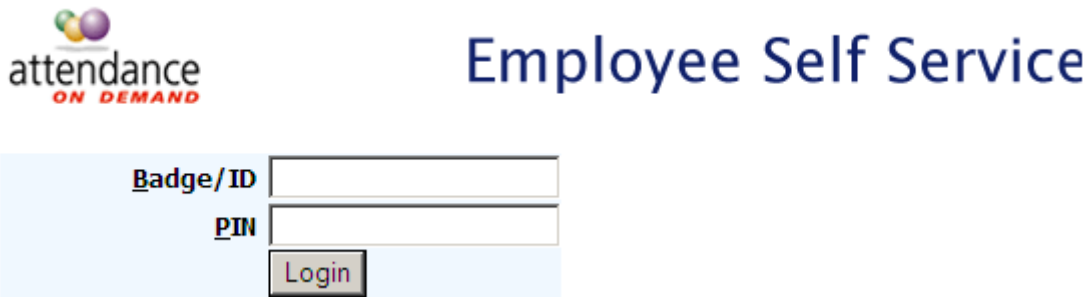


Employee Self Service (Punch) Overview Guide

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Login

Each employee will be prompted for their ID / Badge number, and a designated PIN number.

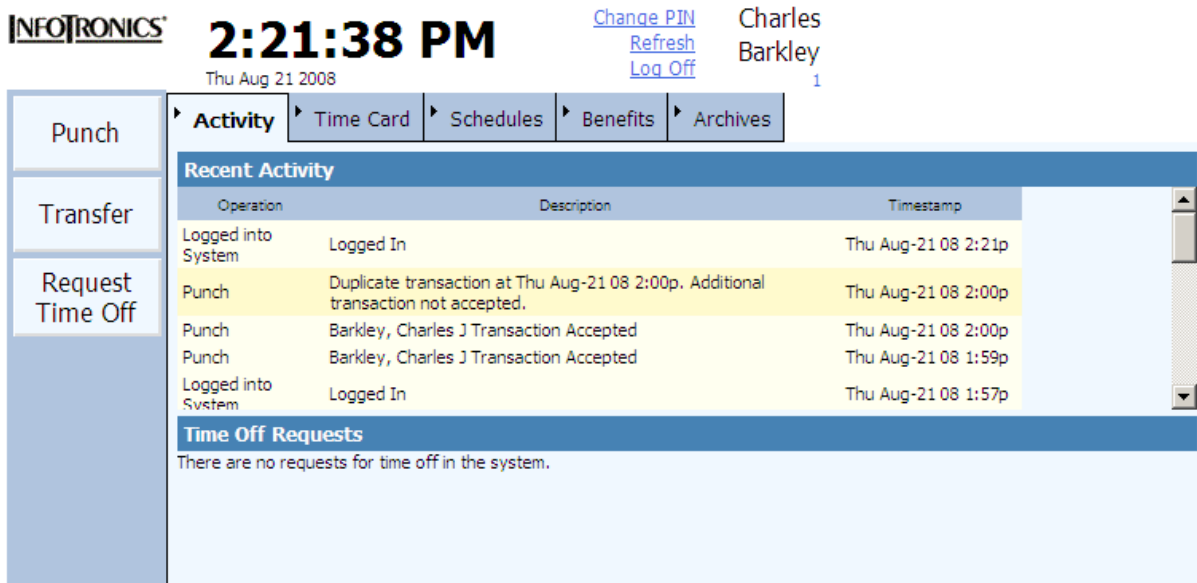


The image shows the 'Employee Self Service' login interface. On the left is the 'attendance ON DEMAND' logo. On the right, the title 'Employee Self Service' is displayed in a large blue font. Below the title is a light blue login form with two input fields: 'Badge/ID' and 'PIN'. A 'Login' button is positioned below the PIN field.

Login - Enter your Badge or ID number and your PIN.

Activity Tab

The Activity tab within ESS shows any / all activity that you have performed while in ESS.



The screenshot shows the 'Activity' tab selected in the ESS interface. At the top left is the 'INFOTRONICS' logo. The current time is '2:21:38 PM' on 'Thu Aug 21 2008'. To the right of the time are links for 'Change PIN', 'Refresh', and 'Log Off', followed by the user's name 'Charles Barkley' and a notification '1'. A navigation menu on the left includes 'Punch', 'Transfer', and 'Request Time Off'. The main content area shows a table of 'Recent Activity' with columns for 'Operation', 'Description', and 'Timestamp'. Below the table is a section for 'Time Off Requests' which states 'There are no requests for time off in the system.'

