

Employee Self Service Guidebook

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View and Edit Personal Details

NOTE: If an employee has a name/gender/marital status/ or education level change that info can be updated here

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe

Me Tools Others

QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info
-  Change Photo

APPS



Directory



Journeys



Pay



Time and
Absences



Career and
Performance



Personal
Information



Benefits



Opportunity
Marketplace



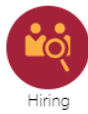
Personal Brand



Volunteering



Expenses

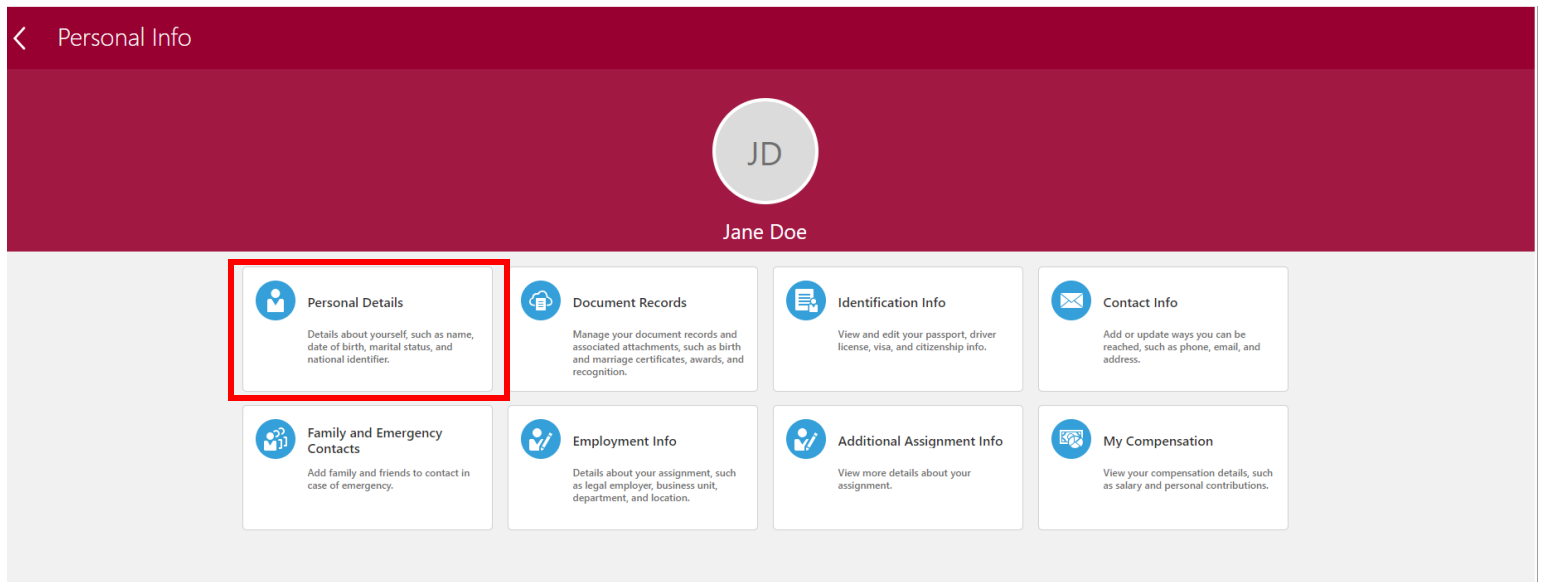


Hiring



Show More

2. Select Personal Details” tile



3. You will be able to view Name, Demographic Info, National Identifiers (SSN), Date of Birth, and Disability info

NOTE: You will be able to edit/update all sections except National Identifiers (SSN) and Date of Birth. Select pencil icon on far right to edit a section. Select the arrow (^) on far-right side to open and collapse sections.

The screenshot shows the 'Personal Details' form for Jane Doe. The form is divided into two main sections: 'Name' and 'Demographic Info'.

Name Section:

- Name:** (Expandable section, indicated by an upward arrow icon)
- Start Date:** 02-27-2024
- Last Name:** Doe
- First Name:** Jane

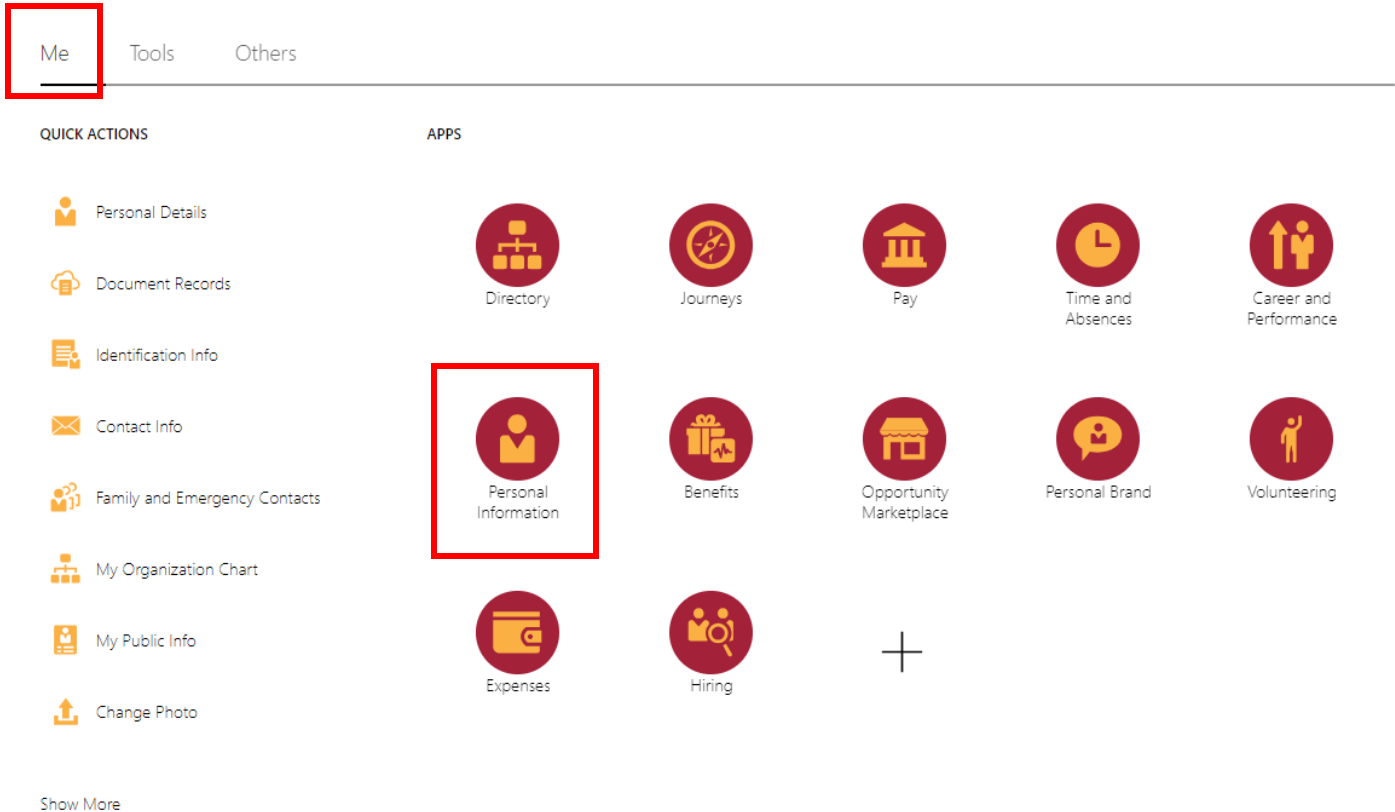
Demographic Info Section:

- Country:** United States
- Ethnicity:** ☐ I am Hispanic or Latino.
- Select the races you identify with:**
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or other Pacific Islander
 - ☐ White
- Marital Status:** Divorced
- Start Date:** 02-27-2024
- Gender:** Male
- Highest Education Level:** Bachelor Degree
- Veteran Self-Identification Status:** Not a Protected Veteran
- Disabled Veteran:** ☐
- Active Duty Wartime or Campaign Badge Veterans:** ☐
- Armed Forces Service Medal Veteran:** ☐

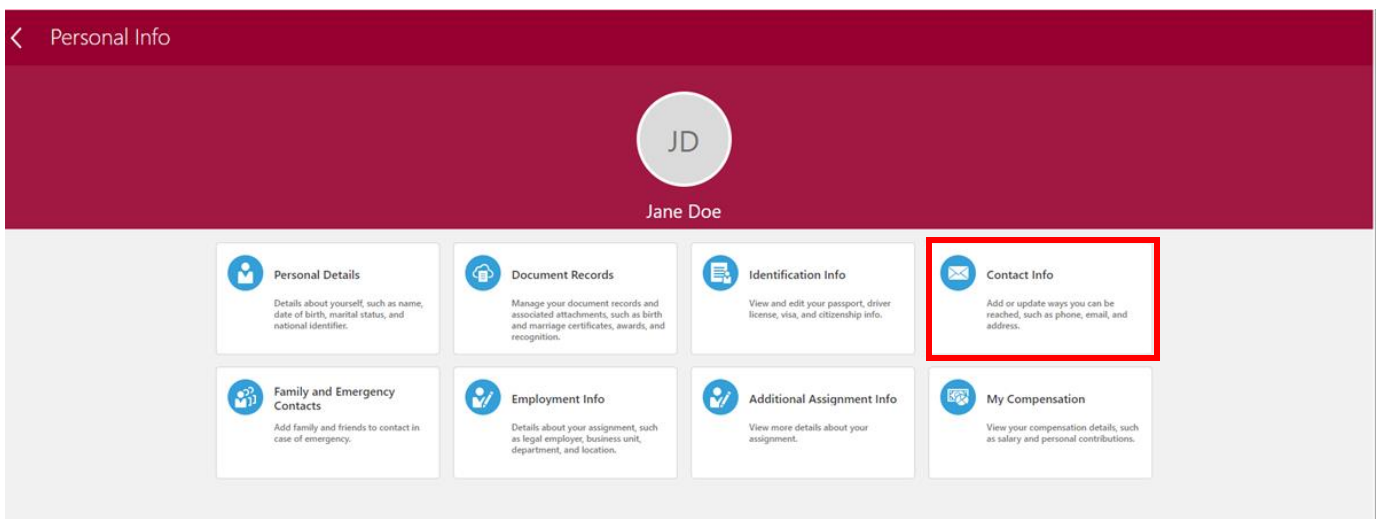
View and Update Contact Info

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



2. Select “Contact Info” tile



3. View or update your home/mobile phone number, email address, and home address

NOTE: To add a new communication method or address without deleting information select “Add”. To edit or delete information that is already in the system select the pencil icon. The date you enter as the start date should be the date this change is effective from.

