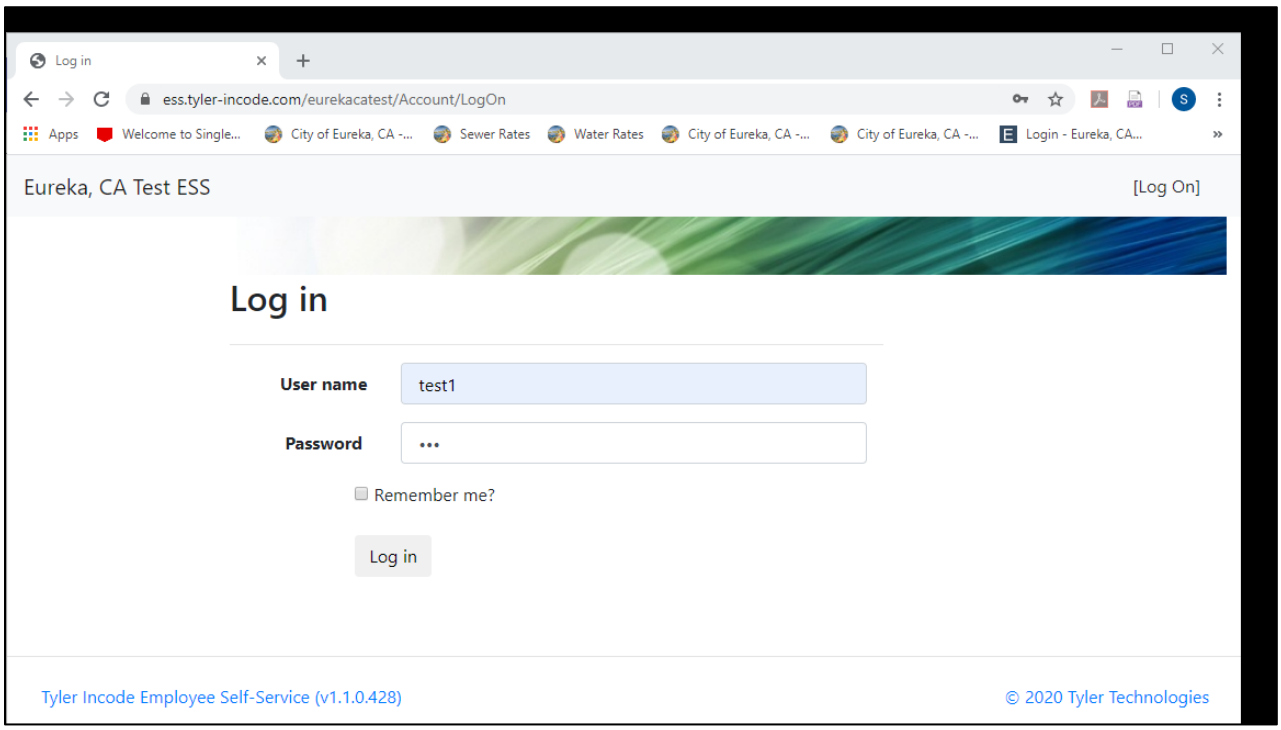
BPG – ESS Website Time Entry Approval Guide

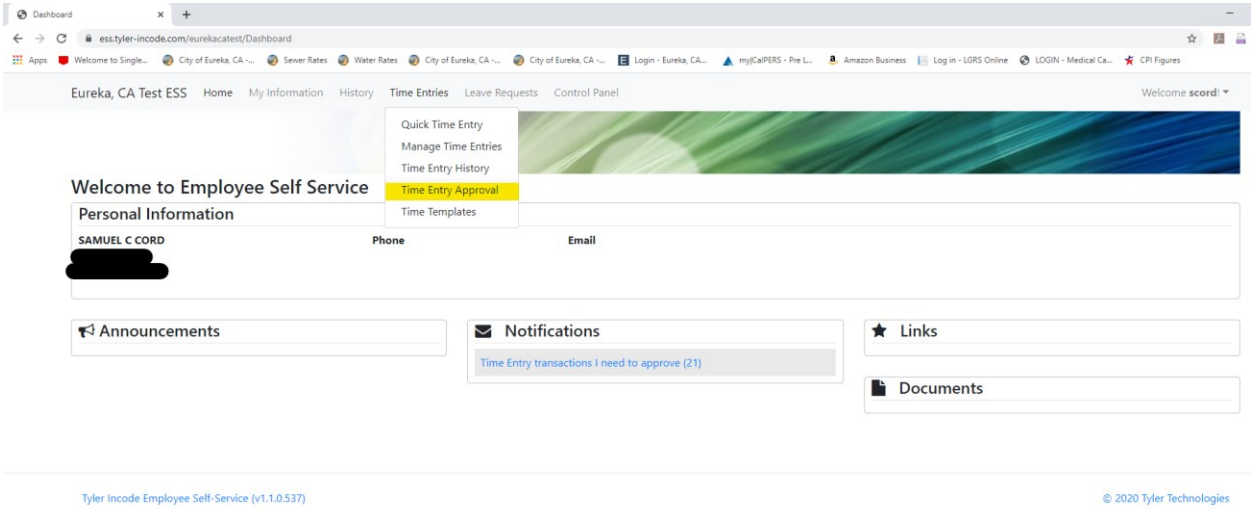
Log into ESS

- Click on the web address link (URL) provided to you, to display the Login window. Enter your **User Name** and **Password**, and click on **Log in** to display the ESS Home Page. **<u>Your user name and password is the same one you use to log into your computer.</u>**