Operation	Description	Timestamp
Logged into System	Logged In	Thu Aug-21 08 2:21p
Punch	Duplicate transaction at Thu Aug-21 08 2:00p. Additional transaction not accepted.	Thu Aug-21 08 2:00p
Punch	Barkley, Charles J Transaction Accepted	Thu Aug-21 08 2:00p
Punch	Barkley, Charles J Transaction Accepted	Thu Aug-21 08 1:59p
Logged into System	Logged In	Thu Aug-21 08 1:57p

Punch IN or OUT

Punch IN / OUT – Simply click the Punch button. This uses the server time for the transaction.

INFOTRONICS **2:21:38 PM** [Change PIN](#) Charles Barkley
[Refresh](#) [Log Off](#) 1
Thu Aug 21 2008

Punch ▶ **Activity** ▶ Time Card ▶ Schedules ▶ Benefits ▶ Archives

Transfer

Request Time Off

Recent Activity

Operation	Description	Timestamp
Logged into System	Logged In	Thu Aug-21 08 2:21p
Punch	Duplicate transaction at Thu Aug-21 08 2:00p. Additional transaction not accepted.	Thu Aug-21 08 2:00p
Punch	Barkley, Charles J Transaction Accepted	Thu Aug-21 08 2:00p
Punch	Barkley, Charles J Transaction Accepted	Thu Aug-21 08 1:59p
Logged into System	Logged In	Thu Aug-21 08 1:57p

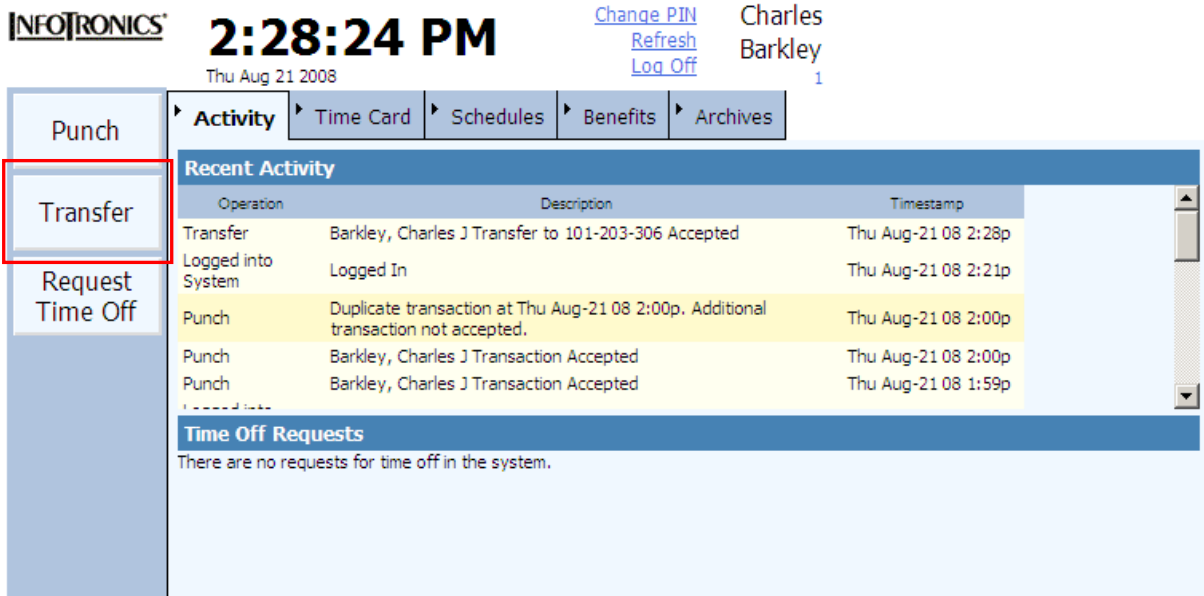
Time Off Requests

There are no requests for time off in the system.

You'll see the punch transaction information presented in the Recent Activity section. If you inadvertently punch twice within the same minute, the punch will NOT be accepted and you'll see the Duplicate transaction information.

Transfer

Transfer to Another Workgroup – Simply click the Transfer button to perform a workgroup transfer.



You will then receive the following screen to enter the appropriate workgroup choices to transfer into.

The 'Select a Workgroup' dialog box contains the following fields:

- Location:** 101
- Department:** 203
- Job:** 304

Buttons: Ok, Cancel

Select from the entries, and select OK. You'll see the transfer transaction information presented in the Recent Activity section.

Request Leave

Request Time Off – Simply click the Request time off button.

