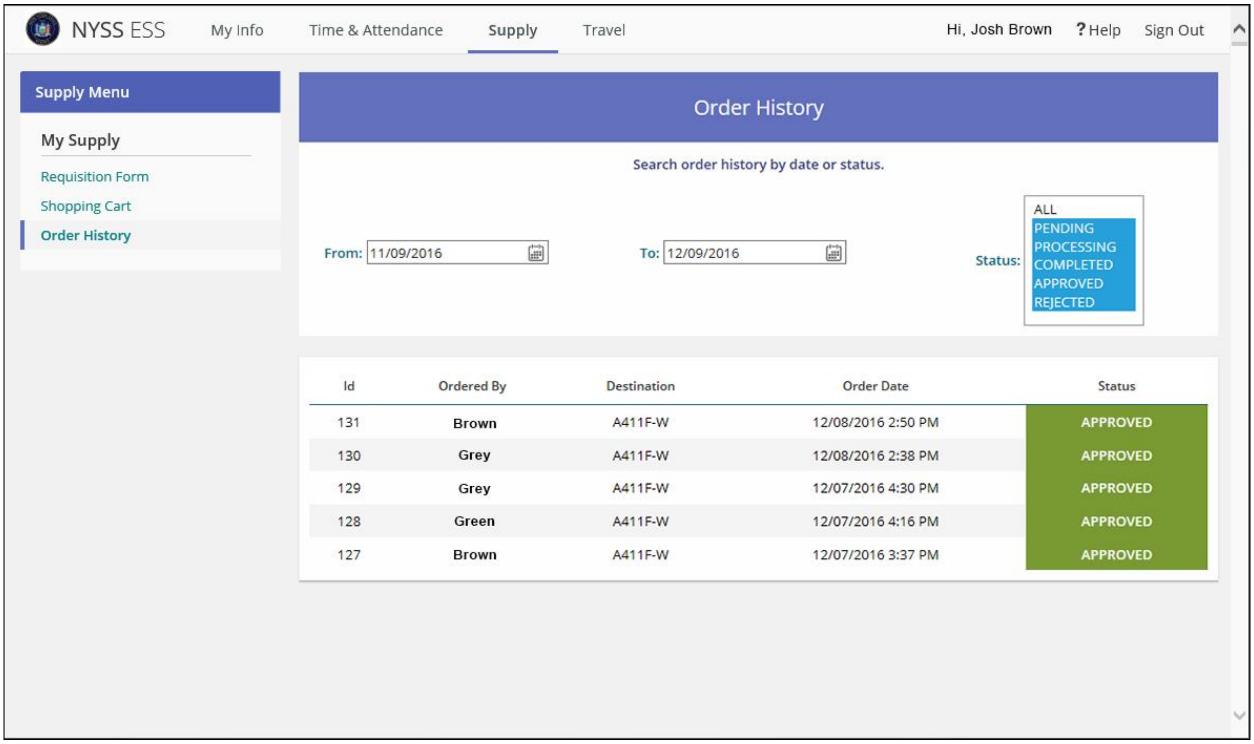
Fields Explained

Refer to the chart to find basic definitions for fields.

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.



Fields Explained

Refer to the chart to find basic definitions for fields.