JD

Contact Info
Jane Doe

Communication

+ Add

✓

Home Mobile Phone

1-987-987-9877

✓

Home Email

personalemail@gmail.com

Address

+ Add

✓

Home Address

502 Maincampus Dr
Collegeville, PA 19426
Montgomery
United States

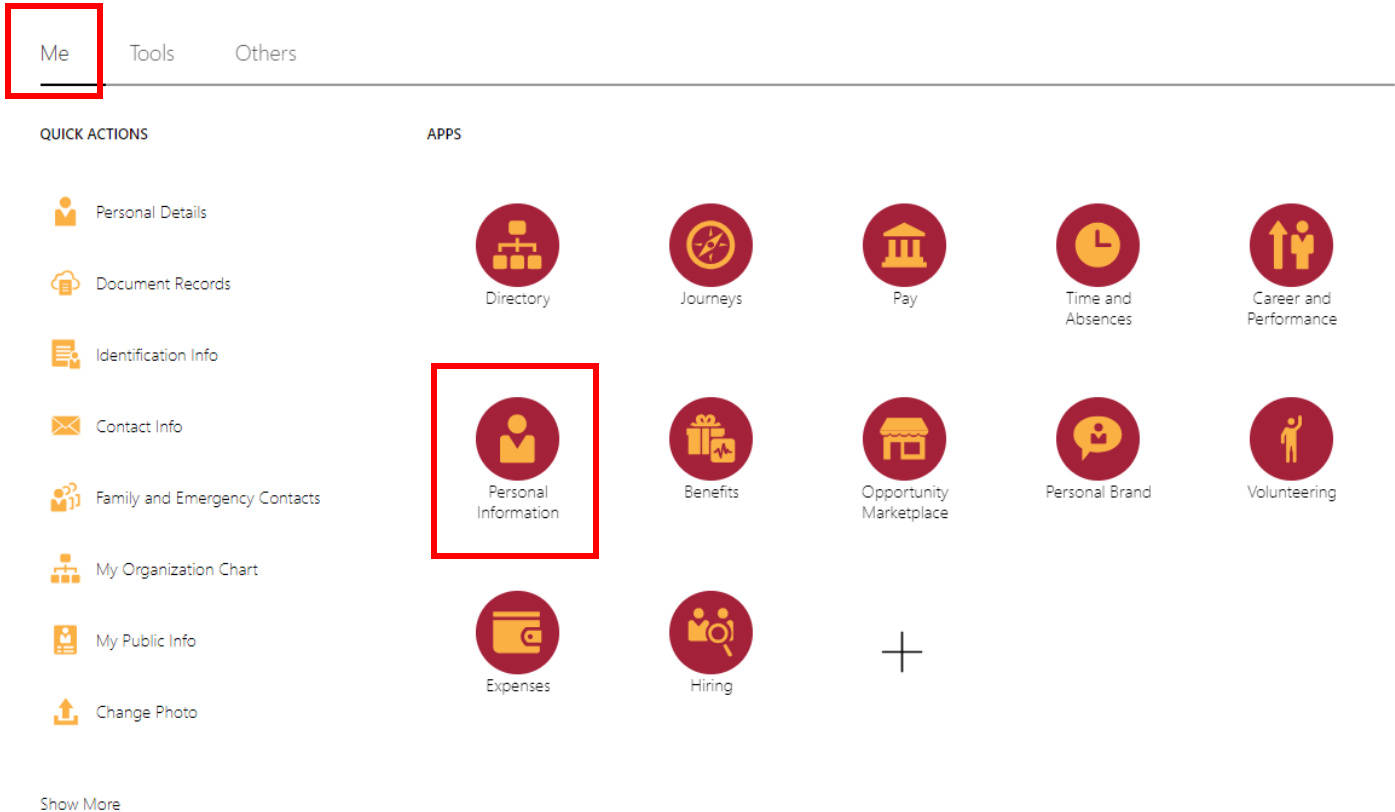
Start Date
02-27-2024

5

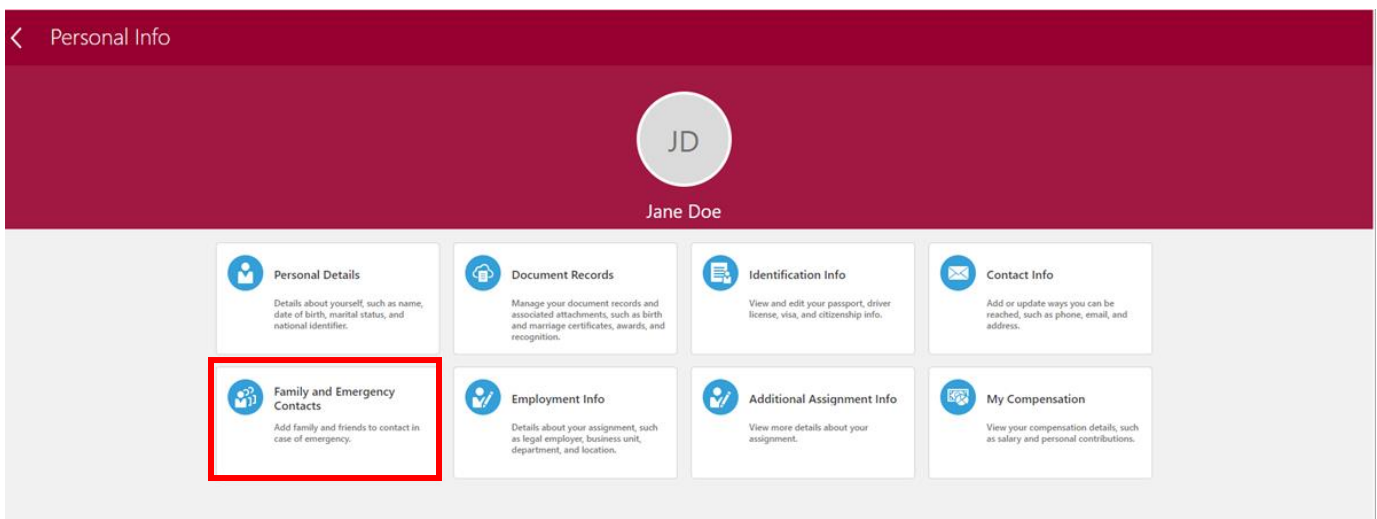
Add Family and Emergency Contacts

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



2. Select “Family and Emergency Contacts” tile



3. Select the “Add” button in the upper right-hand corner and then select “Create a New Contact”

Family and Emergency Contacts
Jane Doe

My Contacts

+ Add

Create a New Contact

There's nothing here so far.

4. Enter required basic info for contact then scroll down to enter communication info and address for your contact. Once done, select “Submit” in upper right-hand corner

NOTE: TIN (SSN) and DOB will only need entered for contacts that will be listed as your dependents. Please check box to indicate if that person is your emergency contact

New Contact

Submit

Cancel

Basic Information

Title
Select a value

*Last Name

*First Name

Middle Name

*Relationship
Select a value

*Effective Date
mm-dd-yyyy

Gender
Select a value

*Date of Birth (Required for Dependents)
mm-dd-yyyy

Suffix

Preferred/Current Name

Professional Last Name

*TIN Type and TIN Number are required for Dependents

TIN Type

TIN Number

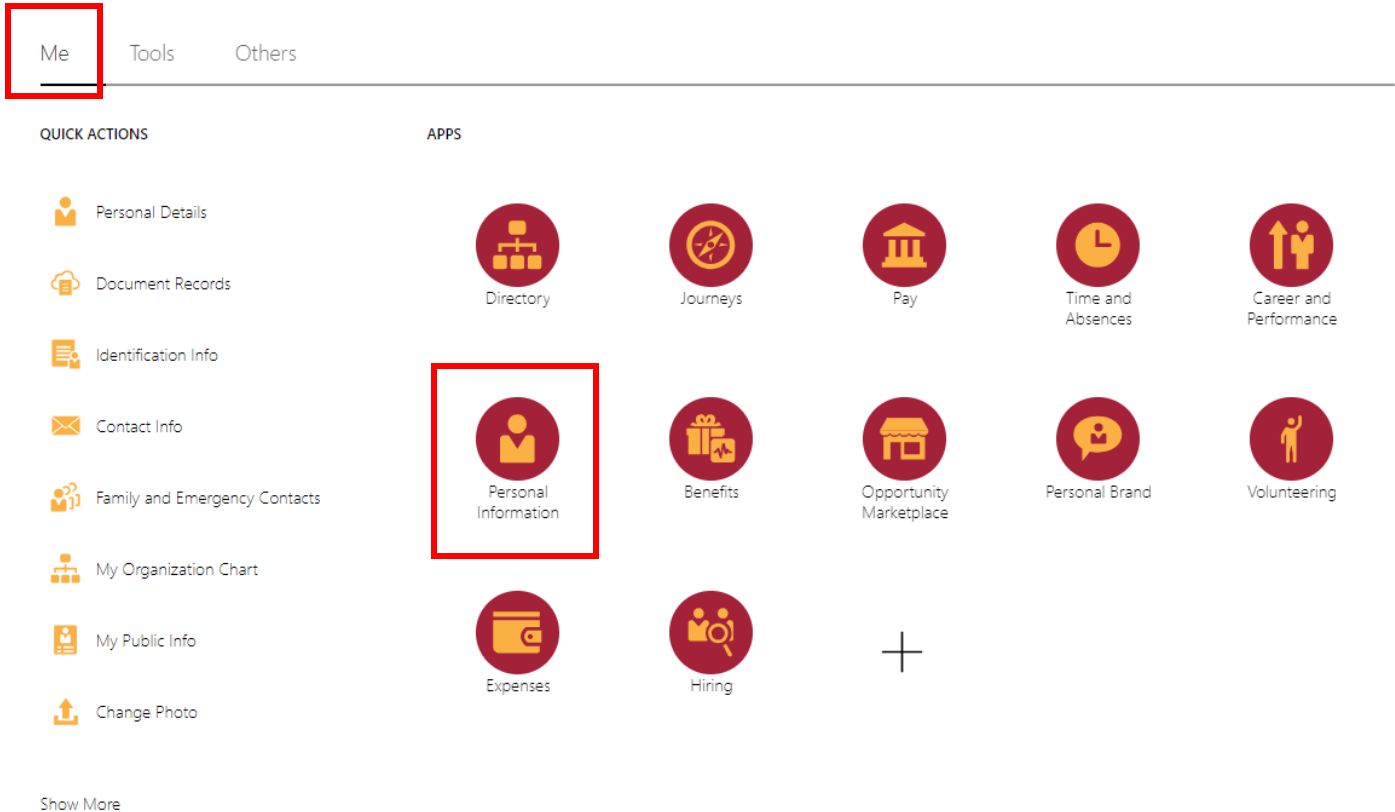
Benefits Offered Conditionally

☐ This person is an emergency contact

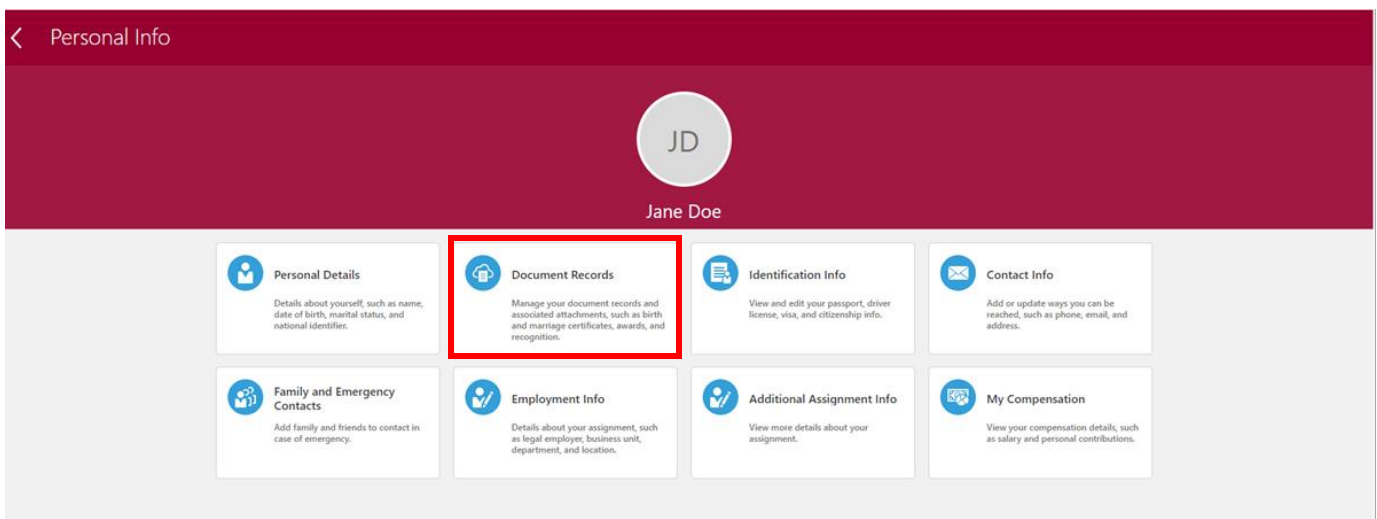
View and Upload Documents

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



2. Select “Document Records” tile



- Any existing documents will show here. You can also add a document by selecting the “Add” button in the upper right-hand corner

NOTE: To find documents easier select “show filters” and filter as needed

Document Records

Jane Doe

Document Records

+ Add

Search by type, name, or number

Show Filters

Excluded Payroll Expired

Sort By Last Updated - Descending

Nothing matches your search. Try again.

- Select “Document Type” from the drop-down menu then drop file or click to add. Once file is added select “submit” in upper right-hand corner

NOTE: You may upload multiple attachments. Context value box will not have drop down values, please disregard.

Add Document

Jane Doe

Document Details

*Document Type

Proof of other coverage

Category

Benefits

Country

All Countries

Description

Documents associated with benefits certification - Other coverage

Context Value

Context Value

Attachments

Drag files here or click to add attachment

Submit Cancel

- To view more details regarding a specific document, select the eyeglasses icon on the far-right side

JD

Document Records

Jane Doe

Document Records

+ Add

Search by type, name, or number

Show Filters

Excluded

Payroll

Expired

Sort By

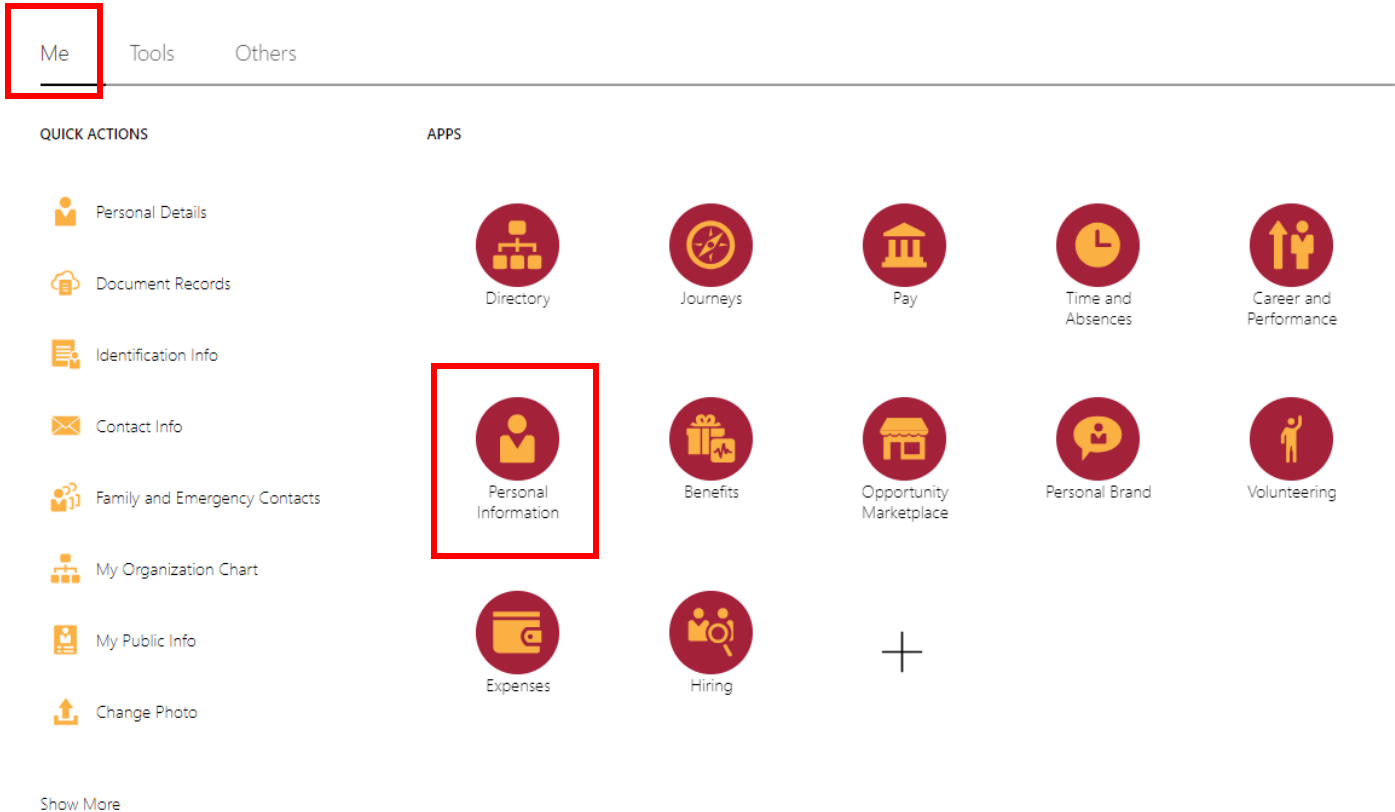
Last Updated - Descending

Document Type	Last Updated Date	
Proof of other coverage	05-08-2024	60
Category		
Benefits		

