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

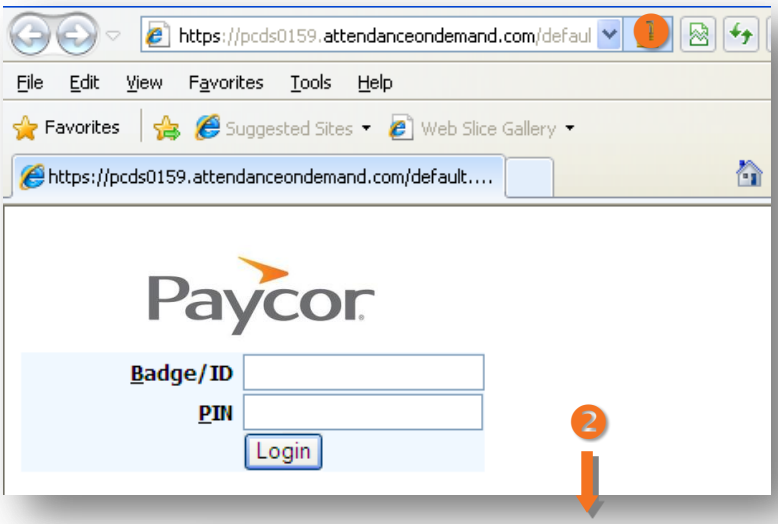
Employees use the Time and Attendance (Time) Employee Self Service (ESS) application to perform functions related to working hours, such as punching in and out, reviewing schedules and time cards, and requesting time off.

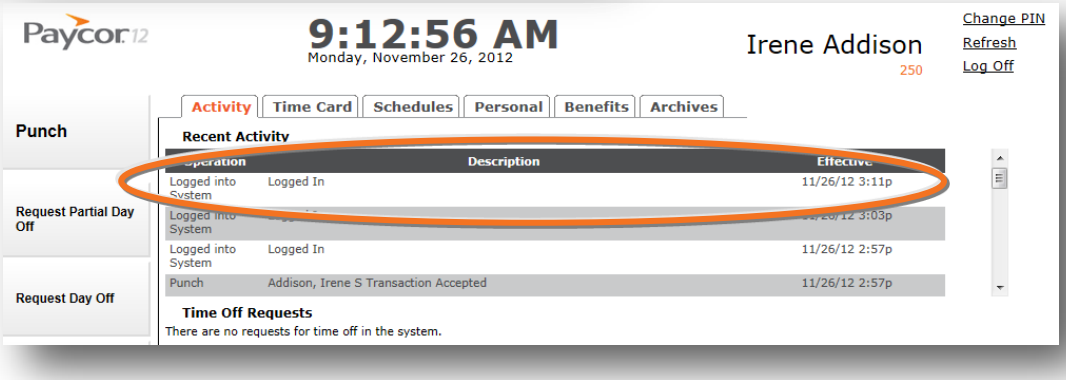
Follow these steps to log into Time ESS:

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.

