

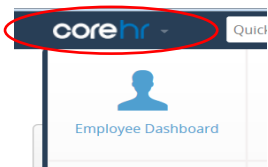
EMPLOYEE SELF SERVICE (ESS) USER GUIDE - DESKTOP

SUBMITTING A MISSED CLOCKING REQUEST

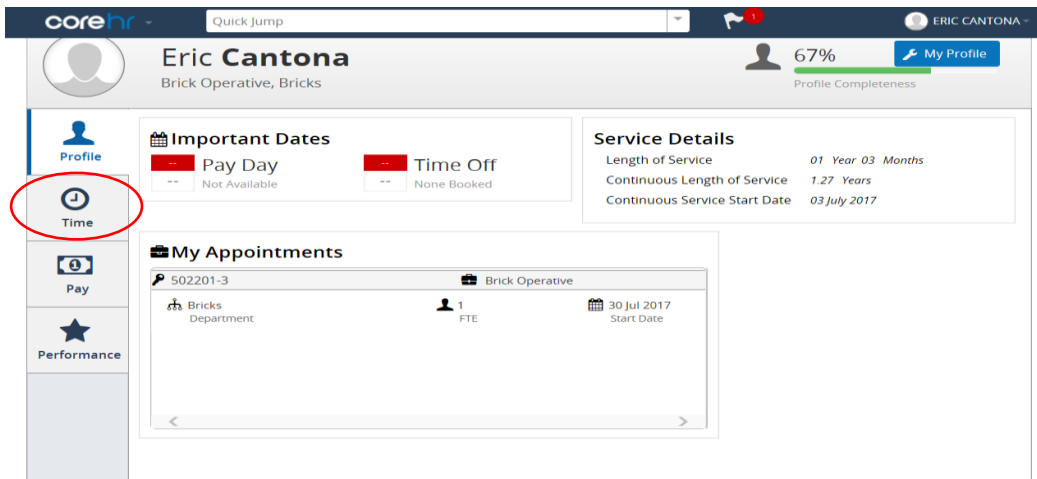
FOR COLLEAGUES WHO CLOCK IN

To submit a missed clocking request, you'll need to access the TIME widget (aka 'icon') in your Employee Dashboard.

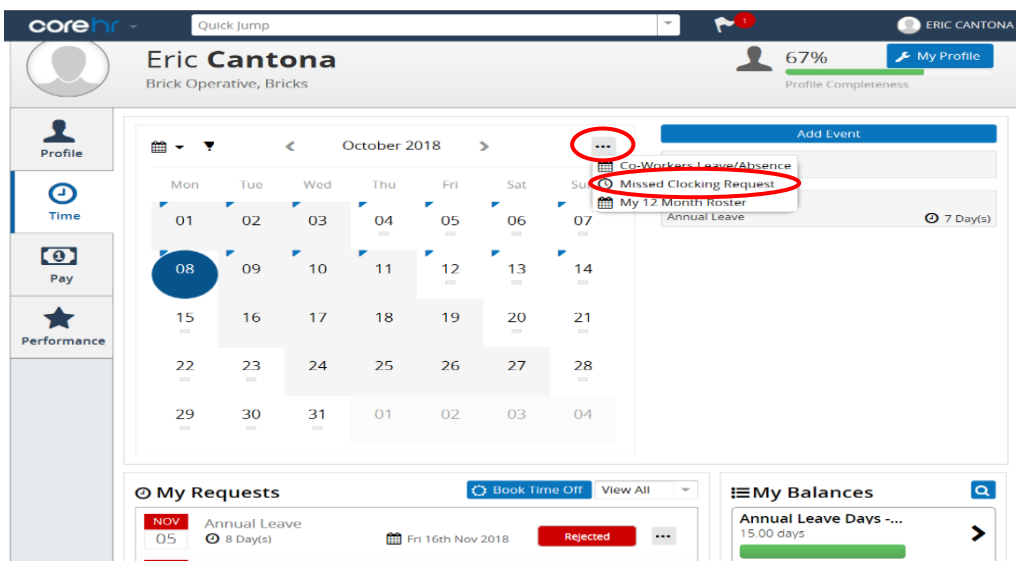
At the top of the screen is the main menu bar. Click on the drop-down arrow next to the Core HR logo and click on the 'Employee Dashboard' widget.