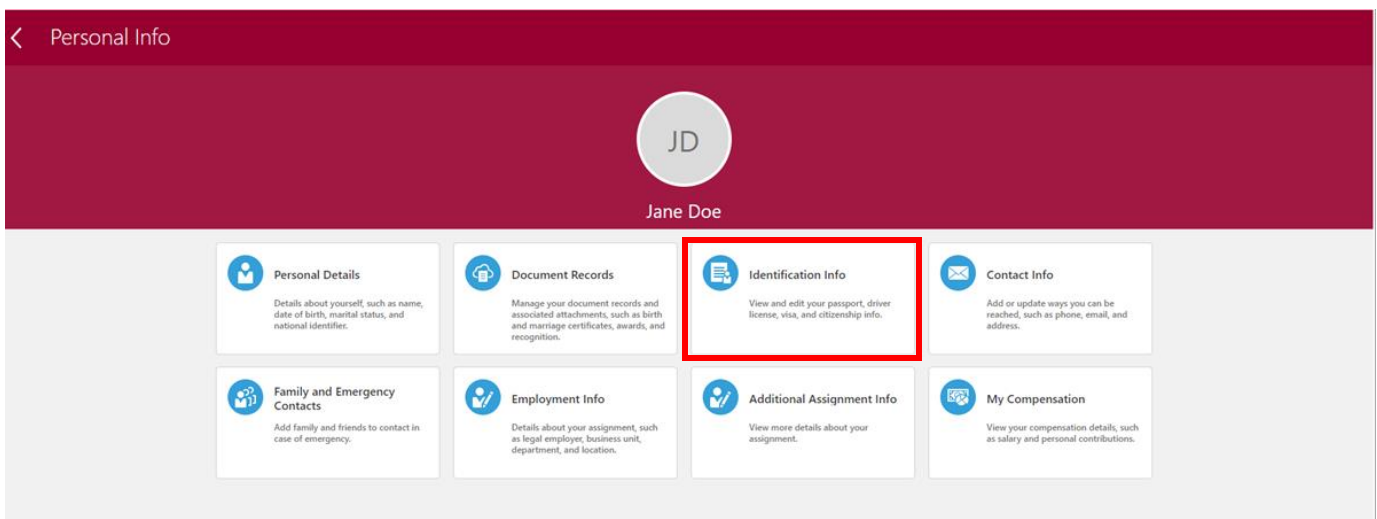
View and Update Identification Info

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



2. Select “Identification Info” tile



3. Selection “Add” in the appropriate section to update Citizenship, Passport, Visa/Permit, and Driver’s License info

NOTE: You can upload attachments and documents within each of these sections. If you do update info in one of these sections, be sure to select “submit” to save your info.

JD

Identification Info
Jane Doe

Citizenship



 There's nothing here so far.

Passports



 There's nothing here so far.

Visas and Permits



 There's nothing here so far.

Driver's Licenses



 There's nothing here so far.

Driver's Licenses



*Issuing Country

United States

License Type

Select a value

License Number

Issuing Authority

From Date

mm-dd-yyyy

Place of Issue

Comments

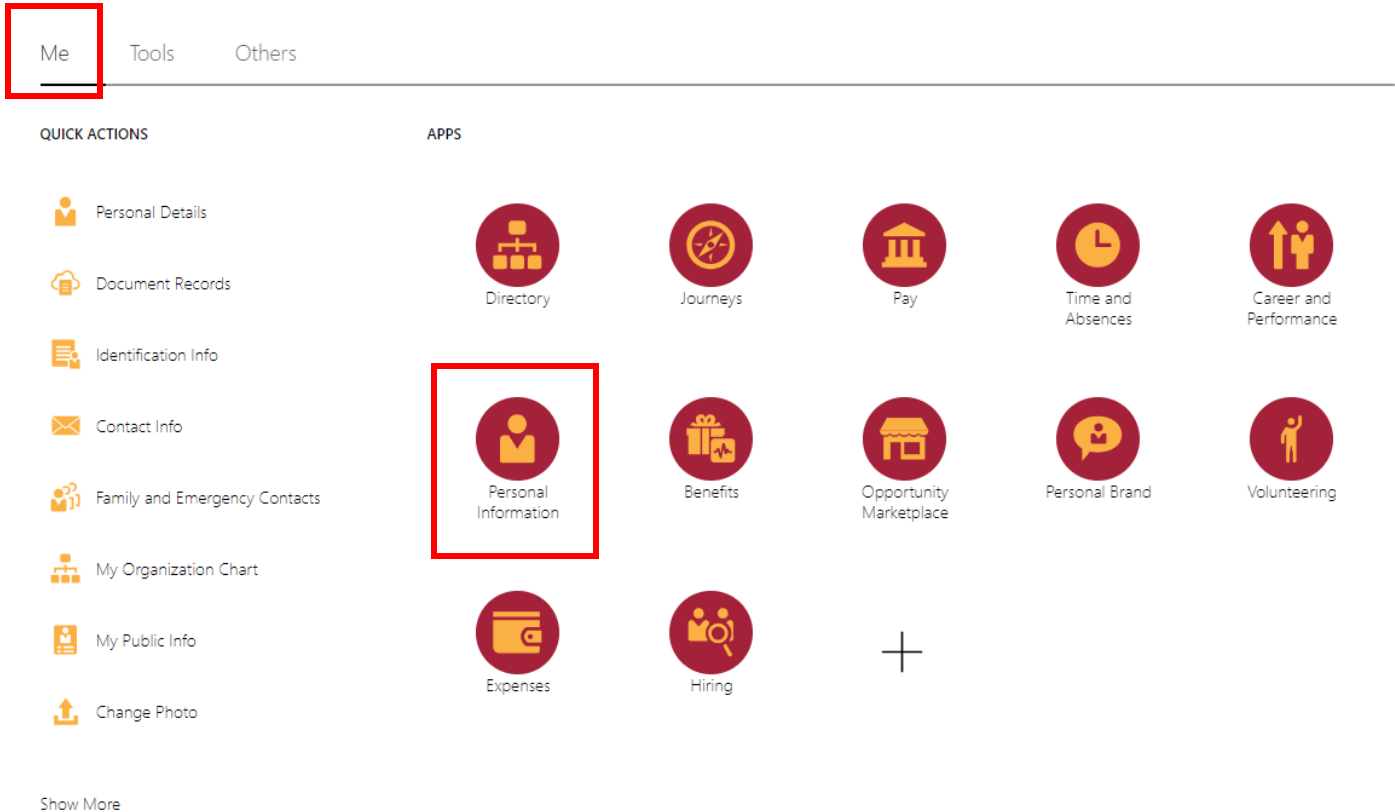
Attachments

 Drag files here or click to add attachment

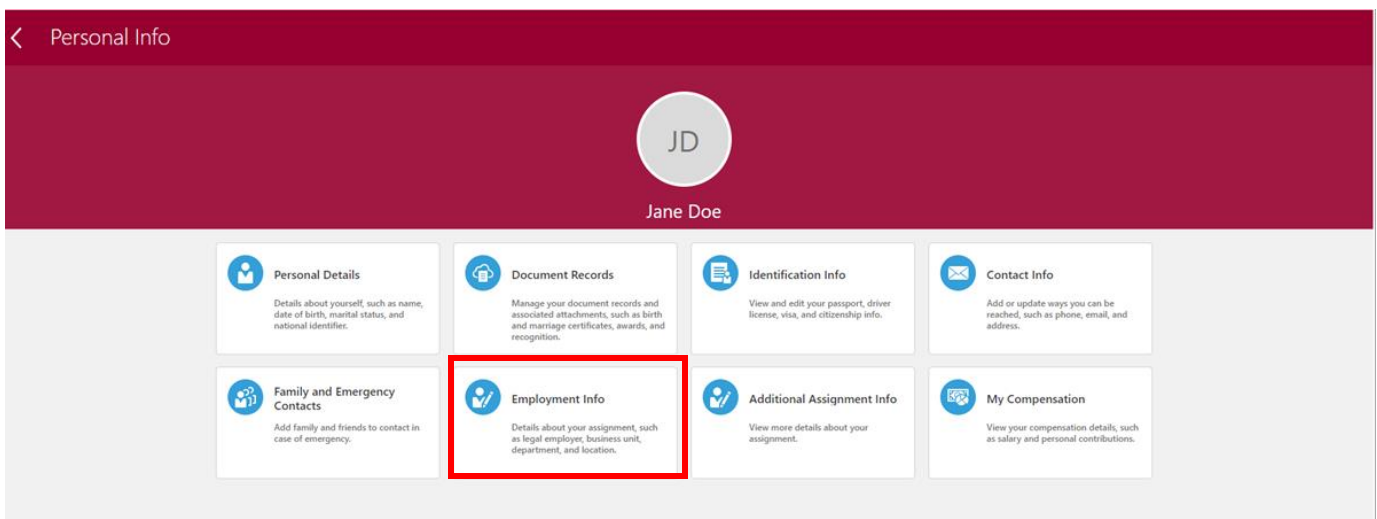
View Employment Info

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



2. Select “Employment Info” tile



3. View your employment info, managers, seniority dates, and employment history here

NOTE: Select arrow (^) to expand/collapse section info. If you'd like to submit your resignation you can also do so on this page by selection "Actions" and then selecting "Resignation".

JD

Employment Info

Jane Doe

Actions ▾

Additional Assignment Info

Resignation

Seniority Dates

Assignment

Legal Employer
Ursinus College

Business Unit
UC BU

Job Code
FA000491

Job
HR Generalist

Business Title
Carpenter

Department
Human Resources

Location
MAIN CAMPUS

Position Code
20494

Position
HR Generalist

Hourly Paid or Salaried

Assignment Category
Staff Full Time Regular

Full Time or Part Time
Full time

Regular or Temporary
Regular

Working at Home
No

Primary Assignment
Yes

Working Hours
40 Weekly

FTE
1

Person Number
654987654

Working as a Manager
No

Synchronize from Position
Yes

People Group

Managers

JN

Joelle Neatrou

Assistant Director of Human Resources

Line manager

Seniority Dates

Ursinus College
Enterprise

Seniority Date
02-27-2024

Length of Service
0 Years 2 Months 7 Days

Ursinus College
Legal Employer

Seniority Date
02-27-2024

Length of Service
0 Years 2 Months 7 Days

Employment History

Hire

Last Updated By 1001009

Start Date 02-27-2024

Carpenter

Last Updated Date 05-08-2024

4. After selecting “resignation” complete the “When and Why” section then “continue”

The screenshot shows the 'Submit Resignation' form for Jane Doe. The header bar is maroon with a user profile icon (JD) and the text 'Submit Resignation Jane Doe'. On the right are 'Submit' and 'Cancel' buttons. The main content area is titled '1 When and Why'. It contains two columns of form fields. The left column has 'When is the resignation notification date?' with the value '05-08-2024' and a calendar icon, and '*When is the resignation date?' with the value '05-08-2024' and a calendar icon. The right column has '*What's the way to submit the resignation?' with a dropdown menu showing 'Resignation', and 'Why are you resigning?' with a dropdown menu showing 'Personal Reasons'. A maroon 'Continue' button is centered at the bottom of the form.

