ESSM: Viewing Benefit Balances

Job Aid

To view benefit balances in the ESS Mobile app, tap the Time Card Review tile displayed in your mobile app home screen.



Tap the Benefit Balance tile in the Time Card Data screen.



Benefit balances are displayed by dates for the balance in and balance out for the pay period selected. Tap the Previous Pay Period tab at the bottom of the screen to view benefit balances for the previous pay period. Finger swipe the screen to move the screen to view the hidden balance columns.

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BENEFIT BALANCE			_ Benefit balance	BENEFIT BALANCE			
Date	Туре	Vacation	column	Туре	Vacation	Sick	Personal
05/30/22	Balance In	40:00		Balance In	40:00	16:00	8:00
06/06/22	Balance Out	40:00		Balance Out	40:00	16:00	8:00
Swi add	ipe to the left to view ditional benefit columns	DD	Previous Pay Period tab	PREVIOUS PAY PERIOD	CURRENT PAY	PERIOD	

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