

Logging In

1. Go to the following link to access the login page.

<http://192.168.15.50/attendance/ess.aew/>

2. Enter your Badge/ID.
3. Enter your Pin.

Employees can use a variety of web browsers including Internet Explorer 9, Safari 5.0, Chrome 7.0, Opera 10.63 and Firefox 3.6.

Attendance Enterprise – Employee Self Services(ESS) Training

INFOTRONICS **1:43:09 PM** [Refresh](#) Douglas Davis
[Log Off](#) 6674
Friday, April 27, 2012

Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Activity Benefits Messages Leave Req.

Recent Activity

Operation	Description	Effective
Logged into System	Logged In	04/27/12 13:39
Logged into System	Logged In	04/27/12 13:39

Time Off Requests
There are no requests for time off in the system.

Activity Time Card Schedules Personal Benefits Archives Messages Leave History

No Recently Received Messages.

Punch
Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Sometimes the headers do not display fully. This is a result in the internet connection. Press the Refresh button to re-display.

Benefits


Leave will now be calculated in hours (not days). Each building will have their procedure to follow when requesting leave.


For example -- CGHS – Submit via this application and notify Mr McDiffett also)

Please refer to the USD 417 Teachers' Association Negotiated Agreement for leave guidelines.


Request a Partial Day Off

Enter Time Off Request

Date 
Select the day you will be absent.

Portion of Shift 
Select the part of your shift where you will be absent.

Amount of Time
Enter the amount of time to take off. The minimum amount permitted is 1:00 (hours).

Personal Time 
Select the type of personal time to use.

Notes
Notes field with text: Family illness. Day care called and I had to go pick up daughter and take her to husband.

Sick		Vacation		Personal	
Date		Credit	Debit	Balance	
01/01/12	Balance In			0:00	
01/01/12	112:15 Sick 01/01/12			112:15	
02/01/12	121:45 Sick 02/01/12			121:45	
03/01/12	131:15 Sick 03/01/12			131:15	
03/14/12	7:30 Sick 03/14/12		7:30	123:45	
04/01/12	140:45 Sick 04/01/12			140:45	
01/01/13	Balance Out			140:45	

When you want to take a partial day off, such our minimum of 2 hours but not an entire day, use the button at the far left of Employee Self Service labeled “Request Partial Day”.


1. Click Request Partial Day Button. The Enter Time Off Request window is Displayed.
2. Type or select the date of the request.
3. Select the portion of the shift you need off, the beginning, end, or middle.
4. Type the number of hours and minutes you need to take off, using a colon between the number of hours and number of minutes. 3 ½ hours would be entered 3:30.
5. Select the type of time off to use.
- 6. REQUIRED: Type in the reason for the leave**
7. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.


Request a Full Day Off

When you want to take a full day off, use the button at the far left of Employee Self Service labeled “Request Full Day”.

1. Click Request Full Day Button. The Enter Time Off Request window is Displayed.
2. Type or select the date of the request.
3. Select the type of time off to use.
- 4. REQUIRED: Type in the reason for leave.**
5. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.

Enter Time Off Request

Date 
Select the day you will be absent.

Personal Time 
Select the type of personal time to use.

Notes
Vertical scrollbar on the right of the notes field.

		Credit	Debit	Balance
01/01/12 Balance In				0:00
01/01/12	112:15 Sick 01/01/12			112:15
02/01/12	121:45 Sick 02/01/12			121:45
03/01/12	131:15 Sick 03/01/12			131:15
03/14/12	7:30 Sick 03/14/12		7:30	123:45
04/01/12	140:45 Sick 04/01/12			140:45
01/01/13	Balance Out			140:45

Sick **Vacation** **Personal**

Request Consecutive Days Off

When you want to take several days off, use the button at the far left of Employee Self Service labeled “Request Consecutive Days”.

1. Click Request Consecutive Days Button. The Enter Time Off Request window is Displayed.
2. Type or select the start date of the request.
3. Type or select the end date of the request.
4. Type the TOTAL number of hours and minutes you need to take off, using a colon between the number of hours and number of minutes.
5. Select the type of time off to use.
6. Type any notes to accompany the leave request.
7. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.

Enter Vacation Information

Take time off from... 6/4/2012

...until 6/8/2012

Amount of Time 40:00
Enter the number of work hours you will be off.

Benefit Vacation
Select the type of Benefit time.

Notes Family Vacation.

Date	Credit	Debit	Balance
01/01/12	Balance In		49:00
01/01/13	Balance Out		49:00

Amount of Time displayed when screen is opened is the number of hours for a single day. Multiple by number of days.

Ok Cancel

Note: The system will not skip Saturday and Sunday. So, two weeks would have to be entered as two entries.

Results Of Requested Time Off

You can see in the Time Off Requests the 3 requests we have made. You can also see the recent activity section has been updated.

