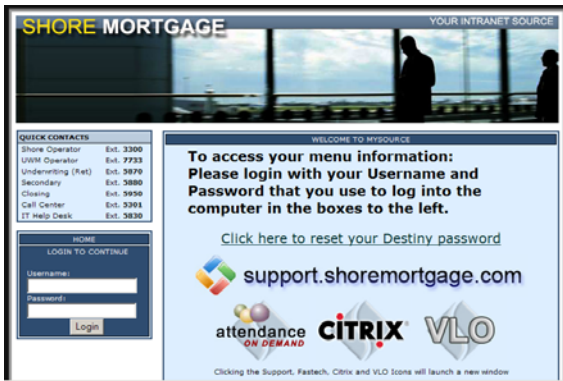


Please follow these simple steps to punch in and out at work and utilizing the Attendance On Demand system.

1. Open Internet Explorer, you will see MYSOURCE
2. MYSOURCE will have the icon: **Attendance on Demand**. Click on icon
3. The Login Window will open



Login

Each employee will be prompted for their ID / Badge number, and a designated PIN number.



Employee Self Service

Badge/ID	<input type="text"/>
PIN	<input type="text"/>
	<input type="button" value="Login"/>

Login - Enter your Badge or ID number and your PIN.

Activity Tab

The Activity tab within ESS shows any / all activity that you have performed while in ESS.

INFOTRONICS **3:15:36 PM** [Change PIN](#) Charles
[Refresh](#) Barkley
[Log Off](#) 1
Tue Dec 9 2008

Punch | **Activity** | Time Card | Schedules | Benefits | Archives

Request Time Off

Recent Activity

Operation	Description	Timestamp
Logged into System	Logged In	Tue Dec-09 08 3:15p
Logged into System	Logged In	Mon Dec-01 08 9:29a
Logged into System	Logged In	Mon Dec-01 08 9:28a
Request Time Off	Removed Leave Request of Tue Dec-02 08	Mon Dec-01 08 7:02a
Request Time Off	Removed Leave Request of Tue Dec-02 08	Mon Dec-01 08 7:02a

Time Off Requests
There are no requests for time off in the system.

Punch IN or OUT

Punch IN / OUT – Simply click the Punch button. This uses the server time for the transaction.

INFOTRONICS **3:16:29 PM** [Change PIN](#) Charles
[Refresh](#) Barkley
[Log Off](#) 1
Tue Dec 9 2008

Punch | Activity | Time Card | Schedules | Benefits | Archives

Request Time Off

Recent Activity

Operation	Description	Timestamp
Punch	Barkley, Charles J Transaction Accepted	Tue Dec-09 08 3:16p
Logged into System	Logged In	Tue Dec-09 08 3:15p
Logged into System	Logged In	Mon Dec-01 08 9:29a
Logged into System	Logged In	Mon Dec-01 08 9:28a
Request Time Off	Removed Leave Request of Tue Dec-02 08	Mon Dec-01 08 7:02a

Time Off Requests
There are no requests for time off in the system.

You'll see the punch transaction information presented in the Recent Activity section. If you inadvertently punch twice within the same minute, the punch will NOT be accepted and you'll see the Duplicate transaction information.

Request Leave

Request Time Off – Simply click the Request time off button.

INFOTRONICS

3:19:57 PM

Tue Dec 9 2008

[Change PIN](#)

[Refresh](#)

[Log Off](#)

Charles
Barkley

1

Punch
Activity
Time Card
Schedules
Benefits
Archives

Request Time Off

Recent Activity		
Operation	Description	Timestamp
Request Time Off	Barkley, Charles J Request 8:00 Time Off on Wed Dec-31 08 "Going to Beach"	Tue Dec-09 08 3:19p
Punch	Barkley, Charles J Transaction Accepted	Tue Dec-09 08 3:16p
Logged into System	Logged In	Tue Dec-09 08 3:15p
Logged into System	Logged In	Mon Dec-01 08 9:29a
Logged into System

Time Off Requests				
Status	Request	Date	Hours	Comments
Submitted	Vacation	Wed Dec-31 08	8.00	Going to Beach Remove Request

Enter Time Off Request

Date v
Select the day you will be absent.

