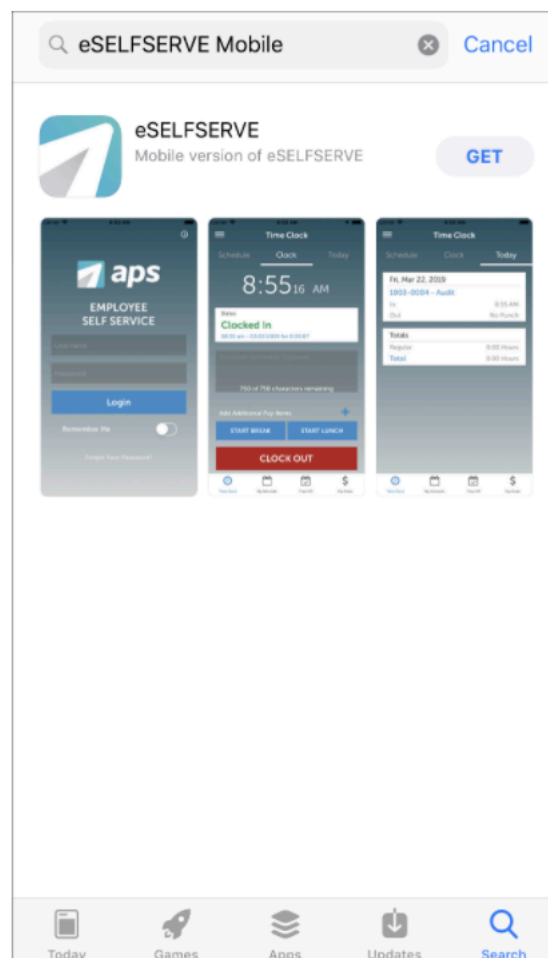


Downloading the App

The eSS Mobile app is available to authorized customers of Strategic Focus with an iOS or Android device.

Open the App Store or Google Play Store and type "eSELFSERVE Mobile" in the search bar. If you have trouble locating the app in your selected App Store, you can visit one of the following links to download:

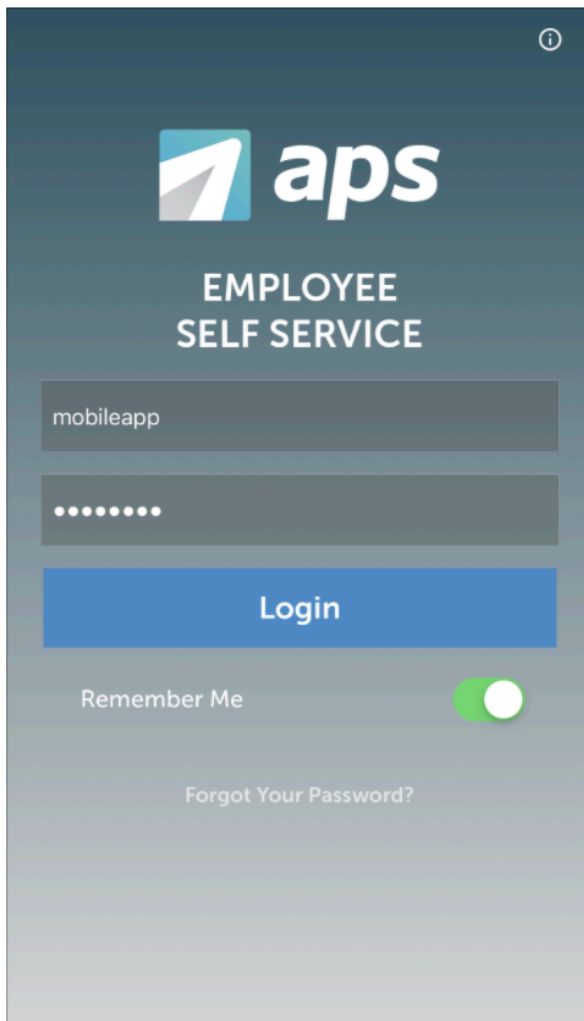
- Android: <https://play.google.com/store/apps/details?id=com.apspayroll.essmobile>
- Apple: <https://itunes.apple.com/us/app/eselfserve-mobile/id1377718614?ls=1&mt=8>



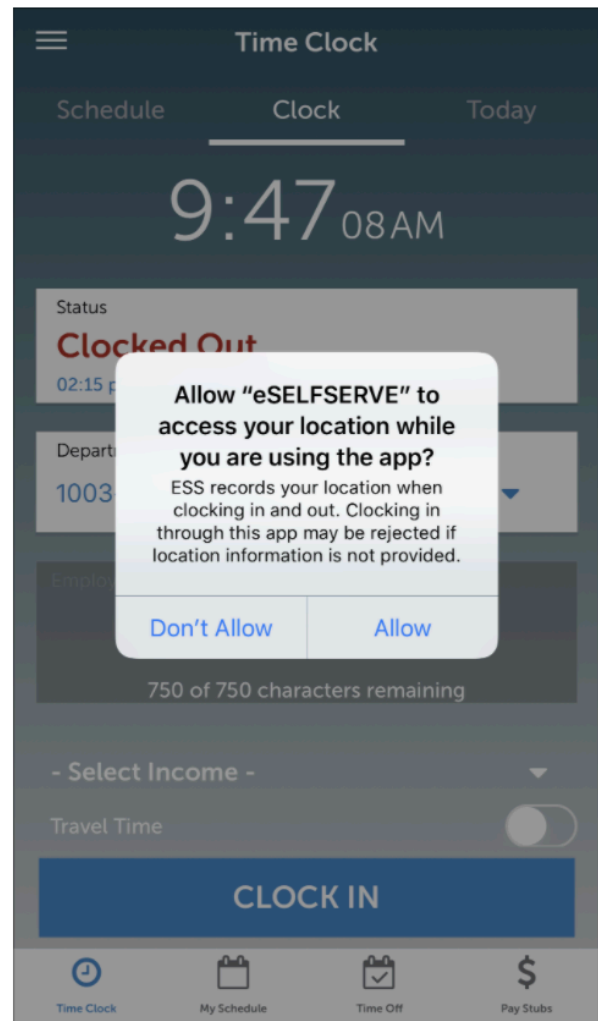
Logging In

Use your eSELFSERVE.COM user credentials to log in.

