



Employee Self Service

Timesheet Instructions

Employee Instructions to Attendance on Demand Timesheet

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Getting to Attendance on Demand's Employee Self Service

Type your company's assigned URI into your internet browser profile:

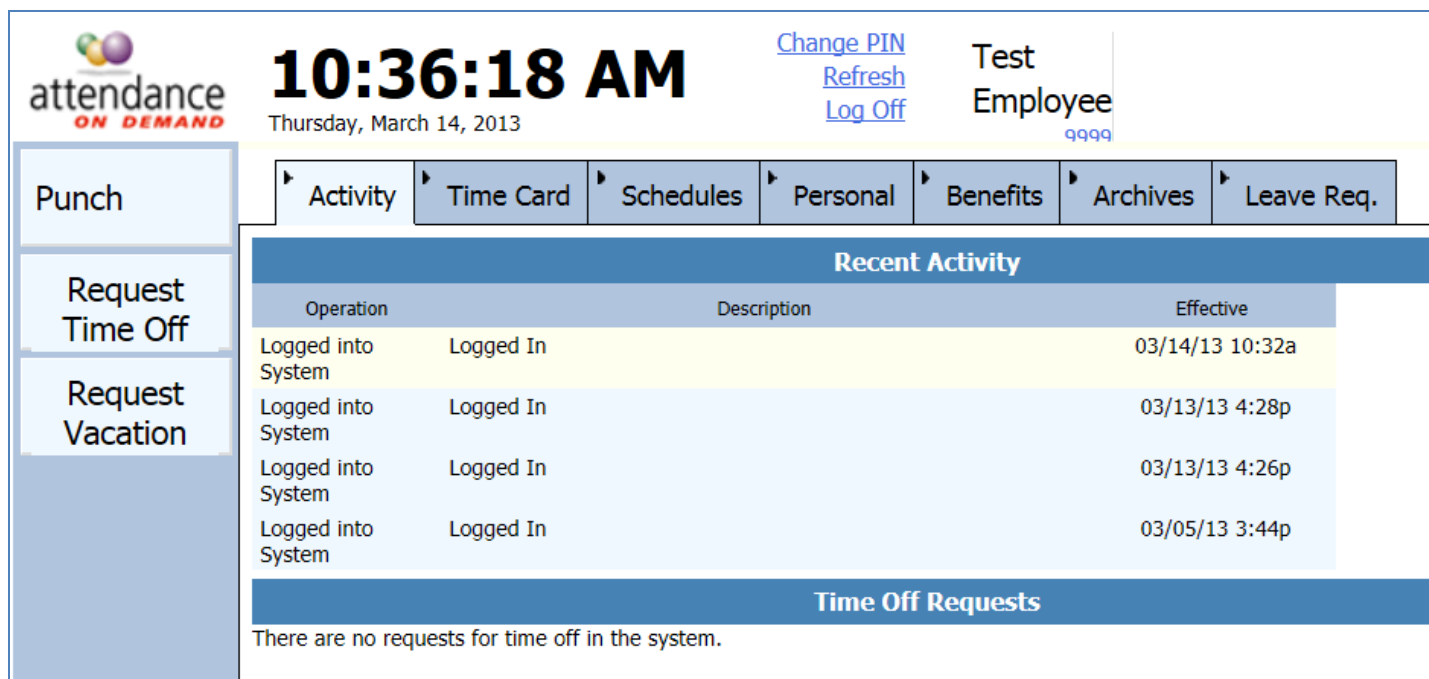
You will enter your unique employee ID and Pin to access the system.



The screenshot shows a web browser window with the URL <https://scaod.attendanceondemand.com/ess/>. The page features the "attendance ON DEMAND" logo on the left and the title "Employee Self Service" in the center. Below the logo, there is a login form with two input fields: "Badge/ID" and "PIN". A "Login" button is positioned below the PIN field.

Employee Self Service

Below is an example of what you will see when logged into Employee Self Service.



The screenshot displays the Employee Self Service dashboard. At the top left is the "attendance ON DEMAND" logo. To its right, the time "10:36:18 AM" is shown in large black font, with "Thursday, March 14, 2013" below it. Further right are links for "Change PIN", "Refresh", and "Log Off". On the far right, the text "Test Employee" is displayed above a masked ID "9999".

On the left side, there is a vertical menu with three options: "Punch", "Request Time Off", and "Request Vacation".

The main content area features a horizontal navigation bar with tabs: "Activity", "Time Card", "Schedules", "Personal", "Benefits", "Archives", and "Leave Req.". The "Activity" tab is currently selected.

