

Employee Self Service (ESS) Time Entry

Login to ESS: <https://essweb.clackesd.k12.or.us:19002/essweb/index.htm>

On the left, click on the **Exception Time Entry** link.

LAWSON Portal Home

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ESD Clackamas Education Service District

Dedicated to Excellence through Leadership and Service

Employee Self Service

The Time Entry box will come up.

Mon, August 1, 2011 - Wed, August 31, 2011 | 08/30/2011

Please enter your exception time below.

	No Leave Used	Sick Leave	Family Illness	Personal Leave	Bereavement	FMLA	Unpaid Leave	Comments
Mon Aug 1								
Tue Aug 2								
Wed Aug 3								
Thu Aug 4								
Fri Aug 5								
Sat Aug 6								
Sun Aug 7								
Mon Aug 8								
Tue Aug 9								
Wed Aug 10								
Thu Aug 11								
Fri Aug 12								
Sat Aug 13								
Sun Aug 14								
Mon Aug 15								

Thu Aug 18

Fri Aug 19

Sat Aug 20

Sun Aug 21

Mon Aug 22

Tue Aug 23

Wed Aug 24

Thu Aug 25

Fri Aug 26

Sat Aug 27

Sun Aug 28

Mon Aug 29

Tue Aug 30

Wed Aug 31

Total Hours



Update card | Submit for approval | Delete for selected date | Print card | Close Time Entry

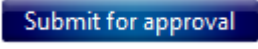
Enter in Sick, Family Illness, Bereavement, Personal Business, Unpaid, or FMLA (if applicable) in the appropriate columns. Starting in 2011-2012, you are no longer required to enter Non Contract or Holiday leave.

If you have ***NOTHING*** to enter in ***ANY*** of the columns, enter 1 hour in the ***No Leave Used*** column in the first day of the reporting period as shown below, regardless if it is a weekend. This is because the time report cannot be submitted blank.


← Mon, August 1, 2011 - Wed, August 31, 2011 →
Please enter your exception time below.

	No Leave Used	Sick Leave	Family Illness	Personal Leave
Mon Aug 1	1			
Tue Aug 2				
Wed Aug 3				
Thu Aug 4				
Fri Aug 5				
Sat Aug 6				
Sun Aug 7				
Mon Aug 8				
Tue Aug 9				
Wed Aug 10				
Thu Aug 11				
Fri Aug 12				
Sat Aug 13				
Sun Aug 14				
Mon Aug 15				


Scroll to the bottom and click on  to save your changes. You can come back and edit the time report during the month. Always click  before exiting or submitting your time record.

Click on  to send to your supervisor for approval.

To see historical time records, click on the left or right arrows at the top of the page or pull down the calendar to pick the time period.

← Mon, August 1, 2011 - Wed, August 31, 2011 → 08/30/2011 
Please enter your exception time below.

The comment below the dates will let you know if your time report is ready to enter, has been submitted, or is in historical status.

← Mon, August 1, 2011 - Wed, August 31, 2011 → 08/30/2011 
Please enter your exception time below.

Please contact Tami Zigler in Fiscal Services, 503-675-4036, if you have any questions or concerns.