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

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





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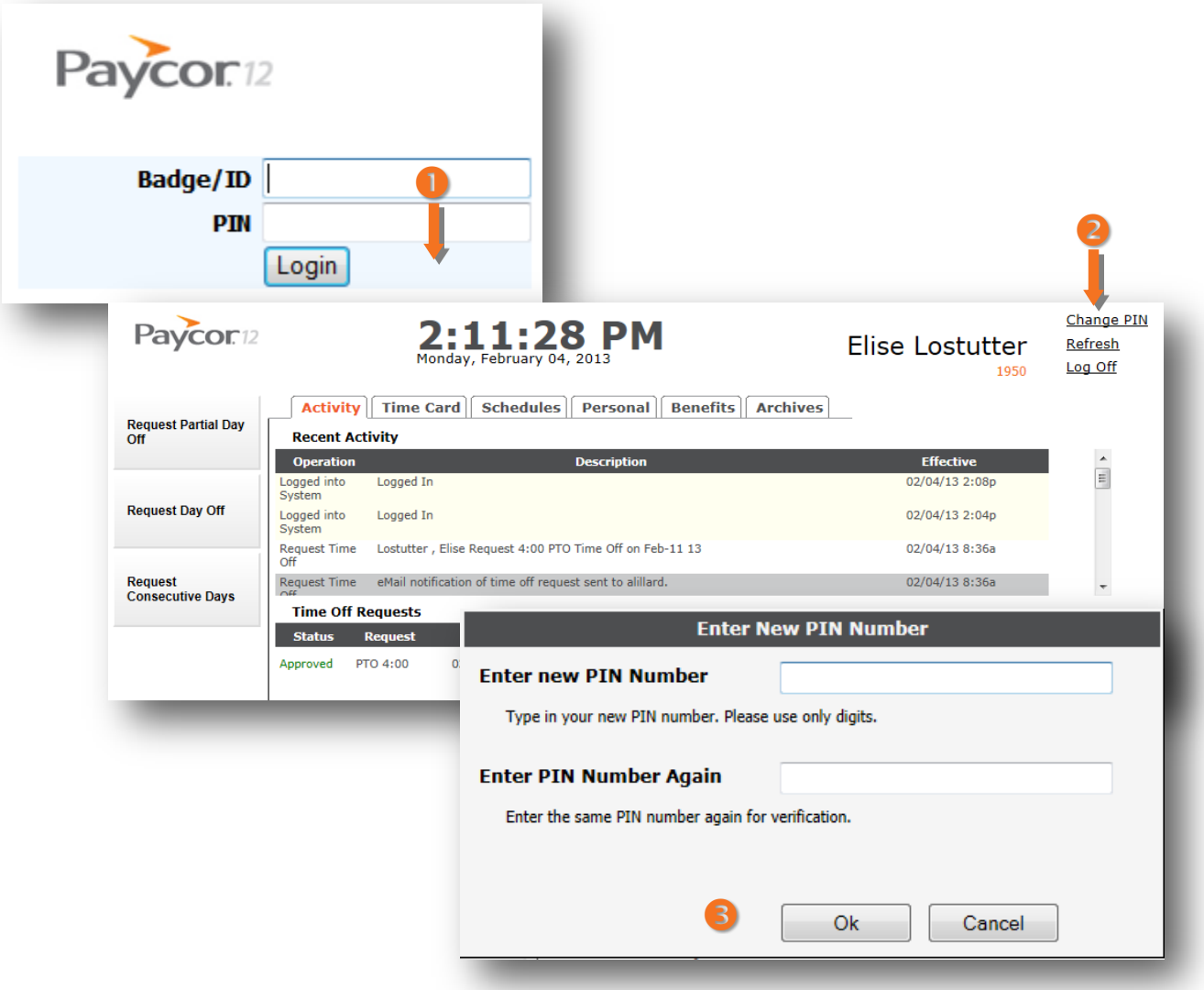
Changing Your PIN

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 Ok.

