



Employee Self Service

Timesheet Instructions

Employee Instructions to Attendance on Demand Timesheet


Contents

Getting to Attendance on Demand's Employee Self Service.....	3
Employee Self Service	3
Changing your Pin #.....	4
Activity Tab.....	5
Time Off Requests Notices	5
Submitting a Time Off Request.....	6
Submitting a Request for Multiple Days Off.....	7
Schedules.....	8
Benefits	8
Archives.....	9
Leave Req.....	9

Getting to Attendance on Demand's Employee Self Service

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

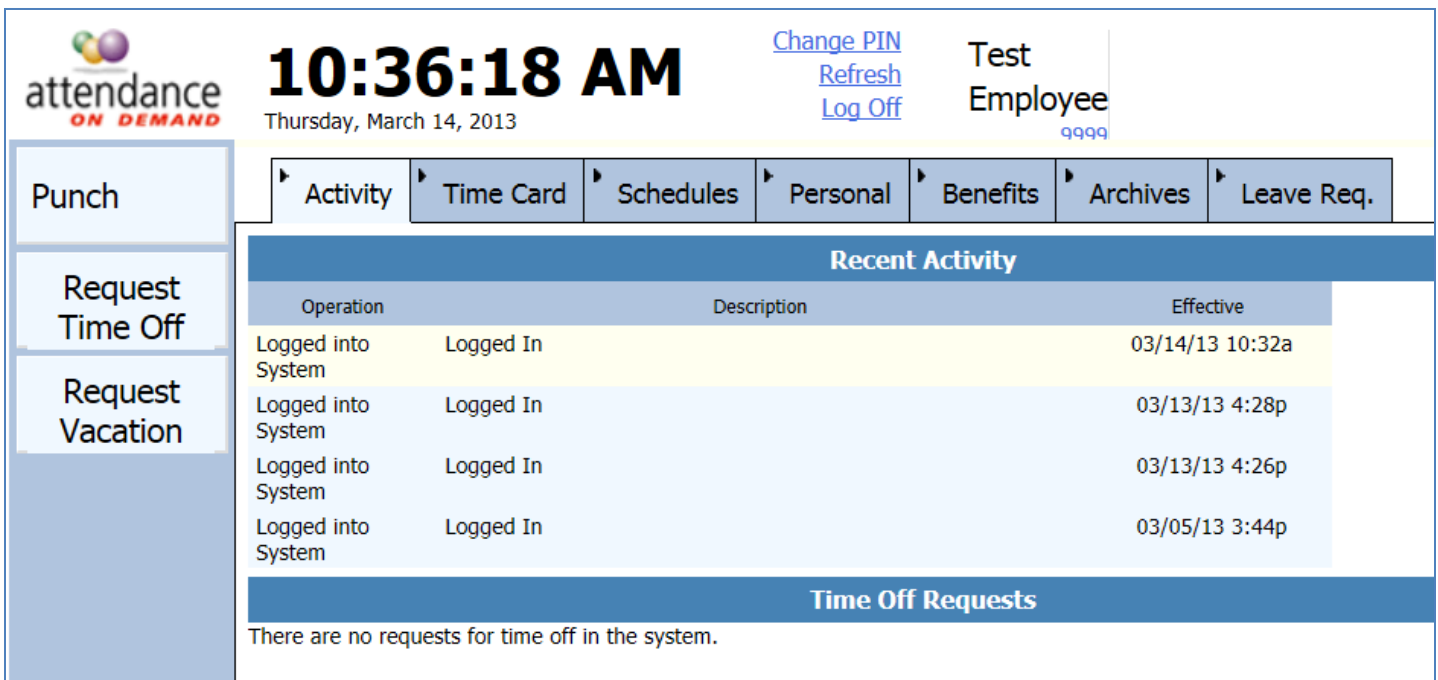
You will enter your unique employee ID and Pin to access the system.



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", 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 is identified as "Test Employee" 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 horizontal navigation bar with the following tabs: "Activity", "Time Card", "Schedules", "Personal", "Benefits", "Archives", and "Leave Req.". The "Activity" tab is currently selected.

