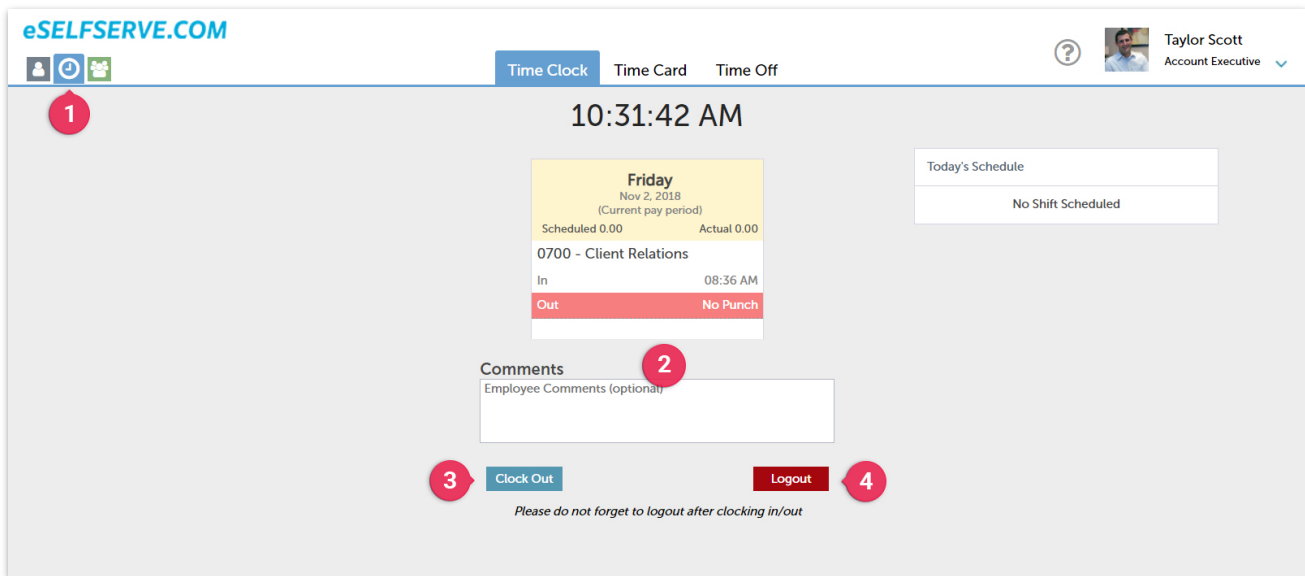


You can clock in and out through eSELFserve.COM, per your company's specifications. You can also view your time card and schedule time off with the *Time Card* and *Time Off* tabs. They function the same as the tabs in Employee Mode.

1. After logging into eSELFserve.COM, choose Time Clock mode.
  - To view your time card or request time off, use the tabs at the top.
2. Select your department from the drop-down menu. Check the correct income type, if applicable. Enter any comments into the box before you clock in or out.
3. Choose **Clock In/Clock Out/Start Break**.
4. Don't forget to log out!



