



ESS Time Recording

Answers to Frequently Asked Questions



Q. When can I start using the online time entry/leave request tool?

A. The Time Recording feature in the Self-Service Center will be available to agencies in a phased approach. Contact your agency Human Resources office for more information on when your agency will begin using Self-Service Time Recording.

Q. How does the tool work?

A. Please reference the eLearning course and user guides provided on the KHRIS training website for instructions on Self-Service Time Recording.

Q. Can I enter time on my timesheet from my mobile phone or tablet?

A. Employees are recommended to access their timesheet from a desktop computer as the application may not function properly on a mobile device or tablet.

Q. Should I enter my work hours daily on the timesheet?

A. Yes; the employee is recommended to enter their work hours daily on the timesheet in ESS.


Q. What happens if my supervisor is gone and can't approve my working time?

A. Your supervisor can delegate their approvals to another supervisor if necessary. As a last resort, a contact in your agency Human Resources office can approve time if necessary.

Q. How do I know if my time has been approved or rejected?

A. Employees will be sent an email notification when time has been rejected. Approved time will appear on the time recording calendar in ESS.

Q. How can I print my timesheet?

A. An employee will have access to print their Time Statement from ESS. Additionally, the Time Recording screen includes a printer icon  that will allow you to print the current period.

Q. I submitted my time and realized I made an error. Can I change my time?

A. Yes; you can resubmit the correct time in the current and previous four (4) weeks to your supervisor for approval.

Q. Why can't I make changes to my timesheet from a couple months ago?

A. Employees can access timesheets from four (4) previous weeks. Changes to timesheets further back than four (4) weeks will need to be submitted by contacting your agency Human Resources office.

Q. I received an error message that my session is lost. What should I do?

A. You failed to log off correctly by clicking the Close button on the Time Recording screen. Wait 30 minutes and log back on to ESS or contact your agency Human Resources office for your account to be unlocked.

Q. I closed my browser and I cannot log back into ESS Time Recording because of a locked session.

A. Locked sessions time out in 30 minutes. To prevent this from happening in the future, please create an exception for pop-up blocker for *khريس.ky.gov*