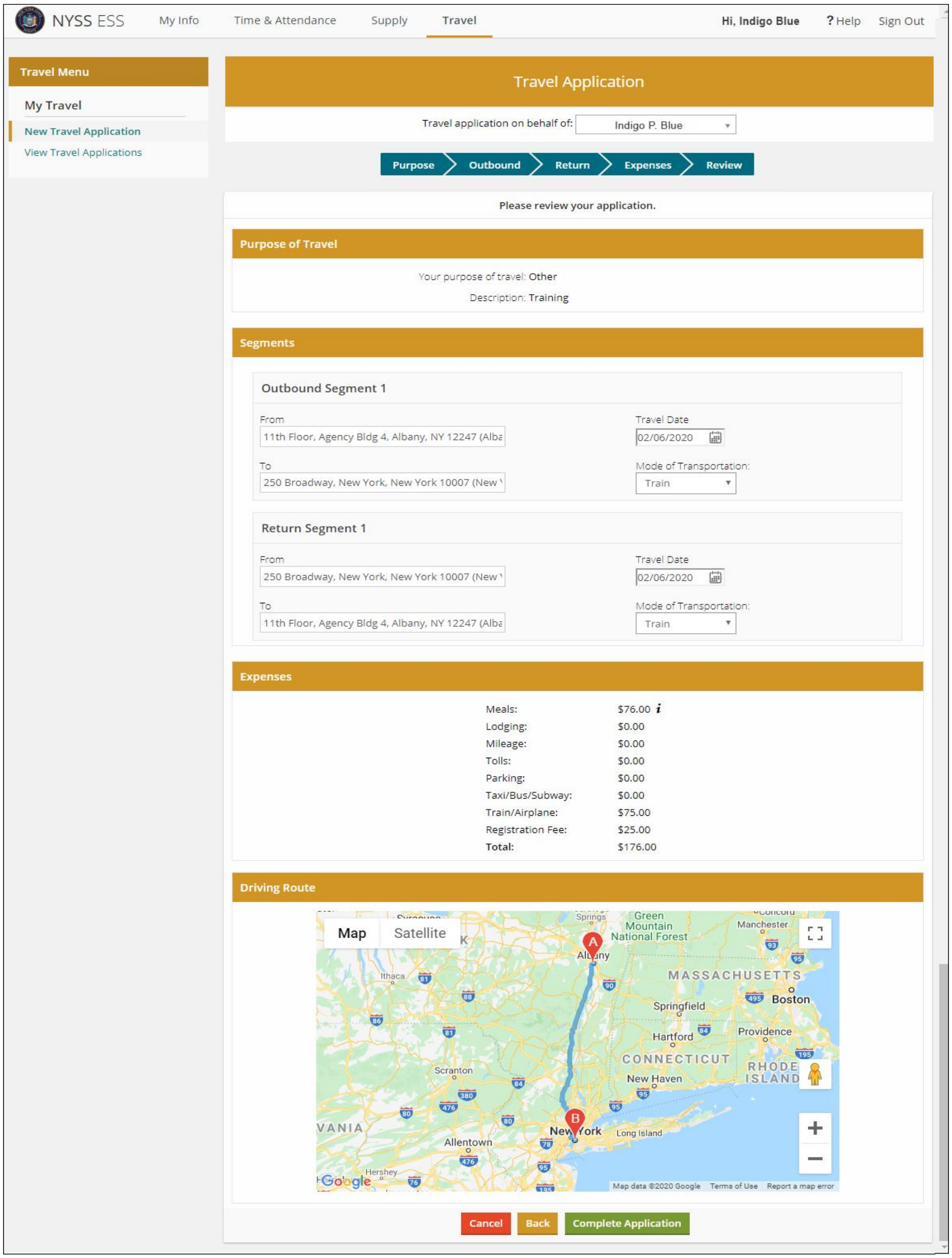
Field Name	Definition
Destination	This is office location for whom the order was placed and where it will be delivered.
From	This is the first date, in the date range, for which you want to search and display orders submitted by your office.
Id	This number is assigned to the order for tracking purposes (a.k.a., Requisition Id).
Order Date	This is the date the Requisition Form, or order, was submitted.

Field Name	Definition
Ordered By	This indicates the name of the employee who placed the order.
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.

6.5 | ESS Travel Screens

Example New Travel Application

Below is an example of the New Travel Application screen as seen by all Senate employees. The New Travel Application screen allows you to create and print a Application for Travel Approval form so that it can be submitted for review by the Secretary of the Senate.



