

## Employee Self Service – Quick Start Guide

Employee Self Service is part of a secure web hosted system that you will access via your internet browser. Within the system, employees are able to access their time cards, request leave, review benefits and view their schedules online.

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## Logging In

Employees use the Time and Attendance (Time) Employee Self Service (ESS) application to perform functions related to working hours, such as punching in and out, reviewing schedules and time cards, and requesting time off.

Follow these steps to log into Time ESS:

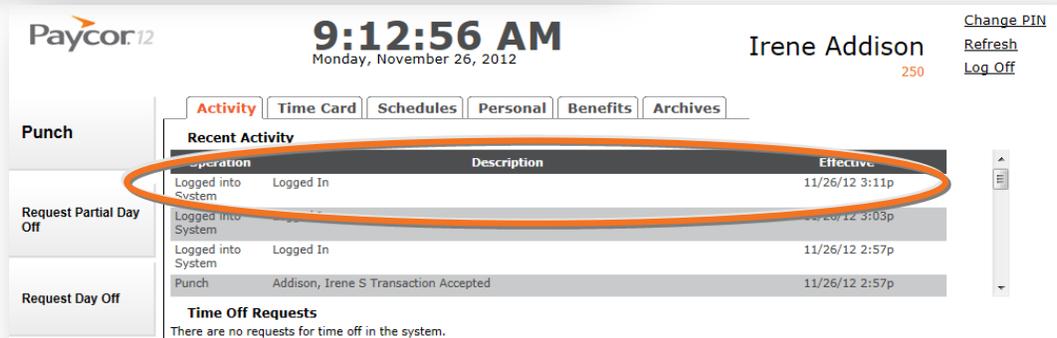
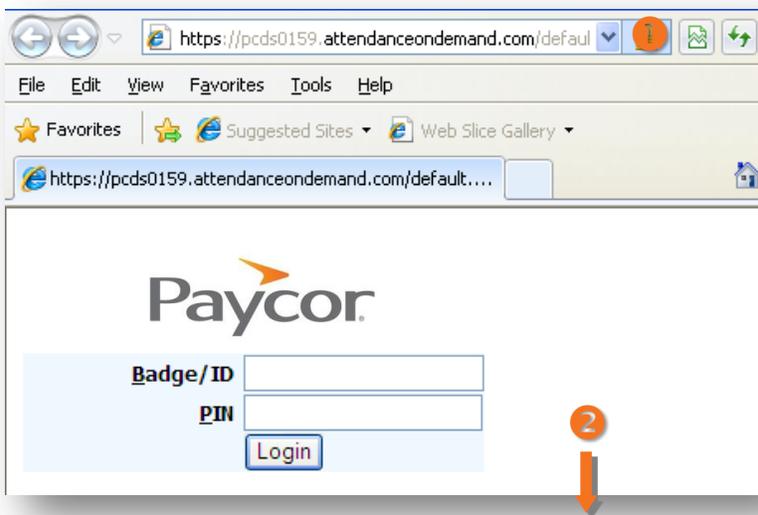
- 1 Access your company's Time and Attendance website.  
If you do not know the website address, contact your Supervisor or Payroll Manager.
- 2 When the Employee Self Service login window displays, enter your Badge ID and Personal Identification Number (PIN), and then click **Login**.

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**Note:** See your Supervisor if you do not have a badge number or PIN.

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A line item indicating that you are logged in will be added to the Recent Activity List.



## Changing Your PIN

An employee Personal Identification Number (PIN) is required to log into the Time and Attendance (Time) Employee Self Service (ESS) application. See your Supervisor for your company’s policy when PINs should be changed.

Follow these steps to change your PIN:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Click the [Change PIN](#) link at the top of the window.
- 3 Enter your new PIN in the fields provided, and then click .

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Note: Be sure your entries in both fields are identical.

