

# Enter time and travel reimbursement via ESS

## When to use

Follow the below steps when you want to create or maintain timesheet entries via ESS, for example part timers to accurately record hours worked and for permanent employees to enter exception time or time-related expenses:

## Note

- Permanent employees should enter start and finish times for the day.
- Casual employees should enter all time worked.
- Remember to save and release the timesheet to submit it for approval.

System link [SAP](#) > ESS > Time > Timesheet

Steps	To enter time and travel reimbursement via ESS	
1	From the <b>Timesheet</b> screen, select the <b>Data entry profile</b> that you wish to use.	
	If you want to copy entries from the previous day, select the <b>Time Entry - Daily View</b> in the <b>Data entry profile</b> field and click <a href="#">Copy previous period</a> .	
2	Determine the date for which you want to create or maintain timesheet entries.	
	The system initially defaults to today's date, to create or maintain entries for another date, type the appropriate date in dd.mm.yyyy format in the field at the top right-hand side of the screen, and click <a href="#">Goto</a> .	
3	Complete the following fields in the <b>Time Sheet</b> section:	
	<b>Field name</b>	<b>What to enter</b>
	Rec. Cctr	Type or select a cost centre code if you have worked for another cost centre. Click in the appropriate row, then click  next to the column heading.  When you have been substituted into a position within another cost centre this field does not require entry. The substitution process will automatically cost your time to the correct cost centre.
	Att/abs. Type	Select the appropriate attendance type. Each row must have either an attendance type or a wage type.  If you're entering a wage type, then select the blank Att./abs. Type option from the dropdown list.
	Wage Type	Type or select the appropriate wage type. Click in the appropriate row, then click  next to the column heading.
	Valuation Basis	Type the rate agreed for this time if you are a casual employee. If this field is blank, casual employees will be paid using the rate held on their basic pay record.
	Day and date, for example, MO 21.05. The column heading will change depending on the date(s) you selected.	Type one of the following values in this field if you are entering details for a Wage type: <ul style="list-style-type: none"> <li>• the number of days for a wage type of Special Duties, or</li> <li>• the amount of kilometres travelled when claiming a travel allowance.</li> </ul>
	From	Type the start time of this day's work.  For casual employees, the time entered in your timesheet is actual time worked and should not include unpaid breaks. For example, if you work from 9:30am until 4:00pm with a half hour lunch break between 12:30 and 1:00pm, you would enter two separate lines in your timesheet. The first line would be from 09:30 until 12:30 and the second line would be from 13:00 until 16:00.
	To	Type the end time of this day's work.
	Short text	Type a short description of the reason for this entry.
4.	Ensure that each row contains <b>either</b> an Attendance or absence type ( <b>Att./abs. type</b> ) or a <b>Wage type</b> .	
5.	Click <a href="#">Check entries</a> to check that the data has been entered correctly. The message <i>Your timesheet is consistent and can be saved</i> displays at the bottom of the screen if the data has been entered correctly.  If you receive an error message, click  then amend the fields as required. The <b>Int.meas.unit</b> field populates with the type of units appropriate to the attendance entered, i.e. H for hours	
6.	Complete one of the following actions (If all details are not visible, click <a href="#">Show all details</a> or scroll to the right.):	
<b>If you want to...</b>	<b>Then...</b>	
Save the entries without releasing them to your people leader for approval.	Click <a href="#">Save</a> . The message <i>The timesheet was saved successfully</i> displays at the bottom of the screen	
Insert a new row into the timesheet	Click <a href="#">Insert line</a> .	
Print the details entered into the timesheet	Click <a href="#">Print</a> .	

## Tools and resources

- [approve or reject employee timesheets](#)

Contact for more information: [PAC Webform](#)