

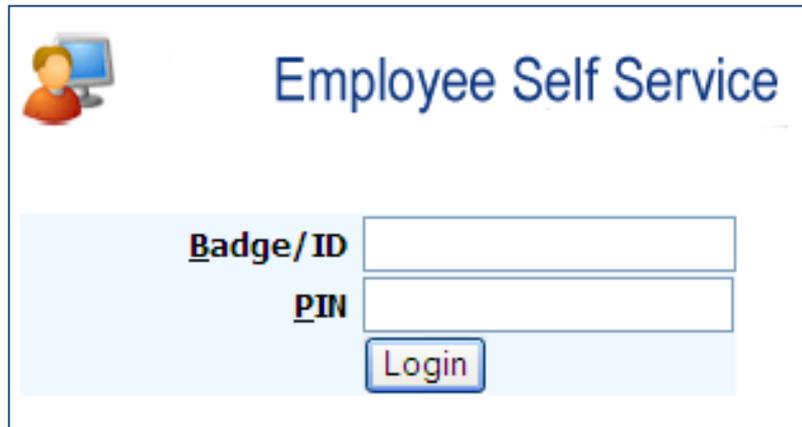


Attendance Enterprise

Employee Self Services (ESS) Training

Logging In

1. Click on the Employee Time Card icon on your desktop.
2. Enter your Badge/ID.
3. Enter your Pin.



Employee Self Service

Badge/ID

PIN

Login

The image shows a screenshot of the 'Employee Self Service' login interface. It features a light blue background. At the top left is a small icon of a person at a computer. To the right of the icon, the text 'Employee Self Service' is displayed in a blue, sans-serif font. Below this, there are two input fields: the first is labeled 'Badge/ID' and the second is labeled 'PIN'. Both labels are in a bold, black, sans-serif font. Below the input fields is a blue button with the word 'Login' in white, sans-serif font.

Employees can access ESS using a variety of web browsers including Internet Explorer 10, Safari 5.0, Chrome 7.0, Opera 10.63 and Firefox 3.6.

The Activity Tab shows the most Recent Activities performed, Time Off Request and Received Messages.

- The Recent Activity section shows the operations performed, the descriptions of the operation and the effective date.
- We will discuss the Time Off Requests and Recent Messages in detail later in the presentation.

INFOTRONICS 1:43:09 PM Refresh Log Off Douglas Davis 6674
Friday, April 27, 2012

Punch Activity Time Card Schedules Personal Benefits Archives Messages Leave History

Recent Activity

Operation	Description	Effective
Logged into System	Logged In	04/27/12 13:39
Logged into System	Logged In	04/27/12 13:39

Time Off Requests
There are no requests for time off in the system.

Recently Received Messages
No Recently Received Messages.

Sometimes the headers do not display fully. This is a result of the internet connection. Press the Refresh button to re-display.

Benefits

We will discuss requesting time off, removing/cancelling request and checking leave balances.

Request a Partial Day Off

Enter Time Off Request

Date

Select the day you will be absent.

Portion of Shift

Select the part of your shift where you will be absent.

Amount of Time

Enter the amount of time to take off. The minimum amount permitted is 1:00 (hours).

Personal Time

Select the type of personal time to use.

Notes

Sick
 Vacation
 Personal

Date		Credit	Debit	Balance
01/01/12	Balance In			0:00
01/01/12	112:15 Sick 01/01/12			112:15
02/01/12	121:45 Sick 02/01/12			121:45
03/01/12	131:15 Sick 03/01/12			131:15
03/14/12	7:30 Sick 03/14/12		7:30	123:45
04/01/12	140:45 Sick 04/01/12			140:45
01/01/13	Balance Out			140:45

When you want to take a partial day off, such as several hours but not an entire day, use the button at the far left of Employee Self Service labeled “Request Partial Day”.

1. Click Request Partial Day Button. The Enter Time Off Request window is Displayed.
2. Type or select the date of the request.
3. Select the portion of the shift you need off, the beginning, end, or middle.
4. Type the number of hours and minutes you need to take off, using a colon between the number of hours and number of minutes. 3 ½ hours would be entered 3:30.
5. Select the type of time off to use.
6. Type any notes to accompany the leave request.
7. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.

Request a Full Day Off

When you want to take a full day off, use the button at the far left of Employee Self Service labeled “Request Full Day”.

