

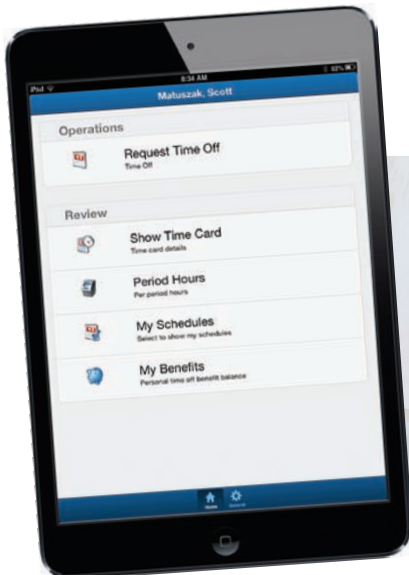




Natasha tracks her time to projects and simply enters total hours. She can also enter expenses like mileage and meals.

- Punch In/Out.
- Record GPS location of punches and transfers.
- Punch restrictions prevent double punching or punching in early or out late for shifts, breaks or meals.
- Enter hours through a daily worksheet.
- Receive alerts for missing punch, unapproved time card, and pending messages.
- Enter missed punches.
- Approve time card.
- Transfer from one department to another.

Attendance on Demand records all employee time card edits, employee notifications, and responses created by the employee in ESS Mobile.



Scott can review information and request time off but he must punch in and out at a time clock onsite. Punching is not available on his tablet.

## With ESS Mobile, Employers Have Options and Employees are Engaged

ESS Mobile can be set up to include the functions that various employees need for accurate and efficient time tracking:

- Request leave for partial day, full day, or multiple days and review leave request history.
- Send Call in Late and Call in Absent notices to supervisors.
- Leave a message to supervisor and review message history.
- Enter tips, if employees report tips.
- Enter expenses, if employees report meals and mileage, for example.
- Review punches, schedules, worked hours, benefit balances, and leave requests.
- Change login PIN.

## Where to Download the ESS Mobile App

ESS Mobile is available in Apple's App Store and in Google Play. Once mobile configuration is set up in Attendance on Demand, employees can download the app, enter their employer's identification number, employee ID, and password or PIN. The app then accesses Attendance on Demand to complete the employee-specific setup.

