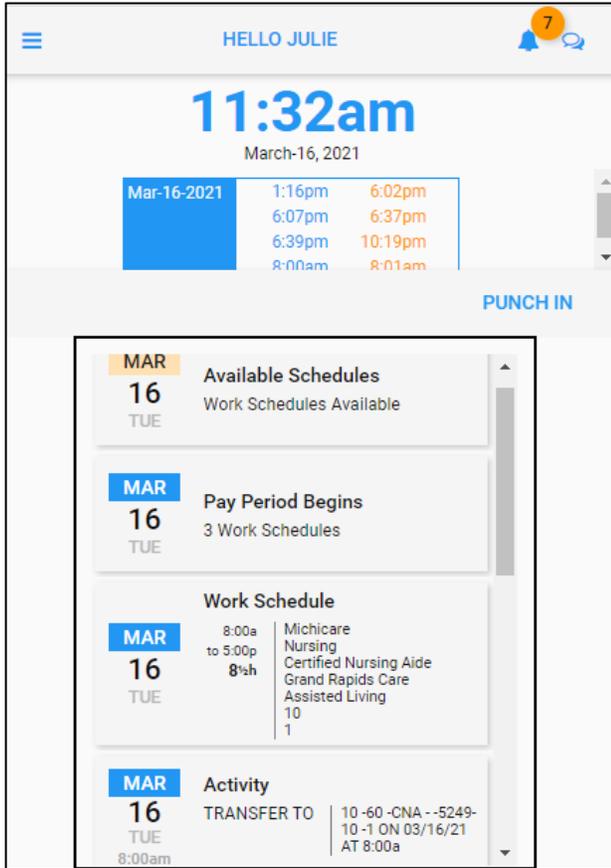# ESS Mobile 3.0: Understanding Event Timelines

On the ESS Mobile Home screen, events are displayed in the center timeline to indicate the important milestones and activities since the beginning of the current period.
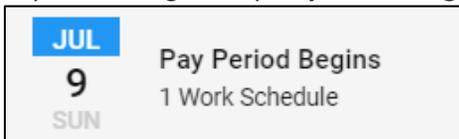

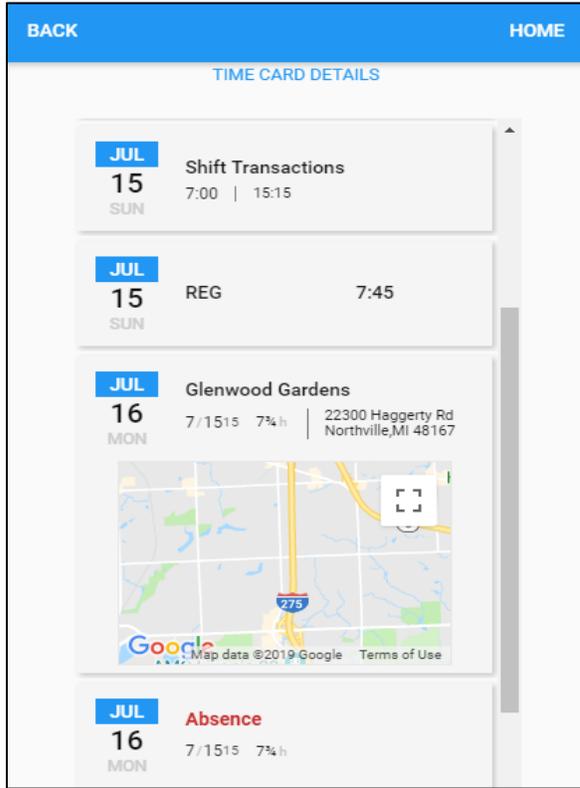The following information may be displayed in the timeline.

- Available Schedules. Tap this tile to access the employee calendar to check schedules not assigned that the employee may want to fulfill.
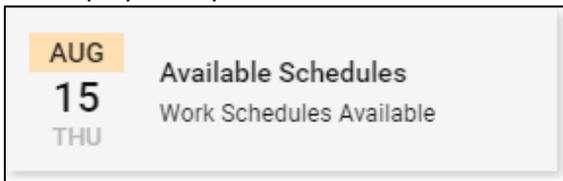
- Pay Period Begins. Tap **Pay Period Begins**.

