

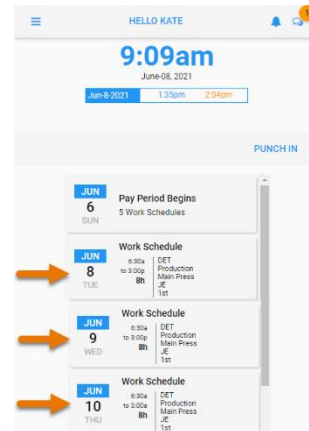
ESS MOBILE REVIEW SCHEDULES AND CURRENT PERIOD

Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to review their schedules, and current period time card.


Note: The screens and options below might not match exactly to your system depending on what is configured.

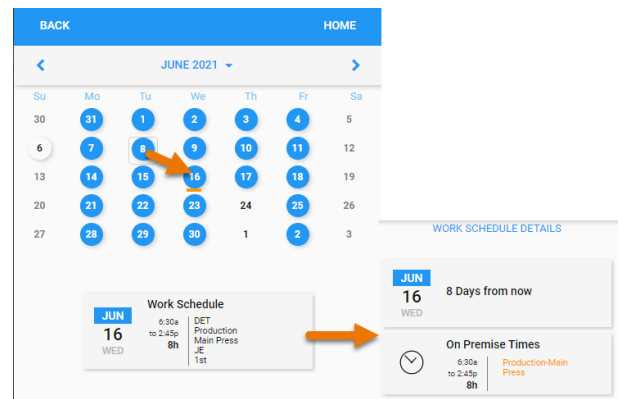
Review Current Period Schedules

The Timeline on the Home Screen will display all schedules for the current period.



Review Future Schedules

1. Select the More Operations button  on the top left and choose the **Calendar** menu option.
2. Scheduled days are highlighted with a blue circle. Choose a day to review its schedule.
3. You can touch the Work Schedule to get more information regarding it.



REVIEW CURRENT PERIOD ACTIVITY

Employees can review current timecard details that include schedules and total hours worked.

Touch Pay Period Begins item from the top of your home screens timeline and the Time Card Details will display