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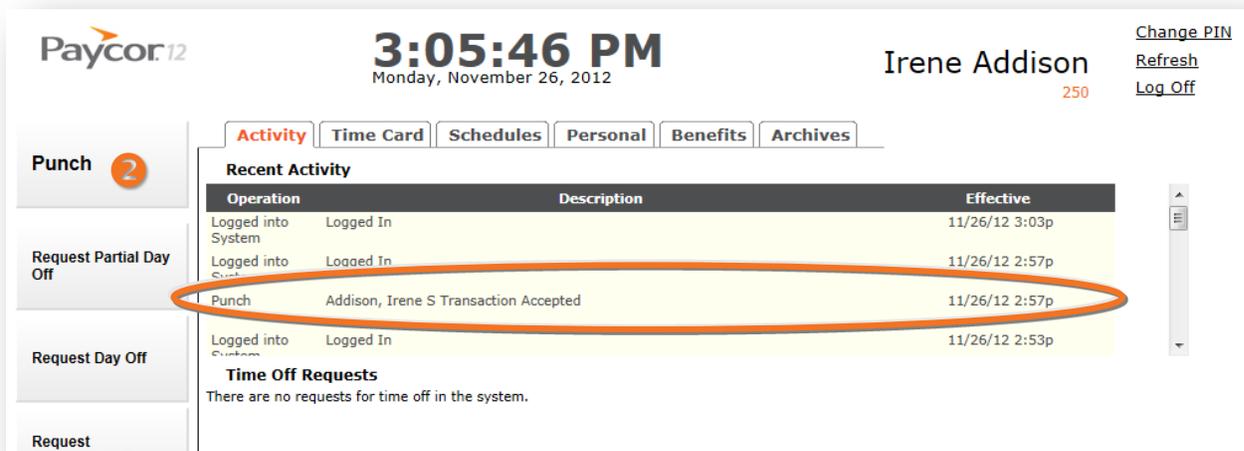
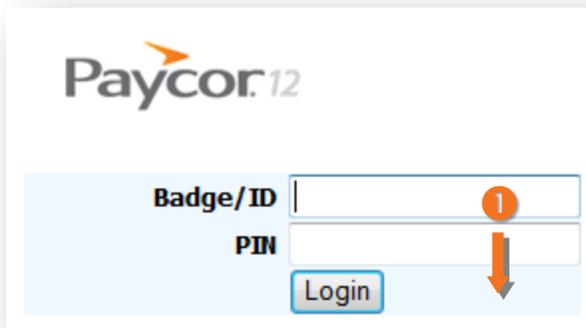
The screenshot illustrates the steps to change a PIN. It shows the login screen with fields for Badge/ID and PIN, and a Login button. A second screenshot shows the main dashboard with the 'Change PIN' link in the top right corner. A third screenshot shows the 'Enter New PIN Number' dialog box with two input fields for the new PIN and an 'Ok' button.

## Punching In and Out

Employee time worked is recorded in the Time and Attendance (Time) Employee Self Service (ESS) application using the Punch function. Because punch in/punch out requirements vary by company – for example, some require employees to punch in/out for lunch and breaks – you should check with your Supervisor about your company’s policy.

The steps for punching in and out are the same:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Click **Punch**.  
The date and time you punched in or out is added to the top of the Recent Activity list.

