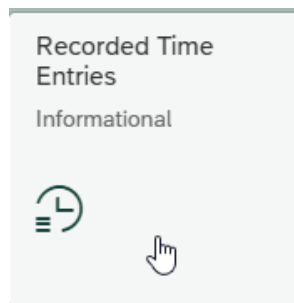# Recorded Time Entries Tile for ESTA – February-April 2025
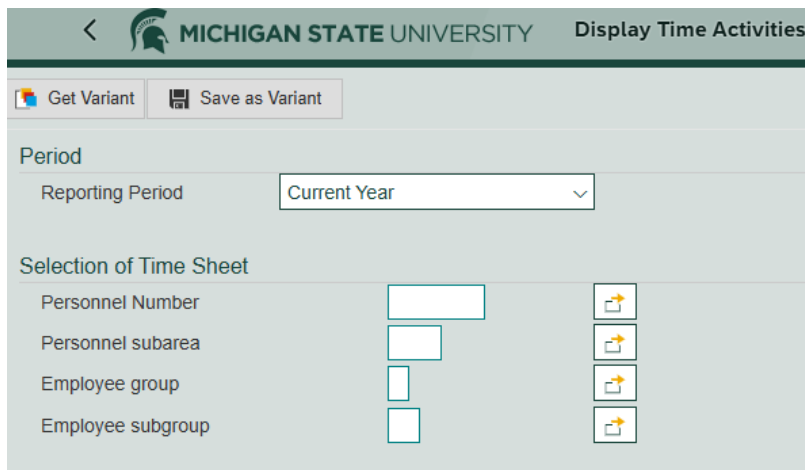
Use this guide as a temporary tool to track an employee's time worked and calculate earned sick time. A tool will be available in mid-April. Details will be shared at that time.
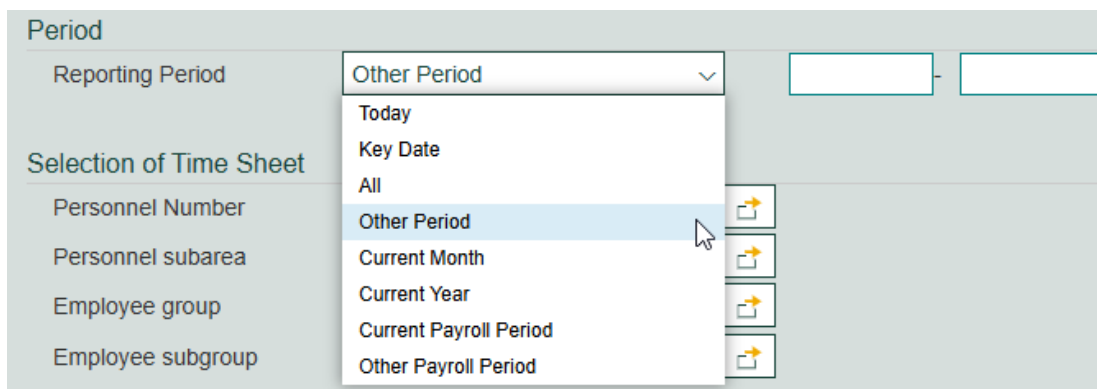
Notes:

- For these groups, EBS will be unable to support a traditional "bucket" of time, similar to sick, vacation, and personal time for regular support staff.
- All supervisors and time administrators have access to the "Recorded Time Entries" tool (under Supervisor tools).

Click the Recorded Time Entries tile to reach this selection screen:

Select the dropdown box in the "Reporting Period" option.

Populate the dates from 2/21/2025 (for existing employees) or the date of hire for any student/temp/on-call that was hired after 2/21/2025.
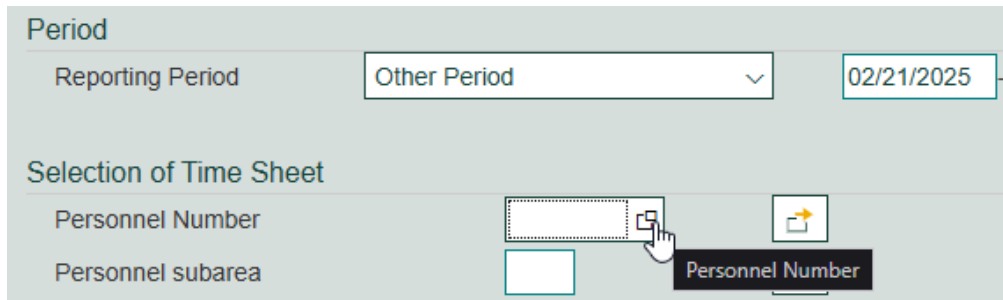
Period

| Reporting Period | Other Period ⌄ | 02/21/2025 | - | | 🗗 |
| | | | | | End Date |

Search for the employee by entering the personnel ID number. If the ID is unknown, you can search for an employee by clicking on the 🗗 icon.