If your smartphone has biometric security options (e.g., fingerprint scan, Face ID, etc.), you may set up the biometric option to store your credentials for future logins after logging in successfully for the first time.



Login Screen

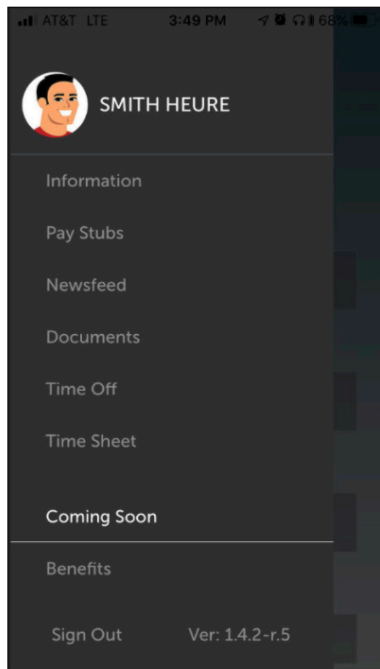


Allow Location Services

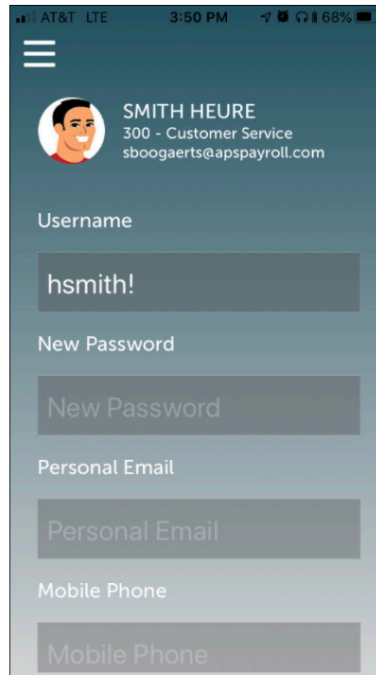
Locations/Services must be enabled on the employee's mobile device for Clock Zones to function.

User Information

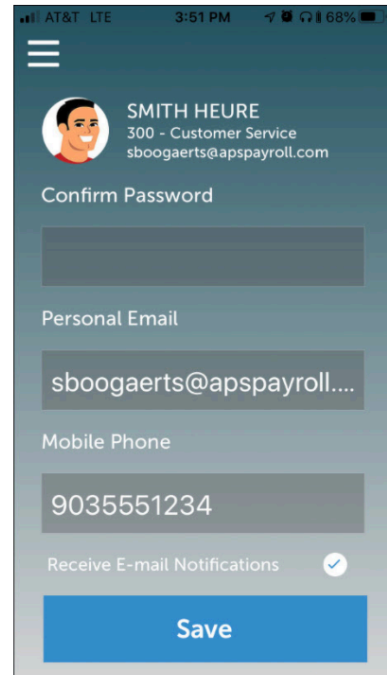
User information can be edited using the Mobile App.



