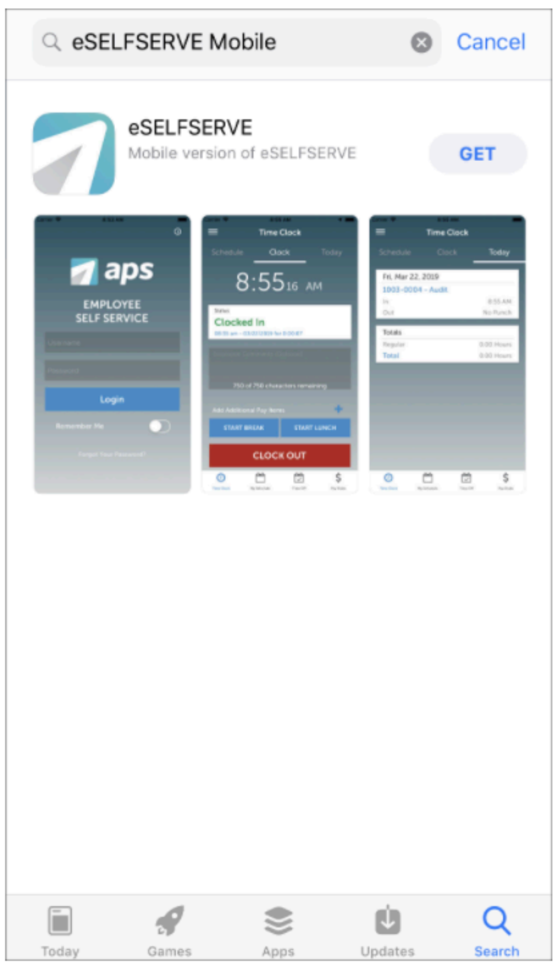
Downloading the App

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:

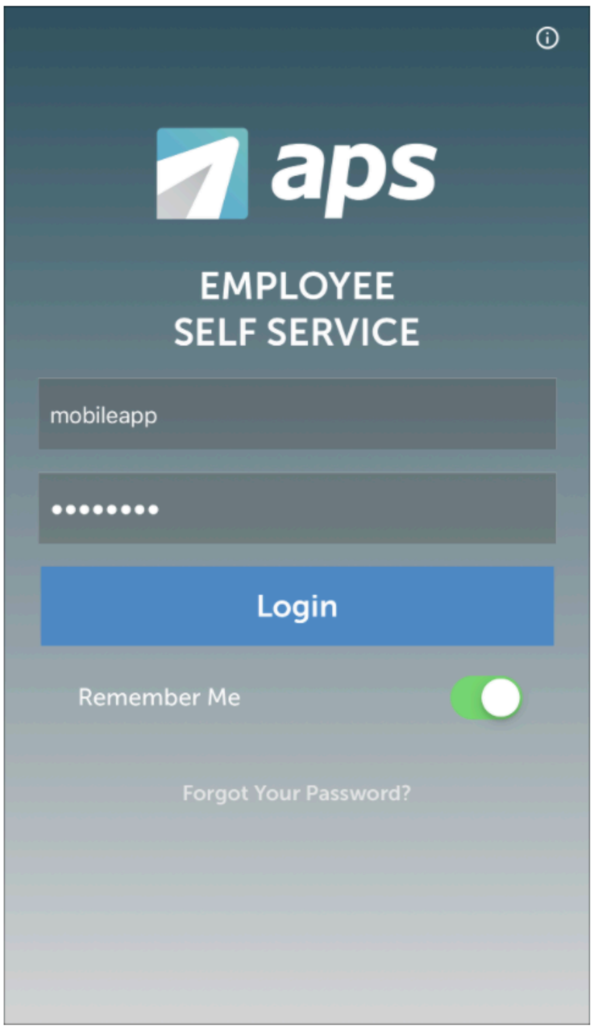
- Android: https://play.google.com/store/apps/details?id=com.apspayroll.essmobile
- Apple: https://itunes.apple.com/us/app/eselfserve-mobile/id1377718614?ls=1&mt=8