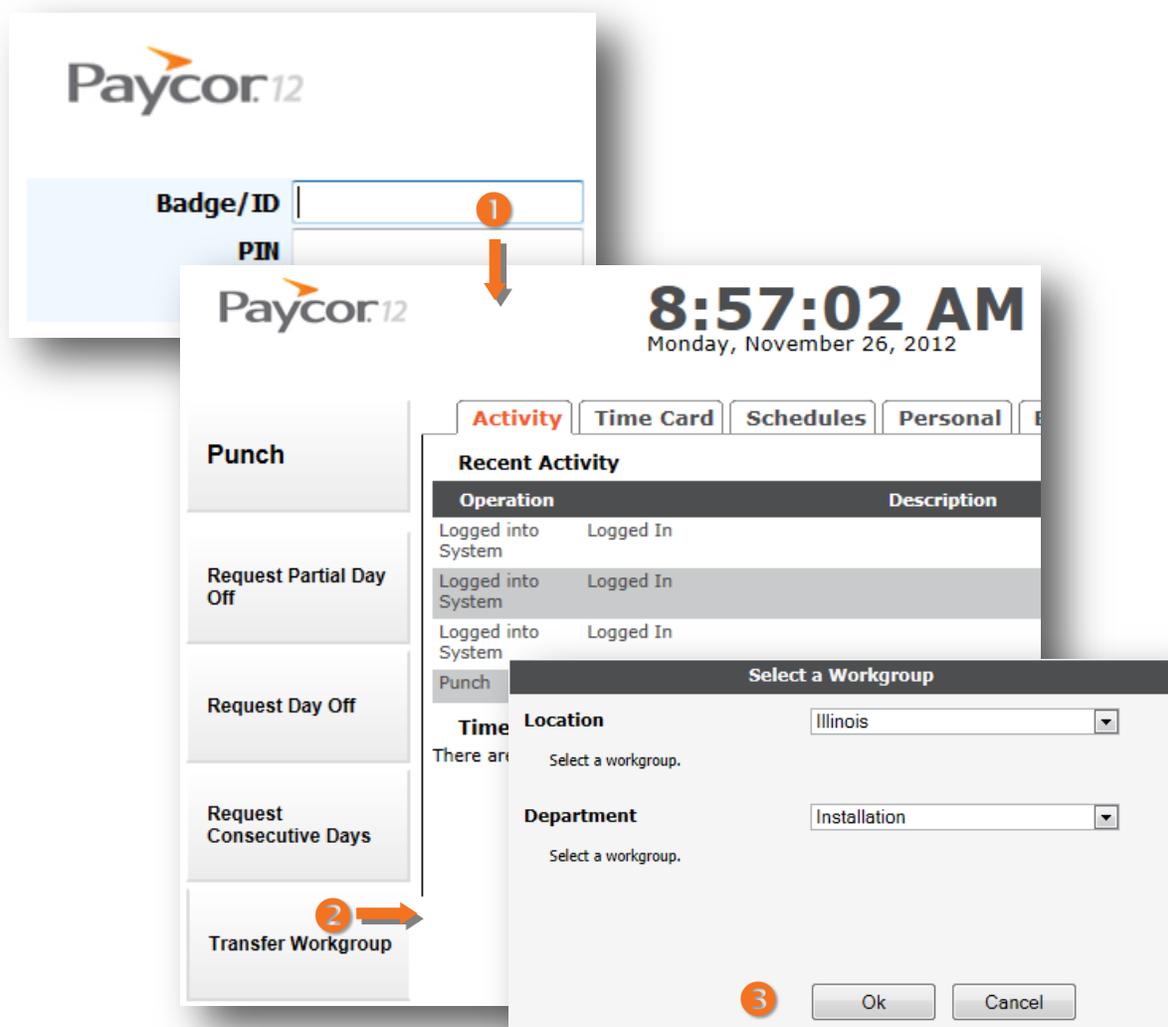


## Transferring Hours to Workgroups

Note: This function is available for employees who need to punch in and out for different workgroups.

Follow the steps below to select the workgroup where you will punch in for the day.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Click **Transfer Workgroup**.
- 3 Use the dropdown lists to select the Location and Department<sup>1</sup> where you will work for the day and then click .



<sup>1</sup>Workgroup components are defined for your organization; your work group field names may be different than the Location and Department fields shown here.

## Approving Your Time Card

At the end of the pay period, you can review your hours worked and then approve your time card. Doing so let's your Supervisor and the Payroll Manager know that your time card is ready for payroll processing.

Follow these steps to approve your time card:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Select the **Time Card** tab and then click the [Prev. Period](#) link to see the hours you worked in the previous pay period.
- 3 If your hours are correct, click the [Approve Time Card](#) link.  
If your hours are incorrect, report items that need to be corrected to your Supervisor.

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Note: Some employees have the ability to change punch in and punch out times and make other changes to their time cards. See “Making Adjustments to your Time Card” job aid for more information.

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- 4 When the Time Card Approval confirmation window opens, be sure the Confirm Approval of Time Card box is checked and then click .

