



# MSS: Icons and Badges

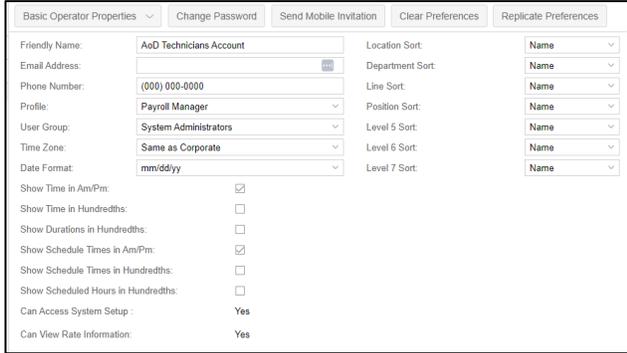
This job aid is a quick reference guide to the icons and buttons found in Manager Self Service (MSS) the Attendance on Demand application for administrators, managers, and supervisors to manage benefits and leave requests.

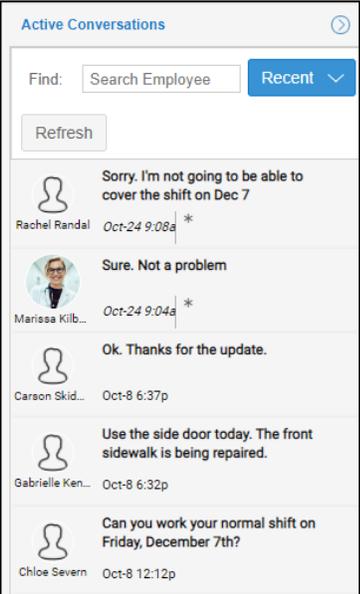
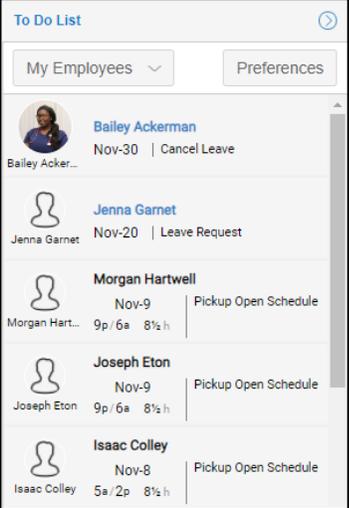
## Quick Access Toolbar Icons

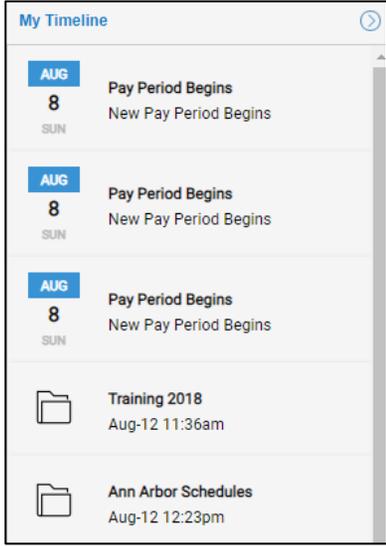
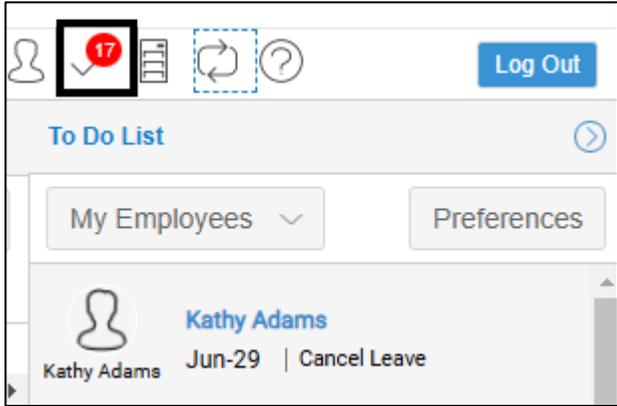
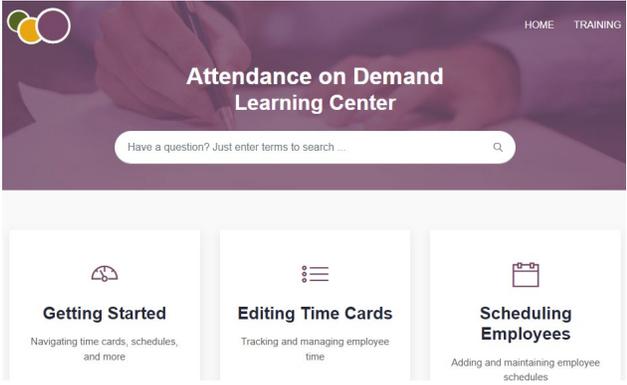
The Quick Access toolbar is a static feature of the Manager Self Service (MSS) header.

