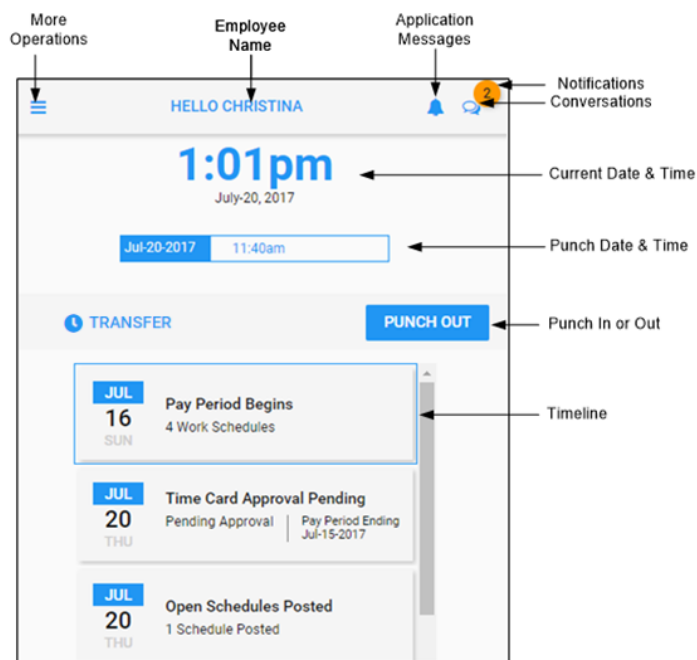


ESS MOBILE WORKSHEET

Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to access their information. Employees can punch IN/OUT, transfer, request time off, and take an action when an alert is received.

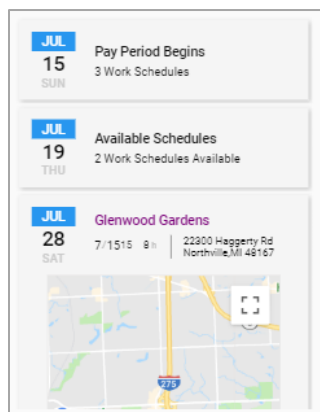
HOME SCREEN

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



TIMELINE

The following events can be displayed in the Timeline of the Home screen for the current period.



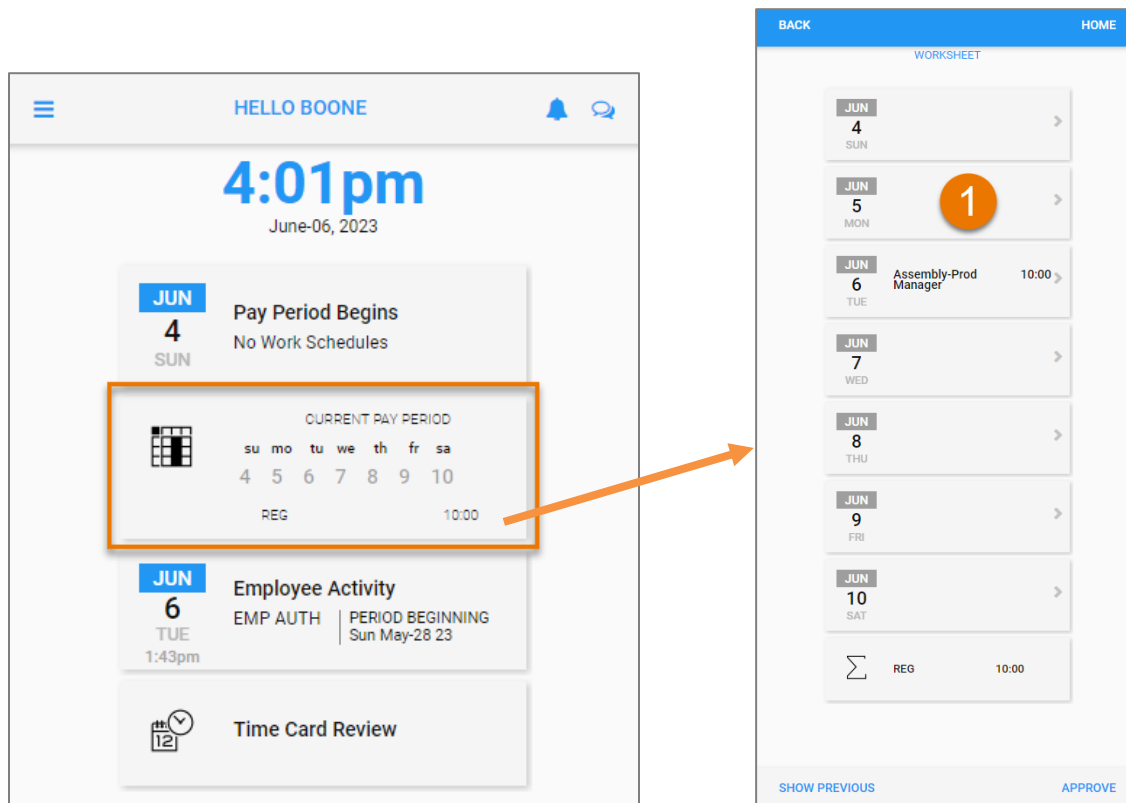
- Pay Period Begins – Timecard Detail page.
- Available Schedules – Shows both open and trade schedules for pick up.
- Outstanding Items - Items that need your attention. These items can include missing punches and previous period needing approval.
 - Planned Absence – Scheduled time off displayed.
- Schedules – Shows scheduled days.