**eSELFserve.COM**

Time Clock | Time Card | Time Off

10:31:42 AM

**Friday**  
Nov 2, 2018  
(Current pay period)

| Scheduled | Actual |
|-----------|--------|
| 0.00      | 0.00   |

0700 - Client Relations

| In       | Out      |
|----------|----------|
| 08:36 AM | No Punch |

Today's Schedule

No Shift Scheduled

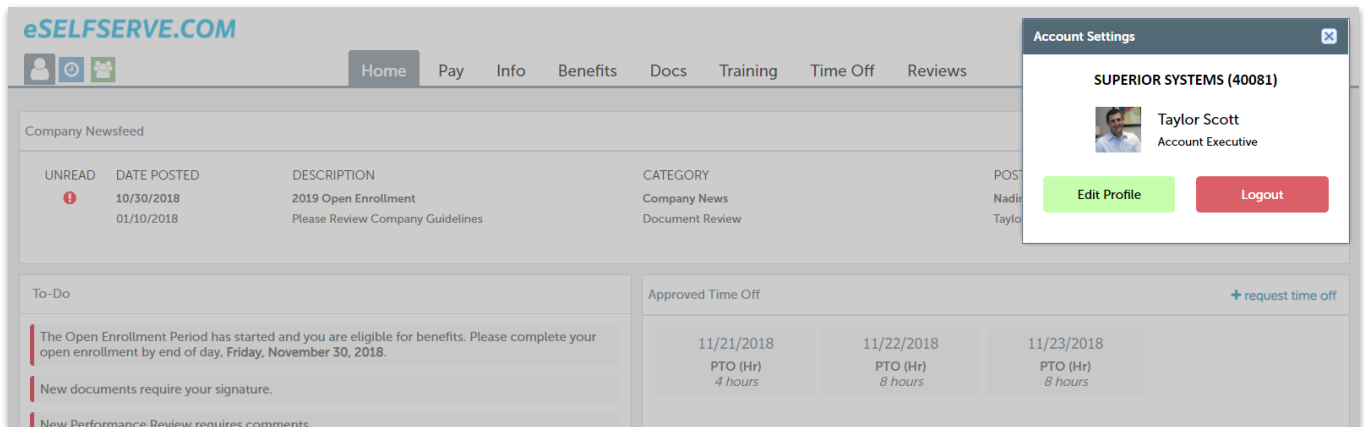
**Comments**  
Employee Comments (optional)

**3** Clock Out **4** Logout

Please do not forget to logout after clocking in/out

**NOTE:** Not all of these options may be available to you, depending on your company's settings.

Click your profile in the top right corner of the page to manage your *Account Settings*.

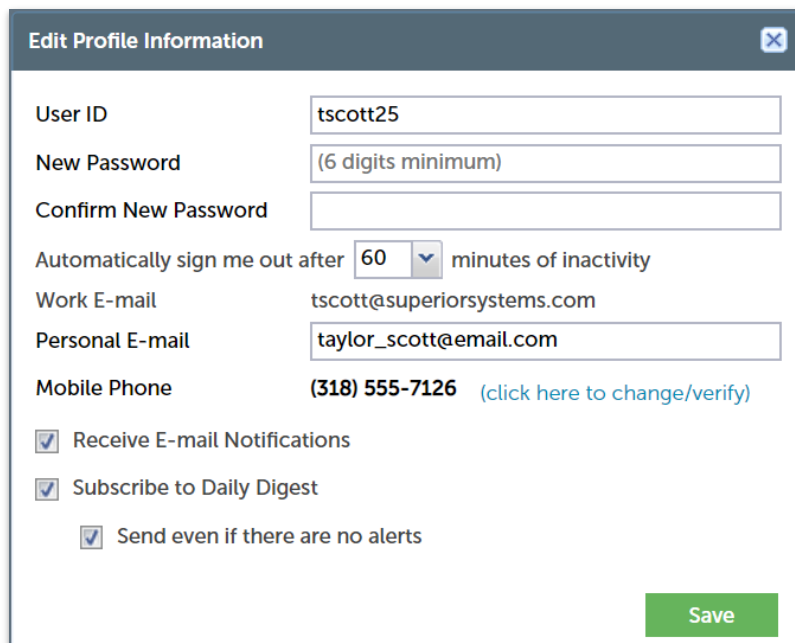


The screenshot shows the eSELFserve.COM dashboard. At the top, there's a navigation bar with links: Home, Pay, Info, Benefits, Docs, Training, Time Off, and Reviews. Below this is a 'Company Newsfeed' section with a table of unread items. On the right, an 'Account Settings' dropdown menu is open, showing the user's profile: Taylor Scott, Account Executive. The menu has two buttons: 'Edit Profile' (green) and 'Logout' (red).

| UNREAD | DATE POSTED | DESCRIPTION                      | CATEGORY        | POSTED BY |
|--------|-------------|----------------------------------|-----------------|-----------|
|        | 10/30/2018  | 2019 Open Enrollment             | Company News    | Nadine    |
|        | 01/10/2018  | Please Review Company Guidelines | Document Review | Taylor    |

To log out of eSELFserve.COM, click the **Logout** button. Remembering to log out is important for security purposes, as it prevents unauthorized access to your account.

Choose **Edit Profile** to update your account settings.

