



Employee Self Service

ESS Help Guide



Senate Technology Services

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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> and provides the following services which are accessed from the ESS menu bar:

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

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

Available Programs

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

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

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

Program	Description	Who Can Access It
<u>Shopping Cart</u>	The Shopping Cart displays a list of all office products that you have selected but have not submitted to Senate Supply to be fulfilled and delivered to your office.	
<u>Order History</u>	The Order History allows you to view pending, processed, completed, approved, and/or rejected orders your office has submitted to Senate Supply for a specified period of time.	All Employees

1.2 | Using ESS

Get Access to ESS

Requirements for ESS Access

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

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

How to Get a Senate Username and Account

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

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

Log In and Sign Out of ESS

Log In

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

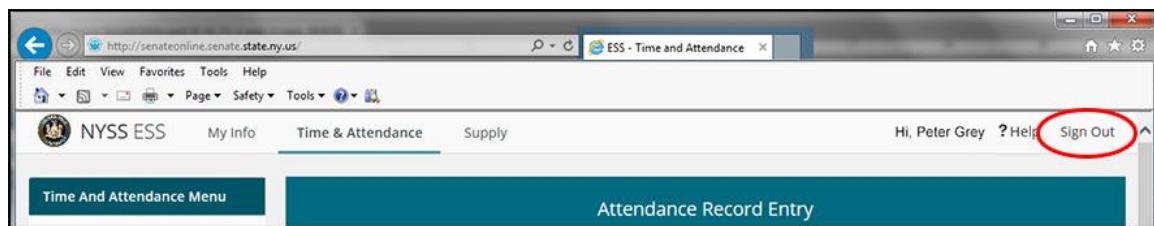


3. Enter your **Senate username** and **password**. Click **Login**.



Sign Out

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



About Automatic Sign Out

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

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

Get Help

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

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

2 | Time and Attendance

2.1 | My Attendance

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

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

The screenshot shows a web-based application window titled "ESS - Time and Attendance". At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a sign-in status for "Hi, Peter Grey". Below the navigation bar is a sub-menu with "NYSS ESS", "My Info", and "Time & Attendance". The "Time & Attendance" link is circled in red. To the right of the sub-menu is a "Supply" button. The main content area has a header "Attendance Record Entry" with a sub-instruction "Enter a time and attendance record by selecting from the list of active pay periods." Below this is a table with columns: Select, Pay Period, Supervisor, Period End, Status, and Last Updated. The "Select" column has a radio button next to "8/11/2016 - 8/24/2016". The "Supervisor" field is set to "Lance Kochran". The "Status" is "Not Submitted" and "Last Updated" is "New". A note below the table says "All hours available need approval from appointing authority." The main data area is a grid of hours worked for each day from August 11 to 24, 2016. The grid includes columns for Date, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, Misc Type, and Total. The "Personal Hours" row shows values: 21, 247, 115.5, Expected: 1561, Actual: 1652, Difference: +91. The "Misc Type" dropdown for all days shows "No Misc Hours". The "Record Totals" row at the bottom shows values: 54, 0, 7, 4, 7, 0, 0, and a total of 72. At the bottom of the form are "Notes / Remarks" and two buttons: "Save Record" and "Submit Record".

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

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

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

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

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

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

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

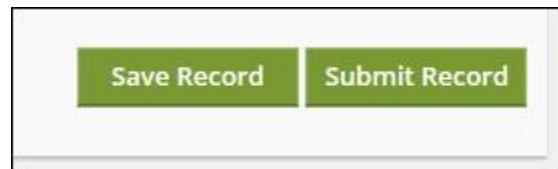
6. If you want to add a note to your Time and Attendance Supervisor, click the **Notes/Remarks** box and type your **text**.

7. Complete one of the following:

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

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

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



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

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

The screenshot shows the NYSS ESS interface with the 'Time & Attendance' tab selected. The main content area is titled 'Attendance Record Entry' and displays a table for entering time records. A red circle highlights the 'Attendance Record Entry' link in the left sidebar. Another red circle highlights the 'Pay Period' field, which shows '8/11/2016 - 8/24/2016'. The table includes columns for Date, Work, and Work Time Description / Comments. A note at the top of the table states: 'All hours available need approval from appointing authority.'

2016 Allowance				
Total Allowed Hours	Reported Hours	Current Record Hours	Estimated Available Hours	
1820	1714.25	11.75	94	

Date	Work	Work Time Description / Comments	
Thu 8/11/2016	—		
Fri 8/12/2016	6	9am-12pm, 1pm-4pm	
Sat 8/13/2016	—		
Sun 8/14/2016	—		
Mon 8/15/2016	2	6pm-8pm Budget Meeting	
Tue 8/16/2016	—		
Wed 8/17/2016	—		
Thu 8/18/2016	—		
Fri 8/19/2016	—		
Sat 8/20/2016	—		
Sun 8/21/2016	—		
Mon 8/22/2016	3.75	11am-12:15, (lunch break), 1pm-3:30	
Tue 8/23/2016	—		
Wed 8/24/2016	—		
Record Totals:	11.75		

Notes / Remarks: [Text input field]

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

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

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

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

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

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



View and Print Previous Time Records

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

The screenshot shows the NYSS ESS Time and Attendance application interface. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and various system status indicators. Below this is a main menu bar with NYSS ESS, My Info, Time & Attendance (which is highlighted with a red oval), Supply, and Help. To the right, it shows 'Hi, Ann Red' and a Sign Out link.

The left side features a sidebar with several menu items: Time And Attendance Menu, My Attendance (with Attendance Record Entry and Attendance History selected, both circled in red), My Accruals (with Accrual History and Accrual Projections), Payroll Calendar, and Payroll History.

The central content area is titled 'Attendance History'. It includes a section for 'Active Attendance Records' with a table showing data for a specific pay period (8/11/2016 - 8/24/2016). The table has columns for Date Range, Pay Period, Status, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, and Total. The total for the row is 70.

Below this is a section for 'Historical Attendance Records', which lists past pay periods from 7/28/2016 to 1/1/2016. Each entry shows the date range, pay period number, status (e.g., Supervisor Approved, Personnel Approved), and various attendance figures. The final row shows 'Annual Totals' with values 1008, 42, 56, 7, 7, 0, 0, 0, 0, and 1120.

4. Review the information on the right and note that:
 - At the top, the View attendance records for year drop down automatically defaults to the current year.
 - In the middle, your Active Attendance Records appear. Click on a current or outstanding time record here to open, edit, and submit it.

- On the bottom, your Historical Attendance Records appear. These are time records that have already been submitted for the selected year.
- 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.
 - Under Historical Attendance Records, click the **row** with the desired time record date range.

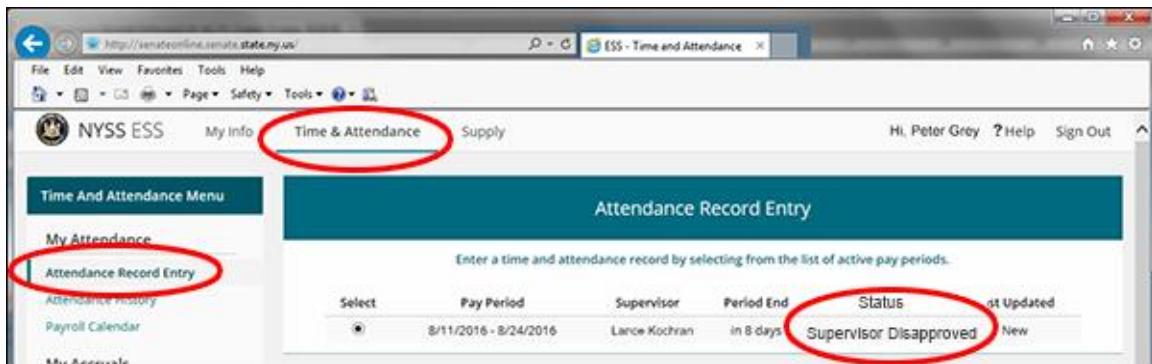
Historical Attendance Records										
Time records that have been submitted for pay periods during 2016 are listed in the table below. You can view details about each pay period by clicking on the row.										
Date Range	Pay Period	Status	Work	Holiday	Vacation	Personal	Sick Emp	Sick Fam	Misc	Total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

