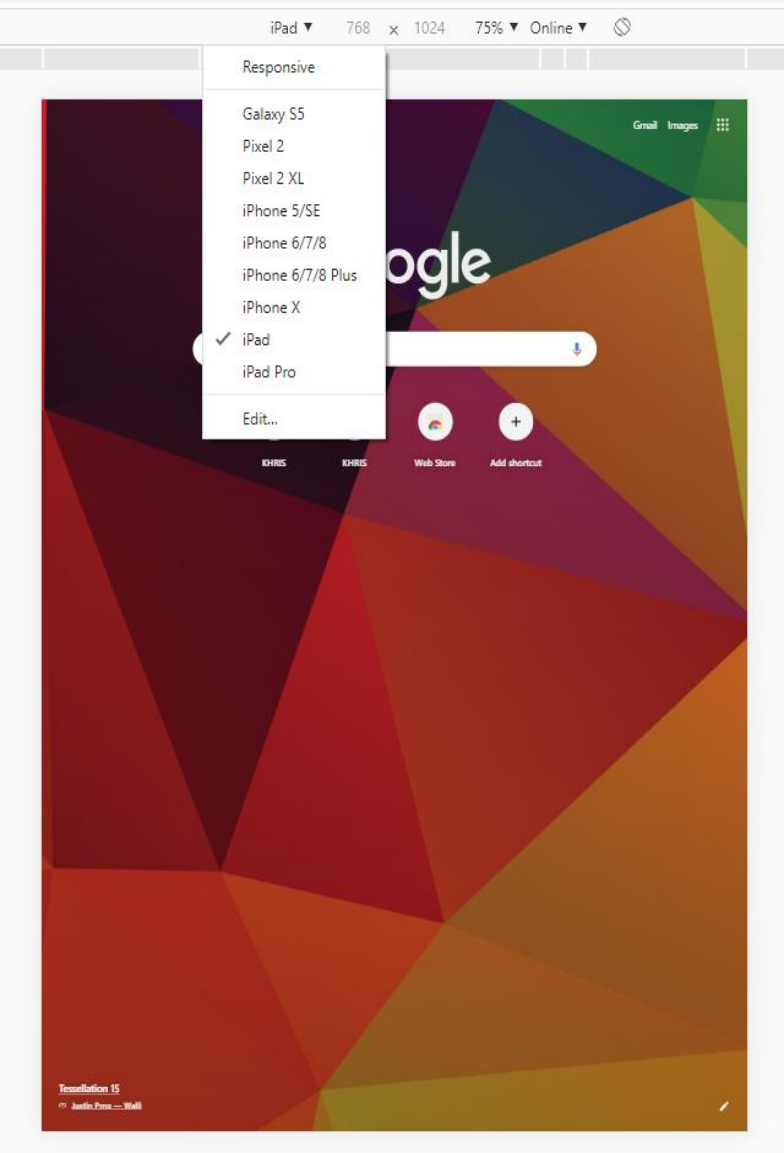
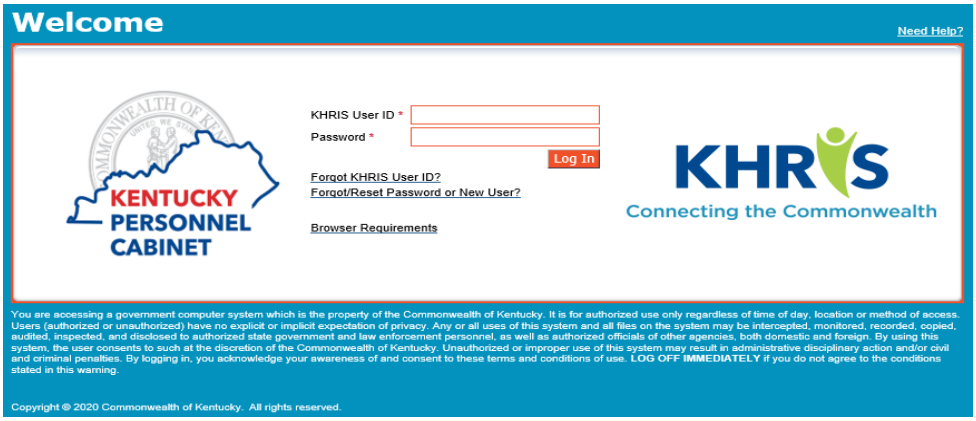
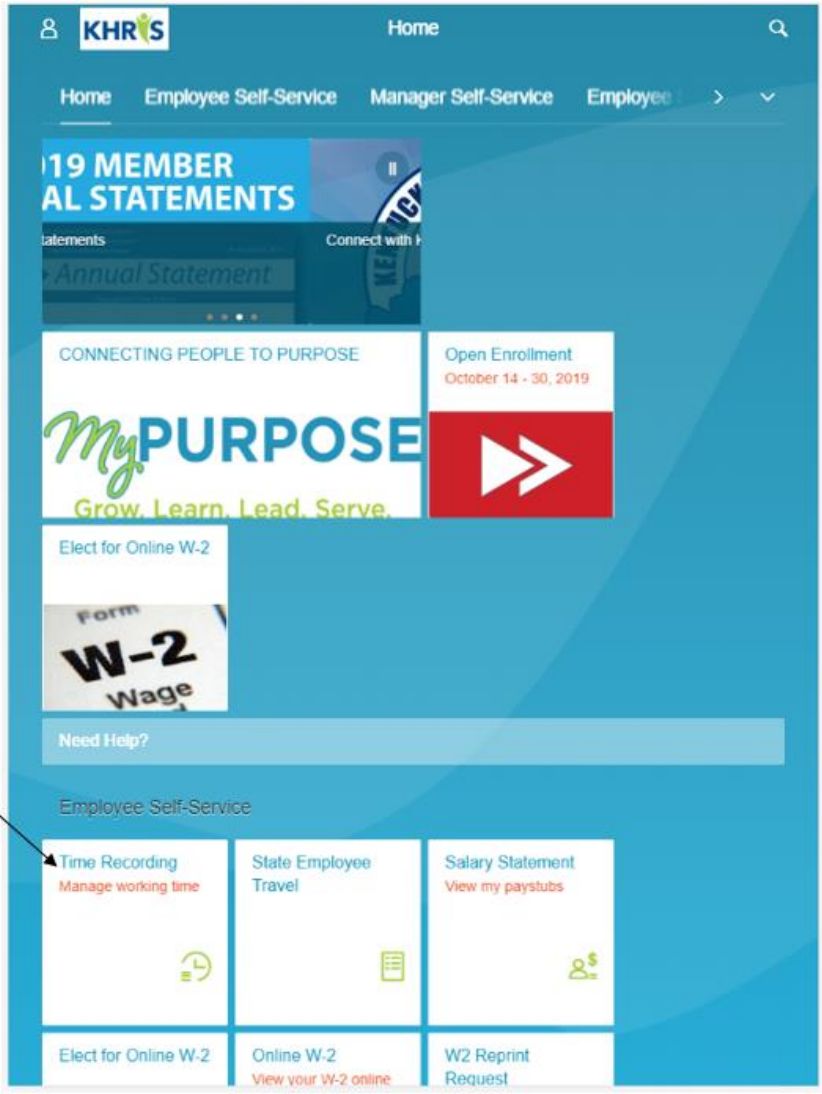
Mobile Self Time Entry
w/Cost Allocation

