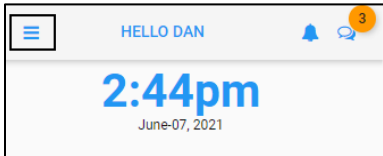


# ESS Mobile 3.0: Calling In Late to Work

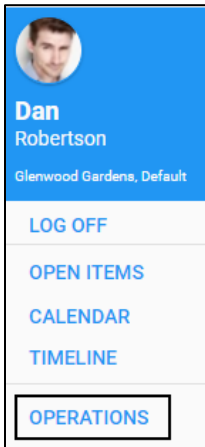
An employee can send their supervisor a simple and quick notification when they are running late.

To call in late to work:

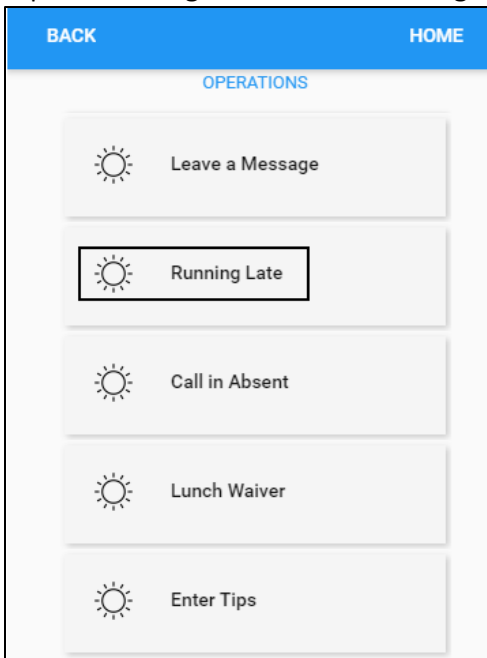
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



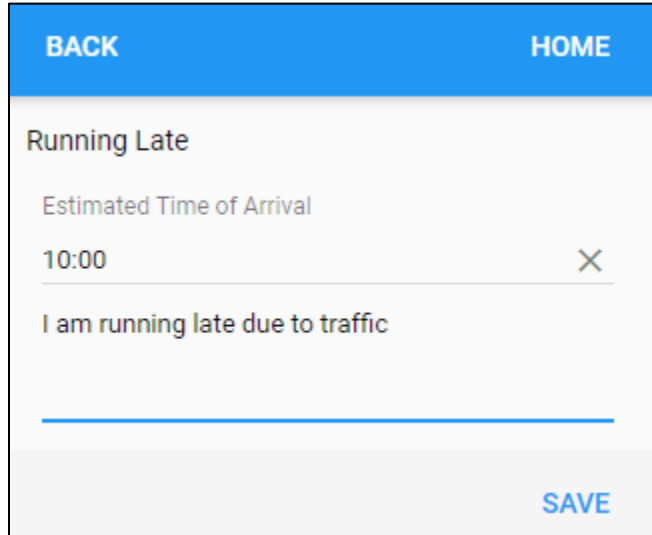
2. Tap the **OPERATIONS** menu item. The **OPERATIONS** screen is displayed.



3. Tap the **Running Late** tile. The **Running Late** screen is displayed.



4. Enter the estimated time of arrival. Type any notes to accompany the Call In Late. For example, indicate the reason for running late. Tap **SAVE**.



The screenshot shows a mobile application interface for reporting a 'Running Late' notification. At the top, there is a blue header bar with 'BACK' on the left and 'HOME' on the right. Below the header, the title 'Running Late' is displayed. Underneath, there is a section for 'Estimated Time of Arrival' with a text input field containing '10:00' and a clear button (an 'X' icon) to its right. Below this is a text input field for notes, containing the text 'I am running late due to traffic'. At the bottom right of the form, there is a blue 'SAVE' button.

5. The Running Late notification is sent to the employee's supervisor.

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