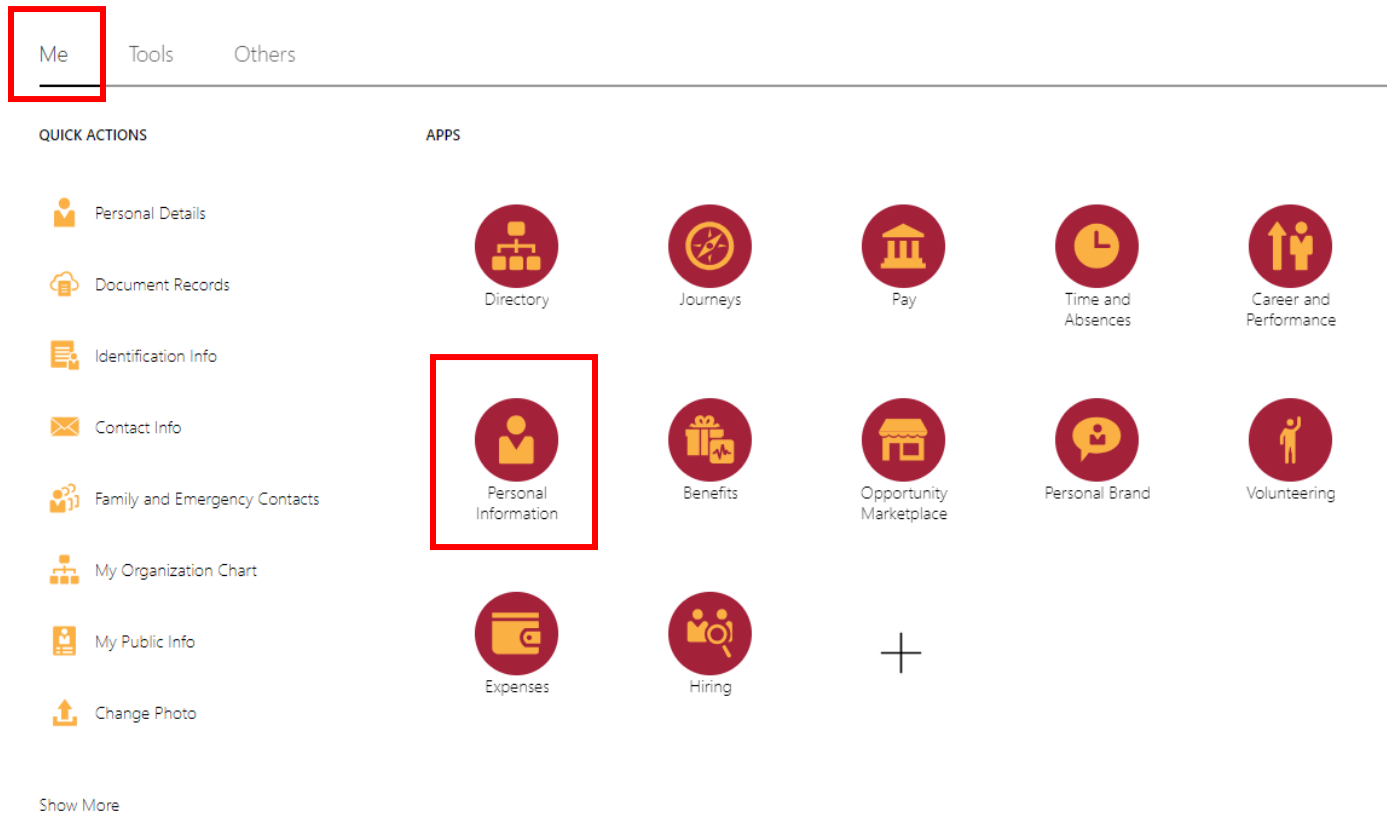
5. Then please upload a copy of your resignation letter/email in the “comments and attachments” section. Once completed, select the “submit” button

The screenshot shows the 'Submit Resignation' form for Jane Doe, now at Step 3: 'Comments and Attachments'. The header bar is maroon with the user profile icon (JD) and the text 'Submit Resignation Jane Doe'. On the right, the 'Submit' button is highlighted with a red rectangle, and the 'Cancel' button is next to it. The main content area shows three steps: '1 When and Why', '2 Enter Resignation Info', and '3 Comments and Attachments'. The '3 Comments and Attachments' step is active and highlighted with a blue border. It contains a 'Comments' section with a text area and a 'Comments' label, and an 'Attachments' section with a dashed box containing a cloud upload icon and the text 'Drag files here or click to add attachment'. Each step has an 'Edit' button with a pencil icon.

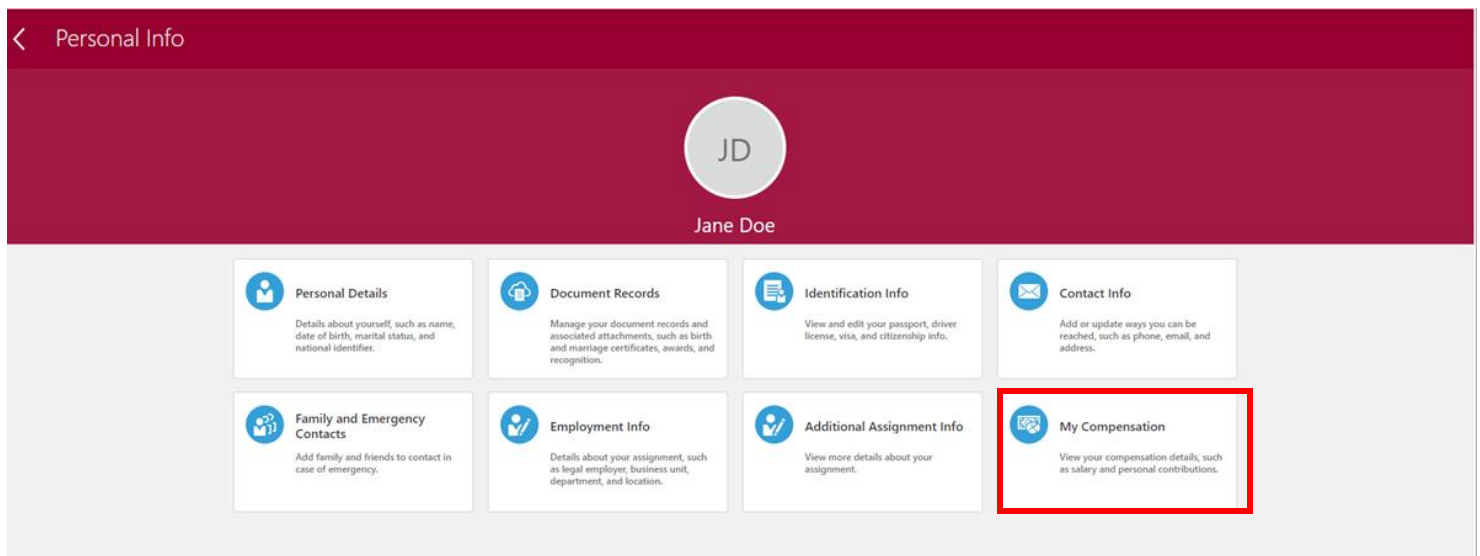
View Compensation

1. Select “Me” on the homepage bar, then select “Personal Information” tile

Good morning, Jane Doe



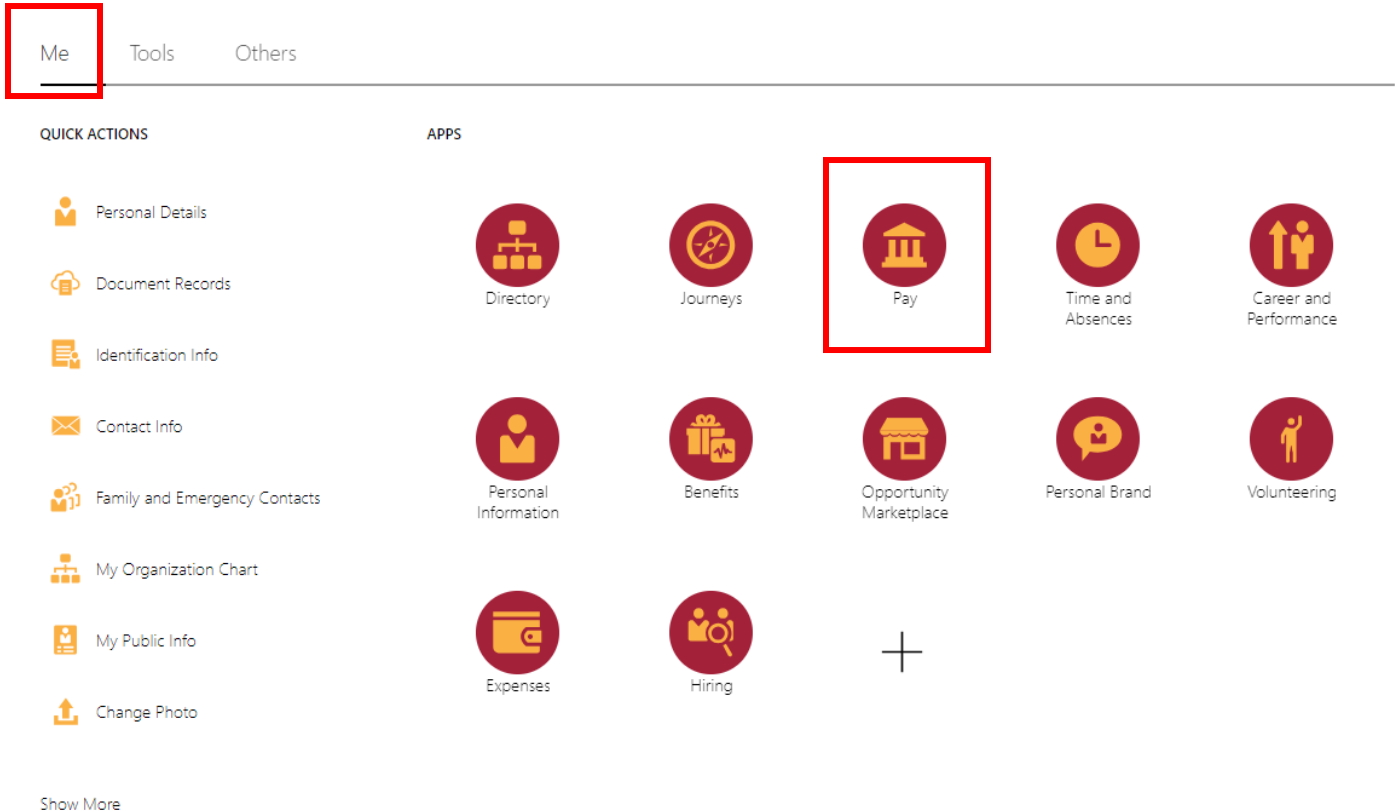
2. Select “My Compensation” tile to view your compensation information



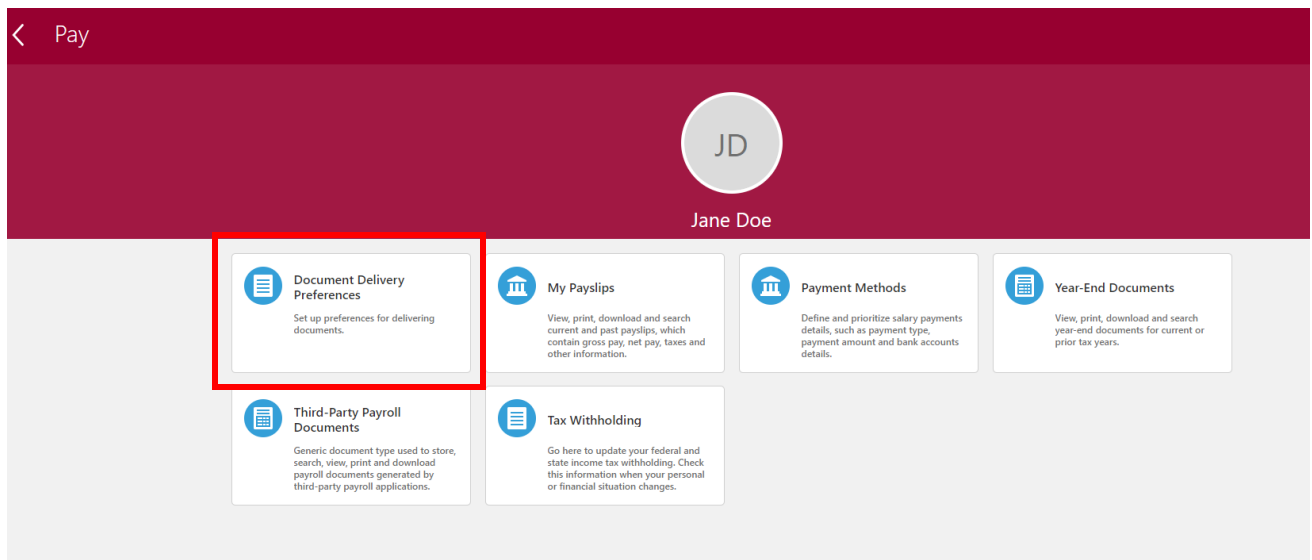
Document Delivery Preferences (W2/Payslip)

1. Select “Me” on the homepage bar, then select “Pay” tile

Good morning, Jane Doe



2. Select “Document Delivery Preferences” tile



3. Click on the pencil icon to update your delivery method

NOTE: You will have to update each individually.

JD

Jane Doe

Document Delivery Preferences

Preferences

W_2			
Delivery Method Online and Paper		Online Delivery Consent Not applicable	
Payslip			
Delivery Method Online		Online Delivery Consent Not applicable	
1095-C			
Delivery Method Paper		Online Delivery Consent Not applicable	

View Payslips

1. Select “Me” on the homepage bar, then select “Pay” tile

Good morning, Jane Doe

The screenshot shows a user interface with a top navigation bar containing 'Me', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists various options like 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section displays a grid of circular icons for 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Benefits', 'Opportunity Marketplace', 'Personal Brand', 'Volunteering', 'Expenses', and 'Hiring'. The 'Pay' icon, which depicts a building, is highlighted with a red box. A 'Show More' link is located at the bottom left of the 'QUICK ACTIONS' section.

2. Select “My Payslips” tile to view payslips

The screenshot shows the 'Pay' page for Jane Doe. At the top, there is a header with a back arrow and the word 'Pay'. Below the header is a profile section with a circular avatar containing the initials 'JD' and the name 'Jane Doe'. The main content area features a grid of six tiles: 'Document Delivery Preferences', 'My Payslips', 'Payment Methods', 'Year-End Documents', 'Third-Party Payroll Documents', and 'Tax Withholding'. The 'My Payslips' tile, which includes a bank icon, is highlighted with a red box. Each tile contains a brief description of its function.