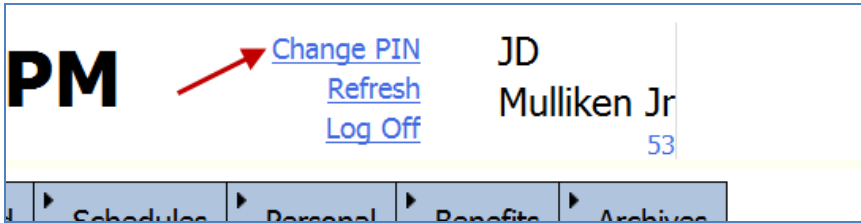
Under the "Activity" tab, there is a section titled "Recent Activity" with a table showing the following data:

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

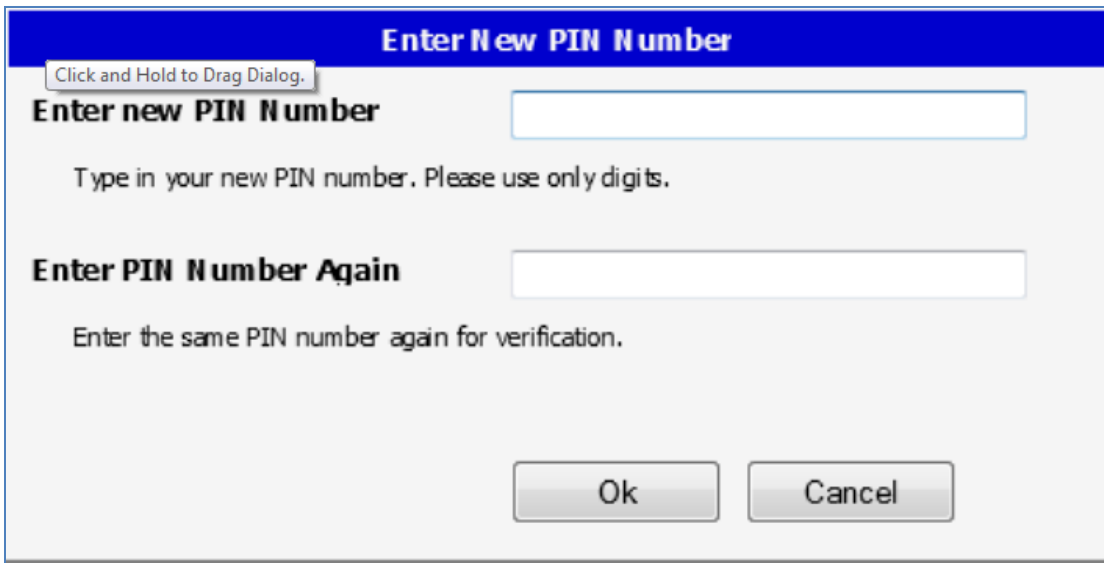
Below the "Recent Activity" table is a section titled "Time Off Requests" with the message: "There are no requests for time off in the system."

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 small tooltip that says 'Click and Hold to Drag Dialog.'. The main content area has two input fields. The first is labeled 'Enter new PIN Number' and the second is labeled 'Enter PIN Number Again'. Below the first input field, there is a instruction: 'Type in your new PIN number. Please use only digits.' Below the second input field, there is another instruction: '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	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.

attendance ON DEMAND

12:41:14 PM
Tuesday, September 11, 2012

Change PIN
Refresh
Log Off

Sarah Thompson
983265

Punch Request Time Off Request Vacation

Activity Time Card Schedules Personal Benefits Archives

Recent Activity

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

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.

Enter Time Off Request

Date: 09/02/2012
Select the day you will be absent.

Amount of Time: 8:00
Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.

Personal Time: Vacation
Select the type of personal time to use.

Notes:

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

Ok Cancel

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

Request Time Off

Request Vacation

Activity	Time Card	Schedules	Personal	Benefits	Archives	Leave Req.
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[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	
		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