

## Employee Self Service

Take the pressure off Human Resources and managers by providing employees with up-to-date time and attendance, benefit, and schedule information.

Date	In	Out	In	Out Amount	Schedule	Exception
02/13/11	4:42a	2:00p			8:45 4:40a/ 1:30p	Left Late
02/14/11	4:55a	2:00p			8:00 4:45a/ 2:00p	
02/15/11	6:00a			0:00	6:00a/ 9:00p	

Employees can punch, check schedules, review timecards, request time off, and leave a message with their supervisor.

### Empower Your Employees

Attendance Enterprise Employee Self Service (ESS) provides your employees with convenient and secure access to their attendance and benefit information. Your employees can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; request time off; enter expense information and initiate a private message dialog with their manager.

1) Punch	1	2	3	Clear
2) Review Schedule	4	5	6	Cancel
3) Review Hours Worked	7	8	9	Backspace
4) Review Time Card	*	0	#	Enter
5) Workgroup Transfer				

Centrally located kiosks provide secure access for all employees.

### A Custom Fit

ESS is flexible and can easily be configured to meet your needs. You determine the functions employees can perform, the information employees can see, and how they enter hours.

Location	Department	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Feb-13	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18	Feb-19
	Schedule	8:45a/1:30p	4:45a/2p	8a/5p	8a/2p	4:45a/11a	4:45a/2p	4:45a/8:00p
On	Warehouse - Storage	6:15	6:40					
	Summary	8:15	8:40					

Employees use the Worksheet to enter their total hours on designated tasks or in specific departments.

### Anywhere Access

Put key information in the hands of today's mobile workforce. Employee Self Service can be used wherever employees have access to the internet— at home, at branch offices, on the road—through a company-specific URL. Employees use ESS from their computer's browser or a conveniently located employee kiosk. ESS is available for multiple browser options including: Internet Explorer, Safari, Firefox, Chrome, and Opera.

Location	Department	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Feb-13	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18	Feb-19
	Schedules		8:30a/ 8:30a/5p	8:30a/5p	8:30a/5p	8:30a/5p	Vacation	8:00
	Work Activity		8:30a 8:30a	8:30a 8:30a	8:30a 8:30a	8:30a 8:30a		
			4:30p 8:00	4:30p 8:00	4:30p 8:00	4:30p 8:00		
Bi-Shelbyville	Office - Accounts Rec		4:00	4:00				
Bi-Shelbyville	Office - Accounts Pay		4:00	2:00				
	Unallocated			2:00	8:00	8:00		

Employees can punch in and out in realtime, and allocate their hours to different projects later.

Security is provided by individual PINs that allow employees access to their own information. Access to functions can be restricted by IP address so, for example, employees can only punch in and out while on site, but can request leave both inside and outside the office.



## Different Options to Meet Different Needs

Different employees can have different ESS options to meet their needs. For example, hourly employees can have a traditional time card with function keys for punching. Salaried employees can enter their hours by project.

Request Day Off		Activity	Tasksheet	Schedules	Personal	Benefits	Archives	Messages
Request Partial Day Off		Showing period from 02/13/11 to 02/19/11						
Date	Schedule	Start	End	Location	Department	Amount	PD	Hours
Sun Feb-13	4-45a 1-30p	4:42a	2:00p	OH	Warehouse-Shipping	8:45	REG	8:45
Mon Feb-14	4-45a 2:00p	4:55a	2:00p	OH	Warehouse-Shipping	8:30	REG	8:30
Tue Feb-15	6:00a 9:00p	6:00a		OH	Warehouse-Shipping	0:00	REG	0:00

With a *Tasksheet*, the employee enters in and out time whenever it is convenient instead of punching in and out.

Request Day Off		Activity	Time Card	Schedules	Personal	Benefits	Archives	Messages
Request Partial Day Off		Vacation activity from 01/01/10 to 12/31/11 (earliest adjustment date is Nov-21-2010)						
Date		Credit	Debit	Balance				
01/01/10	Balance In			0:00				
02/13/11	Adjust benefit balance by 80:00			80:00				
02/21/11	Planned Absence		8:00	72:00				
01/01/12	Balance Out			72:00				

Employees can efficiently review benefit balances and request leave online.

Request Partial Day Off		Activity	Worksheet	Schedules	Personal	Benefits	Archives
Request Day Off		Schedules					
Location	Department	Cred Center	Mon Mar 2	Tue Mar 3	Wed Mar 4	Thu Mar 5	Fri Mar 6
L1	CASHER	52	8:32/16:15	8:32/16:45	8:30/17	8:30/17	Vacation 8:00
L1	HABIT	52		8:00	8:00	8:00	
Request Multiple Days Off		Summary					
Leave a Message		Add Vacation to List					
Report an Absence		Absence					
		Vacation					
		Personal					
		Sickness					
		Meals					
		Message					

Employees can enter expenses such as tips, mileage, meals or other expenses.

## Managing Employee Leave Requests

ESS works with the Leave Management module to simplify and automate employee requests for time off. Leave requests fully integrate with your Attendance Enterprise management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.

When a leave request is made, an email alert is sent directly to the employee's supervisor to begin the request review process. Supervisors and managers have decision-making information at their fingertips.

Furthermore, the employee can receive an email response when a supervisor approves, denies, or changes the leave request.

## Save Administrative Time and Effort

ESS reduces the cost of managing your workforce and enables your HR staff to focus on more strategic activities. Use ESS to:

- Reduce employee requests for historical time and attendance information by providing the information to employees online.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off online.
- Eliminate the manual entry of timesheet information.
- Allow employees to communicate with their supervisors by sending, receiving, and replying to messages.
- Provide fast, simple, and flexible setup by allowing you to decide what features to make available to each employee.