Payment Methods (Direct Deposit)

1. Select “Me” on the homepage bar, then select “Pay” tile

Good morning, Jane Doe

The screenshot shows a user interface with a top navigation bar containing 'Me', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists various options like 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section displays a grid of circular icons for 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Benefits', 'Opportunity Marketplace', 'Personal Brand', 'Volunteering', 'Expenses', and 'Hiring'. The 'Pay' icon, which depicts a bank building, is highlighted with a red box. A 'Show More' link is located at the bottom left of the 'QUICK ACTIONS' section.

2. Select “Payment Methods” tile

The screenshot shows the 'Pay' screen with a dark red header. Below the header is a user profile section with a circular avatar containing the initials 'JD' and the name 'Jane Doe'. The main content area features a grid of six tiles: 'Document Delivery Preferences', 'My Payslips', 'Payment Methods', 'Year-End Documents', 'Third-Party Payroll Documents', and 'Tax Withholding'. The 'Payment Methods' tile, which includes a bank icon and the text 'Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.', is highlighted with a red box.

3. You will be able to view and edit your current bank accounts and payment methods as well as add new ones

Payment Methods
Joelle Neatrou

Bank Accounts

+ Add

[Redacted]	Active	[Edit]
Checking		
02-29-2024		
United States		

My Payment Methods

+ Add

Neatrou, Joelle_1	100 %	[Edit]
Direct Deposit		
[Redacted]		
[Redacted]		
Checking		

4. If you select edit, you will be able to update the account number, account type, routing, and status. To change the status to “inactive” uncheck the active box and save.

NOTE: The routing number should populate, but if it does not you can search for it in the drop down as well.

Payment Methods
Jane Doe

Bank Accounts

Country United States

Account Number [Redacted]

*Account Type Checking

Search using Routing Number ☒

*Routing Number 011000138

Bank BANK OF AMERICA

Bank Branch 011000138-BANK OF AMERICA

Active ☒

Save Cancel

- After you enter your bank account information, you will need to set-up your payment method. In this section you will be confirming the payment type is direct deposit and what percentage/amount you'd like to go into each account.

NOTE: If you only have one bank account enter the percentage amount as 100% and save

My Payment Methods

*What do you want to call this payment method?

Primary

*Payment Type

Direct Deposit

*Payment Amount

Percentage

100 %

*Bank Account

Checking

Neatrou, Joelle_1

Direct Deposit

Checking

Remaining Pay

Save

Cancel

View or Edit Tax Withholdings

1. Select “Me” on the homepage bar, then select “Pay” tile

Good morning, Jane Doe

The screenshot shows a user interface with a top navigation bar containing 'Me', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists various options like 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section displays a grid of circular icons for 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Benefits', 'Opportunity Marketplace', 'Personal Brand', 'Volunteering', 'Expenses', and 'Hiring'. The 'Pay' icon is highlighted with a red box. A 'Show More' link is located at the bottom left of the 'APPS' section.

2. Select “Tax Withholding” tile

The screenshot shows the 'Pay' page for Jane Doe. The top navigation bar has a back arrow and the word 'Pay'. Below the navigation bar, there is a header section with a circular profile picture containing 'JD' and the name 'Jane Doe'. The main content area is divided into two rows of tiles. The top row contains four tiles: 'Document Delivery Preferences', 'My Payslips', 'Payment Methods', and 'Year-End Documents'. The bottom row contains two tiles: 'Third-Party Payroll Documents' and 'Tax Withholding'. The 'Tax Withholding' tile is highlighted with a red box. The 'Tax Withholding' tile description reads: 'Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.'

3. You will be able to view and verify your tax withholdings on this page. If you would like to edit your withholdings or filing status select the pencil icon. Once done, make sure to select “save”.
NOTE: To withhold extra money from your federal taxes you will be able to enter that amount after selecting the pencil icon next to the Federal section.

JD

Tax Withholding

Doe, Jane : 654987654

Federal

Calculation Component

Federal Taxes

Start and End Dates

02-27-2024



Forms

Federal

Filing Status

Single or Married filing separately

Multiple Jobs

Qualifying Dependents Amount

0 USD

Other Dependents Amount

0 USD

Regional

+ Add

^

View

Active

Calculation Component

State Taxes

Start and End Dates

05-13-2024



State

PA

4. To view previous regional (state/local) taxes, select the drop-down box next to view and select “inactive”

Regional + Add ^

View Active ▾

- All
- Active
- Inactive

PA

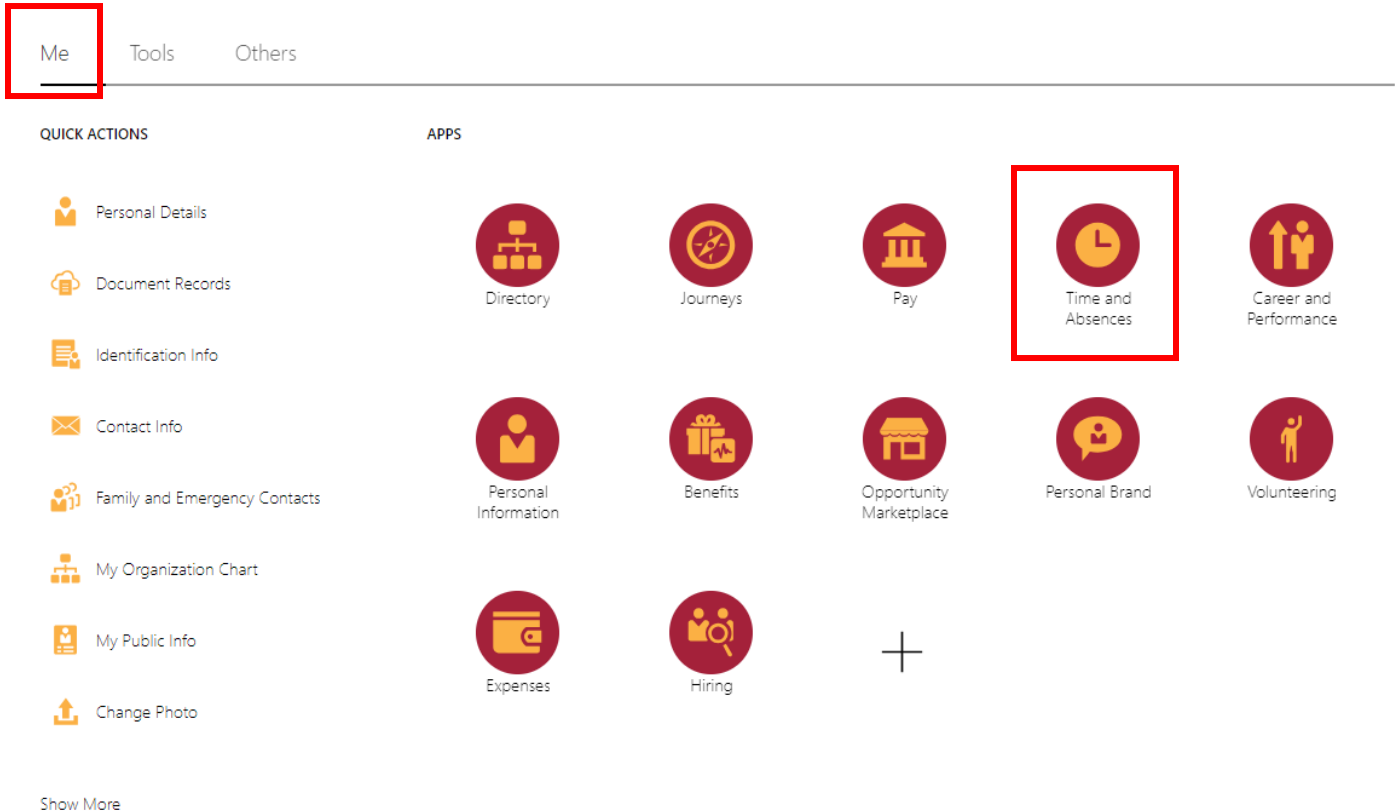
Calculation Component	Start and End Dates
Pennsylvania PSD	05-13-2024
State	
PA	
Tax Reporting Unit	
URSINUS COLLEGE	
Resident PSD Code	
461703	
Resident School District	

Forms	
PA > URSINUS COLLEGE	
Start and End Dates	
05-13-2024	
Work PSD Code	
461201	
Work School District	

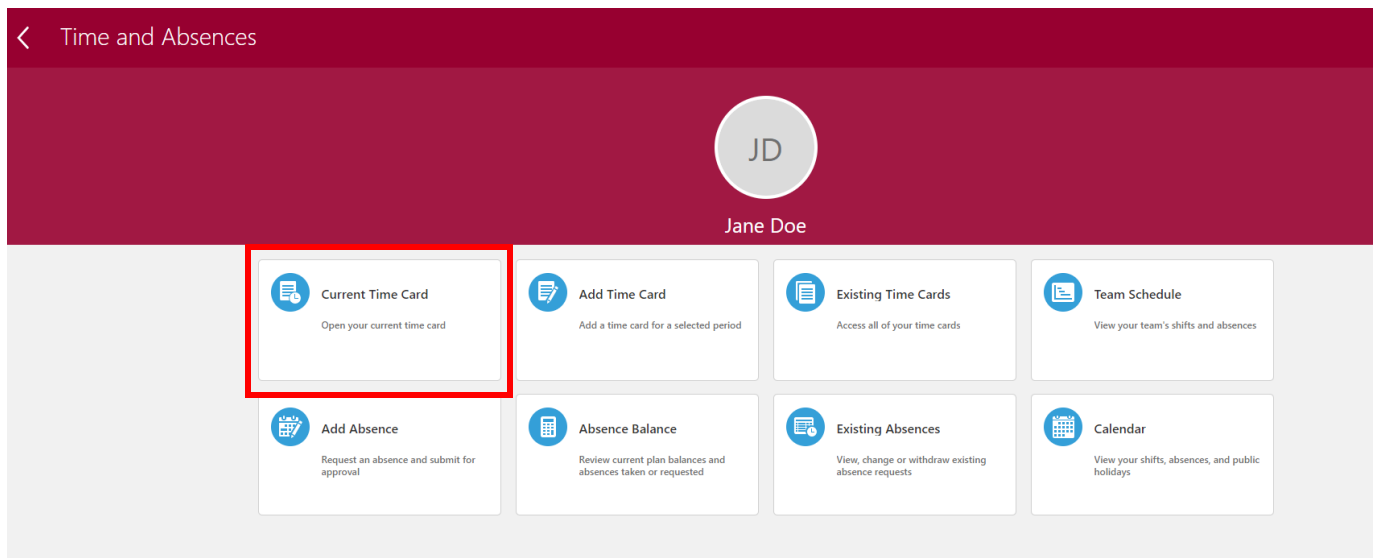
View Current Timecard (Non-Exempt/Hourly ONLY)

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Current Timecard” tile



3. You should be able to view your timecard on this page.

To enter time, select your “Assignment Number” from the drop down (this is the number assigned to your position), then select your “Payroll Time Type” from the drop down to select “Regular Pay” for normal hours worked. In this drop down you will also be able to select “On Call OT” etc. if this applies to you. Then enter the total quantity of hours worked for that payroll type in the corresponding days. Please “save” before leaving the page.

NOTE: You can view total hours worked for that date at the bottom of the grid and total hours per “Payroll Time Type” on the far-right side. You may also print by selecting the “actions” button in the upper right-hand corner.

Do NOT hit “SUBMIT” on the timecard until the end of the two-week pay period or else you will get a warning and an error message.

JD Jane Doe Carpenter Submitted

Person Number 654987654 Time Card Period 05-13-2024 to 05-19-2024

Cancel Save Actions Submit

Save and Close Print

View Calculated Time View Time Totals More Actions

05-13-2024 - 05-19-2024		Monday, May 13			Tuesday, May 14			Wednesday, May 15			Thursday, May 16			Friday, May 17	
Assignment Number *	Payroll Time Type *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 E654987654	On Call OT			8			8			8			8		
2	On Call OT														
3															
4															
5	Double Time														
6															
7	Holiday Pay														
8	Regular Pay														
9															
10															
11															
12															
Reported Hours		8 hours			8 hours			8 hours			8 hours			32 hours	