Self-time entry with cost allocation through Employee Self-Service is now available in several mobile formats. If you are using one of these devices, the correct version will automatically load on your mobile device in the suitable format; therefore, no selection is needed. We have listed all available formats below for your information. For the purpose of this training document, all views will be in the iPad view.



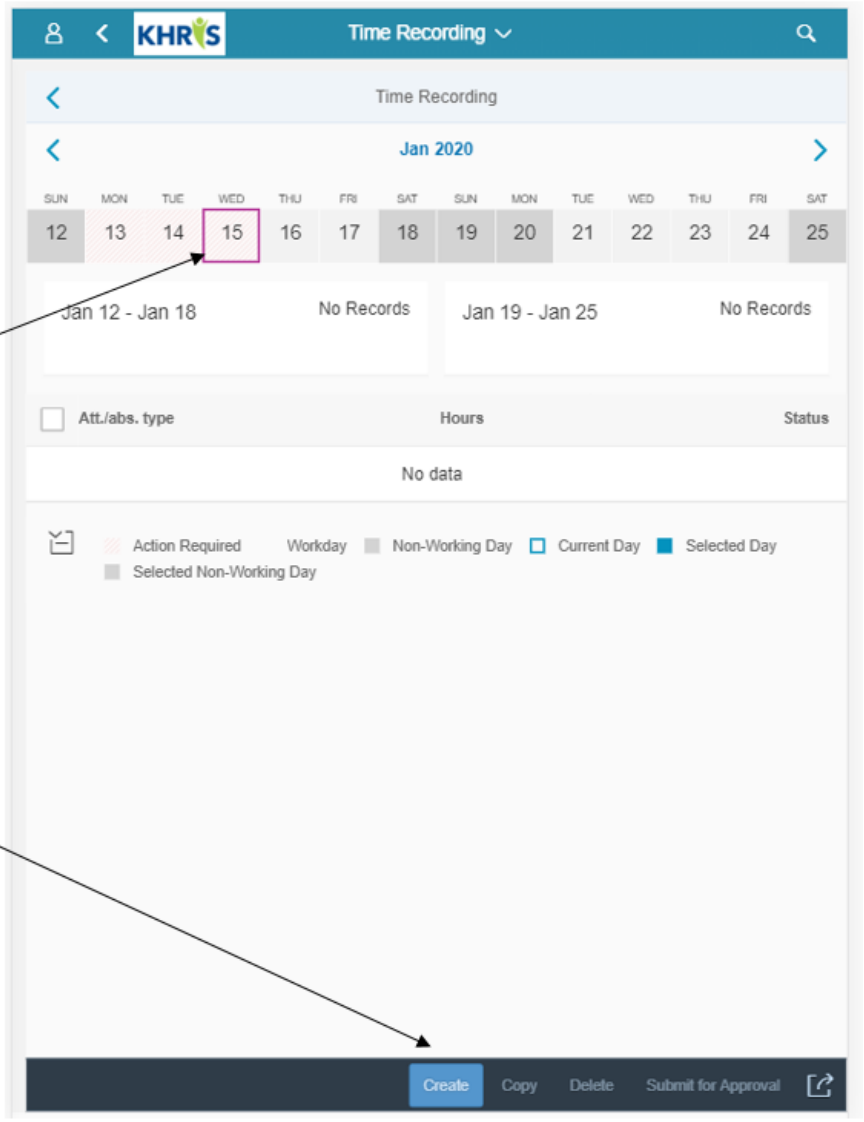
To access the Employee Self-Service Portal use https://khris.ky.gov Log in using your KHRIS User ID and Password.