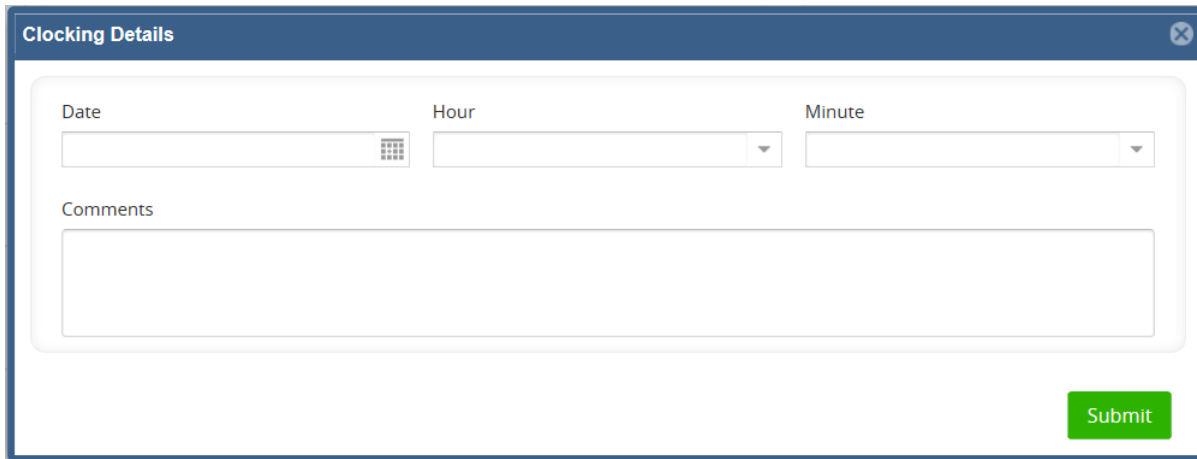
From the Employee Dashboard click on the 'Time' widget.



Click on the 'three dots' (aka information button) and click on 'Missed Clocking Request'.



The 'Clocking Details' screen will appear. Complete all the fields, stating the date you missed the clocking, the hour and minute you arrived on shift and, in the comments section, state why you missed it.



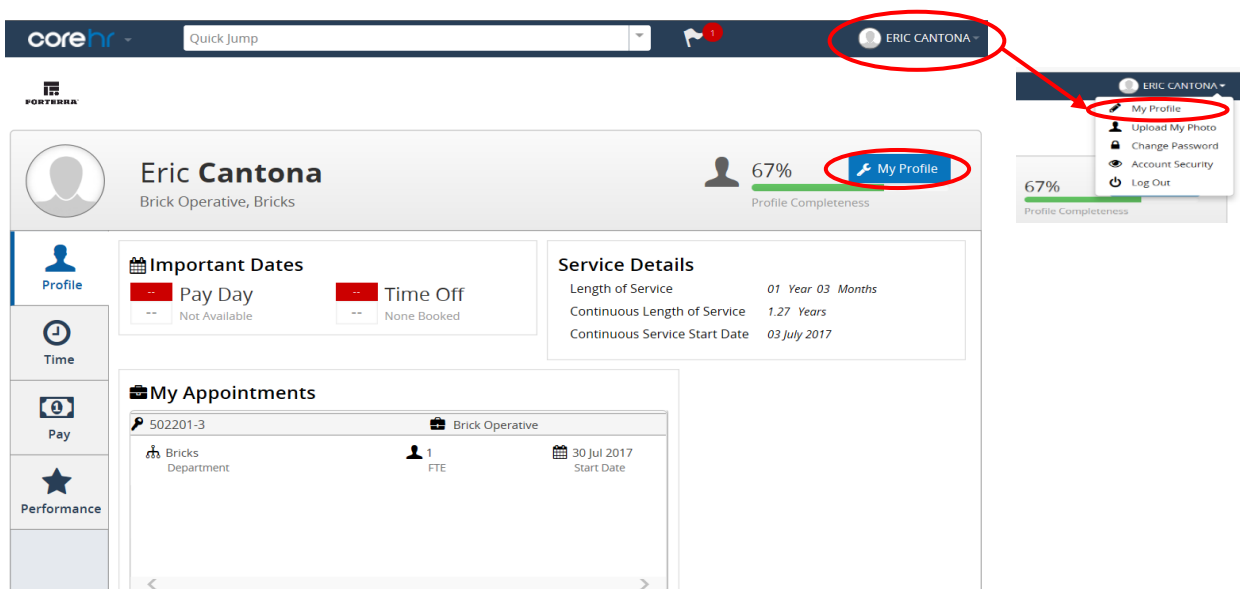
What Happens Next?

