


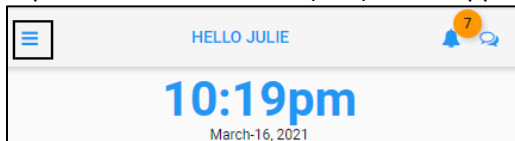
ESS Mobile 3.0: Viewing Daily Pay Accumulations

Job Aid

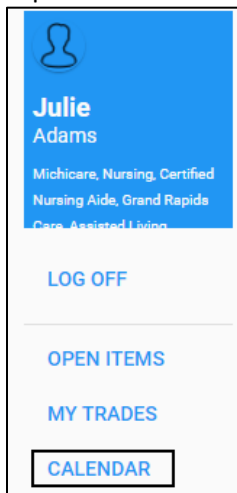
Employees can view their daily accumulated worked and non-worked hours by pay designations.

To view daily pay accumulations:

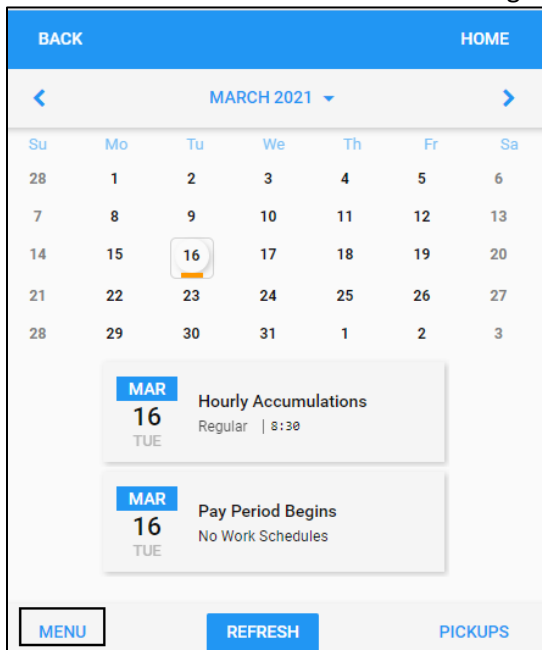
1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



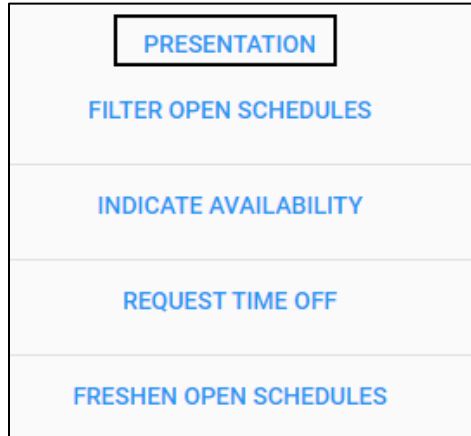
2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



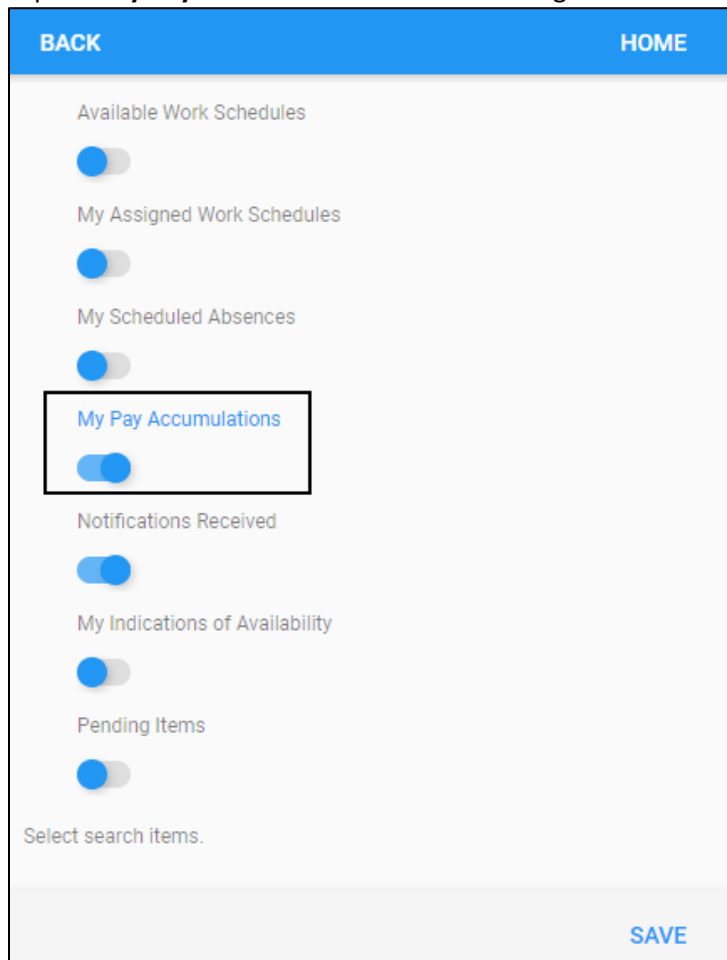
3. The current date is identified with an orange underscore. Tap **MENU**. The menu options are expanded.