-URL: https://ess.tyler-incode.com/eurekaca -

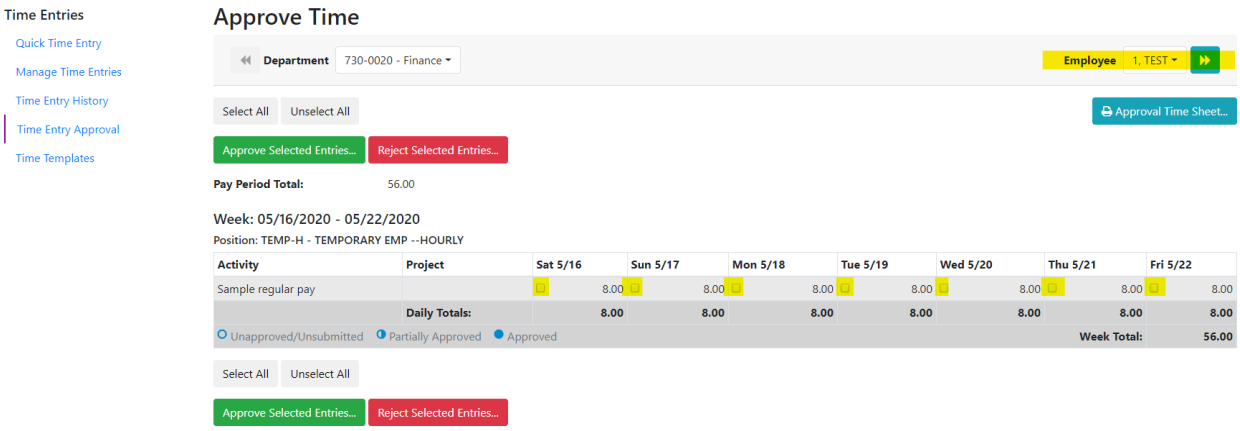


- Click on the **Time Entries Menu** located at the top of the web page and select ***Time Entry Approval (you may also see notifications of unapproved entries).***

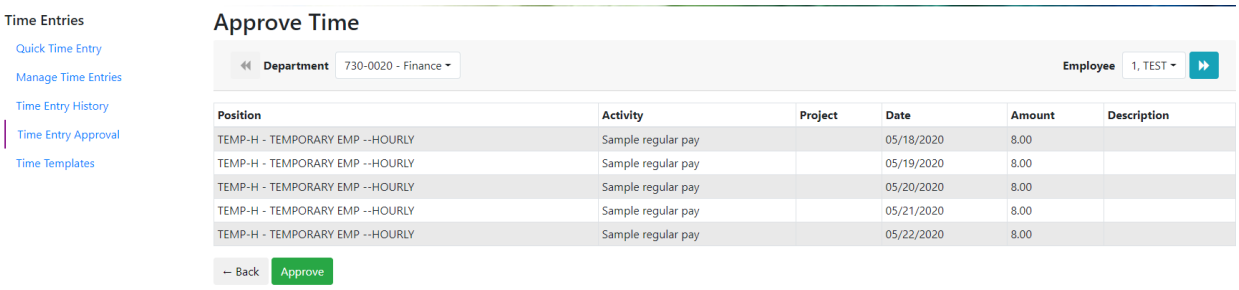


Time Entry Approval

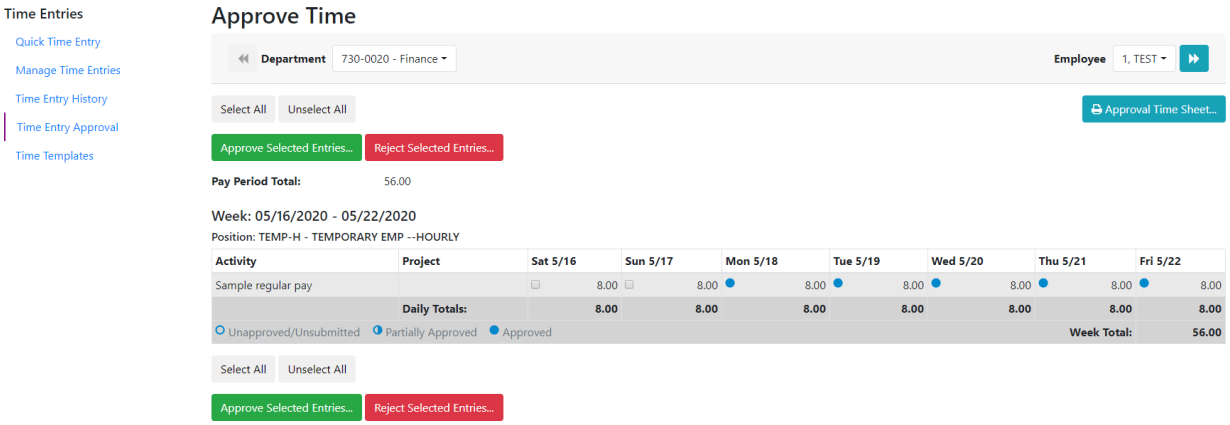
- In Time Entry Approval, select the employee from the "employee" box in the upper-right
- Once an employee is selected, you will see all time entries submitted by that employee for approval.
- Select the box for each day submitted and select "Approve Selected Entries…" or "Reject Selected Entries…" as appropriate. **Please review carefully**. Make sure dates, activities, and hours are accurate and free from error.