Timesheet is located under the Time Recording Tile

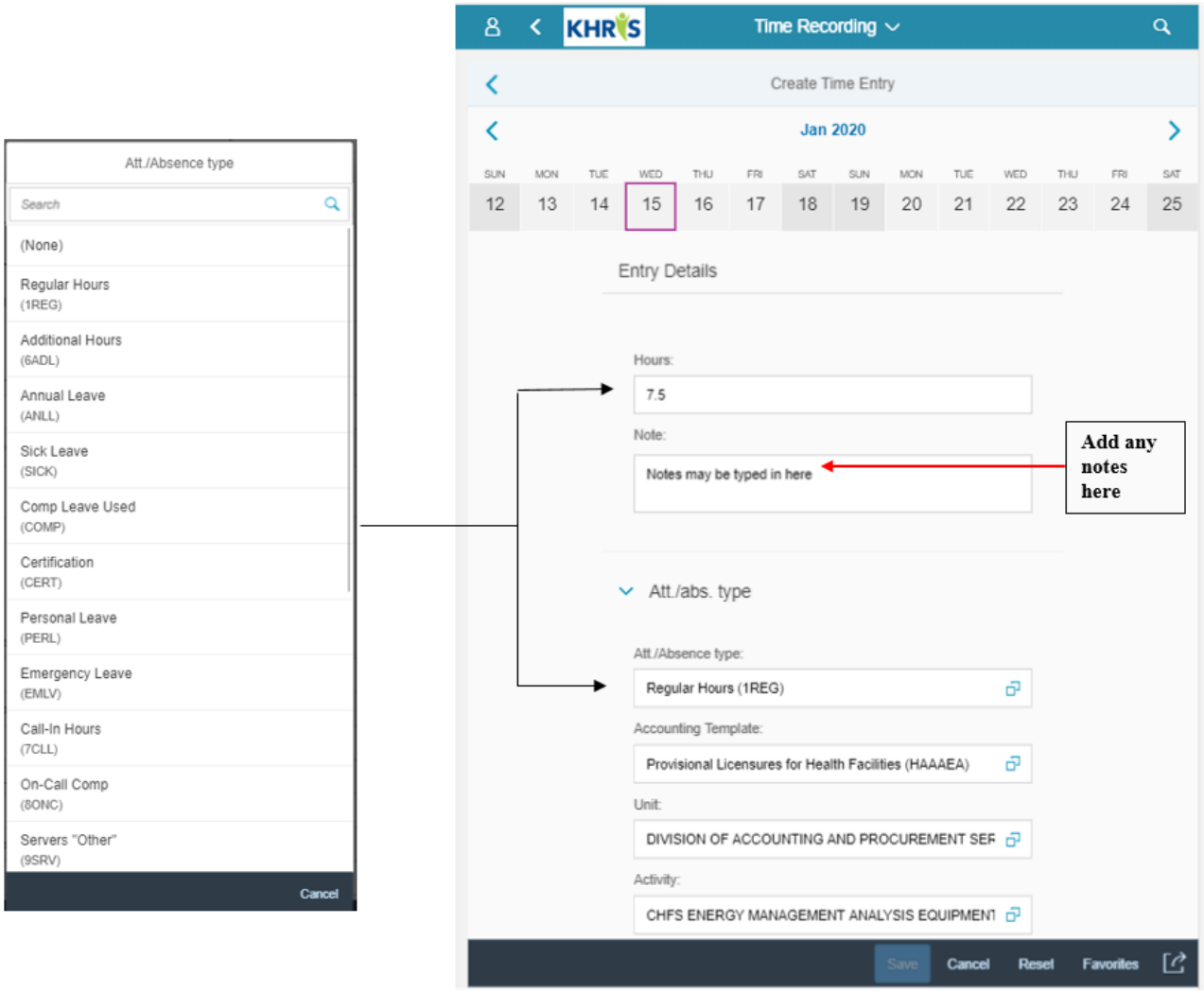
The mobile view allows employees to view/enter time for one day at-a-time.