1. Click Request Full Day Button. The Enter Time Off Request window is Displayed.
2. Type or select the date of the request.
3. Select the type of time off to use.
4. Type any notes to accompany the leave request.
5. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.

Enter Time Off Request

Date ▾
Select the day you will be absent.

Personal Time ▾
Select the type of personal time to use.

Notes

▸ Sick ▸ Vacation ▸ Personal				
Date	Description	Credit	Debit	Balance
01/01/12	Balance In			0:00
01/01/12	112:15 Sick 01/01/12			112:15
02/01/12	121:45 Sick 02/01/12			121:45
03/01/12	131:15 Sick 03/01/12			131:15
03/14/12	7:30 Sick 03/14/12		7:30	123:45
04/01/12	140:45 Sick 04/01/12			140:45
01/01/13	Balance Out			140:45

Results Of Requested Time Off

You can see the 3 requests we have made in the Time Off Requests. You can also see the recent activity section has been updated.

INFOTRONICS
4:13:26 PM

[Refresh](#)
[Log Off](#)

Douglas
 Davis
6674

Friday, April 27, 2012

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

Recent Activity

Operation	Description	Effective
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12	04/27/12 16:13
Logged into System	Logged In	04/27/12 16:10
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12	04/27/12 16:00
Request Time Off	Davis, Douglas Request 1:00 Sick Time Off on Apr-16 12	04/27/12 15:58
Logged into System	Logged In	04/27/12 15:57

Time Off Requests

Status	Request	Date	Date	Comments	
Submitted	Vacation 40:00	06/04/12	06/08/12	Family Vacation.	Remove Request
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery. Family illness. Day care called and I had	Remove Request

Recently Received Messages

No Recently Received Messages.

Removing a Leave Request that is NOT Approved

If your supervisor has NOT approved or denied a request for time off you have made, you can delete the request.

In this example, the daughter’s surgery was cancelled and the supervisor had not approved.

1. Click Remove Request next to a time off request in the Time Off Request section of the Activity tab.
2. Select the check box to confirm removal of the Leave Request.

Activity	Time Card	Schedules	Personal	Benefits	Archives	Messages	Leave History
Recent Activity							
Logged into System	Logged In					04/30/12 8:15	
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12					04/27/12 16:13	
Logged into System	Logged In					04/27/12 16:10	
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12					04/27/12 16:00	
Request Time Off	Davis, Douglas Request 1:00 Sick Time Off on Apr-16 12					04/27/12 15:58	
Logged into System	Logged In					04/27/12 15:57	
Time Off Requests							
Status	Request	Date		Comments			
Approved	Vacation 40:00	06/04/12	06/08/12	Family Vacation.			Cancel Request
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.			Remove Request

Remove Leave Request

Confirm Removal of Leave Request
Please enable to confirm removal of this leave request.

Comments:

Cancel a Leave Request that is Approved

If your supervisor has approved a request you have made for time off, you can request your supervisor to approve the canceled request.

Activity	Time Card	Schedules	Personal	Benefits	Archives	Messages	Leave History
Recent Activity							
Logged into System	Logged In						04/30/12 8:19
Logged into System	Logged In						04/30/12 8:15
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12						04/27/12 16:13
Logged into System	Logged In						04/27/12 16:10
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12						04/27/12 16:00
Time Off Requests							
Status	Request	Date		Comments			
Approved	Vacation 40:00	06/04/12	06/08/12	Family Vacation.	Cancel Request		
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery. Family illness Day care called and I had	Remove Request		

In this example the supervisor has approved the family vacation in June. Something has come up and you now want to cancel it.

1. Click Cancel Request next to time off request in the Time Off Request section of the Activity tab.
2. Select the check box to Cancel Previously Approved Leave request.

Cancel Previously Approved Leave	
<input checked="" type="checkbox"/> Cancel Previously Approved Leave	Please confirm that you wish to cancel this previously approved leave request. Cancellation is subject to approval.
Comments	<input type="text" value="Something came up and will reschedule for July."/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Remember this cancellation must be approved by your supervisor!

Cancel a Leave Request that is Approved(Continue)

You will still see the Time Off Request in the list on the Activity Screen. It will also still show as Pending time off on the Benefits tab until your supervisor approves the cancellation.

Once the supervisor approves the cancellation it will be removed from these screens.

