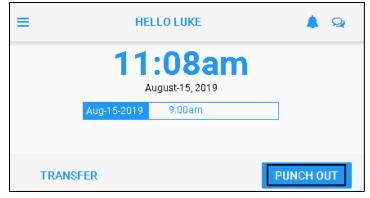
ESS Mobile 3.0: Conducting Work Condition Attestation

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.

BACK	НОМЕ
<mark>- OUT</mark> Punch O∪T Aug-15 4:29pm	
WILL BE BACK LATER	DONE FOR TODAY
Enter Additional Notes Here	R
Press SAVE to continue	
	SAVE

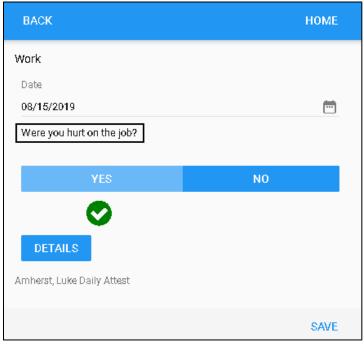
3. The employee receives a Daily Attest notification in the number of outstanding items displayed on the Home screen. Tap the **Outstanding Items** tile.

≡	HELLO LUKE			🌲 🥥	
4:55pm August-15, 2019					
	Aug-16	5-2019	9:00am 4:03pm	4:01pm 4:29pm	
					PUNCH IN
	0		tanding Ite Address ately	ms	

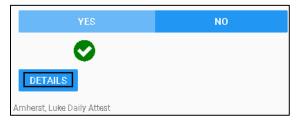
4. Tap Daily Attest tile.

BACK			HOME
	AUG 15 THU	Work Amherst, Luke Daily Attest	

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.

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 ATTST DAY** on the Home screen.

≡	HELLO LUKE		ي 🜲	
5:00pm August-15, 2019				
	Aug-15-2019 9:00am 4:03pm	4:01pm 4:29pm]	
			PUNCHIN	
	AUG 15 THU 4:59pm	Thu Aug-15 19		

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

ВАСК	НОМЕ
OUT Punch OUT Aug-15 5:07pm	
WILL BE BACK LATER	DONE FOR TODAY
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

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