First: Select the date you wish to enter time for

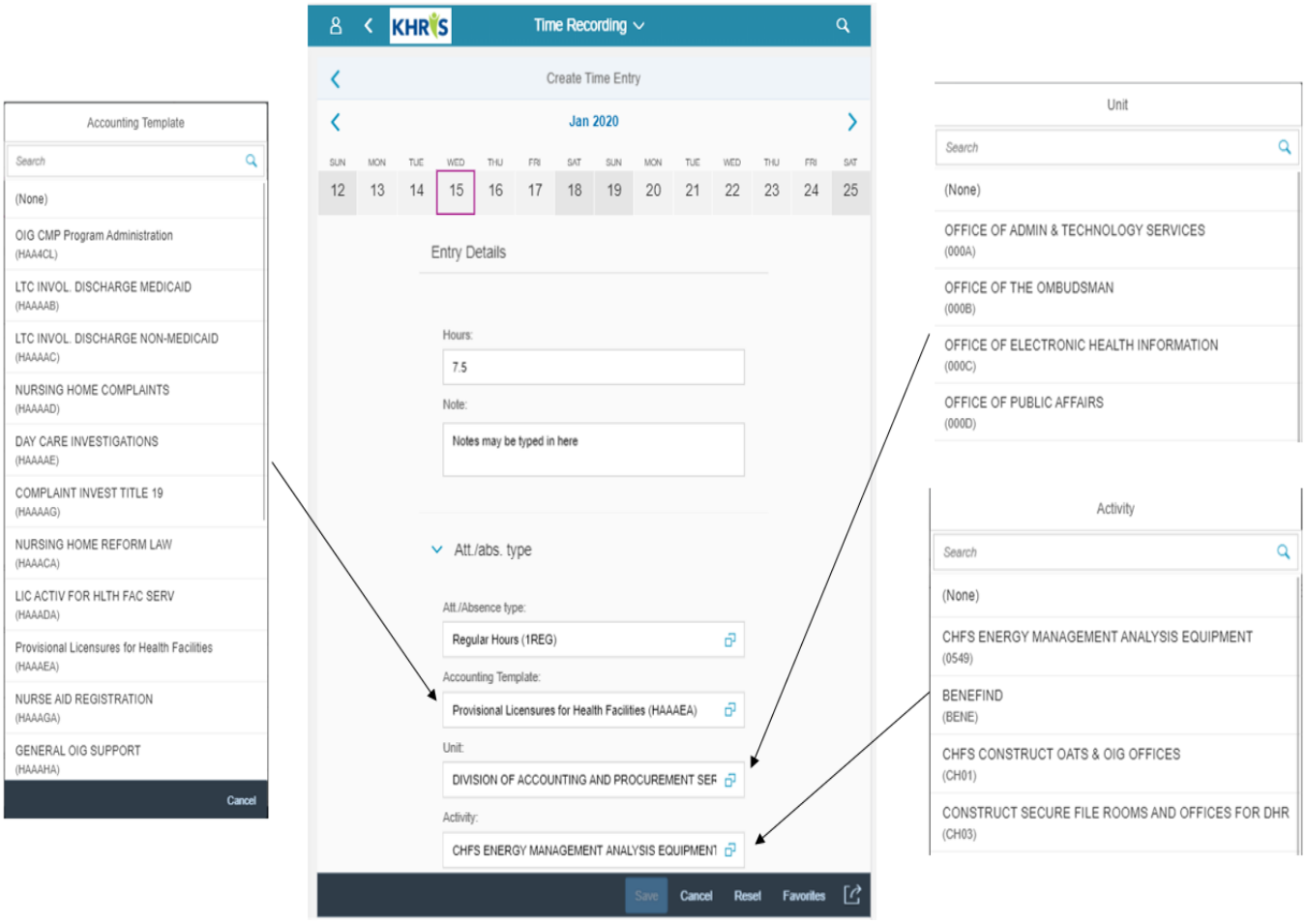
Next: Select the "Create" button to open up the screen for time entry

Type in the number of hours to be recorded and select the Absence/Attendance code from the drop-down box. There is also a Note field. Employee can enter notes related to the time entry in this box.

