EMPLOYEE SELF SERVICE: BENEFITS AND ACTIVITIES TABS

Benefit Tab

The Benefits tab shows sub tabs for benefits available to the employee. Each benefit is displayed by Date, Description, Credit, Debit, and Balance.

Item	Description
Balance In	Show starting balance
Adjust Benefit Balance by x	Manual adjustments made to benefit balance
Schedule Debits x from benefit balance	Scheduled time off deducted from benefit balance
Planned Absence	Future scheduled day off not yet deducted from benefit balance
Balance Out	Ending balance

Activities Tab

The **Activity** tab shows the events and actions that have taken place while the employee was in the ESS system. It displays the Effective Date (Current Location Time Zone), Operation, and Description.