

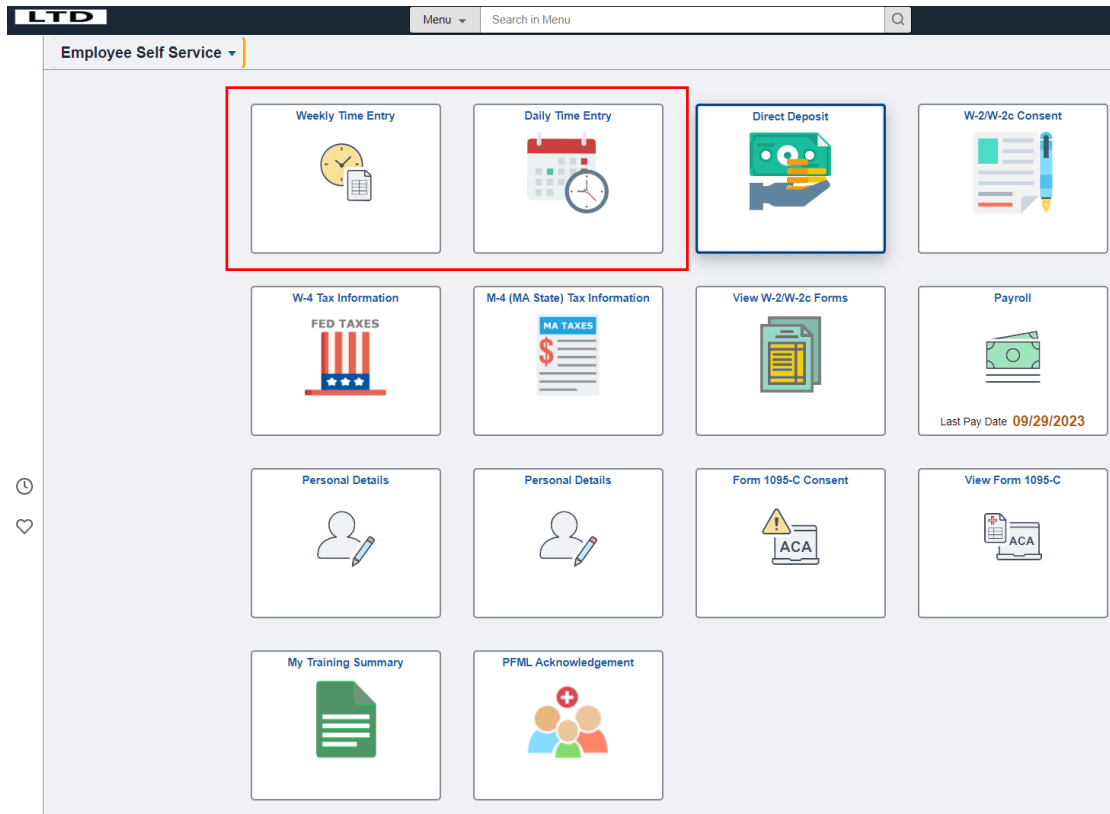


Changes to ESS Time Reporting Tiles

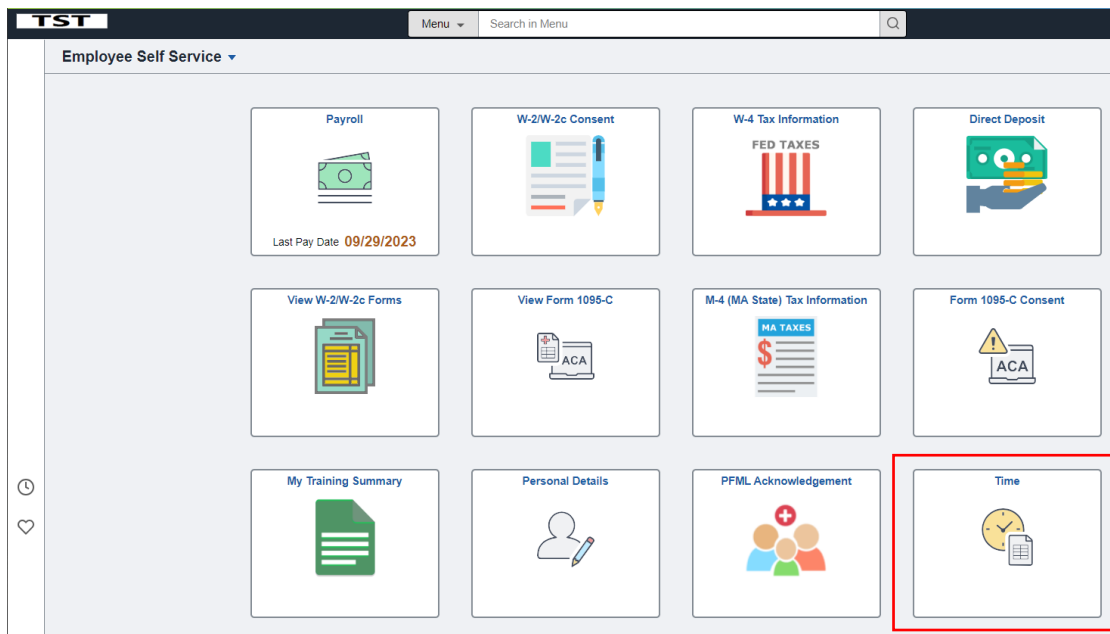
Some changes are being made to the ESS Time Reporting tiles to address accessibility issues and ensure better functionality with the upgrade to Release 10 of PeopleSoft. The only substantive difference is that there is no more nav bar on the left side. All of the pages that you would have accessed with the nav bar are now going to be accessible by tiles that you will access from the primary Time tile on the ESS grid. The functionality on the individual pages is unchanged.