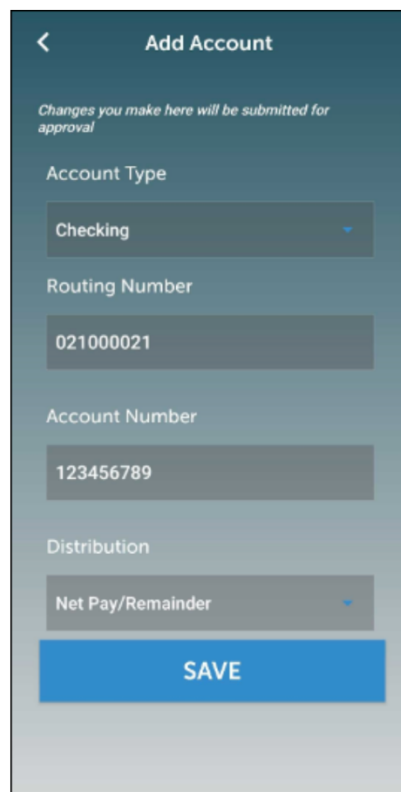
Select to Edit Credentials



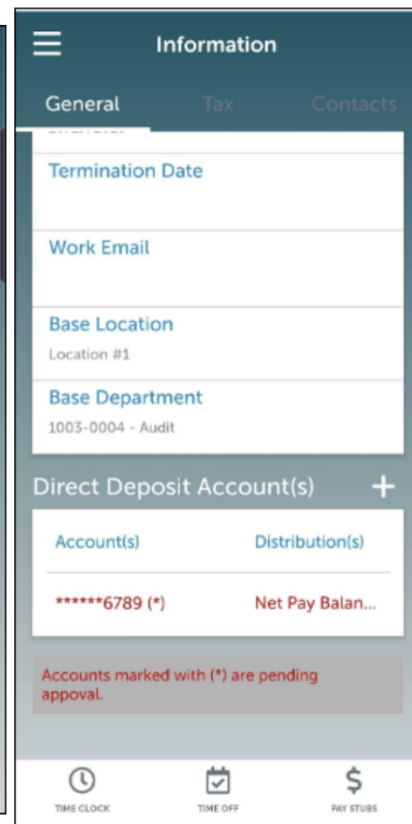
Update Information



Save to Update



Add Account



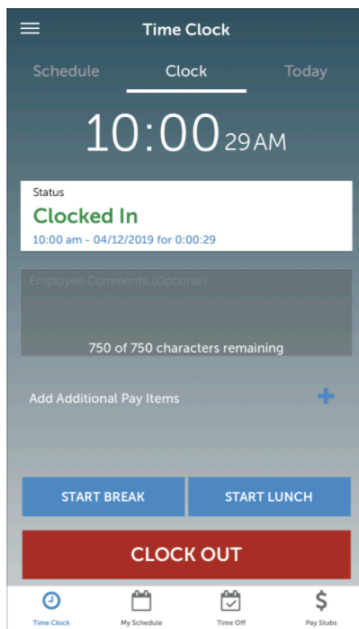
Pending Payroll Admin Approval

Mobile Navigation

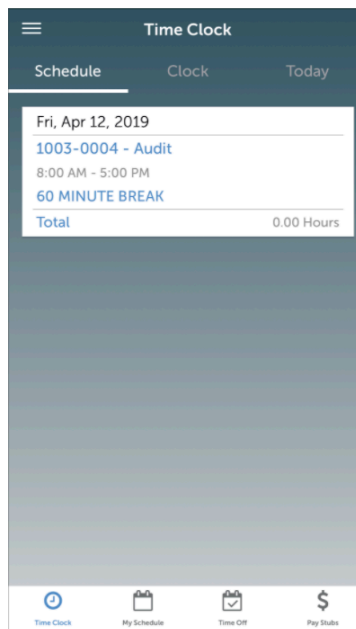
Time Clock

Upon login, navigate through the Time Clock to use the Attendance features that have been enabled for your company.

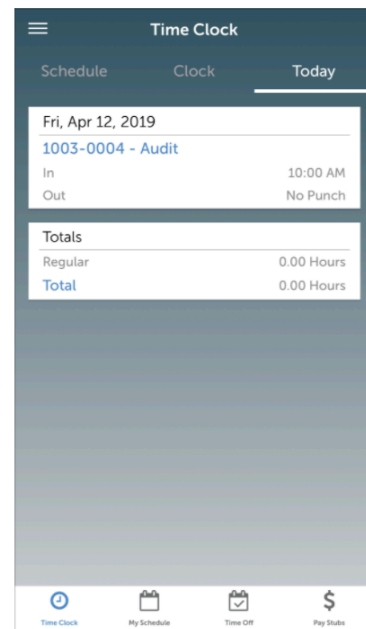
- **Clock:** Tap here to clock in and out, add comments to your time card, add additional pay items, or go on breaks.
- **Schedule:** Tap here to view your schedule for the day.
- **Today:** Tap here to view a history of your In and Out punches for the day.