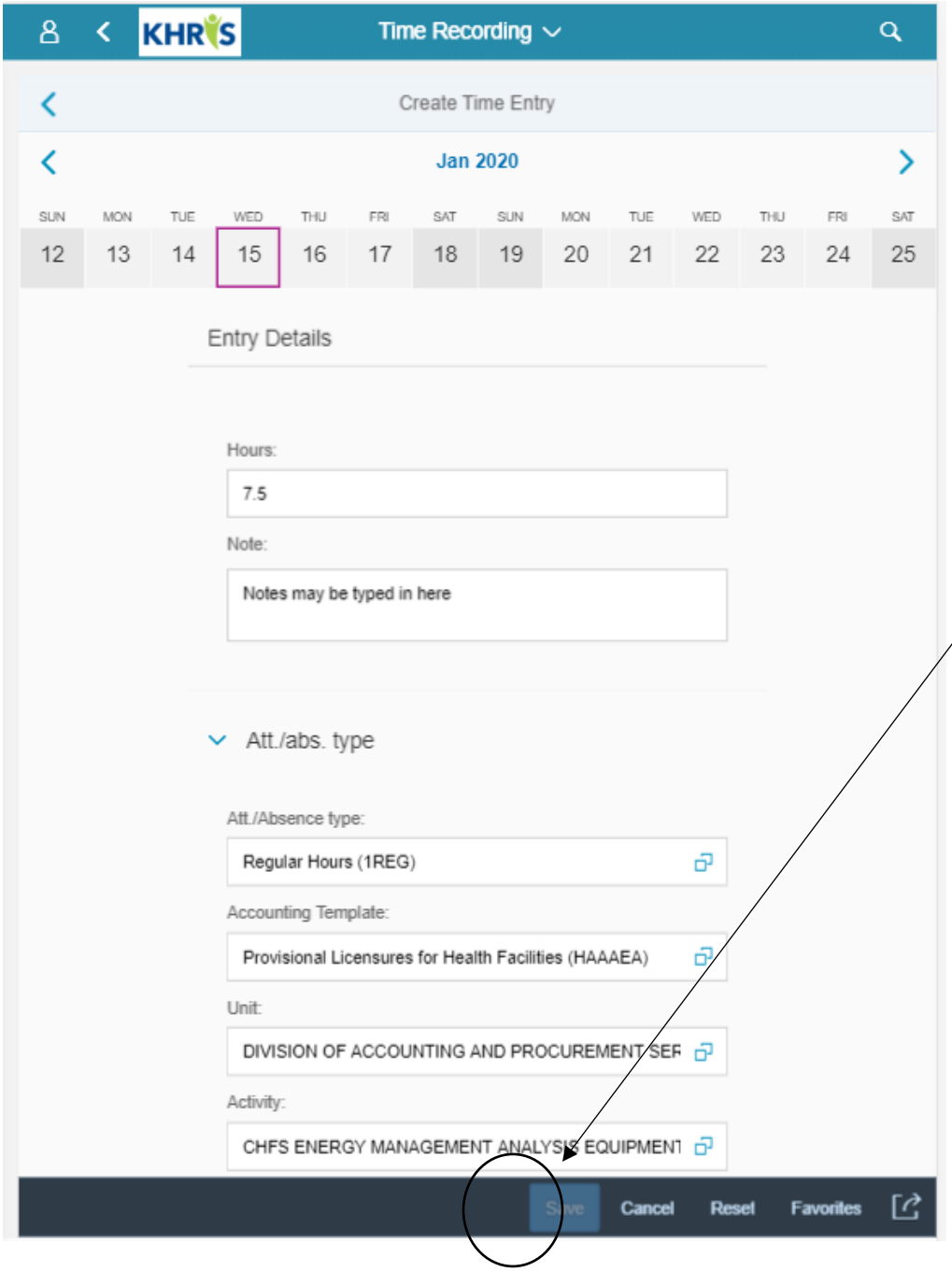


There are also drop-down boxes for Accounting Template, Unit, and Activity if needed. If these are not fields that the employee needs to enter, these may be left blank. Each employee will only see the template,

unit, and activity list available to them in the drop-down. Search fields are available at the top of each drop-down.

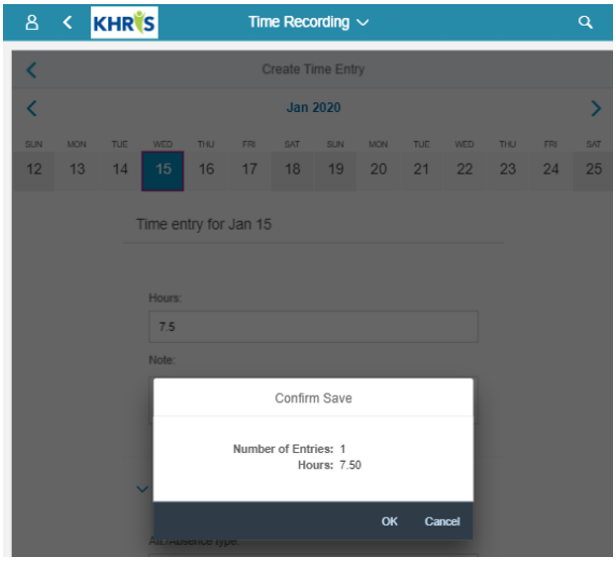


Once the hours, notes, attendance/absence code and any template, unit, or activity codes have been entered, the time data must be saved.



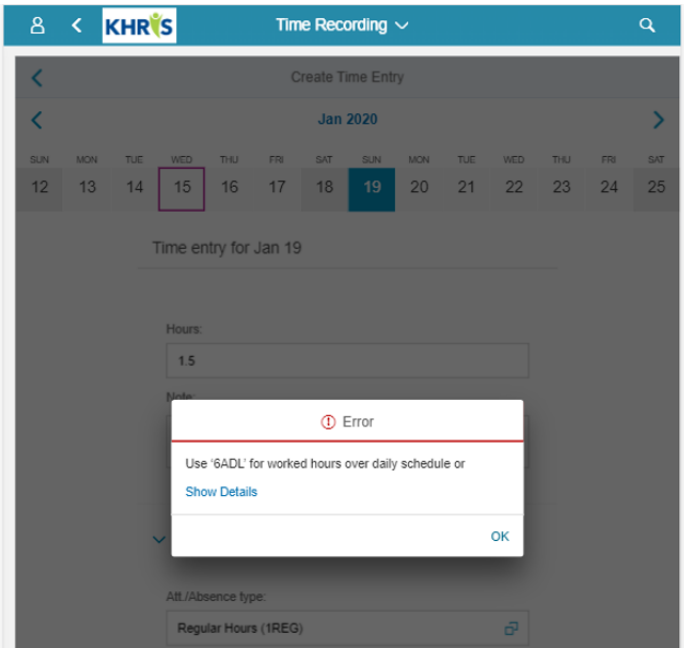
SAVE

When the save button is selected, the employee must confirm the save by selecting "OK".