ESS Current Version

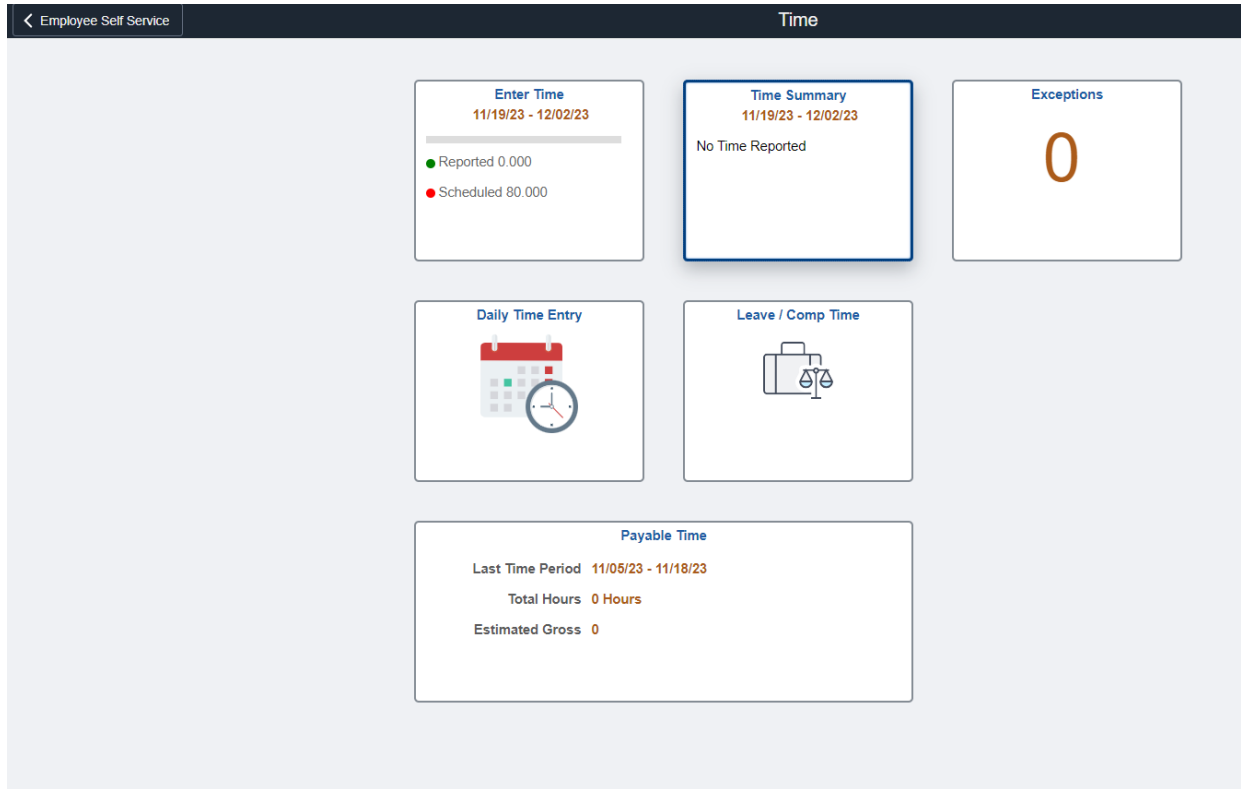
Highlighted tiles will be replaced with a single Time tile



