

Welcome to the new look of eSELFSERVE.COM!

eSELFSERVE.COM	Home Pay	Info Bene	its Docs	Training	Time Off	Taylor Scott
Did you know	? You can now reque	est changes to your	information. L	ook for these.	icons on the My Info tab: 📝 •	+
Pay Click here to review your compensation for	this year or to access y	our past checks and	ax forms.			
Info Click here to review your personal info, cont	act information, tax w	ithholdings, direct d	posit info, and	emergency cor	ntacts.	
Benefits Click here to review your current and upcon	ing benefit elections.					
Documents Click here to review important documents t	nat may be relevant to	you.				
Training Click here to review available training course	es and manage your en	rollments in those c	ourses.			
Time Off Requests Click here to review you time off request his	tory.					

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										1	Taylor Sco	ott
🚨 🗿 🐸	Home	Pay	Info	Benefits	Docs	Training	Time Off		4	Æ.		▽
Scheduled Days Off	Request Time Of	f										
None on file.												
Accrual Balances												
PTO Pay Period			Curr Hou Net	ent Balance: 44 rs Scheduled: 2 Hours Available:	0 25 : 15							
Vacation Annual Semi-Annually			Curr Hou Net	ent Balance: 80 rs Scheduled: 4 Hours Available:	0 40 : 40							
Time Off Request History												
Showing records 1 - 5 of 8. Click he	re to show all.											
Ref#: 158668 - Pending Date Submitted: 08/14/2014	Type: PTC	þ			Start Dat	e: 09/05/2	2014	Hours:	4			
Ref#: 158665 - Approved Date Submitted: 03/14/2014	Type: Vac	ation			Start Dat	e: 06/16/ 2	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:

	Home Pay Accruals Ir	fo Benefits Docs Training	Taylor Scott
Accrual Balances			
Vacation Monthly	Current Balance: 30 Hours Scheduled: 20 Net Hours Available: 10		