



# ESS Mobile User Guide

Scan the appropriate QR Code below to download the free app.

iPhone



Android

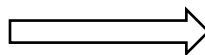


When logging on for the first time, you will be prompted to enter the employer's Attendance on Demand server name. The server name is **WFS**

To log onto the app, you will need to enter your ID number and PIN.

Enter your employer's Attendance on Demand server name to connect. (If you don't know your server name, contact your payroll administrator.)

Connect

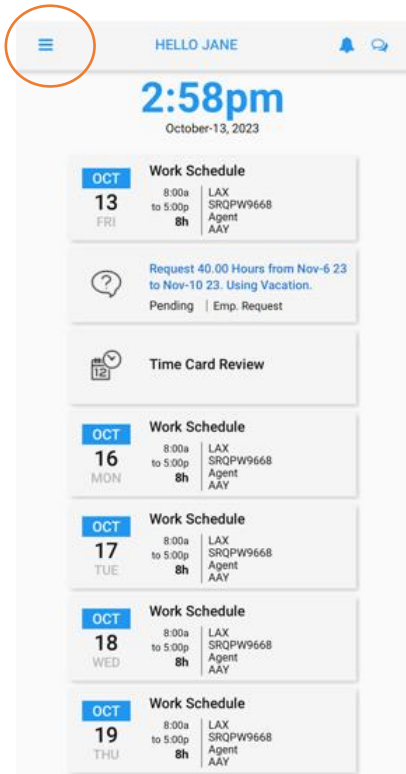


Welcome, please log in.

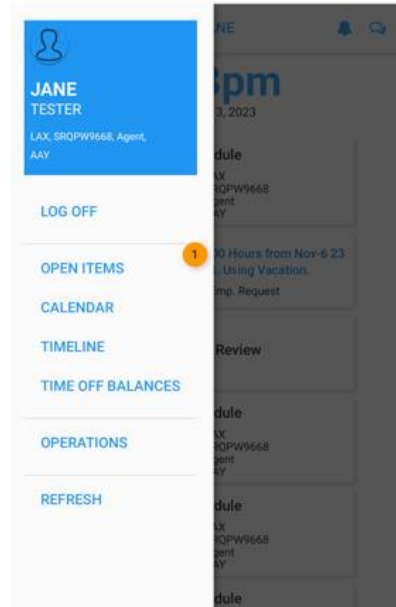
  
  
 Save Login Information  
Submit

## ESS HOME PAGE

For the Main Menu, click on the hamburger button (☰) located at the top left corner of the screen.

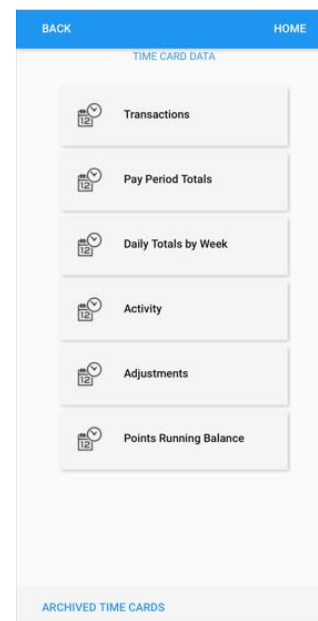
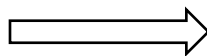
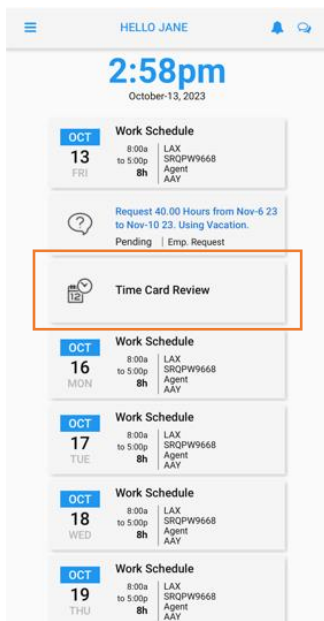


## Main Menu Options:



## TIME CARD REVIEW

Located on the home page, this function key allows employee the following various options:

