

Employee Self-Service

Version Payroll_V1.3

Published on: August 2023

(Disclaimer: This document serves as Jea Marie Enad's sample work only. Actual names of the people, company, and website are withheld for privacy.)

Contents

- Introduction..... 3
- Sign in to ESS 3
- Employee Tools 4
 - Update your ESS profile 5
 - Change your password 6
 - View your working hours 7
 - File an overbreak authorization 9
 - File a change of shift application 11
- Attendance Regularization 12
 - File an attendance regularization application 12
- Leave Application 13
 - Apply for a leave..... 13
 - View the status of your leave application 15
- My Reports 16
 - Attendance Reports 16

Introduction

Employee Self-Service (ESS) is a website portal where you can view your attendance records, payslip, apply for attendance regularization, overbreaks, and other necessary employee tools.

Employee Self-Service is the payroll software for the employees in the Philippine office.

To access the ESS website, do either of the following:

- On the address bar of your web browser, type **payroll.companyname.com**.
- On the address bar of your web browser, type **links.companyname.com**, sign in using your corporate Gmail account, click **Office/HR Tools**, and then click **ESS (Online Payroll)**.

Sign in to ESS

You can access your records in ESS using the ESS username and password. Your username is *yourname+uniquecode@companyname.com*. The default password for all ESS accounts is **admin**.

It is necessary to change the password of your account after you sign in to ensure that only you can access your ESS records.

To access your records in ESS, follow these steps:

1. Go to the ESS webpage.
2. On the sign-in screen, enter the necessary information in the following:
 - **Username.** In the **Username** box, type your username.

4 | Employee Self-Service

- **Password.** In the **Password** box, type your password.

Note:

If it is your first time to access your ESS account, enter **admin** as your password.

3. Click **Login**.

The ESS home page appears after you sign in. The ESS home pages for supervisors and their team members are different. There are features that are available only for a supervisor, such as the My Team option on the ESS menu bar.

For more information about ESS for supervisors, see *Employee Self-Service (For Supervisors) User Guide*.

Employee Tools

In the Employee menu, you can find the necessary tools for employees. You can view your daily attendance record and update your personal information and password. You can also file authorizations for overbreaks and shift changes.

In Employee, you can find the following options:

- My Profile
- Change Password
- My In-Out
- Optional Holiday
- Over Break Application
- Shift Application

To access the employee tools, point to **Employee** on the menu bar of the ESS home page.

Update your ESS profile

In **My Profile**, you can view and edit your personal information and employment details.

The screenshot displays the 'EMPLOYEE INFORMATION' pane. It features a grid of input fields for personal and employment details. The 'EMPLOYEE PHOTO' section includes a photo placeholder and file management options. A navigation bar at the bottom contains icons for various profile sections, with 'Personal' highlighted.

Figure 1 In the **EMPLOYEE INFORMATION** pane, click the applicable options to edit or view your personal and employment details.

In the **EMPLOYMENT INFORMATION** pane, click the following options to perform the necessary actions:

- **Personal.** Click **Personal** to enter your personal details.
- **Contact.** Click **Contact** to enter your contact details.
- **Emergency Contact(s).** Click **Emergency Contact(s)** to enter the name and contact details of the person who you want to be contacted in case of emergency.
- **Dependent.** Click **Dependent** to enter the necessary information of your dependent.

- **Immigration.** Click **Immigration** to enter the necessary information about your immigration.
- **Asset.** Click **Asset** to view your asset records.
- **Reporting Contract.** Click **Reporting Contract** to view the necessary information about who you are reporting to and your contract.
- **Experience.** Click **Experience** to enter your employment information.
- **Qualification.** Click **Qualification** to enter your educational attainment.
- **Skills.** Click **Skills** to enter your skills records.
- **Attachments.** Click **Attachments** to attach any document to your employee profile.
- **Insurance.** Click **Insurance** to view your insurance details.

Change your password

Your ESS account contains confidential information like your salary details. Anyone can access your account using the default ESS password. It is necessary to change the password of your account to ensure that only you can access your ESS records.