Clock tab



Schedule tab

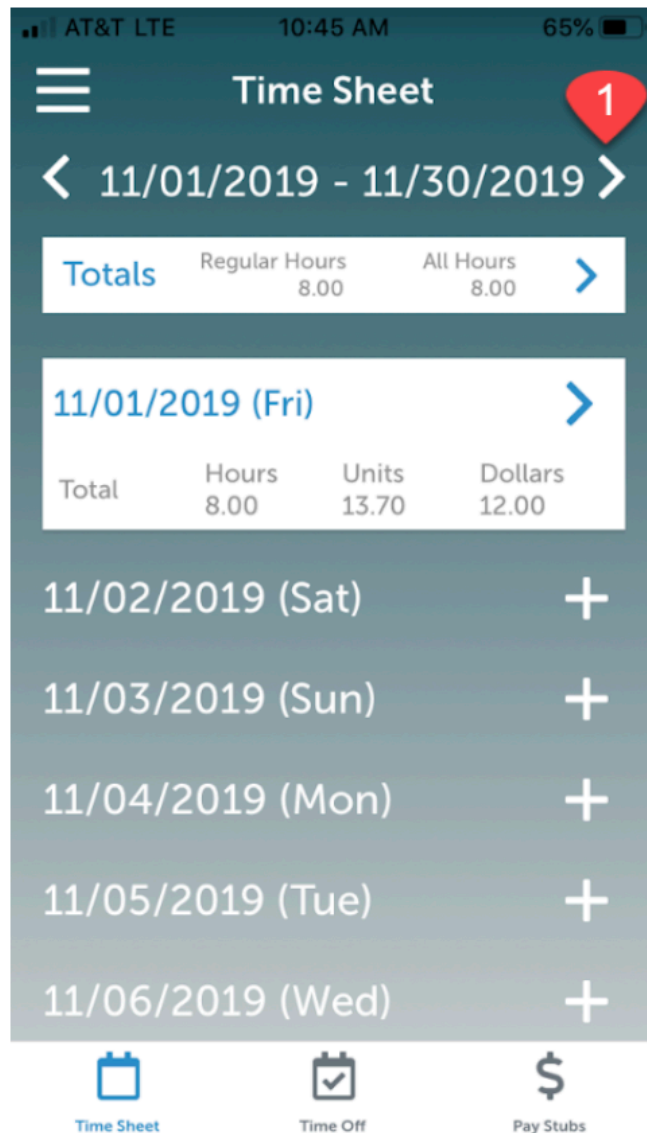


Today tab

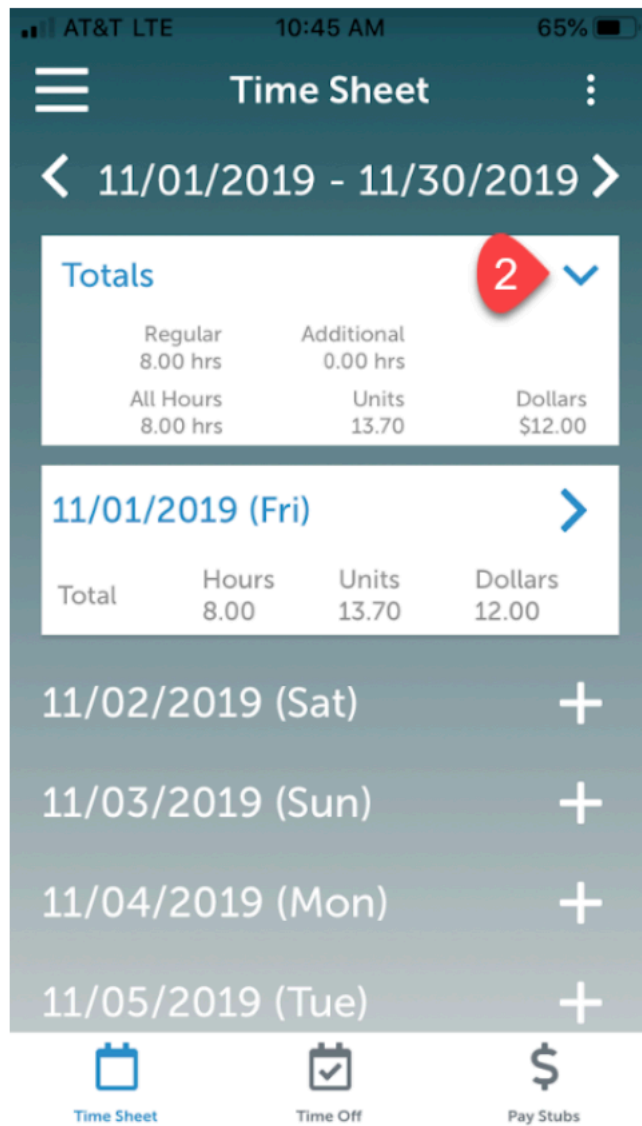
Time Sheets

For employees assigned a Time Sheet, upon login, the Time Sheet will be the default view.

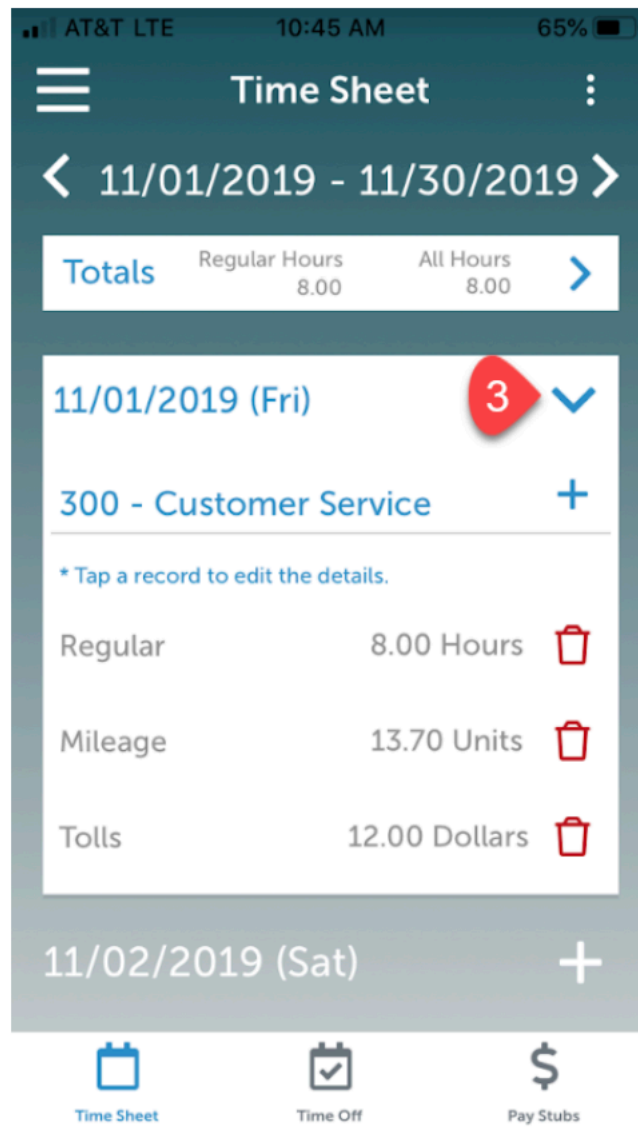
1. The arrows near the top of the Time Sheet allow the employee to navigate to past and future Time Sheets.



2. Expanding the *Totals* section will display the total regular hours, total additional hours (PTO, Sick, etc), total combined hours, total units, and total dollars.



3. Expanding a specific *date* section provides the ability to edit the details. It also displays a breakdown of the time entered for the day.



4. To open the *Time Entry* screen, click the plus symbol next to a specific date. From there, begin by selecting the income.

AT&T LTE 10:45 AM 65%

< Time Entry

Department

300 - Customer Service ▼

Income

None 4 ▼

5. After completing all the fields that populate, choose to add comments and/or check the *Add Another Entry* box to open a new *Time Entry* screen after selecting save.

The screenshot shows a mobile application interface for 'Time Entry'. At the top, the status bar displays 'AT&T LTE', '10:46 AM', and '64%' battery. The app header has a back arrow and the title 'Time Entry'. Below the header, the word 'income' is displayed. The main form contains three input fields: a dropdown menu for 'Regular (Hours)' with a downward arrow, a date field showing 'Mon - Nov 4th, 2019', and a text field for 'Hours' containing the number '8'. Below these fields are two options: 'Tap to add Comments' with a plus icon and 'Add Another Entry' with a checked checkbox icon. At the bottom is a large blue 'SAVE' button. A red circular badge with the number '5' is positioned over the left side of the 'SAVE' button.