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

Attendance record for Ann Red from 7/28/2016 - 8/10/2016											
Day	Date	Work	Holiday	Vacation	Personal	Sick Emp	Sick Fam	Misc	Misc Type	Total	Notes
Thu	3/23/2017	7	--	--	--	--	--	--	--	7	This time record has no notes.
Fri	3/24/2017	7	--	--	--	--	--	--	--	7	
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	

Correct a Rejected Time Record

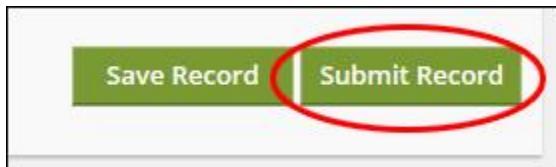
1. Upon receiving an email from your Time and Attendance Supervisor or the Personnel Office indicating that your time record was rejected, log in to **Employee Self Service (ESS)**.
2. On the top menu bar, click **Time & Attendance**.
3. On the left Time and Attendance Menu, under My Attendance, click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

The screenshot shows a web browser window for the NYSS ESS system. The URL is <http://venetionline.senate.state.ny.us/>. The top navigation bar includes File, Edit, View, Favorites, Tools, Help, and links for My Info, Time & Attendance, Supply, Hi Jason Green, Help, and Sign Out. A red circle highlights the 'Time & Attendance' menu item. On the left, a sidebar titled 'Time And Attendance Menu' has sections for My Attendance, Attendance Record Entry, Attendance History, Payroll Calendar, and My Accruals. Under My Accruals, 'Accrual History' is highlighted with a red circle. The main content area is titled 'Accrual History' and displays a table of historical accrual records. At the top of the table, there is a 'Filter By Year' dropdown set to '2016', which is also circled in red. The table has columns for Pay Period, Personal Hours, Vacation Hours, and Sick Hours. The Personal Hours section includes columns for #, End Date, Accrued, Used, Used Ytd, Avail, Rate, Accrued, Used, Used Ytd, Avail, Rate, Accrued, Used, Used Ytd, and Avail.

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

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

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

Print Your Time and Attendance Report

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

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item is highlighted with a red circle. Below it, the 'Accrual History' link is also circled in red. To the right, there is a 'Filter By Year' dropdown menu set to '2016', which is also circled in red. The main area displays a table of accrual history data.

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

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

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

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

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

Accrual Usage for 2016 Pay Period 6				
YTD Hours of Service		Personal Hours		Period Dates
Expected	903.00	Accrued YTD	35.00	Begin 06/16/2016
Actual	910.50	Used YTD	0.00	End 06/29/2016
Difference	+7.50	Available for Period	35.00	Acc. Rates
		Used in Period	0.00	
Sick Hours		Vacation Hours		Vacation 5.5 Sick 3.5
Prev. Year Banked	164.50	Prev. Year Banked	95.00	Actions
Accrued YTD	45.50	Accrued YTD	71.50	
Used YTD (Employee)	0.00	Used YTD	17.00	
Used YTD (Family)	0.00	Available for Period	149.50	
Available for Period	210.00	Used in Period	17.00	
Used in Period (Employee)	0.00	Print Report		Exit
Used in Period (Family)	0.00			

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

 <p>NYS Senate BIWEEKLY TIME AND ATTENDANCE REPORT FOR PAYROLL PERIOD: 06 JUNE 16 - JUNE 29, 2016</p>																																				
<p style="text-align: center;">JASON GREEN SENATE OFFICE SERVICES 100TH FLOOR, AGENCY 5 ALBANY</p>																																				
BIWEEKLY ACCRUAL RATES:				TIME & ATTENDANCE SUPERVISOR:																																
SICK: 3.50				Lance Kochran																																
VACATION: 5.50																																				
TOTAL REPORTED HOURS THIS PERIOD: 70.00																																				
WORKING	TRAVELING	HOLIDAY	VACATION	PERSONAL	EMPLOYEE SICK	FAMILY SICK	MISCELLANEOUS LEAVE																													
70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 TOTAL MISC																													
TOTAL HOURS OF SERVICE THROUGH: JUNE 29, 2016																																				
<table border="1"> <thead> <tr> <th>ACTUAL</th> <th>EXPECTED</th> <th>DIFFERENCE</th> </tr> </thead> <tbody> <tr> <td>910.50</td> <td>903.00</td> <td>7.50</td> </tr> </tbody> </table>			ACTUAL	EXPECTED	DIFFERENCE	910.50	903.00	7.50																												
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*TOTAL HOURS AVAILABLE:	35.00																																			
*Total Hours Available to be used with the permission of appointing authority.																																				
<i>If you have any questions regarding this report, please contact the Personnel Office at (518) 455-3376.</i>																																				
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8. Close the **report** tab.
9. Click **Exit** in bottom right corner to exit the popup.

Project Accrual Balance for Future Time Charged

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

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

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

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

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

2.3 | Manage Employees (T&A Supervisors Only)

Approve or Disapprove Time Records

(T&A Supervisors Only)

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

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

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

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

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

Employee	Select	Pay Period	Work	Holiday	Vacation	Personal	Sick Fam	Sick Emp	Misc	Total Hours
Peter Gray Supervisor: Kochran	<input type="checkbox"/>	7/28/2016 - 8/10/2016	10	0	35	0	0	26	0	71

4. On the right, click the **View Employees Under** drop down arrow and complete one of the following:
 - To only list employees for whom you are the Time and Attendance Supervisor, select **your name**.
 - To only list employees for a Time and Attendance Supervisor who has given you temporary supervisor access, select that **Time and Attendance Supervisor's Name**.
 - To list all employees for whom you are currently responsible for reviewing their time records, select **your name + Overrides**.
5. Under T&A Records(s) Needing Approval, you can review, approve, and/or disapprove each **employee's time record** by completing one or more of the following:
 - To review and approve a single record, check the **Select box** next to the employee's name and click the **Review Selected** button. To approve, click **Approve Record**, click **Submit Changes**, and after reading the certification, click **I agree**.
 - To review and disapprove a single record, check the **Select box** next to the employee's name and click the **Review Selected** button. To disapprove, click **Disapprove Record**, type the **reason for disapproval**, click **Disapprove Record**, click **Submit Changes**, and after reading the certification, click **I agree**.
 - To quickly approve a single record, check the **Select box** next to the employee's name, click **Approve Selected**, and after reading the certification, click **I agree**.
 - To quickly take action on multiple records, click the **Select All** link or check the **Select box** for each employee's time record you want to approve. Click **Approve Selected**, and after reading the certification, click **I agree**.
 - To quickly deselect all selected records, click the **Select None** link.

List Outstanding Time Records

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item and the 'Review Time Records' link in the 'Manage Employees' section are circled in red. A large red box highlights the 'T&A Records Not Submitted (3)' section, which lists three employees: Maria Fushnia, Josh Brown, and John Orange, all with 70 total hours.

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

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

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

5. Click the **T&A Records Not Submitted** heading to reveal outstanding time records below if they do not display.

| NOTE | If you have outstanding time records (i.e., records in progress), the **number of those time records** appears next to **T&A Records Not Submitted** heading. If the heading does not appear, there are no outstanding time records.

6. If there are outstanding time records, complete one or both of the following:
 - To review an outstanding time record, check the **Select box** next to the employee's name and click the **View Selected** button. When done, click **Exit**.
 - To remind an employee to submit a time record, check the **Select box** next to the employee's name and click the **Email Selected** button. At the prompt, click **Send**. Then click **OK**.

