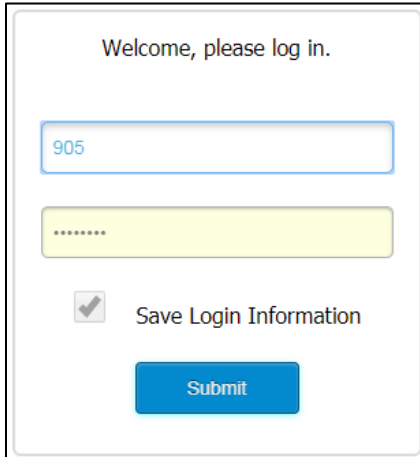


# ESS Mobile 3.0: Understanding the ESS Mobile Interface

Job Aid

Employees log in to ESS Mobile 3.0 using their identifiers, such as email, badge number, employee ID, Social Security Number (SSN) or Social Identity Number (SIN). The employee PIN can be up to 9 digits.



Welcome, please log in.

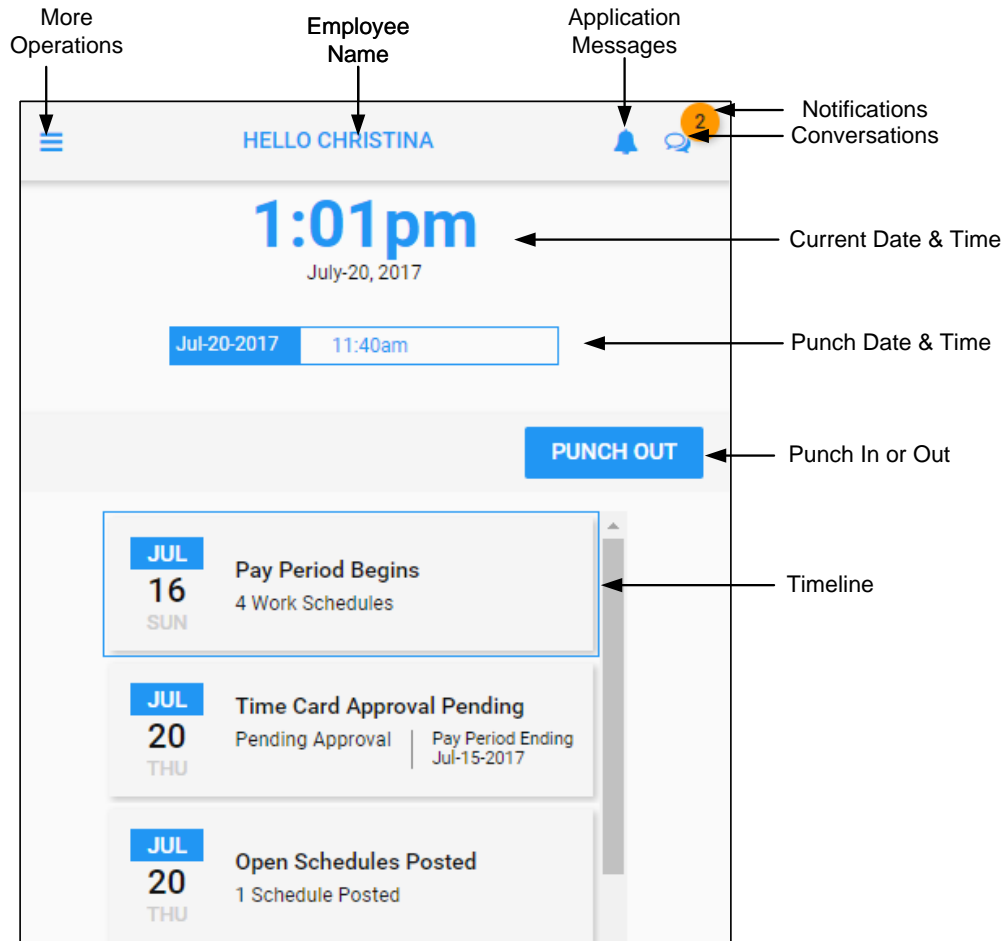
905

.....

Save Login Information

Submit

The following interface is displayed.