Time Card View

Employees can navigate forward and back through pay period to review both past and present Time Card information. This information can be accessed by Time Clock and Timesheet employees by tapping on the "Time Card" indicator at the bottom of the navigation bar (or found in the side menu).

Time Card

< 04/19/2020 - 05/02/2020 >

Totals	Regular Hours	All Hours
	59.83	59.83

Sun, Apr 19, 2020

No shifts logged for this date

Mon, Apr 20, 2020

004 - Admissions-RN

In 8:00 AM

Out 5:00 PM

Totals

Mileage Reimbursement	116.00 Units
Regular	9.00 Hours
Addl Units	116.00 Units
Total	9.00 Hours

Tue, Apr 21, 2020

004 - Admissions-RN

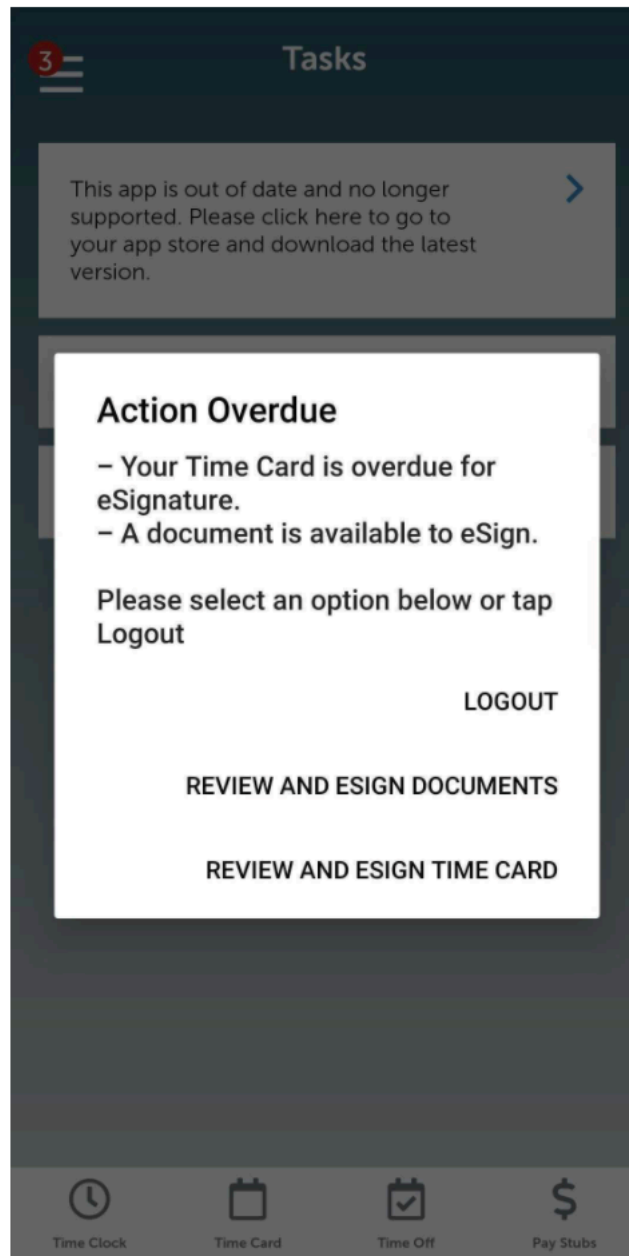
In 10:00 AM

Time Card Time Sheet Time Off Pay Stubs

Employees will also be able to view Totals for the pay period they are viewing at the top of the screen, with a breakdown of related shift information, per day, including clock In/Out times and any hours added to their time card.

eSignatures of Time Cards

If e-signature is requested, employees will be notified of this via pop up.



Employees cannot dismiss this popup alert if Time Card or Document restrictions have been set. If restrictions have been set, they will have the following options:

- Meet the eSignature requirements to gain full access to the application OR
- Log Out
- They will then be prompted to eSign again when logging back into the application.

To eSign Time Cards / Timesheets

To eSign, employees need to enter the last four digits of their Social Security number, select or check the box confirming the accuracy of the information and tap "Submit Signature".

The screenshot shows a mobile application interface for eSigning a time card. At the top, there is a back arrow and the title "eSign Time Card". Below this is a white box containing a "Time Card Summary for 08/25/2019 - 04/18/2020". The summary lists "Regular" hours as 408.75 hrs and "Total" hours as 408.75 hrs. Below the summary, there is a prompt: "Please enter the last four digits of your Social Security Number to eSign." This is followed by a text input field labeled "Last Four of SSN". Below the input field, there is a checkbox and the text: "By checking this box I am confirming that my timesheet is accurate." At the bottom of the form is a large button labeled "Submit Signature".

Time Card Summary for 08/25/2019 - 04/18/2020	
Regular	408.75 hrs
Total	408.75 hrs

