

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.

Calendar		Tasksheet	Leave Req.	Messages	Schedules	Personal	Benefits	Archives	Activity
Vacation		Personal	Sick	Unpaid					
Date		Description		Credit	Debit	Balance			
JAN 13 1	1	Balance In				72.00			
JAN 13 1	1	Adjust benefit balance by 80:00				80.00			
JAN 13 1	1	Debit 72:00 from benefit balance to enforce maximum yearly c...			72.00	80.00			
JUN 13 14	14	Schedule debits 4:00 from benefit balance			4.00	76.00			
JUN 13 24	24	Schedule debits 8:00 from benefit balance			8.00	68.00			
JUN 13 25	25	Schedule debits 8:00 from benefit balance			8.00	60.00			
JUN 13 26	26	Schedule debits 8:00 from benefit balance			8.00	52.00			
JUN 13 27	27	Schedule debits 8:00 from benefit balance			8.00	44.00			
AUG 13 9	9	Schedule debits 4:00 from benefit balance			4.00	40.00			
OCT 13 1	1	Adjust benefit balance by 40:00				40.00			
NOV 13 22	22	Planned Absence			8.00	32.00			
DEC 13 31	31	Balance Out				32.00			

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.

Calendar		Time Card	Leave Req.	Messages	Schedules	Personal	Benefits	Archives	Activity
Effective		Operation	Description						
NOV 13 5	5	3:50pm	Logged into System	Logged In					
NOV 13 5	5	3:27pm	Receive Message	Lazenby, Susie F 1 transaction on Nov 5 (6:25 am)					
NOV 13 5	5	3:27pm	Time Card	Lazenby, Susie F 1 transaction on Nov 5 (6:25 am)					
NOV 13 5	5	3:27pm	Time Card	(Lazenby, Susie F 1 transaction on Nov 5 (6:25 am)) sent to Apple mobile device					
NOV 13 5	5	12:15pm	Time Card	Lazenby, Susie F Notice: Lazenby, Susie F Time Card Approval					
NOV 13 5	5	12:15pm	Time Card	(Lazenby, Susie F Time Card Approval) sent to Apple mobile device					
NOV 13 5	5	12:15pm	Receive Message	Lazenby, Susie F Notice: Lazenby, Susie F Time Card Approval					