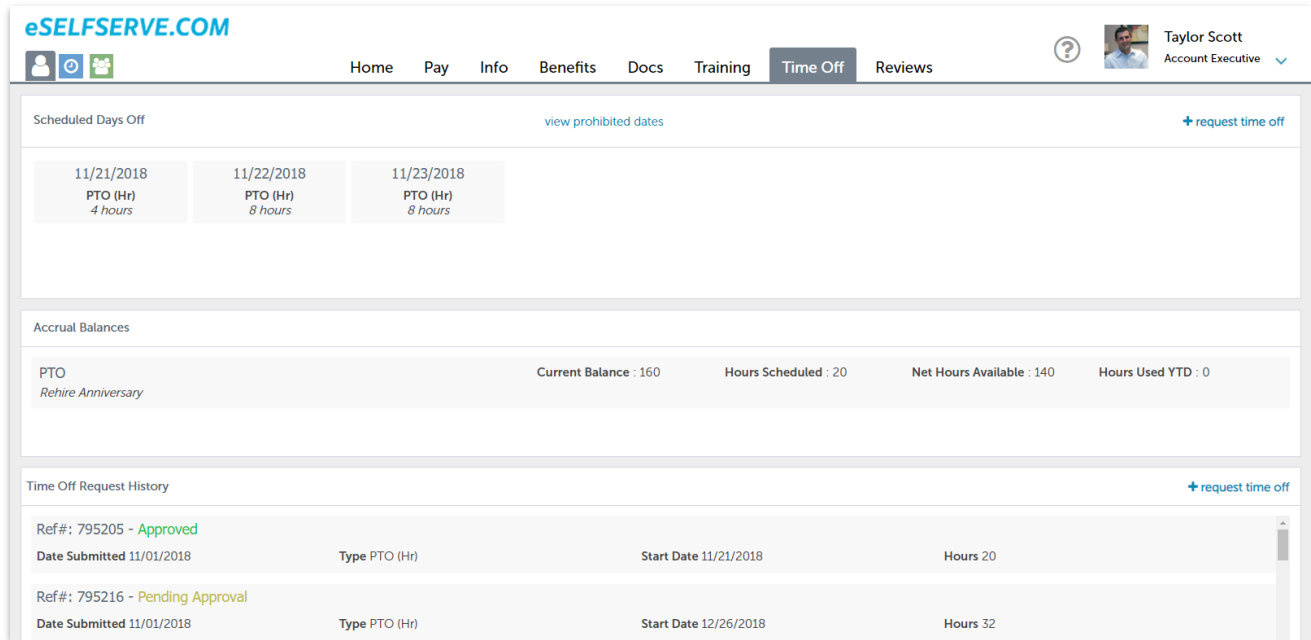


The 'Edit Profile Information' form contains the following fields and options:

- User ID:** tscott25
- New Password:** (6 digits minimum)
- Confirm New Password:**
- Automatically sign me out after:** 60 minutes of inactivity
- Work E-mail:** tscott@superiorsystems.com
- Personal E-mail:** taylor\_scott@email.com
- Mobile Phone:** (318) 555-7126 (click here to change/verify)
- ☒ Receive E-mail Notifications
- ☒ Subscribe to Daily Digest
- ☒ Send even if there are no alerts
- Save** button

You can edit your *User ID*, change your password, add a personal email, and update your email preferences.

The *Time Off* tab displays your scheduled days off, accrual balances and requested time off history. To schedule time off, choose [+ request time off](#).



The screenshot shows the eSELFserve.COM interface with the 'Time Off' tab selected. The interface includes a navigation bar with links: Home, Pay, Info, Benefits, Docs, Training, Time Off, and Reviews. The user is identified as Taylor Scott, Account Executive.

**Scheduled Days Off** (view prohibited dates) [+ request time off](#)

| Date       | PTO (Hr) |
|------------|----------|
| 11/21/2018 | 4 hours  |
| 11/22/2018 | 8 hours  |
| 11/23/2018 | 8 hours  |

