

Employee Self Service (Worksheet) Overview Guide

Login	2
Activity Tab.....	2
Worksheet Tab	3
Approve Time Card (optional)	4
Schedules Tab	5
Benefits Tab	5
Archives Tab	6

Login

Each employee will be prompted for their ID / Badge number, and a designated PIN number.



Employee Self Service

Badge/ID

PIN

Login - Enter your Badge or ID number and your PIN.

Activity Tab

The Activity tab within ESS shows any / all activity that you have performed while in ESS.



12:54:54 PM

Mon Oct 13 2008

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Austin
Powers
16

Activity Worksheet Schedules Benefits Archives

Recent Activity		
Operation	Description	Timestamp
Logged into System	Logged In	Mon Oct-13 08 12:54p
Logged into System	Logged In	Mon Oct-13 08 12:53p
Logged into System	Logged In	Mon Oct-13 08 12:53p
Approve Period Worksheet	Authorized Pay Period from Sun Aug-17 08 to Sat Aug-23 08	Thu Aug-21 08 3:52p
	Del 8:00 from Personal on Fri Aug-22 08	Thu Aug-21 08 3:52n

Worksheet Tab

The Worksheet tab within ESS allows an employee to simply enter hours worked for a day (on the top line) or Leave hours for a day. Simply enter the hours into the appropriate cell, and press enter.

INFOTRONICS 4:00:37 PM Wednesday, August 24, 2011 Austin Powers

Activity Worksheet Schedules Benefits Archives

Current Pay Period Prev. Period Help

LOC	DEPT	JOB	Sun Aug-14	Mon Aug-15	Tue Aug-16	Wed Aug-17	Thu Aug-18	Fri Aug-19	Sat Aug-20	Sun Aug-21	Mon Aug-22	Tue Aug-23	Wed Aug-24	Thu Aug-25	Fri Aug-26	Sat Aug-27	Hours	LOC	DEPT	
Schedules																	8:00			
Location 100	Department 200	Job 300		8:00	2:00		Vacation 8:00											10:00	Location 100	Department 200
Location 100	Department 200	Job 304			6:00													6:00	Location 100	Department 200
Summary																	24:00			
Add Workgroup to List																				
Absences																				
Sick																	8:00	Sick		
Summaries																				
Period Totals																				
Pay Desig.	Location, Department, Job		Hours																	
Regular	100, Department 200, Job 300		10.00																	
Regular	100, Department 200, Job 304		6.00																	
Sick	100, Department 200, Job 300		8.00																	
Vacation	100, Department 200, Job 300		8.00																	
Totals			32.00																	

You also have the option to create a separate row to charge hours to different Departments, Jobs, etc.

INFOTRONICS 4:10:12 PM Wednesday, August 24, 2011 Austin Powers

Activity Worksheet Schedules Benefits Archives

Current Pay Period Prev. Period Help

LOC	DEPT	JOB	Sun Aug-14	Mon Aug-15	Tue Aug-16	Wed Aug-17	Thu Aug-18	Fri Aug-19	Sat Aug-20	Sun Aug-21	Mon Aug-22	Tue Aug-23	Wed Aug-24	Thu Aug-25	Fri Aug-26	Sat Aug-27	Hours	LOC	DEPT	
Schedules																	8:00			
Location 100	Department 200	Job 300																10:00	Location 100	Department 200
Location 100	Department 200	Job 304																6:00	Location 100	Department 200
Summary																	24:00			
Add Workgroup to List																				
Absences																				
Sick																	8:00	Sick		
Summaries																				
Period Totals																				
Pay Desig.	Location, Department, Job		Hours																	
Regular	100, Department 200, Job 300		8.00																	
Regular	100, Department 200, Job 304		6.00																	
Sick	100, Department 200, Job 300		8.00																	
Vacation	100, Department 200, Job 300		8.00																	
Totals			32.00																	

Select "Add Workgroup to List", and choose the appropriate entry. This will create another row for you to charge hours to.