The screenshot shows the MSS dashboard header. The Quick Access toolbar is located in the top right corner and contains the following icons: a user profile icon, a notification bell with a red '2', a red '20' badge, a calendar icon, a refresh icon, and a help icon. Below the toolbar, the dashboard displays a weekly time card summary for September 23-27, 2019, with columns for Actual, Scheduled, Diff, and Schedules. The 'Attendance Issues' row is highlighted in yellow.

This table lists the buttons found in the Quick Access toolbar:

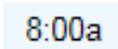
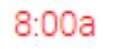
Icon	Opens	Description
		<p><b>My Account</b></p> <p>This button will display your account details.</p>

Icon	Opens	Description
		<p><b>Messages</b></p> <p>This is a list of messages you have sent to employees and a search field to locate an employee to message.</p>
		<p><b>To Do List</b></p> <p>This list includes employee requests and exceptions that can be addressed from the list.</p>

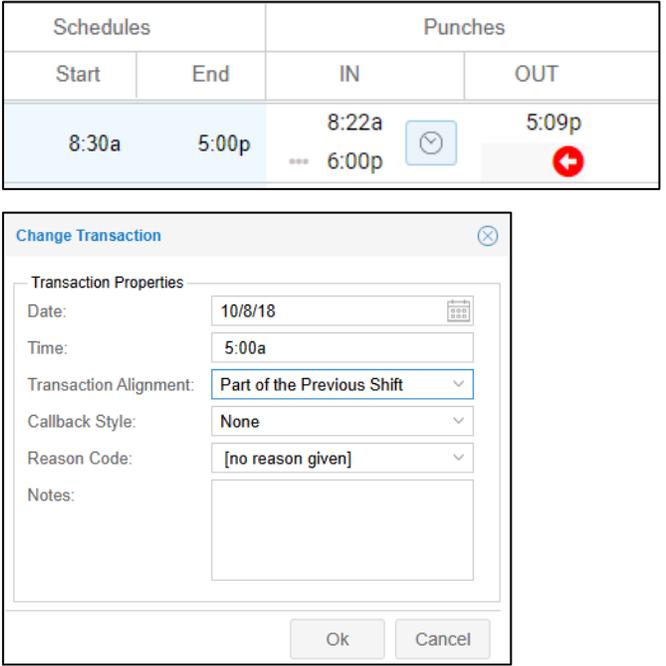
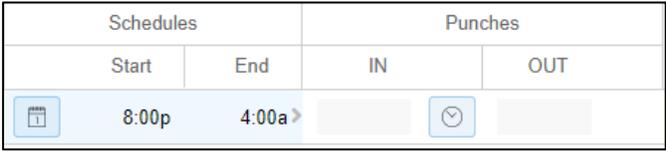
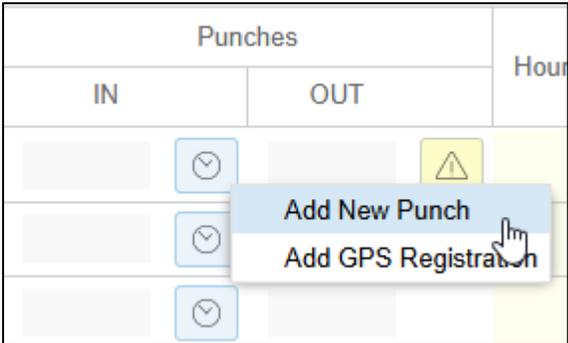
Icon	Opens	Description
		<p><b>My Timeline</b></p> <p>This is a calendar list of events in your system, such as the beginning of pay periods.</p>
		<p><b>Refresh</b></p> <p>This button refreshes the To Do List number badge after items have been addressed in the list.</p>
		<p><b>Online Reference</b></p> <p>This button links you to the Attendance on Demand Learning Center which contains job aids and videos on various topics from time cards to time clocks.</p> <p><b>Note:</b> Pop-up blockers may prevent the link from working. Disable the pop-up blocker in your system if you are unable to reach the Learning Center.</p>