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

List Disapproved Time Records

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item is circled in red. The 'Review Time Records' link in the 'Manage Employees' section is also circled in red. A large red box highlights the 'T&A Records Awaiting Correction By Employee' section, which contains a table for Ann Red.

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

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

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

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

Employee	Select	Pay Period	Work	Holiday	Vacation	Personal	Sick Fam	Sick Emp	Misc	Total Hours
Peter Grey Supervisor: Kochran	<input type="checkbox"/>	7/28/2016 - 8/10/2016	10	0	35	0	0	26	0	71

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

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

5. Click the **T&A Records 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**.

The screenshot shows the NYSS ESS Time and Attendance interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help', and a sign-in message 'Hi Lance Kochran'. The main menu has tabs for 'My Info', 'Time & Attendance' (which is circled in red), and 'Supply'. The 'Time & Attendance' tab leads to the 'Review Time Records' page.

Left Sidebar (Time And Attendance Menu):

- My Attendance
 - Attendance Record Entry
 - Attendance History
 - Payroll Calendar
- My Accruals
 - Accrual History
 - Accrual Projections
- Manage Employees
 - Review Time Records (this link is circled in red)
 - Employee Accrual History
 - Employee Accrual Projections
 - Grant Supervisor Access

Review Time Records Page:

T&A Record(s) Needing Approval (1)

Select pending records in the table below and click 'Review Selected Records' at the bottom to review the record details and either approve or reject them.

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

T&A Records Awaiting Correction By Employee (1)

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

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

T&A Records Not Submitted (3)

The records have not yet been submitted by the employee.

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

T&A Records Pending Approval By Personnel (1)

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

Employee	Select	Pay Period	Work	Holiday	Vacation	Personal	Sick Fam	Sick Emp	Misc	Total Hours
Peter Grey Supervisor: Kochran	<input type="checkbox"/>	7/28/2016 - 8/10/2016	10	0	35	0	0	26	0	71

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

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

List Attendance History for an Employee You Supervise

(T&A Supervisors Only)

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

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

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

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

List Attendance History for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item is highlighted with a red circle. The main content area is titled 'Employee Attendance History'. It features three dropdown menus: 'View Employees Under Supervisor' (set to 'Thomas Gold'), 'View Attendance Records for Employee' (set to 'Taupe A. (Apr 2012 - Aug 2016)'), and 'View attendance records for year' (set to '2016'). Below these is a table titled 'Alice Taupe's Attendance Records' showing time records for various pay periods in 2016.

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

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

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

View Accrual History for an Employee You Supervise

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS Time & Attendance application. The main window title is "ESS - Time and Attendance". The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a sign-in message for "Hi, Lance Kochran". Below the navigation bar is a secondary header with "NYSS ESS", "My Info", "Time & Attendance", and "Supply". The "Time & Attendance" link is circled in red.

The main content area is titled "Employee Accrual History". A dropdown menu labeled "View Accrual History for Employee" is open, showing "Gold T. (July 1991 - Present)" and is also circled in red.

On the left side, there is a sidebar menu under "Time & Attendance Menu" with sections for "My Attendance", "My Accruals", and "Manage Employees". The "Employee Accrual History" link in the "Manage Employees" section is circled in red.

The main content area displays a table titled "Thomas Gold's Accrual History" with a summary of historical accrual records. The table has columns for Pay Period, Personal Hours, Vacation Hours, and SICK Hours. The "Personal Hours" section is further divided into Accrued, Used, Ytd, and Avail. The "Vacation Hours" section is divided into Rate, Accrued, Used, Ytd, and Avail. The "SICK Hours" section is divided into Rate, Accrued, Used, Ytd, and Avail. A "Filter By Year" dropdown is set to "2016" and is circled in red.

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	20	67	3.5	31.5	2	15	39.5
1	04/20/2016	35	3.5	29.5	5.5	5.5	87.5	21	21	66.5	3.5	28	4	13	38
27	04/06/2016	35	0	26	9	5.5	82	0	0	82	3.5	24.5	3	9	38.5
26	03/23/2016	35	1.5	26	9	5.5	76.5	0	0	76.5	3.5	21	0	6	38
25	03/09/2016	35	13	24.5	10.5	5.5	71	0	0	71	3.5	17.5	1.5	6	34.5
24	02/24/2016	35	0	11.5	23.5	5.5	65.5	0	0	65.5	3.5	14	0	4.5	32.5
23	02/10/2016	35	6	11.5	23.5	5.5	60	0	0	60	3.5	10.5	4.5	4.5	29
22	01/27/2016	35	5.5	5.5	29.5	5.5	54.5	0	0	54.5	3.5	7	0	0	30
21	01/13/2016	35	0	0	35	5.5	49	0	0	49	3.5	3.5	0	0	26.5

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

View Accrual History for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS Time and Attendance interface. The 'Time & Attendance' menu item is circled in red. The 'Employee Accrual History' section shows filters for 'View Employees Under Supervisor' (Lance Kochran) and 'View Accrual History for Employee' (Gold T. (July 1991 - Present)). A date filter 'Filter By Year' is set to 2016. The main table displays historical accrual records for Thomas Gold's accrual history from 2016, broken down into Pay Period, Personal Hours, Vacation Hours, and Sick Hours.

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

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

Project Accrual Balances for an Employee You Supervise

(T&A Supervisors Only)

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

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

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

4. On the right, click the **View Accrual Projections for Employee** drop down arrow and select the **name of the employee** whose accruals you want to display and project.
5. The employee's current personal, sick, and vacation hour accrual rates and balances appear.

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

Project Accrual Balances for an Employee Under a Supervisor You Supervise

(T&A Supervisors Only)

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

The screenshot shows the NYSS ESS - Time and Attendance interface. The 'Time & Attendance' menu item is highlighted with a red circle. On the left sidebar, the 'Employee Accrual Projections' link under 'Manage Employees' is also circled in red. The main content area displays 'Employee Accrual Projections' for 'Alice Taupe's Accrual Projections'. It includes a note about projected hours being adjustable. A data grid shows accrual projections from May 2017 to December 2017, with columns for Pay Period, Personal Hours, Vacation Hours, and SICK Hours. The 'Emp Use' column in the grid is highlighted with a red arrow.

