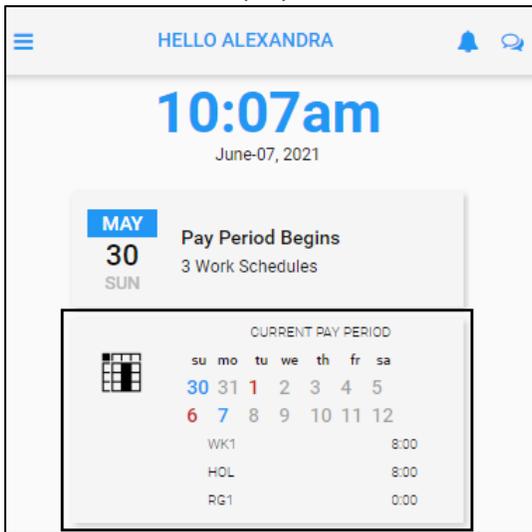


# ESS Mobile 3.0: Understanding Worksheet

Job Aid

Using Worksheet, you can approve your time card from either the previous or current pay periods. You can also allocate worked hours to different workgroup sets. If your desired workgroup set does not exist when you allocate your worked hours, you can create a new one.

The worksheet is displayed on the Home screen with the calendar view and the pay designation summary.



## Highlighted Date

Calendar dates may be highlighted with the following colors.

Color	Description
2	Dates in grey indicate that there are no schedules and no worked hours on that day.
7	Dates in blue indicate that there are worked hours on that day.
1	Dates in red indicate that there are schedules on that day, but no worked hours, indicating absence.

## Pay Designation Summary

Pay designation hours in the current pay period are summarized below the calendar view.

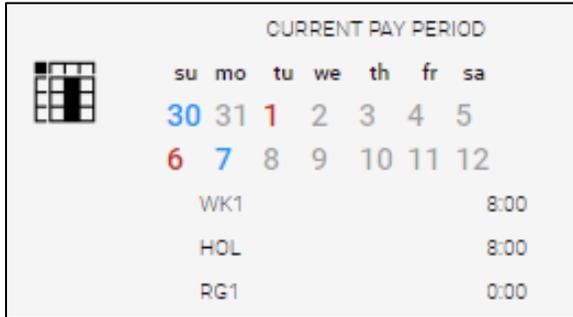


# Access Worksheets

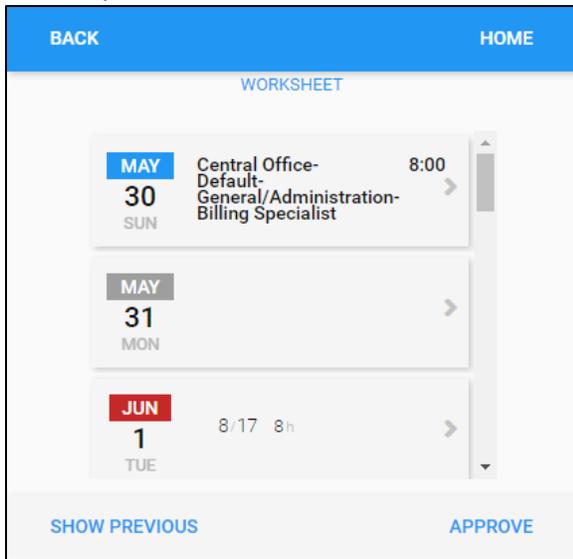
You can access your worksheet in the current period or previous period to approve your time card and/or allocate worked hours.

