



**CALLOWAY
COUNTY
SCHOOL**

Munis-Employee Self Service

Section 5

Time Entry (Timesheet)

Calloway County Schools

MUNIS-Employee Self Service

Time Entry (Timesheet)

To Log into the Personal Information change details (ESS) go to:

<http://callowaycountyschoolskyemployees.munisselfservice.com>

**Recommend adding website to your favorites. A link is also available for the “Staff Resources” drop down menu on the district website.

**You may also access the site from a mobile version from your smartphone. (Some functionality may be limited.)

Some information may be subject to approval before changes can be seen.

Click” Log in” in the upper right corner to enter your log in information.



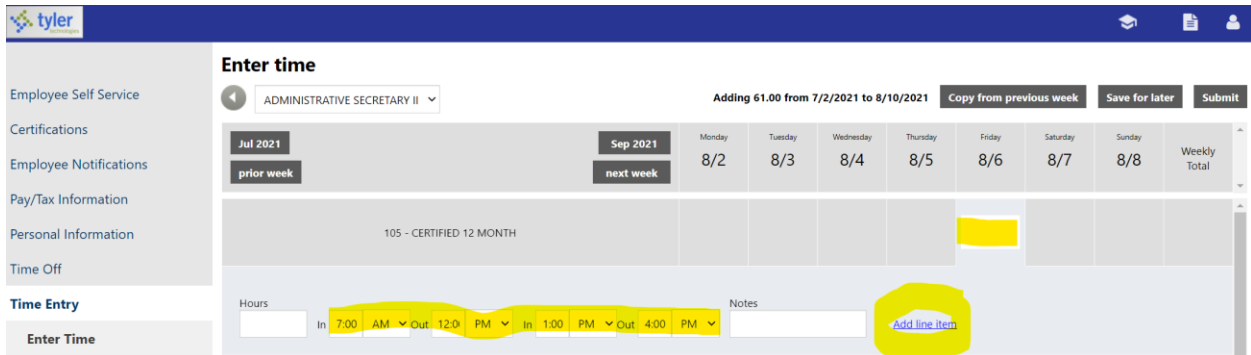
If your screen does NOT automatically open to “Welcome to Employee Self Service”, click the “Employee Self Service” at the left

TIME ENTRY: Select the time entry tab

Click on the date to reveal the time entry drop down.

Fill in the **IN** and **OUT** for your shift

Then click add line item



The time is recorded when you see the time listed and the hours posted.

Substitutes: (if you are covering a certified teacher and are paid by the day, you will only have one time in and out and need to list who you substituted for.

After you select add line item the data will appear

Once you have completed your entry(s) either for the day or the entire week. Be sure to click the **SAVE FOR LATER** button at the top right corner.

Enter time

ADMINISTRATIVE SECRETARY II Adding 99.00 from 7/2/2021 to 8/13/2021 [Copy from previous week](#) [Save for later](#) [Submit](#)

Jul 2021	Aug 2021							Sep 2021	Weekly Total
prior week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
	8/9	8/10	8/11	8/12	8/13	8/14	8/15		
105 - CERTIFIED 12 MONTH	8	8	8	8	8			40	

YOU WILL NOT SUBMIT, UNTIL THE LAST DAY OF EACH MONTH.

**Currently you DO NOT need to make anything for Federal Holidays that you will automatically be paid for. LEAVE THEM BLANK until Payroll makes the adjustment.

Additionally:

When you use the request time off tab your requests will show on your timesheet based upon that request.

My Requests [Calendar view](#)

Request Type	Dates Requested	Amount	Type	Status	Reason	Comments	Options
Request Time Off	8/17/2021	0.50 days	SICK	In progress		DRAPT	Cancel Add to calendar

Reflected in the timesheet below will always be in DAY not HOURS please DO NOT EDIT.

Enter time

ADMINISTRATIVE SECRETARY II

Adding 99.00 from 7/2/2021 to 8/13/2021

Copy from previous week

Save for later

Submit

Jul 2021	Sep 2021	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total
prior week	next week	8/16	8/17	8/18	8/19	8/20	8/21	8/22	
105 - CERTIFIED 12 MONTH									
702 - SICK TAKEN			.5						.5
703 - PERSONAL TAKEN									
704 - EMERGENCY TAKEN									
717 - NON-CONTRACT TAKEN									
TOTAL			.5						.5