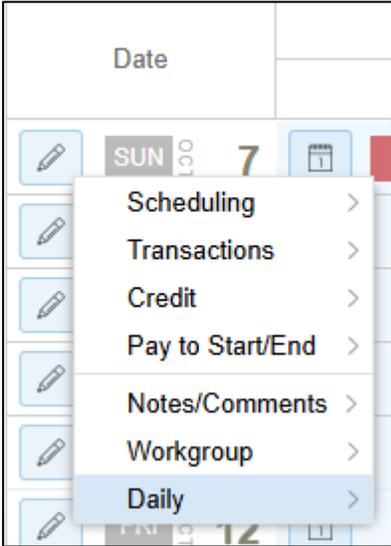
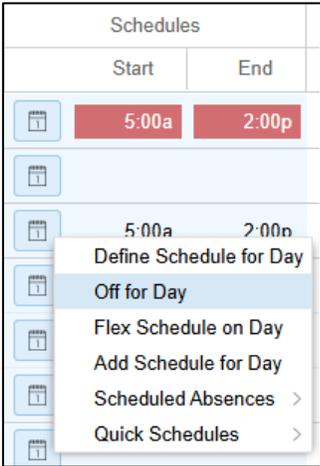
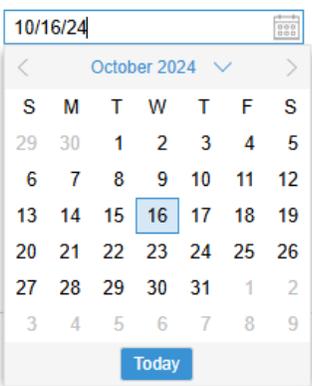
# Time Card Icons

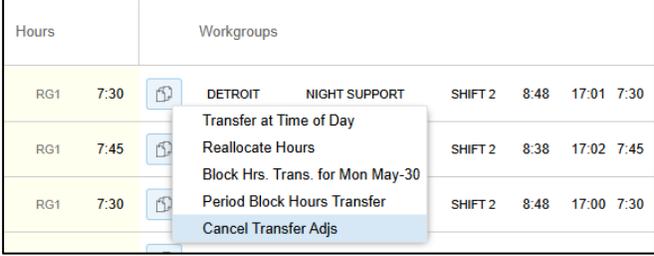
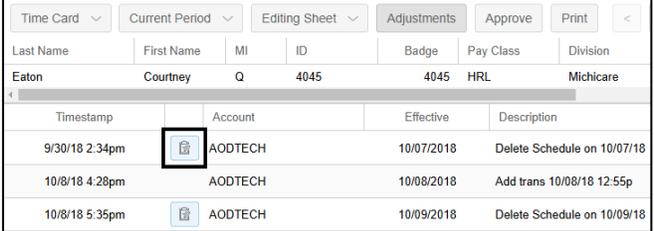
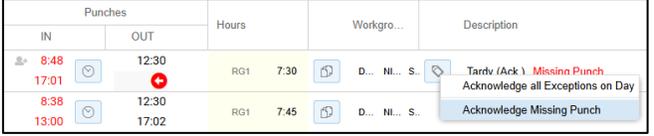
This table lists icons found in employee time cards with a description of their functions.

Icon	Location in Time Card	Description																
	<table border="1"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>8:30a</td> <td>5:00p</td> <td>8:21a </td> <td>4:54p</td> </tr> </tbody> </table>	Schedules		Punches		Start	End	IN	OUT	8:30a	5:00p	8:21a 	4:54p	Standard Punch				
Schedules		Punches																
Start	End	IN	OUT															
8:30a	5:00p	8:21a 	4:54p															
	<table border="1"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>8:23a </td> <td>5:08p </td> </tr> </tbody> </table>	Schedules		Punches		Start	End	IN	OUT			8:23a 	5:08p 	Punch with an exception				
Schedules		Punches																
Start	End	IN	OUT															
		8:23a 	5:08p 															
	<table border="1"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>11:00p</td> <td>7:30a &gt;</td> <td>11:00p </td> <td> 7:30a</td> </tr> </tbody> </table>	Schedules		Punches		Start	End	IN	OUT	11:00p	7:30a >	11:00p 	 7:30a	Punch entered manually by manager				
Schedules		Punches																
Start	End	IN	OUT															
11:00p	7:30a >	11:00p 	 7:30a															
	<table border="1"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>11:00a</td> <td>1:00p</td> <td></td> <td> </td> </tr> </tbody> </table>	Schedules		Punches		Start	End	IN	OUT	11:00a	1:00p		 	Exception warning				
Schedules		Punches																
Start	End	IN	OUT															
11:00a	1:00p		 															
	<table border="1"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:00p</td> <td>7:30a &gt;</td> <td> 11:00p </td> <td></td> </tr> </tbody> </table>	Schedules		Punches		Start	End	IN	OUT					11:00p	7:30a >	 11:00p 		Missing Punch
Schedules		Punches																
Start	End	IN	OUT															
																		