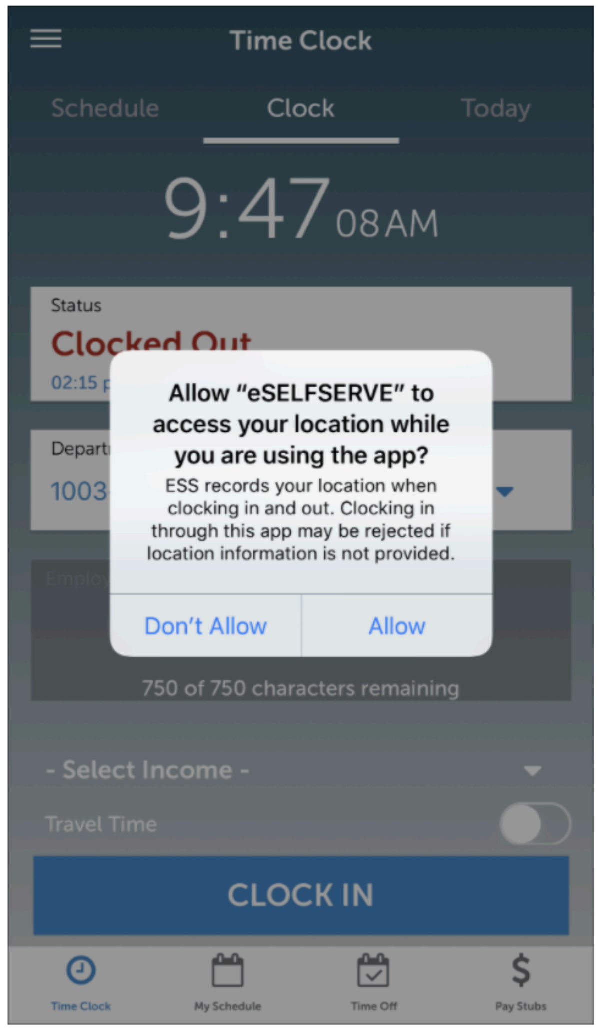
Logging In

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

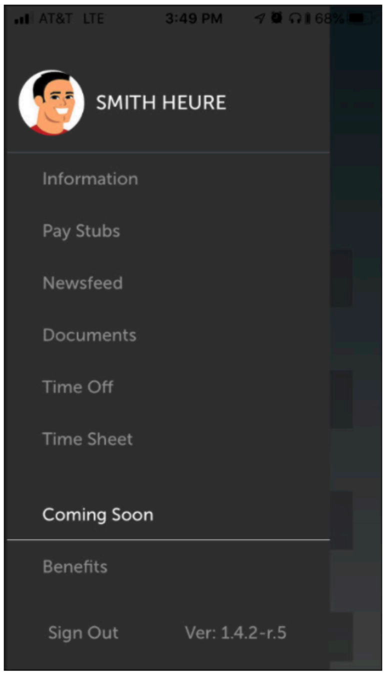


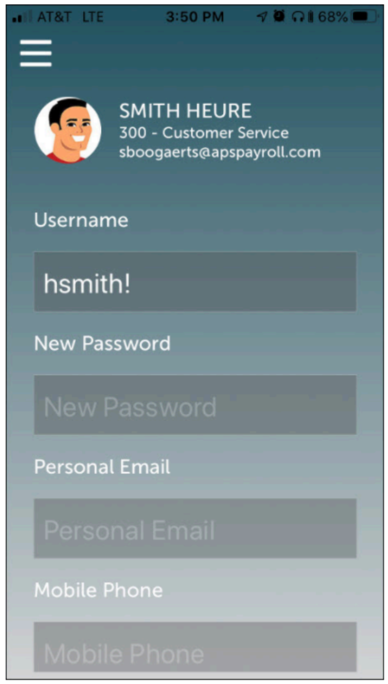
Allow Location Services

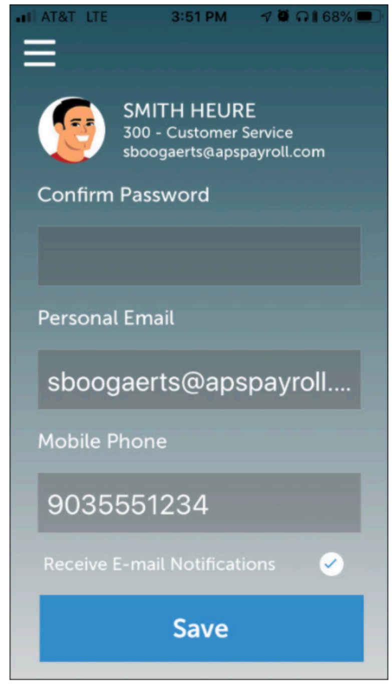
Locations/Services must be enabled on the employee's mobile device for Clock Zones to function.

User Information

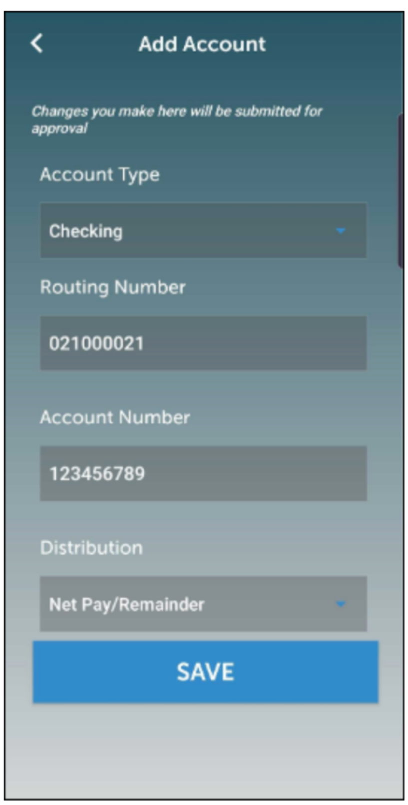
User information can be edited using the Mobile App.