4. To double check that you submitted your timecard for approval look next to your name for a blue “submitted” box.

NOTE: You can also double check the timecard period below your name

JD Jane Doe Carpenter Submitted

Person Number 654987654 Time Card Period 05-13-2024 to 05-19-2024

Cancel Save Actions Submit

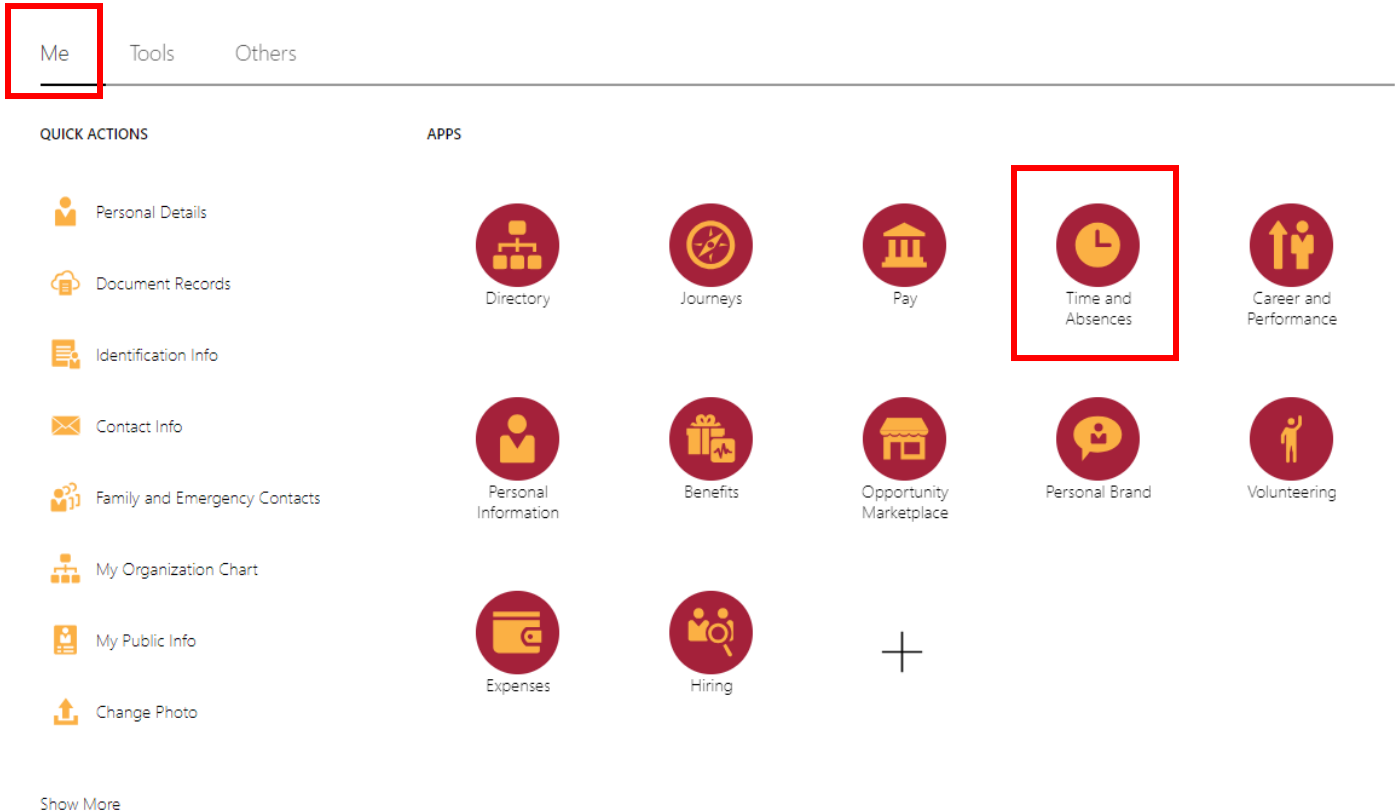
View Calculated Time View Time Totals More Actions

05-13-2024 - 05-19-2024		Monday, May 13			Tuesday, May 14			Wednesday, May 15			Thursday, May 16			Friday, May 17	
Assignment Number *	Payroll Time Type *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop

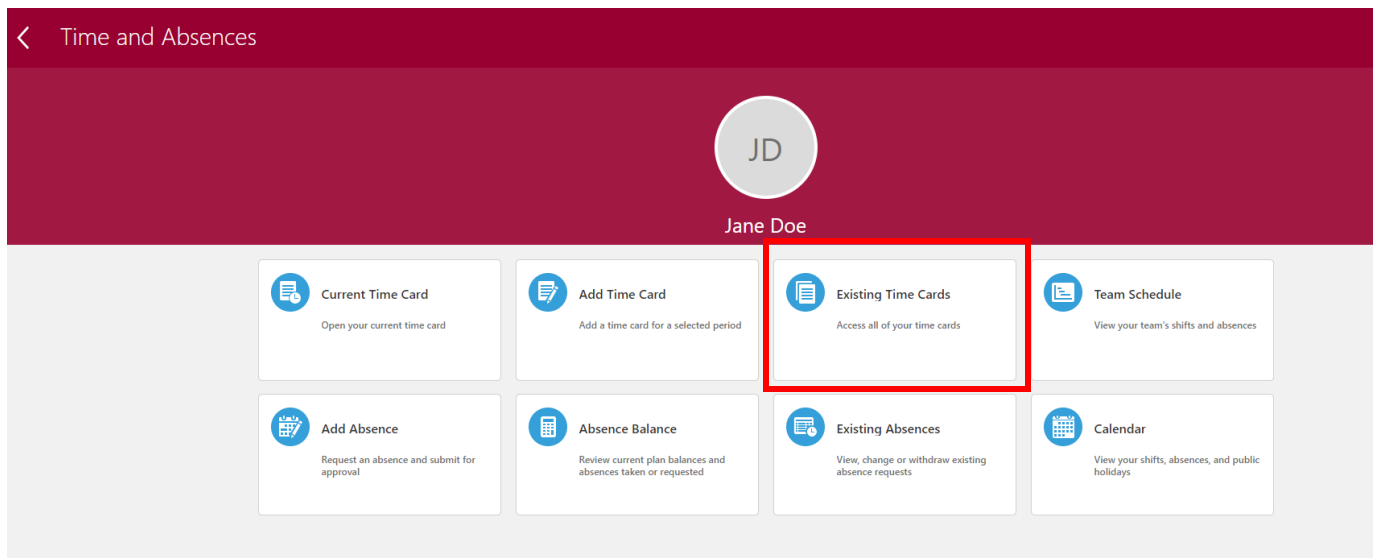
View Existing and Previous Timecards (Non-Exempt/Hourly ONLY)

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Existing Timecard” tile



3. On this page you can view all previous and existing timecards. To edit an existing timecard, you can either select the “Period Start Date” or select the three dots (...) and select “edit”. You can also print by selecting the three dots (...) and selecting “Print”.

NOTE: To clear the time period filter select the “X” button or select “clear”. You’ll then be able to filter by any time period you’d like or view all.

 **Existing Time Cards**
Jane Doe

Search by status 

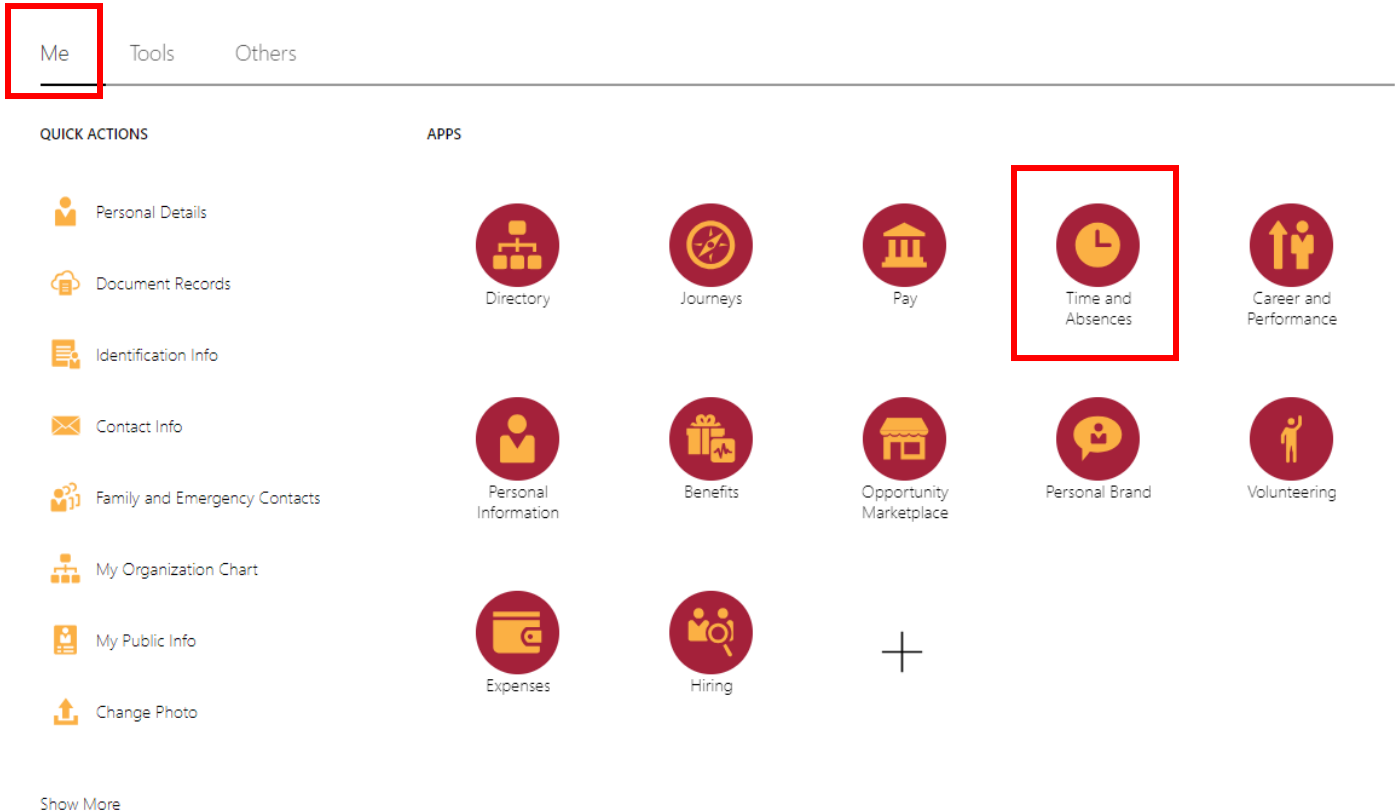
Time Period 04-29-2024 - 05-13-2024  Clear (1)

Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
05-13-2024	05-19-2024	Approved	32.00	40.00		32.00	05-13-2024		 Edit Print

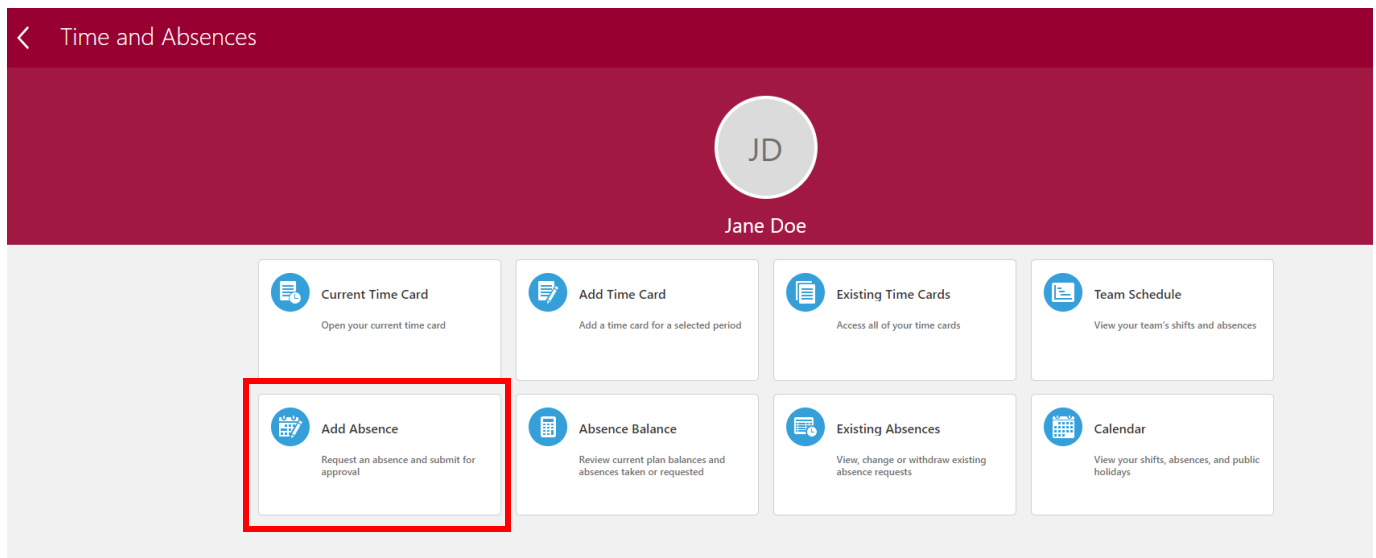
Add Absence

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Add Absence” tile



3. Select the absence type from the drop-down menu

The screenshot shows the 'Add Absence' form for Jane Doe. The 'Type' dropdown menu is open, displaying a list of absence types: Type, Bereavement Leave, Default PTO, Disability-Short Term, Floating Holiday, and Jury Duty. The dropdown is highlighted with a red box. The form header includes the user's name and profile picture, and buttons for 'Save and Close', 'Submit', and 'Cancel'.

4. Enter start and end date (duration/hours will auto-populate), select reason within details if prompted (only for certain absence types), and enter any comments. Once done select “submit” in the upper right-hand corner.