INFOTRONICS
4:13:26 PM

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

Douglas
 Davis
6674

Friday, April 27, 2012

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

Recent Activity

Operation	Description	Effective
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12	04/27/12 16:13
Logged into System	Logged In	04/27/12 16:10
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12	04/27/12 16:00
Request Time Off	Davis, Douglas Request 1:00 Sick Time Off on Apr-16 12	04/27/12 15:58
Logged into System	Logged In	04/27/12 15:57

Time Off Requests

Status	Request	Date	Date	Comments
Submitted	Vacation 40:00	06/04/12	06/08/12	Family Vacation. Remove Request
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery. Remove Request
				Family illness Day care called and I had

Recently Received Messages

No Recently Received Messages.

Removing a Leave Request that is NOT Approved

If your supervisor has NOT approved or denied a request for time off you have made, you can delete the request.

In this example the daughters surgery was cancelled and the supervisor had not approved.

1. Click Remove Request next to a time off request in the Time Off Request section of the Activity tab.
2. Select the check box to confirm removal of the Leave Request.

Activity	Time Card	Schedules	Personal	Benefits	Archives	Messages	Leave History
Recent Activity							
Logged into System	Logged In						04/30/12 8:15
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12						04/27/12 16:13
Logged into System	Logged In						04/27/12 16:10
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12						04/27/12 16:00
Request Time Off	Davis, Douglas Request 1:00 Sick Time Off on Apr-16 12						04/27/12 15:58
Logged into System	Logged In						04/27/12 15:57
Time Off Requests							
Status	Request	Date		Comments			
Approved	Vacation 40:00	06/04/12	06/08/12	Family Vacation.			Cancel Request
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.			Remove Request

Remove Leave Request

Confirm Removal of Leave Request
Please enable to confirm removal of this leave request.

Comments:

Cancel a Leave Request that is Approved

If your supervisor has approved a request for time off you have made, you can request your supervisor to approve the a cancel request.

Activity	Time Card	Schedules	Personal	Benefits	Archives	Messages	Leave History
Recent Activity							
Logged into System	Logged In						04/30/12 8:19
Logged into System	Logged In						04/30/12 8:15
Request Time Off	Davis, Douglas Request Time Off Vacation from Jun-4 12 to Jun-8 12						04/27/12 16:13
Logged into System	Logged In						04/27/12 16:10
Request Time Off	Davis, Douglas Request 8:00 Vacation Time Off on Apr-17 12						04/27/12 16:00
Time Off Requests							
Status	Request	Date		Comments			
Approved	Vacation 40:00	06/04/12	06/08/12	Family Vacation.			Cancel Request
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery. Family illness Day care called and I had			Remove Request

In this example the supervisor as approved the family vacation in June. Something has come up and you now want to cancel it.

1. Click Cancel Request next to a time off request in the Time Off Request section of the Activity tab.
2. Select the check box to Cancel Previously Approved Leave request.

Cancel Previously Approved Leave

Cancel Previously Approved Leave
Please confirm that you wish to cancel this previously approved leave request. Cancellation is subject to approval.

Comments

Something came up and will reschedule for July.

Remember this cancellation must be approved by the your supervisor!

Cancel a Leave Request that is Approved(Continue)

You will still see the Time Off Request in the list on the Activity Screen. It will also still show as Pending time off on the Benefits tab until your supervisor approves the cancellation.

Once the supervisor approves the cancellation it will be removed from these screens.

Time Off Requests					
Status	Request	Date		Comments	
Cancel Request	Vacation 40:00	06/04/12	06/08/12	Family Vacation.	04/30/12 8:19 USER
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.	Remove Request

Activity | Time Card | Schedules | Personal | Benefits | Archives | Messages | Leave History

[Help](#)

Sick | **Vacation** | Personal

Vacation activity from 01/01/12 to 12/31/12
(earliest adjustment date is Dec-14-2009)

Date		Credit	Debit	Balance
01/01/12	Balance In			49:00
06/04/12	Planned Absence		8:16	40:44
06/05/12	Planned Absence		8:00	32:44
06/06/12	Planned Absence		7:12	25:32
06/07/12	Planned Absence		8:16	17:16
06/08/12	Planned Absence		8:16	9:00
01/01/13	Balance Out			9:00

The supervisor has the option to denied the cancellation and can require you to still take the vacation.

Benefits Tab

The Benefits tab lists benefit history for each benefit available to you.

Each Benefit that is available has its own tab labeled with the Benefit name. Click on that tab to look at the Benefit history.

INFOTRONICS **9:51:33 AM** Monday, April 30, 2012 Douglas Davis 6674

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

Activity ▾ Time Card ▾ Schedules ▾ Personal ▾ **Benefits** ▾ Archives ▾ Messages ▾ Leave History

[Help](#)

Sick ▾ Vacation ▾ Personal

Sick activity from 01/01/12 to 12/31/12 (earliest adjustment date is Dec-14-2009)

Date		Credit	Debit	Balance
01/01/12	Balance In			0:00
01/01/12	112:15 Sick 01/01/12			112:15
02/01/12	121:45 Sick 02/01/12			121:45
03/01/12	131:15 Sick 03/01/12			131:15
03/14/12	7:30 Sick 03/14/12		7:30	123:45
04/01/12	140:45 Sick 04/01/12			140:45
01/01/13	Balance Out			140:45

Remember only approved time off will be deducted and shown.