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



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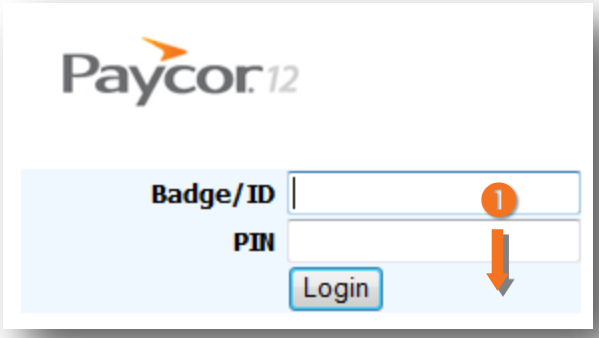
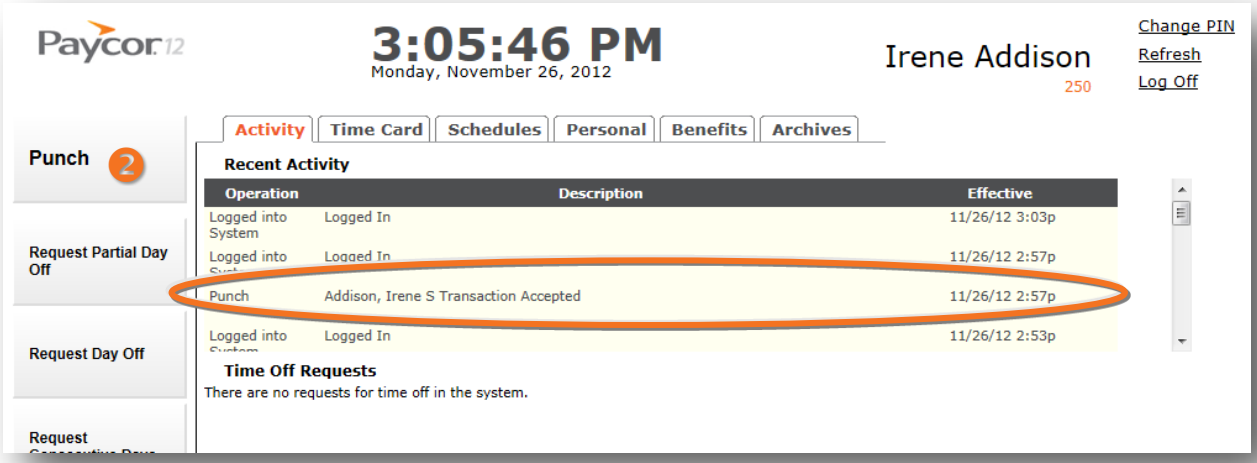