To access the worksheet:

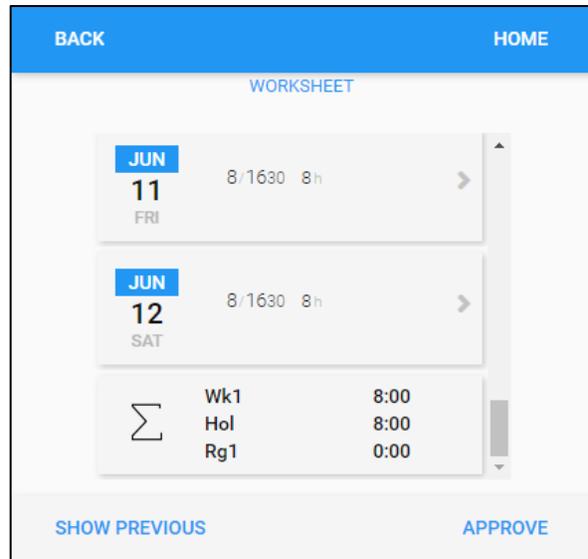
1. Click the worksheet calendar view. The **WORKSHEET** screen in the current period is displayed.



2. Employee schedules and worked hours in the current pay period are displayed with the pay designation summary at the bottom of the screen.

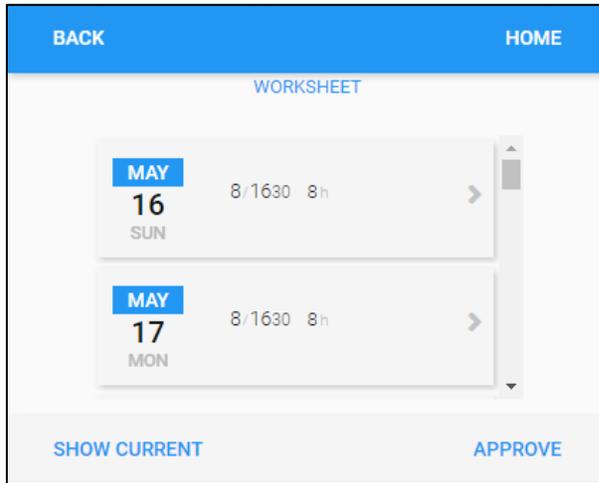


Top of the WORKSHEET screen



Bottom of the WORKSHEET screen

- The **SHOW PREVIOUS** and **APPROVE** operations are available on the worksheet page.
  - Tap **SHOW PREVIOUS**. The **WORKSHEET** screen in the previous period is displayed with employee schedules, worked hours, and pay designation summary. You can access the **WORKSHEET** screen in the current period and approve time cards in the previous period.

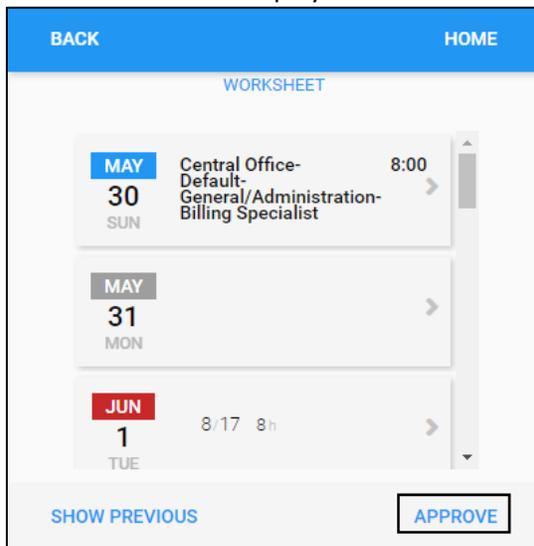


- Click **APPROVE**. The **Approve Time Card** screen is displayed for approving time card in the current period.