The **Time Card Details** page for the selected pay period are displayed with schedules and pay designations totals.


Pay designation summary for this pay period is displayed at the bottom of the screen.

- Planned Absence. Employee planned absence are displayed with the benefit, absence hours, and workgroup.

- Outstanding Items. Outstanding items, such as missing punch, unauthorized time card, and attestations, should be addressed by employees immediately. See a separate job aid called *Addressing Outstanding Items* for detailed information.
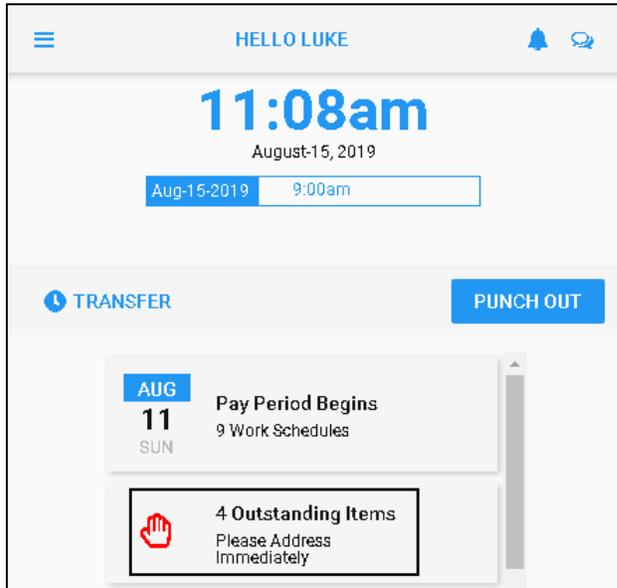
- Work Schedules. The days that employees are scheduled to work are displayed with the schedule start time, end time, total hours, address, and the location on the map. Tap the tile to check the work schedule details.
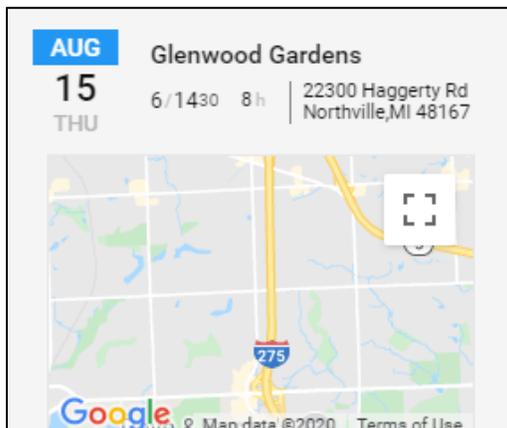
If there is no address associated with the work schedule, the assigned work schedule are displayed its starting time, ending time, total hours and assigned workgroup with no map.
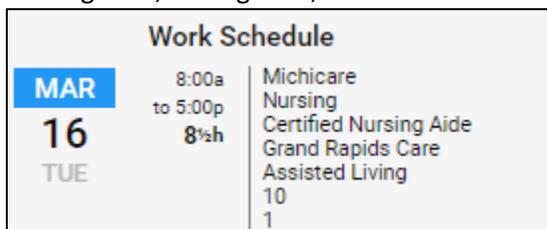
If the employee is transferred to other workgroups instead of their home workgroup, the assigned workgroup is displayed in orange.

- Worksheet. The worksheet is displayed with the calendar view and the pay designation summary. See the job aid called *Understanding ESS Mobile Worksheet* for details.

- Call Off Schedule. The red colored schedule indicates a called off schedule.

- Workgroup Transfer. When the employee performs the workgroup transfer, the submitted workgroup transfer is displayed in the Activity tile marked as **TRANSFER TO** on the Home screen. See the job aid called *Performing or Canceling Workgroup Transfer* for details.

- Leave Request. When an employee requests time off, the leave request is submitted and displayed with detailed information on the Home screen. See the job aid called *Requesting Time Off*, *Requesting a Partial Day Off*, *Requesting a Day Off*, or *Requesting Several Days Off* for details.