Table of Contents

## Accessing the Mobile ESS Application

To begin using the Mobile ESS Application you will require a web link from your IT department. Enter this address in to the web browser on your mobile device.
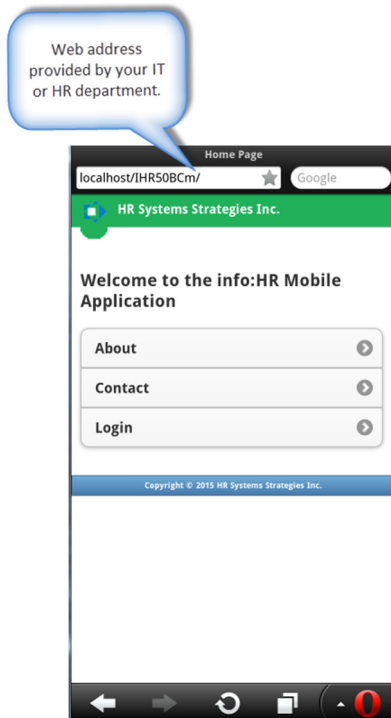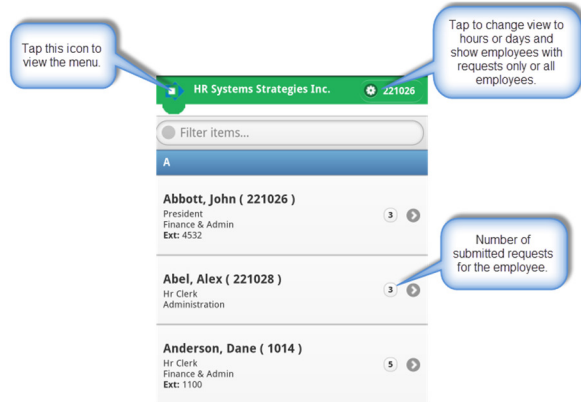

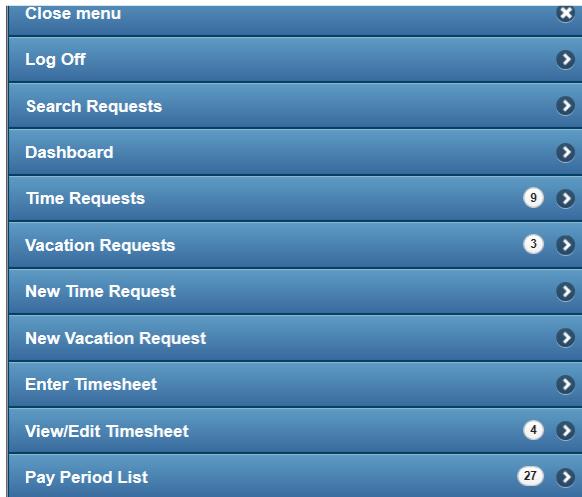| Field	Purpose
About	Displays information about Mobile ESS.
Contact	Displays HR Systems Strategies support line information.
Login	Provides the ability to log in to the application.

Navigating
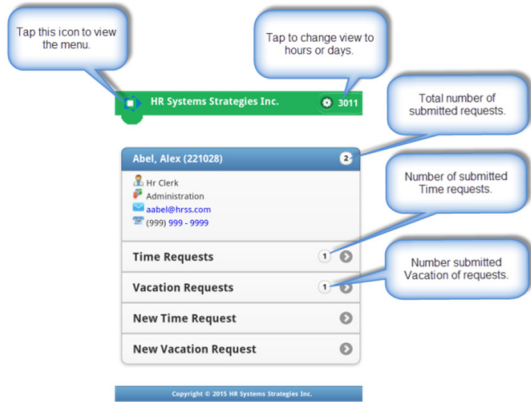
Menu

To access this menu, tap the info:HR logo [logo] on any screen. This menu can be used to view screens in Mobile ESS.

| Close menu	✖
Log Off	❯
Search Requests	❯
Dashboard	❯
Time Requests	9 ❯
Vacation Requests	3 ❯
New Time Request	❯
New Vacation Request	❯
Enter Timesheet	❯
View/Edit Timesheet	4 ❯
Pay Period List	27 ❯

