

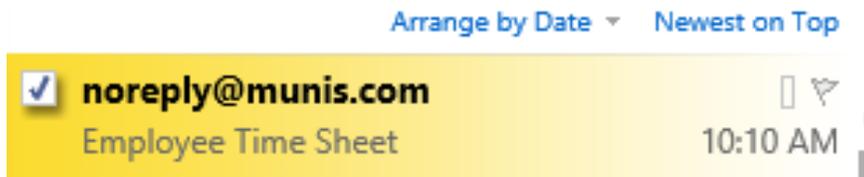
# ESS Payroll Approval Process



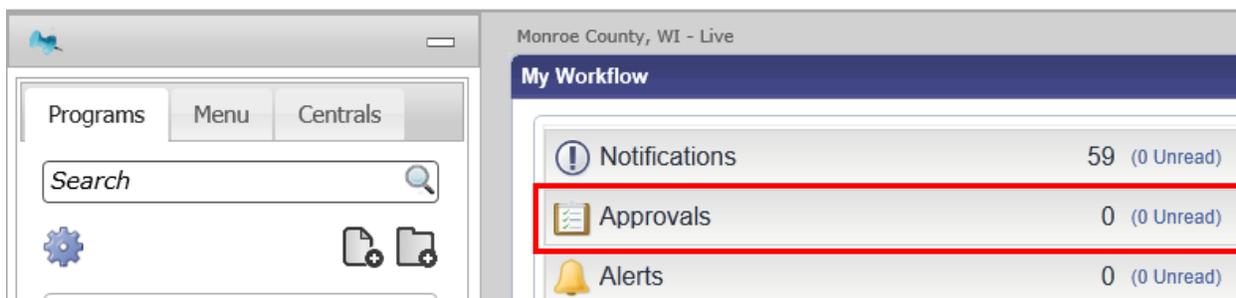
## ESS Payroll Approval Process

When your staff has completed and submitted their payroll for approval through Time Entry in ESS to you, their Supervisor, you will be notified via:

- (1) **Email** and/or through



- (2) **MUNIS Approvals** on your Home Screen



Log into ESS from your internet web browser at <https://monroewi.munisselfservice.com/>

Click on the menu option **Time Entry**. Your screen should appear similar to that shown below.

Under **Pending Timesheets** for each employee on each week click **View**.

Pending Timesheets			
<b>12/21/2014 - 12/27/2014</b>			
GARVIN, MARGARET G	VETERAN SERVICES OFFICER	40.00	<a href="#">View</a>
KITTLESON, KENNETH O	PERSONNEL DIRECTOR	40.00	<a href="#">View</a>
OSTERBERG, TINA S	FINANCE DIRECTOR	40.00	<a href="#">View</a>
		<b>120.00</b>	
<b>12/28/2014 - 1/3/2015</b>			
GARVIN, MARGARET G	VETERAN SERVICES OFFICER	40.00	<a href="#">View</a>
KITTLESON, KENNETH O	PERSONNEL DIRECTOR	40.00	<a href="#">View</a>
OSTERBERG, TINA S	FINANCE DIRECTOR	47.00	<a href="#">View</a>
		<b>127.00</b>	

## ESS Payroll Approval Process

Your screen should appear similar to that shown below.

Carefully review the time submitted by your staff person, you may have access to [Edit](#) if allowed, then click [Mark this week as approved](#).

### Approve time off for OSTERBERG, TINA S FINANCE DIRECTOR

Approving 0 out of 87.00 from 12/22/2014 to 1/2/2015 [Mark this week as approved](#) [Edit](#) [Submit](#)

Nov 2014	Jan 2015	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
<a href="#">prior week</a>	<a href="#">next week</a>	12/21	12/22	12/23	12/24	12/25	12/26	12/27		

Your screen will appear similar to that shown below.

The screen will indicate the number of hours approved for this period. Green check mark approval indicators will also populate on the screen.

Click on the  arrow to return to the main **Time Entry** screen.

Each week needs to be reviewed and approved individually.

### Approve time off for OSTERBERG, TINA S FINANCE DIRECTOR

Approving 40.00 out of 87.00 from 12/22/2014 to 1/2/2015 [Mark this week as skipped](#) [Edit](#) [Submit](#)

Nov 2014	Jan 2015	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
<a href="#">prior week</a>	<a href="#">next week</a>	12/21	12/22	12/23	12/24	12/25	12/26	12/27		
			✓	✓	✓	✓	✓			

When the staff person's time has been approved for processing it will disappear from your Time Entry screen. When completed, your screen will appear similar to that shown below – with no Pending Timesheets showing on the screen.

### Pending Timesheets

View/edit timesheet for

<a href="#">Home</a>
<a href="#">Employee Self Service</a>
<a href="#">Certifications</a>
<a href="#">Pay/Tax Information</a>
<a href="#">Personal Information</a>
<a href="#">Time Off</a>
<a href="#">Time Entry</a>