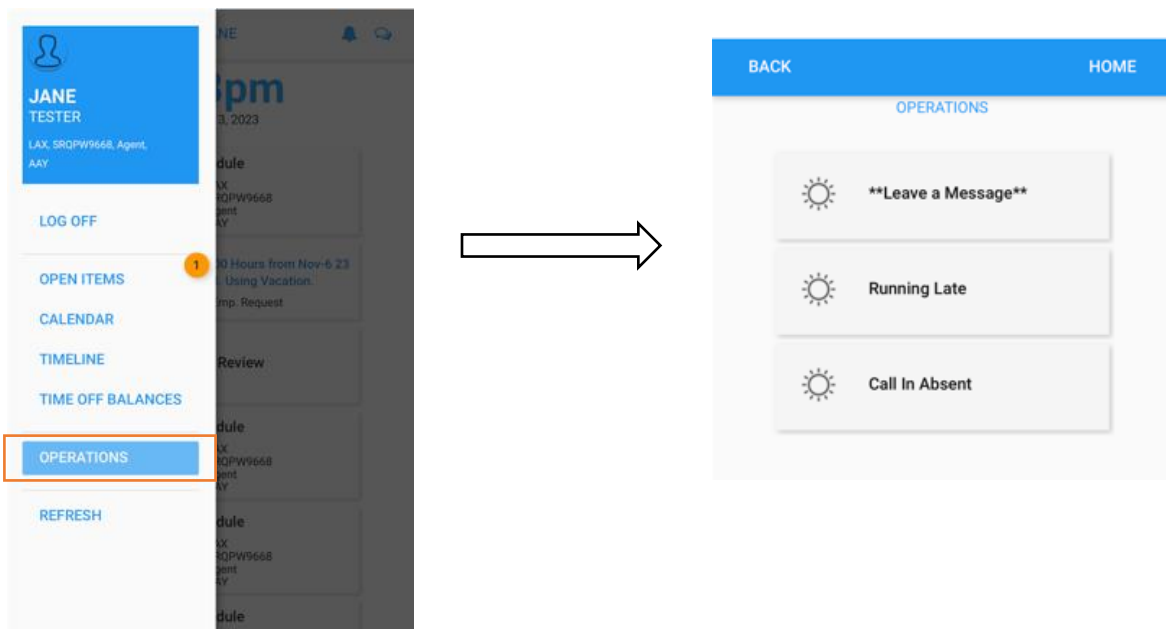


### Function Keys within “Time Card Review”:

- **Transactions:** Allows employee to view their current or previous pay period time card punches.
- **Pay Period Totals:** Displays the current or previous pay period totals.
- **Daily Totals by Week:** Displays total hours by week within the current or previous pay period.
- **Activity:** Displays the employee’s logged activities, such as logins, submitted attendance notifications and time off requests, and acknowledged notices and requests.
- **Adjustments:** Displays the type of adjustments done on the employee’s time card and the name of the operator who made the adjustment.
- **Points Running Balance:** Displays the employee’s point balance and each infraction.
- **Archived Time Cards:** Displays archived time cards from previous pay periods.

### OPERATIONS

Within this menu option are found the function keys to leave a message, report late or absent.



### Function Keys within “Operations”:

- **Leave a Message:** Allows the employee to send a message to their supervisor. The message will be emailed out to all users that are on the designated email distribution list for their cost center.

! This feature is currently removed to reduce confusion and prevent employees from accidentally calling out through this method as opposed to using the “Call In Absent” function key.

- **Running Late:** Allows the employee to report that they will be arriving late. The employee can enter a note and an approximate time of arrival.

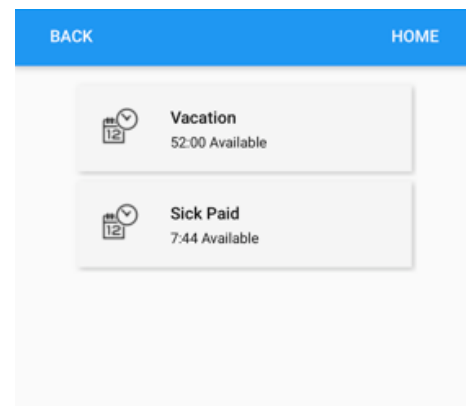
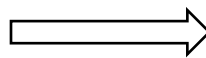
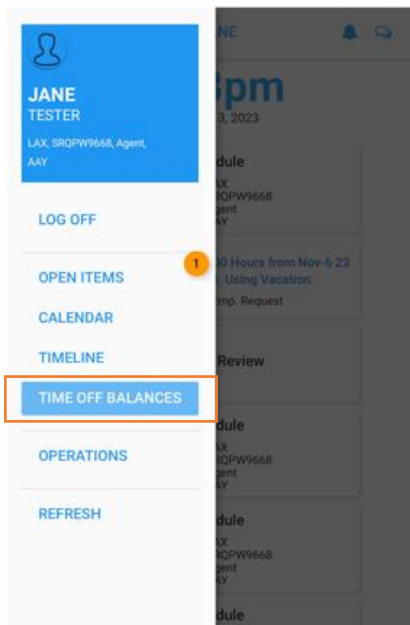
! There are no rules forcing when an employee can report late, whether it is before or after their shift had started.

