



Employee Self Service

Timesheet Instructions

Employee Instructions to Attendance on Demand Timesheet

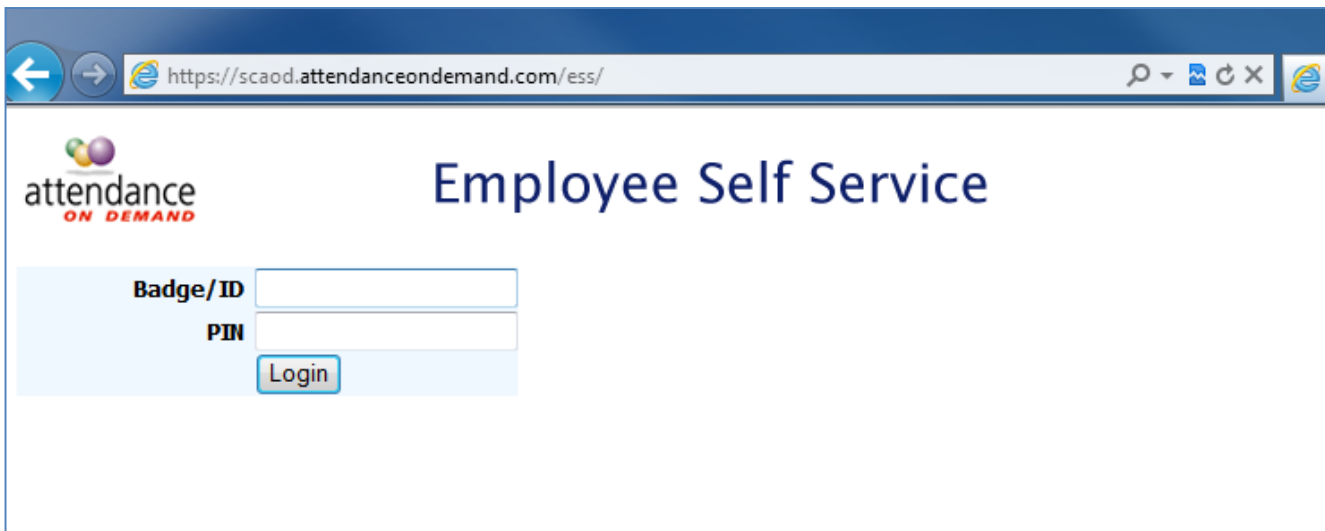
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Getting to Attendance on Demand's Employee Self Service

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

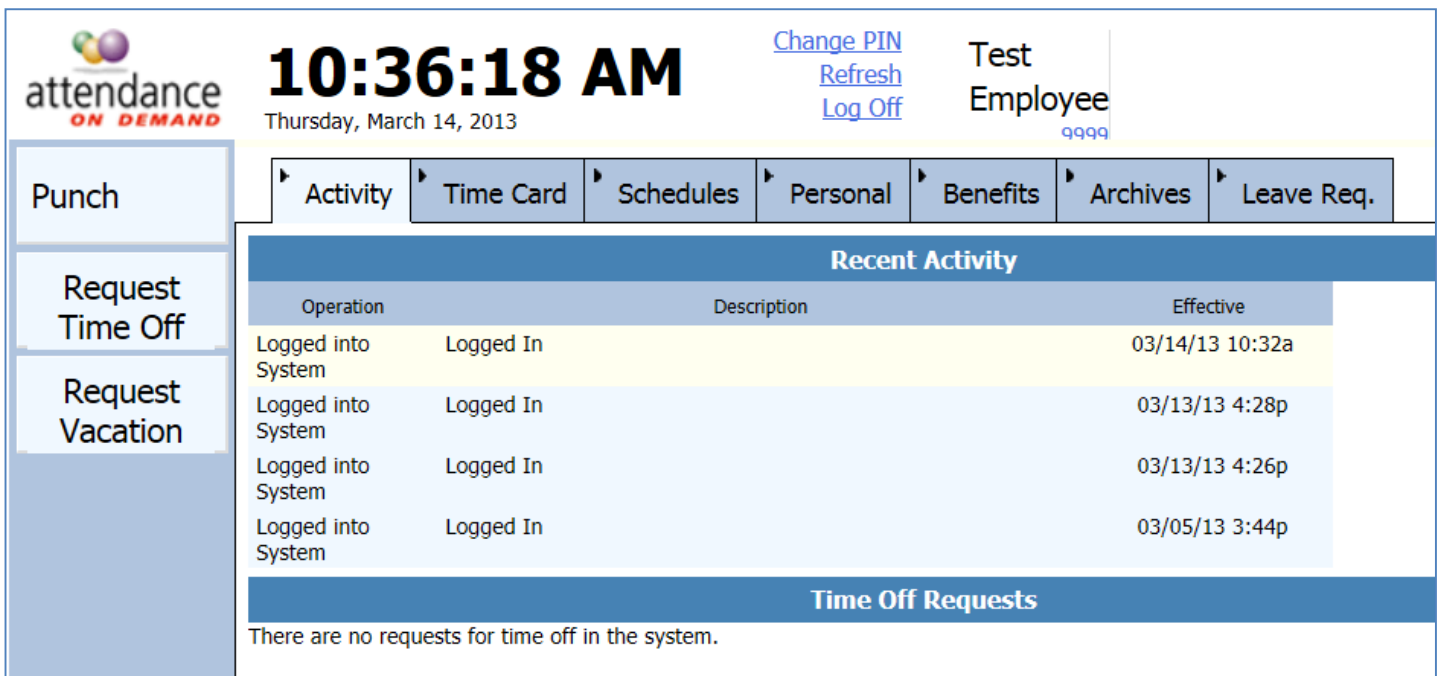
You will enter your unique employee ID and Pin to access the system.



