

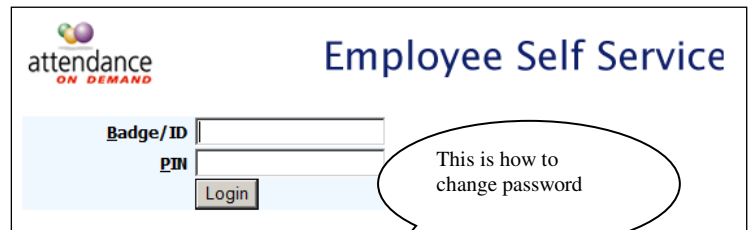
# Employee Self Service Overview

Your Web Address is:

<https://associatedeyecare.attendanceondemand.com/ess/>

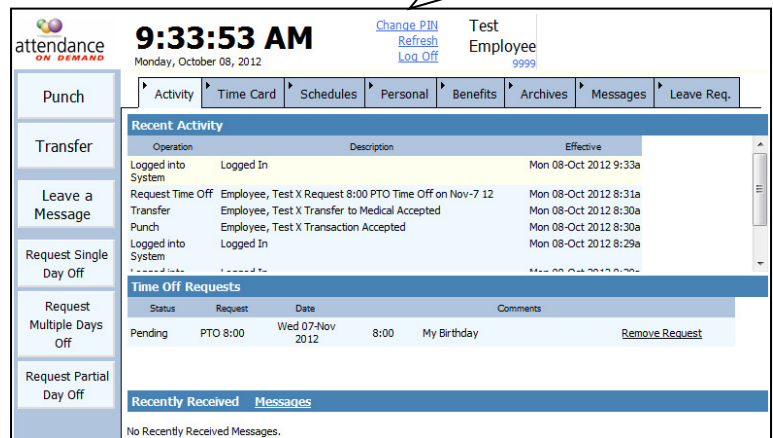
**Step 1:** Login with your ID number and your personal PIN number

**Step 2:** If you logged in with a pin number of zero, you will need to change your PIN located at the top of the screen

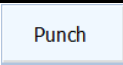


**Step 2:** Your PC becomes your personal time clock. Now you can;

1. Review your activity
2. Punch IN or OUT
3. Request time off
4. Review Information



## Punch and Transfer

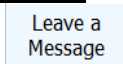
Click the  button to simultaneously PUNCH IN and TRANSFER to a different Branch at the same time

## Transfer to Different Branch

Click the  button to TRANSFER to a different Branch.

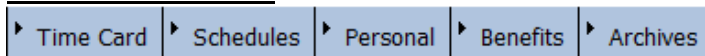
**Note:** You must be punched IN before transferring.

## Leave a Message

Click on the  button to send a message to your manager or payroll. Fill in subject and message.

You can see all message conversations by clicking on the  tab.

## Review Information



1. Time Card – Review current/previous period time cards
2. Schedules – Review personal schedules and time off
3. Personal – Review personal information
4. Benefit – Review detailed benefit balances
5. Archive – Review archived time cards

## Time Card

The Time Card tab shows your time card for the current and previous pay period. The information displayed is read only and cannot be changed here. There are several sections on the time card tab which can include hours, time off requests history and adjustments.

Activity > Time Card > Schedules > Personal > Benefits > Archives							
Prev. Period   Curr. Period   Approve Time Card   Help							
Time Card > Period Hours > Attendance > Time Off Requests							
Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Nov-01 09					8:00	Vacation	
Mon Nov-02 09					10:01	6:30a/ 2:45p	Left Late*, Long Lun.*, Long Brk.*
Tue Nov-03 09	6:23a 4:10p	11:00a 6:30p	11:29a	2:47p	10:01	6:30a/ 2:45p	
Wed Nov-04 09	4:55a	11:01a	11:30a	3:01p	9:30	6:30a/ 2:45p	Arr. Early, Left Late, Shrt. Lun.
Thu Nov-05 09	5:25a	11:00a	11:27a	3:19p	9:15	6:30a/ 2:45p	Arr. Early*, Left Late*, Shrt. Lun.
Fri Nov-06 09	5:12a	11:00a	11:28a	2:45p	9:00	6:30a/ 2:45p	Arr. Early*, Shrt. Lun.
Sat Nov-07 09	3:24a	12:01p			8:30	3:30a/12:00p	

## Schedules

The Schedule tab lists your schedules. It can show the in and out scheduled times, total hours, and department scheduled to work. The total hours for each week are listed in the far right column. In addition, it can also show scheduled time off. The Schedule Tab is read only; no changes can be made here.

