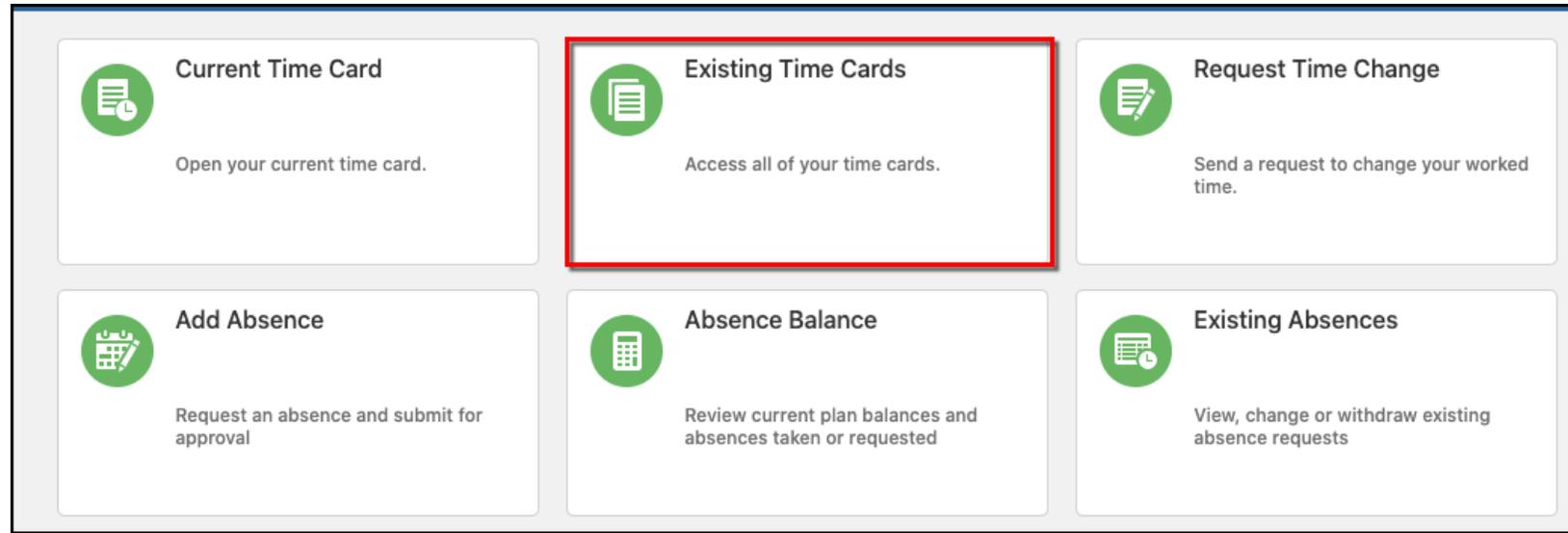


1. Select **Me** to display your employee functions
2. Click **Time and Absences**

The screenshot displays the ESS user interface. At the top, there is a navigation bar with five tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk Management'. The 'Me' tab is highlighted with a red box. Below the navigation bar, the interface is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section contains a vertical list of icons and labels: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', and 'My Organization Chart'. The 'APPS' section contains a grid of icons and labels: 'Directory', 'Onboarding', 'Checklist Tasks', 'Time and Absences', 'Career and Performance', and 'Personal Information'. A red arrow originates from the 'Me' tab and points to the 'Time and Absences' icon, which is also highlighted with a red box.

3. Click the **Existing Time Cards** tile

A grid of six white tiles with rounded corners and a light gray border, arranged in two rows and three columns. Each tile contains a green circular icon, a title, and a brief description. The 'Existing Time Cards' tile in the top row, middle column, is highlighted with a red border.

- Current Time Card**: Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences**: View, change or withdraw existing absence requests.

4. By default, your last 5 timecards will be displayed for review

Time Cards

+ Add

Last 5 time cards

 Pending worker approval ...

☆ 10/3/2020 - 10/16/2020
Total Hours:78

Worker Approval Status
Submitted

Submitted

 Pending worker approval ...

