



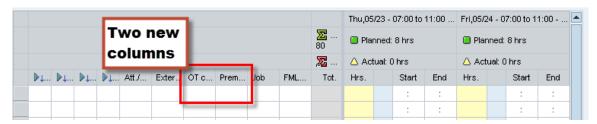
# **ESS Process Changes**

## **New Columns**

Two new columns will show up on the timesheet which have not been there before:

OT Comp Type: Used to indicate how overtime should be paid and how holiday deferrals are handled.

**Premium Number:** This will be used to enter premiums for represented employees.



# **Templates**

Any templates saved in ESS may need to be updated with the new Attendance/Absence Types and premium codes.

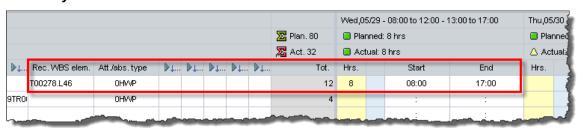
# **Holidays**

Effective June 6<sup>th</sup>, holidays will now appear on the time sheet with the A/A Type 0HOL. If you have any questions about the holidays, please contact your timekeeper.

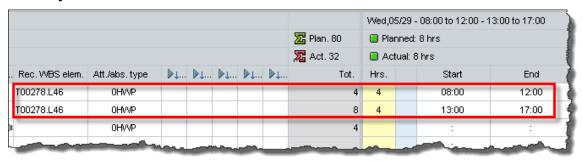
# **Negative Time Entry: Lunch Breaks**

Effective June 6<sup>th</sup>, employees do not need to break out their time over the lunch break. If you previously had to enter two lines for your time to work around your lunch, you can enter time over the lunch break now on one line.

### New Entry:



## Old Entry:







## **Overtime**

The A/A Types which have previously indicated comp time are no longer valid as of June 6, 2013. (i.e. 0HWC) A new OT column on the time sheet will be used to indicate how overtime is to be paid.

**Paid Overtime**: If the overtime is to be paid then enter the A/A Type, leave the OT column blank, and enter the hours. (Example below is 2 hours overtime entered at end of the shift.)



**Comp Overtime:** If the overtime is to be comp then enter the A/A Type, enter a "C" in the new OT column, and enter the hours. (Example below is 2 hours overtime entered at end of shift.)

### New Entry:



## **Old Entry:**







# **Working out of Class**

The A/A Types 0WOC and 0WCC are no longer valid as of June 6, 2013. Instead, the user will indicate use 0HWP (or another appropriate A/A Type). The working out of class entry should look like this:

#### Paid

## New Entry:



## **Old Entry:**



# Comp

## New Entry:



## **Old Entry:**







# **Premiums (Mostly DCTU employees)**

Effective June 6, 2013 many of the A/A Types will no longer be used. These will be replaced by a number of premiums. Instead, use the 0HWP (or correct A/A type) and the Premium column. There is a crosswalk of new Premium codes to the old A/A types available on the SAPRWD.city website in the CityLink: ESS folder.

For example, 5CLP was used previously to indicate crew lead overtime paid. The new entry is to enter 0HWP and the premium number: 1A.

### New Entry:



## **Old Entry:**



## **FMLA Certifications**

If any of the FML Absence codes are used in the time sheet, you will need to also enter a certification in the FMLA Req No column.



If a code is not entered, you will get an error message which prevents you from saving the timesheet.

Absence Type FMSK requires a FMLA Request Number.