

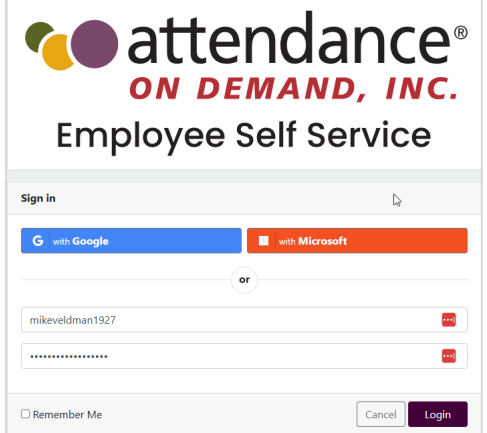
EMPLOYEE SELF SERVICE NAVIGATION

Employee Self Service (ESS) in Attendance on Demand allows employees to conveniently access and manage their time and attendance information through a computer or tablet web browser.

Note: Screens and available options may vary depending on your organization's configuration.

LOG IN TO ESS

1. Open a web browser and enter the provided ESS URL.
2. Log in using an ID Provider or enter email address and password created during onboarding.

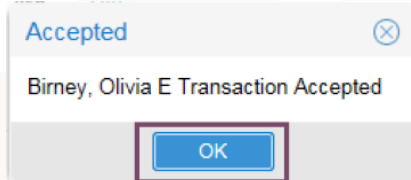


PUNCH IN OR OUT

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

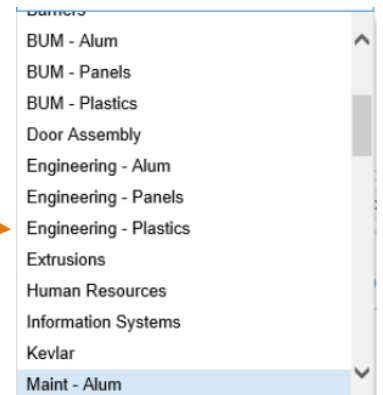
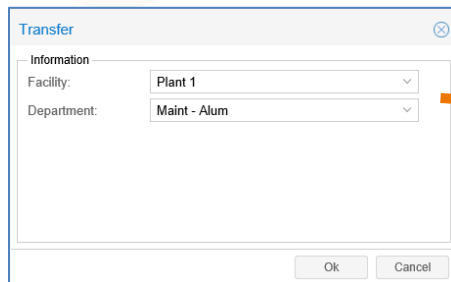
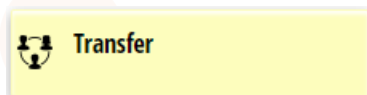


2. Transaction accepted window will pop up, click OK.



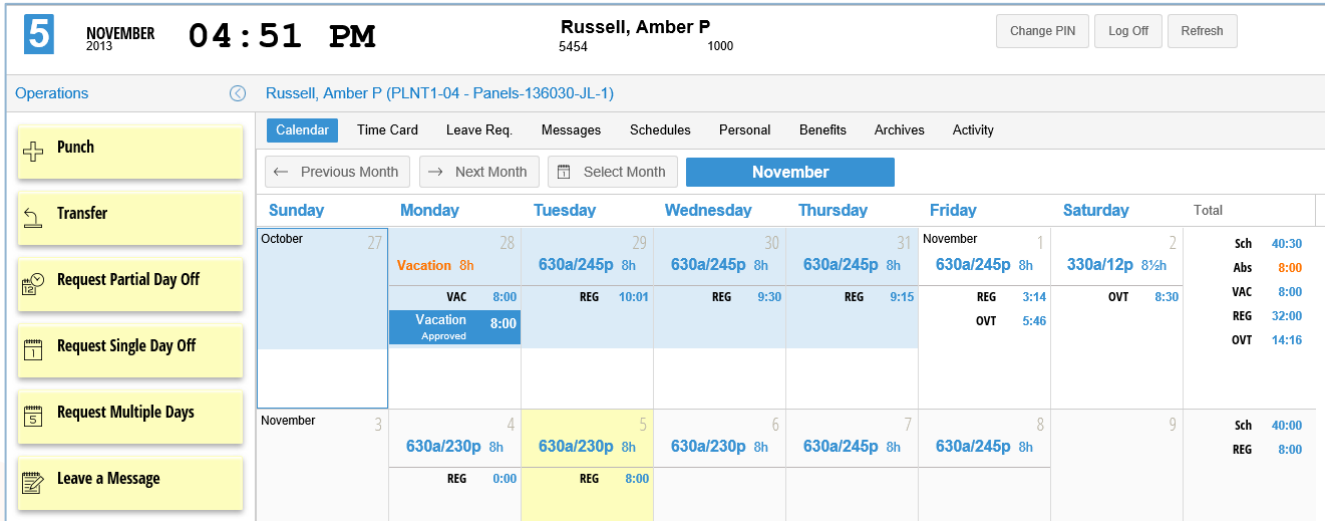
TRANSFER DEPARTMENT

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



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

ESS NAVIGATION



5 NOVEMBER 2013 **04:51 PM** Russell, Amber P 5454 1000

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	28 Vacation 8h VAC 8:00 Vacation Approved 8:00	29 630a/245p 8h REG 10:01	30 630a/245p 8h REG 9:30	31 630a/245p 8h REG 9:15	November 1 630a/245p 8h REG 3:14 OVT 5:46	2 330a/12p 8.5h OVT 8:30	Sch 40:30 Abs 8:00 VAC 8:00 REG 32:00 OVT 14:16
November 3	4 630a/230p 8h REG 0:00	5 630a/230p 8h REG 8:00	6 630a/230p 8h	7 630a/245p 8h	8 630a/245p 8h	9	Sch 40:00 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	Record punches for shifts, breaks, and lunches
Transfer	Transfer to a different workgroup (location, department)
Request Time Off	Submit requests for full-day, partial-day, or multiple days off
Leave Message	Leave a message with your supervisor
Indicate Running Late or Absent	Notify 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 view showing schedules, hours worked, and punches in a monthly format
Time Card	Displays punches, hours worked, and adjustments for the current or previous pay period.
Leave Request	Shows submitted requests and their status (Pending, Approved, or Denied).
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	Shows available balances and activity for earned time off
Archives	Allows access to timecards beyond the previous pay period.
Activity	Displays a history of actions taken within ESS.