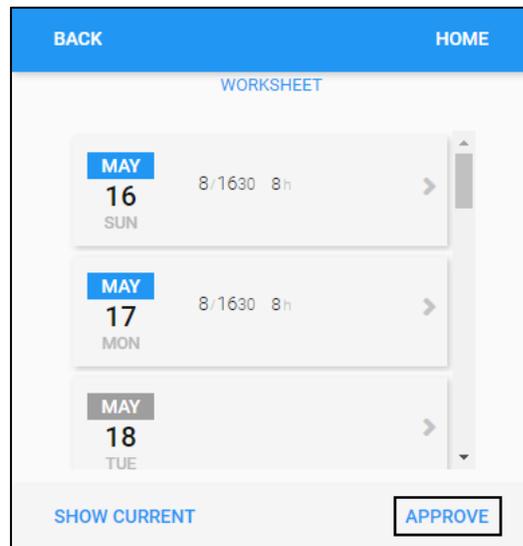
## Approve Time Card

To approve your time card in the current period or in the previous period:

- Access the worksheet in the current period or in the previous period and tap **APPROVE**. The Approve Time Card screen is displayed.

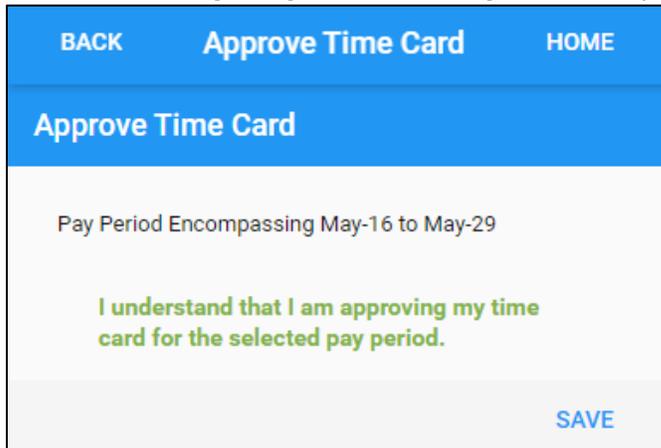


*Worksheet in Current Period*

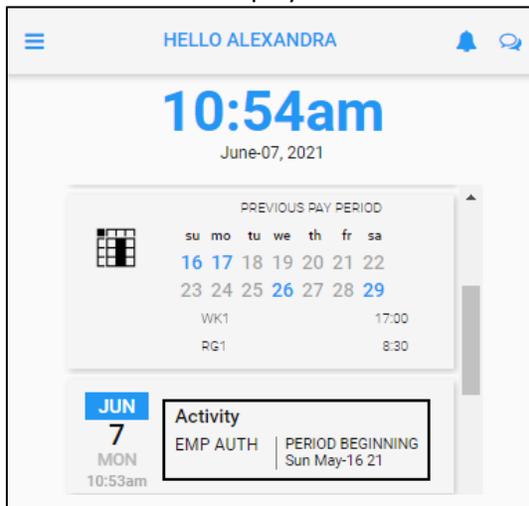


*Worksheet in Previous Period*

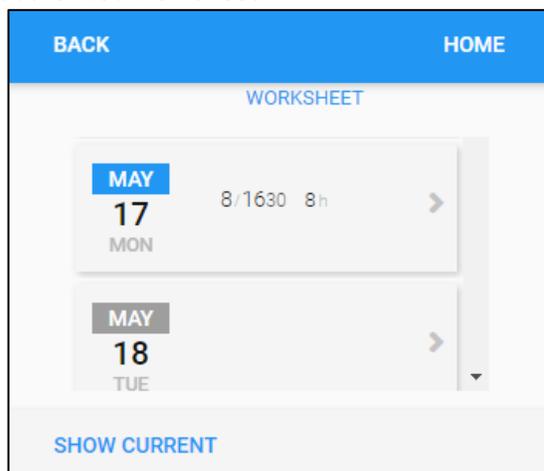
2. Make sure the beginning date and ending date of the pay period are correct. Tap **SAVE**.



3. The **EMP AUTH** is displayed on the Home screen, indicating the employee time card authorization.



Once the time card in the selected period is approved, the **APPROVE** option is unavailable on the authorized worksheet.