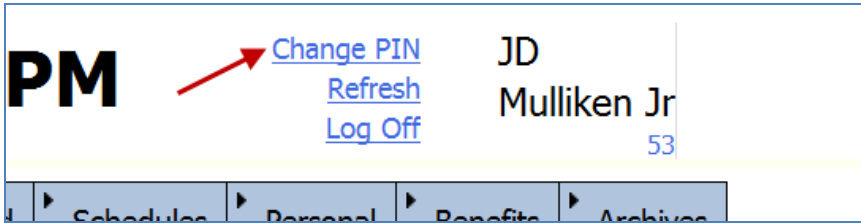
Below the navigation bar, there is a section titled "Recent Activity" with a table showing login history:

Operation	Description	Effective
Logged into System	Logged In	03/14/13 10:32a
Logged into System	Logged In	03/13/13 4:28p
Logged into System	Logged In	03/13/13 4:26p
Logged into System	Logged In	03/05/13 3:44p

Below the "Recent Activity" table is a section titled "Time Off Requests" with the message: "There are no requests for time off in the system."

Changing your Pin

Click on the Change Pin link.




Type in the new pin number in twice.

A screenshot of a dialog box titled 'Enter New PIN Number'. The dialog box has a blue header bar with the title. Below the header, there is a text input field for the new PIN number. Below the input field, there is a prompt: 'Type in your new PIN number. Please use only digits.' Below this, there is another text input field for re-entering the PIN number. Below the second input field, there is a prompt: 'Enter the same PIN number again for verification.' At the bottom of the dialog box, there are two buttons: 'Ok' and 'Cancel'.

Activity Tab

The Activity Tab is the default landing page. This page is where you will be able to see all the activity you perform in the system.



10:36:18 AM
Thursday, March 14, 2013

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Test
Employee
9999

Punch

Request Time Off

Request Vacation

Activity

Time Card

Schedules

Personal

Benefits

Archives

Leave Req.

Recent Activity


Operation	Description	Effective
Logged into System	Logged In	03/14/13 10:32a
Logged into System	Logged In	03/13/13 4:28p
Logged into System	Logged In	03/13/13 4:26p
Logged into System	Logged In	03/05/13 3:44p

Time Off Requests

There are no requests for time off in the system.

Time Off Requests Notices

Additionally, if you have submitted any Time Off Requests you will be available to view the status of the request(s) at the bottom of the Activity Tab.



10:38:48 AM
Thursday, March 14, 2013

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Test
Employee
9999

Punch

Request Time Off

Request Vacation

Activity

Time Card

Schedules

Personal

Benefits

Archives

Leave Req.

Recent Activity

Operation	Description	Effective
Request Time Off	Employee, Test Request 8:00 Vacation Time Off on Mar-13 13	03/14/13 10:38a
Logged into System	Logged In	03/14/13 10:38a
Logged into System	Logged In	03/05/13 3:44p
Logged into System	Logged In	03/05/13 3:42p
Punch	Employee, Test Transaction Accepted	03/05/13 3:35p

Time Off Requests

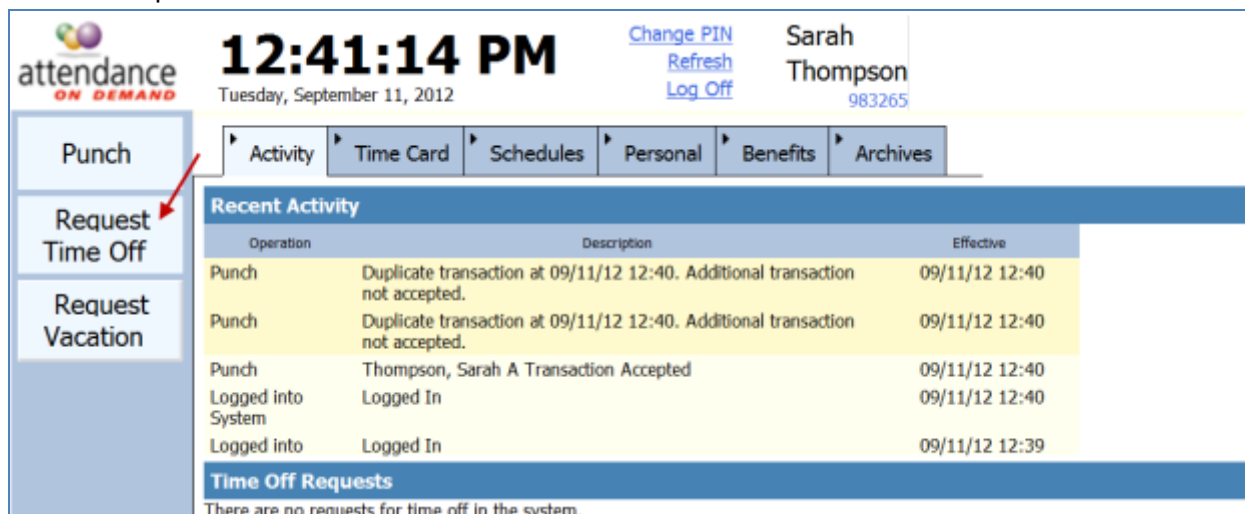
Status	Request	Date	Comments
Submitted	Vacation 8:00	03/13/13	8:00