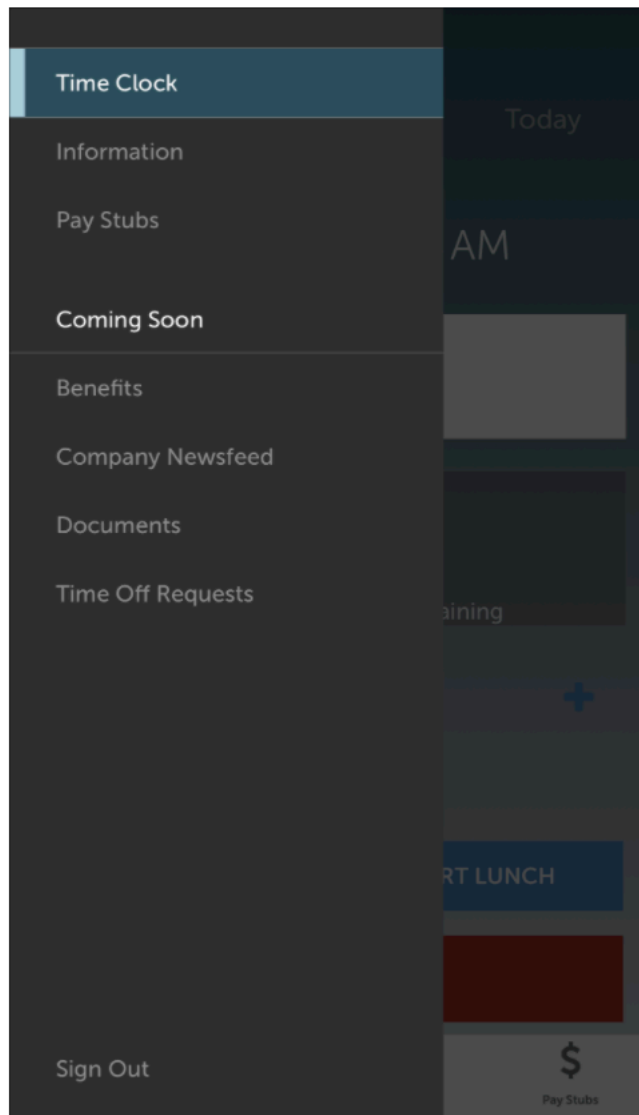
Please enter the last four digits of your Social Security Number to eSign.

Last Four of SSN

☐ By checking this box I am confirming that my timesheet is accurate.

Submit Signature

To access other features of eSS, tap the **Main Menu** icon  in the top left corner.



Main Menu Screen

Information

Navigate to the **Information** tab to view or edit your employee demographics.

- **General:** Tap here to access or update your personal information (address, Social Security #, phone number, etc.) and work information (hire/termination date, work email, department/location).
- **Tax:** Tap here to view federal and state tax information.
- **Contacts:** Tap here to add or edit your emergency contacts.

The screenshot shows the 'General' tab selected. The header 'Information' is at the top with sub-tabs 'General', 'Tax', and 'Contacts'. The 'General' sub-tab is active. Below the header is a section titled 'Personal Information' with an edit icon. It contains several input fields: 'Address' (1234 TESTING STREET, BOSSIER CITY, LA 71111), 'Date of Birth' (01/02/1990), 'Social Security #' (XXX-XX-4987), 'Home Phone', 'Work Phone', 'Mobile Phone' ((555) 867-5309), and 'Personal Email'. At the bottom is a navigation bar with icons for 'Time Clock', 'My Schedule', 'Time Off', and 'Pay Stubs'.

General tab

The screenshot shows the 'Tax' tab selected. The header 'Information' is at the top with sub-tabs 'General', 'Tax', and 'Contacts'. The 'Tax' sub-tab is active. Below the header is a section titled 'Federal Tax Information' with an edit icon. It contains input fields for 'Filing Status' (Single), 'Exemptions' (0), and 'Tax Adjustments' (None). Below this is a section titled 'State Tax Information' with an edit icon. It contains input fields for 'Withholding State' (AZ - Arizona), 'Unemp State' (LA - Louisiana), 'Filing Status' (0.8% of gross taxable wages), and 'Tax Adjustments' (None). At the bottom is a navigation bar with icons for 'Time Clock', 'My Schedule', 'Time Off', and 'Pay Stubs'.

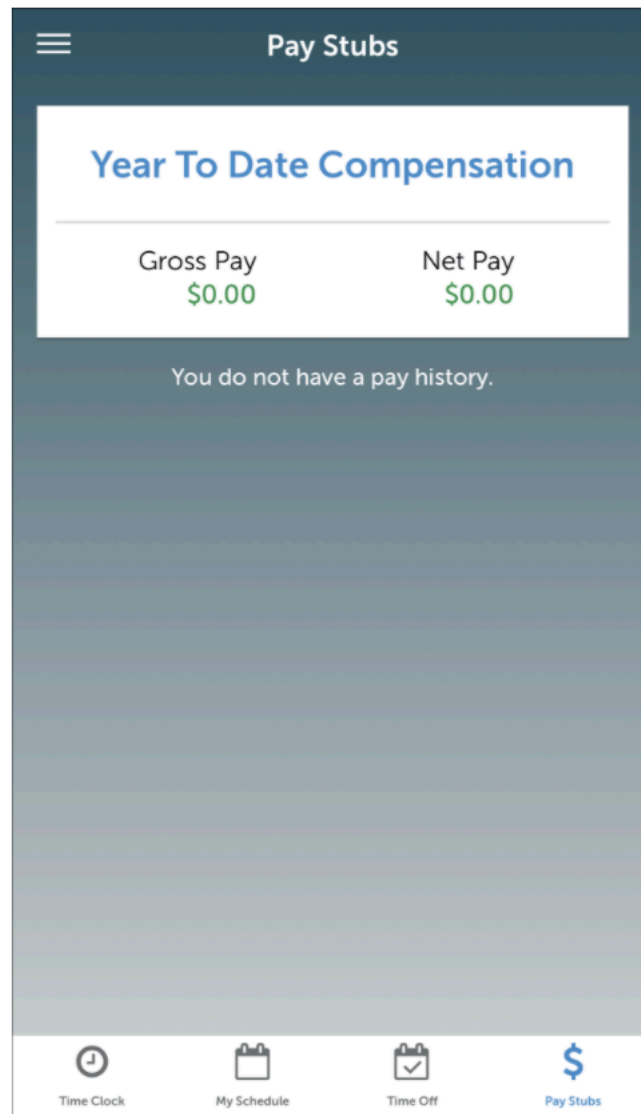
Tax tab

The screenshot shows the 'Contacts' tab selected. The header 'Information' is at the top with sub-tabs 'General', 'Tax', and 'Contacts'. The 'Contacts' sub-tab is active. Below the header is a section titled 'contact' with an edit icon. It contains input fields for 'Relationship' (test), 'Mobile Phone', 'Home Phone' ((333) 333-3334), and 'Work Phone'. Below this is a section titled 'aaron batey' with an edit icon. It contains input fields for 'Relationship' (friend), 'Mobile Phone', and 'Home Phone'. At the bottom is a navigation bar with icons for 'Time Clock', 'My Schedule', 'Time Off', and 'Pay Stubs'.