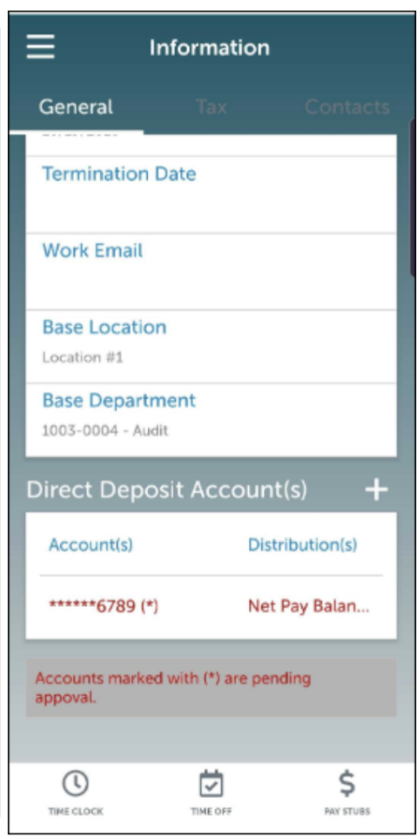






Select to Edit Credentials *Update Information* *Save to Update*





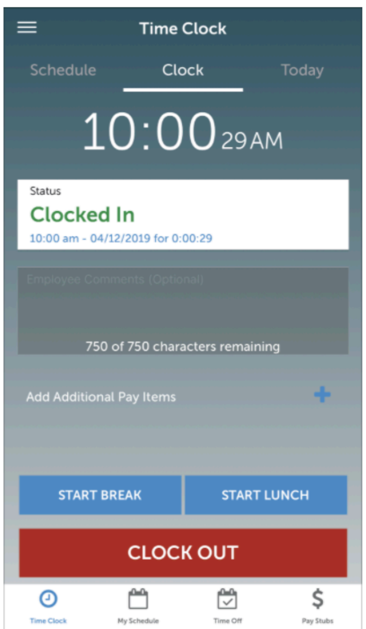
Add Account *Pending Payroll Admin Approval*

Mobile Navigation

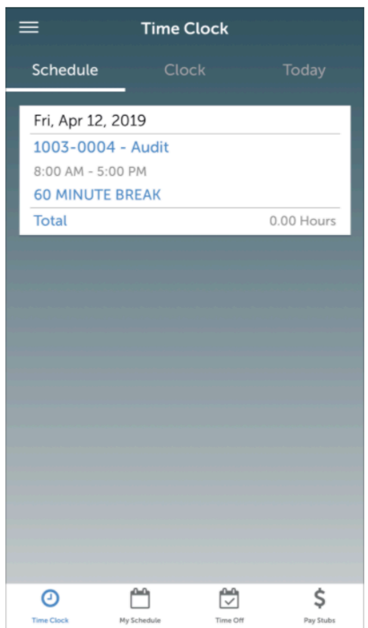
Time Clock

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

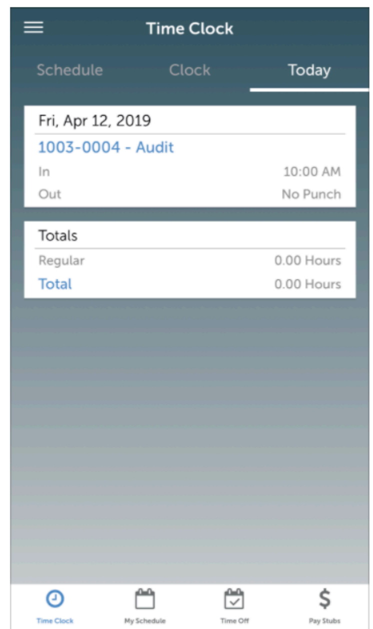
- **Clock:** Tap here to clock in and out, add comments to your time card, add additional pay items, or go on breaks.
- **Schedule:** Tap here to view your schedule for the day.
- **Today:** Tap here to view a history of your In and Out punches for the day.