Period
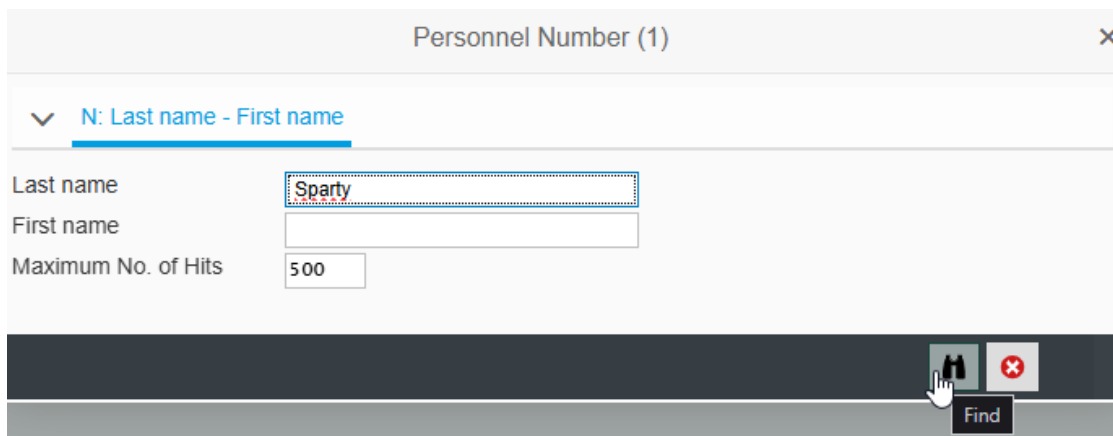
| Reporting Period | Other Period ⌄ | 02/21/2025 | - |

Selection of Time Sheet

Personnel Number   [   ] 🗗   🗗   Personnel Number

Personnel subarea   [   ]

Personnel Number (1)   ✕

⌄   N: Last name - First name
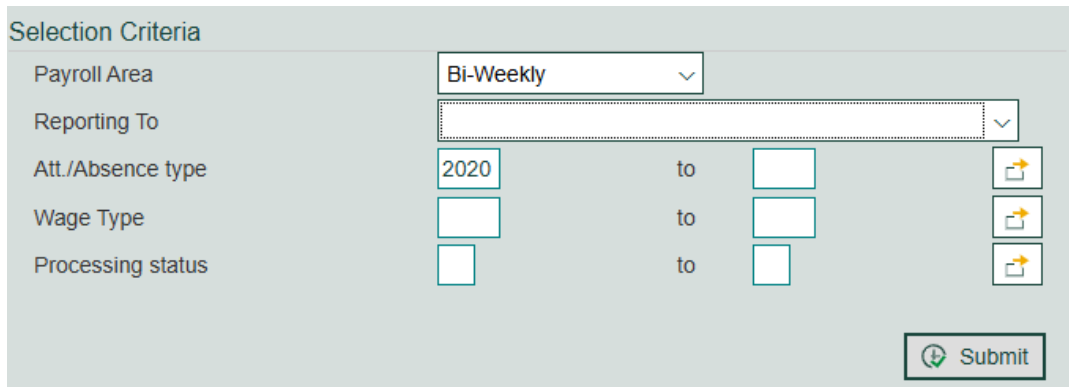
Last name   Sparty
First name   [   ]
Maximum No. of Hits   500

                                                    🖩 ⊗
                                                    Find

Enter code 2020* for Student Employees or 2000 for Temp On-Call Employees.

Selection Criteria

Payroll Area	Bi-Weekly ⌄
Reporting To	[ ] ⌄
Att./Absence type	2020	to	[ ]	🗗
Wage Type	[ ]	to	[ ]	🗗
Processing status	[ ]	to	[ ]	🗗

                                                    ⊕ Submit

*Not required but recommended to limit results.

A detailed report of day-by-day entries will populate, with total hours at the bottom.

| Details | Find | Find Again | Ascending | Descending | Filter ∨ | Total ∨ | Sub Totals ∨ | Layout ∨ | Download ∨ |

Last name First name	Date	Pers.No.	Status	F/S	PArea	BaseRT	Σ Number	UoM	A/A type	A/A type text	V..	WT
GLENDA, DOUG	03/12/2025	93001871	✓		B1	14.50	2.500	H	2020	Student Hourly		
	03/11/2025		✓		B1	14.50	5	H	2020	Student Hourly		
	03/10/2025		✓		B1	14.50	5	H	2020	Student Hourly		
	03/08/2025		✓		B1	14.50	5	H	2020	Student Hourly		
	03/07/2025		✓		B1	14.50	4	H	2020	Student Hourly		
	03/05/2025		✓		B1	14.50	4	H	2020	Student Hourly		
	03/04/2025		✓		B1	14.50	3.500	H	2020	Student Hourly		
	03/01/2025		✓		B1	14.50	6	H	2020	Student Hourly		
	02/28/2025		✓		B1	14.50	4	H	2020	Student Hourly		
	02/27/2025		✓		B1	14.50	3	H	2020	Student Hourly		
	02/25/2025		✓		B1	14.50	5.500	H	2020	Student Hourly		
	02/24/2025		✓		B1	14.50	2.500	H	2020	Student Hourly		
	02/21/2025		✓		B1	14.50	5.500	H	2020	Student Hourly		
		☐ 93001871					▪ 55.500	H				
☐							▪ ▪ 55.500	H				

Divide total hours by 30 (whole numbers only, no rounding up) to determine the amount of earned sick time. In this case, 55.5 hours worked equals only 1 hour of ESTA has been earned to date.

Note: a supervisor or time administrator will only be able to see the personnel number and number of hours worked in their unit. Any additional units the employee has hours worked in will need to be provided by either the employee or Human Resources.

As a reminder, the Earned Sick Time Act report will automate all the above, with all hours worked across all units, once it launches in mid-April 2025.