Contact tab

Pay Stubs

- **Pay Stubs:** Tap here to view year-to-date compensation and pay stubs details.
 - Pay stubs will appear around 2:00 A.M. each pay period.



Pay Stubs page

Time Off Request

If using the Attendance Function, employees will have the ability to:

- View Days Off
 - Displays a list of currently scheduled time off (Date, Time Off Type and Hours)

Time Off – Days Off

Time Off Request Details

- View and Submit Requests
 - Provides visibility to all past, present, and future requests that have been submitted, whether they have been Approved or Denied.

Time Off – Requests

Time Off – Requests

- View Balances
 - If using accrual plans, users may view Plan, Plan Type, Current Balance, Hours Scheduled, and Net Hours Available

Submitting a Request

Time Off – Balances

Projected Accruals

Projected Accruals

Documents

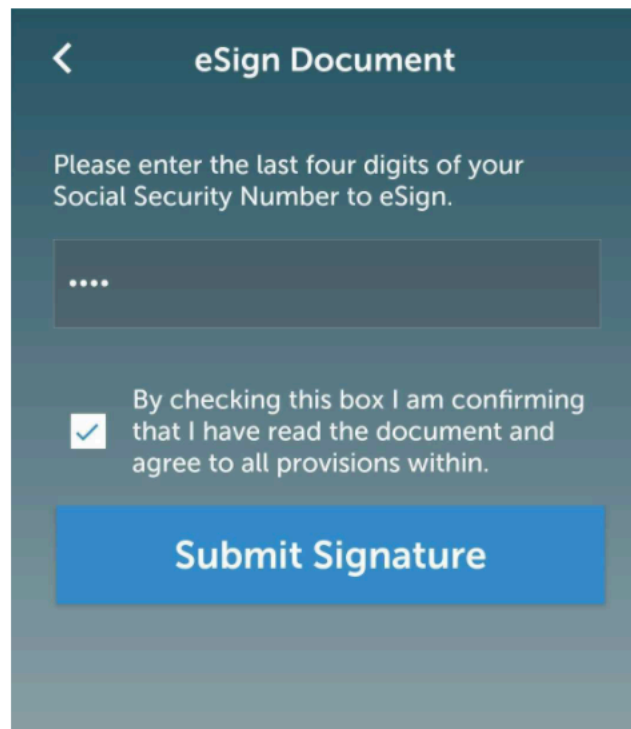
If using the Strategic Focus HR System, users will be able to view related Employee, Company and Benefit documents, as well as the Company Newsfeed.

Documents

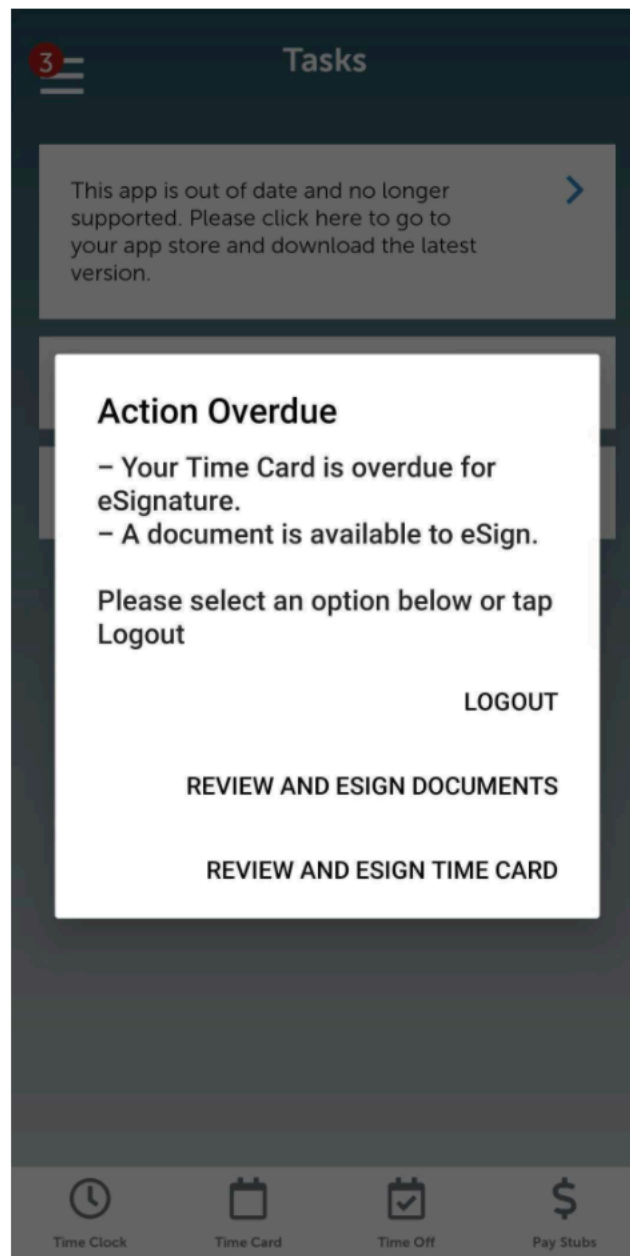
Newsfeed

eSignatures

To eSign, employees need to enter the last four digits of their Social Security number, select the box confirming the accuracy of the information and tap "Submit Signature".