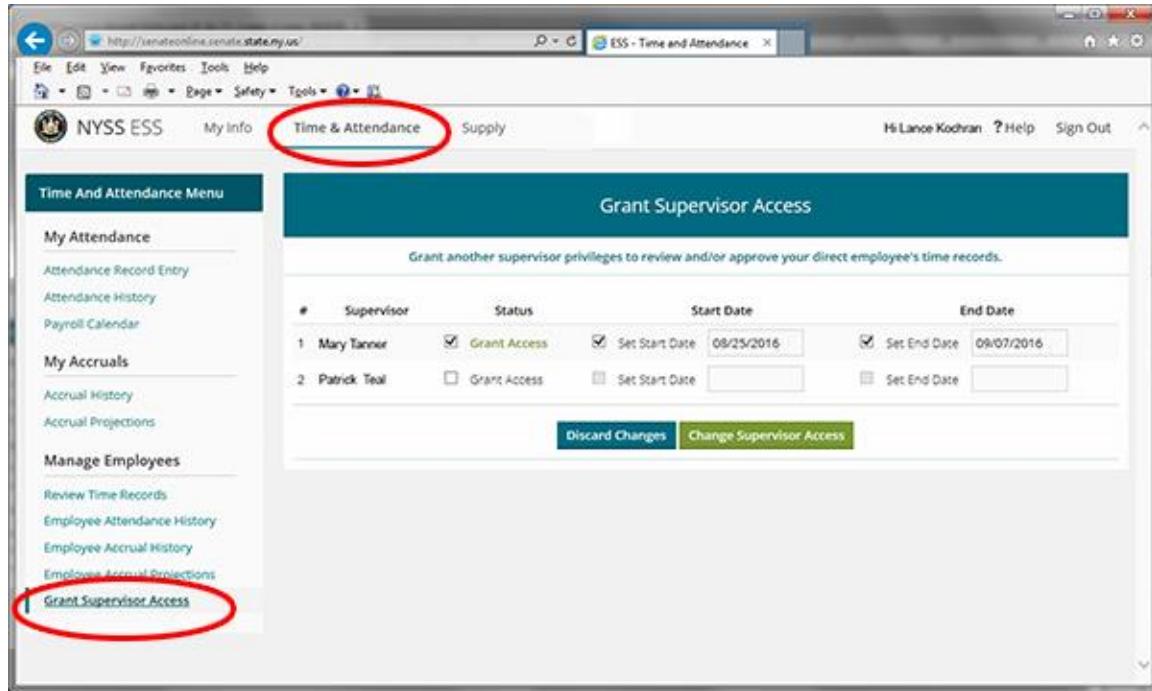
#	Start Date	End Date	Personal Hours			Vacation Hours			SICK Hours		
			Use	Avail	Rate	Use	Avail	Rate	Emp Use	Fam Use	Avail
4	05/18/2017	05/31/2017	0	26	5.5	0	216	3.5	25	0	62
5	06/01/2017	06/14/2017	0	26	5.5	0	221.5	3.5	0	0	65.5
6	06/15/2017	06/28/2017	0	26	5.5	0	227	3.5	0	0	69
7	06/29/2017	07/12/2017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

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

Temporarily Transfer Your Supervisor Privileges

(T&A Supervisors Only)

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



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

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

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

3 | My Info

3.1 | My Personnel and Payroll Info

View Your Employee Profile

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

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a sign-in message for "Hi, Jane Azure". Below the bar are links for Time & Attendance, Supply, and Help/Sign Out. The main content area has a green header "Jane Azure". A sidebar on the left titled "My Info Menu" lists "Personnel", "Current Info" (which is highlighted with a red oval), and "Payroll". The main content table displays personnel and payroll information for Jane Azure. The table has two columns: "Personnel Info" and "Payroll Info". The "Personnel Info" section includes fields like Email (azure@nysenate.gov), Work Phone ((518) 455-2313), Home Phone ((518) 111-2222), Address Line 1 (1 MAIN STREET), Address Line 2 (PO BOX 333), City (ANYTOWN), State (NY), Zip (12345), Marital Status (S), and Resp Center Head (Senate Technology Services). The "Payroll Info" section includes fields like Pay Type (RA), EMPLID (N01234567), Continuous Service From (02/06/2005), Bi Weekly Salary (\$1800.18), Direct Deposit (Y), Agency Code (04000), and Federal Tax (State Tax, New York City Tax, Yonkers Tax sections with Exemptions, Reported Marital Status, and Additional Withheld fields). A note at the top of the table says, "If any of the information below is inaccurate, please contact Senate Personnel."

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

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.

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

4. Complete any of the options:
 - To view your paycheck history for a calendar year, click the **Filter by Year** drop down arrow and select the **year**.
 - To view your paycheck history for a fiscal year, check **Show Fiscal Year**, click the **Filter by Fiscal Year** drop down arrow, and select the **fiscal year date range**.
5. Note the first pay period, for the calendar or fiscal year selected, appears at the top and annual totals appear at the bottom of each column.
6. If you cannot see all the information on the screen:
 - Click the **vertical scroll bar up or down** to view other payroll periods for the selected period.
 - Click the **horizontal scroll bar left or right** to view additional columns.

7. To print your information, right-click on the **screen** and select **Print**. In the Print box, select a **printer** and click **Print**.

4 | Supply

4.1 | My Supply

Enter and Submit a Requisition Form

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

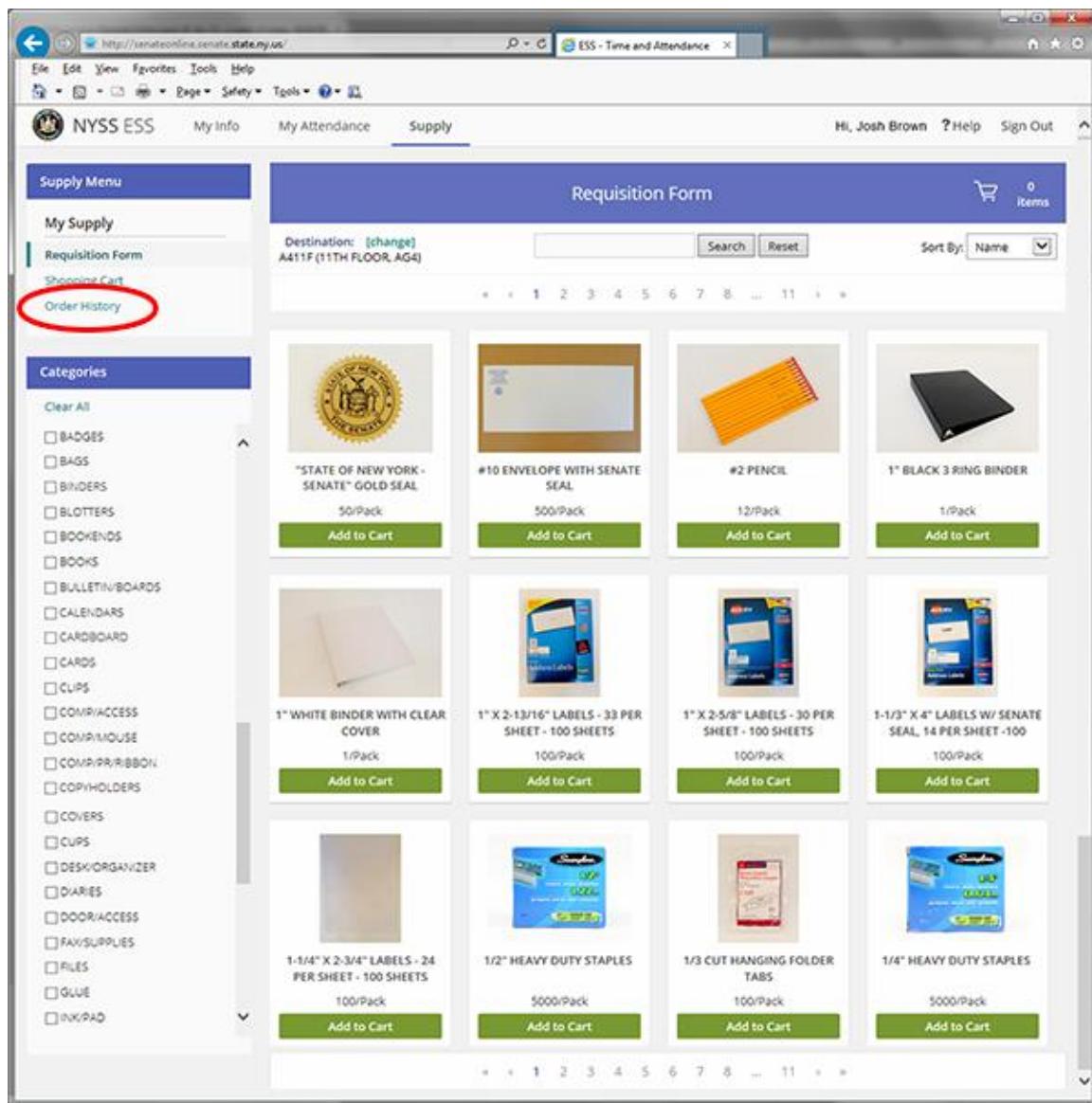
The screenshot shows a blue header bar with the text "Requisition Form" and a shopping cart icon. Below the header, there is a message "Please select a destination: A411F" followed by a green "Confirm" button. Both the message and the button are circled in red.