Fields Explained

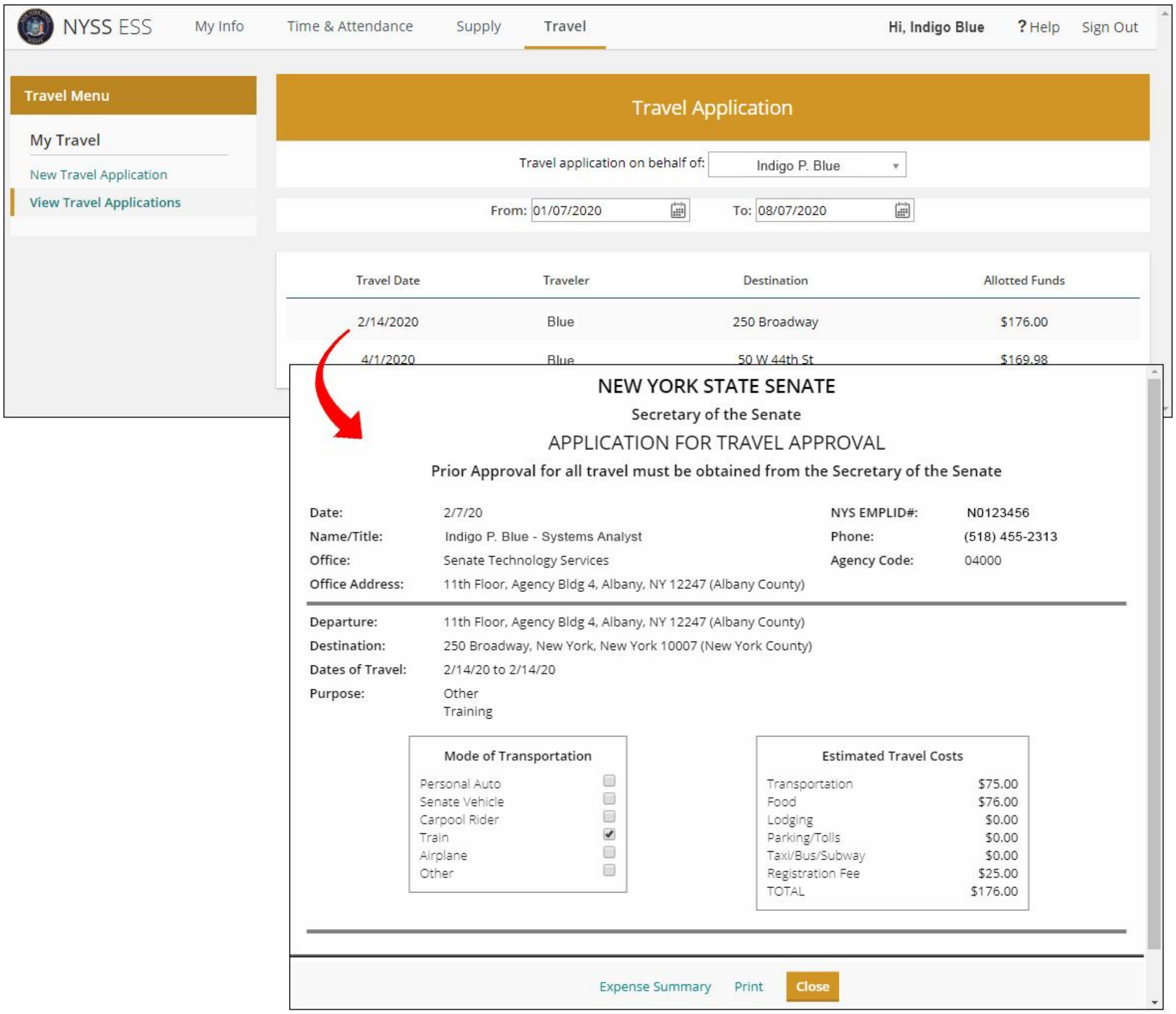
Refer to the chart to find basic definitions for fields.

Field Name	Definition
Description	This is the description of the event necessitating the travel.
Lodging	This is the amount requested for the employee's lodgings.
Meals	This is the amount requested for the employee's meals.
Mileage	This is the number of miles the employee will travel.
(Outbound Segment #) From	This is the address from which the trip will begin.
(Outbound Segment #) Mode of Transportation	This is the manner in which the employee will travel to their destination.
(Outbound Segment #) To	This is the address of the destination of the trip.
(Outbound Segment #) Travel Date	This is the starting date of the trip.
Parking	This is the amount requested for parking fees.
Registration Fee	This is the amount requested for a registration fee for the event/class.
(Return Segment #) From	This is the address from which the return trip will be made.
(Return Segment #) Mode of Transportation	This is the manner in which the employee will travel to return from their destination.
(Return Segment #)To	This is the address to which the employee will return.
(Return Segment #)Travel Date	This is the returning date of the trip.
Taxi/Bus/Subway	This is the amount requested for traveling by taxi, bus, or the subway.

Field Name	Definition
Tolls	This is the amount requested for road tolls.
Total	This is the total amount tallied for the trip.
Train/Airplane	This is the amount requested for traveling by train or airplane.
Travel application on behalf of	This is the name of the employee that is traveling.
Your purpose of travel	This is the purpose for the travel request.

Example View Travel Applications

Below is an example of the View Travel Applications screen as seen by all Senate employees. View Travel Applications screen allows you to list all Application for Travel Approval forms you have generated for review and printing.



Fields Explained

Refer to the chart to find basic definitions for fields.

Field Name	Definition
Travel application on behalf of	This is your name or name of the employe for which you generated a Application for Travel Approval form.
From	This specifies the begin date of the date range for which you are searching for generated Application for Travel Approval forms.
To	This specifies the end date of the date range for which you are searching for generated Application for Travel Approval forms.