☆ 9/19/2020 - 10/2/2020
Total Hours:40

Worker Approval Status
Submitted

Submitted

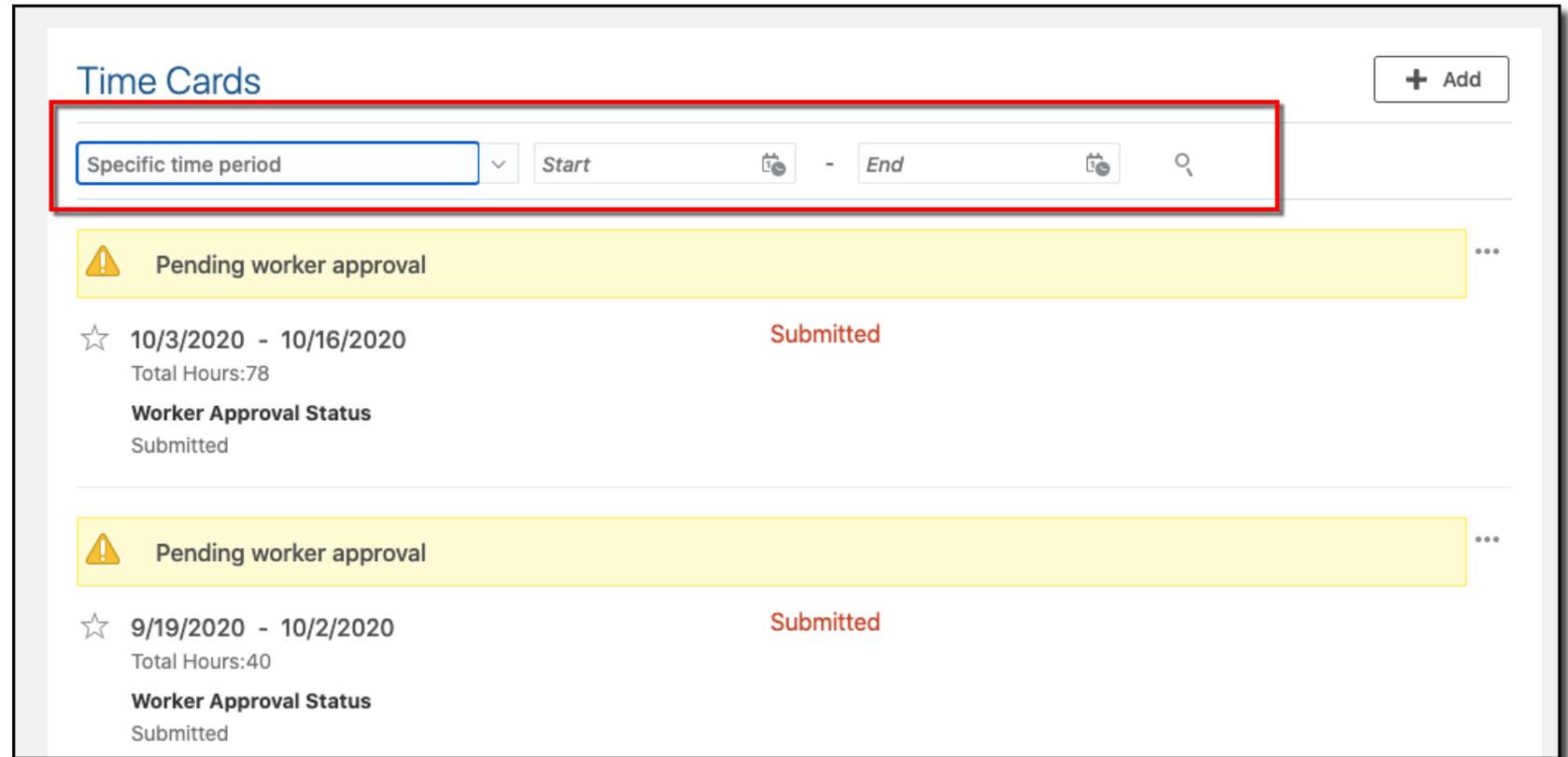
 Pending worker approval ...

☆ 8/22/2020 - 9/4/2020
Total Hours:80

Worker Approval Status
Submitted

Approved
Pending change request approval

5. If desired, you can specify a different date range for viewing your timecards
6. In the dropdown, select **Specific time period**
7. Enter a **Start** date
8. Enter an **End** date



The screenshot displays the 'Time Cards' interface. At the top, there is a search bar with a dropdown menu set to 'Specific time period'. Below the search bar, there are two timecard entries, each with a yellow warning banner that reads 'Pending worker approval'. The first entry is for the period 10/3/2020 - 10/16/2020, with a total of 78 hours and a status of 'Submitted'. The second entry is for the period 9/19/2020 - 10/2/2020, with a total of 40 hours and a status of 'Submitted'. A '+ Add' button is visible in the top right corner.

Time Period	Total Hours	Worker Approval Status
10/3/2020 - 10/16/2020	78	Submitted
9/19/2020 - 10/2/2020	40	Submitted

9. To view the details of a specific timecard, click on the hyperlinked status of the desired timecard
10. Review the additional details

End of Procedure

Time Cards + Add

Specific time period Start - End

Pending worker approval

☆ 10/3/2020 - 10/16/2020 Submitted
Total Hours:78
Worker Approval Status
Submitted

Approval in Progress

Time Card
Jana Baylis
Period 10/3/2020 - 10/16/2020
Person Number 1834

Person Information

Assignment Number E1834	Manager Sharon Thompson
Job HUMAN RESOURCES MANAGER	Position Human Resources Manager
Location Lansing	Department Human Resources

Time Card Details

Time Card Status Submitted	Worker Approval Status Submitted
Overtime Day Start Time	Overtime Period

Comments

Time Totals