11:00p	7:30a >	 11:00p 																

Icon	Location in Time Card	Description												
	<table border="1" data-bbox="370 302 1019 470"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>8:30a</td> <td>5:00p</td> <td>           &lt;&lt; 8:27a  </td> <td>  4:57p         </td> </tr> </tbody> </table> <div data-bbox="370 491 862 932"> <p><b>Change Transaction</b> <span>✕</span></p> <p>Transaction Properties</p> <p>Date: <input type="text" value="10/8/18"/> </p> <p>Time: <input type="text" value="5:00a"/></p> <p>Transaction Alignment: <input type="text" value="The Start of a Shift"/> ▾</p> <p>Callback Style: <input type="text" value="None"/> ▾</p> <p>Reason Code: <input type="text" value="[no reason given]"/> ▾</p> <p>Notes: <input type="text"/></p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>	Schedules		Punches		Start	End	IN	OUT	8:30a	5:00p	<< 8:27a 	 4:57p	<p>This icon is displayed next to a punch that has been aligned to the start of a shift.</p>
Schedules		Punches												
Start	End	IN	OUT											
8:30a	5:00p	<< 8:27a 	 4:57p											
	<table border="1" data-bbox="370 980 1029 1157"> <thead> <tr> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>8:30a</td> <td>5:00p</td> <td>           8:22a             --- 6:00p         </td> <td>           5:09p            ○ 10:00p         </td> </tr> </tbody> </table> <div data-bbox="370 1178 867 1625"> <p><b>Change Transaction</b> <span>✕</span></p> <p>Transaction Properties</p> <p>Date: <input type="text" value="10/8/18"/> </p> <p>Time: <input type="text" value="2:00p"/></p> <p>Transaction Alignment: <input type="text" value="The End of a Shift"/> ▾</p> <p>Callback Style: <input type="text" value="None"/> ▾</p> <p>Reason Code: <input type="text" value="[no reason given]"/> ▾</p> <p>Notes: <input type="text"/></p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>	Schedules		Punches		Start	End	IN	OUT	8:30a	5:00p	8:22a  --- 6:00p	5:09p ○ 10:00p	<p>This icon is displayed next to a punch that has been aligned to the end of a shift.</p>
Schedules		Punches												
Start	End	IN	OUT											
8:30a	5:00p	8:22a  --- 6:00p	5:09p ○ 10:00p											

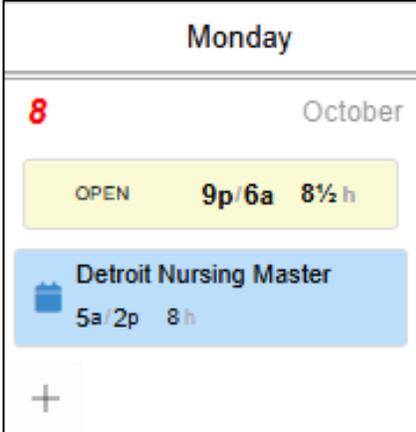
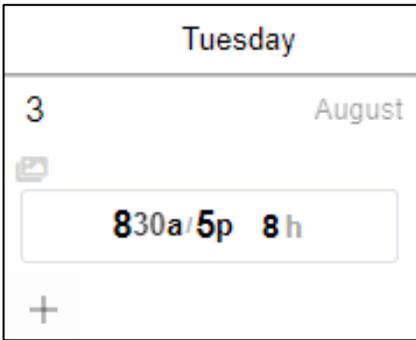
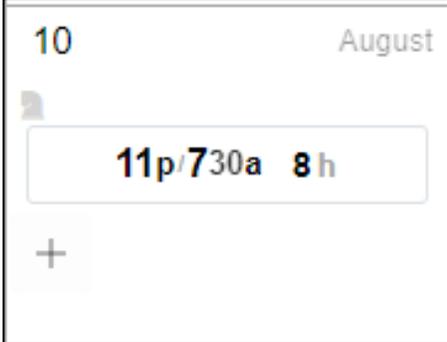
Icon	Location in Time Card	Description
		<p>This icon is displayed next to a punch that has been aligned to become part of a previous shift.</p>
		<p>This icon is displayed next to a schedule that crosses a day divide.</p>
		<p>This icon displays the menu for adding a punch in the employee time card.</p>

