TIME ENTRY REQUESTS

River Vale Board Public Schools
Employee Service Portal (ESP)

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General Guidelines

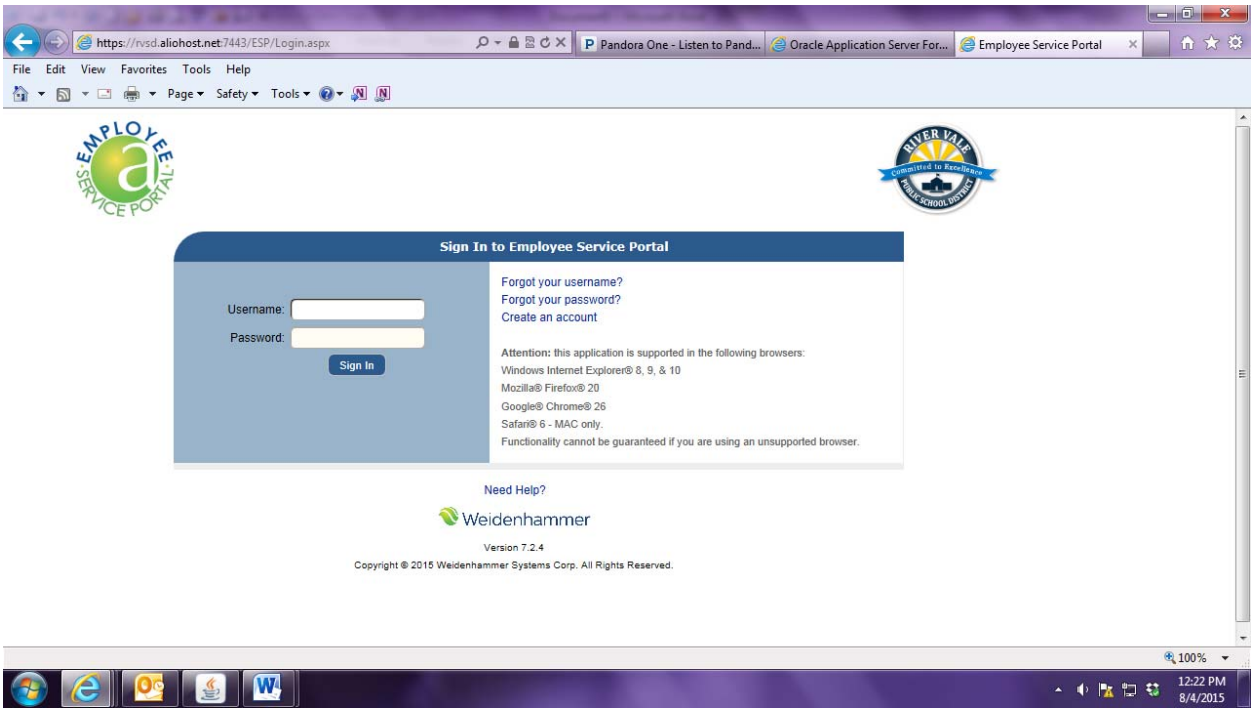
- Data for additional pay must be entered on a weekly basis.
- All activities eligible for extra compensation must be submitted at the same time for that respective week.
- Once timesheets for a week are submitted, an employee cannot enter another time sheet for additional activities for that week.
- Requests must be submitted promptly.
- Extra compensation will normally be paid no later than two weeks after a timesheet is submitted.
- Make every effort to follow the extra compensation payroll calendar included in this manual and located in the employee portal.
- When submitting time for Workshops, the employee must include the Workshop name in the employee comments.
- Staff Assistants working after school with students must include the club or activity and the student's initials in employee comments.
- Do not include lunch hours in time worked if lunch hours are not paid hours. In the case of a workshop, if the morning session began at 8:00 AM and ended at 11:00 AM for a one hour lunch, then resumed at 12:00 PM concluding at 3:00 Pm, enter this day twice. The morning session is entered at 08:00 AM until 11:00 AM and the afternoon session is entered as 12:00 PM until 03:00 PM.

River Vale Public Schools Service Portal

All employees at the River Vale Public Schools have access to an Employee Service Portal (ESP) which reflects the employee's personnel and payroll information. Documents such as W2s and paychecks can be found in the ESP from July 2014 to the present. All personnel and payroll changes must be requested through ESP.

