



Year-End Hiring and Time-Entry Freeze

Frequently asked questions

Q - I normally enter my time in ESS on Monday after the pay period ends. How will this freeze affect my ability to enter my time?

A – You will still be able to enter your time for pay period 12 (6/8/24 – 6/21/24) on Monday 6/24/24. However, you will not be able to advance the time entry screen forward to pay period 13 (6/24/24 – 7/7/24) to enter time for pay period 13. In addition, the ESS time entry screen for pay period 13 will be unavailable Tuesday 6/21/24 – Monday 7/1/24. The ESS time entry screen for pay period 13 will be available Tuesday, July 2 – Monday July 8th.

Q – I am a manager and have direct reports whose time I need to approve. Will the ESS freeze prevent me from approving my employees' time?

A – No, manager approvals of pay period 12 time will not be affected by the ESS freeze. The freeze is for time entry for the first week of pay period 13 only.

Q – What if I have an employee that does not enter their time for pay period 12 before the regular cutoff on Tuesday night 6/25/24 and needs to submit a manual timesheet?

A – If you have missed the entry deadline or need to make a correction, ERIC Payroll personnel will still be able to manually enter your time. Please complete **paper timesheet** and submit it to ERIC payroll via the **AskHR** system on the Employee Gateway site or via email to ericpayroll@utah.gov. Due to the inability to track faxes their preferred submission method is currently email, but if needed you may also fax your paper timesheet to 385-465-6054.

Note: The ERIC currently processes payroll for most state agencies. If your Division/ Department does not use the ERIC, submit your timesheets to the team that typically handles them for your entity.

Q- What if I enter my time in a system other than ESS?

A - There is no impact to time entry in systems other than ESS time entry. All other time entry systems collect data and send it to the payroll system after the end of the pay period. So, employee time sent from systems other than ESS for pay period 13 will be sent after the freeze period.

Q - I enter time and adjustments directly in SAP Payroll. Will the freeze affect my ability to enter time directly into SAP?

A - During the freeze period, although SAP will allow time and/or other pay entries for pay period 13 (6/22/24 -7/05/24), please DO NOT enter ANY time and/or other pay with an effective date of 6/22/24 or later prior to July 2nd. State Payroll will send notification to agencies that have entered time and other pay using an effective date of 6/22/24 and later and ask the user to delete the entries.