[Remove Request](#)

Submitting a Time Off Request

Single or Partial Days Off

Click the Request Time Off button on the left of the screen.



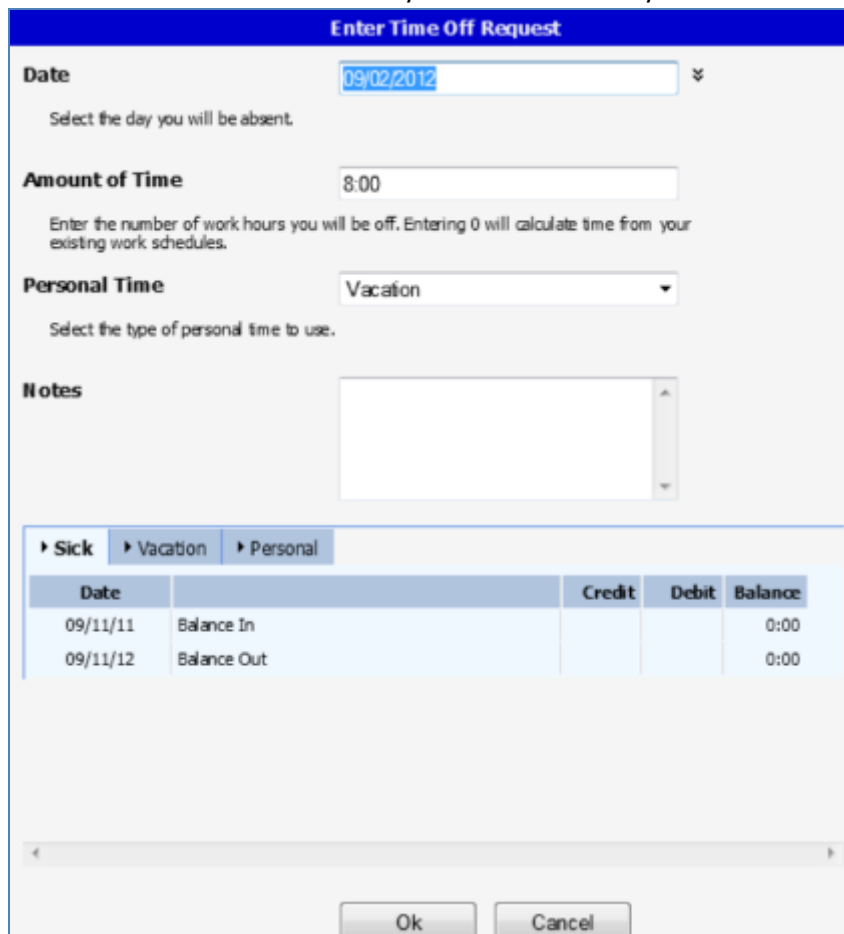
The screenshot shows the 'attendance ON DEMAND' interface. At the top, it displays the time '12:41:14 PM' and the date 'Tuesday, September 11, 2012'. The user's name 'Sarah Thompson' and ID '983265' are shown. Navigation tabs include 'Activity', 'Time Card', 'Schedules', 'Personal', 'Benefits', and 'Archives'. On the left sidebar, the 'Request Time Off' button is highlighted with a red arrow. Below it are 'Request Vacation' and 'Punch' buttons. The main content area shows 'Recent Activity' with a table of transactions and a 'Time Off Requests' section stating 'There are no requests for time off in the system.'

Operation	Description	Effective
Punch	Duplicate transaction at 09/11/12 12:40. Additional transaction not accepted.	09/11/12 12:40
Punch	Duplicate transaction at 09/11/12 12:40. Additional transaction not accepted.	09/11/12 12:40
Punch	Thompson, Sarah A Transaction Accepted	09/11/12 12:40
Logged into System	Logged In	09/11/12 12:40
Logged into	Logged In	09/11/12 12:39

When the next window opens, type in the Date you wish to have off and adjust the Amount of Time if you are taking off. In the Personal Time field, use the down arrow to select the benefit bank you wish to use for this particular request.