Portion of Shift v
Select the part of your shift where you will be absent.

Amount of Time
Enter the amount of time to take off. The minimum amount permitted is 1:00 (hours).

Personal Time v
Select the type of personal time to use.

Notes
Enter any notes or comments.

Choose the Date for the request.

Choose Portion of Shift when performing a partial day request. Choose from Beginning of Shift (Arrive Later), End of Shift (Leave Earlier), or Middle of Shift. If performing a full day, leave at default setting.

Enter the amount of hours.

Select the type of personal time to use.

Enter any notes of comments for you manager to see.

Monitoring Requests



3:19:57 PM

Tue Dec 9 2008

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Charles Barkley
 1

Punch

Request Time Off

Activity

Time Card

Schedules

Benefits

Archives

Recent Activity

Operation	Description	Timestamp
Request Time Off	Barkley, Charles J Request 8:00 Time Off on Wed Dec-31 08 "Going to Beach"	Tue Dec-09 08 3:19p
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Logged into System	Logged In	Tue Dec-09 08 3:15p
Logged into System	Logged In	Mon Dec-01 08 9:29a
Logged into System	---	---

Time Off Requests

Status	Request	Date	Hours	Comments	
Submitted	Vacation	Wed Dec-31 08	8.00	Going to Beach	Remove Request

Employees will also see any Leave Request activity on the Activity Tab and [Remove Request](#), if their manager has not yet approved or denied the request.

Once the request has been either approved or denied by a manager, the employee can easily see the status of the request. Approved requests will also appear in the employee's schedules.

Time Off Requests					
Status	Request	Date	Hours	Comments	
Approved	Vacation	Fri Aug-29 08	8.00	Going to the Beach.	

Time Off Requests					
Status	Request	Date	Hours	Comments	
Denied	Vacation	Fri Aug-29 08	8.00	Going to the Beach.	

4

Time Card Tab

The Time Card tab within ESS allows an employee to view their current and previous pay period time cards, Hours Summary, and Adjustments that have been made.



3:21:10 PM

Tue Dec 9 2008

[Change PIN](#)
[Refresh](#)
[Log Off](#)

Charles
 Barkley
 1

Punch	Activity	Time Card	Schedules	Benefits	Archives																																																															
	Prev. Period Curr. Period Approve Time Card Help																																																																			
Request Time Off	Timecard	Period Hours	Day by Day	Audit Trail																																																																
	<table border="1"> <thead> <tr> <th>Date</th> <th>In</th> <th>Out</th> <th>In</th> <th>Out</th> <th>Amount</th> <th>Schedule</th> <th>Exceptions</th> </tr> </thead> <tbody> <tr> <td>Sun Nov-30 08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mon Dec-01 08</td> <td>7:00a</td> <td>3:30p</td> <td></td> <td></td> <td>8.00</td> <td>7:00a/ 3:30p</td> <td></td> </tr> <tr> <td>Tue Dec-02 08</td> <td>7:00a</td> <td>3:30p</td> <td></td> <td></td> <td>8.00</td> <td>7:00a/ 3:30p</td> <td></td> </tr> <tr> <td>Wed Dec-03 08</td> <td>7:00a</td> <td>3:30p</td> <td></td> <td></td> <td>8.00</td> <td>7:00a/ 3:30p</td> <td></td> </tr> <tr> <td>Thu Dec-04 08</td> <td>7:00a</td> <td>3:30p</td> <td></td> <td></td> <td>8.00</td> <td>7:00a/ 3:30p</td> <td></td> </tr> <tr> <td>Fri Dec-05 08</td> <td>7:00a</td> <td>3:30p</td> <td></td> <td></td> <td>8.00</td> <td>7:00a/ 3:30p</td> <td></td> </tr> <tr> <td>Sat Dec-06 08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Date	In	Out	In	Out	Amount	Schedule	Exceptions	Sun Nov-30 08								Mon Dec-01 08	7:00a	3:30p			8.00	7:00a/ 3:30p		Tue Dec-02 08	7:00a	3:30p			8.00	7:00a/ 3:30p		Wed Dec-03 08	7:00a	3:30p			8.00	7:00a/ 3:30p		Thu Dec-04 08	7:00a	3:30p			8.00	7:00a/ 3:30p		Fri Dec-05 08	7:00a	3:30p			8.00	7:00a/ 3:30p		Sat Dec-06 08						
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Sat Dec-06 08																																																																				

