



# Employee Self Service

Employees gain up-to-date time and attendance, benefit, and schedule information without waiting on Human Resources, managers, or supervisors.

## Empower Your Employees

Employee Self Service (ESS) provides employees with convenient and secure access to their attendance and benefit information. 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.

Calendar	Worksheet	Allocation	Timesheet	Time Card	Leave Req.	Messages	Schedules	Personal
	Timestamp		Operator	Subject	Comments			
Conversation:								
	Jun-21 2016 8:14am		Co Administr...		OK			
	Jun-21 2016 7:51pm		Batterhahm, Thoma...		Sorry, I am out of town this weekend.			
	Jun-21 2016 7:00am		Co Administr...		Would you like to take Jane's shift this weekend			

Employees can send a message to their supervisor and their dialog is saved with the attendance data.



Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

## Different Options Meet Different Needs

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

Employees can punch, check schedules, review timecards, request time off, and leave a message with their supervisor. They can punch in and out in real time, and allocate hours to different projects later.

Calendar	Worksheet	Allocation	Tasksheet	Timesheet	Time Card	Leave Req.	Messages	Schedules	Personal
Pay Period:	Current Pay Period	Refresh	Add New	Approve Time Card	Print				
Category	Sun Jun-17	Mon Jun-18	Tue Jun-19	Wed Jun-20	Thu Jun-21	Fri Jun-22			
Schedules	Off	8a/5p	8a/5p	8a/5p	8a/5p	8a/5p			
Hours Worked									
Orlando-Operations-Registere...							2.00		
Orlando-Operations-Registere...							2.00		
Orlando-Operations-Reg Nurs...							2.00		
Summary							6.00		
Absences									
Disables									
Time Off Requests									
Pay Summaries		REG 279.38		REG 311.43	REG 196.50				

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 your workforce. ESS can be used wherever employees have access to a company-specific URL through the internet. They can use their desktop's browser or a conveniently located and secure kiosk.

Calendar	Worksheet	Allocation	Tasksheet	Timesheet	Time Card	Leave Req.	Messages	Schedules	Personal
Pay Period:	Current Pay Period	Week: Week of Sun Jun-19	Refresh	Approve					
Category	Sun Jun-19	Mon Jun-20	Tue Jun-21	Wed Jun-22	Thu Jun-23				
Schedules	Off	8a/5p	8a/5p	8a/5p	8a/5p				
Work Shifts		8a/430p							
Allocations									
Orlando-Operations-Registere...		4.00							
Orlando-Operations-Registere...		2.00							
Orlando-Operations-Reg Nurse		2.00							
Variance		1.30							
Absences									

Employees punch in or out and can allocate hours to different projects later.



## Managing Employee Leave Requests

ESS simplifies and automates employee requests for time off. 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.

Employees get an email response when a supervisor approves, denies, or changes the leave request. Leave requests and their status can be viewed on the ESS calendar and the employee can delete a previously submitted leave request.

ESS leave requests fully integrate with your Attendance on Demand management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.

## Save Administrative Time and Effort

Req.	Messages	Schedules	Personal	Benefits	Archives	Activity
	Operation	Description				
12:22pm	Leave Message					
12:21pm	Punch	Amherst, Luke Y Transaction Accepted				
6:11pm	Tip Entry	Amherst, Luke Y 25.00 Salary Accepted				
6:11pm	Tip Entry	Amherst, Luke Y 10.00 Bonus Accepted				

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

Calendar Allocation Time Card Schedules Personal Benefits Archiv					
Sick	Vacation	PTO			
Date	Description	Credit	Debit	Balance	
JAN 01	Balance In			138:00	
JAN 29	Monthly Vacation Accrual	8:00		146:00	
FEB 21	Debit 40:00 from benefit balance		40:00	106:00	

Employees can efficiently review benefit balances and request leave online.

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

- Reduce HR and management time spent on requests for archived time and attendance information.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off.
- Eliminate the manual entry of timesheet information.
- Allow employees to communicate with their supervisors by sending, receiving, and replying to messages.
- Empower employees to take charge of updating their address and choosing their notification preferences.
- Provide fast, simple, and flexible setup by allowing you to decide which features to make available to each employee.