The screenshot shows the Paycor 12 interface. At the top left, there is a login section with 'Badge/ID' and 'PIN' fields. A red circle with the number 1 is over the 'Badge/ID' field, with a red arrow pointing down to the 'Time Card' tab in the main dashboard. The main dashboard shows the user's name 'Irene Addison', the time '2:59:40 PM', and the date 'Monday, November 26, 2012'. The 'Time Card' tab is selected, and the 'Approve Time Card' link is highlighted with a red circle and the number 3. Below the dashboard, there is a table of transactions. A 'Time Card Approval' dialog box is open in the foreground, with the 'Confirm Approval of Time Card' checkbox checked and a red circle with the number 4 over the 'Ok' button.

Date	In	Out	In	Out Amount	Schedule	Exceptions
11/22/12				8:00	3:00p/11:30p	Absent
11/23/12						
11/24/12						
11/25/12						
11/26/12		2:57p		0:		
11/27/12						
11/28/12						

## Viewing Your Schedules

To view your schedules, follow these steps.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Select the **Schedules** tab.  
The schedule that displays is the current month.
- 3 Use the [Prev. Month](#), [Next Month](#), and [Select Month](#) links to choose the month for the schedule(s) you want to view.

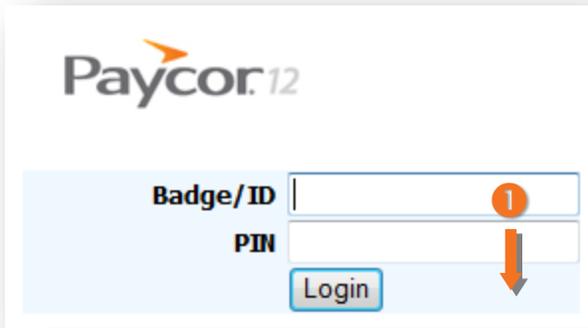


Figure 1.  
Viewing  
Schedules.

9:28:20 AM  
Monday, November 26, 2012

Irene Addison  
250

Change PIN  
Refresh  
Log Off

Activity Time Card **Schedules** Personal Benefits Archives

Prev. Month Next Month Select Month Help

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Week of Oct-28	Off	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	Off	40:00
Week of Nov-4	Off	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	Off	40:00
Week of Nov-11	Off	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	Off	40:00
Week of Nov-18	Off	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	Off	40:00
Week of Nov-25	Off	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	3p/11:30p	December 1 Off	40:00

Punch

Request Partial Day Off

Request Day Off

Request Consecutive Days

Transfer Workgroup

## Viewing Your Benefits

To view your benefits, follow these steps.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Select the **Benefits** tab.

A tab displays for each type of benefit your company offers and shows benefits for the current year. Click each tab to view the different types of benefits.

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Note: Time and Attendance does not project accruals. For example, if you earn vacation throughout the year and have not accrued enough for a leave request by today's date, your vacation benefit balance will be a negative number.

