


## Logging In

Employees use the Time and Attendance 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 and Attendance 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 .

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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.