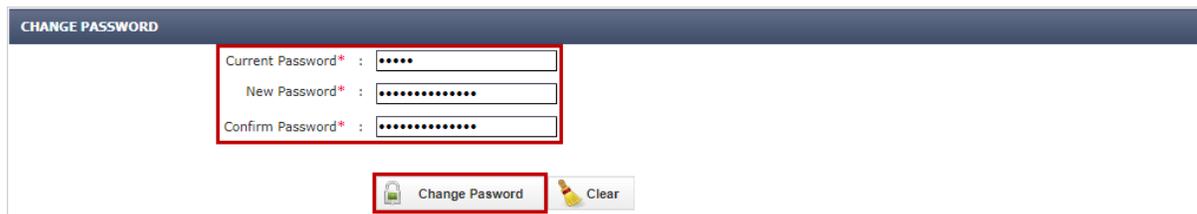
To change your password, follow these steps:

1. On the ESS menu bar, point to **Employee**, and then click **Change Password**.
2. In the **Change Password** page, enter the necessary information in the following:
 - **Current Password.** In the **Current Password** box, type the password that you are currently using.
 - **New Password.** In the **New Password** box, type your new password.

- **Confirm Password.** In the **Confirm Password** box, type your new password again to verify the accuracy of the information that you enter.
3. Click **Change Password**.

Note:

Click **Clear** to clear all data that you enter in the **Change Password** page.



The screenshot shows a web form titled "CHANGE PASSWORD". It contains three input fields: "Current Password*", "New Password*", and "Confirm Password*", each with a red border. Below the fields are two buttons: "Change Pasword" (with a lock icon) and "Clear" (with a trash icon).

Figure 2 In the **Change Password** page, enter the applicable information, and then click **Change Password** to change the password of your ESS account.

View your working hours

On the **Employee InOut Time** page, you can view your daily working hours.

When you access **Employee InOut Time**, the system automatically retrieves your records for the whole month. For convenience, you can view your working hours for every pay cycle. The pay cycle in the company starts from the 26th day of the month and ends on the 25th day of the following month.

To view your working hours, follow these steps:

1. On the ESS menu bar, point to **Employee**, and then click **My In-Out**.
2. On the **Employee InOut Time** page, do the following:
 - 2.1. Click the calendar symbol  beside the **From** and **To** boxes to select the date range of the records that you want to retrieve.
 - 2.2. Click **Go**.

Note:

When you click **Go**, the system retrieves your attendance record in the date range that you entered. The colors of the row indicate whether you are present or out of the office for a specific day. The colors also indicate your days off and office holidays.

In the **Employee IN-OUT Records** pane, you can view the following:

- **For date.** The **For date** column displays the corresponding date of the attendance record.
- **Shift Name.** The **Shift Name** column displays your shift schedule.
- **In Time.** The **In Time** column displays the time when you clocked in.
- **Out Time.** The **Out Time** column displays the time when you clocked out.
- **Working Hours.** The **Working Hours** column displays the number of hours and minutes that you have rendered for the day.
- **Late Out.** The **Late Out** column displays the number of hours and minutes for which you worked beyond your shift.
- **Late In.** The **Late In** column displays the number of hours and minutes for which you arrived late.
- **Early In.** The **Early In** column displays the number of hours and minutes for which you clocked in before your shift.
- **Early Out.** The **Early Out** column displays the number of hours and minutes for which you clocked out before the end of your shift.
- **Break Hrs.** The **Break Hrs** column displays the number of hours and minutes that you went on break.

Note:

Your unpaid break must not exceed 60 minutes. If you are authorized to have an office break for more than 60 minutes, you can request for your supervisor to approve your extended break. For more information about how to file an overbreak authorization, see *File an overbreak authorization*.

For date	Shift Name	AB/HO/WO	In Time	Out Time	Working Hours	Late Out	Late In	Early In	Early Out	Break Hrs
01/09/2018	11am-8pm	WO					-		-	
02/09/2018	11am-8pm	WO					-		-	
03/09/2018	11am-8pm	AB					-		-	
04/09/2018	11am-8pm	AB					-		-	
05/09/2018	11am-8pm	AB					-		-	
06/09/2018	11am-8pm	AB					-		-	
07/09/2018	11am-8pm	AB					-		-	
08/09/2018	11am-8pm	WO					-		-	
09/09/2018	11am-8pm	WO					-		-	
10/09/2018	11am-8pm	AB					-		-	
11/09/2018	11am-8pm	AB					-		-	
12/09/2018	11am-8pm	AB					-		-	

Figure 3 In the **From** and **To** boxes, enter the date range of the records you want to retrieve, and then click **Go**.

File an overbreak authorization

You can have an office break in between your shift hours every workday. The number of minutes that you can go on break is 60 minutes or less. If you have valid reasons, you can extend your break to more than 60 minutes. However, it is necessary to file an overbreak authorization in ESS.

