Reviewing Schedules, Benefits, and Archives
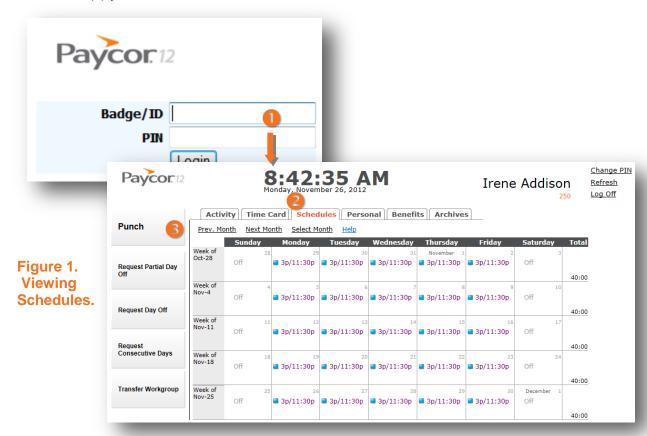

Note: Depending on how Time and Attendance is configured for your organization, your screens may look different than those you see in this document.

Time and Attendance Employee Self Service (ESS) stores information about past, current, and future time schedules and benefits. Employees can view their own information at any time.

Viewing Your Schedules

To view your schedules, follow these steps.

1   Log in to ESS using your badge number and Personal Identification Number (PIN).
See the "Logging In" job aid if you need instructions.

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.
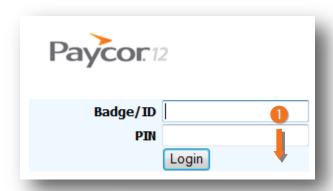

Figure 1. Viewing Schedules.

Viewing Your Benefits
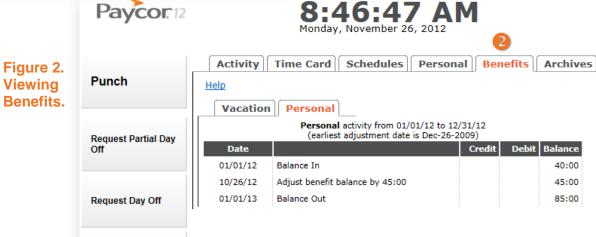
To view your benefits, follow these steps.

1 Log in to ESS using your badge number and Personal Identification Number (PIN).
See the "Logging In" job aid if you need instructions.

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 2. Viewing Benefits.

Viewing Archives

Archives stores all your account activity including punches, schedules, adjustments to hours worked, and leave requests. To view archives, follow the steps below. Screen shots that illustrate the steps follow on the next page.

❶ Log in to ESS using your badge number and Personal Identification Number (PIN). See the "Logging In" job aid if you need instructions.

❷ Select the **Archives** tab.

❸ Use the Select another Pay Period to view information or another time period.

Regardless of your time period selection, the following tabs display:

On this tab:	This information that displays:
Transactions	Punches, hours worked, schedule times and exceptions (such as a missing punch).
Period Totals	Daily schedules and total hours worked or hours applied to benefit categories.
Activity	A list of dates and times of logins, punches, and time off requests.
Adjustments	Changes to time worked or non-worked hours entered by you or your supervisor.
Requests	Leave requests that have been requested and approved or denied.