Punching In and Out

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.





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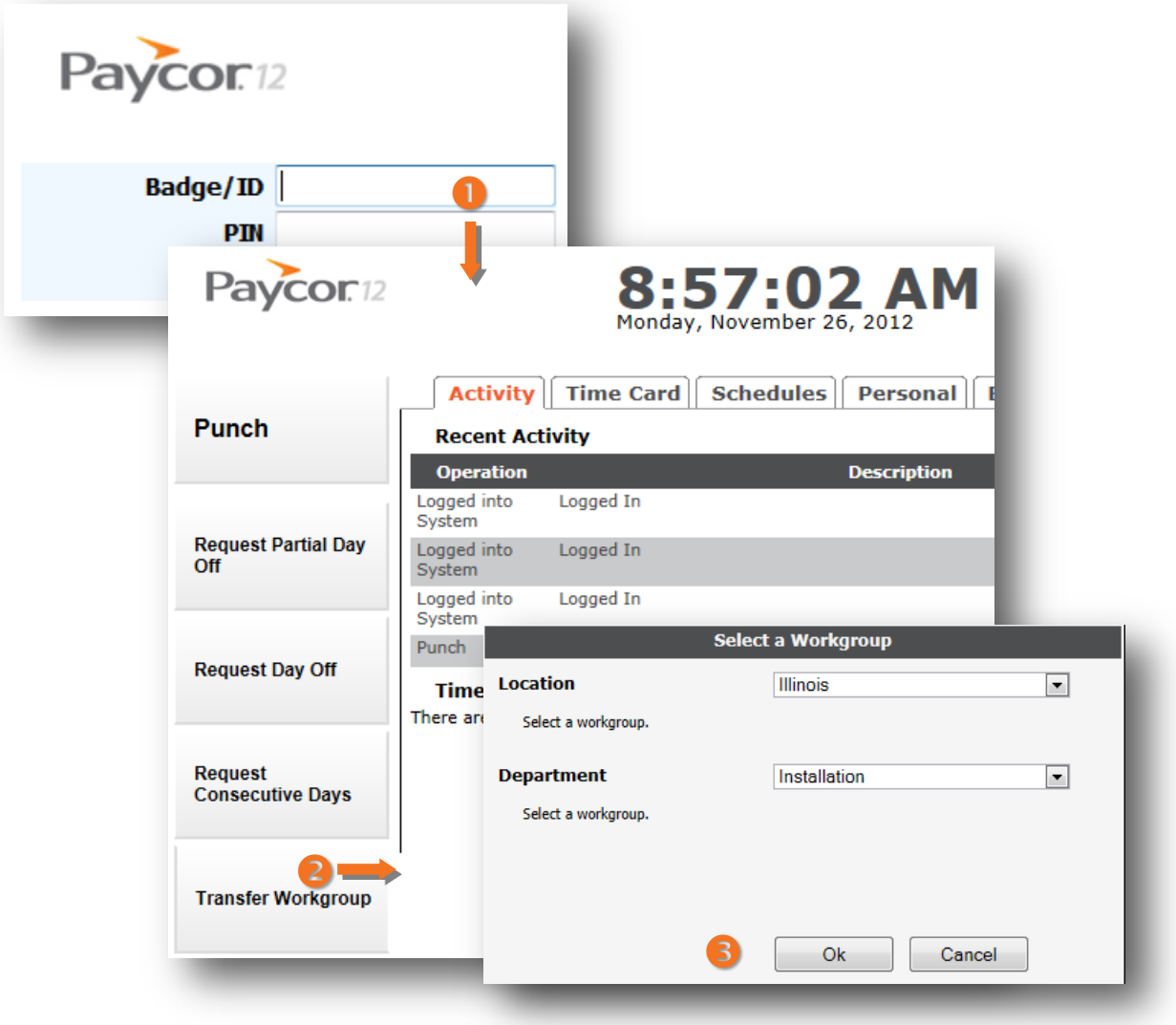
Transferring Hours to Workgroups