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 are two input fields labeled "Badge/ID" and "PIN", and a "Login" button.

Employee Self Service

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



The screenshot shows the dashboard of the Attendance on Demand Employee Self Service system. At the top left is the "attendance ON DEMAND" logo. In the center, the time is displayed as **10:36:18 AM** on Thursday, March 14, 2013. To the right of the time are links for "Change PIN", "Refresh", and "Log Off". Further right, the user's name "Test Employee" is shown with a masked ID "9999".

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

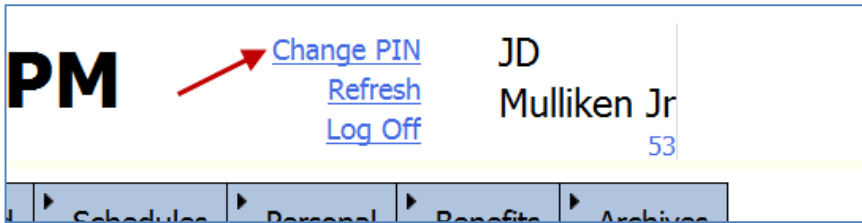
The main content area has a navigation bar with tabs: "Activity", "Time Card", "Schedules", "Personal", "Benefits", "Archives", and "Leave Req.". The "Activity" tab is selected, showing a table of "Recent Activity".

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

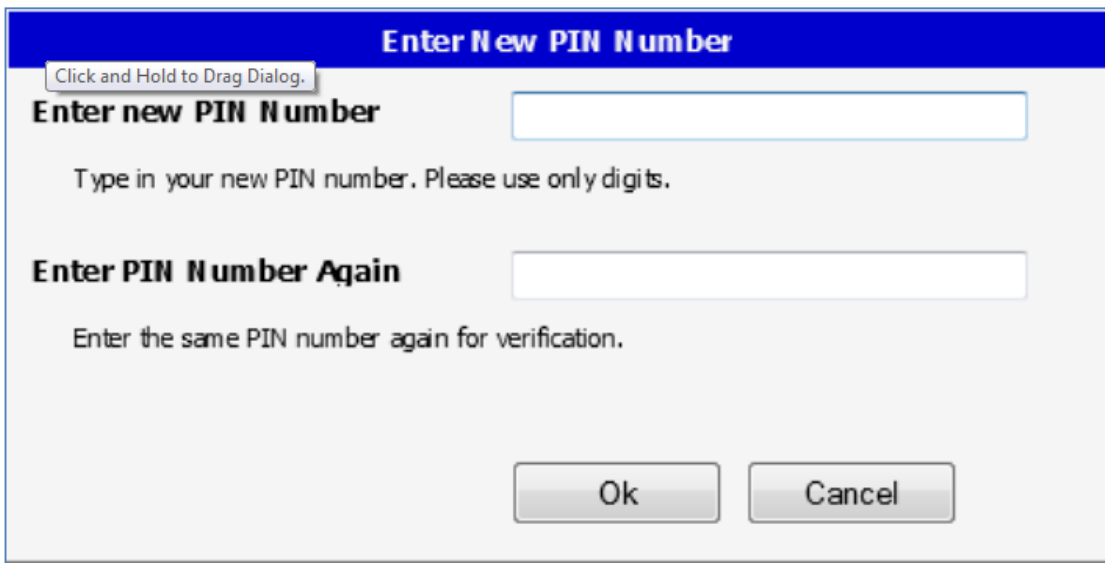
Below the activity table is a section for "Time Off Requests" with the message: "There are no requests for time off in the system."

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 has a blue header bar with the title. Below the header, there is a small tooltip that says 'Click and Hold to Drag Dialog.'. The main content area contains two input fields. The first is labeled 'Enter new PIN Number' and is followed by a text prompt: 'Type in your new PIN number. Please use only digits.'. The second is labeled 'Enter PIN Number Again' and is followed by a text prompt: 'Enter the same PIN number again for verification.'. At the bottom of the dialog, 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	8:00	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 top navigation bar with the 'attendance ON DEMAND' logo, the time '12:41:14 PM', the date 'Tuesday, September 11, 2012', and user information for Sarah Thompson (ID: 983265). Below the navigation bar are tabs for 'Activity', 'Time Card', 'Schedules', 'Personal', 'Benefits', and 'Archives'. On the left side, there are three buttons: 'Punch', 'Request Time Off' (highlighted with a red arrow), and 'Request Vacation'. The main content area displays a 'Recent Activity' table and a 'Time Off Requests' section.

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 System	Logged In	09/11/12 12:39

Time Off Requests
There are no requests for time off in the system.

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' dialog box contains the following fields and options:

- Date:** A date picker set to 09/02/2012. Below it is the instruction: 'Select the day you will be absent.'
- Amount of Time:** A text input field containing '8:00'. Below it is the instruction: 'Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.'
- Personal Time:** A dropdown menu set to 'Vacation'. Below it is the instruction: 'Select the type of personal time to use.'
- Notes:** A text area for entering additional information.
- Benefit Balances:** 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

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

Submitting a Request for Multiple Days Off

attendance ON DEMAND

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

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

Aatest
Aatest
9999

Punch

Request Time Off

Request Vacation

Activity Timesheet Schedules Personal Benefits Archives

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

Sick
 Vacation
 Personal

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

Ok Cancel


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.



10:40:10 AM

Thursday, March 14, 2013

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

Test Employee
9999

Punch	Activity	Time Card	Schedules	Personal	Benefits	Archives	Leave Req.
Request Time Off	Help						
Request Vacation	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
qqqq

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	
		03/13/13	
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	