Leave History Tab

The Leave History Tab shows you a history of the request you have submitted and the history of each request.

INFOTRONICS

9:33:45 AM

Monday, April 30, 2012

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

Douglas
Davis
6674

Punch

Request Partial Day

Request Full Day

Request Consecutive Days

Leave a Message

▶ Activity
▶ Time Card
▶ Schedules
▶ Personal
▶ Benefits
▶ Archives
▶ Messages
▶ Leave History

Status	Request	Date	Comments				
Cancel Request	Vacation 40:00	06/04/12	06/08/12	Family Vacation.			
			Timestamp	User	Event	Comments	Leave Date
			04/27/12 16:13	ESSUSER	Leave Requested	Family Vacation.	06/04/12
			04/30/12 8:19	USER	Sup Approved Leave	Have a great time!	06/04/12
			04/30/12 9:05	ESSUSER	Emp Request Cancel	Something came up and will reschedule in July.	06/04/12
Submitted	Vacation 8:00	04/17/12	8:00	Taking vacation day for daughter's surgery.			
			Timestamp	User	Event	Comments	Leave Date
			04/27/12 16:00	ESSUSER	Leave Requested	Taking vacation day for daughter's surgery.	04/17/12
Submitted	Sick 1:00	04/16/12	1:00	Family Illness. Day care called and I had to go pick up daughter and take her to husband.			
			Timestamp	User	Event	Comments	Leave Date
			04/27/12 15:58	ESSUSER	Leave Requested	Family Illness. Day care called and I had to go pick up daughter and take her to husband.	04/16/12


Messaging

Employee messaging is a private message board between an employee and a supervisor. They leave each other messages, which can be read at any time. Supervisors can also email messages to employees. These messages should deal with attendance and leave only

Leave a Message

When you want to leave your supervisor a message, use the button at the far left of Employee Self Service labeled “Leave a Message”.

1. Click Leave a Message Button. The Leave a Message window is Displayed.
2. Select the Message Status.
3. Type in Subject
4. Type in detail message.
5. Click OK. You can review your message on the Messages Tab.



The screenshot shows a dialog box titled "Leave a Message" with a blue header bar. It contains the following fields and controls:

- Message State:** A dropdown menu with "New Msg." selected.
- Subject:** A text input field containing "Surgery".
- Message:** A text area containing the message: "I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?".
- Buttons:** "Ok" and "Cancel" buttons at the bottom right.

Messages Tab

The Messages Tab shows you a history of all the messages sent and received.

You can see here that the supervisor replied back to Doug at 10:15.

The employee will also be notified on the Activity tab when they login that there is a message waiting.

INFOTRONICS 10:19:57 AM Refresh Log Off Douglas Davis 6674
Monday, April 30, 2012

Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Activity Time Card Schedules Personal Benefits Archives Messages Leave History

Priority	Timestamp	Message	Actions
1	04/30/12 10:15	RE:Surgery (Typical User) Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	Reply
	04/30/12 10:07	RE:Surgery I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?	

INFOTRONICS 10:16:13 AM Refresh Log Off Douglas Davis 6674
Monday, April 30, 2012

Request Partial Day
Request Full Day
Request Consecutive Days
Leave a Message

Activity Time Card Schedules Personal Benefits Archives Messages Leave History

Recent Activity

Operation	Description	Effective
Logged into System	Logged In	04/30/12 10:16
Receive Message	Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	04/30/12 10:15
Leave Message	I need to have cataract surgery. I would like to do this in June and take a full week off. Do you have any preference on which week I take?	04/30/12 10:07
Logged into System	Logged In	04/30/12 10:06

Time Off Requests

Status	Request	Date	Comments
Cancel Request	Vacation 40:00	06/04/12	06/08/12 Family Vacation. 04/30/12 8:19 USER
Submitted	Vacation 8:00	04/17/12	8:00 Taking vacation day for daughter's surgery. Remove Request Family Illness. Day care called and I had

Recently Received Messages

04/30/12 10:15	RE:Surgery (Typical User) Doug, If possible the 2nd week would be better as I have someone available to cover your shift.	Reply
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Logging Off

Click the Log Off on the top of the screen beside you name.



The screenshot shows a user interface header with the following elements:

- INFOTRONICS*** logo on the left.
- Large digital clock display showing **5:18:19 PM**.
- Below the clock, the date **Wednesday, May 01, 2013**.
- On the right side, a vertical menu containing:
 - [Change PIN](#)
 - [Refresh](#)
 - [Log Off](#) (highlighted with a red box)
- On the far right, the user's name **Douglas Davis** and ID number **6674**.