The screenshot shows a blue header bar with the text "Requisition Form" and a shopping cart icon with "0 items". Below the header, there is a message "Destination: [change] A411F (11TH FLOOR, AG4)". To the right of the message are "Search" and "Reset" buttons, and a "Sort By: Name" dropdown. Below the message is a navigation bar with page numbers from 1 to 11. A red circle highlights the "[change]" link in the destination message.

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

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

4. The Requisition Form appears on the right.



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

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

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

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

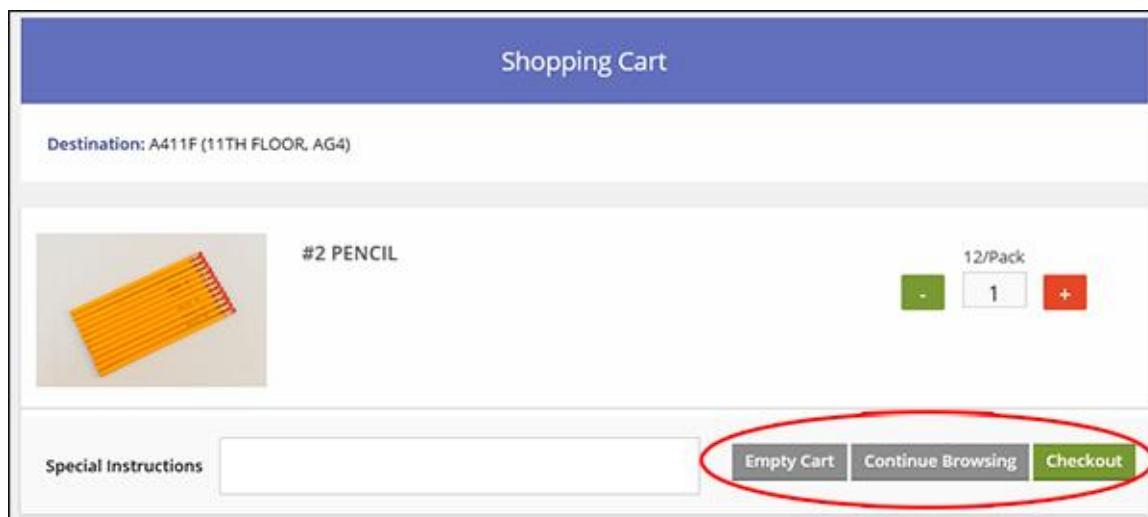
| NOTE | The Senate limits the quantities of items you can order. To exceed this amount, you must get management approval.

8. To display your Shopping Cart, complete one of the following:



- On the left under My Supply, click **Shopping Cart**.
- In the upper right corner, click the **Shopping Cart** icon.

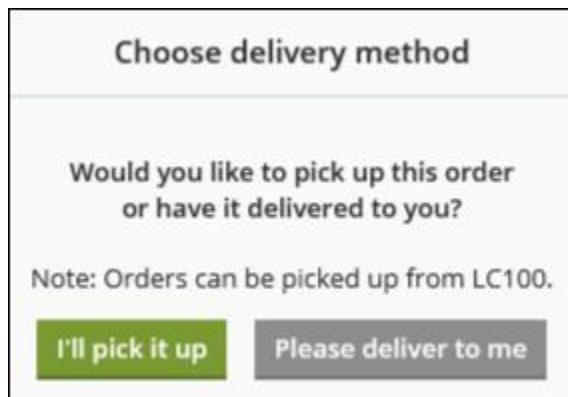
9. When the Shopping Cart displays, review the items and complete any of the following:



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

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

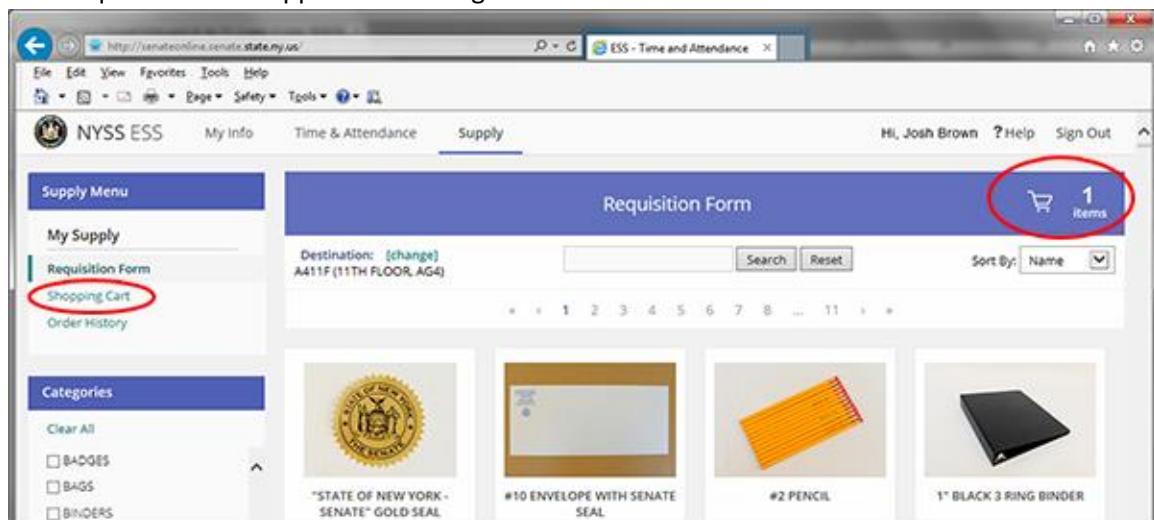
10. If you submitted the order, *Choose delivery method* appears. Click **I'll pick it up** or click **Please deliver to me**.



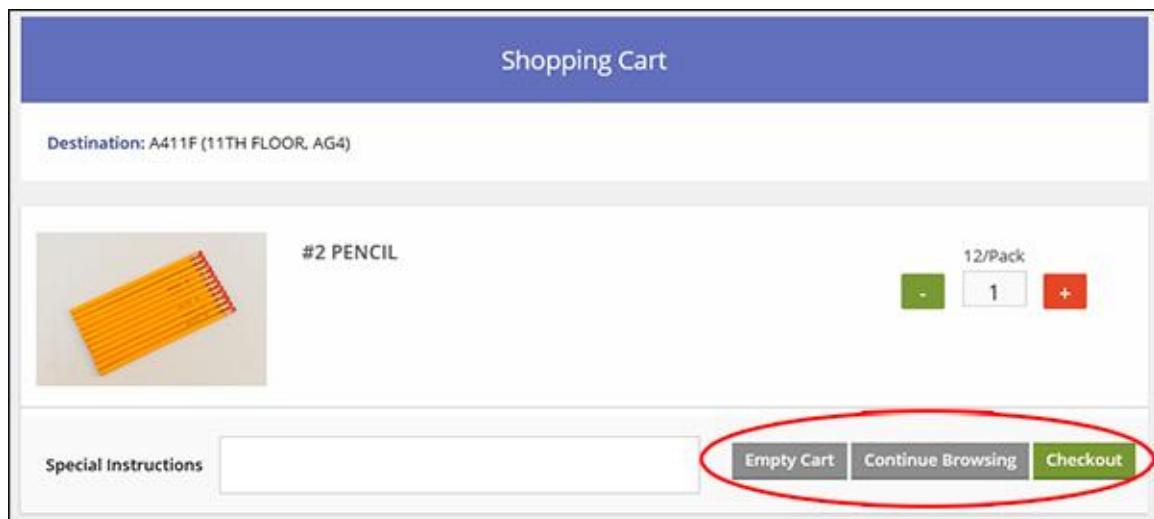
11. When "*Your Requisition Request has been submitted!*" appears, note the **Requisition ID number**.
12. Then click **Log out of ESS** to exit or click **Back to ESS** to continue.