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[1] where you will work for the day and then click Ok.



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

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Approving Your Time Card

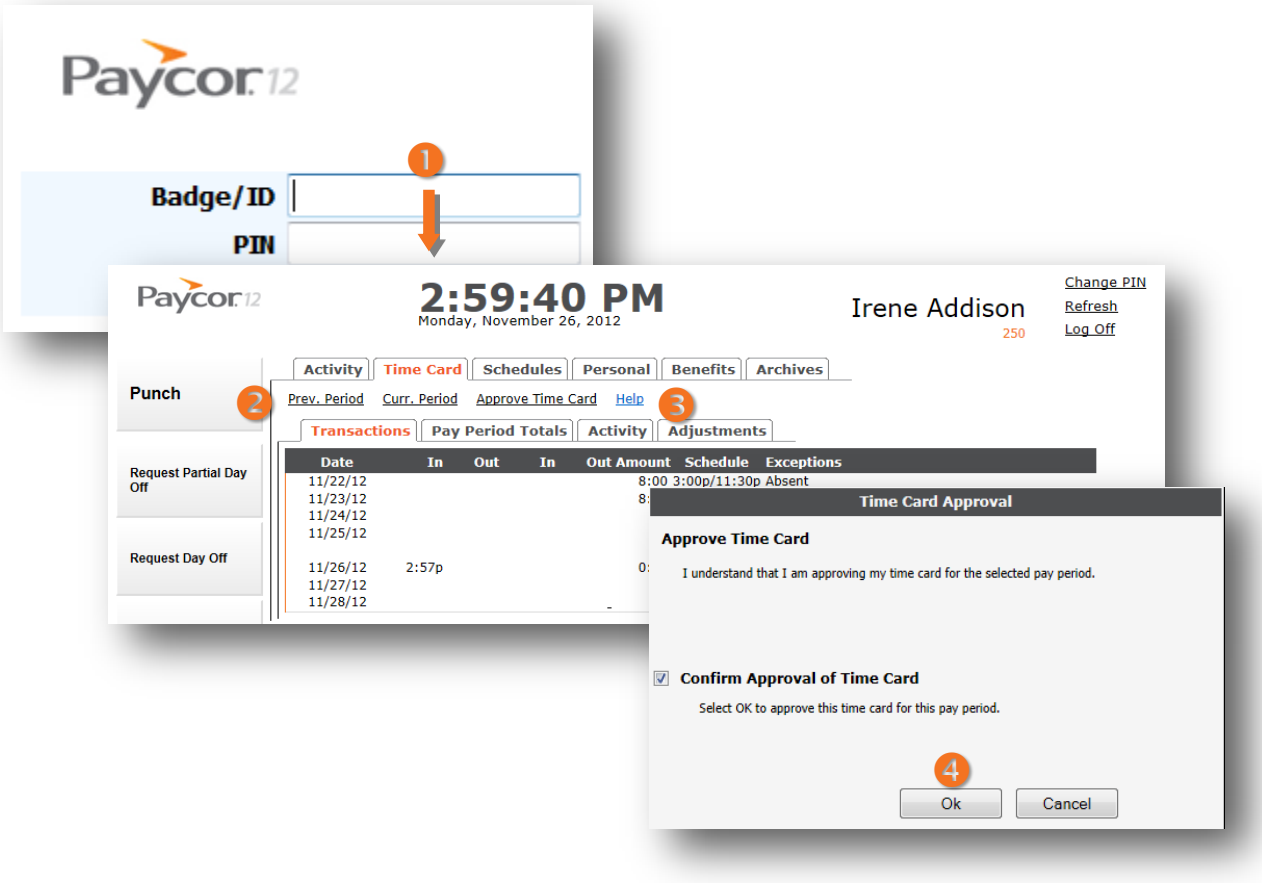
At the end of the pay period, you can review your hours worked and then approve your time card. Doing so let's your Supervisor and the Payroll Manager know that your time card is ready for payroll processing.

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.

> 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.

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



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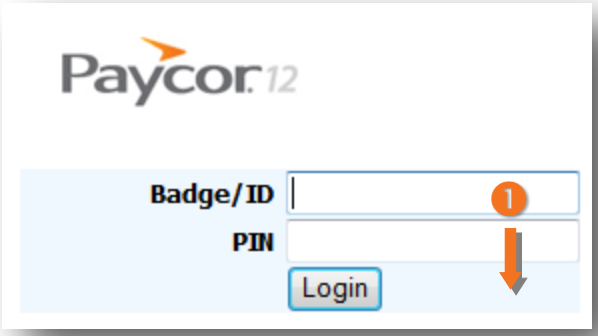
Viewing Your Schedules

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.