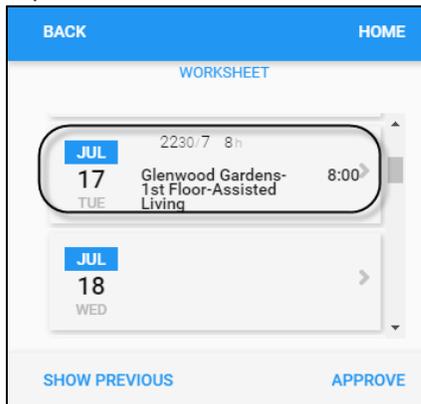


# Add Workgroups

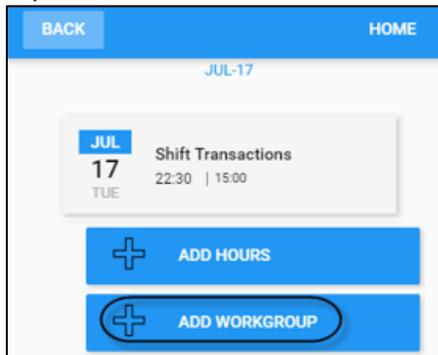
Create a new workgroup set to allocate worked hours if this workgroup set doesn't exist when the Add Hours operation is performed to add worked hours.

To add a workgroup:

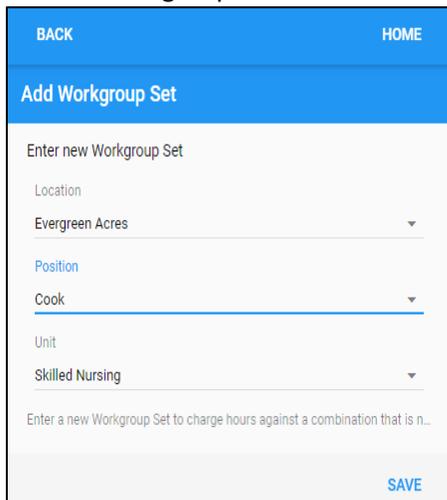
1. Tap a date on the worksheet.



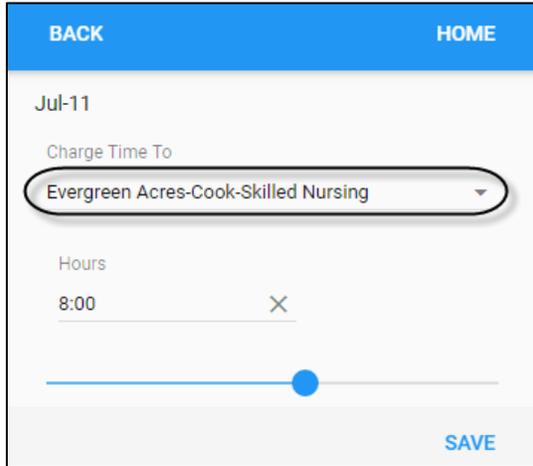
2. Tap **ADD WORKGROUP**.



3. Select a workgroup from different workgroup levels, for example Location, Position, and Unit. Tap **SAVE**.



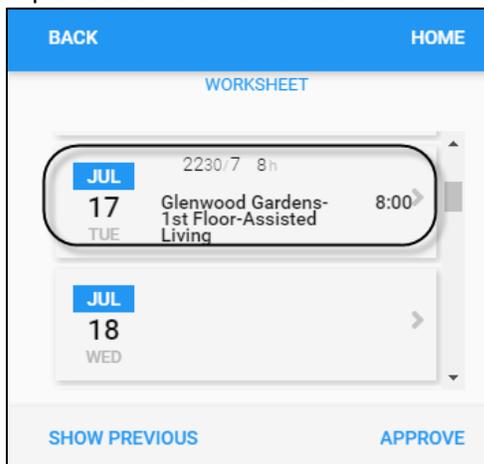
- The added workgroup set is populated in the **Charge Time To** field when worked hours are allocated for different days of worksheet.



