



Employee Self Service

Take the pressure off Human Resources and managers by providing employees with up-to-date time and attendance, benefit, and schedule information.

9:09:56 AM		Change PBI G					
Fri Aug 8 2008		ZAPPEL					
Activity		Time Card					
Schedules		Personal					
Benefits		Archives					
Prev. Period		Curr. Period					
Approve Time Card		Help					
Transactions		Pay Period Totals					
Activity		Adjustments					
Date	In	Out	In	Out	Amount	Schedule	Exceptions
08/04/08	8:01	17:15			0:00	8:00/17:00	Tardy
08/05/08	8:00	16:00			0:00	8:00/17:00	Left Late
08/06/08	8:02	16:00			0:00	8:00/17:00	Tardy, Left Early
08/07/08	7:50	17:30			0:00	8:00/17:00	Left Late
08/08/08	7:50				0:00	8:00/17:00	
08/09/08							
08/10/08							

Employees can punch, check schedules, review timecards, and request time off.

Aug 11 2008		1:36 pm	
1) Punch IN/OUT	Enter identification number and press Enter.		
2) Schedules	1	2	3
3) Hours Worked	4	5	6
	7	8	9
	*	0	#
			Clear
			Cancel
			Backspace
			Enter

Centrally located kiosks provide secure access for all employees.

Empower Your Employees

Attendance Enterprise 2.0 Employee Self Service (ESS) provides your employees with convenient and secure access to their attendance and benefit information. Your employees can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; and request time off.

A Custom Fit

ESS is flexible and can easily be configured to meet your needs. You determine the functions employees can perform, the information employees can see, and how they enter hours.

Anywhere Access

Put key information in the hands of today's mobile workforce. Employee Self Service can be used wherever employees have access to the internet—at home, at branch offices, on the road—through a company-specific URL. Employees use ESS from their computer's browser or a conveniently located employee kiosk. Security is provided by individual PINs that allow employees access to their own information.



Different Options to Meet Different Needs

Different employees can have different ESS options to meet their needs. For example, hourly employees can have a traditional time card with function keys for punching. Salaried employees can enter their hours by project.

Request Partial Day Off	Activity	Worksheet	Schedules	Personal	Benefits	Archives				
Request Full Day Off	Prev. Week	Next Week	This Week	Approve Time Card	Help					
Request Vacation	Department	Shift	Mon Aug-4	Tue Aug-5	Wed Aug-6	Thu Aug-7	Fri Aug-8	Sat Aug-9	Sun Aug-10	Hours
	376	S3	6:00	7:00	4:00	8:00	1:00			26:00
	376	S2	2:00	0:30	2:00					4:30
	ADMH	S1	0:30	2:00		7:00				9:30
	Sick									0:00
	Summary		8:00	8:00	8:00	8:00	8:00			40:00

Employees use the Worksheet to enter their total hours on designated tasks or in specific departments.

Request Partial Day Off	Activity	Timesheet	Schedules	Personal	Benefits	Archives			
Request Full Day Off	Prev. Period	Curr. Period	Approve Time Card	Help					
Request Vacation	Date	Schedule	Start	End	Department	Shift	Amount	FD	Hours
	Mon Aug-4		8:01	17:00	945	S2	8:59	Reg	8:00
	Tue Aug-5		8:15	17:45	945	S1	9:30	Reg	8:00
	Wed Aug-6		7:45	16:00	945	S3	8:15	Reg	7:45
	Thu Aug-7		8:00	17:00	945	S2	9:00	Reg	8:00
	Fri Aug-8		6:00	16:00	376	S2	10:00	Reg	8:00
	Sat Aug-9							Out	1:30

With a Timesheet, the employee enters in and out time whenever it is convenient instead of punching in and out.

Request Partial Day Off	Activity	Timesheet	Schedules	Personal	Benefits	Archives
Request Full Day Off	Use					
Request Vacation	sick	Vacation	Personal			
	Date	Balance In	Credit	Debit	Balance	
	08/05/07	Balance In			16.00	
	08/08/08	Balance Out			16.00	

Employees can efficiently review benefit balances and request leave online.

Managing Employee Leave Requests

ESS works with the Leave Management module to simplify and automate employee requests for time off. Leave requests fully integrate with your Attendance Enterprise management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.

When a leave request is made, an email alert is sent directly to the employee's supervisor to begin the request review process. Supervisors and managers have decision-making information at their fingertips.

Furthermore, the employee can receive an email response when a supervisor approves, denies, or changes the leave request.

Save Administrative Time and Effort

ESS reduces the cost of managing your workforce and enables your HR staff to focus on more strategic activities. Use ESS to:

- Reduce employee requests for historical time and attendance information by providing the information to employees online.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off online.
- Eliminate the manual entry of timesheet information.
- Provide fast, simple, and flexible setup by allowing you to decide what features to make available to each employee.