



# ESS Mobile

## Time tracking app for employees on the go!



Elaine can punch in and out and even transfer to another department right on her tablet. She is also notified when she needs to approve her time card.



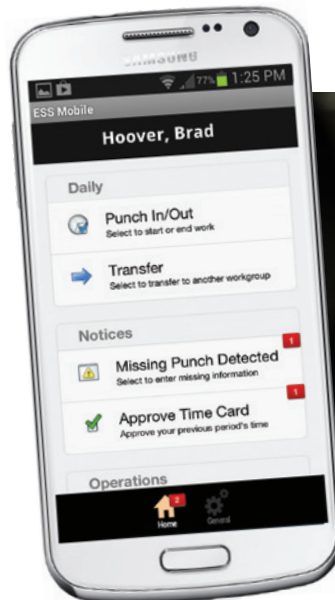
### Smart, Adaptive, Mobile

Employee Self Service (ESS) Mobile from Attendance on Demand is adaptive—the employee's home screen changes based on what the employee needs to do and how the employee works.

Different types of employees have different time tracking needs. ESS Mobile is a single app that presents different options to different employees based on employee permissions. It accesses configuration information in Attendance on Demand to present a smart, easy-to-use app that is tailored to the employee.

### Instant Notification

Notifications alert employees only when they need to take action... fix missing punches, approve time cards, or read messages. Employees can also notify supervisors of late arrival or absence. The employee's home screen changes to show the employee exactly what to do.



Brad is notified that he needs to add a missing punch and approved his time card for the pay period.



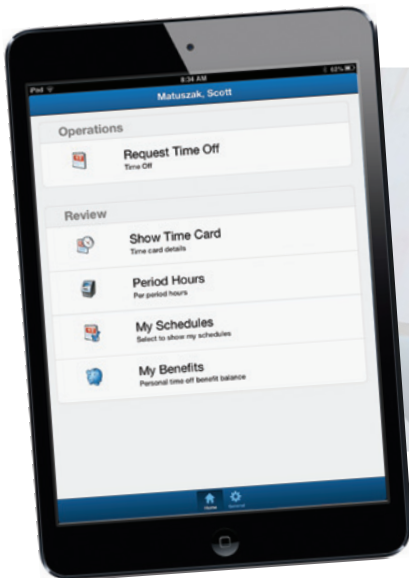
Natasha tracks her time to projects and simply enters total hours. She can also enter expenses like mileage and meals.

## With ESS Mobile, Employers Have Options and Employees are Engaged

ESS Mobile can be set up to include the functions that various employees need for accurate and efficient time tracking:

- Punch In/Out.
- Punch restrictions prevent double punching or punching in early or out late for shifts, breaks or meals.
- Enter hours through a daily worksheet.
- Receive alerts for missing punch, unapproved time card, and pending messages.
- Enter missed punches.
- Approve time card.
- Transfer from one department to another.
- Request leave for partial day, full day, or multiple days and review leave request history.
- Send Call in Late and Call in Absent notices to supervisors.
- Leave a message to supervisor and review message history.
- Enter tips, if employees report tips.
- Enter expenses, if employees report meals and mileage, for example.
- Review punches, schedules, worked hours, benefit balances, and leave requests.
- Change login PIN.

Attendance on Demand records all employee time card edits, employee notifications, and responses created by the employee in ESS Mobile.



Scott can review information and request time off but he must punch in and out at a time clock onsite. Punching is not available on his tablet.

## Where to Download the ESS Mobile App

ESS Mobile is available in Apple's App Store and in Google Play. Once mobile configuration is set up in Attendance on Demand, employees can download the app, enter their employer's identification number, employee ID, and password or PIN. The app then accesses Attendance on Demand to complete the employee-specific setup.