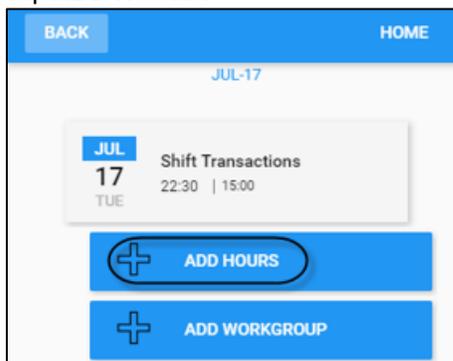
## Add Work Hours

To add work hours for a day:

- Tap a date on the worksheet.



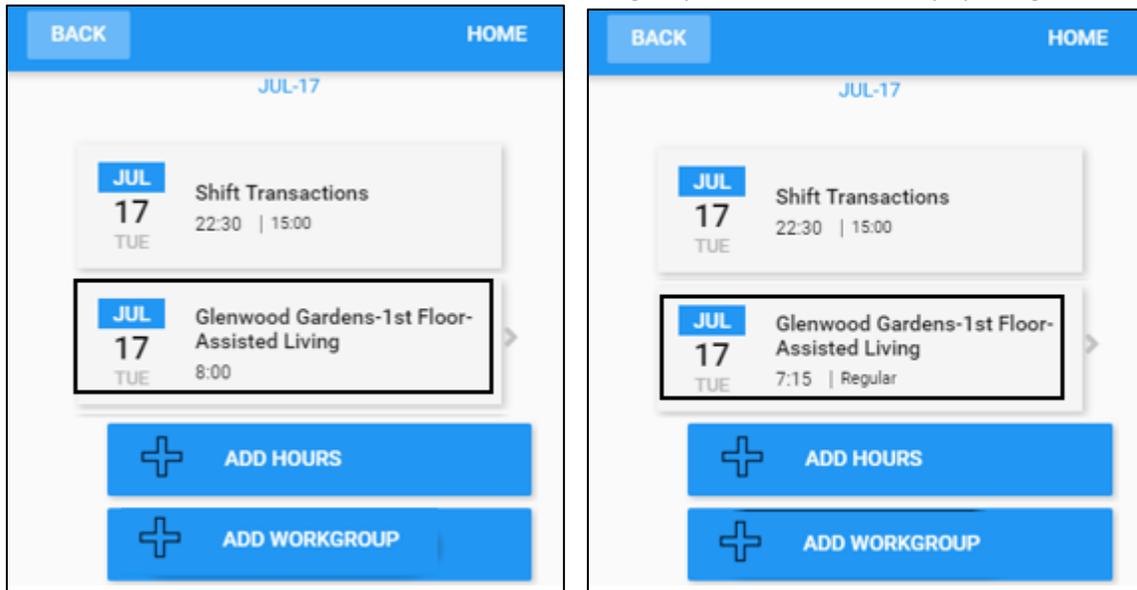
- Tap **ADD HOURS**.



3. Specify the following properties for adding hours. Then tap **SAVE**.

Field	Description
Change Time To	<p>Based on your system settings, you can select a workgroup set or a pay designation:</p> <ul style="list-style-type: none"> <li>• Workgroup set.           <div data-bbox="586 1045 1128 1152" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Charge Time To</p> <p>Glenwood Gardens-1st Floor-Assisted Living</p> </div> </li> <li>• Pay designation.           <div data-bbox="586 1192 1015 1432" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Charge Time To</p> <p>Regular</p> <p>Glenwood Gardens-1st Floor-Assisted Living</p> <p>Regular</p> <p>Overtime</p> </div> </li> </ul>
Hours	<p>The hours can be entered directly in the field or specified using the slider.</p> <div data-bbox="527 1522 1015 1795" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Hours</p> <p>8.4</p> <p>8.4</p> <p>8.4 Hours</p> <p>TENTHS QUARTER HALF FULL</p> </div>

4. The worked hours are allocated to the selected workgroup set or the selected pay designation.



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