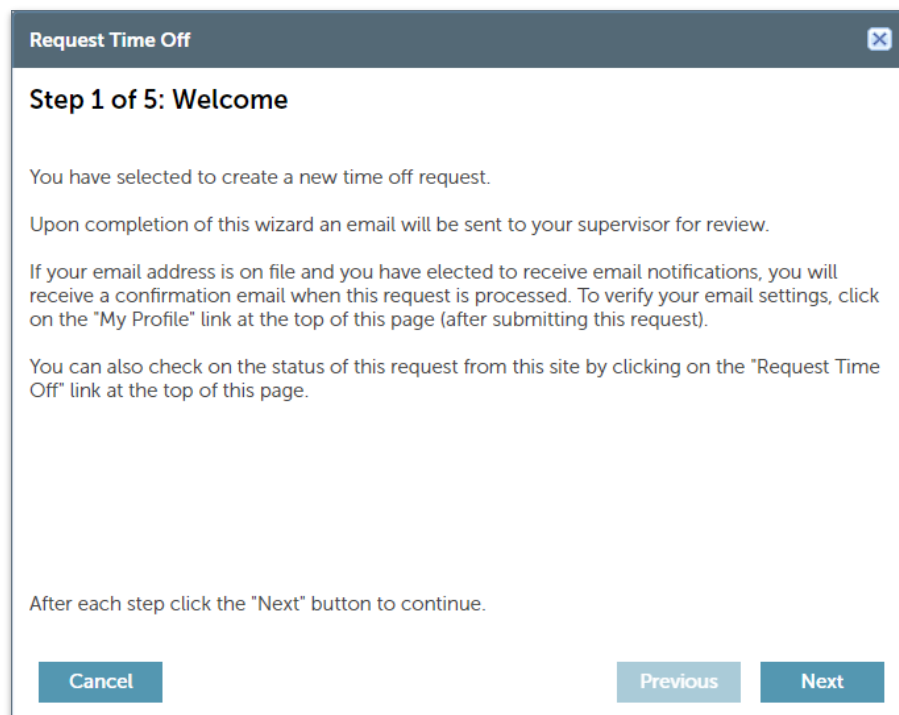
**Accrual Balances**

| Category                  | Current Balance | Hours Scheduled | Net Hours Available | Hours Used YTD |
|---------------------------|-----------------|-----------------|---------------------|----------------|
| PTO<br>Rehire Anniversary | 160             | 20              | 140                 | 0              |

**Time Off Request History** [+ request time off](#)

| Ref#   | Status           | Date Submitted | Type     | Start Date | Hours |
|--------|------------------|----------------|----------|------------|-------|
| 795205 | Approved         | 11/01/2018     | PTO (Hr) | 11/21/2018 | 20    |
| 795216 | Pending Approval | 11/01/2018     | PTO (Hr) | 12/26/2018 | 32    |

The *Request Time Off* wizard will open and guide you through the process. All submissions will be reviewed and approved or denied by your manager. They will appear in your *Time Off Request History* as *Pending Approval*, *Approved*, or *Denied*.



**Request Time Off**

**Step 1 of 5: Welcome**

You have selected to create a new time off request.

Upon completion of this wizard an email will be sent to your supervisor for review.

If your email address is on file and you have elected to receive email notifications, you will receive a confirmation email when this request is processed. To verify your email settings, click on the "My Profile" link at the top of this page (after submitting this request).

You can also check on the status of this request from this site by clicking on the "Request Time Off" link at the top of this page.

After each step click the "Next" button to continue.

Buttons: Cancel, Previous, Next

You may cancel *Pending Approval* and *Approved* time off requests. *Approved* time off requests must be scheduled for a future time in order to be cancelled. Select the request you would like to cancel and choose **Cancel Time Off Request**. Cancelled *Pending Approval* requests will be removed immediately; cancelled *Approved* requests must be confirmed by a manager.

**NOTE:** You cannot cancel a time off request for a time card that is locked.

Scheduled Days Off

view prohibited dates

11/21/2018  
PTO (Hr)  
4 hours

11/22/2018  
PTO (Hr)  
8 hours

11/23/2018  
PTO (Hr)  
8 hours

Accrual Balances

PTO  
Rehire Anniversary

Time Off Request History

Ref#: 795205 - Approved  
Date Submitted 11/01/2018  
Type PTO (Hr)  
Start Date 11/21/2018  
Ref#: 795216 - Pending Approval