Approve Time Card (optional)

Employees can also approve their time for either the Previous or Current pay periods. Once they approve a period, the Approve Time Card selection disappears.

Time Card Approval

Approve Time Card

I understand that I am approving my time card for the selected pay period.

Confirm Approval of Time Card

Select OK to approve this time card for this pay period.

INFOTRONICS

12:58:48 PM

Mon Oct 13 2008

[Change PIN](#)
[Refresh](#)
[Log Off](#)


Austin
Powers
16

Activity	Worksheet	Schedules	Benefits	Archives
Recent Activity				
Operation	Description	Timestamp		
Approve Period	Authorized Pay Period from Sun Oct-12 08 to Sat Oct-18 08	Mon Oct-13 08 12:58p		
Worksheet	Add 8:00 to Vacation on Thu Oct-16 08	Mon Oct-13 08 12:57p		
Worksheet	Add 8:00 to 100-200-300 on Wed Oct-15 08	Mon Oct-13 08 12:57p		
Worksheet	Add 8:00 to 100-200-300 on Tue Oct-14 08	Mon Oct-13 08 12:57p		
Worksheet	Add 8:00 to 100-200-300 on Mon Oct-13 08	Mon Oct-13 08 12:57p		
Logged into System	Logged In	Mon Oct-13 08 12:57p		

You'll see the Authorization transaction information presented in the Recent Activity section.

Schedules Tab

The Schedules tab within ESS allows you to view your schedules, if you have schedules in the system.


3:53:52 PM

[Change PIN](#)
[Refresh](#)
[Log Off](#)
Austin Powers 16

Thu Aug 21 2008


[Request Time Off](#)
Activity
Worksheet
Schedules
Benefits
Archives

[Prev. Month](#)
[Next Month](#)
[This Month](#)
[Help](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Week of Jul-27	Off	8a/5p	8a/5p	8a/5p	8a/5p	8a/5p	Off	40.00
Week of Aug-3	Off	8a/5p	8a/5p	8a/5p	8a/5p	8a/5p	Off	40.00
Week of Aug-10	Off	8a/5p	8a/5p	8a/5p	8a/5p	8a/5p	Off	40.00
Week of Aug-17	Off	Off	Off	Off	Off	Off	Off	0.00
Week of Aug-24	Off	Off	Off	Off	Off	Off	Off	0.00

Benefits Tab

The Benefits tab within ESS allows you to view your current benefit balances and benefit earnings and payment history.


3:54:40 PM

[Change PIN](#)
[Refresh](#)
[Log Off](#)
Austin Powers 16

Thu Aug 21 2008

[Request Time Off](#)
Activity
Worksheet
Schedules
Benefits
Archives

[Help](#)

Sick
Vacation
Personal

Vacation activity from Tue Jan-01 08 to Wed Dec-31 08
 (earliest adjustment date is Jan-21-2007)

Date		Credit	Debit	Balance
Tue Jan-01 08	Balance In			80.00
Thu Aug-21 08	Payment		8.00	72.00
Thu Jan-01 09	Balance Out			72.00

Archives Tab

The Archives tab within ESS allows you to view any past timecards.

INFOTRONICS **1:00:16 PM** [Change PIN](#) Austin
[Refresh](#) Powers
[Log Off](#) 16
 Mon Oct 13 2008

Activity | Worksheet | Schedules | Benefits | **Archives**

[Select another Pay Period](#) [Help](#)
 Showing period from Sun Oct-12 08 to Sat Oct-18 08

Worksheet | **Period Summary**

LOC	DEPT	JOB	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
100	200	300		8:00	8:00	8:00				24:00
Sick										0:00
Vacation							8:00			8:00
Personal										0:00
Jury Duty										0:00
Summary				8:00	8:00	8:00	8:00			32:00

Simply select [Select another Pay Period](#) to view different historical timecards.