When you have completed your selections, click the OK button at the bottom of the window.

Note at the bottom of the screen you are able to find your available balances for each benefit category.



The 'Enter Time Off Request' window is shown. It has a blue header. The 'Date' field is set to '09/02/2012'. The 'Amount of Time' field is set to '8:00'. The 'Personal Time' dropdown menu is set to 'Vacation'. There is a 'Notes' text area. At the bottom, there are 'Ok' and 'Cancel' buttons. Below the main form, there is a table showing balances for 'Sick', 'Vacation', and 'Personal' categories.

Date	Credit	Debit	Balance
09/11/11	Balance In		0:00
09/11/12	Balance Out		0:00

Submitting a Request for Multiple Days Off



4:11:38 PM
Thursday, January 17, 2013

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Aatest
Aatest
9999

Punch
Request Time Off
Request Vacation

ActivityTimesheetSchedulesPersonalBenefitsArchives

Recent Activity

Operation	Description	Effective
Logged into System	Logged In	01/17/13 4:11p
Request Time Off	Aatest, Aatest Removed Leave Request of Jan-6 13	01/06/13 12:00a
Request Time Off	Aatest, Aatest Request 8:00 Vacation Time Off on Jan-6 13	01/17/13 3:41p
Logged into System	Logged In	01/17/13 3:38p
Logged into System	Logged In	01/17/13 3:37p

Time Off Requests

Status	Request	Date	Comments
Submitted	Vacation 8:00	01/06/13	8:00

[Remove Request](#)

Enter the first day you will be out of the office in the Take Time Off From field. Enter the last day you will be out of the office in the ...Until field and adjust the Amount of Time if you are taking off.

Click and Hold to Drag Dialog.

Enter Vacation Information

Take time off from...
...until
Amount of Time
Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.
Benefit
Select the type of Benefit time.
Notes

SickVacationPersonal

Date		Credit	Debit	Balance
09/11/11	Balance In			0:00
09/11/12	Balance Out			0:00

OkCancel

Schedules

The Schedules tab will show you holiday benefits and time off schedules.

Activity

Timesheet

Schedules

Personal

Benefits

Archives

Prev. Month

Next Month


This Month

Help

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Week of Aug-26	Off 26	Off 27	Off 28	Off 29	Off 30	Off 31	September 1 Vacation 8:00	8:00
Week of Sep-2	Off 2	Off 3	Off 4	Off 5	Off 6	Off 7	Off 8	0:00

Benefits

You will find a history of your available benefit balances including time utilized.


Punch

Request Time Off

Request Vacation

10:40:10 AM

Thursday, March 14, 2013

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Test Employee
qqqq

Activity

Time Card

Schedules

Personal

Benefits

Archives

Leave Req.

[Help](#)

Vacation

Holiday

Vacation activity from 03/15/12 to 03/14/13
(earliest adjustment date is May-1-2011)

Date		Credit	Debit	Balance
03/15/12	Balance In			0:00
03/15/13	Balance Out			0:00

Archives

The Archives tab allows you to look up your Timesheet for a previous pay period.

attendance ON DEMAND

12:50:30 PM

Tuesday, September 11, 2012

Change PIN Refresh Log Off

Sarah Thompson 983265

Punch

Request Time Off

Request Vacation

Activity Timesheet Schedules Personal Benefits Archives

Select another Pay Period Help

Showing period from 09/02/12 to 09/15/12

Time Card

Date	In	Out	In	Out	Amount	Schedule	Exception
09/02/12							
09/03/12					7:30	Holiday	

Leave Req.

The Leave Req. tab allows you to review all vacation requests you have generated.

attendance ON DEMAND

10:40:39 AM

Thursday, March 14, 2013

Change PIN Refresh Log Off

Test Employee 9999

Punch

Request Time Off

Request Vacation

Activity Time Card Schedules Personal Benefits Archives Leave Req.

Status	Request	Date	Comments
Submitted Vacation 8:00		03/13/13 8:00	
	Timestamp	User	Event
	03/14/13 10:38a	ESSUSER	Leave Requested
			Comments
			Leave Date
Submitted Holiday 8:00		10/15/11 8:00	
	Timestamp	User	Event
			Comments
			Leave Date
Submitted Holiday 8:00		10/07/11 8:00	
	Timestamp	User	Event
			Comments
			Leave Date
Submitted Holiday 8:00		10/02/11 8:00	
	Timestamp	User	Event
			Comments
			Leave Date