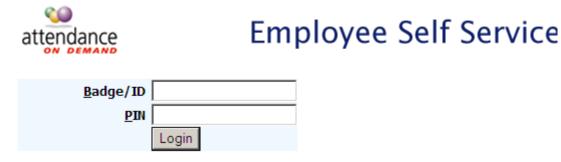
Employee Self Service (Worksheet) Overview Guide

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Login

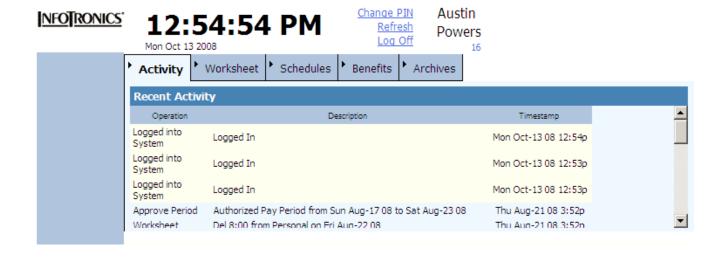
Each employee will be prompted for their ID / Badge number, and a designated PIN number.



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.

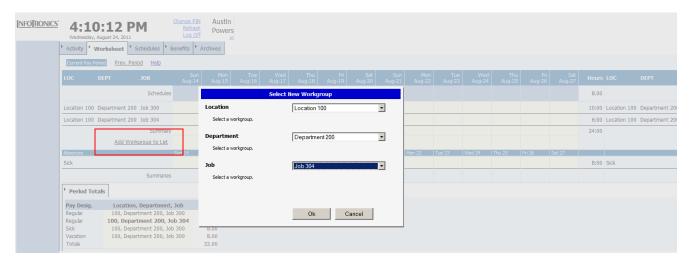


Worksheet Tab

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.



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

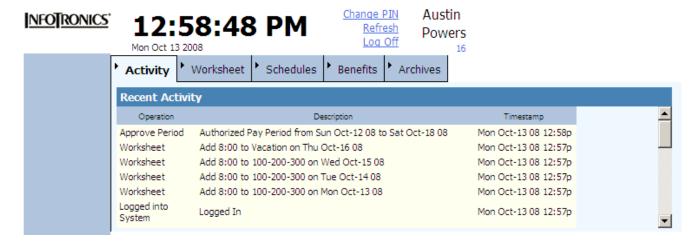


Select "Add Workgroup to List", and choose the appropriate entry. This will create another row for you to charge hours to.

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.

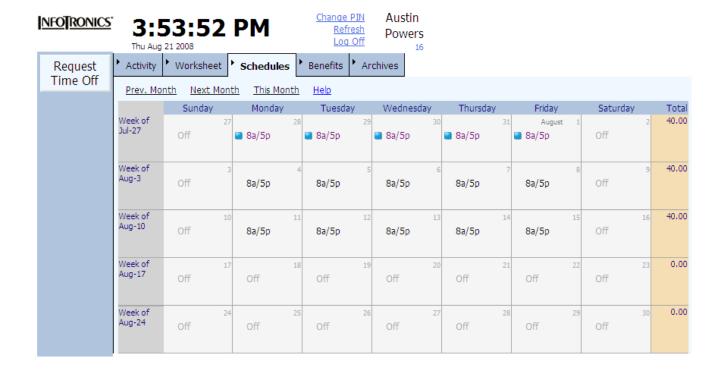




You'll see the Authorization transaction information presented in the Recent Activity section.

Schedules Tab

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



Benefits Tab

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



Archives Tab

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



Simply select <u>Select another Pay Period</u> to view different historical timecards.