ESS Mobile 3.0: Conducting Health Attestation

When employees punch in for a new shift, they may be required to attest their health condition based on your company policy.

To punch In with health attestation:

1. Tap **PUNCH IN** on the home screen.



2. Tap START NEW SHIFT. Then tap SAVE.

BACK	НОМЕ
➡ IN Begin Work Shift Mar-16 10:56am	
BACK TO WORK	START NEW SHIFT
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

3. The employee receives a notification with the number of outstanding items displayed on the Home screen. Tap the **Outstanding Items** tile.

		HELLO LUKE		
4:55pm August-15, 2019				
	Aug-15-2	019 9:00am 4:03pm	4:01pm 4:29pm]
				PUNCH IN
	٩	2 Outstanding It Please Address mmediately	ems	

4. Tap Daily Health Attest tile.



5. The health attest asks employees about their health before their shifts. Tap **YES** if the employee feels sick with the symptoms described in the instructions. Otherwise, tap **NO**.



Note: For more information, tap DETAILS.

YES	NO		
0			
DETAILS			
Amherst, Luke Daily Health Attest			

The time card is displayed with dates, punches, worked hours, and schedules.

BACK						HOME
TIME CARD						
Date	In	Out	In	Out	Amount	Schedule
Thu Aug-15 19	9:00a				0:00	9:00/17:00
Thu Aug-15 19					0:00	Regular 1

6. The submitted attestation is displayed in the **Activity** tile marked as **EMP HEALTH ATTST** on the Home screen.

≡	HELLO LUKE	🌲 😪
	11:08am August-15, 2019	
A	ug-15-2019 9:00am	
TRANSFE	ł	PUNCH OUT
AUG 15 THU 3:41pn	Activity EMP HEALTH ATTST Wed Aug-	14 19 No

Note: When an employee punches In, but indicates they come back to work by tapping **BACK TO WORK**, they do not receive health attestation notification.

BACK	НОМЕ
➡ IN Begin Work Shift Mar-16 10:56am	
BACK TO WORK	START NEW SHIFT
5	
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

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