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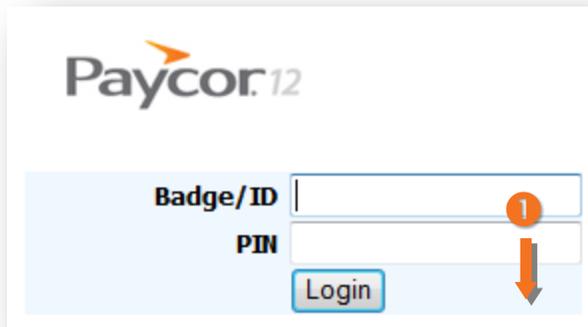
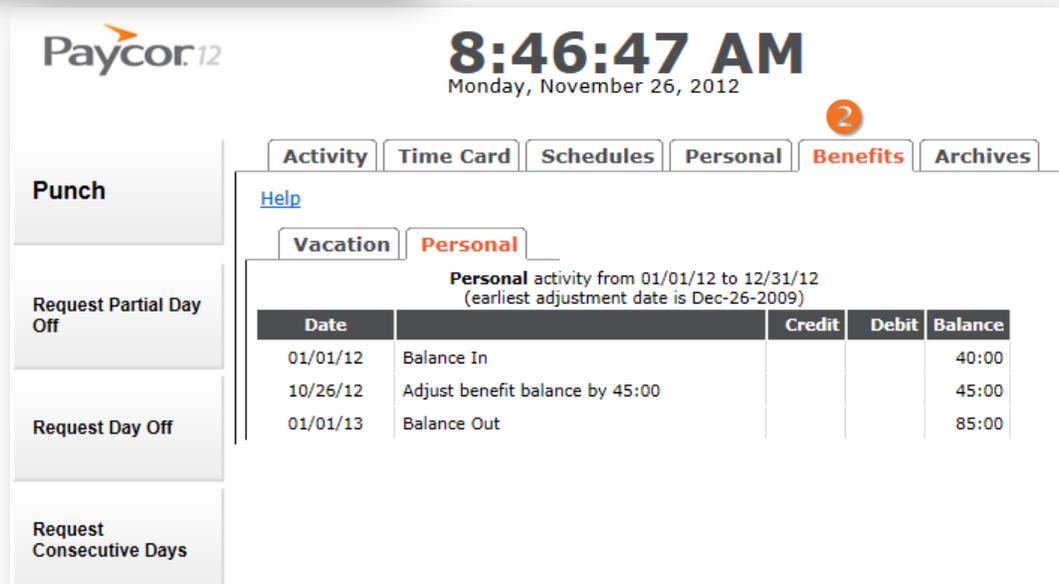


Figure 1.  
Viewing  
Benefits.



## Requesting Time Off

Employee benefits include time off, such as vacation, personal time, and sick time. Benefits vary depending on the company, but benefit hours and time off requests are all tracked and managed through the Time and Attendance (Time) Employee Self Service (ESS) application. Check with your Supervisor about your company's policy.

You can request time off using one of the following options:

- **Partial Day Off:** A day that you need to come in late, take time off in the middle of the day, or leave early.
- **Day Off:** A single day that you need, for personal business, for example.
- **Consecutive Days Off:** Several days off in a row, for vacation, for example.

The steps for requesting time off are basically the same – only the information you are required to enter is different. Follow the steps below to request time off. Screen shots that illustrate the process begin on the next page.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).
- 2 Click the button that represents the type of time off you need: **Request Partial Day Off**, **Request Day off**, **Request Consecutive Days off**. See Figure 3.
- 3 Complete the fields on the screen, following the on-screen instructions and then click



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**Note:** If you have a schedule and you want the system to calculate the number of hours you will be off based on the number of hours you are scheduled to work, enter 0 in the Amount of Time field. However, if you do not have a schedule and you enter 0, no hours will be paid.

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An email is sent to your Supervisor and your request appears at the bottom of the Activity window in the Time Off Requests List.

Your Supervisor will approve or deny your request, and generally you will receive an email response. You can also check the Activity window that displays when you log in to check the status of your request.

**Screenshots are available on the next page.**

**Paycor.12**

Badge/ID

PIN

Login **1**

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**Paycor.12** **3:14:57 PM** Monday, November 26, 2012 **Irene Addison** 250 [Change PIN](#) [Refresh](#) [Log Off](#)

**Punch**

- Request Partial Day Off** **2**
- Request Day Off
- Request Consecutive Days

**Activity** | Time Card | Schedules | Personal | Benefits | Archives

**Recent Activity**

Operation	Description	Effective
Logged into System	Logged In	11/26/12 3:11p
Logged into System	Logged In	11/26/12 3:03p
Logged into System	Logged In	11/26/12 2:57p
Punch	Addison, Irene S Transaction Accepted	11/26/12 2:57p

**Time Off Requests**  
There are no requests for time off in the system.

**Enter Time Off Request**

**Date** 11/22/2012  
Select the day you will be absent.

**Amount of Time** 8:00  
Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.

**Personal Time** Vacation  
Select the type of personal time to use.

**Notes**

**Vacation** | **Personal**

Date		Credit	Debit	Balance
01/01/12	Balance In			0:00
10/26/12	Adjust benefit balance by 10:00			10:00
01/01/13	Balance Out			10:00

**3** Ok Cancel

**Figure 1. Requesting Time Off.**