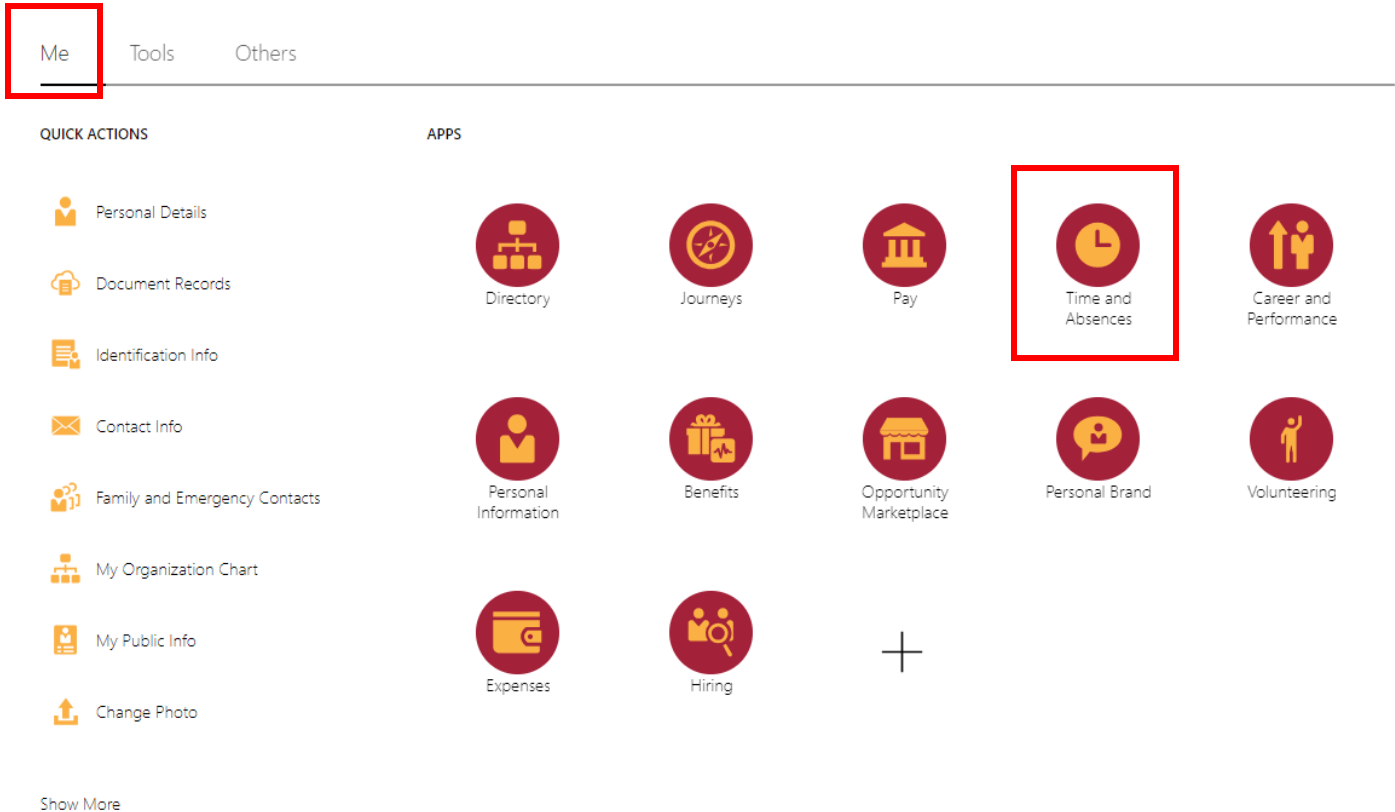
NOTE: If you save and close, your absence will not be submitted, and the hours will not be deducted from your balance. “Context Segment” in additional information section will always be blank.

The screenshot shows the 'Add Absence' form for Jane Doe. The 'When' section is highlighted with a red box, showing the 'Start Date and Duration' and 'End Date and Duration' fields. The 'Details' section shows the 'Reason' dropdown menu highlighted with a red box. The 'Submit' button in the top right corner is also highlighted with a red box. The form header includes the user's name and profile picture, and buttons for 'Save and Close', 'Submit', and 'Cancel'.

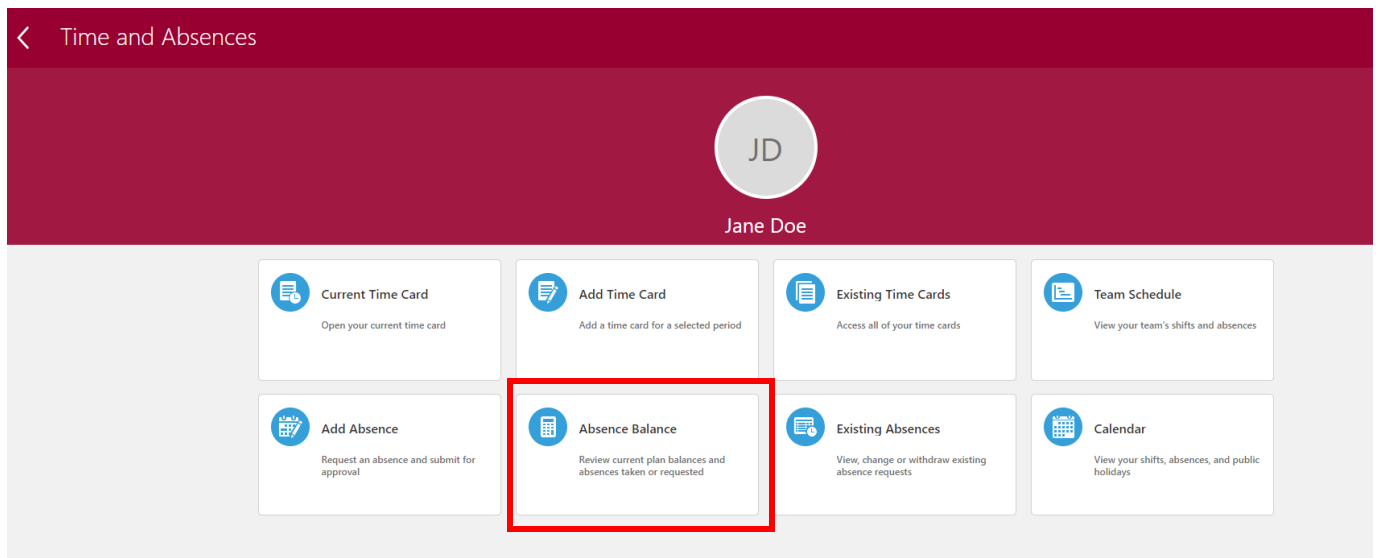
Check Absence Balance

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Absence Balance” tile



3. You will be able to view your balances on this page as of current date

NOTE: You can also add an absence from this page by selecting the action button in the upper right-hand corner and following the same steps in the “Add Absence” section

Absence Balance
Jane Doe

Plan Balances

Plan	Balance As-of Date	Balance
Default PTO	Current date	0 Hours
Floating Holiday	Current date	0 Hours
Wellness	Current date	0 Hours

Actions
Add Absence

4. If you select a plan name on this page you will be redirected to view each absence you’ve recorded for that specific plan. To see the dates of the absences you’ve recorded for this plan look under the “details” section.

NOTE: You can also change the balance-as-of date

Plan Balance
Joelle Neatrour

Plan

Default PTO

*Balance As-of Date 05-13-2024

Plan Balance 22 Hours

Summary

Amounts in Hours

Plan Term
07-01-2023 - 06-30-2024

Accruals	30
Absences	-8
Total Balance	22

Details



Amounts in Hours

All

05-10-2024
Absence

-8

07-01-2023
Initial balance

30

Year-End Details



Amounts in Hours

06-30-2023
Balance

0

View Existing Absences

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe

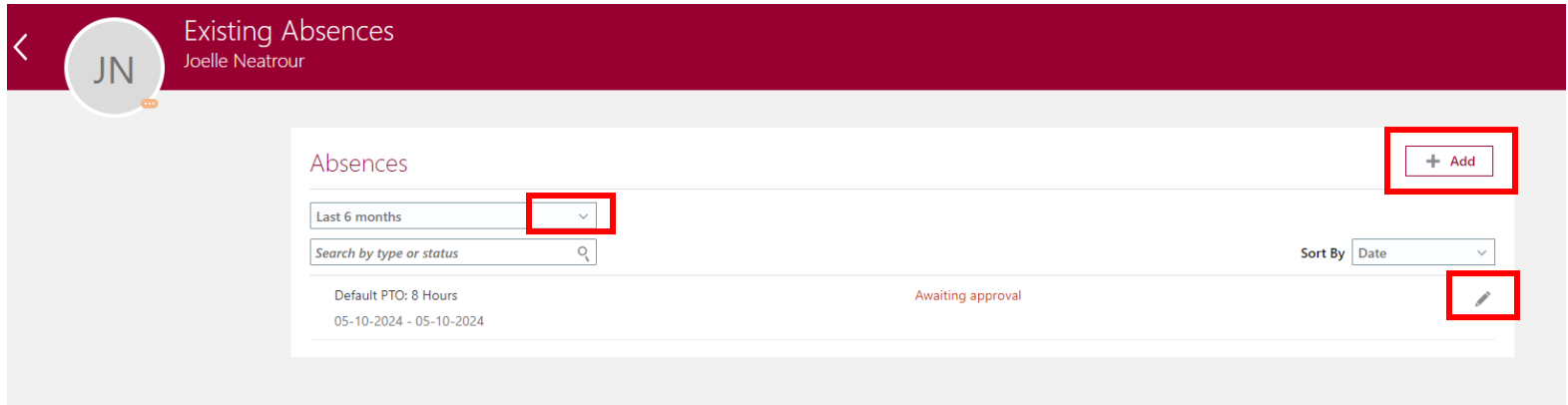
The screenshot shows a user interface for Jane Doe. At the top, there is a navigation bar with three tabs: 'Me', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists several options: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section displays a grid of application tiles. The 'Time and Absences' tile, which features a clock icon, is highlighted with a red box. Other tiles in the 'APPS' section include Directory, Journeys, Pay, Career and Performance, Personal Information, Benefits, Opportunity Marketplace, Personal Brand, Volunteering, Expenses, and Hiring.

2. Select “Existing Absences” tile

The screenshot shows the 'Time and Absences' page for Jane Doe. The page has a dark red header with a back arrow and the text 'Time and Absences'. Below the header, there is a circular profile picture with the initials 'JD' and the name 'Jane Doe'. The main content area is a grid of eight tiles. The 'Existing Absences' tile, which features a clock icon and the text 'Existing Absences', is highlighted with a red box. The other tiles are: 'Current Time Card' (Open your current time card), 'Add Time Card' (Add a time card for a selected period), 'Existing Time Cards' (Access all of your time cards), 'Team Schedule' (View your team's shifts and absences), 'Add Absence' (Request an absence and submit for approval), 'Absence Balance' (Review current plan balances and absences taken or requested), and 'Calendar' (View your shifts, absences, and public holidays).

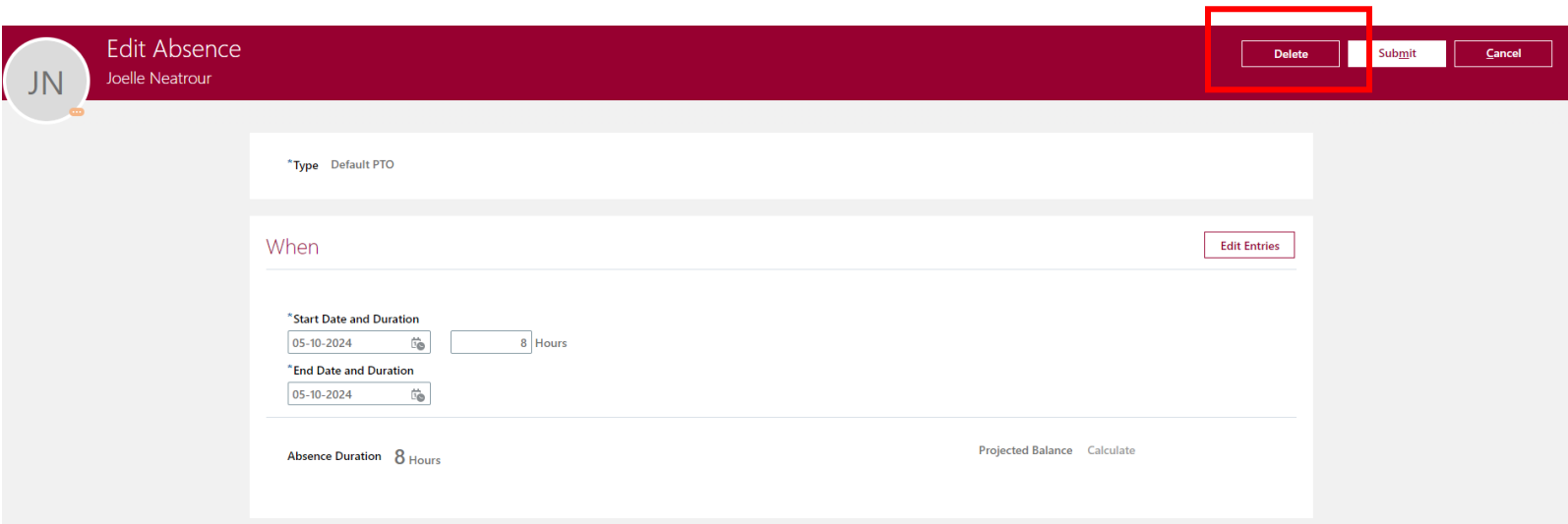
- You will be able to view absences you have submitted for each plan on this page, as well as change or withdraw absences request. To edit an absence, you have already submitted select the pencil icon on the far-right side of the absence.

NOTE: You can also add an absence from this page by selecting “Add” in the upper right-hand corner and following the same steps as listed in the “Add Absence” section. You may also view absences on this page from over six month ago or for the future by selecting the drop-down button next to “Last 6 months” and select how far back you would like to view.



- To delete an absence you have entered, select the pencil icon as shown above, then select “delete” in the upper right-hand corner.