- **Call In Absent:** Allows the employee to report that they are not showing up for work and can add a detailed note.

! The use of reporting absences has no bearing on calculating attendance points. Supervisors still need to appropriately address the absence exception within AOD.

## TIME OFF BALANCES

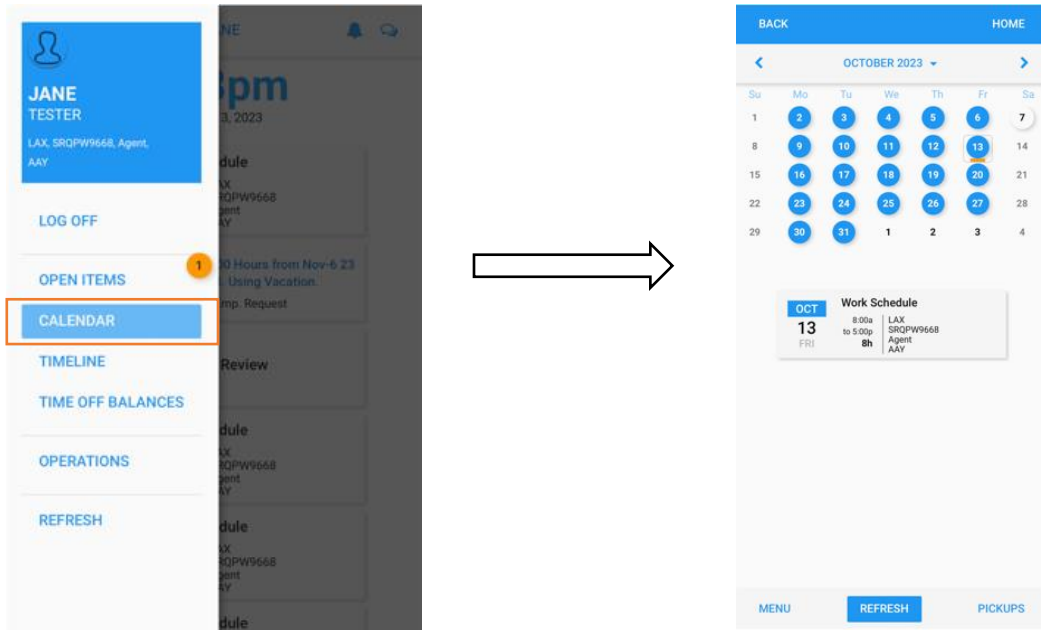
This menu option displays the employee’s current benefit balances.



Clicking on each category displays list of days the benefit was debited.