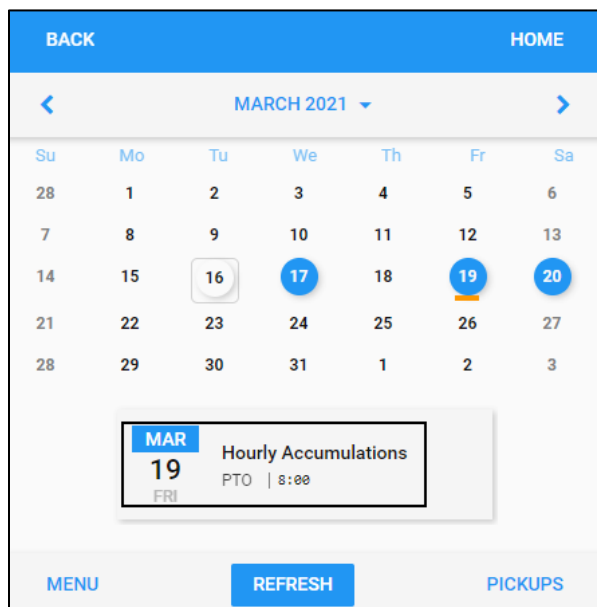
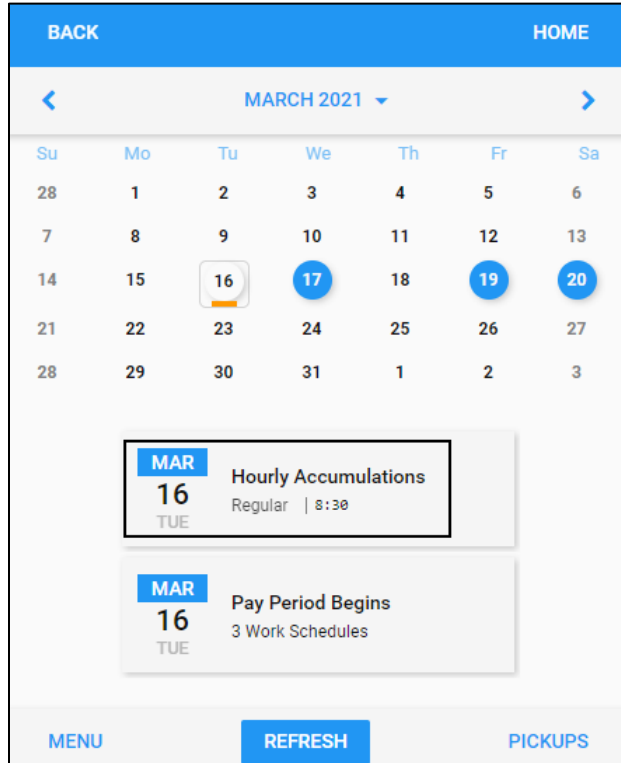
4. Tap **PRESENTATION**. The **REQUEST TIME OFF** calendar view is displayed with the current date highlighted.



5. Tap the **My Pay Accumulations** slider to the right to enable this option. Tap **SAVE**.



6. The days that have the accumulated worked and non-worked hours by pay designations are identified on the calendar with a blue circle.



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