

Time Entry & Leave Request Q&A

1. Q: I am an exempt employee, do I still need to login to ESS and submit a timesheet?

A: As an exempt employee you will not need to submit a timesheet. However, you will account for leave taken. Leave requests must be submitted and approved.

2. Q: What do I do if my approved timesheet needs to be revised after it's been submitted?

A: Complete the Adjustment Timesheet Record (Non-exempt employees), Adjustment Exempt Attendance Record (Exempt employee). You can find the form in Employee Portal and ESS Resources.

3. Q: What is my deadline to submit my timesheets/leave requests?

A: Leave requests should be submitted as soon as possible. Timesheets should be submitted by the end of the work day (Friday). A deadline schedule is available on Employee Portal and ESS Resources.

4. Q: What if I call in sick? When do I submit my leave request?

A: See Answer for #3. You may submit your leave request from your phone, remote computer or upon return to work.

5. Q: What do I do if I call in sick or I am out of the office on the day timesheets are due?

A: Complete and submit from a remote computer or contact your Supervisor or complete first thing Monday morning.

6. Q: Do all employees need to submit leave requests?

A: Yes. All Town of Marana employees shall submit leave request through ESS, with the exception of Pro-Temp Judges.

7. Q: What do I do if my deadline to submit my timesheet is quickly approaching and my Supervisor has not approved my leave request, yet?

A: Please contact your Supervisor

8. Q: Can I submit a leave request for Vacation for future dates even if I have a 0 balance?

A: No, you cannot submit requests for leave you do not have. The system does not project hours for future use.

9. Q: What if I my leave request is approved, but I did not take it or used a different amount?

A: You must cancel the prior leave request. If a different amount is used, cancel and re-submit request as soon as possible