

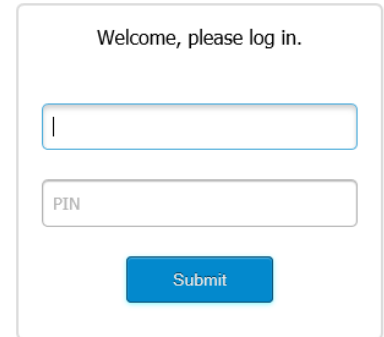
EMPLOYEE SELF SERVICE NAVIGATION

Employee Self Service (ESS) is a convenient way for employees to access their information via web browser. Employees can punch In or Out, transfer, request time off, and take an action when an alert is received.

Note: The screens and options below might not match exactly to your system.

LOG IN TO ESS

1. Navigate to your companies ESS Page via your web address.
2. Log in with your ID or Badge number and your personal PIN.



Welcome, please log in.

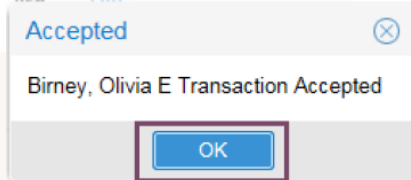
Note: If you logged in with a pin number of zero, you should use the button located at the top of the screen.

PUNCH IN OR OUT

1. Click the button (shown below) to Punch IN or OUT for your shift or lunch/breaks.

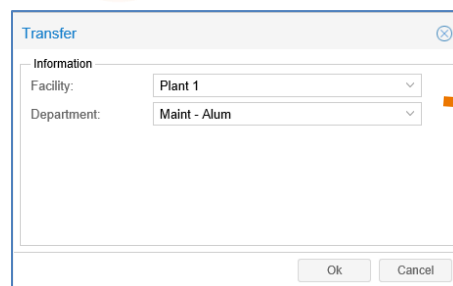
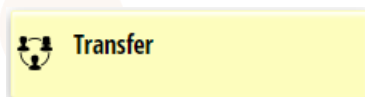


2. Transaction accepted window will pop up, click OK.



TRANSFER DEPARTMENT

Click the **Transfer** button to transfer to a different Department.

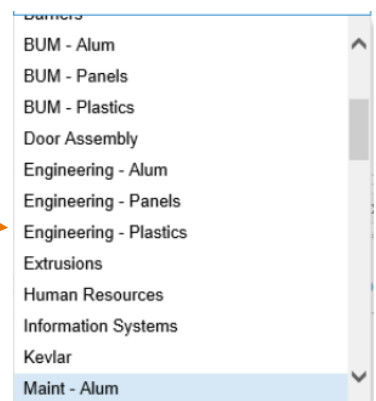


Transfer

Information

Facility:

Department:



Departments

- BUM - Alum
- BUM - Panels
- BUM - Plastics
- Door Assembly
- Engineering - Alum
- Engineering - Panels
- Engineering - Plastics
- Extrusions
- Human Resources
- Information Systems
- Kevlar
- Maint - Alum

Note: You must be punched **IN** before Transferring.

ESS NAVIGATION

5

NOVEMBER
2013

04 : 51 PM

Russell, Amber P
5454 1000

Change PIN Log Off Refresh

Operations ⏪ Russell, Amber P (PLNT1-04 - Panels-136030-JL-1) ⏩

Calendar Time Card Leave Req. Messages Schedules Personal Benefits Archives Activity

← Previous Month → Next Month Select Month **November**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
October 27		Vacation 8h	630a/245p 8h	630a/245p 8h	630a/245p 8h	630a/245p 8h	330a/12p 8 ³ / ₄ h	Sch 40:30 Abs 8:00
		VAC 8:00	REG 10:01	REG 9:30	REG 9:15	REG 3:14	OVT 5:46	VAC 8:00 REG 32:00 OVT 14:16
		Vacation Approved 8:00						
November 3		630a/230p 8h	630a/230p 8h	630a/230p 8h	630a/245p 8h	630a/245p 8h		Sch 40:00 REG 8:00
		REG 0:00	REG 8:00					

Operations Menu Items (Buttons)

Located on the left side of the screen. These buttons allow you to perform actions within the system.

Button	Description
Punch	Punch IN/OUT for shifts and breaks/lunches
Transfer	Transfer to a different workgroup (location, department)
Request Time Off	Request full day, partial, or multiple days off
Leave Message	Leave a message with your supervisor
Indicate Running Late or Absent	Inform your supervisor that you will be late or absent for your shift
Enter Tips	Enter claimed tips

Header Tabs (For Reviewing Different Items)

Located towards the top of the screen. These tabs present information for the employee to review.

Tab	Description
Calendar	Default screen when logged in. This tab will display schedules, hours worked, benefit scheduled and punches in a monthly calendar format
Time Card	Displays the time card which includes punches, hours and adjustments for the current or previous period
Leave Request	Shows each leave request by the employee indicating a Pending, Approved, or Unapproved status.
Messages	The message tab displays messages sent or received.
Schedules	Shows schedules for each day and number of hours scheduled in a calendar format
Personal Tab	Displays employee's personal information
Time Off Balances	This tab lets you review the activity and balances for each benefit you earn
Archives	Similar to the timecard tab however it allows you to review time cards beyond the previous period.
Activity	Shows the events and actions that have taken place while the Employee was in the ESS.