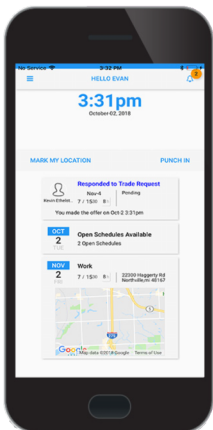# ESS MOBILE AND DESKTOP OPTIONS FOR EMPLOYEES ON THE GO
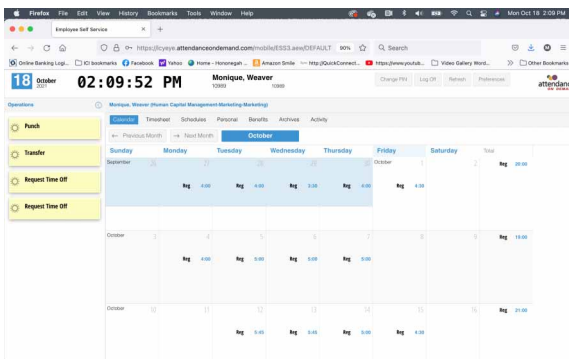
Access and manage your time and labor tasks with a secure, modern,
personalized mobile or desktop experience to improve your workforce productivity.
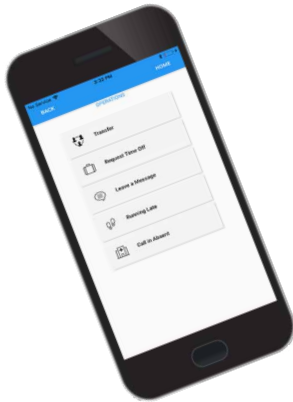
SMART, ADAPTIVE, PORTABLE

Employee Self Service (ESS) is an adaptive offering from Attendance on Demand with both mobile and desktop options. 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 is available on browser or app to present 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.

ADVANTAGES WITH MOBILE ESS

INSTANT NOTIFICATION WITH MOBILE

With ESS Mobile notifications, alert employees only when they need to take action. Actions can include fixing missing punches, approving time cards, or reading 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.

WITH ESS MOBILE, EMPLOYERS HAVE OPTIONS, 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
- Records GPS punches and transfers
- Punch restrictions prevent double punching or punching in early or out late for shifts, breaks, and meals
- Enter hours through 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

EASY PUNCH IN/PUNCH OUT

? **REQUEST LEAVE** for a partial day, full day, or multiple days, and review

SEND IN call in late and call in absent notices to supervisors

TRANSFER from one department to another

RECORDS GPS punches and transfers

REVIEW punches, schedules, worked hours, benefit balances, and leave

APPROVE TIME CARDS

ENTER MISSED PUNCHES

- Send Call in Late and Call in Absent notices to supervisors
- Leave a message to supervisors 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
- Available on iOS and Android

BROWSER–BASED DESKTOP ESS

If your employees are working remotely, the desktop ESS version might be a good fit. Employees have the ability to punch in and out. Further, they can request leave, make transfers, and more.

(815) 484-2100   HumanCapitalManagement@icico.com