Note: Available Schedules only available with Visual Scheduling

WORKSHEET TILE

Worksheet is where you enter hours worked and allocate to different workgroups (Ex: departments). The Worksheet Tile will display the current pay period and how many hours are currently entered for the pay period.

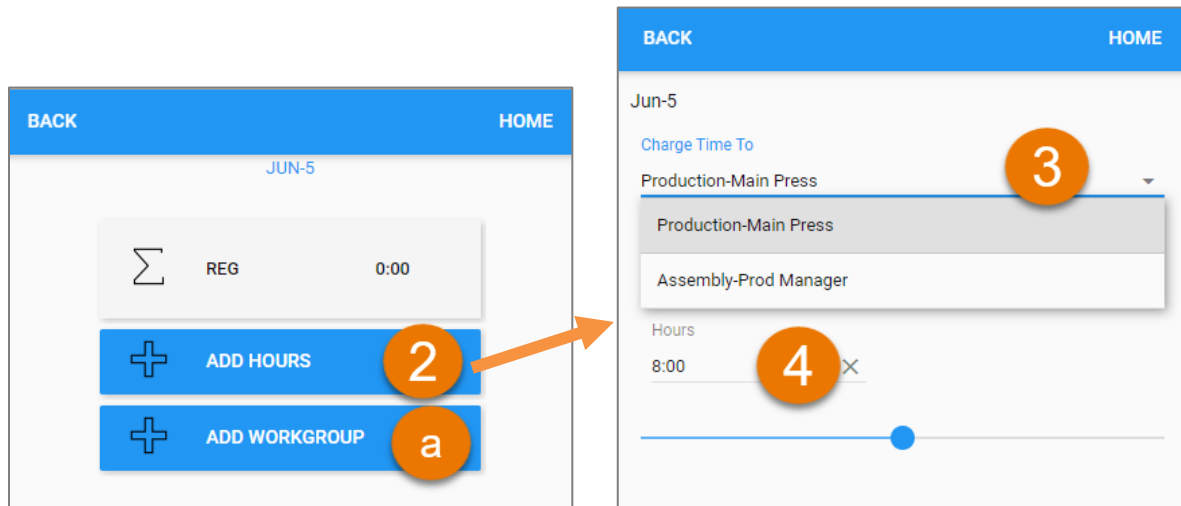
Clicking on the Tile will display detailed hours each day in the current pay period with a summary total at the bottom. You can change to the previous pay period by choosing SHOW PREVIOUS at the bottom left.



ENTER WORKED HOURS

To enter worked hours from the detailed screen.

