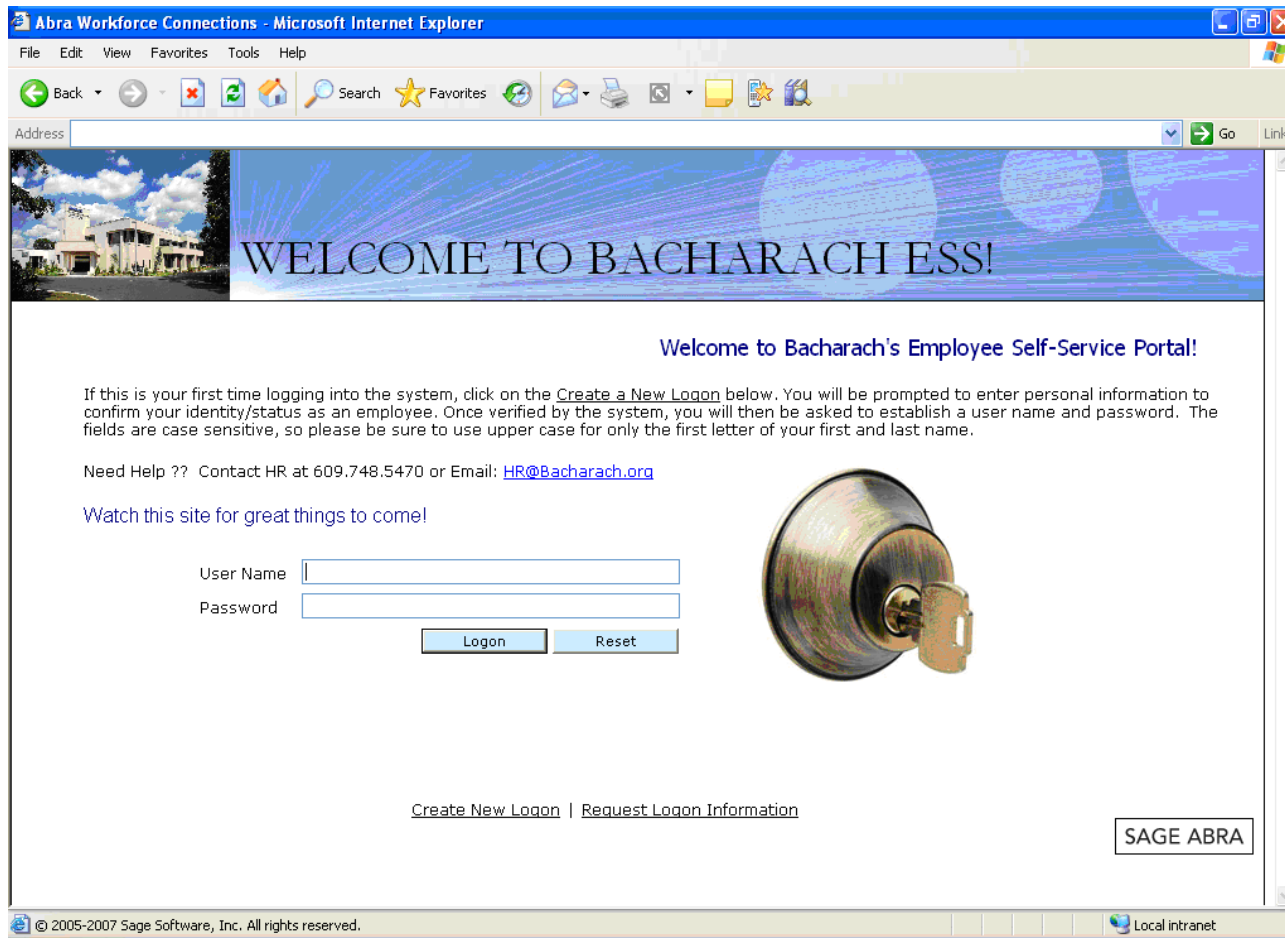


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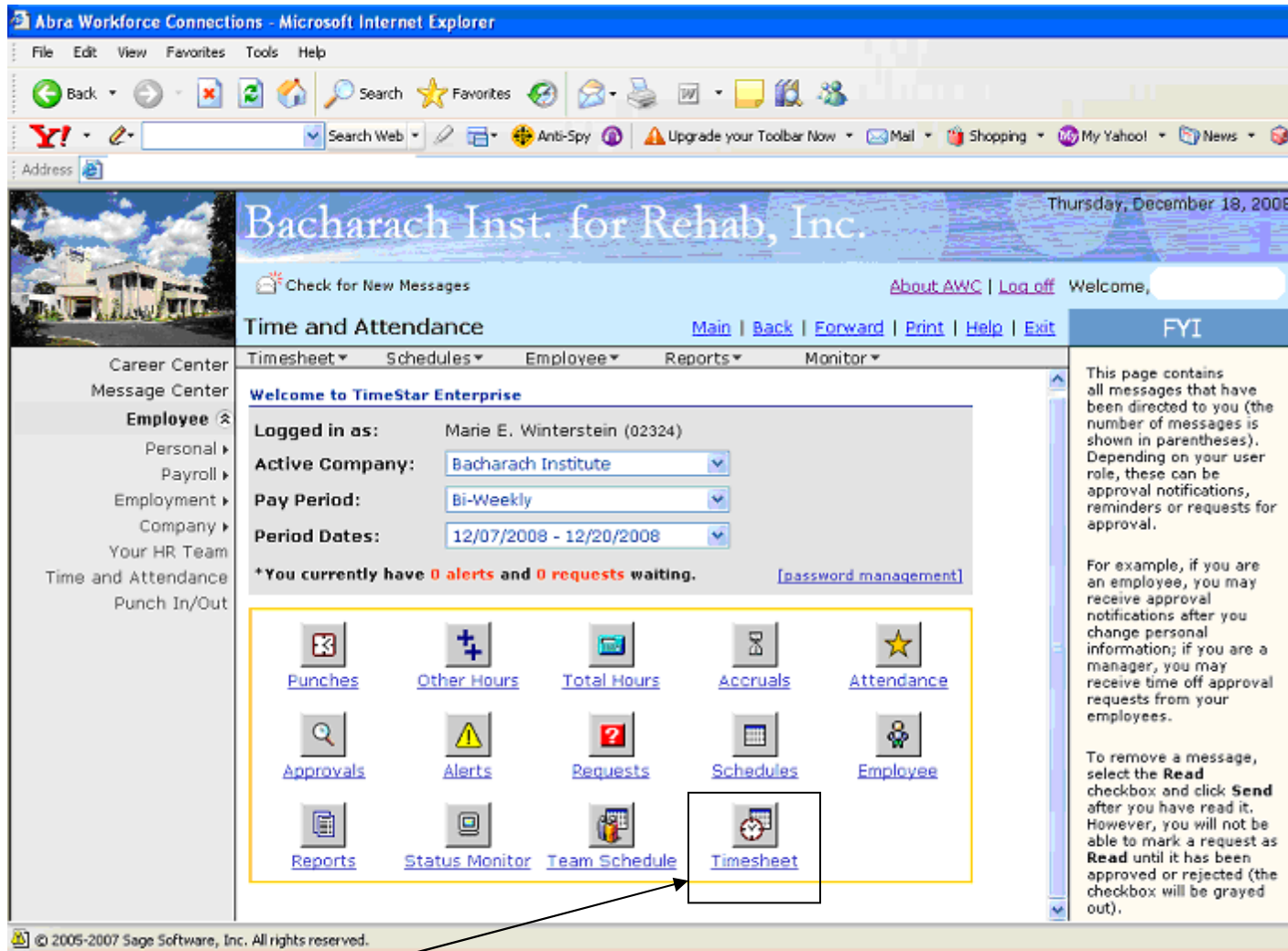
To begin, at the “Welcome” Screen for ESS

Enter your “assigned” user name, which for the majority of employees will be the first initial of first name and last name. For example, “Jane Doe” would be JDOE or jdoe. The user name is not case sensitive. One exception is when two employees have the same first initial of first name and last name, such as “John Doe”. In this case, “Jane’s” user name would be “JADOE” and “John’s” would be “JODOE”. Passwords also are not case sensitive, but must be a minimum of 6 characters, maximum of 10, 2 of which **MUST** be numeric



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For a Directors or Supervisors, the following screen will appear. Employees will have a similar screen, but will have access to fewer modules. For example, an employee will not have the “approval” button.



Click on the “Timesheet” button to begin entering time worked.