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.

Dashboard Mon Oct-8 🔬 🧐 🛱 💭 🕐 Log Out											
AoD Technicians Account	Dashboard										\odot
Find: Search Employee	Period:	Previous F	Period		v	My Workgroups	\sim		1	Preferences) in
Process Payroll (+)	Sunday			Monday		Tuesday	,	v	Vednesday		T ate
Daily Operations	23	September	24		September	25	September	26	September	27	A with F
② Dashboard	Actual	0:00	Hours 0:00	0.00	8:00	Actual	0:00	Hours		Actual	and
Time Card Summary (Previou	Scheduled	249:30	0%	0%	100%	Scheduled	311:30			Scheduled	,
Time Card Summary (Current	Diff	-249:30		0.7	PTO .	Diff	-311:30	Baa		Diff	Iche
1099 Time Card Summary (Pr	Schedules	30	Actual	01	8:00	Schedules	38	Actual	8:00	Schedules	Ē
1099 Time Card Summary (C	Attendance Issues	30	Scheduled		356:30	Attendance Issues	38	Scheduled	288:30	Attendance	
Time Off			Diff		-348:30			Diff	-280:30		

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

lcon	Opens	Description	
S	Basic Operator Properties Change Password Send Mobil Friendly Name: AoD Techniclans Account Image: Comparison of Co	le Invitation Clear Preferences Replicate Preferences	My Account This button will display your account details.

lcon	Opens	Description
	Active Conversations Image: Conversation of the second	Messages This is a list of messages you have sent to employees and a search field to locate an employee to message.
39	To Do List Image: Constraint of the system My Employees Preferences Bailey Acker Bailey Ackerman Nov-30 Cancel Leave Jenna Garnet Nov-20 Leave Request Jenna Garnet Nov-20 Leave Request Morgan Hart 9p/6a 8% h Pickup Open Schedule Joseph Eton Nov-9 Pickup Open Schedule	To Do List This list includes employee requests and exceptions that can be addressed from the list.

lcon	Opens	Description	
TEL	My Timeline Image: Constraint of the system AUG Pay Period Begins SUM Pay Period Begins AUG Pay Period Begins SUM New Pay Period Begins AUG Pay Period Begins SUM New Pay Period Begins SUM Pay Period Begins SUM New Pay Period Begins SUM New Pay Period Begins SUM Training 2018 Aug-12 11:36am Aug-12 12:23pm	My Timeline This is a calendar list of events in your system, such as the beginning of pay periods.	
	Image: Second state Image: Second state	Refresh This button refreshes the To Do List number badge after items have been addressed in the list.	
\bigcirc	► TRAINING Attendance on Demand Learning Center Wave a question? Just enter terms to search Awve a question? Just enter terms to search Control Just enter terms to search Control Control Desting Started Anvigating time cards, schedules, and more Traking and managing employee time	Online Reference 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. Note : 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.	

Time Card Icons

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

lcon	Location in Time Card				D	escription	
8:00a	Schedules	S	Punches		St	tandard Punch	
	Start	End	IN	OUT			
	8:30a	5:00p	8:21a 🚫	4:54p			
8:00a	Schedule	s	Punc	hes] Pi	unch with an exception	
	Start	End	IN	OUT			
			8:23a 🕑	5:08p]		
					1 -		
2+	Schedule	es	Pun	ches	Pi	Punch entered manually	
	Start	End	IN	OUT		y manager	
	11:00p	7:30a	> 11:00p 🕑	≗ + 7:30a			
\triangle	Schedule	S	Punch	ies	E	xception warning	
	Start	End	IN	OUT			
	11:00a	1:00p	\bigcirc				
^	Schedules	6	Punches		M	lissing Punch	
V	Start	End	IN	OUT		C C	
			\odot				
	11:00p	7:30a 🌶	≗ +11:00p ⊙	0			

lcon	Location in Time	Card	Description
~	Schedules Start End 8:30a 5:00p Change Transaction Image: 10/8/ Date: 10/8/ Time: 5:00 Transaction Alignment: The S Callback Style: None Reason Code: [no r Notes: [no r	Punches IN OUT	This icon is displayed next to a punch that has been aligned to the start of a shift.
0	Schedules Start End 8:30a 5:00p Change Transaction Image: Change Transaction Properties Date: 10/8/ Time: 2:00 Transaction Alignment: The E Callback Style: None Reason Code: [no r Notes: Image: Colstance	Punches IN OUT 8:22a 5:09p 6:00p • 10:00p IB IB IB IB IB IB IB IB IB IB	This icon is displayed next to a punch that has been aligned to the end of a shift.

lcon	Location in Time Card	Description
•••	Schedules Punches Start End IN OUT 8:30a 5:00p 5:00p 5:00p	This icon is displayed next to a punch that has been aligned to become part of a previous shift.
	Change Transaction Image: Comparise Transaction Properties 10/8/18 Date: 10/8/18 Time: 5:00a Transaction Alignment: Part of the Previous Shift Callback Style: None Reason Code: [no reason given] Notes: Ok Cancel	
>	Schedules Punches Start End IN OUT 8:00p 4:00a 🛇 IN	This icon is displayed next to a schedule that crosses a day divide.
\odot	Punches Hour IN OUT IN Add New Punch Add GPS Registration	This icon displays the menu for adding a punch in the employee time card.

lcon	Location in Time Card	Description
	Date SUN 2 Scheduling Transactions Transactions Credit Pay to Start/End Notes/Comments Workgroup Daily	This icon provides access to the full menu of time card commands.
	Schedules Start End 5:00a 2:00p Define Schedule for Day Define Schedule for Day Flex Schedule on Day Schedule for Day Schedule for Day Schedule for Day Gtt schedule for Day Gtt schedule for Day Min Schedule for Day Min Schedule for Day Min Schedule for Day Min Schedule S Quick Schedules	This icon displays the menu for adding and adjusting schedules in the employee time card.
	10/16/24 Image: constraint of the second symplectic symplecti symplectic symplectic symplectic symplectic s	This icon displays a calendar for selecting the date.

lcon	Location in Time Card	Description
Ð	Hours Workgroups RG1 7:30 DETROIT NIGHT SUPPORT SHIFT 2 8:48 17:01 7:30 Transfer at Time of Day Reallocate Hours Block Hrs. Trans. for Mon May-30 SHIFT 2 8:38 17:02 7:45 RG1 7:30 Period Block Hours Transfer SHIFT 2 8:48 17:00 7:30 Cancel Transfer Adjs SHIFT 2 8:48 17:00 7:30	This icon displays the workgroup transfer menu in the employee time card.
1	Time Card Current Period Editing Sheet Adjustments Approve Print <	This icon in the Adjustments panel of the employee time card indicates a transaction can be removed.
\$	Punches Hours Workgro Description IN OUT Hours Workgro Description In 0 UT In In Solution Solution 17:01 Image: Solution of the solution o	This icon is used to acknowledge a missing punch in the employee time card.

Employee Schedule Page Icons

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





lcon	Location in Schedule Page	Description
Sick 8:00	15 October	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.
Sick 8:00	15 October	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.

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