Time Off Requests					
Status	Request	Date		Comments	
Cancel Request	Vacation 40:00	06/04/12	06/08/12	Family Vacation.	04/30/12 8:19 USER
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.	Remove Request

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

[Help](#)

Sick | **Vacation** | Personal

Vacation activity from 01/01/12 to 12/31/12
(earliest adjustment date is Dec-14-2009)

Date		Credit	Debit	Balance
01/01/12	Balance In			49:00
06/04/12	Planned Absence		8:16	40:44
06/05/12	Planned Absence		8:00	32:44
06/06/12	Planned Absence		7:12	25:32
06/07/12	Planned Absence		8:16	17:16
06/08/12	Planned Absence		8:16	9:00
01/01/13	Balance Out			9:00

The supervisor has the option to deny the cancellation and can require you to take the vacation.

Benefits Tab

The Benefits tab lists benefit history for each benefit available to you.

Each Benefit that is available has its own tab labeled with the Benefit name. Click on that tab to look at the Benefit history.

INFOTRONICS **9:51:33 AM** [Refresh](#) [Log Off](#) Douglas Davis 6674
 Monday, April 30, 2012

Activity ▶ Time Card ▶ Schedules ▶ Personal ▶ **Benefits** ▶ Archives ▶ Messages ▶ Leave History

[Help](#)

Sick ▶ Vacation ▶ Personal

Sick activity from 01/01/12 to 12/31/12
 (earliest adjustment date is Dec-14-2009)

Date		Credit	Debit	Balance
01/01/12	Balance In			0:00
01/01/12	112:15 Sick 01/01/12			112:15
02/01/12	121:45 Sick 02/01/12			121:45
03/01/12	131:15 Sick 03/01/12			131:15
03/14/12	7:30 Sick 03/14/12		7:30	123:45
04/01/12	140:45 Sick 04/01/12			140:45
01/01/13	Balance Out			140:45

Remember only approved time off will be deducted and shown.

Leave History Tab

The Leave History Tab shows you a history of each request you have submitted.



9:33:45 AM

Monday, April 30, 2012

[Refresh](#)
[Log Off](#)

Douglas
Davis
6674

Punch

Request
Partial Day

Request
Full Day

Request
Consecutive
Days

Leave a
Message

Activity ▶ Time Card ▶ Schedules ▶ Personal ▶ Benefits ▶ Archives ▶ Messages ▶ Leave History

Status	Request	Date	Comments				
Cancel Request	Vacation 40:00	06/04/12	06/08/12	Family Vacation.			
			Timestamp	User	Event	Comments	Leave Date
			04/27/12 16:13	ESSUSER	Leave Requested	Family Vacation.	06/04/12
			04/30/12 8:19	USER	Sup Approved Leave	Have a great time!	06/04/12
		04/30/12 9:05	ESSUSER	Emp Request Cancel	Something came up and will reschedule in July.	06/04/12	
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.			
			Timestamp	User	Event	Comments	Leave Date
			04/27/12 16:00	ESSUSER	Leave Requested	Taking vacation day for daughter's surgery.	04/17/12
Submitted	Sick 1:00	04/16/12	1:00	Family Illness. Day care called and I had to go pick up daughter and take her to husband.			
			Timestamp	User	Event	Comments	Leave Date
		04/27/12 15:58	ESSUSER	Leave Requested	Family Illness. Day care called and I had to go pick up daughter and take her to husband.	04/16/12	