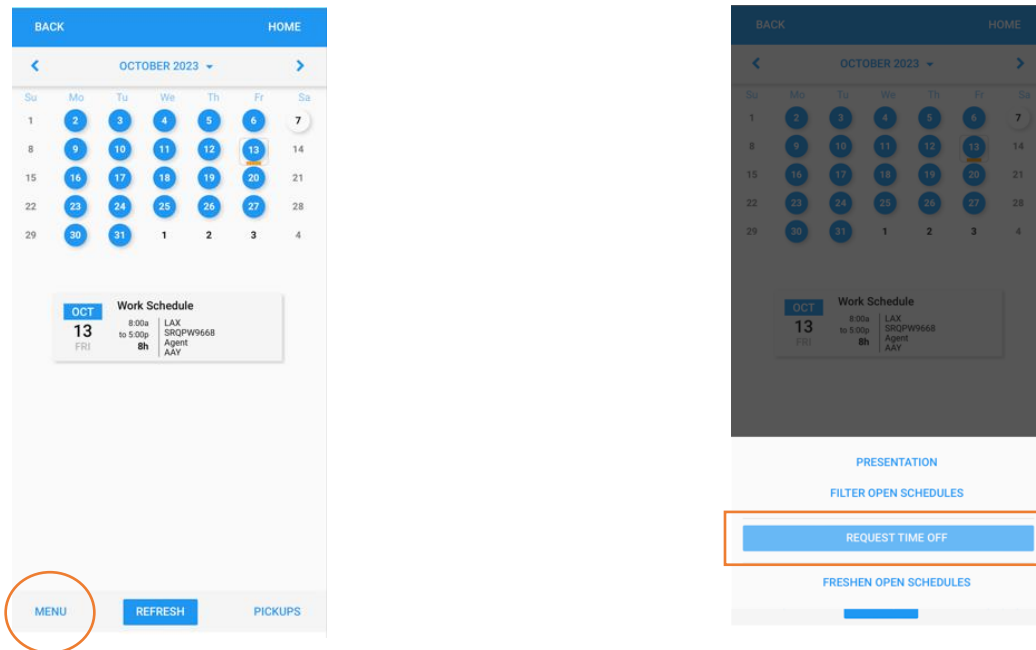
# CALENDAR

This menu option displays an employee’s schedule in a calendar view and contains the function keys to request time off.

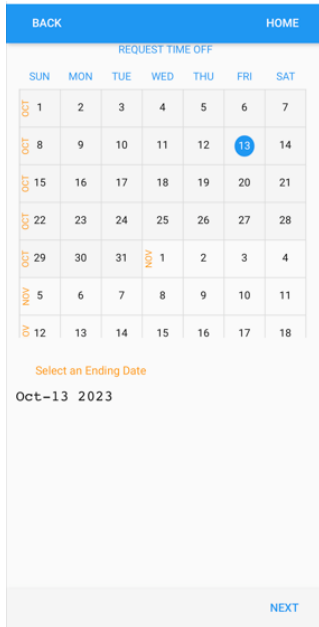


## To Request Time Off:

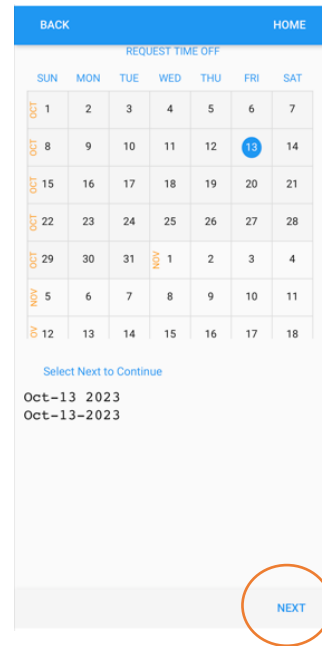
1. Click the ‘Menu’ option located at the bottom left corner.
2. Select ‘Request Time Off’.



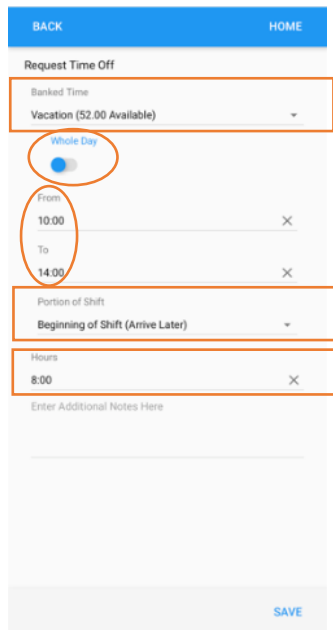
- On the calendar, select a starting and ending date for your time off request.



- Click 'Next'.

