Employee Self-Service (ESS) Time Entry

Eligible employees may utilize the Employee Self-Service application in myOleMiss to submit their attendances and absences for payroll. Currently, the application is available to permanent employees who do not record their time against Physical Plant or Telecommunications work orders. Time approval is based upon the reporting relationship that is set up for annual online performance appraisals. Requests to change the reporting structure/relationship must be submitted via email.

Please obtain your supervisor’s approval before submitting attendances/absences online. Retirees, student employees, and Rebel Reserve employees are not eligible to use the online application and should continue to use paper timesheets (Form UM4/HR12).

Navigate to myOleMiss and log in using your WebID and password.

Click the Employee tab. Then, click the box to maximize the Apps selection box under “My HR Tools.”
Click “Timesheet.”
Once the timesheet is displayed, click the pay period in which the hours were worked or leave was taken. Enter the number of hours in the appropriate cell. If you are satisfied with your entries, click “Submit for Approval.” You will then be prompted to certify that your entries are correct.

*Faculty/salaried employees will only submit time when leave is taken (i.e. Vacation/Personal, Major Medical, etc.). See the example below.
The box next to “Send Email to Supervisor” is checked by default. By clicking “Yes,” an email will be automatically generated to your department chair/supervisor notifying them that time has been submitted for their approval.

If you need assistance with ESS Time Entry, please contact the Payroll Office in Human Resources at (662) 915-7431 or payroll@olemiss.edu.