More Operations

Employee Name

Application Messages

Notifications Conversations

HELLO CHRISTINA

1:01 pm

July-20, 2017

Jul-20-2017 11:40am

PUNCH OUT

Punch In or Out

Timeline


JUL 16 SUN Pay Period Begins 4 Work Schedules


JUL 20 THU Time Card Approval Pending Pending Approval | Pay Period Ending Jul-15-2017

JUL 20 THU Open Schedules Posted 1 Schedule Posted

- Tap the PUNCH IN button to punch in. After punch in, the icon changed to PUNCH OUT.
- Punch log. The employee punch times in today's date are collected in the punch log.

Mar-16-2021	1:16pm	6:02pm
	6:07pm	6:37pm
	6:39pm	10:19pm
	8:00am	8:01am

- Conversations. The employee can initiate a conversation with a coworker or reply to messages from their supervisor and coworkers when they receive the notifications from them.
- Application messages. The messages sent from the application driven by the visual scheduling process to indicate changes or notifications.
- Tap the Three Line menu () in the upper-left corner of the screen. More menu item operations for managing employee Information.



**Maria**  
Johnston  
Evergreen Acres, 1st Floor,  
Skilled Nursing

LOG OFF

OPEN ITEMS

MY TRADES

CALENDAR

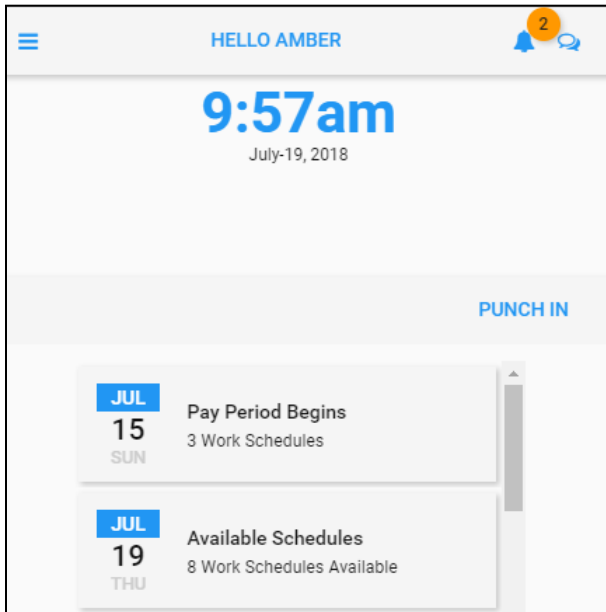
TIMELINE

OPERATIONS


- Timeline. Events can be displayed in the center timeline of the Home screen.

## Understand Event Timeline

The following events can be displayed in the center timeline on the Home screen to indicate the important milestones and activities since the beginning of the current period.



- **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.

CURRENT PAY PERIOD							
	su	mo	tu	we	th	fr	sa
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23						
		NHT					41.50
		DAY					0.00

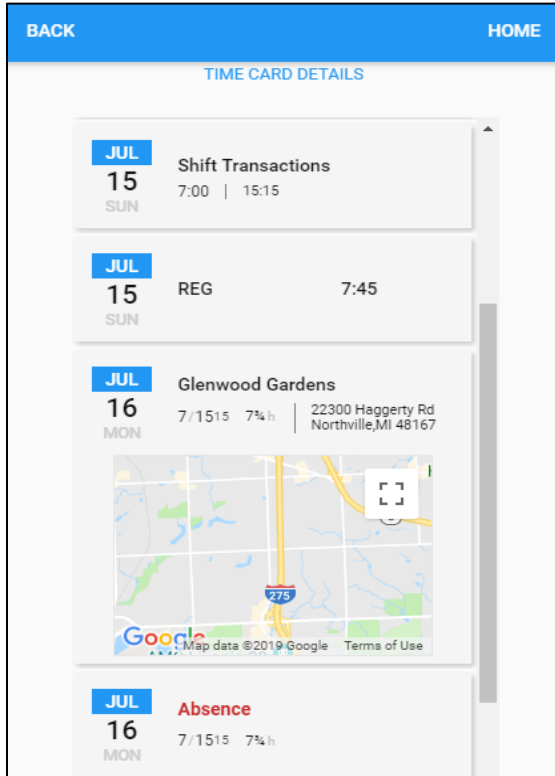
- **Planned Absence.** Employee planned absences are displayed with the benefit, absence hours, and workgroup.