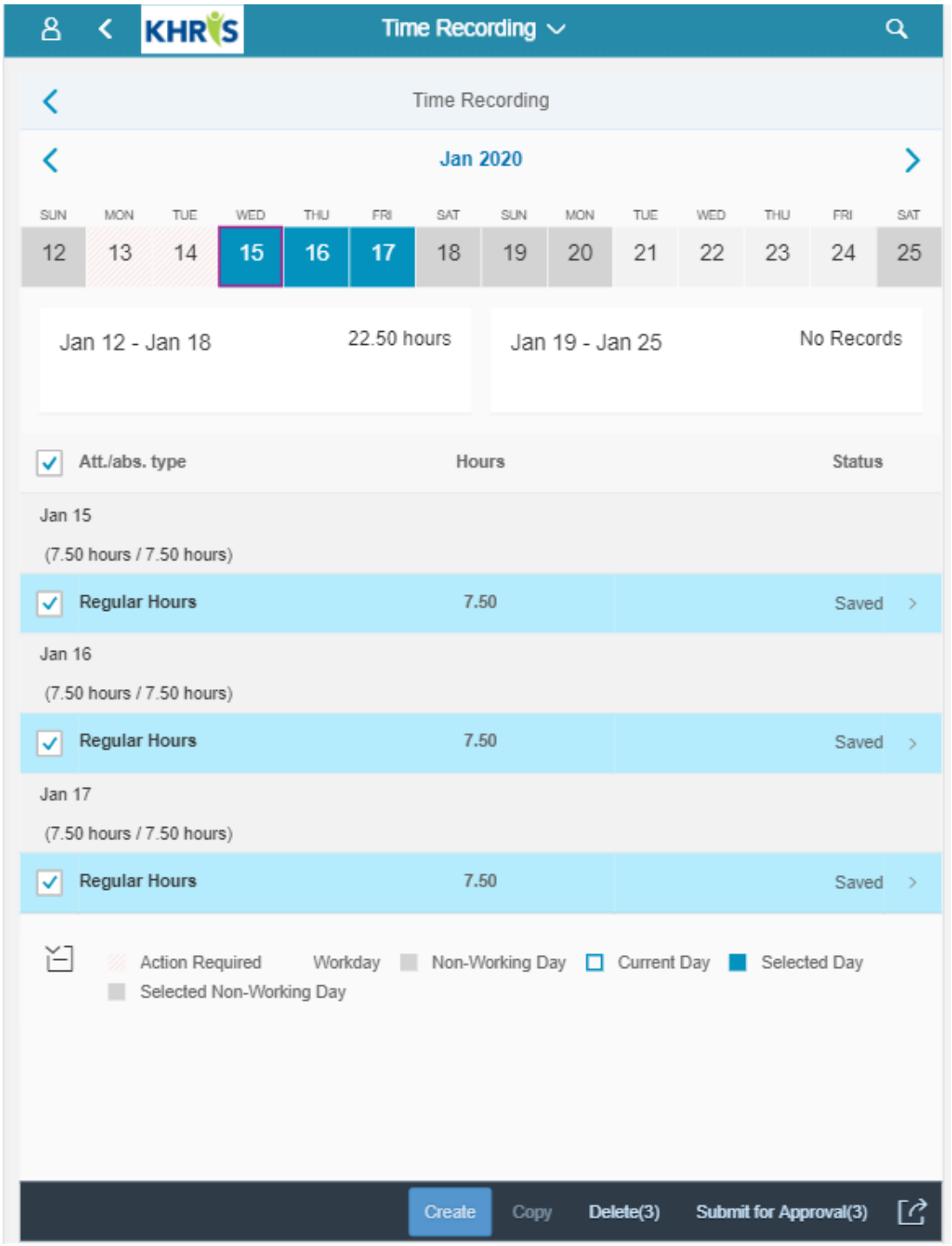


If no errors are found, the employee will see this message displayed in the mobile view:

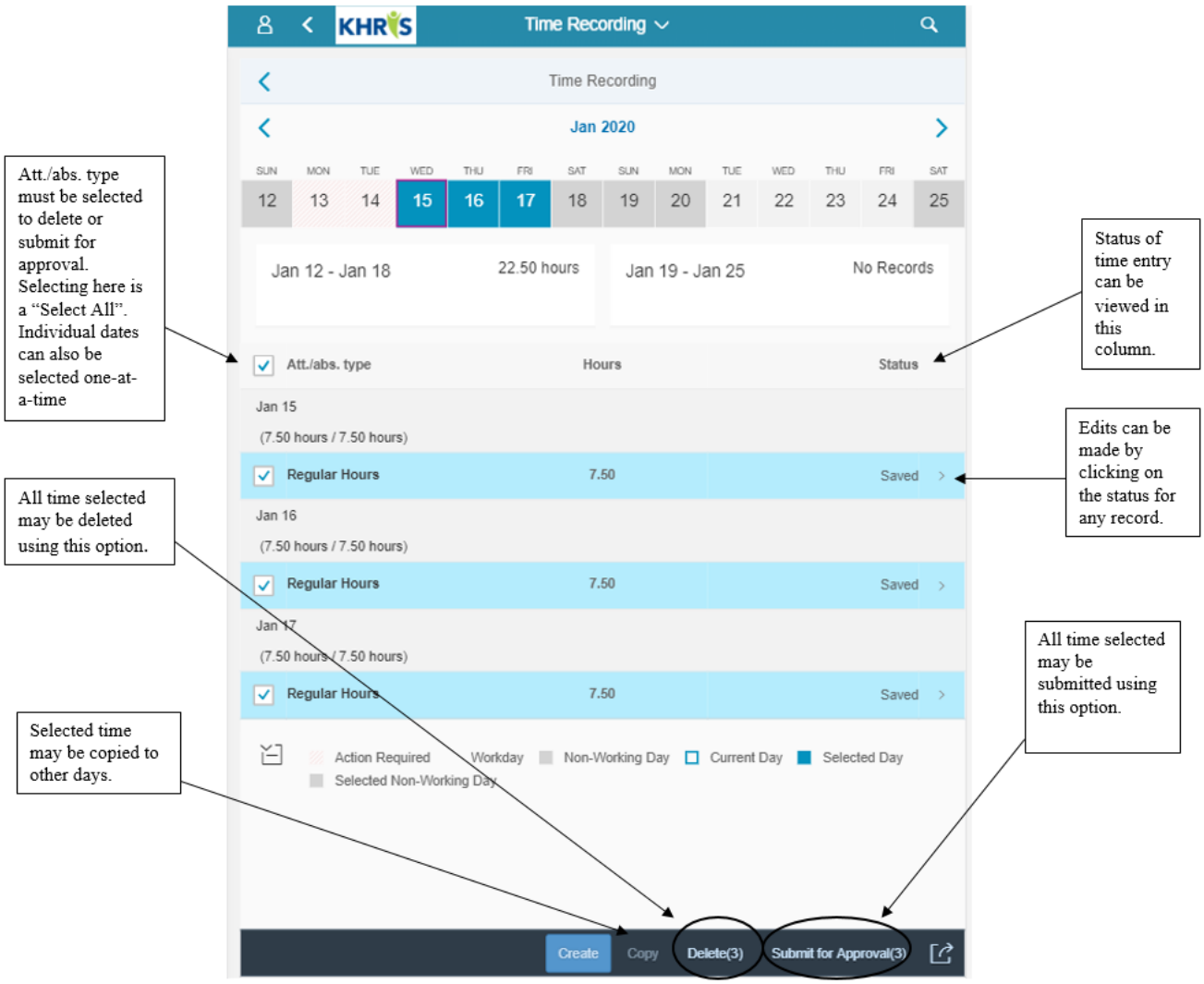
If there is an error in the time entry, the employee will see the same type of errors they have been accustomed to seeing in the desktop version and a correction will be needed.