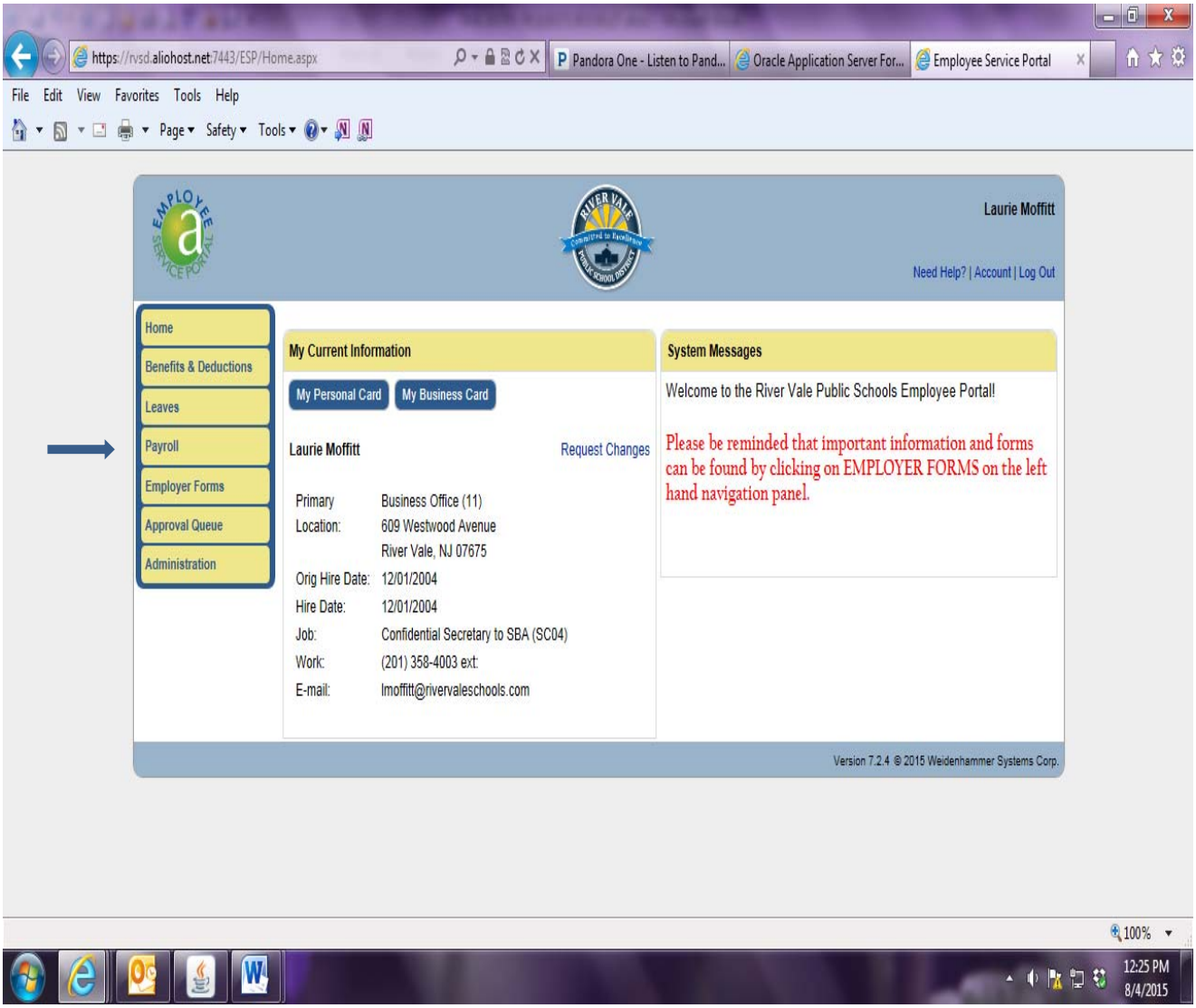
ESP can be accessed through any browser at https://rvsd.aliohost.net:7443/ESP

New users can create an account using their name, birthdate, and employee ID number which is located on their direct deposit advice or paycheck.