Field	Purpose
Close Menu	Returns to the previous screen.
Log Off	Logs the user out of the application.
Current Employee	Displays the most recent employee selected from the employee list.
Employee List	Returns the supervisor to the list of employees.
Search Requests	Provides the ability for the user to search for a request.
Dashboard	Displays the employee's dashboard items.
Time Requests	Displays the employee's submitted Time requests.
Vacation Request	Displays the employee's submitted Vacation requests.
New Time Request	Provides the ability to generate a new Time Request.
New Vacation Request	Provides the ability to generated a new Vacation Request.
Enter Timesheet	Provides the ability to enter Timesheet data.
View/Edit Timesheet	Provides the ability to edit and review a Timesheet.
Pay Period List	Displays the pay period list.

Settings

Settings provide the ability to switch from hours to days and for supervisors to view only employees with submitted requests. Tap the ⚙.

<table>
<tr><td>Employee</td><td>Supervisor</td></tr>
</table>
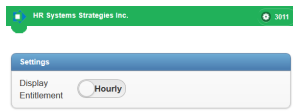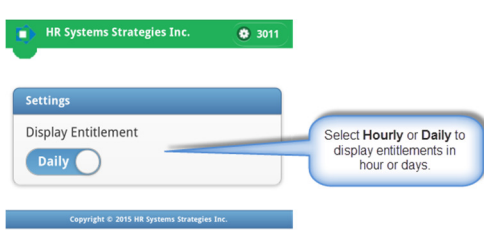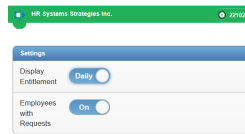
About

The About field will display the version and last patch date of your mobile application. This information may be required when calling the HR Systems Strategies Inc. support line.
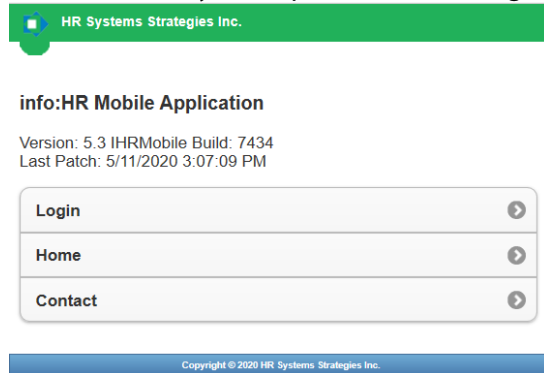
Home

The Home field will take you back to the Home screen.
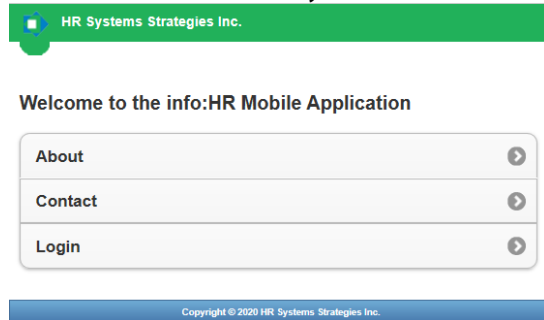
Login

When the Login option is tapped you will be brought to the login screen, providing the ability to log in to Mobile ESS.

- Enter your User name and Password. This would be the same User name and Password used to log in to ESS on a computer.

Employee Screen

If you are not a supervisor, the first screen upon login displays the employee's information:

name	position
employee number	department

And optionally:

location	telephone number 2
email address	cell phone number
telephone number 1	internal phone extension

Tap this icon to view the menu

Provides the ability to view in hours or days.