A screenshot of a mobile application screen titled "eSign Document". At the top left is a back arrow icon. Below the title, the text reads: "Please enter the last four digits of your Social Security Number to eSign." Below this text is a dark rectangular input field containing four white dots. Further down is a checkbox with a blue checkmark icon. To the right of the checkbox, the text reads: "By checking this box I am confirming that I have read the document and agree to all provisions within." At the bottom of the screen is a large blue button with the text "Submit Signature" in white.

If e-signature is requested, and document restrictions enabled, employees will be notified of this via pop up.



Tax Forms

Employees cannot dismiss this popup alert if Time Card or Document restrictions have been set. If restrictions have been set, they will have the following options:

- Meet the eSignature requirements to gain full access to the application OR
- Log Out
 - They will then be prompted to eSign again when logging back into the application.

Employees are able to access their Tax Forms to view their 1099 or W-2 information. When accessed, employees will be able to access a detailed breakdown of their tax form as it is in Strategic Focus Payroll System. (Employees are not currently able to export this data into a PDF format using the app. This functionality will be coming soon!)

The image shows two side-by-side screenshots of a mobile application interface for viewing tax forms.

The left screenshot shows the "Tax Forms" screen. At the top, there is a header with a red circle containing the number "1" and a hamburger menu icon. Below the header, there is a section for "2019 W-2" with "Total Wages \$14,604.65" and a right arrow. At the bottom, there is a navigation bar with four icons: a clock for "Time Clock", a calendar for "Time Card", a checkmark for "Time Off", and a dollar sign for "Pay Stubs".

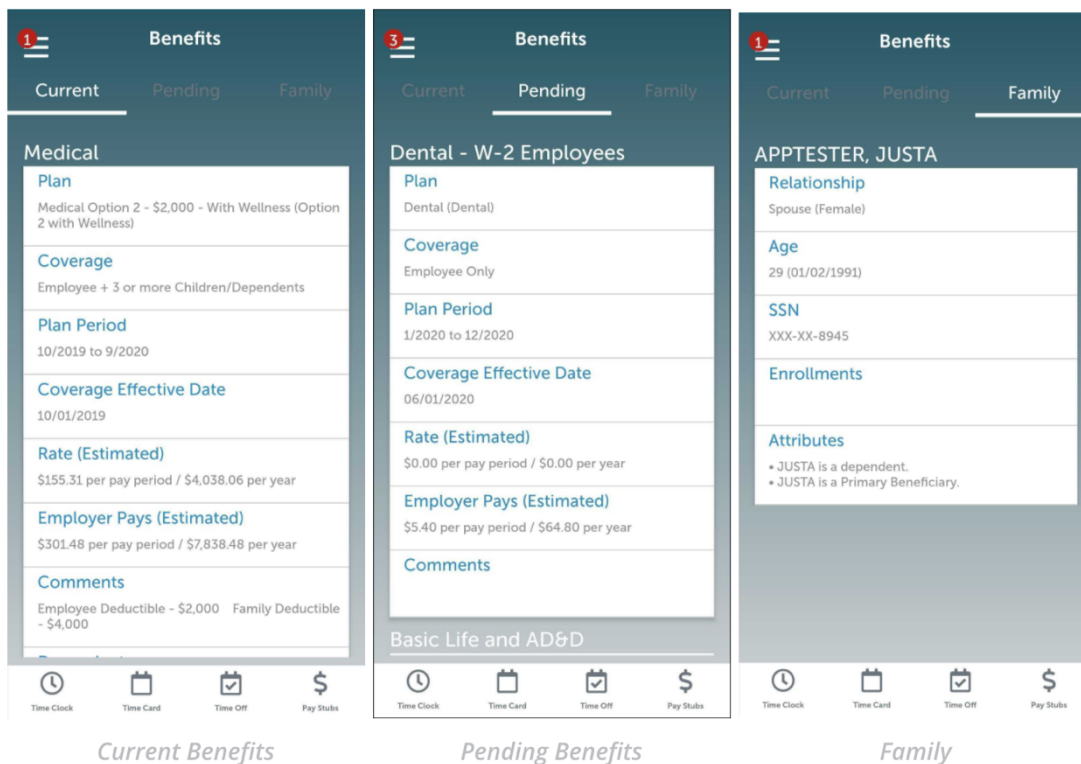
The right screenshot shows the "W-2 - 2019" form. It has a back arrow at the top left. The form is divided into several sections:

- a. Employee's social security number: [Redacted]
- b. Employer's identification number (EIN): 30-0711910
- c. Employer's name, address, and ZIP code: [Redacted]
- d. Control Number: 718962
- e. Employee's name, address, and ZIP code: [Redacted]
- 1. Wages, tips, other comp.: \$14,604.65
- 2. Federal income tax withheld: \$92.23

Benefits – Read Only Info Tab

- For clients using our HR / Benefits Administration platform, employees can view the following tabs:
- Current Benefits - Enrollment, Plan Type, Coverage, Plan Period, Coverage Effective Date and plan rates.
- Pending Benefits - Benefit plans they have enrolled in but have not yet been approved by HR.
- Family - Provides a listing of family members (dependents and beneficiaries) that are tied to the employee's benefit record.

NOTE: Employees are currently NOT able to enroll in or make any changes to their benefit plans through the application.



Task

The Tasks page in the app allows employees to take action on items from a single page. Employees logged into the app will see a persistent notification on the pull out menu signifying that there are tasks needing their attention, which will disappear once all tasks have been completed.