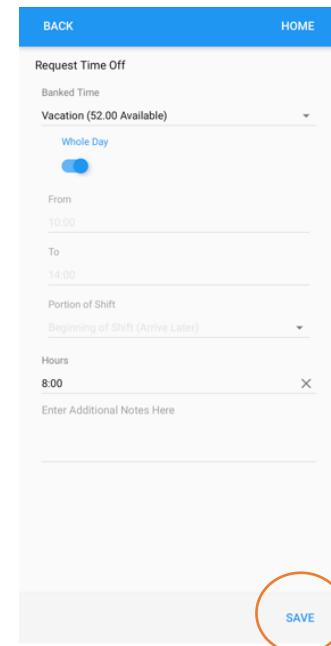


- Choose which benefit to use to cover the absence.  
*If requesting a partial day off, turn off "Whole Day" option, choose which "Portion of Shift" you're requesting off, the time range and the total hours.*



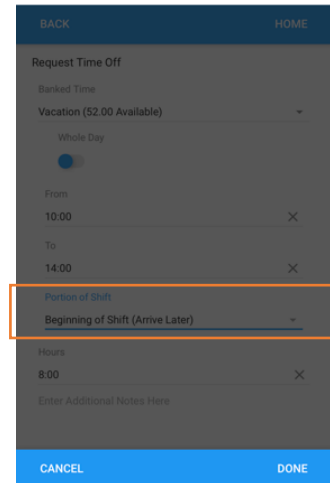
- Click 'Save' to submit time off request.

*You can review and cancel your pending requests under "Open Items".*



### “Portion of Shift” Options:

- Used when an employee wants to request time off for a partial shift.
- The employee will select if they are requesting time off at the beginning of, the middle of, or the end of their shift.
- The time range that’s being requested off, total number of hours and the type of benefit to use (vacation or sick hours) must also be entered.



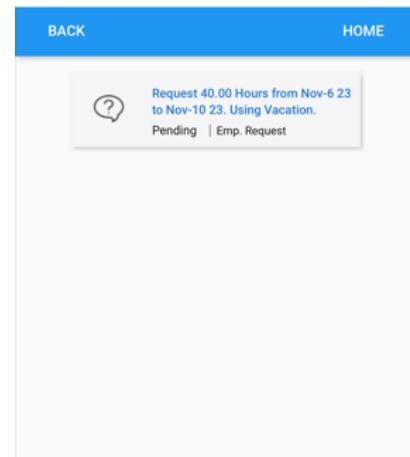
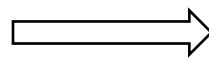
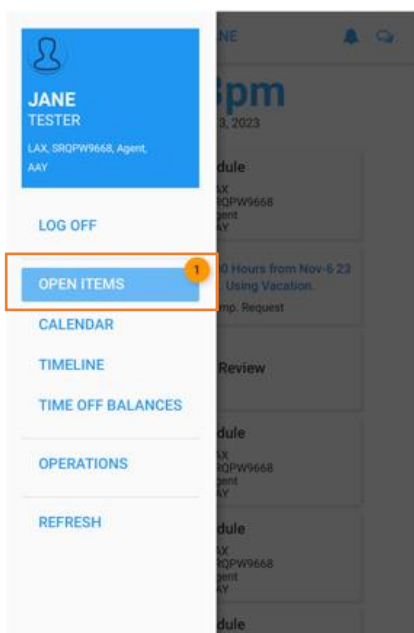
Beginning of Shift (Arrive Later)

End of Shift (Leave Earlier)

Middle of Shift

## OPEN ITEMS

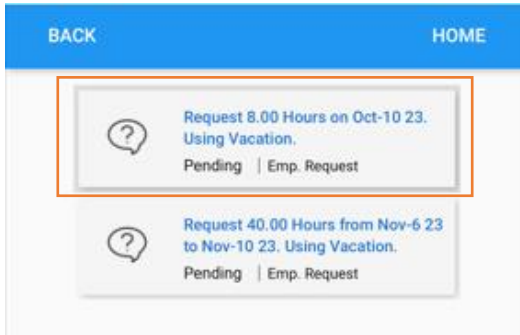
This menu option displays employee requests that are pending supervisor review and approval.



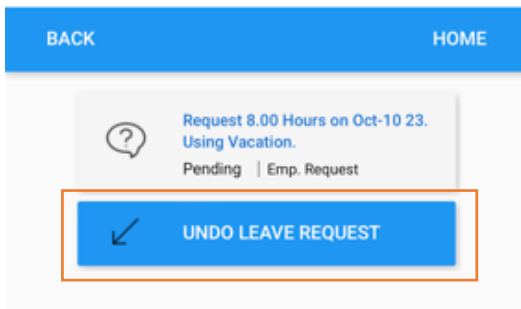
*The number in the orange bubble indicates the count of open (or pending) requests the employee currently has.*