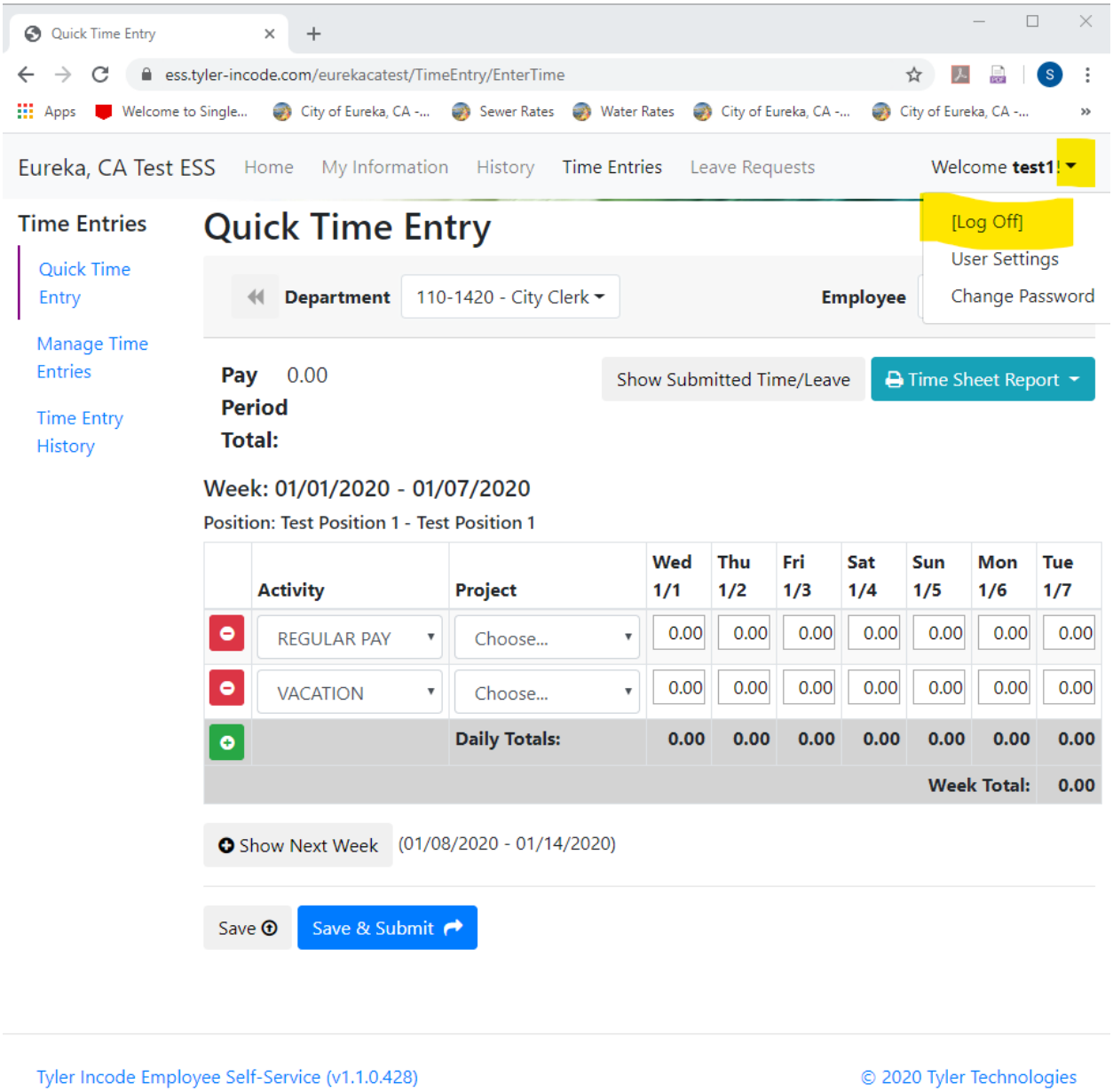
- You will then be presented with a summary of your selections to review before submission. Select “Approve” when ready to submit.



- You will now see your employees entries with their approved boxed filled in as blue circles to indicate they have been approved.



- Repeat this process with all other employees until time entry for your department is complete.

Log out of ESS

On any page in the ESS, click on the down-arrow next to your name in the upper right corner of the page to select **[Log Off]** from the pop-down menu.