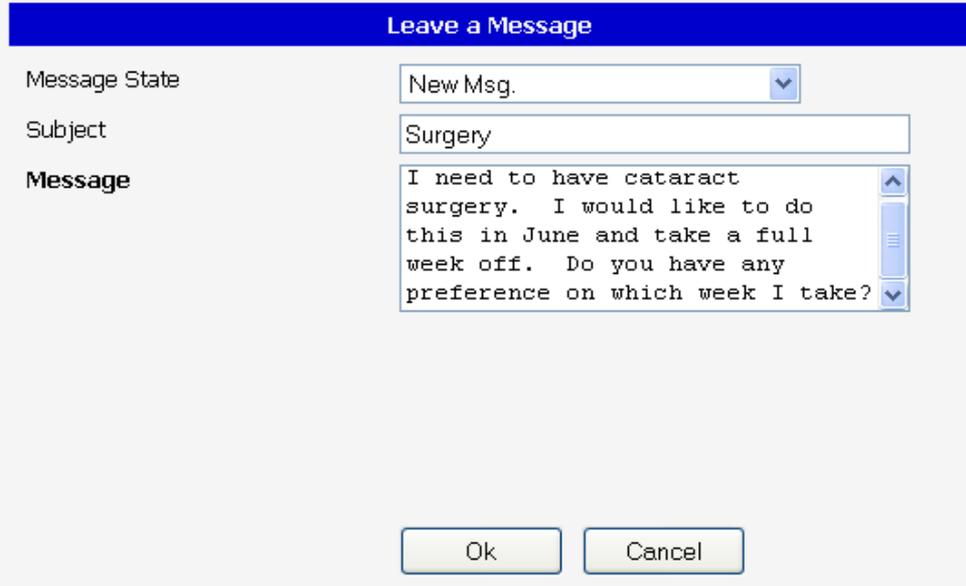
Messaging

Employee messaging is a private message board between an employee and a supervisor. They leave each other messages, which can be read at any time. Supervisors can also email messages to employees.

Leave a Message

When you want to leave your supervisor a message, use the button at the far left of Employee Self Service labeled “Leave a Message”.

1. Click Leave a Message Button. The Leave a Message window is Displayed.
2. Select the Message Status.
3. Type in Subject
4. Type in detail message.
5. Click OK. You can review your message on the Messages Tab.



The screenshot shows a dialog box titled "Leave a Message" with a blue header bar. It contains three input fields: "Message State" with a dropdown menu set to "New Msg.", "Subject" with a text box containing "Surgery", and "Message" with a text area containing "I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?". At the bottom are "Ok" and "Cancel" buttons.

Messages Tab

The Messages Tab shows you a history of all the messages sent and received.

You can see here that the supervisor replied back to Doug at 10:15.

The employee will also be notified on the Activity tab when they login that there is a message waiting.

INFOTRONICS **10:19:57 AM** [Refresh](#) [Log Off](#) Douglas Davis 6674
Monday, April 30, 2012

Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

[Refresh](#)

Priority	Timestamp	Message	Actions
1	04/30/12 10:15	RE:Surgery (Typical User) Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	Reply
	04/30/12 10:07	RE:Surgery I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?	

INFOTRONICS **10:16:13 AM** [Refresh](#) [Log Off](#) Douglas Davis 6674
Monday, April 30, 2012

Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

Recent Activity

Operation	Description	Effective
Logged into System	Logged In	04/30/12 10:16
Receive Message	Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	04/30/12 10:15
Leave Message	I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?	04/30/12 10:07
Logged into System	Logged In	04/30/12 10:06

Time Off Requests

Status	Request	Date	Comments
Cancel Request	Vacation 40:00	06/04/12	06/08/12 Family Vacation. 04/30/12 8:19 USER
Submitted	Vacation 8:00	04/17/12	8:00 Taking vacation day for daughter's surgery. Family illness. Day care called and I had Remove Request

Recently Received Messages

04/30/12 10:15	RE:Surgery (Typical User) Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	Reply
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Time Cards

We will discuss punching in/out, reviewing the time card and approving the time card.

Punch In/Out

Click on the Button to enter a punch on your Time Card.

Punch Request Partial Day Off	Activity					
	Time Card	Schedules	Personal	Benefits	Archives	
Recent Activity						
Operation						
Description						
Effective						
Punch	Employee, Test X Transaction Accepted					03/11/11 1:28p
Logged into System	Logged In					03/11/11 1:28p

You will see your Punch in the Recent Activity List. Remember you can only Punch in real time. Should you forget to Punch you will need notify your supervisor. Any missed Punches will need to be corrected by your supervisor. Remember you can send them a message letting them know what the punch time was.

Reviewing Time Card

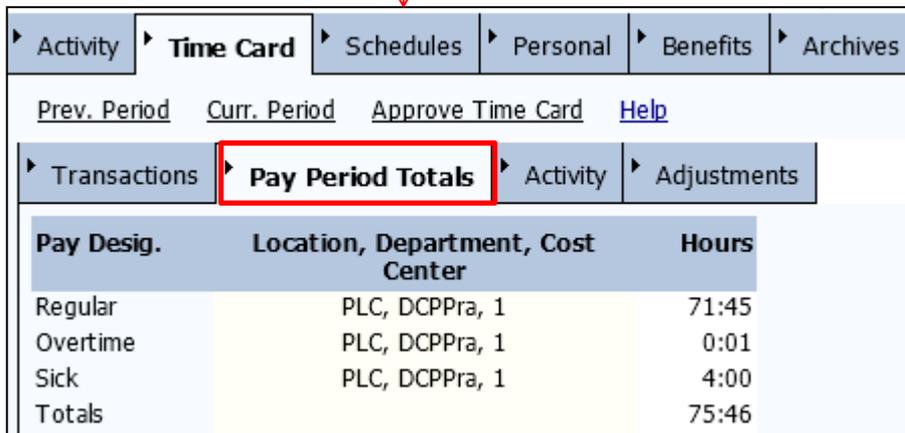
Click on the Time Card tab to view your Time Card. You will see all of the Punches for the Current Period. To view the Previous Period you may click on Prev. Period.