Schedules Tab

The Schedules tab within ESS allows you to view your schedules.

INFOTRONICS **3:22:56 PM** [Change PIN](#) Charles Barkley
[Refresh](#) [Log Off](#) Tue Dec 9 2008 1

Punch | Activity | Time Card | **Schedules** | Benefits | Archives

Prev. Month | Next Month | This Month | [Help](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Week of Oct-26	Off 26	7a/3:30p 27	7a/3:30p 28	7a/3:30p 29	7a/3:30p 30	7a/3:30p 31	Off November 1	40.00
Week of Nov-2	Off 2	7a/3:30p 3	7a/3:30p 4	7a/3:30p 5	7a/3:30p 6	7a/3:30p 7	Off 8	40.00
Week of Nov-9	Off 9	Flex 8.00 10	Flex 8.00 11	Flex 8.00 12	Flex 8.00 13	Flex 8.00 14	Off 15	40.00
Week of Nov-16	Off 16	Flex 8.00 17	Flex 8.00 18	Flex 8.00 19	Flex 8.00 20	Flex 8.00 21	Off 22	40.00
Week of Nov-23	Off 23	7a/3:30p 24	7a/3:30p 25	7a/3:30p 26	Off 27	7a/3:30p 28	Off 29	32.00

Benefits Tab

The Benefits tab within ESS allows you to view your current benefit balances and benefit earnings and payment history.

INFOTRONICS **3:23:27 PM** [Change PIN](#) Charles Barkley
[Refresh](#) [Log Off](#) Tue Dec 9 2008 1

Punch | Activity | Time Card | Schedules | **Benefits** | Archives

[Help](#)

Sick | Vacation | Personal

Sick activity from Tue Jan-01 08 to Wed Dec-31 08
 (earliest adjustment date is Dec-30-1899)

Date		Credit	Debit	Balance
Tue Jan-01 08	Balance In			40.00
Sun Mar-30 08	20.00 Sick Sun Mar-30 08			20.00
Thu Jan-01 09	Balance Out			20.00

Archives Tab

The Archives tab within ESS allows you to view any past timecards.

INFOTRONICS **3:24:17 PM** Tue Dec 9 2008 [Change PIN](#) Charles Barkley [Refresh](#) [Log Off](#) 1

Punch | Activity | Time Card | Schedules | Benefits | **Archives**

Select another Pay Period [Help](#)

Showing period from Sun Aug-10 08 to Sat Aug-16 08

Timecard | Period Summary | Audit Trail

Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Aug-10 08							
Mon Aug-11 08	7:01a	3:30p			7.98	7:00a/ 3:30p	Tardy
Mon Aug-11 08					7.98	Regular	
Tue Aug-12 08	7:00a	4:34p			9.07	7:00a/ 3:30p	Left Late
Tue Aug-12 08					9.07	Regular	
Wed Aug-13 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Wed Aug-13 08					8.00	Regular	
Thu Aug-14 08	7:00a	3:30p			8.00	7:00a/ 3:30p	
Thu Aug-14 08					8.00	Regular	
Fri Aug-15 08	8:00a	4:31p			8.02	7:00a/ 3:30p	Tardy, Left Late
Fri Aug-15 08					6.95	Regular	
Fri Aug-15 08					1.07	Overtime	
Sat Aug-16 08							

Simply select [Select another Pay Period](#) to view different historical timecards.