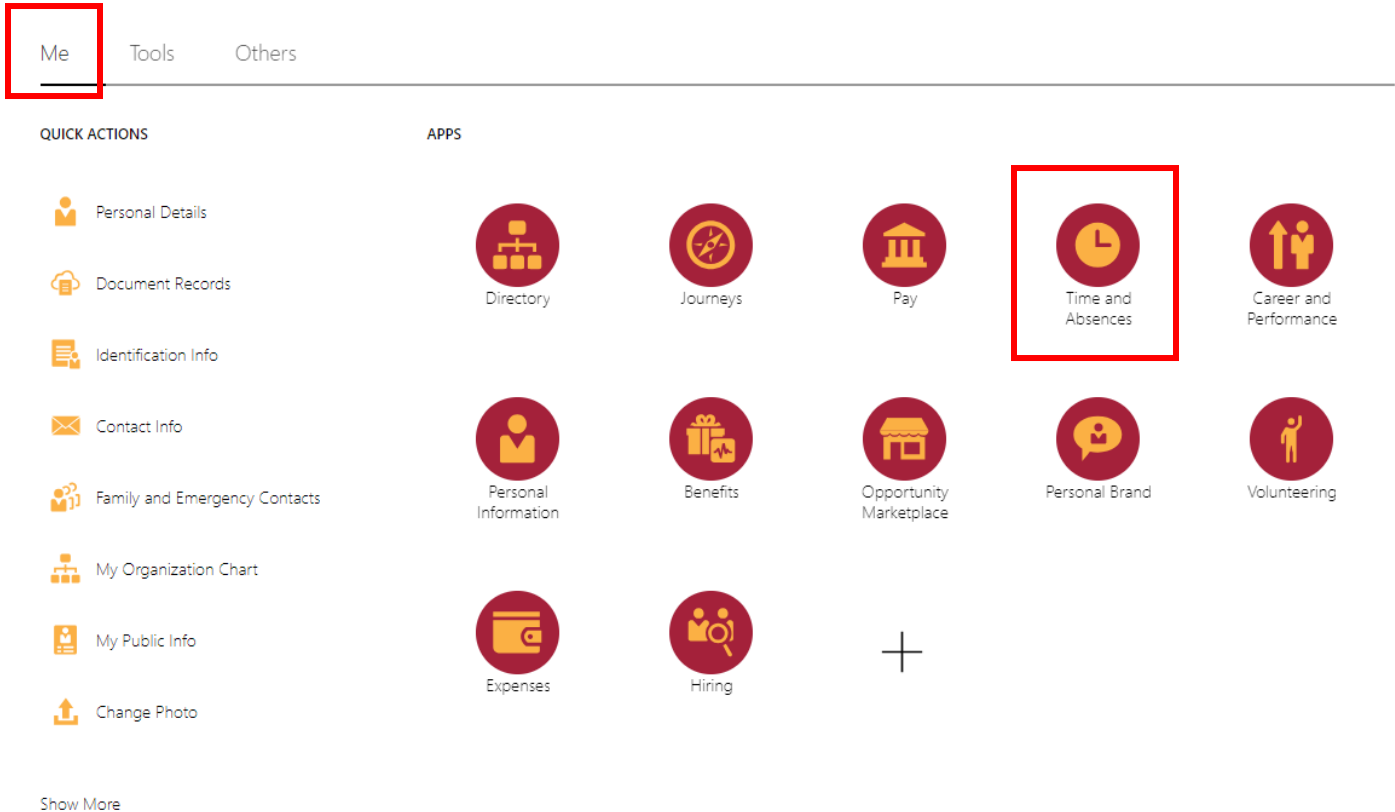
NOTE: If you are editing the absence, make edits as needed then click “submit”.



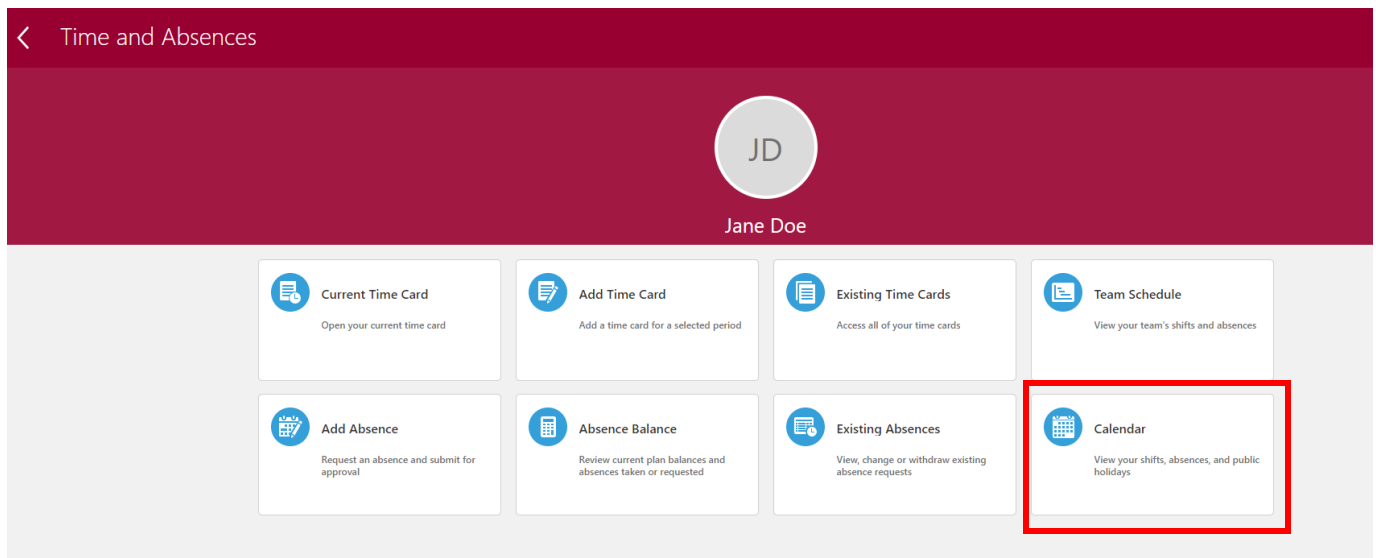
View Schedule and Absences on Calendar

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Calendar” tile



3. Calendar will automatically show the current week schedule. To change the view to the entire month, select the calendar icon on the upper left-hand side.

NOTE: If you select “Show Filters” on the upper right-hand side you will be able to select view only work shifts or absences. The default is set to view all.

JN

Calendar

Joelle Neatrou

Business Title Assistant Director of Human Resources

Date m/d/yyyy

<

>

Today

May 12, 2024 - May 18, 2024

Hide Filters

View

☒ All

☐ Work shifts

☐ Absences

☐ Public holidays

Sun 5/12

Mon 5/13

Tue 5/14

Wed 5/15

Thu 5/16

Fri 5/17

Sat 5/18

12:00 AM

12:00 AM - 12:00 AM (8 hrs) 40
Hour Work
Schedule-8 Hour
Elapsed Shift

12:00 AM - 12:00 AM (8 hrs) 40
Hour Work
Schedule-8 Hour
Elapsed Shift

12:00 AM - 12:00 AM (8 hrs) 40
Hour Work
Schedule-8 Hour
Elapsed Shift

12:00 AM - 12:00 AM (8 hrs) 40
Hour Work
Schedule-8 Hour
Elapsed Shift

12:00 AM - 12:00 AM (8 hrs) 40
Hour Work
Schedule-8 Hour
Elapsed Shift

12:00 AM

1:00 AM

2:00 AM

3:00 AM

4:00 AM

5:00 AM

6:00 AM

7:00 AM

8:00 AM

9:00 AM

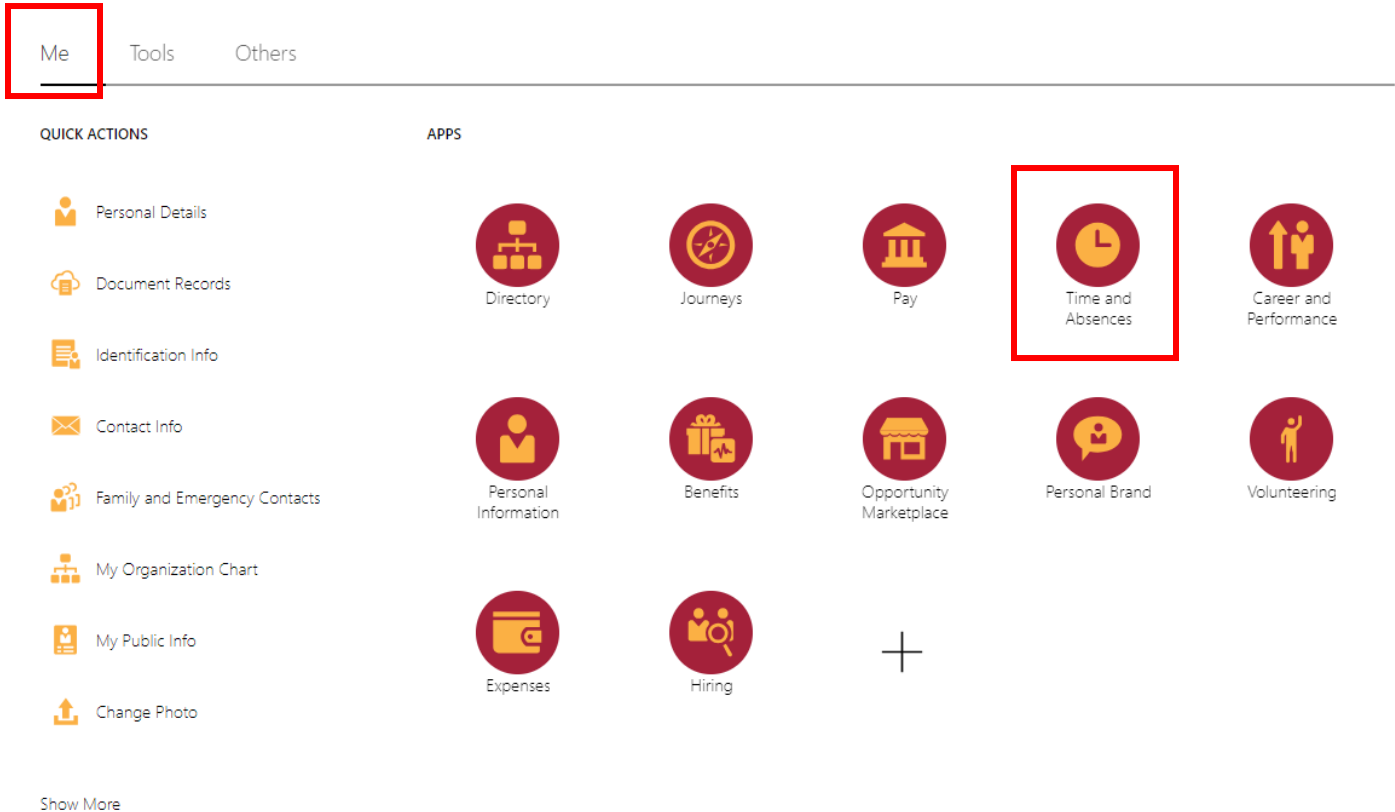
10:00 AM

11:00 AM

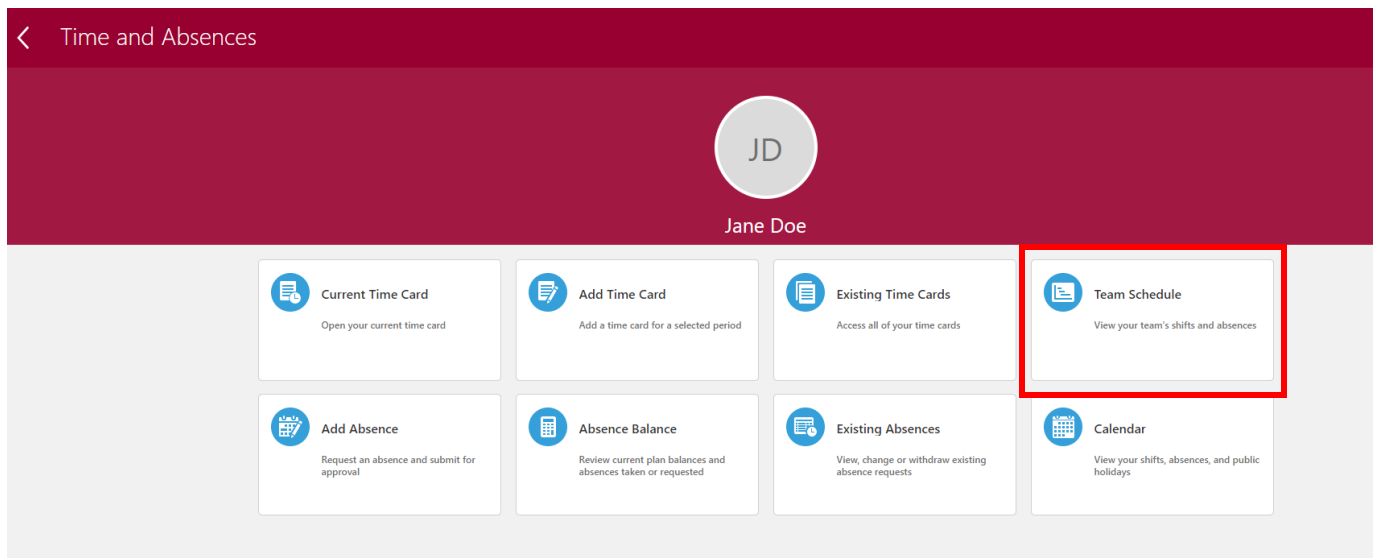
View Team Schedule

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Team Schedule” tile



3. Team Schedule will automatically show the current week schedule. To change the view to another week, select the arrows (< >) next to the “Today” box.

NOTE: If you select “Show Filters” on the upper left-hand side next to the search box you will be able to filter. The default view is set to public holidays, published schedule, and absences.

Team Schedule

Search by person or shift name

Hide Filters

Saved Search

< > Today May 12, 2024 - May 18, 2024

Sort By Last Name - A to Z

Today for Peers

Save

Filters

Reset

Expand All Collapse All

^ Date

mm-dd-yyyy

OK

^ Type

Clear

☒ Public holidays

☒ Published schedule

☒ Absence

☐ Employment schedule

☐ Other availability

^ Line Manager

☐ Cale Nelson

Employee

Sun 12 Mon 13 Tue 14 Wed 15 Thu 16 Fri 17 Sat 18

40h scheduled work

40h scheduled work

JN

Joelle Neatrou

E1001009

Assistant Director of Human Resources

40h scheduled work

40h scheduled work

40h scheduled work

40