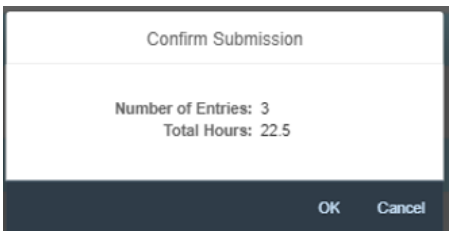
See below an example of the mobile view an employee will see once several days have been saved.

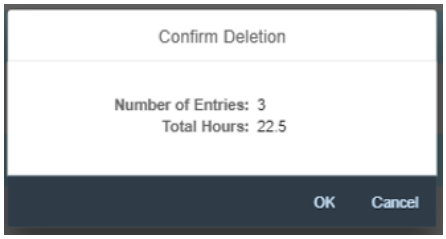


The employee can view the status of the time that has been entered on the right side of the screen. They can also click on the status for each day to edit that time data. There are also options to delete, submit, or copy the saved time.

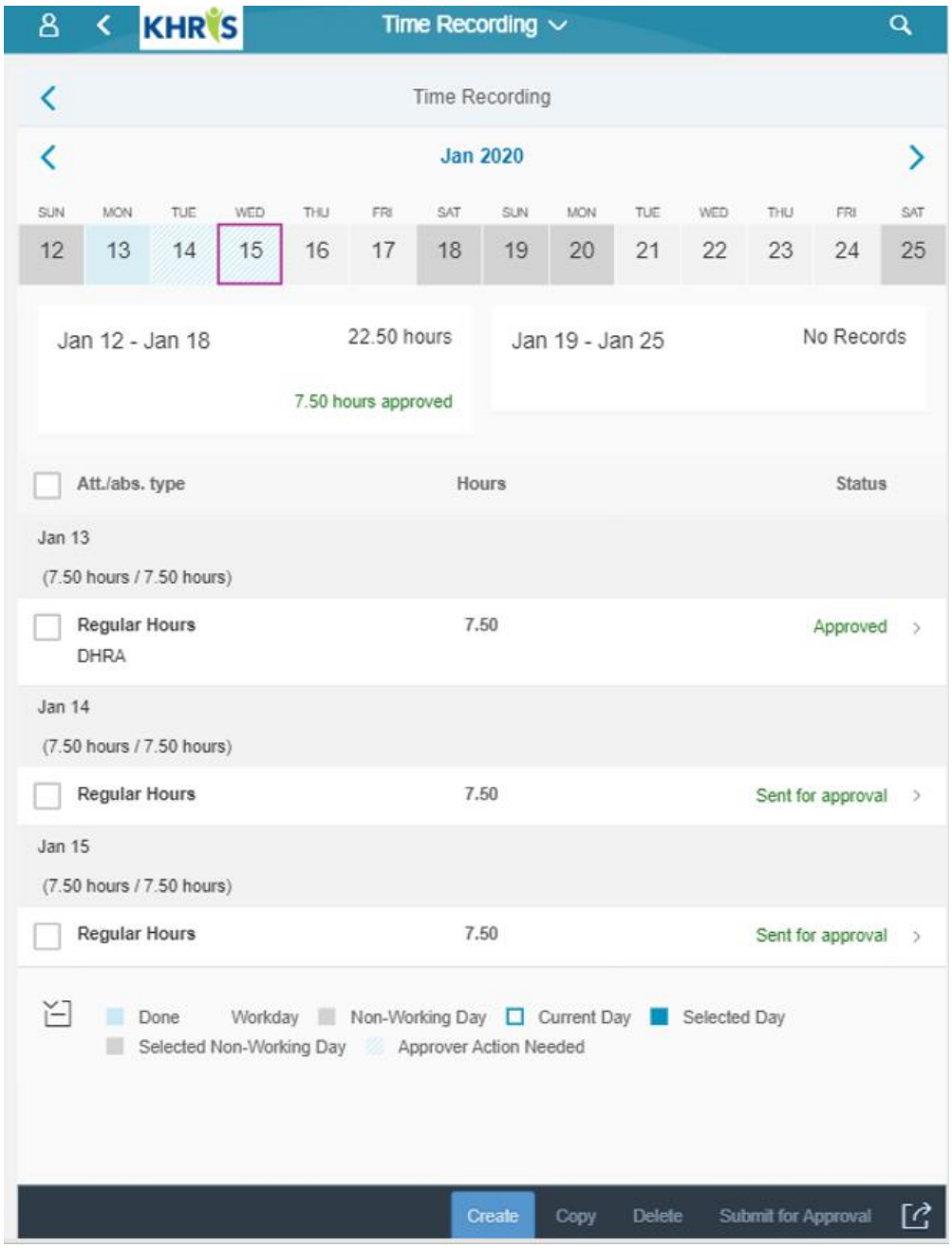


Messages will display to either confirm the submission or confirm the deletion:

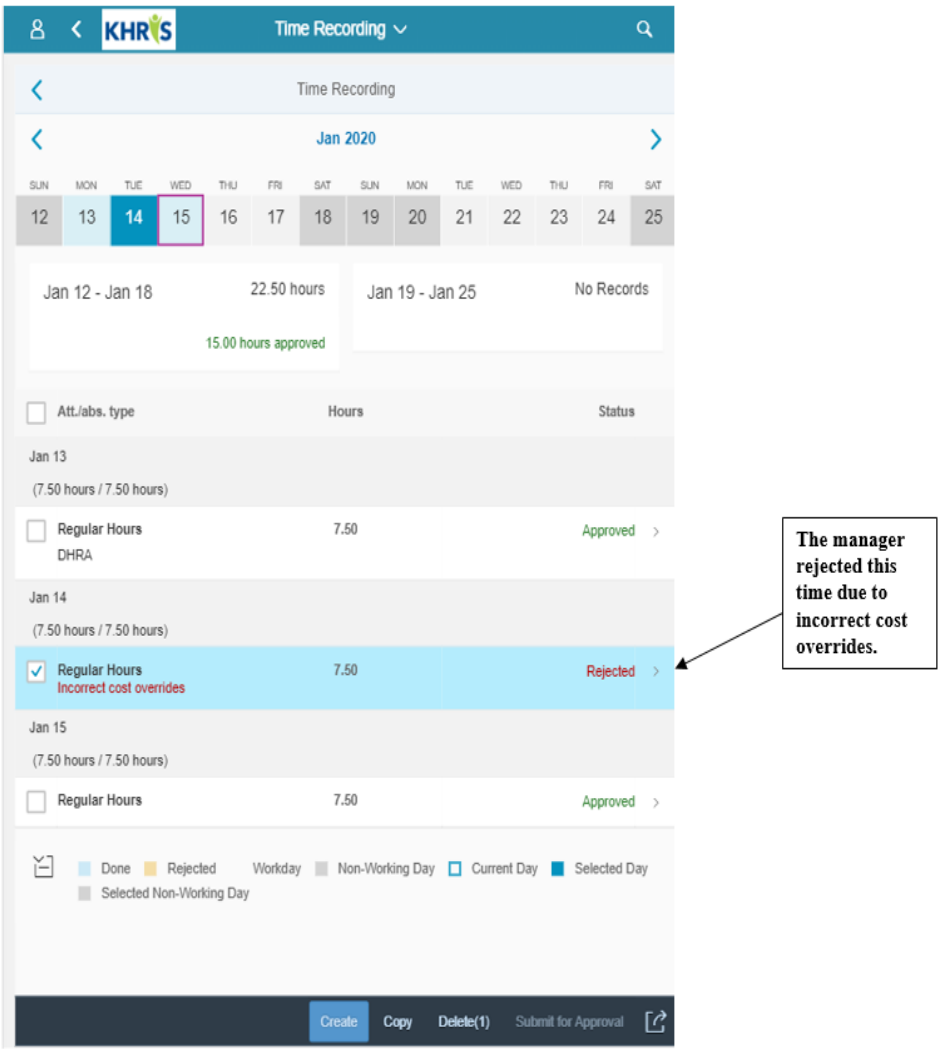




See below the messages that will display in the status column once the time has either been sent for approval or approved.


KHRIS
Time Recording
Time Recording
Jan 2020
SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT
12 13 14 15 16 17 18 19 20 21 22 23 24 25
Jan 12 - Jan 18
22.50 hours
7.50 hours approved
Jan 19 - Jan 25
No Records
Att./abs. type
Hours
Status
Jan 13
(7.50 hours / 7.50 hours)
Regular Hours
DHRA
7.50
Approved
Jan 14
(7.50 hours / 7.50 hours)
Regular Hours
7.50
Sent for approval
Jan 15
(7.50 hours / 7.50 hours)
Regular Hours
7.50
Sent for approval
Done
Workday
Non-Working Day
Current Day
Selected Day
Selected Non-Working Day
Approver Action Needed
Create
Copy
Delete
Submit for Approval

See below the message the employee will see if the manager has rejected time entry. Also, note the rejection reasons the employee may see.



The manager rejected this time due to incorrect cost overrides.

When time is rejected back, the employee must make any necessary corrections then select "save", and select "submit for approval" again. This process is complete when all time has been saved, submitted, and approved by the manager.