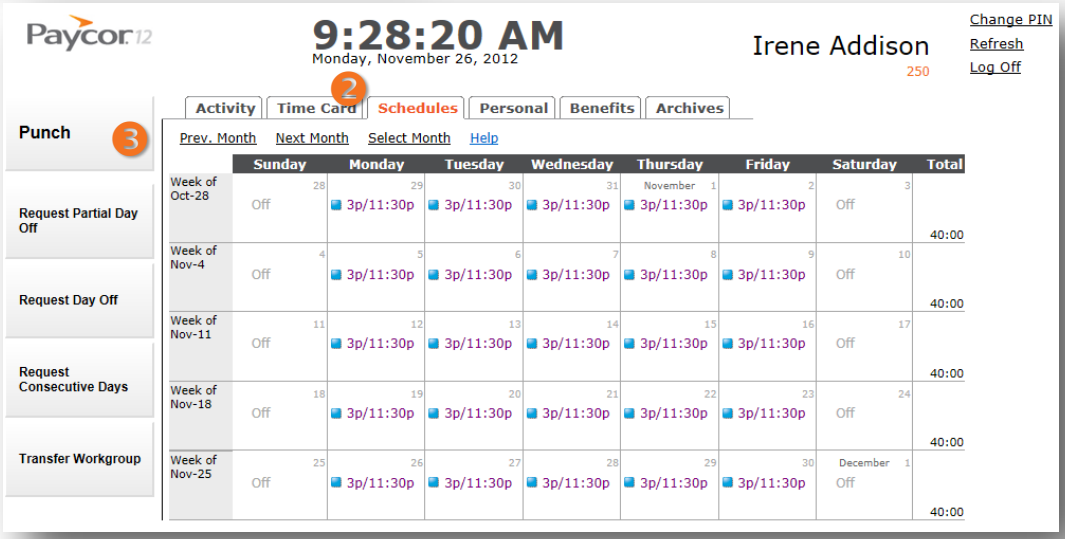


Figure 1. Viewing Schedules.

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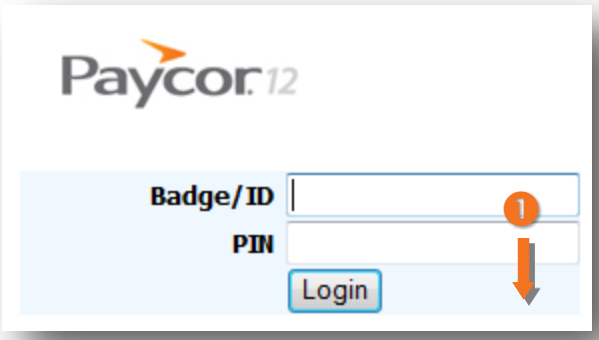
Viewing Your Benefits

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.

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.



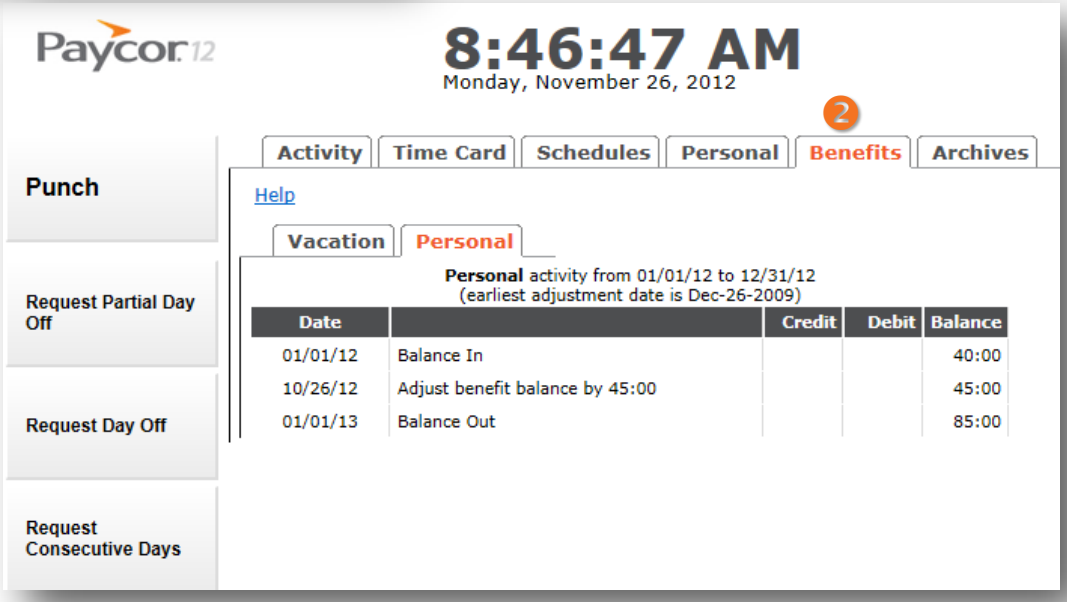


Figure 1. Viewing Benefits.

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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 Ok.

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.

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.