### To Cancel a Submitted Request:

1. Click on the request

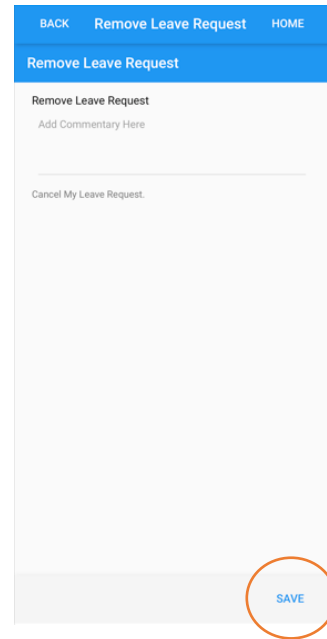


2. Click 'Undo Leave Request'



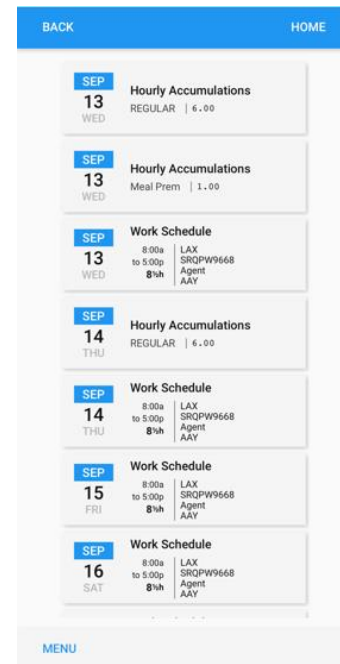
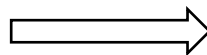
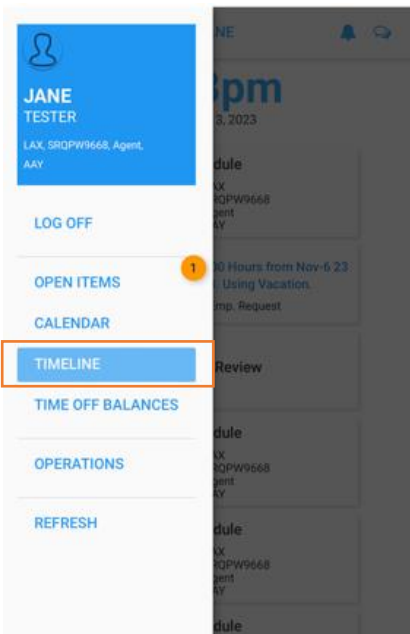
3. Click 'Save'

(Comments are optional)



### TIMELINE

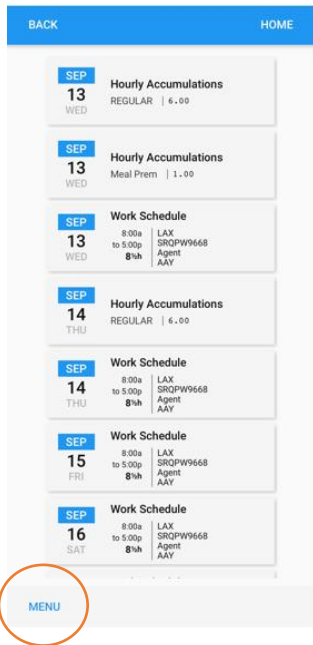
This menu option displays the employee's assigned work schedule, hourly accumulations, scheduled absences, and pending items.



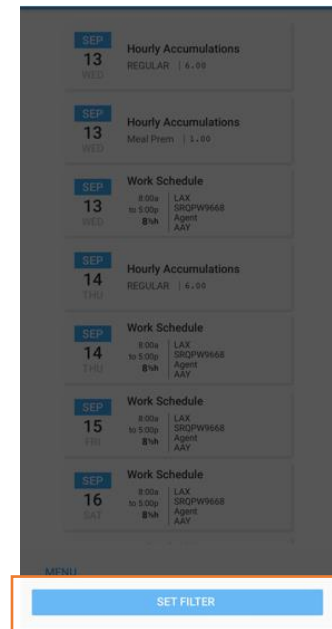


## To Filter View Results:



1. Click the 'Menu' option



2. Click 'Set Filter'



3. Turn on or off the available search items

Note:  Grey toggle switch denotes OFF  
 Blue toggle switch denotes ON

4. Click 'Save'

