

ESS: Logging Off

Job Aid

To close the Employee Self Service (ESS) application, click the **Log Off** button.

Log Off button

The screenshot shows the ESS application interface for user Belden, Katelyn S. At the top, there is a header bar with a '9' icon, the date 'August 2018', the time '03:58:20 PM', and the user's name 'Belden, Katelyn S' with ID '600'. On the right side of the header, there are buttons for 'Change PIN', 'Log Off', 'Refresh', and 'Preferences'. Below the header, there is a navigation bar with 'Operations' and a dropdown menu showing 'Belden, Katelyn S (Evergreen Acres-Hospice-2nd Floor-Office/Admissions-Day-Non Direct Care)'. The main content area has a left sidebar with 'Punch', 'Transfer', and 'Request Time Off' buttons. The main area shows a calendar for August with a 'Log Off' button highlighted by a blue arrow from the text 'Log Off button' above it.

The Log in window is displayed after you have logged out.

The login window displays the text 'Welcome, please log in.' at the top. Below this, there are two input fields: the first contains the number '600' and the second contains a single dot. At the bottom of the window is a blue 'Submit' button.

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