

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.

4:51:47 PM		Christine Allen	
Tuesday, February 15, 2011		1245	
Request Day Off	Activity	Time Card	Schedules
Request Partial Day Off	Prev. Period	Approve Time Card	Help
Request Multiple Days Off	Transactions	Pay Period Totals	Adjustments
Leave a Message	Date	In	Out
Report an	02/13/11	4:42a	2:00p
	02/14/11	4:55a	2:00p
	02/15/11	6:00a	
	02/16/11		
	02/17/11		

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

Feb 11 2011 2:28 pm	
1) Punch	Enter identification number and press Enter.
2) Review Schedule	
3) Review Hours Worked	
4) Review Time Card	
5) Workgroup Transfer	
	1 2 3 Clear
	4 5 6 Cancel
	7 8 9 Backspace
	* 0 # Enter

Centrally located kiosks provide secure access for all employees.

4:22:40 PM		Christine Allen	
Tuesday, February 15, 2011		1245	
Request Day Off	Activity	Worksheet	Schedules
Request Partial Day Off	Current Pay Period	Prev. Period	Approve Time Card
Request Multiple Days Off	Location	Department	Sun Feb-13
Leave a Message	OH	Warehouse-Shoona	8:15 8:45
		Summary	8:15 8:45
		Add Workgroup to List	

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

Activity		Allocation		Personal		Benefits		Archives		Messages	
Current Pay Period		Prev. Period		Approve Time Card		Help					
Location	Department	Sun Feb-13	Mon Feb-14	Tue Feb-15	Wed Feb-16	Thu Feb-17	Fri Feb-18	Sat Feb-19			
	Schedules	8:30a/5p	8:30a/5p	8:30a/5p	8:30a/5p	8:30a/5p	8:30a/5p	Vacation 8:00			
	Work Activity	8:30a 4:30p	8:30a 4:30p	8:30a 4:30p	8:30a 4:30p	8:30a 4:30p	8:30a 4:30p				
IN-Shelbyville	Office - Accounts Rec		4:00	4:00							
IN-Shelbyville	Office - Accounts Pay		4:00	2:00							
	Unallocated			2:00	8:00	8:00					
	Add Another Workgroup										

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

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.

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.

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.

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		5:06:25 PM		Christine Allen	
Request Partial Day Off		Tuesday, February 15, 2011		1245	
Request Multiple Days Off		Showing period from 02/13/11 to 02/19/11			
Date	Schedule	Start	End	Location	Amount
Sun Feb-13	4-40a 1:30p	4:42a	2:00p	OH	Warehouse-Shipping
Mon Feb-14	4:45a 2:00p	4:55a	2:00p	OH	Warehouse-Shipping
Tue Feb-15	6:00a 9:00p	6:00a		OH	Warehouse-Shipping

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

Request Day Off		12:57:57 PM		Christine Allen	
Request Partial Day Off		Tuesday, February 15, 2011		1245	
Request Multiple Days Off		Showing period from 01/01/10 to 12/31/11			
Date	Activity	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		Worksheet		Schedules		Personal		Benefits		Archives	
Request Multiple Days Off		Current Pay Period		Prev. Period		Approve Time Card		Help			
Location	Department	Cost Center	Mon May 2	Tue May 3	Wed May 4	Thu May 5	Fri May 6				
L1	CASHER	S2	8:15/16/15	8:15/16/45	8:30/17	8:30/17	Vacation	8:00			
L1	HABIT	S2	8:00		8:00						
Summary			8:00		8:00		8:00				
Add Workgroup to List											
Absences			Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	8:00			
Personal											
Expenses			Mon 2	Tue 3	Wed 4	Thu 5	Fri 6				
Meals			12.00								
Mileage			23.75								

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.