HR Systems Strategies Inc.   ⚙ 3011

Displays the total number of requests submitted
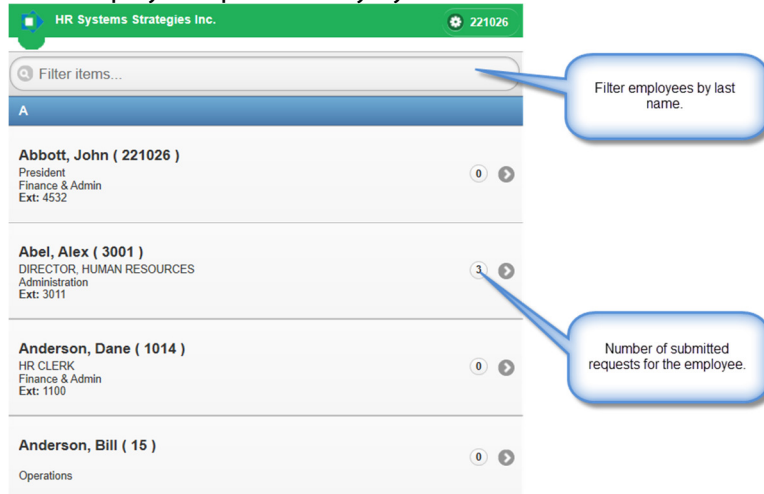
Abel, Alex (3001)   12

- DIRECTOR, HUMAN RESOURCES
- Administration
- Sw Ontario
- support@gmail.on
- barbarac@infohr.com
- (999) 999 - 9999
- 3011

Time Requests	9 ❯
Vacation Requests	3 ❯
New Time Request	❯
New Vacation Request	❯
Enter Timesheet	❯
View/Edit Timesheet	4 ❯
Pay Period List	27 ❯

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Number of submitted Time Requests

Number of submitted Vacation Requests

Number of records entered in the current pay period

Number of Pay Periods

Supervisor Screen

After a supervisor logs into the system they are brought to their employee list. The employee list is displayed alphabetically by last name.

HR Systems Strategies Inc.   ⚙ 221026

🔍 Filter items...

Filter employees by last name.

A

Abbott, John (221026)
President
Finance & Admin
Ext: 4532   0 ❯

Abel, Alex (3001)
DIRECTOR, HUMAN RESOURCES
Administration
Ext: 3011   3 ❯

Number of submitted requests for the employee.

Anderson, Dane (1014)
HR CLERK
Finance & Admin
Ext: 1100   0 ❯

Anderson, Bill (15)
Operations   0 ❯

To find an employee:
- Touch the screen and swipe up or down to move through the list of employees.
- Touch the Filter items… field at the top of the screen and begin typing. The application will look for all employees that match on first or last name, position or department.

Request Functions
Submitting a Request
If you are a supervisor, select the employee you wish to submit a request for.
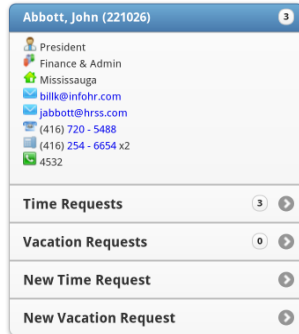
- Tap New Time or New Vacation Request.

You will be brought to a request screen. As in ESS, you will be required to select a supervisor, date range and a reason on a time request; a vacation request will not require a reason. Enter the number of hours required, enter comments if necessary and tap Submit.

Note: Depending on the screen size of the device you are using you may be required to scroll to see the entire screen.
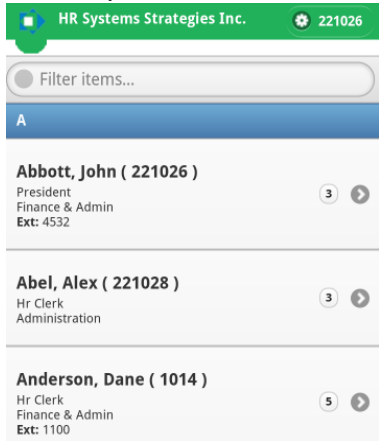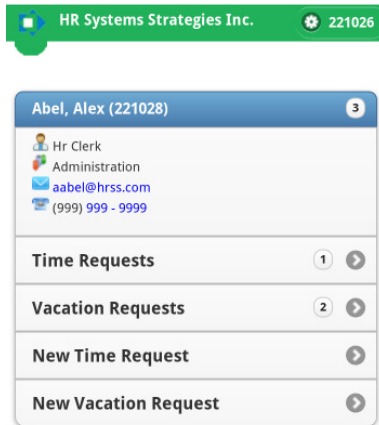

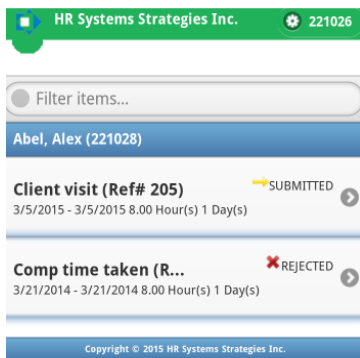| Field	Purpose
Back to List	Takes you back to the request list.