Planned Absence	
<b>JUL</b> <b>31</b> MON	<b>Sick</b>   <b>8h</b> <b>Evergreen Acres-CNA-Assisted Living</b>

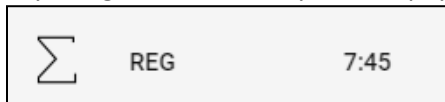
- **Pay Period Begins.** Tap **Pay Period Begins**.

<b>JUL</b> <b>9</b> SUN	<b>Pay Period Begins</b> 1 Work Schedule
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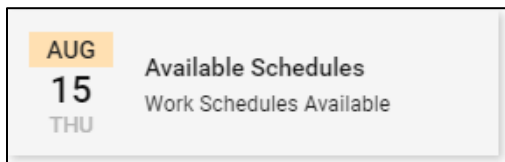
The **Time Card Details** page for the selected pay period are displayed with schedules and pay designations totals.



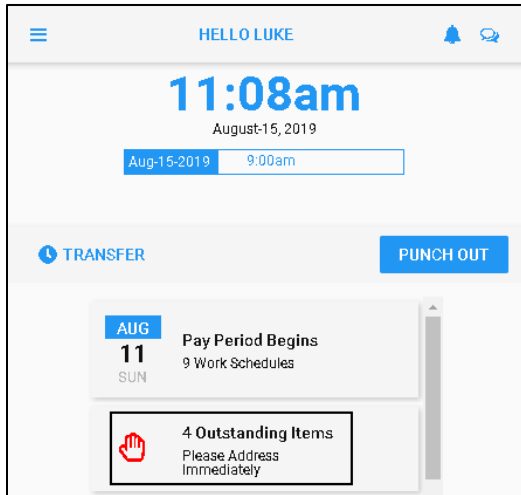
Pay designation summary for this pay period is displayed at the bottom of the screen.



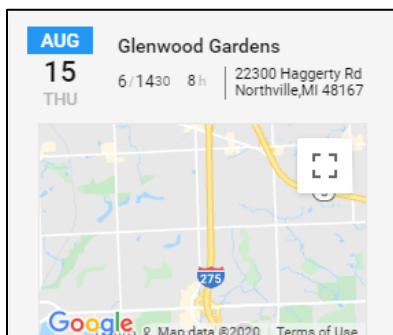
- Available Schedules. Tap this tile to access the employee calendar to check assigned schedules and open schedules.



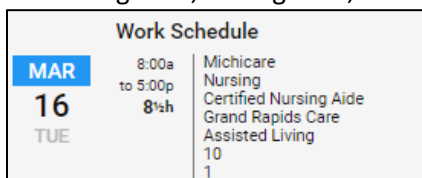
- **Outstanding Items.** Outstanding items, such as missing punch, unauthorized time card, and health or work condition attestation, should be addressed by employees immediately. See a separate job aid called *Addressing Outstanding Items* for detailed information.



- **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.



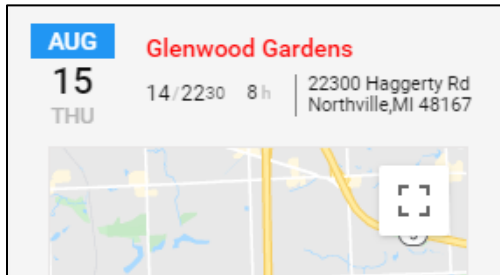
If there is no address associated with the work schedule, the assigned work schedule is displayed with its starting time, ending time, total hours and assigned workgroup. No map is displayed.



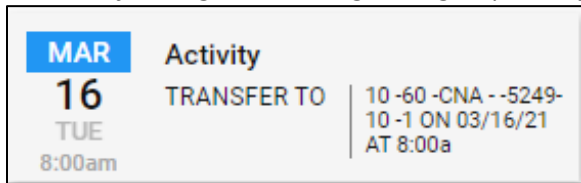
If the employee is transferred to other workgroups instead of their home workgroup, the assigned workgroup is highlighted in orange.



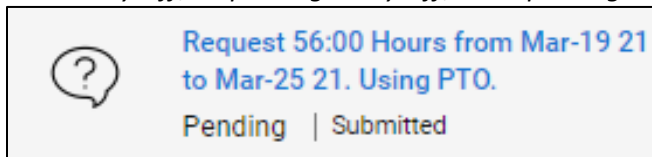
- Call Off Schedule. The red colored schedule indicates a called off schedule.



- 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 a 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.



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