ESS Mobile 3.0: Conducting Work Condition Attestation | Job Aid
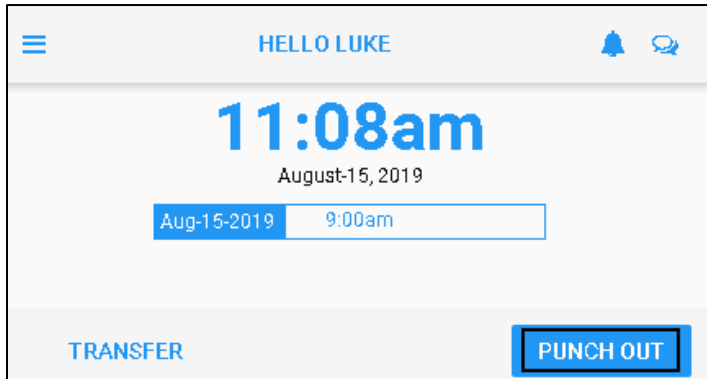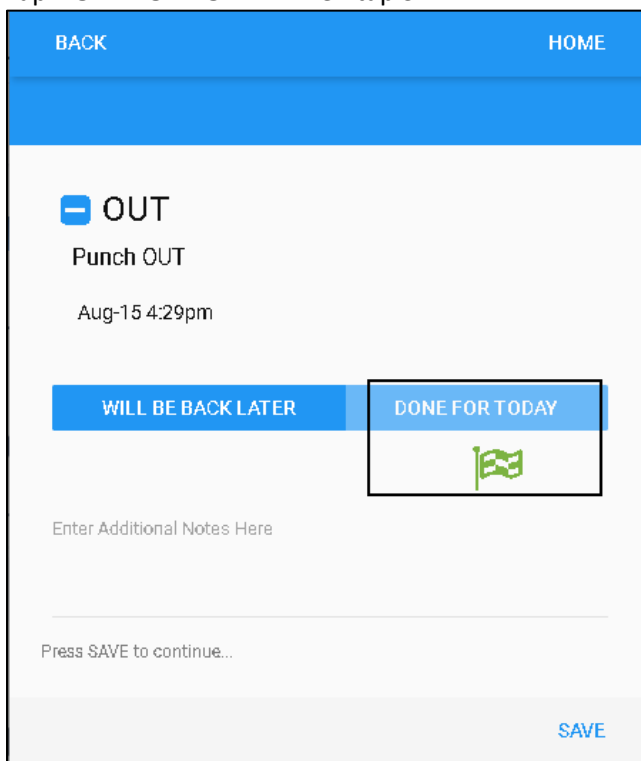
When employees punch out, they may be required to attest their work condition after their shifts based on your company policy.
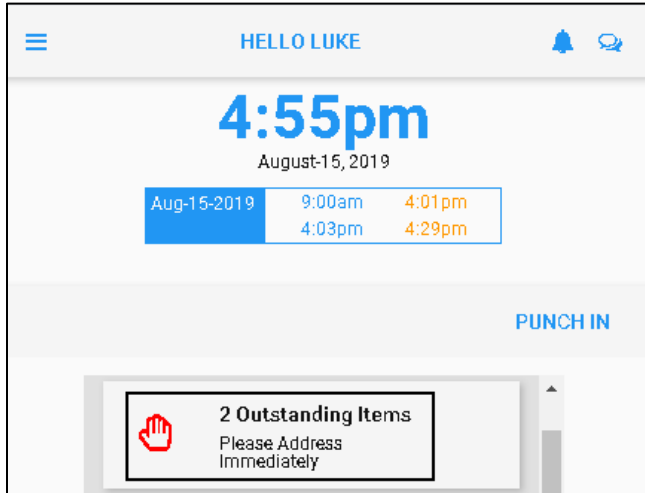
To punch Out with work condition attestation:

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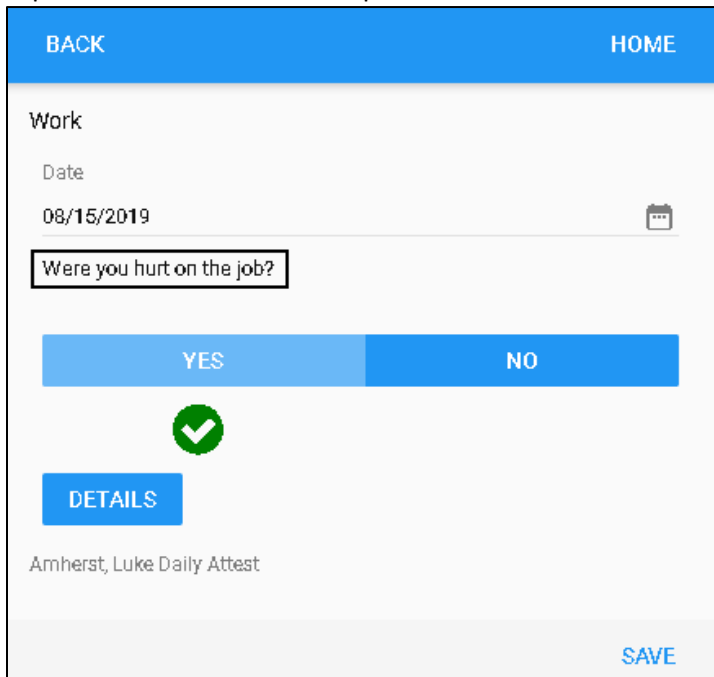

2. Tap **DONE FOR TODAY.** Then tap **SAVE**.

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

4. Tap **Daily Attest** tile.

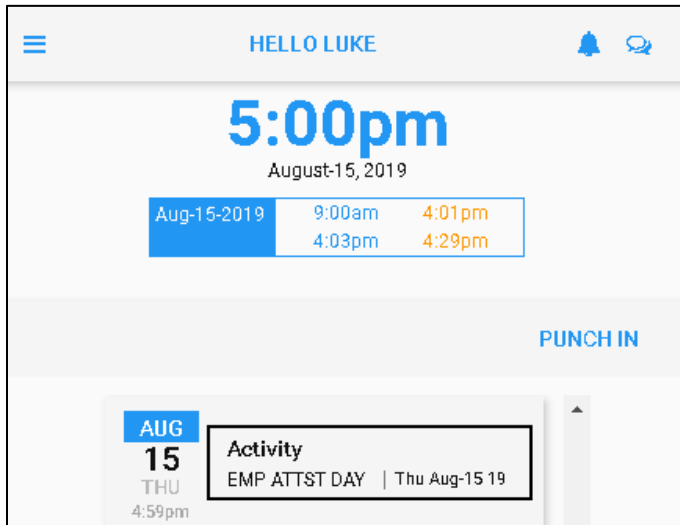5. Tap **YES** or **NO** to answer the question about the work conditions of their completed shift.

Note: For more information, tap **DETAILS**.

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

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

Note: When an employee punches Out, but indicates that they will return by tapping **WILL BE BACK LATER**, they do not receive attest notification.