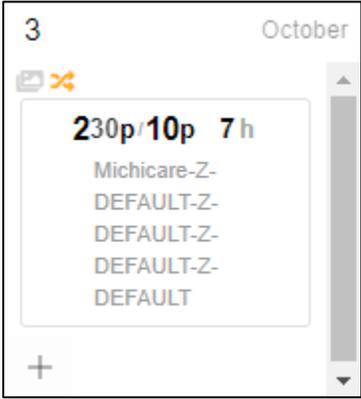
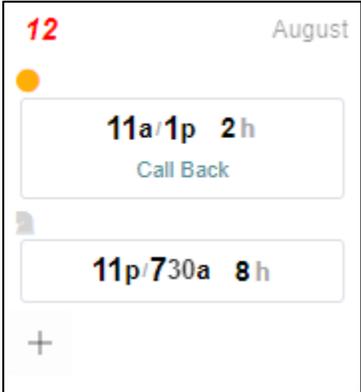
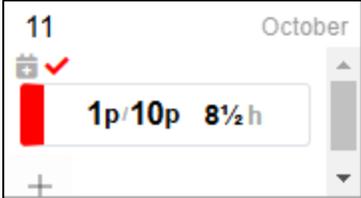
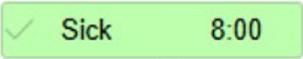
Icon	Location in Time Card	Description
		<p>This icon provides access to the full menu of time card commands.</p>
		<p>This icon displays the menu for adding and adjusting schedules in the employee time card.</p>
		<p>This icon displays a calendar for selecting the date.</p>

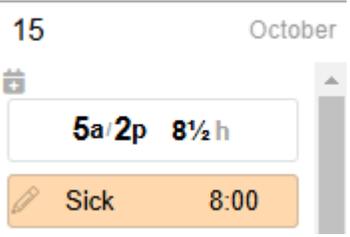
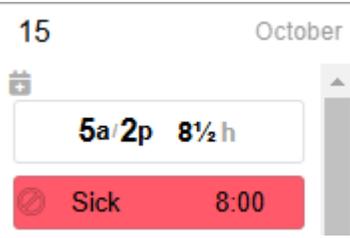
Icon	Location in Time Card	Description
		<p>This icon displays the workgroup transfer menu in the employee time card.</p>
		<p>This icon in the Adjustments panel of the employee time card indicates a transaction can be removed.</p>
		<p>This icon is used to acknowledge a missing punch in the employee time card.</p>

# Employee Schedule Page Icons

This table lists icons found in employee schedule pages with a description of their functions.

Icon	Location in Schedule Page	Description
		<p>Date displayed in red indicates the current date in the schedule page.</p>
		<p>This icon displayed in the employee schedule page indicates the schedule is based on a schedule pattern.</p>
		<p>This icon indicates that the schedule crosses midnight.</p>

Icon	Location in Schedule Page	Description
		<p>The two yellow arrows icon indicates this schedule is a transfer from the Home workgroup assignment.</p>
		<p>This icon indicates a schedule style has been applied to a schedule. The name of the schedule style will appear with the schedule details, in this example, "Call Back," in the schedules page.</p>
		<p>This icon indicates the schedule is waiting for employee approval.</p>
		<p>An approved time of request is displayed with a green bar that displays the number of hours requested off and the benefit hours to be used.</p>

Icon	Location in Schedule Page	Description
		<p>A time of request pending manager approval is displayed with a yellow bar that displays the number of hours requested off and the benefit hours to be used.</p>
		<p>A denied time of request is displayed with a red bar that displays the number of hours requested off and the benefit hours to be used.</p>

©2024 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.