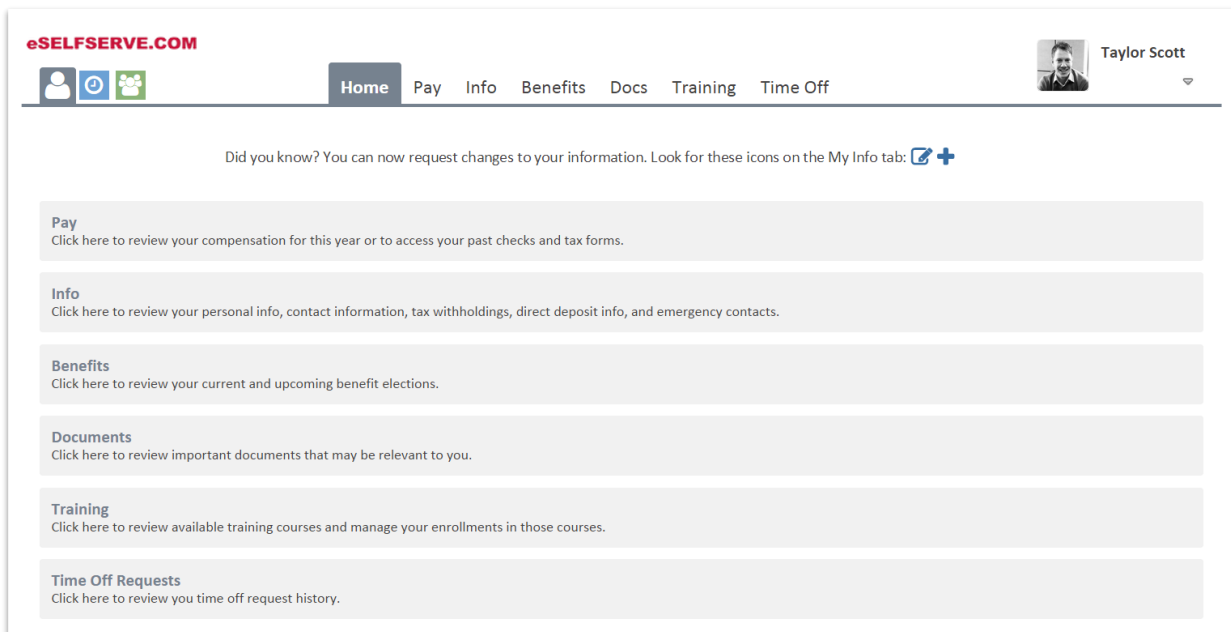


Welcome to the new look of eSELFSERVE.COM!

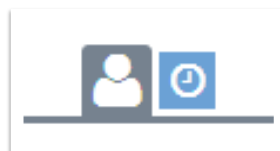


Most of the eSELFSERVE.COM site that you are familiar with has not changed. There have been a few improvements, which are explained below.

Note: The options available in eSELFSERVE.COM depend on your company's settings. Not all options shown may be available to your particular company.

Switching between eSELFSERVE and the Time Clock

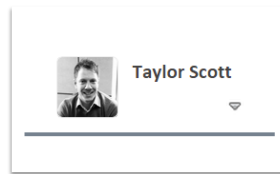
If you report your time through eSELFSERVE.COM, either through the Time Clock or a Timesheet, you can switch modes using the icons in the upper-left corner of the screen:



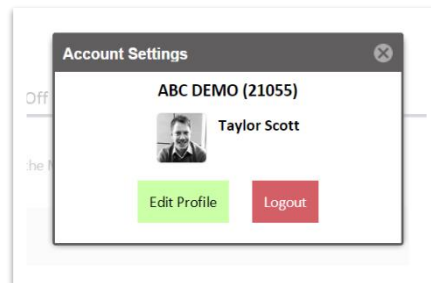
Click on the clock icon to switch to the *Time Clock* mode. To return to the standard eSELFSERVE mode, simply click on the employee icon.

Account Settings and Logging Out

To access your account settings, and to logout, click on your name in the upper-right corner of the screen:



After clicking the link, you will see your *Account Settings* menu:






From this screen, you are able to edit your Profile, including your email address, password, and option to receive email notifications. You are also able to log out of eSELFserve.COM by clicking the **Logout** button.


Time Off Requests

For your convenience, your Accrual Balances have been removed from the *Pay* tab and are now displayed as part of the *Time Off* tab for reference when submitting Time Off Requests:

eSELFserve.COM



HomePayInfoBenefitsDocsTraining**Time Off**

Taylor Scott

Scheduled Days Off

Request Time Off

None on file.

Accrual Balances

PTO Pay Period	Current Balance: 40 Hours Scheduled: 25 Net Hours Available: 15
Vacation Annual Semi-Annually	Current Balance: 80 Hours Scheduled: 40 Net Hours Available: 40



Time Off Request History

Showing records 1 - 5 of 8. [Click here to show all.](#)



Ref#: 158668 - Pending Date Submitted: 08/14/2014	Type: PTO	Start Date: 09/05/2014	Hours: 4
Ref#: 158665 - Approved Date Submitted: 03/14/2014	Type: Vacation	Start Date: 06/16/2014	Hours: 40
Ref#: 67204 - Approved			

If your company does not use Time Off Requests, the Accrual Balances will appear in their own Accruals tab instead:

eSELF-SERVE.COM



[Home](#) [Pay](#) **[Accruals](#)** [Info](#) [Benefits](#) [Docs](#) [Training](#)

 Taylor Scott 

Accrual Balances

Vacation Monthly	Current Balance: 30 Hours Scheduled: 20 Net Hours Available: 10
---------------------	---