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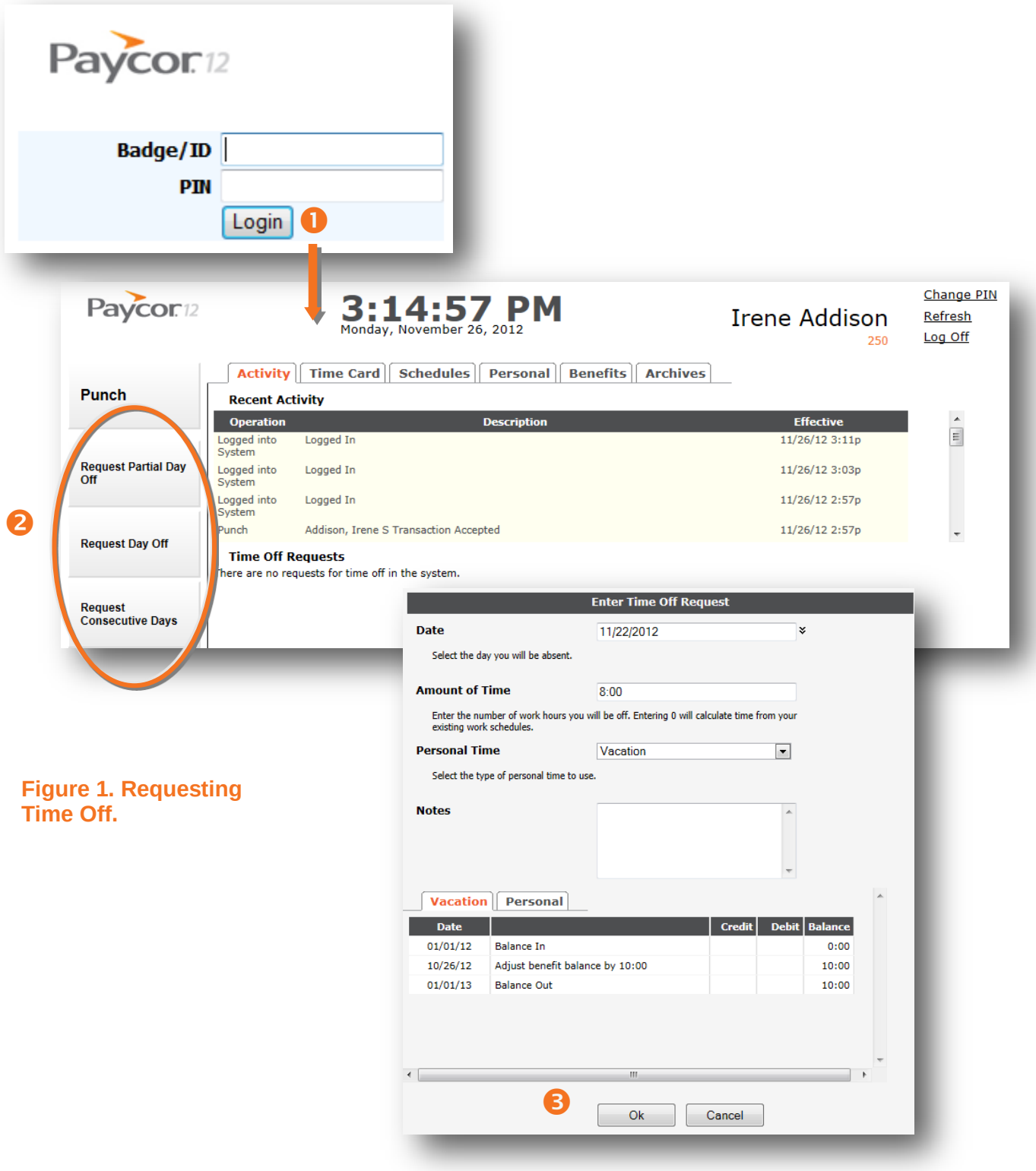

Figure 1. Requesting Time Off.

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