Approving a Request

Time requests and Vacation requests may be approved from a mobile device.

- Tap the name of the employee you wish to approve a request for.

- Tap Time or Vacation Requests.

- Tap the Submitted or Resubmitted request you wish to approve. Rejected requests are displayed since they may be modified and resubmitted by the employee.

- Select the desired action.

Field	Purpose
Edit	Provides the ability to edit the request.
Delete	Provided you have security authorization, you will be able to delete the request.
Authorization	Provides the ability to forward, approve or reject the request.
Back to List	Takes you back to the request list.

Timesheet Functions

There are two ways to access Timesheet entry options:

1. From the employee profile
2. From the Menu
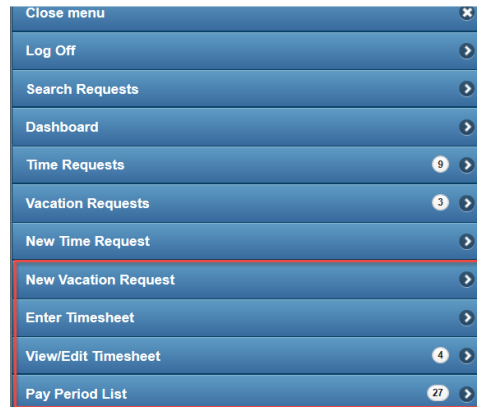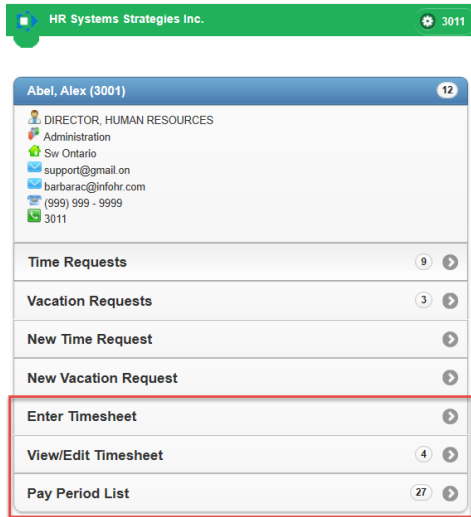
Field	Purpose
Enter Timesheet	This option provides the ability to enter a timesheet record.
View/Edit Timesheet	This option provides the ability to view and edit timesheet entries.
Pay Period List	This option provides the ability to select a Pay Period to view.

Enter Timesheet

To enter a timesheet record, tap Enter Timesheet, select the appropriate fields and tap Save.

Field	Purpose
Date	Provides the ability to select a date to enter hours.
Reason	Provides the ability to select an attendance reason code.
Position	Displays the employee's position and with the Multi-Position Module provides the ability to select a position.
Charge Code	Provides the ability to select a charge code.
Account	Provides the ability to select an account code.
Hours	Provides the ability to enter a number of hours.
Comment	Provides the ability to enter a comment on the attendance record.
Incident	Provides the ability to mark the record as an incident.
Save	Saves the current record.
Back to List	Returns the screen to the attendance record list.
Pay Period List	Returns the screen to the pay period list.

View/Edit Timesheet

This feature allows you to edit entries on the timesheet if they were added in Timesheets. Note: Records entered via Vacation or Time Request must be changed in Vacation or Time Request.

Field	Purpose
Add New	Provides the ability to add a new Timesheet record.
Submit Timesheet	Will Submit the current Timesheet.
Delete Timesheet	Will Delete the current Timesheet.

Pay Period List

This feature will display a list of pay periods for the current year.

Tapping on a pay period will open the Timesheet Edit screen.