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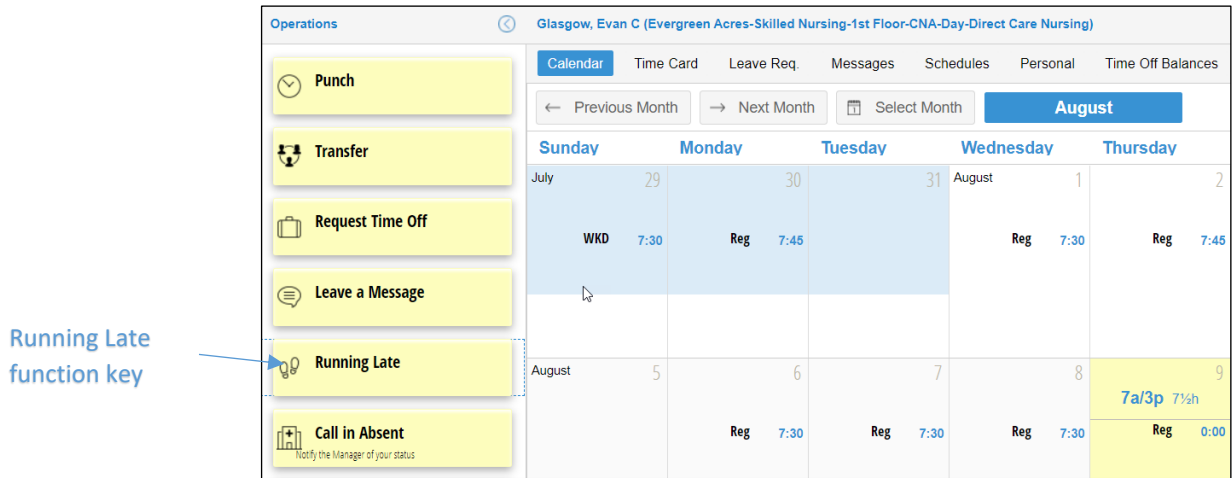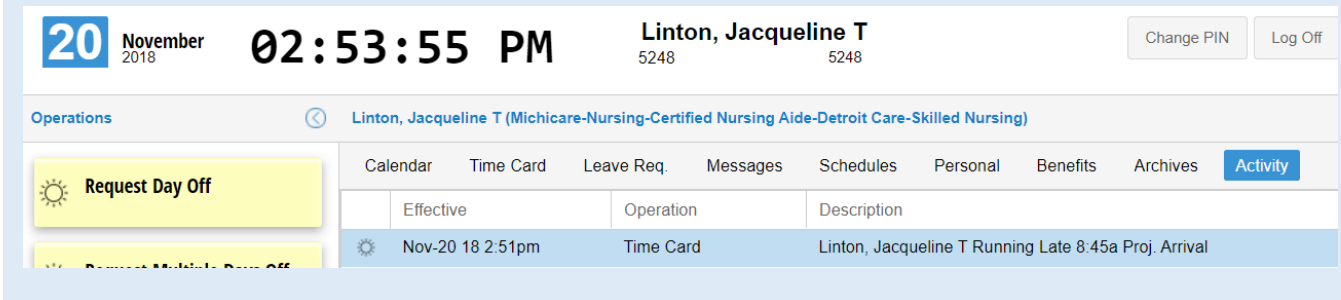
If you are running late for your shift, you can send a notice to your manager with your expected time of arrival and a message. To send a notice, use the Running Late function key in Employee Self Service (ESS).

Running Late function key

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

Enter your estimated time of arrival.

Add an optional message to your manager.

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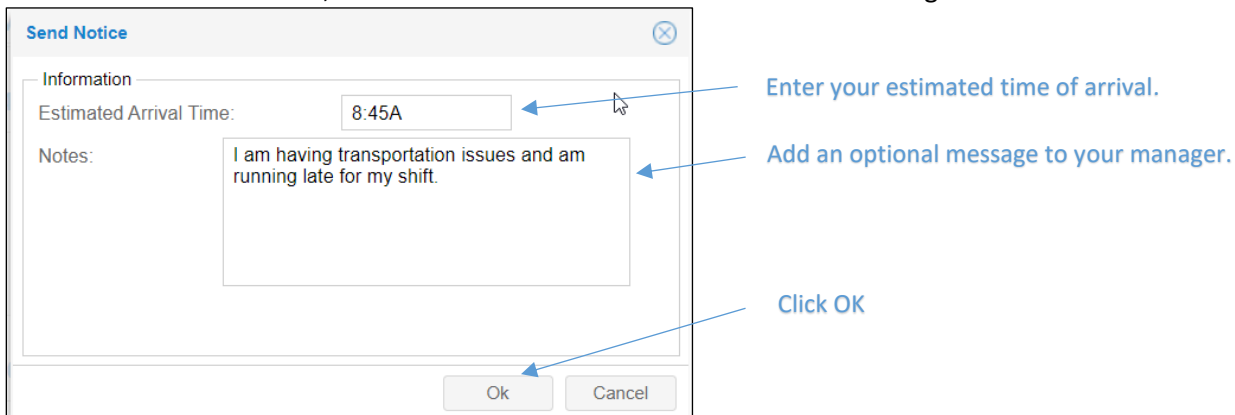
View a record of your notices in the dashboard Activity tab.