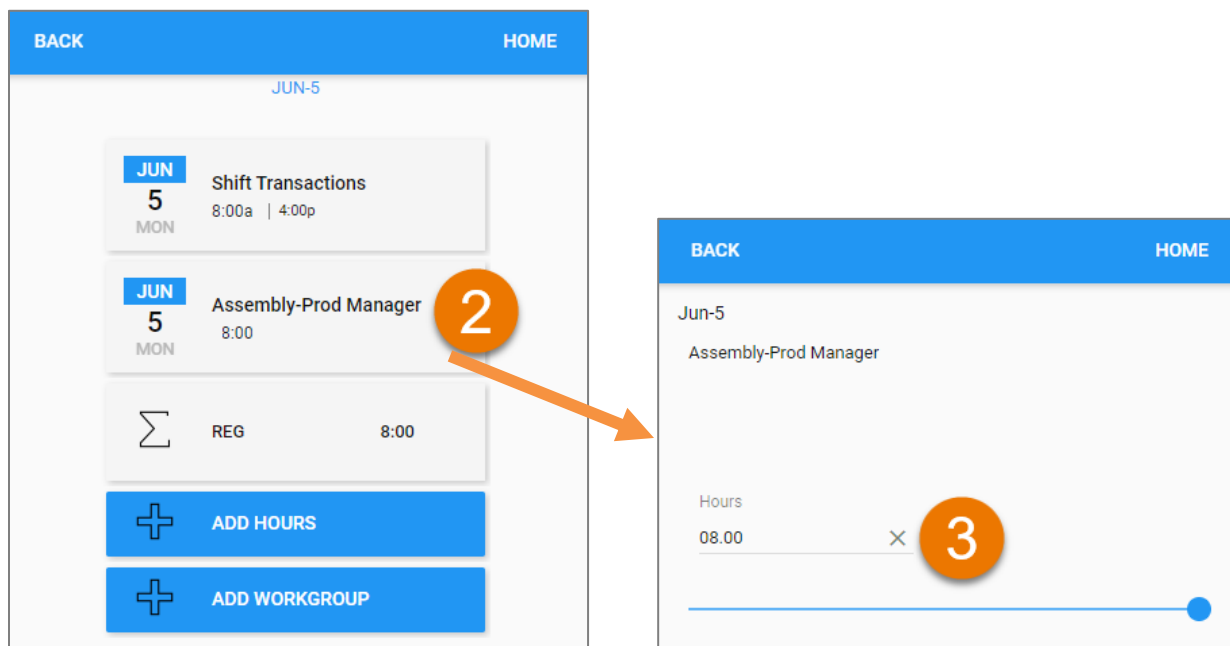
1. Choose the Tile representing the date you need to add hours. *Our example is June 5.*
2. Choose ADD HOURS.
3. Select the Workgroup to allocate the hours. *Our example will be Assembly – Prod Manager.*
 - a. If the Workgroup does not exist, you can add. This feature may not be enabled.
4. Enter the hours. Then choose SAVE at the bottom of the screen.



REMOVE OR ADJUST WORKED HOURS

You can remove or adjust hours.

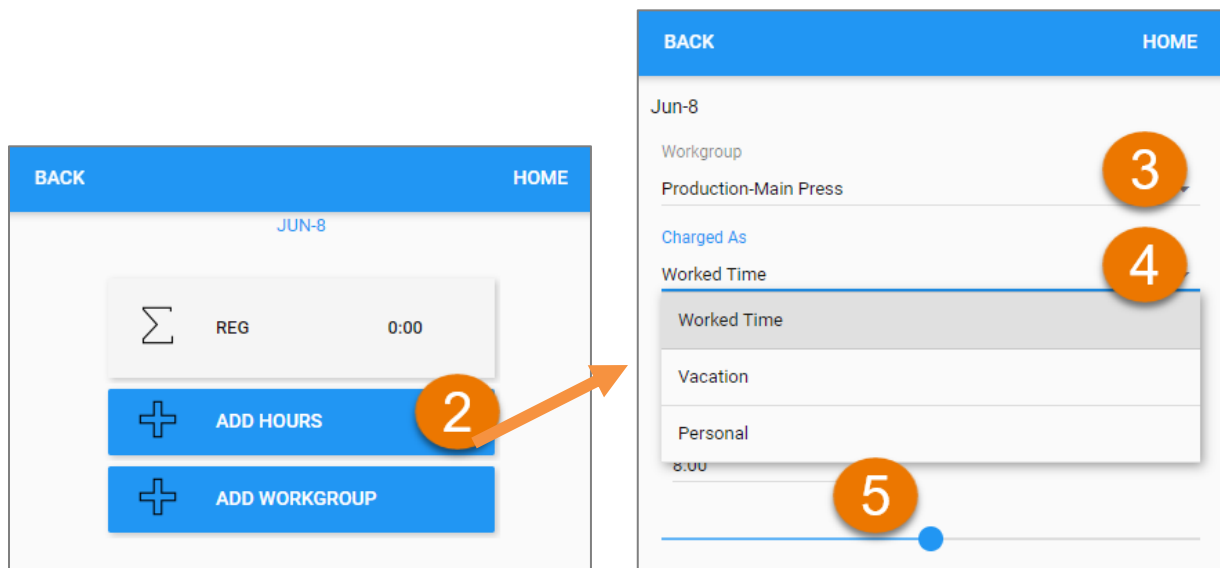
1. Just like above, choose the Tile representing the date you need to remove or adjust hours. *Our example is June 5.*
2. Choose the Tile that details the hours already entered.
3. Enter the new value of hours or hit the X to remove the hours.
4. Hit SAVE at the bottom of the screen.



ADD NON-WORKED TIME

The worksheet can also allow you to add paid or unpaid time off. Examples would be Vacation or Sick time. This option may not be available.

1. Just like above, choose the Tile representing the date you need to add hours. *Our example is June 8.*
2. Choose ADD HOURS.
3. Select the Workgroup to allocate the hours. *Our example will keep it at our default.*
4. Select "Charged As" and change from Worked Time to the correct benefit.
5. Enter the hours. Then choose SAVE at the bottom of the screen.



RESULTS