The screenshot shows the INFOTRONICS web application interface. At the top, the logo 'INFOTRONICS' is on the left, the time '2:36:16 PM' is in the center, and the user's name 'Charles Barkley' is on the right. Below the time, the date 'Thu Aug 21 2008' is displayed. There are links for 'Change PIN', 'Refresh', and 'Log Off'. A navigation menu includes 'Punch', 'Transfer', and 'Request Time Off' (highlighted with a red box). Below the navigation menu, there are tabs for 'Activity', 'Time Card', 'Schedules', 'Benefits', and 'Archives'. The 'Activity' tab is selected, showing a table of recent activity. Below the activity table, there is a section for 'Time Off Requests' with a table showing a submitted request for vacation on Fri Aug-29 08 for 8.00 hours, with the comment 'Going to the Beach.' and a 'Remove Request' link.

Operation	Description	Timestamp
Request Time Off	Barkley, Charles J Request 8:00 Time Off on Fri Aug-29 08 "Going to the Beach."	Thu Aug-21 08 2:36p
Transfer	Barkley, Charles J Transfer to 101-203-306 Accepted	Thu Aug-21 08 2:28p
Logged into System	Logged In	Thu Aug-21 08 2:21p
Punch	Duplicate transaction at Thu Aug-21 08 2:00p. Additional transaction not accepted.	Thu Aug-21 08 2:00p
Punch	Barkley, Charles J Transaction Accepted	Thu Aug-21 08 2:00p

Status	Request	Date	Comments
Submitted	Vacation	Fri Aug-29 08	8.00 Going to the Beach.

The 'Enter Time Off Request' dialog box contains the following fields and options:

- Date:** A dropdown menu showing '8/29/2008'. Below it is the instruction: 'Select the day you will be absent.'
- Portion of Shift:** A dropdown menu showing 'Beginning of Shift (Arrive Later)'. Below it is the instruction: 'Select the part of your shift where you will be absent.'
- Amount of Time:** A text input field containing '8'. Below it is the instruction: 'Enter the amount of time to take off. The minimum amount permitted is 1:00 (hours).'
- Personal Time:** A dropdown menu showing 'Vacation'. Below it is the instruction: 'Select the type of personal time to use.'
- Notes:** A text area containing 'Going to the Beach.'. Below it is the instruction: 'Enter any notes or comments.'

At the bottom of the dialog box are 'Ok' and 'Cancel' buttons.

Choose the Date for the request.

Choose Portion of Shift when performing a partial day request. Choose from Beginning of Shift (Arrive Later), End of Shift (Leave Earlier), or Middle of Shift. If performing a full day, leave at default setting.

Enter the amount of hours.

Select the type of personal time to use.

Enter any notes of comments for you manager to see.

Monitoring Requests

INFOTRONICS **2:36:16 PM** [Change PIN](#) Charles Barkley
[Refresh](#) [Log Off](#) Thu Aug 21 2008 1

Punch Activity Time Card Schedules Benefits Archives

Transfer

Request Time Off

Recent Activity		
Operation	Description	Timestamp
Request Time Off	Barkley, Charles J Request 8:00 Time Off on Fri Aug-29 08 "Going to the Beach."	Thu Aug-21 08 2:36p
Transfer	Barkley, Charles J Transfer to 101-203-306 Accepted	Thu Aug-21 08 2:28p
Logged into System	Logged In	Thu Aug-21 08 2:21p
Punch	Duplicate transaction at Thu Aug-21 08 2:00p. Additional transaction not accepted.	Thu Aug-21 08 2:00p
Punch	Barklev, Charles J Transaction Accepted	Thu Aug-21 08 2:00n

Time Off Requests					
Status	Request	Date		Comments	
Submitted	Vacation	Fri Aug-29 08	8.00	Going to the Beach.	Remove Request

Employees will also see any Leave Request activity on the Activity Tab and [Remove Request](#), if their manager has not yet approved or denied the request.

Once the request has been either approved or denied by a manager, the employee can easily see the status of the request. Approved requests will also appear in the employee's schedules.

Time Off Requests					
Status	Request	Date		Comments	
Approved	Vacation	Fri Aug-29 08	8.00	Going to the Beach.	

Time Off Requests					
Status	Request	Date		Comments	
Denied	Vacation	Fri Aug-29 08	8.00	Going to the Beach.	

Time Card Tab

The Time Card tab within ESS allows an employee to view their current and previous pay period time cards, Hours Summary, and Adjustments that have been made.

3:00:17 PM

[Change PIN](#)
[Refresh](#)
[Log Off](#)
 Charles Barkley
 1

Punch

 Transfer

 Request Time Off

Activity
Time Card
Schedules
Benefits
Archives

[Prev. Period](#)
[Curr. Period](#)
[Approve Time Card](#)
[Help](#)

Timecard
Period Hours
Audit Trail

Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Aug-10 08							
Mon Aug-11 08	7:01a	3:30p			7.98	7:00a/ 3:30p	Tardy
Tue Aug-12 08	7:00a	4:34p			9.07	7:00a/ 3:30p	Left Late
Wed Aug-13 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Thu Aug-14 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Fri Aug-15 08	8:00a	4:31p			8.02	7:00a/ 3:30p	Tardy, Left Late
Sat Aug-16 08							

Approve Time Card

Employees can also approve their timecard for either the Previous or Current pay periods. Once they approve a period, the Approve Time Card selection disappears.