Activity > Time Card > Schedules > Personal > Benefits > Archives											
Prev. Month   Next Month   This Month   Help											
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total			
Week of Oct-26	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	Vacation 8:00	Off	Off	40:00			
Week of Nov-2	Vacation 8:00	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	3:30a/12p	Off	48:30			
Week of Nov-9	6:30a/2:30p	6:30a/2:30p	6:30a/2:30p	6:30a/2:45p	6:30a/2:45p	3:30a/11:30a	Off	48:00			
Week of Nov-16	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	6:30a/1:45p	6:30a/2:45p	Off	Off	40:00			
Week of Nov-23	6:30a/2:45p	6:30a/2:45p	6:30a/2:45p	Off	Vacation 8:00	Off	Off	32:00			

## Benefit

Benefits are typically paid, non-worked time such as sick time and vacation. Your human resources department determines the benefits available for your company. Benefits are stored in benefit banks. Employee Self Service lets you review the activity and balances for each benefit you earn.

Vacation > Personal				
Vacation activity from Thu Jan-01 09 to Thu Dec-31 09 (earliest adjustment date is Dec-23-2007)				
Date		Credit	Debit	Balance
Thu Jan-01 09	Balance In			-26:00
Thu Jan-01 09	216:00 Vacation Thu Jan-01 09	216:00		190:00
Fri Jan-02 09	Scheduled		2:00	188:00
Wed Jan-21 09	Scheduled		1:00	187:00
Tue Mar-17 09	Scheduled		2:00	185:00
Wed Mar-25 09	Scheduled		4:00	181:00
Tue Mar-31 09	Scheduled		1:00	180:00
Wed Apr-15 09	Scheduled		2:00	178:00
Mon Apr-20 09	Scheduled		2:00	176:00
Tue Apr-21 09	Scheduled		2:00	174:00
Wed Apr-22 09	Scheduled		4:00	170:00
Thu Apr-23 09	Scheduled		8:00	162:00
Fri Apr-24 09	Scheduled		8:00	154:00
Fri May-15 09	Scheduled		8:00	146:00
Fri May-22 09	Scheduled		4:00	142:00
Fri Jun-12 09	Scheduled		4:00	138:00

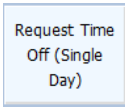
## Archives

This section is similar to the time card tab however it allows you to review time cards beyond the previous period.

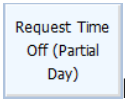
Activity > Time Card > Schedules > Personal > Benefits > Archives							
Select another Pay Period   Help							
Showing period from Sun Oct-18 09 to Sat Oct-24 09							
Time Card > Period Totals							
Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Oct-18 09					8:00	6:30a/ 2:45p	
Mon Oct-19 09	6:24a	11:00a	11:30a	2:46p	8:00	6:30a/ 2:45p	
Tue Oct-20 09	6:22a	11:01a	11:30a	2:46p	8:00	6:30a/ 2:45p	
Wed Oct-21 09	6:26a	11:02a	11:30a	2:45p	8:00	6:30a/ 2:45p	
Thu Oct-22 09	6:24a	11:01a	11:29a	2:47p	8:00	6:30a/ 2:45p	
Fri Oct-23 09	6:28a	11:31a	11:58a	2:45p	8:00	6:30a/ 2:45p	
Sat Oct-24 09	3:53a	12:30p			8:30	4:00a/12:30p	

**Request Time Off**

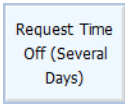
Use the "Request Time Off" options to request benefit time – such as **Flex Time** - for approval by your manager. During the request the employee can review detailed benefit balance information. You have 3 different request options available:



1. **One Day** – This option allows the employee to request time off in full day increments. Click on "Request Time Off – One Day" and then enter the date, amount of time and any notes. Once you click "OK", your manager can then either "Approve" or "Deny" the request.



2. **Partial Day** – This option allows the employee to request partial days off. Click on "Request Time Off – Part of a Day", enter the date of the request, the portion of the shift you wish to have off, the amount of time, benefit requesting, and any additional notes.



3. **Multiple Day** – By using this option an employee can request multiple consecutive days off. Click on "Request Time – Mult Days", and enter the date range of the request, amount of hours, benefit requesting, and any additional notes.

Regardless of the option used, the request will show on the Activity screen as "Pending" until your supervisor either Approves or Denies it.

Time Off Requests				
Approved	Flex 8:00	Thu Nov-27 09	8:00	CDEGLOPPER
Approved	Flex 1:00	Thu Nov-19 09	1:00	Wed Nov-18 09 7:38a CDEGLOPPER
Approved	Flex 8:00	Mon Nov-02 09	8:00	Wed Oct-28 09 8:10a CDEGLOPPER
Pending	Flex 8:00	Sun Nov-01 09	8:00	Going to the Beach <a href="#">Remove Request</a>

**NOTE: While in a pending state the employee can remove the request.**