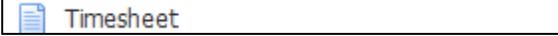
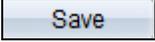


## ESS User Preferences

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Self Service</b> menu. 
3.	Click the <b>Time Reporting</b> menu. 
4.	Click the <b>Report Time</b> menu. 
5.	Click the <b>Timesheet</b> menu. 
6.	In this example, there are no preferences currently set for this employee. The <b>Timesheet</b> is defaulting to <b>Week</b> and no <b>Time Reporting Codes</b> are prepopulated.  The next steps demonstrate how to set up User Preferences.  <b>Note:</b> Preferences that are set and saved override any defaults.
7.	Click the <b>Time Reporting</b> menu. 
8.	Click the <b>User Preferences</b> menu. 
9.	The <b>Time Reporting Preferences</b> page allows Users to change the <b>Default Timesheet Display</b> , and to set Preferences to prepopulate the <b>Timesheet</b> with TRCs and Combo Codes.  In this example, Terence's <b>Timesheet</b> is being set from the system default of Weekly to Calendar Period and setting up <b>Time Reporting Codes (TRC's)</b> to default on his Timesheet.
10.	The <b>TRC Code or Description</b> field is not in use by the State of Delaware.



Step	Action
11.	The <b>Time Prepopulation Method</b> field allows for different methods of prepopulating a <b>Timesheet</b> with certain values.
12.	Click the <b>Time Prepopulation Method</b> list. <input data-bbox="354 415 397 457" type="text"/>
13.	The three options for this field are:  <b>Prior Period</b> - Not in use by the State of Delaware.  <b>Schedule Information</b> - The employee's scheduled hours will prepopulate on the <b>Timesheet</b> .  <b>Task Values</b> - The Task Value Defaults section becomes active to enter TRCs and Combo Codes to populate the <b>Timesheet</b> .
14.	In this example, Terence's preferences will be set up for <b>Time Reporting Codes (TRC's)</b> to prepopulate on his Timesheet.  <b>Task Values</b> option is selected to be able to set up TRC's on the <b>Task Reporting Elements</b> tab.
15.	Click the <b>Default Timesheet Display</b> list. <input data-bbox="354 1003 397 1045" type="text"/>
16.	The <b>Default Timesheet Display</b> field overrides any value previously entered in the <b>View By</b> field on the <b>Timesheet</b> .  The field determines the time period displayed on the timesheet, the default is <b>Weekly</b> .
17.	In this example, Terence's <b>Default Timesheet Display</b> preference is being changed to <b>Time Reporting Period</b> , which will default the Timesheet to <b>Calendar Period</b> .  Click the <b>Time Reporting Period</b> list item. <input data-bbox="354 1350 764 1381" type="text"/>
18.	The <b>Start Day of Week</b> field defaults to <b>7 - Sunday</b> .
19.	The <b>Taskgroup</b> tab displays the Taskgroup and Taskgroup Description.  <b>Note:</b> Do not change this field
20.	Click the <b>Task Reporting Elements</b> tab. <input data-bbox="354 1591 643 1633" type="text"/>
21.	In this example, <b>Time Reporting Codes</b> are being entered so the <b>TRCs</b> will prepopulate into Terence's Timesheet.  <b>Note:</b> <b>Task Values</b> in the <b>Time Prepopulation Method</b> field must be selected to be able to enter TRCs under the <b>Task Reporting Elements</b> tab.

Step	Action
22.	Click in the <b>TRC</b> field. <input type="text"/>
23.	Enter the desired information into the <b>TRC</b> field. Enter a valid value e.g. " <b>ALT</b> ".
24.	Click the <b>Add a new row</b> button. 
25.	Click in the <b>TRC</b> field. <input type="text"/>
26.	Enter the desired information into the <b>TRC</b> field. Enter a valid value e.g. " <b>REG</b> ".
27.	Click the <b>Add a new row</b> button. 
28.	Click in the <b>TRC</b> field. <input type="text"/>
29.	Enter the desired information into the <b>TRC</b> field. Enter a valid value e.g. " <b>SLT</b> ".
30.	Click the <b>Save</b> button. 
31.	To view Terence's new preferences, navigate back to the <b>Timesheet</b> .
32.	Click the <b>Time Reporting</b> menu. 
33.	Click the <b>Report Time</b> menu. 
34.	Click the <b>Timesheet</b> menu. 
35.	Notice the <b>Timesheet</b> now displays the <b>View By</b> as <b>Calendar Period</b> and the <b>Time Reporting Codes</b> are prepopulated.
36.	Congratulations! You are now able to: - Navigate to the <b>User Preferences</b> page - Apply user preferences to the <b>Timesheet</b> <b>End of Procedure.</b>