Display a Previous Shopping Cart Not Submitted

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

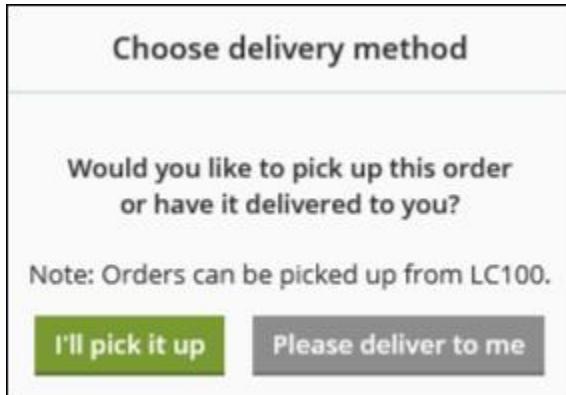


5. To display your Shopping Cart, complete one of the following:
 - On the left under My Supply, click **Shopping Cart**.
 - On the right In the upper right corner, click the **Shopping Cart** icon.
6. When the Shopping Cart displays, review the items and complete any of the following:



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

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

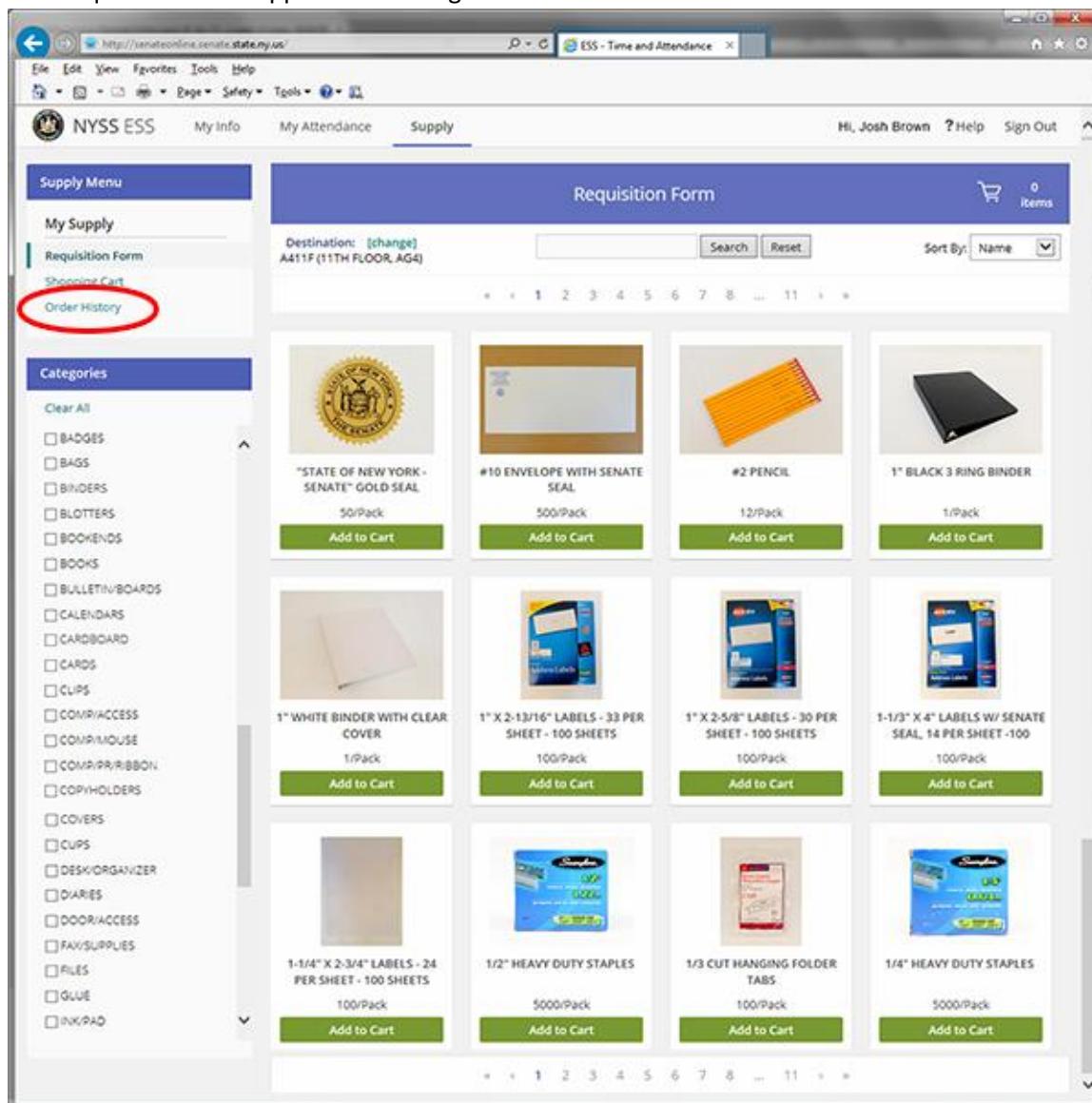


8. When "*Your Requisition Request has been submitted!*" appears, note the **Requisition ID number**.
9. Then click **Log out of ESS** to exit or click **Back to ESS** to continue.

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

List Current and Previous Orders

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

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

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

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

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

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

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

5 | Example Screens

5.1 | ESS Time Screens

Example Attendance Record Entry for Regular Annual and Special Annual Employees

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

The screenshot shows the NYSS ESS Time & Attendance application. The main title bar reads "ESS - Time and Attendance". The left sidebar has a "Time And Attendance Menu" with sections for "My Attendance" (selected), "Attendance Record Entry" (highlighted in blue), "Attendance History", and "Payroll Calendar". Under "My Accruals", there are links for "Accrual History" and "Accrual Projections". The main content area is titled "Attendance Record Entry" and displays a table for entering time and attendance records. The table has columns for "Select", "Pay Period", "Supervisor", "Period End", "Status", and "Last Updated". The "Pay Period" is set to "8/11/2016 - 8/24/2016", "Supervisor" is "Lance Kochran", "Period End" is "In 8 days", "Status" is "Not Submitted", and "Last Updated" is "New". Below the table, a message says "All hours available need approval from appointing authority." A summary table at the bottom shows "Personal Hours" (21), "Vacation Hours" (247), "Sick Hours" (115.5), and "Year To Date Hours Of Service" (Expected: 1561, Actual: 1652, Difference: +91). The main data entry table lists daily hours for each day from August 11 to 24, 2016. The last row shows "Record Totals" (54, 0, 7, 4, 7, 0, 0) and a total of 72. At the bottom, there is a "Notes / Remarks" field and buttons for "Save Record" and "Submit Record". The status bar at the bottom right shows "100%".

Fields Explained

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

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

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

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

Example Attendance Record Entry for Temporary Employees

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

The screenshot shows a web-based application titled "ESS - Time and Attendance" at the URL <http://senateonline.senate.state.ny.us/>. The interface is a standard web browser window with a menu bar, toolbar, and session information.

The main content area is titled "Attendance Record Entry". It displays a table for selecting a pay period, showing "8/11/2016 - 8/24/2016" as selected. It also shows supervisor information: "Lance Kochan", "in 7 days", "Not Submitted", and "New". A note indicates that all hours available need approval from the appointing authority.

A section titled "2016 Allowance" provides a summary of hours:

Total Allowed Hours	Reported Hours	Current Record Hours	Estimated Available Hours
1820	1714.25	11.75	94

The main data entry area is a table for tracking work hours by date. The columns are "Date", "Work", and "Work Time Description / Comments". The table includes rows for each day from August 11 to August 24, 2016. Specific entries include:

- Mon 8/15/2016: Worked 2 hours for a "Budget Meeting".
- Fri 8/19/2016: Worked 2 hours.
- Sat 8/20/2016: Worked 2 hours.
- Sun 8/21/2016: Worked 2 hours.
- Mon 8/22/2016: Worked 3.75 hours, description: "11am-12:15, (lunch break), 1pm-3:30".