Your line manager (and/or site administrator) will receive a notification to authorise the request and this will then automatically come through to Core Payroll to calculate your pay accordingly.

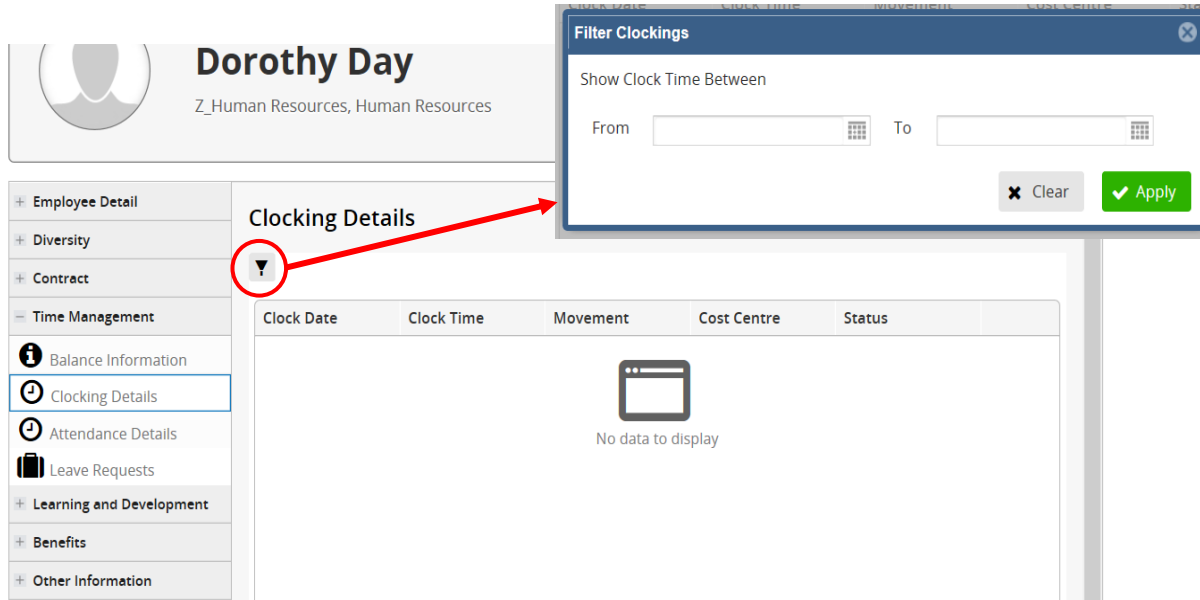
NB If a missed clocking respect is not completed, your pay will likely be incorrect, as the system has been configured to pay according to your shift pattern and your clockings. Please liaise with your line manager and/or site administrator if in any doubt about what you need to do.

Viewing Your Clockings

To view your clockings, go back to your Employee Dashboard and hit the blue 'My Profile' button or by clicking on your name at the top right of the screen and bringing up the drop-down menu.



Click on the Time Management icon on the left-hand menu bar. Click on **'My Clockings'**. Once you've started to clock in, these will appear as a list, which you can then filter by date range.



The screenshot shows the user interface for Dorothy Day, Z_Human Resources, Human Resources. The left-hand menu bar includes sections like Employee Detail, Diversity, Contract, Time Management, Balance Information, Clocking Details, Attendance Details, Leave Requests, Learning and Development, Benefits, and Other Information. The 'Clocking Details' section is highlighted, and a red circle around a downward arrow icon indicates the filter function. A 'Filter Clockings' dialog box is open, showing a date range filter with 'From' and 'To' fields, and 'Clear' and 'Apply' buttons. The main content area shows a table with columns for Clock Date, Clock Time, Movement, Cost Centre, and Status, but it currently displays 'No data to display'.

End.

