

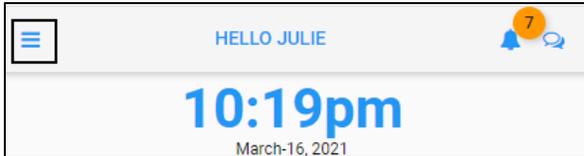
ESS Mobile 3.0: Viewing Event Timelines

Job Aid

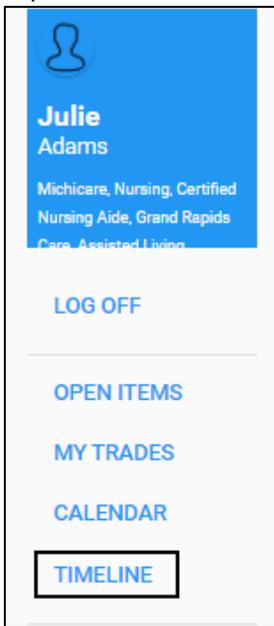
Employee can access their event timelines to selectively view their important activities since the beginning of the current period.

To access event timelines:

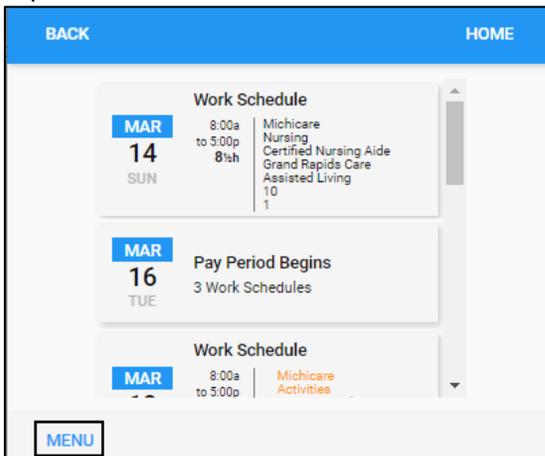
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the **TIMELINE** menu item.



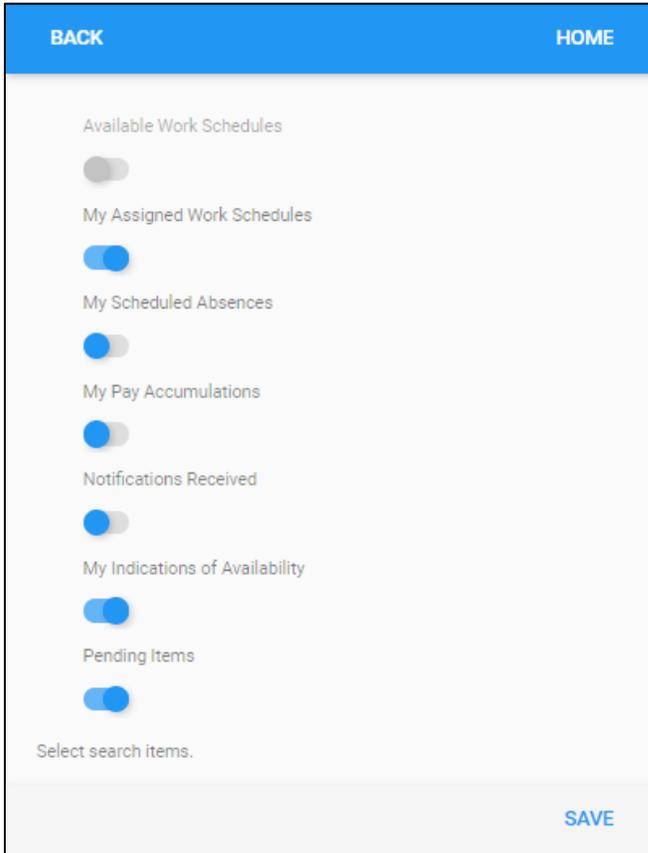
3. Tap **MENU**.



4. Tap **SET FILTER**.

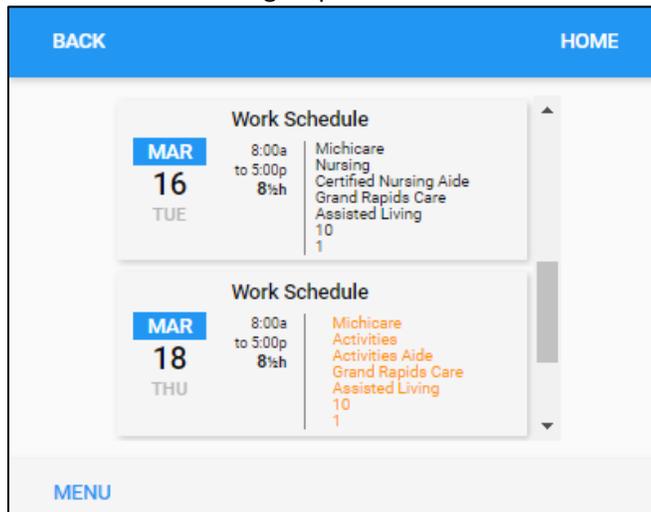


5. Enable items displayed in the Timeline. Tap **SAVE**.

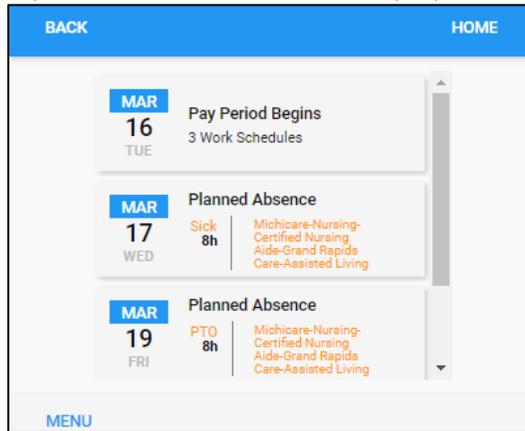


6. Items are displayed based on the selection.

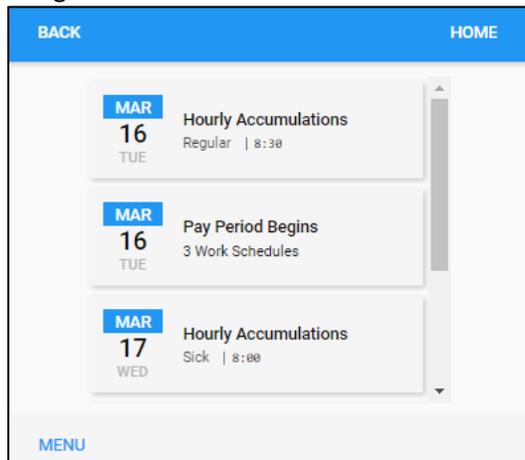
- My Assigned Work Schedules. The employee assigned work schedules in their home workgroup and transferred work group.



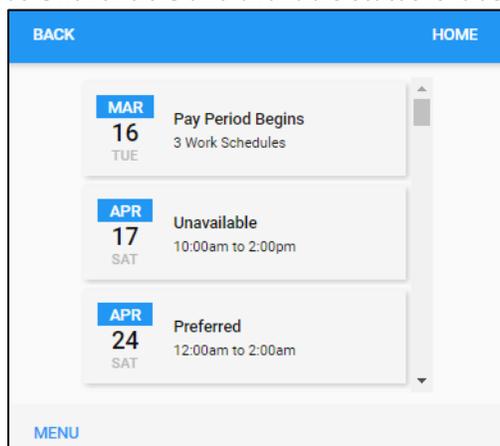
- My Scheduled Absences. The employee’s absence planned schedules.



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



- 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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