Penn State Attendance System Information

Accessed through the Employee Self-Service Information Center (ESSIC)

https://ohr.psu.edu/essic

Setting Up
The first time you log in, you will be asked to (1) verify your date of hire, (2) insert your starting balances, and (3) insert your normal work schedule.

If you indicate that you do not agree with your date of hire, then an email will be sent to your Human Resources Representative asking that individual to contact you.

After completing these areas, click on the CONTINUE button. You will not see this screen again.

Entering Attendance Data
You can record your entries at any time during the month or you can wait to record your entries at the end of the month. Submit your record to your supervisor at the end of each month.

On the RECORD ENTRY page, you will see a calendar on the left side. Use the arrows to the left and to the right of the month displayed to go to a different month.

There are four steps to recording data for the month. First, click in the DATE box to indicate which date(s) you are recording data for. Or, you can click on the date in the calendar - that date will then appear in the DATE box. Second, click in the HOURS box to indicate how many hours per day you are recording. Third, select the applicable activity from the DESCRIPTION box. If the activity is related to FMLA, then click in that box too. Fourth, click on the RECORD THIS ENTRY button.

You can make multiple entries for one day. For example, if you took 4 hours of sick time and 4 hours of vacation time, first record the sick time, then record the vacation time.

Round all entries to the nearest tenth of an hour (0.1).

Employees in non-exempt positions are required to enter the actual number of hours worked each day. You can do so by the day, by the week, or by the month. For example, if you work 8 hours each workday in the month in question, then enter "1-31" in the DATE box. Then, enter "8" in the HOURS box. Then, select "Time Worked" in the DESCRIPTION box. Then record that entry. Under the RECORDED ENTRIES section, you will see each work day listed with 8 hours worked indicated.

Employees in both exempt and non-exempt positions enter all absences each month (vacation, holidays, sick time, etc.). Use the pull-down menu in the DESCRIPTION box to find the applicable reason for your absence.

Starting Balances
When you are ready to submit your record to your supervisor, click on the SUBMIT button. For your first month only, the next page you see will be the STARTING BALANCES page. For all succeeding months, the Attendance System will display your starting balances automatically.
As you enter your starting balances, remember that you are entering those balances from the end of the previous month. Do not add any time earned for the current month, that section is next.

If you do not have accrued time for one or more of the descriptions listed, then leave that box blank.

Enter your starting balances rounded to the nearest tenth of an hour (0.1).

When you have entered your starting balances, click on SUBMIT.

**Paid Time Off Earned**
The PAID TIME OFF EARNED page provides boxes for all of the types of paid time off that employees might accrue. All of it may not apply to you – leave the values in those boxes at "0".

Each month, enter the number of hours of paid time off you accrued for each type listed.

At the bottom of the screen there is a vacation accumulation chart. The chart contains information on how many hours of vacation you accrue each month and the maximum hours of vacation accumulation that you can carry. These hours are based on a 100% FTE appointment, if you are in an HR-88 appointment you will need to adjust your earned hours accordingly.

In January, remember to enter personal holiday hours accrued for the year.

Enter time accrued rounded to the nearest tenth of an hour (0.1).

When you have entered all accrued time, click on SUBMIT.

**Submission**
The CONFIRMATION page will show you a summary of your starting balances, time earned, time used, and ending balances. If this information is correct, then enter your supervisor's Access Account ID in the box provided and click on SUBMIT one final time.

**Editing**
If you have not yet submitted the record to your supervisor, then go to the RECORD ENTRY page and use the "edit" and "delete" links located next to each entry listed in the RECORDED ENTRIES section.

If you have submitted the record to your supervisor, then go to the month in question and click on the EDIT ATTENDANCE RECORD button at the bottom of the page. Correct your entries as necessary. Click on SUBMIT and correct your STARTING BALANCES as necessary (first month only). Click on SUBMIT and correct your PAID TIME OFF EARNED for that month (if necessary). Click on SUBMIT, insert your supervisor's ID, and finish submitting the edited record to your supervisor again.

You will need to do this for each month in which an incorrect entry has been made - then resubmit all subsequent months to your supervisor.

**Log Out**
When you have finished working in the Attendance System, click on the LOG OUT link located in the left hand menu.