The "Record Totals" row shows a total of 11.75 hours.

At the bottom, there is a "Notes / Remarks" field and two buttons: "Save Record" and "Submit Record".

Fields Explained

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

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

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

Example Attendance History

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

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, and a sign-in message "Hi, Ann Red". Below the menu is a toolbar with icons for Home, Back, Forward, Stop, Refresh, and a search bar. The main navigation menu on the left has sections: "Time And Attendance Menu" (selected), "My Attendance" (with "Attendance Record Entry" and "Attendance History" options), "Payroll Calendar", "My Accruals" (with "Accrual History" and "Accrual Projections" options), and "Time & Attendance" (selected). The "Attendance History" section displays "Active Attendance Records" for the year 2016. A table shows a single record for the week of 8/11/2016 to 8/24/2016, pay period 10, status "Not Submitted", with totals: Work 5.5, Holiday 0, Vacation 42, Personal 0, Sick Emp 1.5, Sick Fam 21, Misc 0, Total 70. Below this is a section for "Historical Attendance Records" showing multiple approved pay periods from 2016, with the last record being for the week of 1/1/2016 to 1/13/2016, pay period 21, status "Personnel Approved", with totals: Work 63, Holiday 7, Vacation 0, Personal 0, Sick Emp 0, Sick Fam 0, Misc 0, Total 70. The bottom of the table shows annual totals: 1008 Work, 42 Holiday, 56 Vacation, 7 Personal, 7 Sick Emp, 0 Sick Fam, 0 Misc, and 1120 Total.

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

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

Fields Explained

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

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

Example Payroll Calendar

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

The screenshot shows a web-based application titled "ESS - Time and Attendance" at the URL <http://senateonline.senate.state.ny.us/>. The interface includes a top navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a sign-in area for "Hi, Peter Grey". Below the navigation is a header with "NYSS ESS", "My Info", "Time & Attendance" (which is selected), and "Supply". The main content area is titled "Payroll Calendar" and shows the "Year" as "2017". A legend indicates that light blue squares represent "Pay Period End Date" and yellow squares represent "Senate Holiday". The calendar grid spans twelve months, from January 2017 to December 2017. Days are color-coded according to the legend. Notable yellow-highlighted dates include January 2, February 20, April 26, August 23, and November 23. The application has a sidebar on the left with sections for "Time & Attendance Menu", "My Attendance", "Attendance Record Entry", "Attendance History", "Payroll Calendar" (which is selected), and "My Accruals" (with sub-options "Accrual History" and "Accrual Projections").

Example Accrual History

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

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

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

Fields Explained

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

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

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

Example Accrual Projections

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

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

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

The screenshot shows a web browser window for the NYSS ESS Time & Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The menu bar includes File, Edit, View, Favorites, Tools, Help, and a sign-in link for "Hi, John Orange". The main content area is titled "Accrual Projections". A message states: "The following hours are projected and can be adjusted as time records are processed. Enter hours into the 'Use' column to view projected available hours. No changes will be saved." Below this is a table with columns for Pay Period, Personal Hours, Vacation Hours, and Sick Hours. The table has 11 rows, each representing a pay period from August 2016 to December 2016. Row 10 is highlighted with a blue border, indicating it is the current pay period being projected. The table includes columns for #, Start Date, End Date, Use, Avail, Rate, and various columns for Personal, Vacation, and Sick hours.

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

Fields Explained

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

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

5.2 | ESS Time Screens for Supervisors

Example Review Time Records

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

The screenshot shows the 'ESS - Time and Attendance' application interface. The left sidebar contains navigation links for 'Time And Attendance Menu', 'My Attendance', 'My Accruals', and 'Manage Employees'. Under 'Manage Employees', 'Review Time Records' has 1 pending record. The main content area is titled 'Review Time Records' and displays four sections: 'T&A Record(s) Needing Approval (1)', 'T&A Records Awaiting Correction By Employee (1)', 'T&A Records Not Submitted (3)', and 'T&A Records Pending Approval By Personnel (1)'. Each section lists employee names, pay periods, and total hours. Buttons for 'Approve Selected' and 'Review Selected' are available in the 'Need Approval' and 'Correction' sections, while 'View Selected' and 'Email Selected' are available in the other sections.

Review Time Records

View Employees Under Lance Kochran - (1 Pending Records)

T&A Record(s) Needing Approval (1)

Select pending records in the table below and click 'Review Selected Records' at the bottom to review the record details and either approve or reject them.

Select All Select None

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

Approve Selected **Review Selected**

T&A Records Awaiting Correction By Employee (1)

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

Select All Select None

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

View Selected **Email Selected**

T&A Records Not Submitted (3)

The records have not yet been submitted by the employee.

Select All Select None

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

View Selected **Email Selected**

T&A Records Pending Approval By Personnel (1)

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

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

Fields Explained

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

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

Example Employee Attendance History

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

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system at the URL <http://senateonline.senate.state.ny.us/>. The browser interface includes a back button, forward button, address bar, and various menu options like File, Edit, View, Favorites, Tools, Help, and Safety. The main content area is titled "Employee Attendance History". On the left, there is a sidebar with a "Time And Attendance Menu" containing links for My Attendance (Attendance Record Entry, Attendance History, Payroll Calendar), My Accruals (Accrual History, Accrual Projections), and Manage Employees (Review Time Records, Employee Attendance History, Employee Accrual History, Employee Accrual Projections, Grant Supervisor Access). The "Employee Attendance History" link is currently selected and highlighted in red. The main content area displays "Indigo Blue's Attendance Records" for the year 2016. A dropdown menu labeled "View Employees Under Supervisor" is open, showing "Blue I. (Apr 2012 - Present)" as the selected option. A red annotation text "The Supervisor drop down only appears if you supervise other supervisors." is overlaid on the right side of the dropdown menu. Below the dropdown, there is a table with columns: Date Range, Pay Period, Status, Work, Holiday, Vacation, Personal, Sick Emp, Sick Fam, Misc, and Total. The table lists various pay periods from August 2016 to January 2016, showing the status of each record (Supervisor Disapproved or Supervisor Approved) and the breakdown of hours for different categories.

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

Fields Explained

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

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

Field Name	Definition
Work	This is the number of work hours the employee reported for the pay period.

Example Employee Accrual History

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

The Supervisor drop down only appears if you supervise other supervisors.

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

Fields Explained

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

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

Example Employee Accrual Projections

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

The Supervisor drop down only appears if you supervise other supervisors.

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

Fields Explained

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

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

Example Supervisor Access

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

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The top navigation bar includes File, Edit, View, Favorites, Tools, Help, a search bar, and user information (Hi Lance Kochran, ?Help, Sign Out). Below the navigation is a secondary menu with links like NYSS ESS, My Info, Time & Attendance (which is selected), and Supply.

The main content area has a dark header "Grant Supervisor Access" and a sub-header "Grant another supervisor privileges to review and/or approve your direct employee's time records." It displays a table with two rows of supervisor data:

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

At the bottom of the form are two buttons: "Discard Changes" and "Change Supervisor Access".

Fields Explained

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

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

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

5.3 | ESS Payroll Screens

Example Current Info

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

The screenshot shows a web browser window for the NYSS ESS - Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The navigation bar includes File, Edit, View, Favorites, Tools, Help, Home, Page, Safety, Tools, and Sign Out. The user is logged in as "Hi, Jane Azure".

The main content area is titled "Jane Azure" and contains a message: "If any of the information below is inaccurate, please contact Senate Personnel." The left sidebar has a "My Info Menu" with links for Personnel, Current Info (which is selected), Payroll, and Paycheck History.

