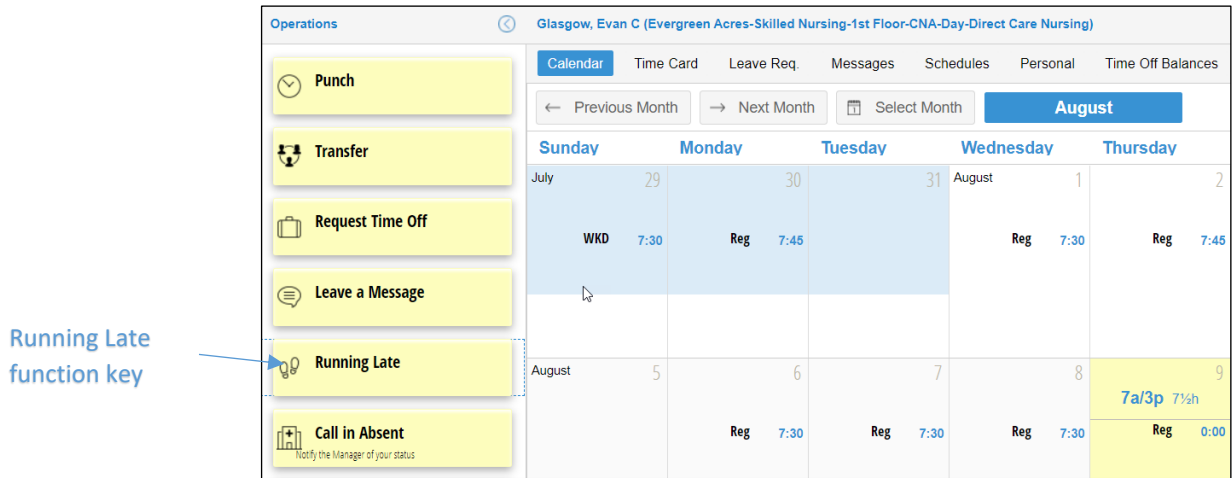


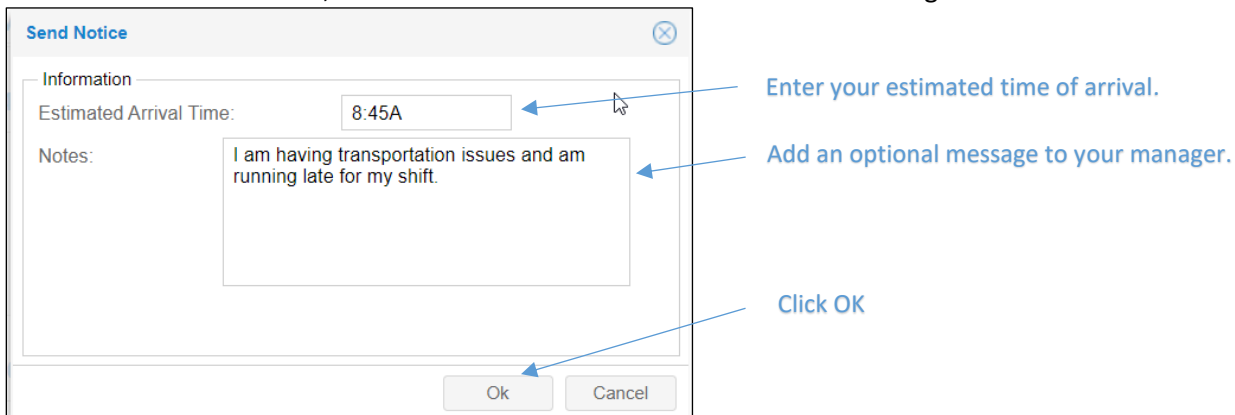
ESS: Sending a Running Late Notice

Job Aid

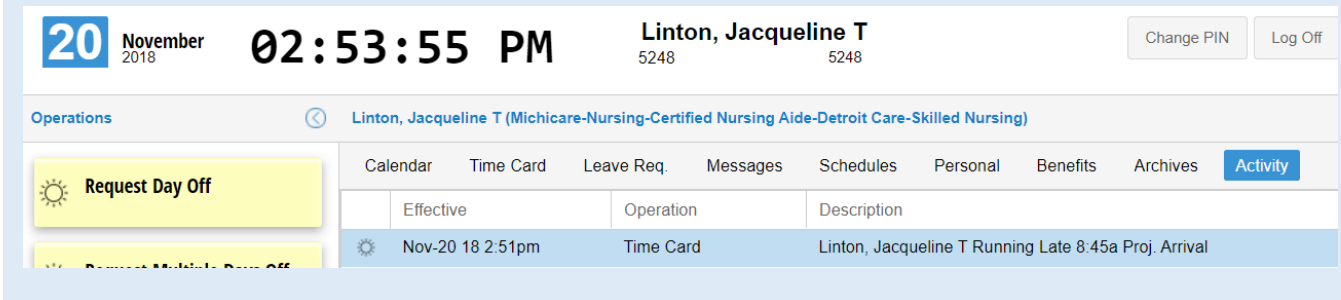
If you are running late for your shift, you can send a notice to your manager with your expected time of arrival and a message. To send a notice, use the Running Late function key in Employee Self Service (ESS).



In the Send Notice window, enter the estimated arrival time and add a message.



View a record of your notices in the dashboard Activity tab.



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