



Different Options to Meet Different Needs

Different employees can have different ESS options to meet their needs. For example, hourly employees can have a traditional time card with function keys for punching. Salaried employees can enter their hours by project.

Date	Schedule	Start	End	Location	Department	Amount	Rate
Sun Feb 13	4:45a	4:45a	2:00p	OH	Warehouse-Shipping	9.45	PH Hours
Tue Feb 15	8:00a	8:00a	5:00p	OH	Warehouse-Shipping	6.00	PH Hours

With a Timesheet, the employee enters in and out time whenever it is convenient instead of punching in and out.

Date	Description	Credit	Debit	Balance
01/01/11	Balance 2/1			0.00
02/10/11	Adjust benefit balance by 80.00	80.00		80.00
02/10/11	Planned Absence		80.00	0.00
02/10/11	Balance 0/0			0.00

Employees can efficiently review benefit balances and request leave online.

Location	Description	Cost Center	Rate	Time	Cost	Rate
11	UNEMP	52	0.00	0.00	0.00	
12	UNEMP	52	0.00	0.00	0.00	
13	UNEMP	52	0.00	0.00	0.00	

Employees can enter expenses such as tips, mileage, meals or other expenses.

Managing Employee Leave Requests

ESS works with the Leave Management module to simplify and automate employee requests for time off. Leave requests fully integrate with your Attendance Enterprise management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.

When a leave request is made, an email alert is sent directly to the employee's supervisor to begin the request review process. Supervisors and managers have decision-making information at their fingertips.

Furthermore, the employee can receive an email response when a supervisor approves, denies, or changes the leave request.

Save Administrative Time and Effort

ESS reduces the cost of managing your workforce and enables your HR staff to focus on more strategic activities. Use ESS to:

- Reduce employee requests for historical time and attendance information by providing the information to employees online.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off online.
- Eliminate the manual entry of timesheet information.
- Allow employees to communicate with their supervisors by sending, receiving, and replying to messages.
- Provide fast, simple, and flexible setup by allowing you to decide what features to make available to each employee.