

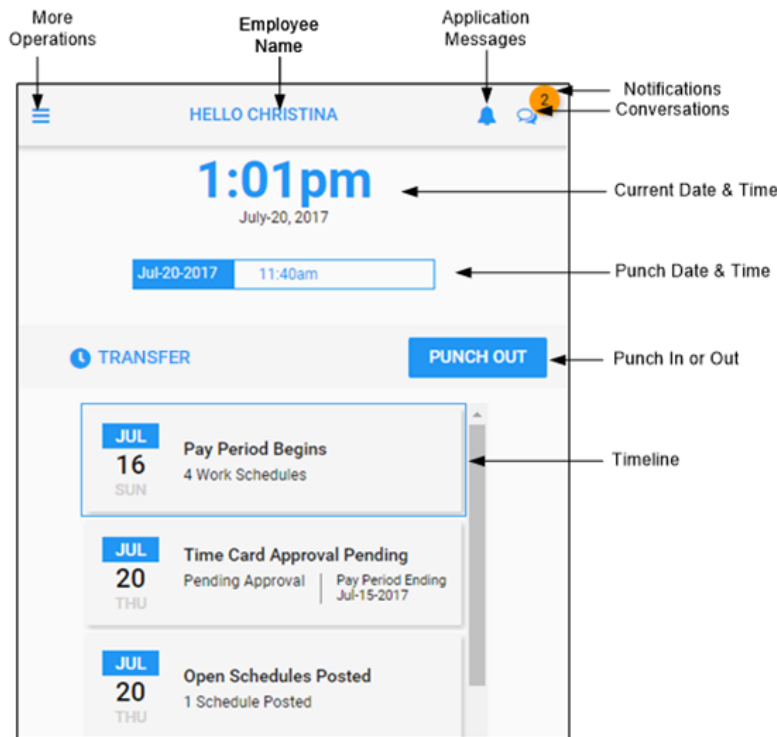
ESS MOBILE BASIC FUNCTIONS

Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to access their information. Employee 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 depending on what is configured.

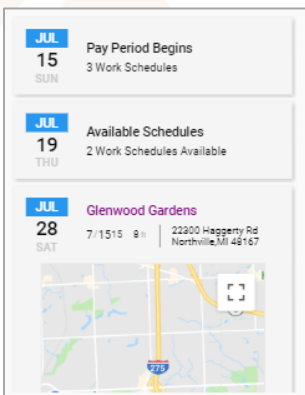
HOME SCREEN

Home Screen shows all options available to you. Some functions may not be available to all users.



TIMELINE

The list of boxes with dates on the home screen is called the timeline. The following events can be displayed in the Timeline for the current period.



Pay Period Begins – Current period time card.

Available Schedules* – Shows both available and tradeable shifts if available in your system.

Outstanding Items - Items that need your attention. These items can include missing punches and previous period needing your approval.


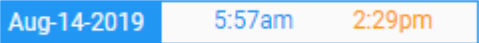
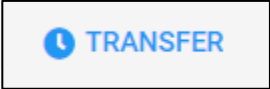
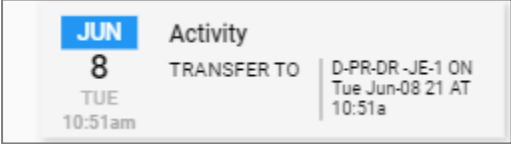
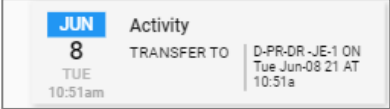
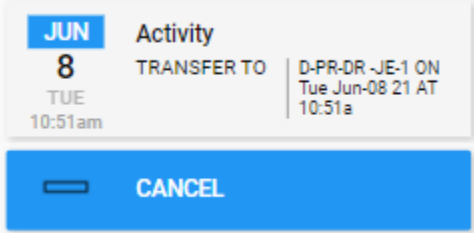
Planned Absence – Your scheduled time off.

Schedules – Your scheduled days.

* **Available Schedules** is only available with **Visual Scheduling**


PUNCH AND TRANSFER

Employees can punch IN, OUT or transfer their Workgroup.

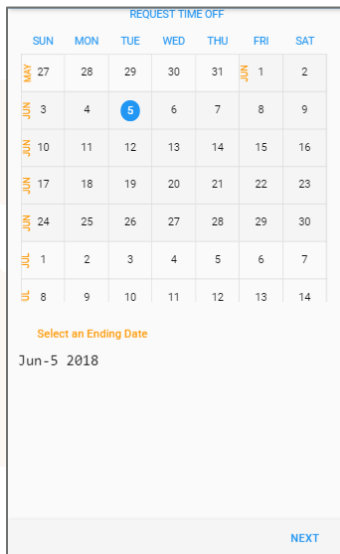
FUNCTION	DESCRIPTION
	<p>Punch IN or OUT for your shift, lunch, or breaks. The home screen displays the PUNCH button and will show punch transactions throughout the day.</p> 
	<p>Real-time Workgroup transfer (i.e. Choose a Department or Position based on your setup).</p> <p>Transfers will show in the Timeline.</p>  <p>The Transfer button will only show if you are punched IN.</p>
<p>Cancel a Transfer</p> 	<p>If a transfer was done in error, you can remove it by clicking on the transfer in the Timeline, choose Cancel then Save.</p> 

REQUEST TIME OFF

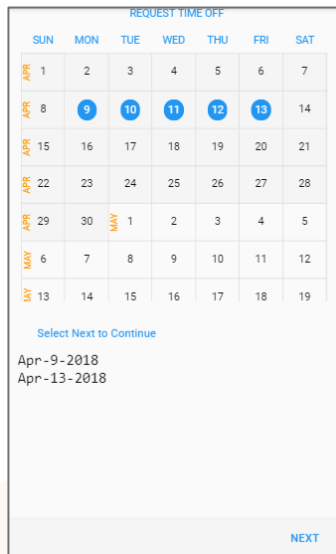
Employees can request time off such as Vacation or Sick. To request time off, follow instructions below.

1. Select the More Operations button  on the top left of the home screen.
2. Select **CALENDAR** in the menu.
3. Click on **Menu** on the bottom left of Calendar screen → **REQUEST TIME OFF**
4. Select a single day or range of days to request off and **NEXT**

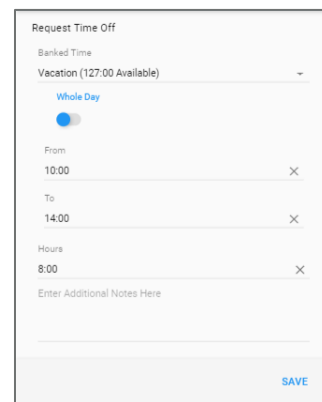
Single Day



Multiple Days




Bank and Hours



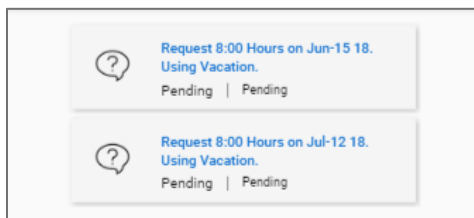
5. Select the **Banked Time** to use (e.g. Vacation or Sick).
6. Choose if requesting the whole day or partial.
7. Indicate hours needed to fill request.

Note: Open Requests can be seen in **OPEN ITEMS** by choosing the More Operations  button.

Review or remove pending requests

1. Select the More Operations button  on the top left of the home screen.
2. Choose **OPEN ITEMS** from the menu
3. Choose any **pending** request to remove.

Review



Remove