Time Card Approval

Approve Time Card

I understand that I am approving my time card for the selected pay period.

Confirm Approval of Time Card

Select OK to approve this time card for this pay period.

INFOTRONICS**3:11:23 PM**[Change PIN](#)
[Refresh](#)
[Log Off](#)Charles
Barkley
1

Punch

Transfer

Request
Time Off

ActivityTime CardSchedulesBenefitsArchives

Recent Activity

Operation	Description	Timestamp
Approve Period	Authorized Pay Period from Sun Aug-10 08 to Sat Aug-16 08	Thu Aug-21 08 3:11p
Logged into System	Logged In	Thu Aug-21 08 3:06p
Logged into System	Logged In	Thu Aug-21 08 3:00p
Logged into System	Logged In	Thu Aug-21 08 2:58p
Logged into System	Logged In	Thu Aug-21 08 2:58p

Time Off Requests

Status	Request	Date	Comments
Denied	Vacation	Fri Aug-29 08 8.00	Going to the Beach.

You'll see the Authorization transaction information presented in the Recent Activity section.

Schedules Tab

The Schedules tab within ESS allows you to view your schedules.

INFOTRONICS **3:14:11 PM** [Change PIN](#) Charles
[Refresh](#) Barkley
[Log Off](#) 1
 Thu Aug 21 2008

Punch Activity Time Card **Schedules** Benefits Archives

Prev. Month Next Month This Month Help

Transfer		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Request Time Off	Week of Jul-27	Off 27	7a/3:30p 28	7a/3:30p 29	7a/3:30p 30	7a/3:30p 31	7a/3:30p August 1	Off 2	40.00
	Week of Aug-3	Off 3	7a/3:30p 4	7a/3:30p 5	7a/3:30p 6	7a/3:30p 7	7a/3:30p 8	Off 9	40.00
	Week of Aug-10	Off 10	7a/3:30p 11	7a/3:30p 12	7a/3:30p 13	7a/3:30p 14	7a/3:30p 15	Off 16	40.00
	Week of Aug-17	Off 17	Off 18	Off 19	Off 20	Off 21	Off 22	Off 23	0.00
	Week of Aug-24	Off 24	Off 25	Off 26	Off 27	Off 28	Vacation 8.00 29	Off 30	8.00

Benefits Tab

The Benefits tab within ESS allows you to view your current benefit balances and benefit earnings and payment history.

INFOTRONICS **3:16:48 PM** [Change PIN](#) Charles
[Refresh](#) Barkley
[Log Off](#) 1
 Thu Aug 21 2008

Punch Activity Time Card Schedules **Benefits** Archives

Help

Sick **Vacation** Personal

Vacation activity from Tue Jan-01 08 to Wed Dec-31 08
 (earliest adjustment date is Jan-21-2007)

Date		Credit	Debit	Balance
Tue Jan-01 08	Balance In			40.00
Sun Mar-30 08	20.00 Vacation Sun Mar-30 08			20.00
Sun Apr-20 08	15.00 Vacation Sun Apr-20 08	15.00		35.00
Thu Jan-01 09	Balance Out			35.00

Archives Tab

The Archives tab within ESS allows you to view any past timecards.

INFOTRONICS **3:17:48 PM** [Change PIN](#) Charles
[Refresh](#) Barkley
[Log Off](#) 1
 Thu Aug 21 2008

Punch ▾ Activity ▾ Time Card ▾ Schedules ▾ Benefits ▾ **Archives** ▾

Select another Pay Period [Help](#)

Showing period from Sun Aug-10 08 to Sat Aug-16 08

▾ **Timecard** ▾ Period Summary ▾ Audit Trail

Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Aug-10 08							
Mon Aug-11 08	7:01a	3:30p			7.98	7:00a/ 3:30p	Tardy
Mon Aug-11 08					7.98	Regular	
Tue Aug-12 08	7:00a	4:34p			9.07	7:00a/ 3:30p	Left Late
Tue Aug-12 08					9.07	Regular	
Wed Aug-13 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Wed Aug-13 08					8.00	Regular	
Thu Aug-14 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Thu Aug-14 08					8.00	Regular	
Fri Aug-15 08	8:00a	4:31p			8.02	7:00a/ 3:30p	Tardy, Left Late
Fri Aug-15 08					6.95	Regular	
Fri Aug-15 08					1.07	Overtime	
Sat Aug-16 08							

Simply select [Select another Pay Period](#) to view different historical timecards.