Time Off Request Details

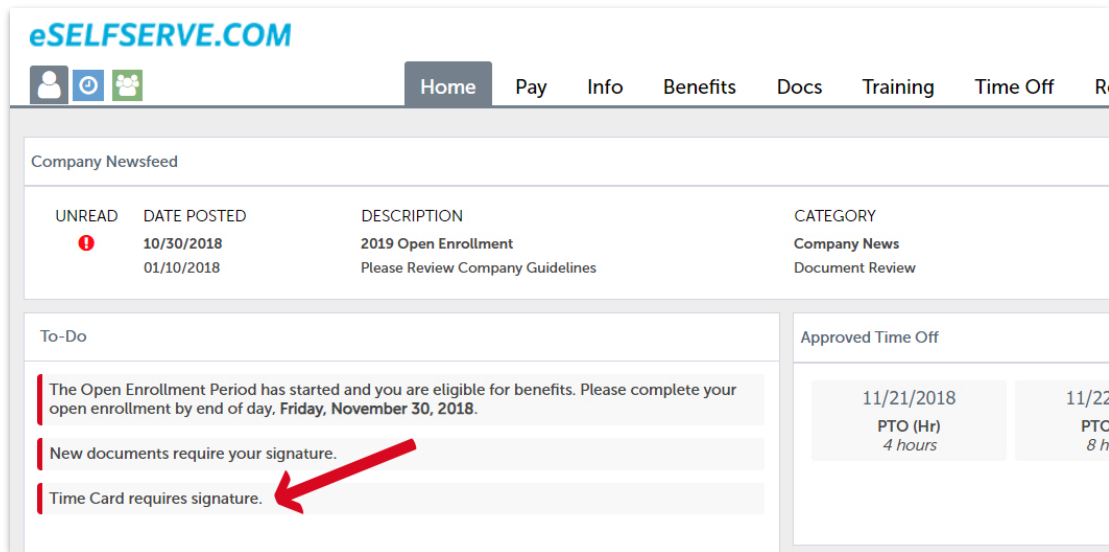
Request #  
Type  
Department  
Employee Comment  
Supervisor Comment  
Dates/Times

795216  
PTO (Hr)  
0700 - Client Relations  
Vacation  
  
12/26/2018 - 8 hour(s)  
12/27/2018 - 8 hour(s)  
12/28/2018 - 8 hour(s)  
12/31/2018 - 8 hour(s)

Cancel Time Off Request

When the pay period has ended you will be required to electronically sign (eSign) your time card through eSELFserve.COM.

- Log in to your eSELFserve.COM account and select the *Time Card requires signature* alert under the *To-Do* section on the *Home* page.



The screenshot shows the eSELFserve.COM Home page. The 'To-Do' section on the left contains three items: 'The Open Enrollment Period has started and you are eligible for benefits. Please complete your open enrollment by end of day, Friday, November 30, 2018.', 'New documents require your signature.', and 'Time Card requires signature.' A red arrow points to the 'Time Card requires signature.' item. The 'Approved Time Off' section on the right shows a table with dates 11/21/2018 and 11/22/2018, and PTO hours of 4 hours and 8 hours respectively.

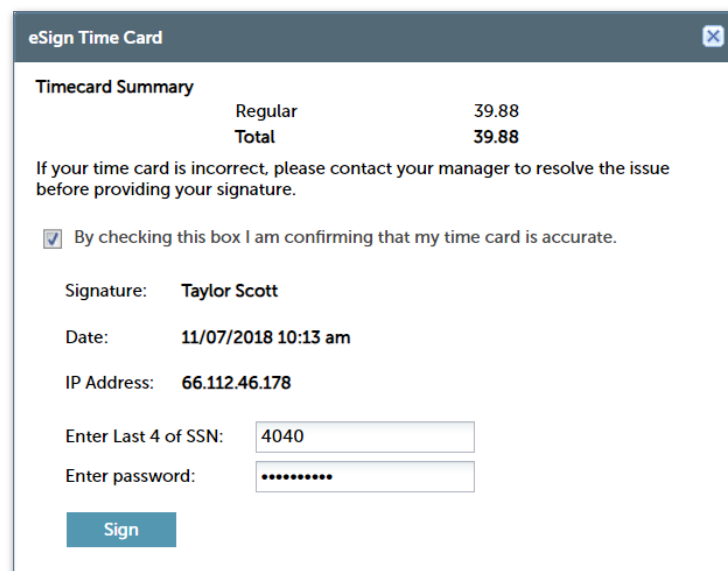
| UNREAD | DATE POSTED | DESCRIPTION                      | CATEGORY        |
|--------|-------------|----------------------------------|-----------------|
| 1      | 10/30/2018  | 2019 Open Enrollment             | Company News    |
|        | 01/10/2018  | Please Review Company Guidelines | Document Review |

| Approved Time Off |            |
|-------------------|------------|
| 11/21/2018        | 11/22/2018 |
| PTO (Hr)          | PTO (Hr)   |
| 4 hours           | 8 hours    |

You will see a summary of your hours.