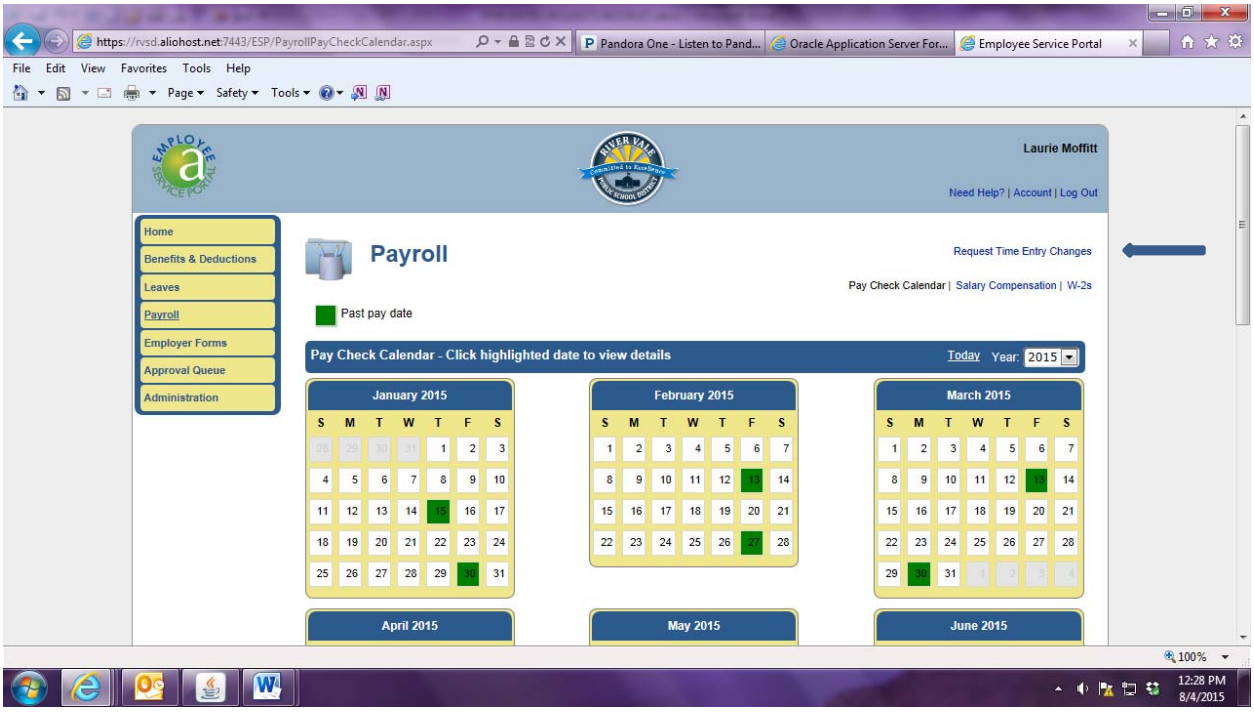
Accessing Time Entry

From the Home page, select Payroll from the column selections on the left.

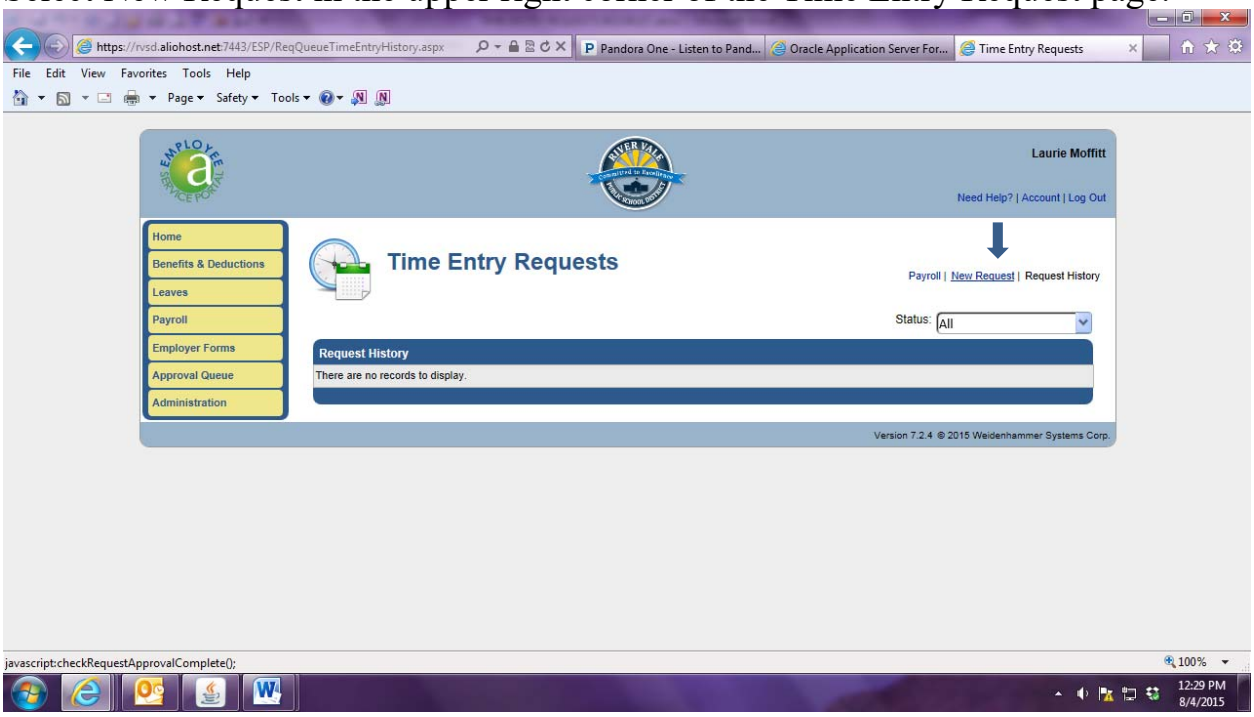


Entering Time Entry Requests

Select Request Time Entry Changes in the upper right corner of the Payroll page.