The screenshot shows the ESS interface with the following elements:

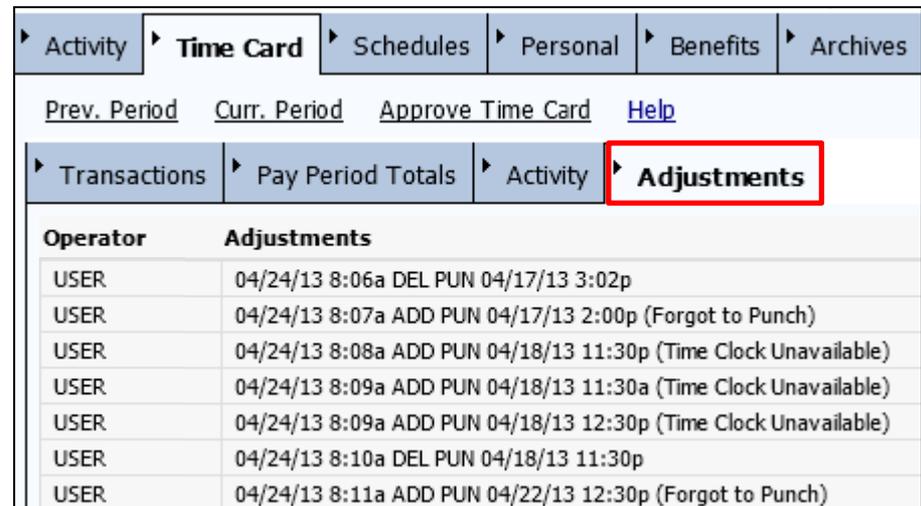
- Navigation Tabs:** Activity, **Time Card** (highlighted with a red box), Schedules, Personal, Benefits, Archives.
- Period Selection:** **Prev. Period** (highlighted with a red box), Curr. Period, Approve Time Card, Help.
- Sub-Tabs:** Transactions, Pay Period Totals, Activity, Adjustments.
- Transaction Table:**

Date	In	Out	In	Out	Amount	Schedule	Exceptions
04/16/13	8:47a	11:59a	12:31p	5:34p	8:15	9:00a/ 5:30p	Arr. Early
04/17/13	8:54a	2:00p	3:04p	7:06p	9:08	9:00a/ 7:00p	
04/18/13	8:47a	11:30a	12:30p	7:06p	9:19	9:00a/ 5:30p	Arr. Early, Left Late
04/19/13	8:56a	2:00p			5:04	9:00a/ 1:00p	Left Late
04/20/13							
04/21/13							

Click on the Pay Period Totals tab to see a summary of your hours for the pay period.



Activity	Time Card	Schedules	Personal	Benefits	Archives
Prev. Period	Curr. Period	Approve Time Card	Help		
Transactions	Pay Period Totals	Activity	Adjustments		
Pay Desig.	Location, Department, Cost Center	Hours			
Regular	PLC, DCPPra, 1	71:45			
Overtime	PLC, DCPPra, 1	0:01			
Sick	PLC, DCPPra, 1	4:00			
Totals		75:46			



Activity	Time Card	Schedules	Personal	Benefits	Archives
Prev. Period	Curr. Period	Approve Time Card	Help		
Transactions	Pay Period Totals	Activity	Adjustments		
Operator	Adjustments				
USER	04/24/13 8:06a DEL PUN 04/17/13 3:02p				
USER	04/24/13 8:07a ADD PUN 04/17/13 2:00p (Forgot to Punch)				
USER	04/24/13 8:08a ADD PUN 04/18/13 11:30p (Time Clock Unavailable)				
USER	04/24/13 8:09a ADD PUN 04/18/13 11:30a (Time Clock Unavailable)				
USER	04/24/13 8:09a ADD PUN 04/18/13 12:30p (Time Clock Unavailable)				
USER	04/24/13 8:10a DEL PUN 04/18/13 11:30p				
USER	04/24/13 8:11a ADD PUN 04/22/13 12:30p (Forgot to Punch)				

Click on Adjustments to see any adjustments that have been made by a supervisor to your Time Card.