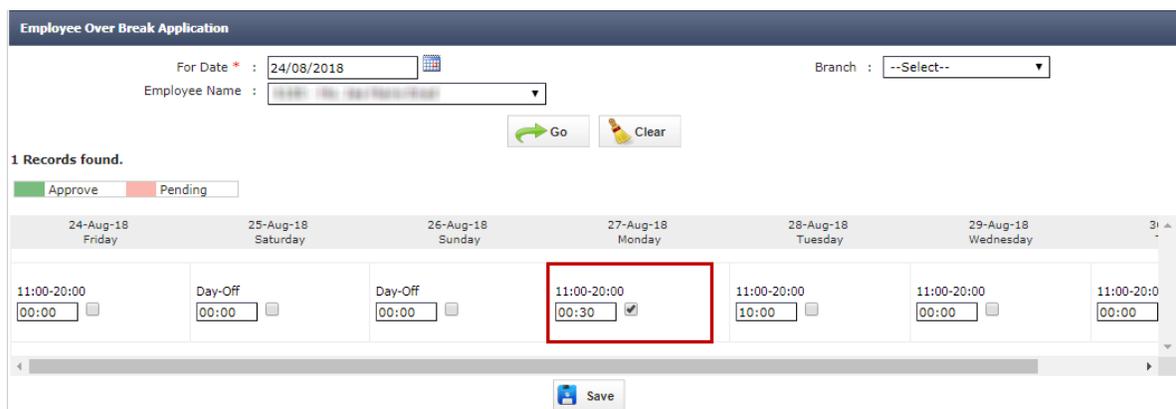
It is also necessary to inform your supervisor through email when you file an overbreak authorization because the system does not notify him or her of your application.

To file for an over-break application, follow these steps:

1. On the ESS menu bar, point to **Employee**, and then click **Over Break Application**.
2. On the **Employee Over Break Application** screen, click the calendar symbol  beside the **For Date** box to select the applicable date.
3. Click **Go**.
4. In the **Date** column of the **Employee Over Break Application** pane, do the following:
 - 4.1. In the box below your shift hours, type the number of hours and minutes of your overbreak.
 - 4.2. Select the check box that corresponds to the date of your intended over-break.

Note:

It is necessary to select the check box so that the system records your application.



The screenshot shows the 'Employee Over Break Application' interface. At the top, there are input fields for 'For Date *' (set to 24/08/2018), 'Employee Name', and 'Branch' (set to --Select--). Below these are 'Go' and 'Clear' buttons. A section titled '1 Records found.' contains a table with columns for dates from 24-Aug-18 to 29-Aug-18. The table rows show shift times and checkboxes. The row for 27-Aug-18 (Monday) is highlighted with a red box, showing a shift of 11:00-20:00 and a checked checkbox. A 'Save' button is located at the bottom of the table.

Figure 4 In the **Employee Over Break Application** pane, select the check box of the date that you intend to have an over-break, and then type the number of hours and minutes of your intended over-break.

5. Click **Save**.

File a change of shift application

You can request for your supervisor to adjust your working schedule in ESS.

Your shift depends on the nature of your work and your agreement with your supervisor. The types of employee shifts are the following:

- **Fixed Schedule.** A fixed schedule allows you to work on a fixed timetable with the same number of working hours and days. The fixed schedule qualifies you for an attendance incentive.

If your schedule is fixed, you can request for a shift change on valid cases. However, it is necessary to obtain your supervisor's consent before you file a change of shift application in ESS.

- **Gliding Schedule.** A gliding schedule allows you to start your shift at any time of the day, provided that you report for eight working hours in one workday.
- **Flexible Schedule.** A flexible schedule allows you to adjust the time when you clock in or clock out, provided that you reach the required number of working hours in one pay cycle.

It is necessary to inform your supervisor through email when you request to adjust your schedule because the system does not notify him or her of your application.

To apply for a shift adjustment, follow these steps:

1. On the ESS menu bar, point to **Employee**, and then click **Shift Application**.
2. On the **Employee Shift Application** screen, click the calendar symbol  beside the **For Date** box to select the date when you want to file for an over-break.
3. Click **Go**.
4. From the **Shift Change** list, select the applicable time.

5. Select the check box that corresponds to the date when you want to adjust your working hours.
6. Click **Save**.

Attendance Regularization

You can file an attendance regularization application for valid cases such as out-of-office activities and business travels. Attendance regularization automatically credits an employee with eight working hours.