Select New Request in the upper right corner of the Time Entry Request page.



Choose a Reporting Week. Weeks begin on Sunday.

The system will prompt you to acknowledge that you are changing weeks and if time has already been entered by not saved it could be lost.

Choose Add on the Time Entry blue line.

First select a Job, which is a group of activities, from the drop down list.

Select an Earn activity from the drop down list. If you do not select an earn activity, the timesheet will be returned to you. You must then delete it and enter the information once again. If the activity is paid based on an hourly rate, enter the start time and end time of the activity, or Time In and Time Out. Time should be entered at 07:00 AM. If time is not entered in this format, text will turn red and the system will not accept the entry. **Do not use the** **box.** Enter time directly in the beige box under the date. Do not include lunch hours or breaks. In the case of a workshop, if the morning session began at 8:00 AM and ended at 11:00 AM for a one hour lunch, then resumed at 12:00 PM concluding at 3:00 Pm, enter this day twice. The morning session is entered at 08:00 AM until 11:00 AM and the afternoon session is entered as 12:00 PM until 03:00 PM.

However, if the activity is paid based on a non-hourly rate such as a daily rate or game rate, in the case of an athletic activity, the system will prompt you for the number of units, in this case, 1 day on June 29th teaching in the Extended School Year program. Enter Time in the same format without AM or PM. If you worked as an announcer for two games on June 29th enter 02.00. You will be paid for announcing twice.

When all times has been entered for that week, in that specific activity, save the information. You will receive a message that it has been saved.

You will return to the summary page where you can add additional time for another activity by selecting Add on the Time Entry Line. All time worked that week for EVERY activity that you were involved in must be entered before you submit the time sheet. **Once submitted, you cannot enter future requests for compensation for that particular week.** Time Entry Totals will be the total of **all** activities for that day.

As you enter new time, previous time entered will appear in Week Totals. Save the time request before closing the page.

Attachments can be added to the summary page if required. Select Add on the Request Attachments line.

Here you can browse and select documents to accompany your time request. Choose the file, name it and save it.

The attachment file name will appear on the summary page.

Employees can also add comments on the summary page. The following activities **must** include comments:

Workshops time requests must include the name of the Workshop attended. If multiple dates are submitted, include the date with the name.

Home Instruction time sheets must include the student's initials in the comments field. If multiple students were tutored, include the dates with the initials.

Staff Assistants working with students after school must list the club or sport with the student's initials.

Before submitting, select an email preference for this request.

Finally, select Submit when **all time for activities performed this week have been entered. Once your request is submitted, you cannot create a new request for that same week.**

The names of the Approves will be listed and updated as the request travels through the approval process.

Revisions to Time Sheets

If an Approver returns a timesheet for modifications you can modify hours by selecting the pencil in the edit column and select to override the hours originally submitted.

Approving Time Entry Requests

Select Approval Queue from the Home page.

Open the request by selecting the request date and time.

The summary of the time sheet will reflect all time worked and all Approvers required to review the request. **Select Time Entry Details for the activities needing your approval. Do not approve from the summary page.**

Detail for the activities needing your approval will be shown. Select Approve Request and the request will be sent to the next Approver.

Editing Time Entry Requests

If a modification is needed, the Approver can add comments explain the required modification and select **Revise Request.** The request will be routed back to the

employee. Any other Approvers will no longer have access to the time request until that modification has been completed and the employee submits again.

If the Approver has to make a change to a time request, select the pencil in the Edit column for that date. Select the next to the filed that must be edited. An override box will appears that will allow the Approver to change hours and add comments. Save those changes. Only time in, time out, and total hours can be modified by an approver or an employee. Job code and earn codes cannot be modified. Requests must be deleted by the employee and resubmitted correctly.

The summary page will reflect if a change was made by the Approver in the Override column (o).

Do not reject a request. Rejected timesheets can't be modified or resubmitted. They are permanently canceled. The Reject Request option is reserved for time sheets that will never be processed for payment. Once that option is selected, it is returned to the employee and cannot be modified.

Extra Compensation Payroll Schedule 15-16

Enter Table