**NOTE:** If your time is inaccurate, let your manager know before you eSign your time card.

Select the checkbox and enter the last four digits of your SSN and your eSELFserve.COM password into the respective boxes. Choose **Sign** to complete your eSignature.



The screenshot shows the 'eSign Time Card' window. It contains a 'Timecard Summary' section with a table showing Regular hours of 39.88 and Total hours of 39.88. Below the table is a message: 'If your time card is incorrect, please contact your manager to resolve the issue before providing your signature.' There is a checkbox labeled 'By checking this box I am confirming that my time card is accurate.' which is checked. Below the checkbox are fields for Signature (Taylor Scott), Date (11/07/2018 10:13 am), IP Address (66.112.46.178), Enter Last 4 of SSN (4040), and Enter password (masked with dots). A 'Sign' button is at the bottom.

| Timecard Summary |       |
|------------------|-------|
| Regular          | 39.88 |
| Total            | 39.88 |

If your time card is incorrect, please contact your manager to resolve the issue before providing your signature.

☒ By checking this box I am confirming that my time card is accurate.

Signature: Taylor Scott

Date: 11/07/2018 10:13 am



IP Address: 66.112.46.178

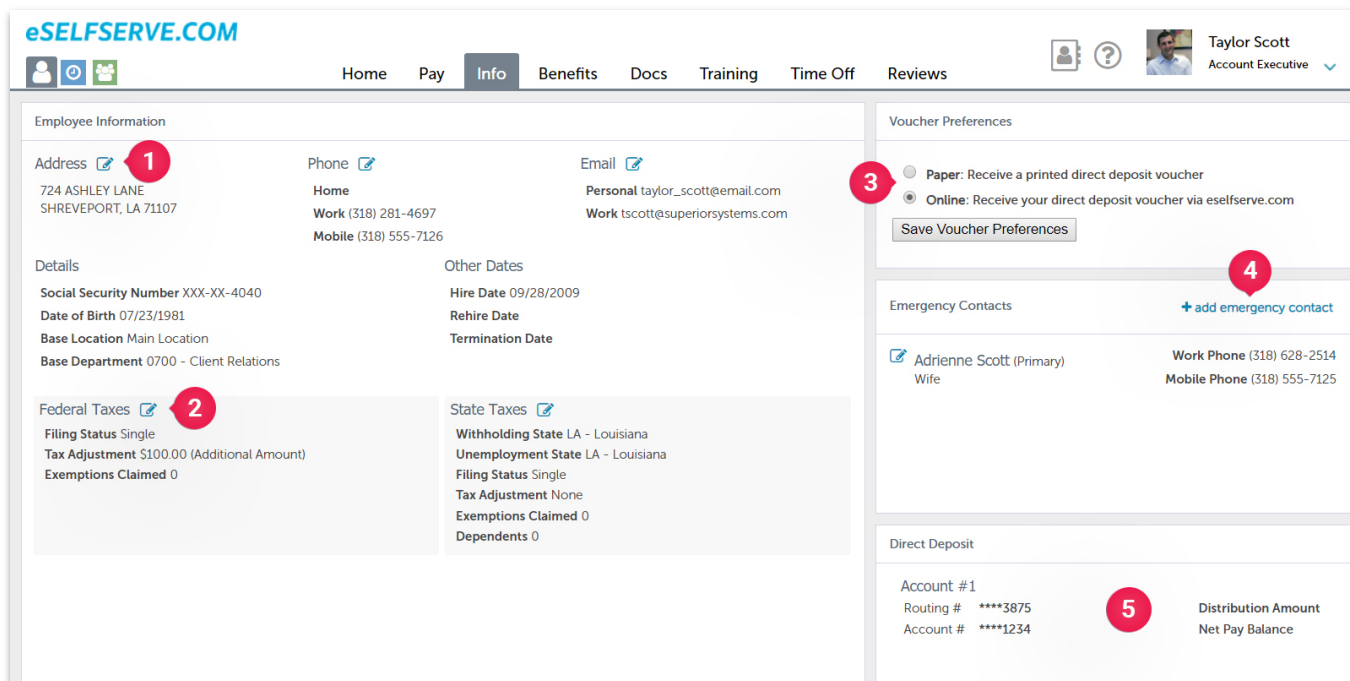
Enter Last 4 of SSN: 4040

Enter password: .....

Sign

The *Info* tab displays your personal and contact information, tax withholdings, emergency contacts, and direct deposit information.