File an attendance regularization application

To file an attendance regularization application, follow these steps:

1. In the **Quick Links** pane of the ESS home screen, click **Attendance Reg. Request**.
2. In the leftmost column of the **Employee Attendance Regularization Request** pane, select the check box that corresponds to the date that you want to be adjusted.
3. From the **Reason** list, select the applicable reason of your attendance regularization request.
4. From the **Half/Full Day** list, select **Full Day**, **First Half**, or **Second Half**, depending on which period of your shift needs adjustment.
5. Click **Save**.

Note:

Click **Delete** to clear the information that you enter on the **Employee Attendance Detail** page.

Leave Application

In ESS, you can apply for a paid or unpaid leave and view the status of your leave application. If you are an employee of the company for more than two months, you receive 0.83 paid leave credits every first week of the month.

At the end of the year, your unused paid leaves are converted to cash. The equivalent amount appears in your salary slip on the first quarter of the following year.

Apply for a leave

You can apply for a paid or unpaid leave in ESS. It is necessary to file your leave at least 10 days before the intended date.

To apply for a leave, follow these steps:

1. On the ESS menu bar, point to **Leave**, and then click **Leave Application**.
2. On the **Leave Application** page, click **Add**.

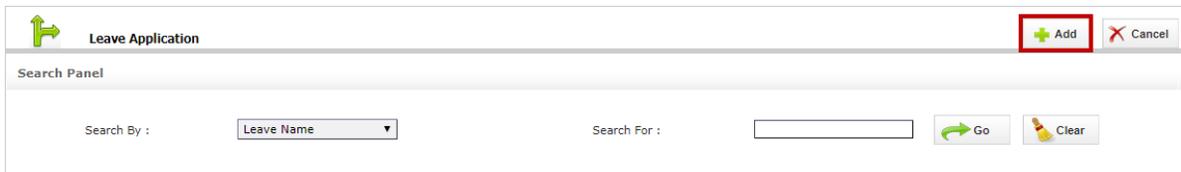


Figure 5 On **Leave Application**, click **Add** to add a new leave application.

3. In the **Leave Application** pane, select your type of leave from the **Leave** list.

Select the **Emergency Leave** check box if your leave was due to a valid emergency reason.

Note:

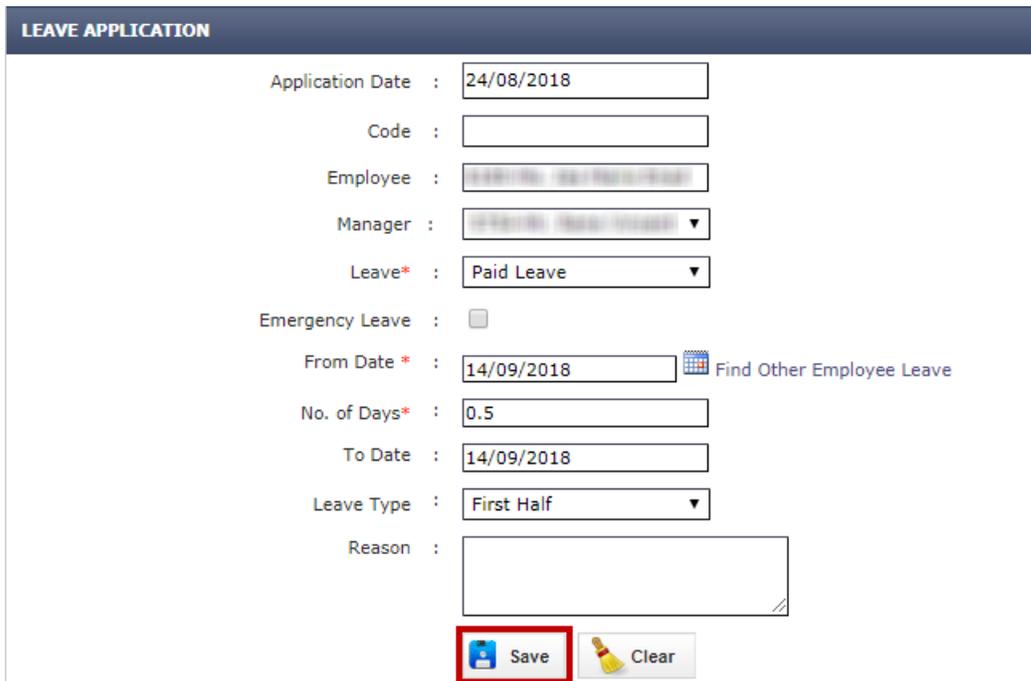
It is necessary that you use up all your credits for paid leaves before you can use the credits for unpaid leaves.

4. Click the calendar symbol  beside **From Date** to select the date of your intended leave.
5. In the **No. of Days** box, type the number of days of your intended leave.

