ESS Mobile 3.0: Viewing Event Timelines

Employee can access their event timelines to selectively view their important activities since the beginning of the current period.

To access event timelines:

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



3. Tap MENU.



4. Tap SET FILTER.



5. Enable items displayed in the Timeline. Tap **SAVE**.

BACK	HOME
Available Work Schedules	
My Assigned Work Schedules	
My Scheduled Absences	
My Pay Accumulations	
Notifications Received	
My Indications of Availability	
Pending Items	
-	
Select search items.	
	SAVE

- 6. Items are displayed based on the selection.
 - My Assigned Work Schedules. The employee assigned work schedules in their home workgroup and transferred work group.

BACK			HOME
	MAR 16 TUE	Work Schedule 8:00a to 5:00p 8½h Grand Rapide Care Assisted Living 1	le
	MAR 18 Thu	Work Schedule 8:00a to 5:00p 8½h Activities Activities Aide Grand Rapids Care Assisted Living 10 1	•
MENU			

• My Scheduled Absences. The employee's absence planned schedules.

BACK			HOME
	MAR 16 TUE	Pay Period Begins 3 Work Schedules	Î
	MAR 17 WED	Planned Absence Sick Michicare-Nursing- Certified Nursing Aide-Grand Rapids Care-Assisted Living	
	MAR 19 FRI	Planned Absence PTO Michicare-Nursing- Certified Nursing Aide-Grand Rapids Care-Assisted Living	-
MENU			

• My Pay Accumulations. The daily accumulated worked and non-worked hours by pay designations.

BACK			HOME
	MAR 16 TUE	Hourly Accumulations Regular 8:30	
	MAR 16 TUE	Pay Period Begins 3 Work Schedules	
	MAR 17 WED	Hourly Accumulations Sick 8:00	
MENU			

• My Indications of Availability. The employee work availability. The unavailable status is labeled as **Unavailable** and available status is labeled as **Preferred**.



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