



**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM  
APRIL 30, 2012 PAYDAY  
EMPLOYEE SELF-SERVICE (ESS)  
FREQUENTLY ASKED QUESTIONS**



**HOLIDAY TIME**

**1. Will I need to zero out my 099 event line on the day of the holiday?**

No. Regular Earnings (Code 099) will no longer be pre-populated the day of the holiday. Only the Holiday (012) leave event hours will be pre-populated.

**2. How do I supplement holiday time on my timesheet as an exempt employee?**

Exempt employees will continue to have Exempt Leave (019) pre-populated if they are scheduled to work more than 8 hours on the day of the holiday.

**3. How do I supplement holiday time on my timesheet as a covered employee?**

Covered employees will use new leave events to supplement Holiday Leave time to account for total scheduled hours on the day of the holiday.

**4. As a covered employee, how do I code my timesheet to supplement a work day that lands on a holiday?**

You would use a leave event code that has an available balance and add "H" at the end. For example, if using personal sick time, you would use the code 112H instead of the code 112 to supplement the Holiday Leave (012) hours.

**5. As a covered employee, if I use a leave event code other than the holiday event code (012H) to supplement the holiday, and I do not have enough leave hours, what will the system do?**

**A warning message will be displayed.** The system will automatically default to the next leave event code with available hours, unless you adjust the timesheet with a different leave event code with enough balance to cover the hours reported.

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM  
APRIL 30, 2012 PAYDAY  
EMPLOYEE SELF-SERVICE (ESS)  
FREQUENTLY ASKED QUESTIONS**



6. **As a covered employee, if I use holiday time to cover my time off or to supplement the holiday with a holiday leave event code, and I do not have enough holiday time to cover these hours for the time off, what will the system do?**

A warning message will be displayed. The system will default to Absent Without Pay (AWOP) for these hours, unless you adjust the timesheet with a different leave event code with enough balance to cover the hours reported.

**For example:** For a 9-hour work day, the employee takes the day off and codes the timesheet with 012 for 9 hours. If the employee only has 5 hours of holiday time available, the remaining 4 hours will be AWOP (event code 027).

**TIMESHEET PROCESSING CHANGES**

7. **If I enter time (hours) incorrectly on my timesheet and want to remove the hours, will the system require me to enter zero for the hours or can I leave the hours blank?**

The system will no longer require you to enter zero; rather, you can now leave the hours blank.

8. **If I am off for the entire pay period, do I need to zero out every day on the 099 event line?**

No. You can delete the 099 event line or simply change the 099 event code to a leave code you plan to use.

9. **What would happen if I enter more than 24 hours in a day?**

The system will display an ERROR message notifying you to make an adjustment to your timesheet.

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM**  
**APRIL 30, 2012 PAYDAY**  
**EMPLOYEE SELF-SERVICE (ESS)**  
**FREQUENTLY ASKED QUESTIONS**



**10. What happens if I report hours worked, and the hours do not match my scheduled hours?**

The system will display an ERROR message and will prevent you from submitting your timesheet. Your total scheduled hours should always equal your total hours.

If you happen to use a leave absence code for a work day then hours used on the leave code should equal the scheduled hours for that day.

**11. If I get a promotion or move to a different department in the middle of the pay period, will I have to fill out a separate timesheet?**

Yes. The system will create new timesheets for employees when they have changes to their Department, Title, Sub-Title and/or Unit Code during the pay period.

This **DOES NOT** apply to hourly employees. Please contact your Department Human Resources Personnel Office.

**12. Who do I contact if I have questions regarding the completion and submission of my timesheet, as well as questions on the features and functions of ESS?**

Questions regarding the completion and submission of your timesheet, as well as questions on how to access or use the features and functions within Employee Self-Service (ESS) should be directed to either your supervisor or your departmental Subject Matter Experts (SMEs).

ESS training materials and video clips will be posted as available on the eCAPS/eHR website on the project home page at:

<http://ecapsweb.lacounty.gov/Project/eCAPS.asp>