Note:

If you intend to apply for a half-day leave, type **0.5** in the **No. of Days** box. From the **Leave Type** list, select whether your leave is on the first or second half of your shift.

6. In the **Reason** box, type the reason of your office leave.
7. Click **Save**.



The screenshot shows a web form titled "LEAVE APPLICATION". The form includes the following fields and controls:

- Application Date : 24/08/2018
- Code : [empty text box]
- Employee : [empty text box]
- Manager : [empty dropdown menu]
- Leave* : Paid Leave [dropdown menu]
- Emergency Leave :
- From Date * : 14/09/2018 [text box with calendar icon] Find Other Employee Leave
- No. of Days* : 0.5 [text box]
- To Date : 14/09/2018 [text box]
- Leave Type : First Half [dropdown menu]
- Reason : [empty text box]
- Buttons: Save (highlighted with a red box) and Clear

Figure 6 In **Leave Application**, enter the necessary details of your leave application, and then click **Save**.

Your leave application is valid only when your supervisor approves your request. If an employee reaches beyond 10 unpaid leaves within a year, the Human Resources (HR) team decides whether to approve or reject the employee's next leave request.

In the **Leave Report** pane of **Leave Application**, you can view your remaining credits for paid leaves and unpaid leaves.

In the **Leave Detail** pane, you can view the date, day of the week, and status of your leave application. The system automatically updates **Leave Detail** based on the date and number of days that you indicate in the **Leave Application** pane.

LEAVE REPORT		
Leave	Balance	
Paid Leave	5.81	
Unpaid Leave	10.00	
Leave Detail		
Date	Week Day	Status
17/09/2018	Mon	Paid Leave
18/09/2018	Tue	Paid Leave
Note : Considering Weekoff and Holiday as leave depends on policy/approval.		

Figure 7 The Leave Report and Leave Detail panes

View the status of your leave application

On the **Employee Leave Status - User Panel** page, you can view the necessary information of all your leave applications, such as dates, types, and statuses of your leave. The status of your leave application may depend on the approval of your supervisor.

To view the status of your leave application, do either of the following:

- On the ESS menu bar, point to **Leave**, and then click **Leave Status**.
- In the **Quick Links** pane of the ESS home screen, click **Leave Application Status**.

Figure 8 In the **Leave Application Record(s)** pane, you can view the necessary information of all your leave applications.

My Reports

You can download a PDF file of your attendance reports for a specific date range on the **Employee Detail Report** page.

To access the **Employee Detail Report** page, click **My Reports** on the ESS menu bar.

Attendance Reports

In **Attendance Reports**, you can find the following options:

- **Attendance Register.** Click **Attendance Register** to open the **ATTENDANCE REGISTER** pane where you can download a report of your attendance register.

Sr.	Code	Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	A	L	W	H	LC
1			W	P	P	HO	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	21.0	0.0	0.0	9.0	1.0

P : Present A : Absent L : Leave W : Week Off H : Holiday FH : First Half SH : Second Half LC : Late Count

Figure 9 The **ATTENDANCE REGISTER** file

- **In-Out Summary.** Click **In-Out Summary** to open the **EMPLOYEE IN-OUT SUMMARY** pane where you can download a report of your working hours.

Note:

At the end of every pay cycle, you can review your **IN-OUT DETAIL** report to confirm the approval of your attendance regularization requests and verify your expected deductions.

IN-OUT DETAIL																
SR NO	ON DATE	SHIFT TIMING			ACTUAL TIMING			ABSENT / LEAVE	LATE ENTRIES		EARLY ENTRIES		DEFICIT	SURPLUS	NIGHT HOU	REASON
		FROM	TO	HOURS	IN	OUT	HOURS		IN	OUT	IN	OUT				
1	26/08/2018			-				WO	00:00	-	-	00:00	-	-		-
2	27/08/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
3	28/08/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
4	29/08/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
5	30/08/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
6	31/08/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
7	01/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
8	02/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
9	03/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
10	04/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
11	05/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
12	06/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
13	07/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
14	08/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
15	09/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
16	10/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
17	11/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
18	12/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
19	13/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
20	14/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
21	15/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
22	16/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
23	17/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
24	18/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
25	19/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
26	20/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
27	21/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
28	22/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
29	23/09/2018			-			-	WO	00:00	-	-	00:00	-	-		-
30	24/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-
31	25/09/2018	11:00	20:00	08:00			-	AB	-	-	-	-	-	-		-

'AB' for Absent 'HO' for Holiday 'WO' for Weekoff

Figure 10 The IN-OUT DETAIL file