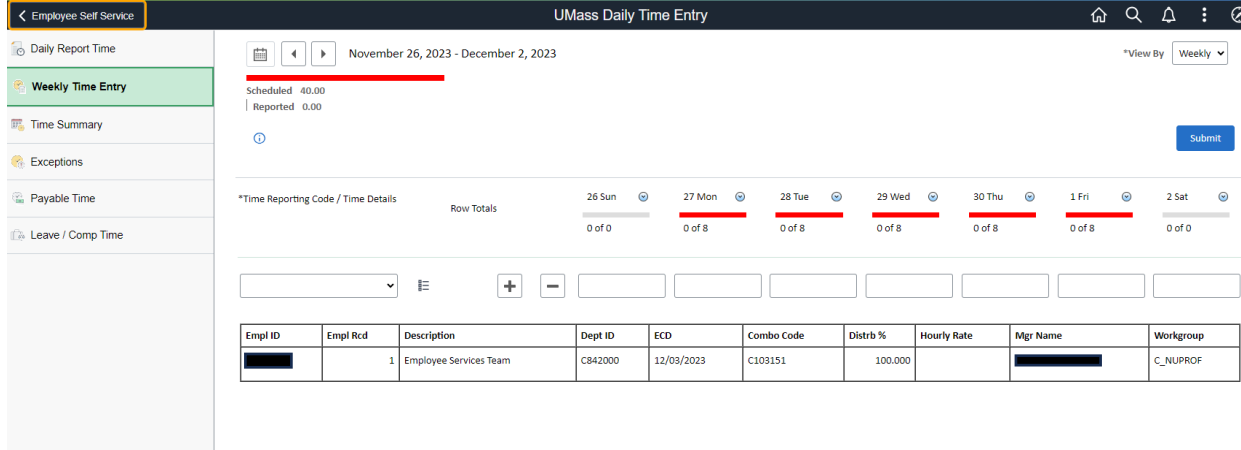
This highlighted tile is the new Time tile that you will see in ESS.



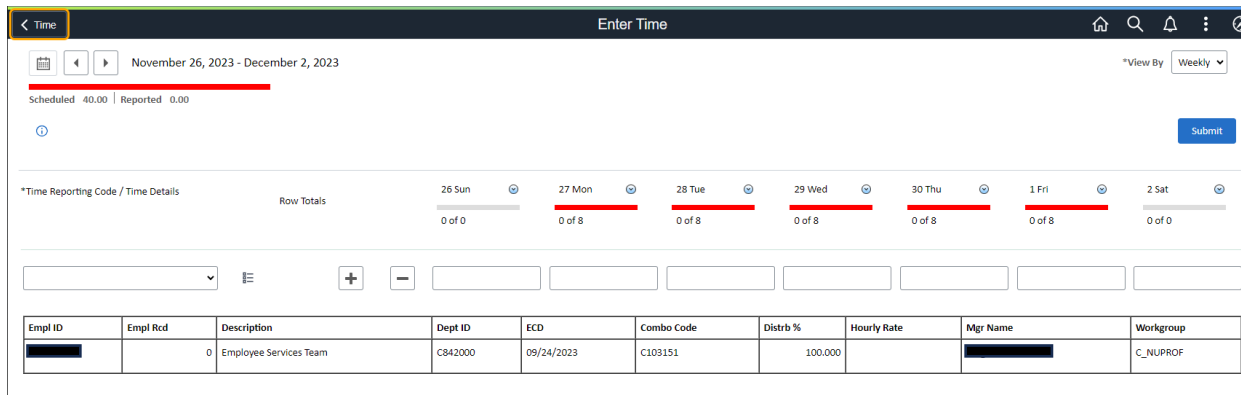
When you click on the Time tile, you will access these tiles, which replace the nav bar. The following images will show the differences between the old versions with the left nav and the new versions without it.



Current Weekly Time Entry with nav bar



New Weekly Time Entry without nav bar



Current Daily Time Entry with nav bar

Employee Self Service
UMass Daily Time Entry

Wednesday, Nov 29, 2023

Reported Status

● Reported 0.000

● Scheduled 8.000

*Time Reporting Code

Quantity

Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Monday, Jul 31, 2023.

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup
██████	1	Employee Services Team	C842000	12/03/2023	C103151	100.000		██████████	C_NUPROF

New Daily Time Entry without nav bar

Time
Report Time

Wednesday, Nov 29, 2023

Reported Status

● Reported 0.000

● Scheduled 8.000

*Time Reporting Code

Quantity

Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Wednesday, Nov 15, 2023.

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup
██████	0	Employee Services Team	C842000	09/24/2023	C103151	100.000		██████████	C_NUPROF

Current Time Summary with nav bar

Employee Self Service
UMass Daily Time Entry

November 19, 2023 - December 2, 2023
*View By Period

Scheduled 80.00
Reported 0.00 Hours

Reported Time
Payable Time

[View Legend](#)

SundayMondayTuesdayWednesdayThursdayFridaySaturday

19 Off Day <small>Scheduled: Off Reported: 0 Hours</small>	20 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	21 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	22 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	23 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	24 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	25 Off Day <small>Scheduled: Off Reported: 0 Hours</small>
26 Off Day <small>Scheduled: Off Reported: 0 Hours</small>	27 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	28 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	29 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	30 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	1 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	2 Off Day <small>Scheduled: Off Reported: 0 Hours</small>

