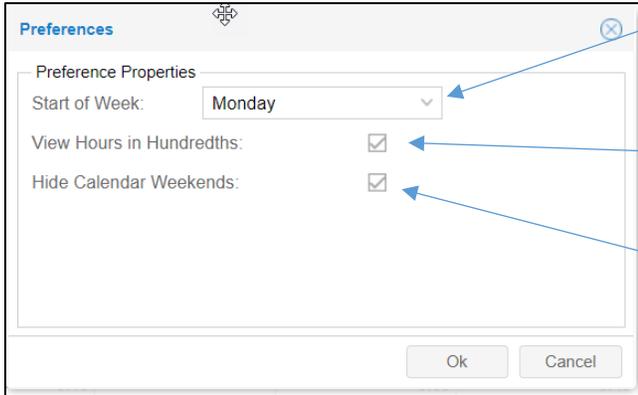# ESS3: Calendar Preferences

Job Aid

Changing the appearance of your Employee Self Service calendar

Click the Preferences button in ESS

Preferences window:

Select the day you want to start your week on in your calendar. If your work week starts on Tuesday, you may want to select that day to start your week.

Worked time displayed in calendar is automatically converted to hundredths if this option is selected. Otherwise, worked time is displayed in Hours:Minutes format.
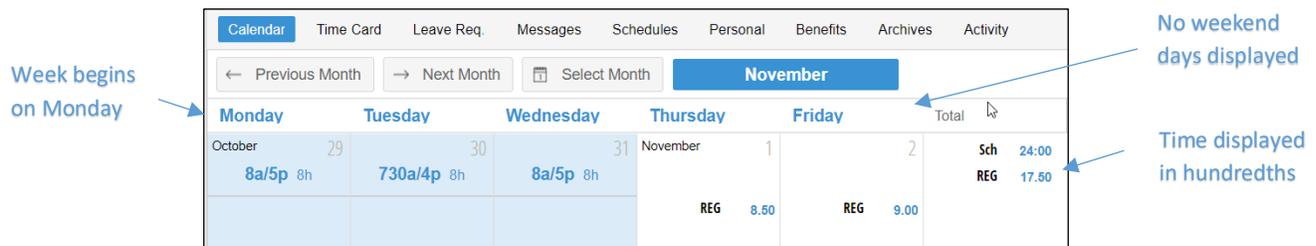
If you don't want to view weekend days (Saturday and Sunday) in your calendar, select this option.

View hours in hundredths converts your time worked to hundredths (most often used for payroll calculations).

How the conversion works:

Divide the minutes worked by 60, for example, 45 minutes divided by 60 equals 0.75. Some values are calculated beyond the hundredths place, for example 35 minutes divided by 60 equals .5833. In this case, round the hundredths place by looking at the thousandths place number. Numbers greater than 5 round up and numbers less than 5 round down. In this example, .5833 = .58. Add the minutes calculated to the hours worked, for example 4 hours and 45 minutes = 4.75.

Here's how the calendar looks with the preferences selected above:

Week begins on Monday

No weekend days displayed

Time displayed in hundredths