Approving Time Card

THIS IS AN ELECTRONIC SIGNATURE FOR YOUR TIME SHEET!

You will do this once per pay period Pay Schedule = TIME SHEETS GO OUT DATE.

1. Click on the Time Card tab and the Current Time card will be displayed.
2. Click the Previous Period to display the Previous Period.
3. Click Approve Time Card. A box will pop up for you to confirm. Once Approved no changes will be allowed to be made without you re-approving the Time Card.

Date	In	Out
04/16/13	8:47a	11:59a
04/17/13	8:54a	2:00p
04/18/13	8:47a	11:30a
04/19/13	8:56a	2:00p
04/20/13		
04/21/13		

Time Card Approval

Approve Time Card

I understand that I am approving my time card for the selected pay period.

Confirm Approval of Time Card

Select OK to approve this time card for this pay period.

Ok Cancel

Archive Time Cards

1. Click on the Archives Tab. This will display the current pay period time card.
2. Click on the Select another Pay Period. This will bring up a date selection box. Enter the start date of the pay period you would like to display.

The screenshot shows the 'Archives' tab selected in the top navigation bar. Below the navigation, there is a link 'Select another Pay Period' highlighted with a red box. A red arrow points from this link to a 'Select a Date' dialog box. The dialog box has a 'Date' field with '05/01/2013' selected and a dropdown arrow. Below the field is the text 'Select a date encompassing a worked pay period.' and 'Ok' and 'Cancel' buttons. Another red arrow points from the dialog box to the 'Exceptions' column of the time card table below.

Showing period from 04/16/13 to 05/15/13

Date	In	Out	In	Out	Amount	Schedule	Exceptions
04/16/13	8:47a	11:59a	12:31p	5:34p	8:15	9:00a/ 5:30p	Arr. Early
04/16/13					8:15	Regular	
04/17/13	8:54a	2:00p	3:04p	7:06p	9:08	9:00a/ 7:00p	
04/17/13					9:08	Regular	
04/18/13	8:47a	11:30a	12:30p	7:06p	9:19	9:00a/ 5:30p	Arr. Early, Left Late
04/18/13					9:19	Regular	
04/19/13	8:56a	2:00p			5:04	9:00a/ 1:00p	Left Late
04/19/13					5:03	Regular	
04/19/13					0:01	Overtime	

Remember you have the summary tabs just like in the Time Card view.

Schedules

Click on the Schedules Tab to display your current month work schedule. You can click between Prev. Month and Next Month to get to the month you want to display.

Activity	Time Card	Schedules	Personal	Benefits	Archives			
Prev. Month	Next Month	This Month	Help					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Week of Apr-29	29 9a/7p	30 9a/5:30p	May 1 9a/7p	2 9a/5:30p	3 9a/1p	4 Off	5 Off	38:00
Week of May-6	6 9a/7p	7 9a/5:30p	8 9a/7p	9 9a/5:30p	10 9a/1p	11 Off	12 Off	38:00
Week of May-13	13 9a/7p	14 9a/5:30p	15 9a/7p	16 9a/5:30p	17 9a/1p	18 Off	19 Off	38:00
Week of May-20	20 9a/7p	21 9a/5:30p	22 9a/7p	23 9a/5:30p	24 9a/1p	25 Off	26 Off	38:00
Week of May-27	27 9a/7p	28 9a/5:30p	29 9a/7p	30 9a/5:30p	31 9a/1p	June 1 Off	2 Off	38:00

Logging Off

Click the Log Off on the top of the screen beside your name.



The screenshot shows a user interface header with the following elements:

- INFOTRONICS*** logo on the left.
- Large digital clock display showing **5:18:19 PM**.
- Date below the clock: **Wednesday, May 01, 2013**.
- Navigation links on the right: [Change PIN](#), [Refresh](#), and [Log Off](#). The [Log Off](#) link is highlighted with a red rectangular box.
- User name and ID on the far right: **Douglas Davis** and **6674**.