New Time Summary without nav bar

Time
Time Summary

November 19, 2023 - December 2, 2023
*View By Period

Scheduled 80.00 | Reported 0.00 Hours

Reported Time
Payable Time

[View Legend](#)

SundayMondayTuesdayWednesdayThursdayFridaySaturday

19 Off Day <small>Scheduled: Off Reported: 0 Hours</small>	20 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	21 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	22 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	23 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	24 <hr style="border: 1px solid red;"/> <small>Scheduled: 8 Hours Reported: 0 Hours</small>	25 Off Day <small>Scheduled: Off Reported: 0 Hours</small>
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Current Leave/Comp Time with nav bar

Employee Self Service UMass Daily Time Entry

- Daily Report Time
- Weekly Time Entry
- Time Summary
- Exceptions
- Payable Time
- Leave / Comp Time**

Sick

Plan Type Sick

Recorded Balance 14,692

Minimum Allowed 0

Maximum Allowed 960

Vacation

Plan Type Vacation

Recorded Balance 35,337

Minimum Allowed 0

Maximum Allowed 368

Personal

Plan Type Personal

Recorded Balance 0.000

Minimum Allowed 0

Maximum Allowed 40

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrib %	Hourly Rate	Mgr Name	Workgroup
[REDACTED]	1	Employee Services Team	C842000	12/03/2023	C103151	100.000		[REDACTED]	C_NUPROF

Employee Self Service UMass Daily Time Entry

- Daily Report Time
- Weekly Time Entry
- Time Summary
- Exceptions
- Payable Time
- Leave / Comp Time**

[Return to Leave Balances](#)

Leave Balance

Personal Balance	Minimum Balance	Maximum Balance
0.000	0	40

Leave Balance Details

Accrual Date	Earned	Taken	Balance
09/23/2023	0.000	0.000	0.000
09/09/2023	0.000	0.000	0.000
08/26/2023	0.000	0.000	0.000
08/12/2023	0.000	0.000	0.000
07/29/2023	0.000	16.000	0.000
07/15/2023	40.000	0.000	16.000

Balances are as of the specified Accrual Date.

New Leave/Comp Time without nav bar

Time Leave / Comp Time

Sick

Plan Type Sick

Recorded Balance 953,808

Minimum Allowed 0

Maximum Allowed 960

Vacation

Plan Type Vacation

Recorded Balance 282,948

Minimum Allowed 0

Maximum Allowed 368

Personal

Plan Type Personal

Recorded Balance 36,000

Minimum Allowed 0

Maximum Allowed 40

H120DAYEXP

Plan Type Comp Time

Recorded Balance 0.000

As of Date 06/16/2023

Expiration Period Days 120

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrib %	Hourly Rate	Mgr Name	Workgroup
[REDACTED]	0	Employee Services Team	C842000	09/24/2023	C103151	100.000		[REDACTED]	C_NUPROF

Leave / Comp Time Leave Balances History

[Return to Leave Balances](#)

Leave Balance

H120DAYEXP Balance	Minimum Balance	Maximum Balance
0.000	0	0

Leave Balance Details

Accrual Date	Expiration Date	Earned	Taken	Balance
06/16/2023		0.000	8.000	0.000
03/27/2023		0.000	4.000	8.000
02/20/2023	06/20/2023	8.000	0.000	12.000
01/16/2023	05/16/2023	4.000	0.000	4.000

Balances are as of the specified Accrual Date.

Current Exceptions with nav bar

Employee Self Service | Time

Timesheet

- Weekly Time Entry
- Time Summary
- Exceptions**
- Daily Time Entry
- Payable Time
- Leave / Comp Time

View My Exceptions

There are no exceptions to display.

Explanation

New Exceptions without nav bar

Time | View Exceptions

View My Exceptions

There are no exceptions to display.

Explanation

Current Payable Time with nav bar

Employee Self Service | UMass Daily Time Entry

- Daily Report Time
- Weekly Time Entry
- Time Summary
- Exceptions
- Payable Time**
- Leave / Comp Time

*From: 11/19/2023

*Through: 12/02/2023

Payable Time Summary

Summary | Detail

Time Reporting Code	Quantity (Hours)	Estimated Gross
Regular Pay SERS Eligible	64.000	
Holiday	16.000	
Total	80.000	

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup
	1	Employee Services Team	C842000	12/03/2023	C103151	100.000			C_NUPROF

New Payable Time without nav bar

Time | Payable Time

*From: 11/19/2023

*Through: 12/02/2023

Payable Time Summary

Summary | Detail

There is no Payable Time to be displayed.

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup
	0	Employee Services Team	C842000	09/24/2023	C103151	100.000			C_NUPROF