The "Personnel Info" section displays the following details:

	Personnel Info	Payroll Info
Email	azure@nysenate.gov	Pay Type RA
Work Phone	(518) 455-2313	EMPLID N01234567
Home Phone	(518) 111-2222	Continuous Service From 02/06/2005
Address Line 1	1 MAIN STREET	Bi Weekly Salary \$1800.18
Address Line 2	PO BOX 333	Direct Deposit Y
City	ANYTOWN	Agency Code 04000
State	NY	Federal Tax
Zip	12345	
Marital Status	S	Exemptions 0
		Reported Marital Status S
		Additional Withheld 0

The "Organization Info" section displays the following details:

	Organization Info	State Tax
Resp Center Head	Senate Technology Services	
Work Address	11th Floor, Agency Bldg 4, Albany, NY 12247	
Negotiating Unit	77	Exemptions 0
Job Title	Technical Assistant	Reported Marital Status S
T&A Supervisor	Thomas Violet	Additional Withheld 0

The "New York City Tax" section displays the following details:

	New York City Tax
Exemptions	0
Reported Marital Status	
Additional Withheld	\$0.00

The "Yonkers Tax" section displays the following details:

	Yonkers Tax
Exemptions	0
Reported Marital Status	
Additional Withheld	\$0.00

Fields Explained

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

Field Name	Definition
Additional Withheld	This is the additional amount of money being withheld from your paycheck, at your request, for income tax purposes.
Address Line 1 and Line 2	This is your current legal address where you reside and Senate correspondence is sent.
Agency Code	This is your assigned agency. The Senate uses codes that fall within the 04000 range.
BiWeekly Salary	This is your current biweekly salary or current hourly rate of pay.
Continuous Service From	This is the date on which you began employment at the Senate or were rehired by the Senate.
City	This is the city for your legal address and mailing address.
Direct Deposit	This indicates if you are currently using direct deposit. Y indicates yes, N indicates no, and C indicates cancelled.
Email	This displays the employee's Senate email address.
EMPLID	This is your employee identification number.
Exemptions	These are fields under exemptions you are claiming for Federal, State, New York City, or Yonkers sections, which indicate the number of exemptions for each.
Federal Tax	This is the number of exemptions you are claiming for federal income tax purposes.
Home Phone	This is your home telephone number.
Job Title	This is the name of the position that you hold.
Marital Status	This specifies your marital status.
Negotiating Unit	This specifies the unit through which the employee is represented.
New York City Tax	This is the number of exemptions you are claiming for New York City tax purposes.

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 Paycheck History

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

The screenshot shows a web browser window for the NYSS ESS (New York State Employees System) Payroll module. The URL is https://ess.nysenate.gov/myinfo/payroll/checkhistory. The page title is "ESS - Time and Attendance". The main menu includes File, Edit, View, Favorites, Tools, Help, and links for Home, Page, Safety, Tools, and Help. The user is logged in as Jason Green. The left sidebar has a "My Info Menu" with sections for Personnel (Current Info), Payroll (Paycheck History selected), and a "My Info" tab. The main content area is titled "Paycheck History" and displays "2016 Paycheck Records". It includes a filter for "Filter By Year" (set to 2016) and "Show Fiscal Year" (unchecked). The data table has columns for Check Date, Pay Period, Gross, Federal Tax, State Tax, Fica Tax, Medicare Tax, Ers Normal, Group Life, Parking Permit Fee, and Direct Deposit. The table shows 15 entries from January to August 2016, with annual totals at the bottom.

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

Fields Explained

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

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

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

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

5.4 | ESS Supply Screens

Example Supply Requisition Form

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

The screenshot shows a web-based application for managing office supplies. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, Home, Page, Safety, Tools, and Sign Out. The main menu has tabs for NYSS ESS, My Info, Time & Attendance, and Supply, with Supply being the active tab. A user profile shows "Hi, Josh Brown". On the left, a sidebar titled "Supply Menu" contains links for My Supply, Requisition Form, Shopping Cart, and Order History. Below this is a "Categories" section with a "Clear All" link and a list of product categories with checkboxes: BADGES, BAGS, BINDERS, BLOTTERS, BOOKENDS, BOOKS, BULLETIN/BOARDS, CALENDARS, CARDBOARD, CARDS, CLIPS, COMP/ACCESS, COMP/MOUSE, COMP/PR/RIBBON, COPYHOLDERS, COVERS, CUPS, DESK/ORGANIZER, DIARIES, DOOR/ACCESS, FAX/SUPPLIES, FILES, GLUE, and INK/PAD. The main content area is titled "Requisition Form" and shows a search bar with "Destination: [change] A411F (11TH FLOOR, AG4)". It features a grid of 24 product items, each with a thumbnail image, product name, quantity per pack, and an "Add to Cart" button. The items are arranged in three rows of eight. The first row includes: "STATE OF NEW YORK - SENATE" GOLD SEAL (50/Pack), "#10 ENVELOPE WITH SENATE SEAL" (500/Pack), "#2 PENCIL" (12/Pack), and "1" BLACK 3 RING BINDER" (1/Pack). The second row includes: "1" WHITE BINDER WITH CLEAR COVER" (1/Pack), "1" X 2-13/16" LABELS - 33 PER SHEET - 100 SHEETS" (100/Pack), "1" X 2-5/8" LABELS - 30 PER SHEET - 100 SHEETS" (100/Pack), and "1-1/3" X 4" LABELS W/ SENATE SEAL, 14 PER SHEET -100" (100/Pack). The third row includes: "1-1/4" X 2-3/4" LABELS - 24 PER SHEET - 100 SHEETS" (100/Pack), "1/2" HEAVY DUTY STAPLES" (5000/Pack), "1/3 CUT HANGING FOLDER TABS" (100/Pack), and "1/4" HEAVY DUTY STAPLES" (5000/Pack).

Fields Explained

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

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

Example Shopping Cart

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

The screenshot shows a web browser window for the NYSS ESS system at <http://senateonline.senate.state.ny.us/>. The title bar says "ESS - Time and Attendance". The main menu includes File, Edit, View, Favorites, Tools, Help, NYSS ESS, My Info, Time & Attendance, Supply (which is selected), and Sign Out. A sub-menu under Supply shows "Supply Menu", "My Supply", "Requisition Form", "Shopping Cart" (which is selected), and "Order History". The main content area is titled "Shopping Cart" and shows a destination of "A411F (11TH FLOOR, AG4)". It lists two items: "1" BLACK 3 RING BINDER" and "SMALL SMOOTH PAPER CLIPS". Each item has a quantity selector (2 for the binder, 1 for the paper clips) and +/- buttons. At the bottom are "Special Instructions" (empty), "Empty Cart", "Continue Browsing", and "Checkout" buttons.

Fields Explained

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

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

Example Order History Form

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

The screenshot shows a web browser window for the NYSS ESS Time and Attendance system. The URL is <http://senateonline.senate.state.ny.us/>. The page title is "ESS - Time and Attendance". The main menu includes "File", "Edit", "View", "Favorites", "Tools", "Help", "My Info", "Time & Attendance", and "Supply". The "Supply" tab is selected. The user is logged in as "Hi, Josh Brown" with options for "Help" and "Sign Out". On the left, there's a "Supply Menu" sidebar with "My Supply", "Requisition Form", "Shopping Cart", and "Order History" (which is selected). The main content area is titled "Order History" and contains a search bar: "Search order history by date or status." Below it are two date input fields: "From: 11/09/2016" and "To: 12/09/2016". To the right of these fields is a "Status:" dropdown menu with options: ALL, PENDING, PROCESSING, COMPLETED, APPROVED, and REJECTED. A preview of the order list is shown, with the first five rows of data:

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

Fields Explained

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

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

5 | Example Screens

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

6 | Help

View and Print ESS Help Guide

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