1. Edit your address, phone numbers, and email by clicking the  icon.
2. Edit your tax information by clicking the  icon.
3. Choose how you would like to receive your direct deposit voucher.
4. Add emergency contacts by clicking [+ add emergency contact](#).
5. View your direct deposit account information.





**eSELFserve.COM**


Home Pay **Info** Benefits Docs Training Time Off Reviews

Taylor Scott  
Account Executive

**Employee Information**


**Address**  **1**  
724 ASHLEY LANE  
SHREVEPORT, LA 71107


**Phone**   
**Home**  
**Work** (318) 281-4697  
**Mobile** (318) 555-7126

**Email**   
**Personal** taylor\_scott@email.com  
**Work** tscott@superiorsystems.com

**Details**  
**Social Security Number** XXX-XX-4040  
**Date of Birth** 07/23/1981  
**Base Location** Main Location  
**Base Department** 0700 - Client Relations

**Other Dates**  
**Hire Date** 09/28/2009  
**Rehire Date**  
**Termination Date**

**Federal Taxes**  **2**  
**Filing Status** Single  
**Tax Adjustment** \$100.00 (Additional Amount)  
**Exemptions Claimed** 0


**State Taxes**   
**Withholding State** LA - Louisiana  
**Unemployment State** LA - Louisiana  
**Filing Status** Single  
**Tax Adjustment** None  
**Exemptions Claimed** 0  
**Dependents** 0

**Voucher Preferences**

**3**

☐ **Paper:** Receive a printed direct deposit voucher  
☒ **Online:** Receive your direct deposit voucher via eselfserve.com  
[Save Voucher Preferences](#)

**Emergency Contacts** **4** [+ add emergency contact](#)

 **Adrienne Scott (Primary)**  
Wife  
**Work Phone** (318) 628-2514  
**Mobile Phone** (318) 555-7125

**Direct Deposit**

**Account #1**  
**Routing #** \*\*\*\*3875  
**Account #** \*\*\*\*1234 **5**  
**Distribution Amount**  
**Net Pay Balance**

All updates will be subject to HR approval.


**NOTE:**









Based on your company's settings, you may not be able to view all the information presented here or edit your information, add emergency contacts, or select a paper voucher.




The *Pay* tab will take you where you can view the following:

- Current pay vouchers/stubs
  - Available to employees on check date (approximately 2:00 AM CST)
- Past pay stubs
- Compensation totals
- Tax forms (such as W-2s)

The *Payroll List* displays all of the pay items in the current year. To view additional items, select a different year.



**Taylor Scott**  
 Account Executive

2018 Year To Date Compensation

|             |            |             |             |
|-------------|------------|-------------|-------------|
| Gross Wages | Deductions | Taxes       | Net Pay     |
| \$67,857.35 | \$6,485.19 | \$13,505.12 | \$48,874.03 |

Tax Forms

|             |                         |
|-------------|-------------------------|
| 2017 1095-C |                         |
| 2017 W-2    | Total Wages \$73,681.75 |
| 2016 1095-C |                         |
| 2016 W-2    | Total Wages \$76,516.09 |
| 2015 1095-C |                         |
| 2015 W-2    | Total Wages \$77,625.74 |

2018 Payroll List

Show Year: 2018(23) 2017(26) 2016(27) 2015(28) 2014(27)

|                      |                        |                |                     |                    |
|----------------------|------------------------|----------------|---------------------|--------------------|
| Voucher - 10/26/2018 | Gross Wages \$3,118.42 | Taxes \$589.28 | Deductions \$472.27 | Net Pay \$2,156.87 |
| Voucher - 10/12/2018 | Gross Wages \$3,118.42 | Taxes \$589.28 | Deductions \$472.27 | Net Pay \$2,156.87 |
| Voucher - 09/28/2018 | Gross Wages \$3,118.42 | Taxes \$589.28 | Deductions \$472.27 | Net Pay \$2,156.87 |
| Voucher - 09/14/2018 | Gross Wages \$3,118.42 | Taxes \$589.28 | Deductions \$472.27 | Net Pay \$2,156.87 |
| Voucher - 08/31/2018 | Gross Wages \$3,118.42 | Taxes \$589.28 | Deductions \$164.58 | Net Pay \$2,364.56 |
| Voucher - 08/17/2018 |                        |                |                     |                    |