Clock tab



Schedule tab

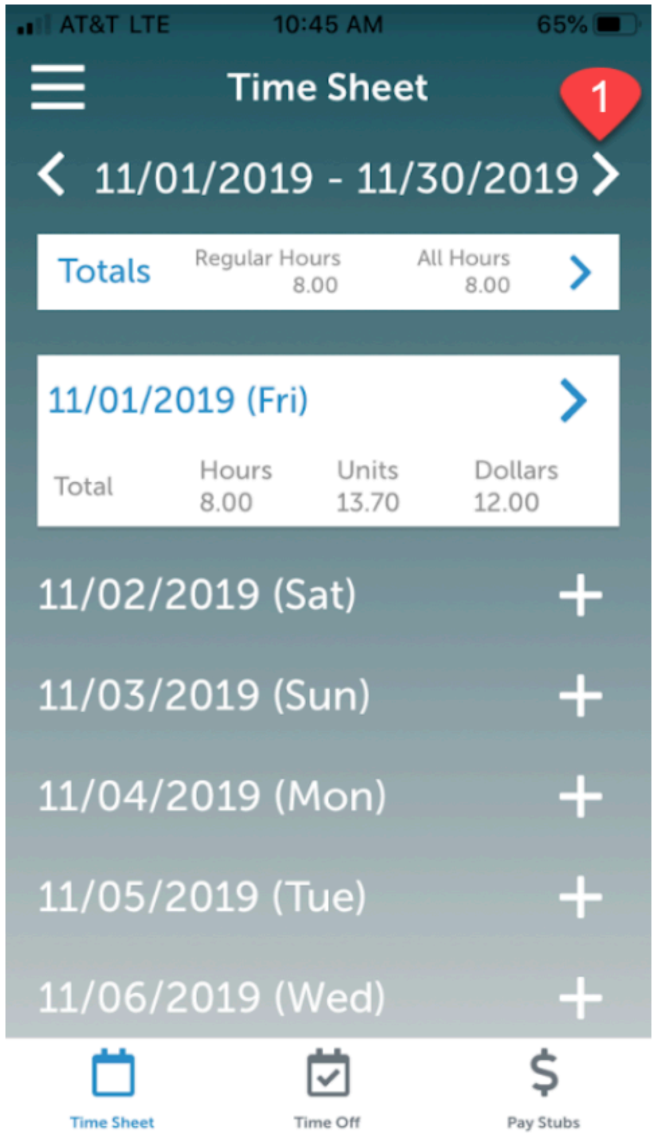


Today tab

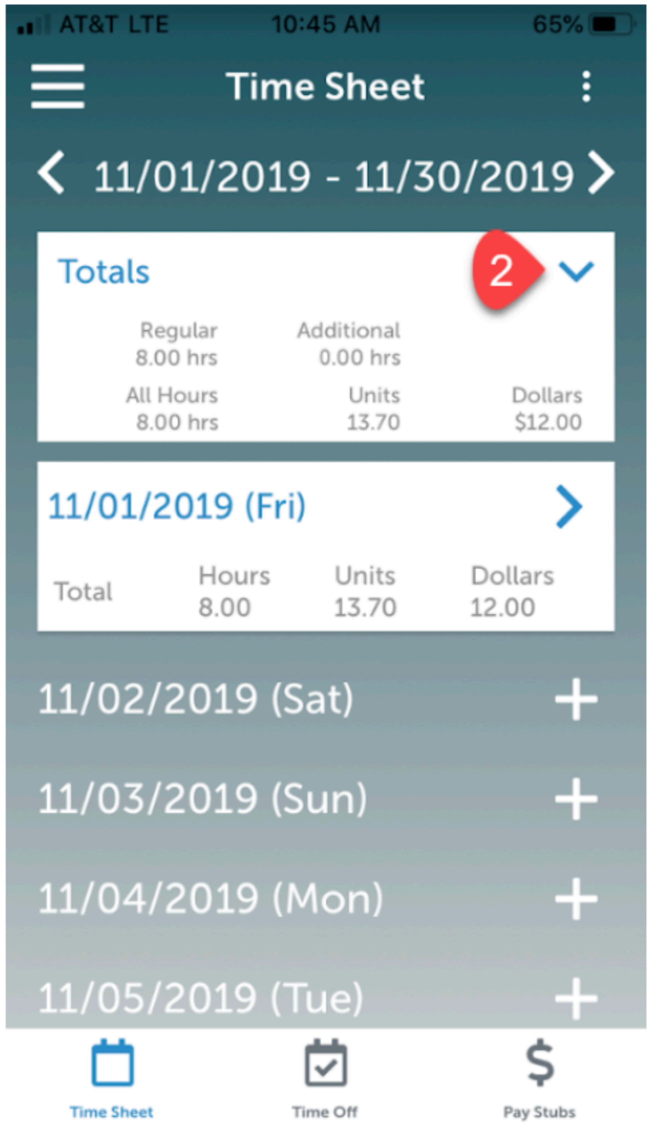
Time Sheets

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

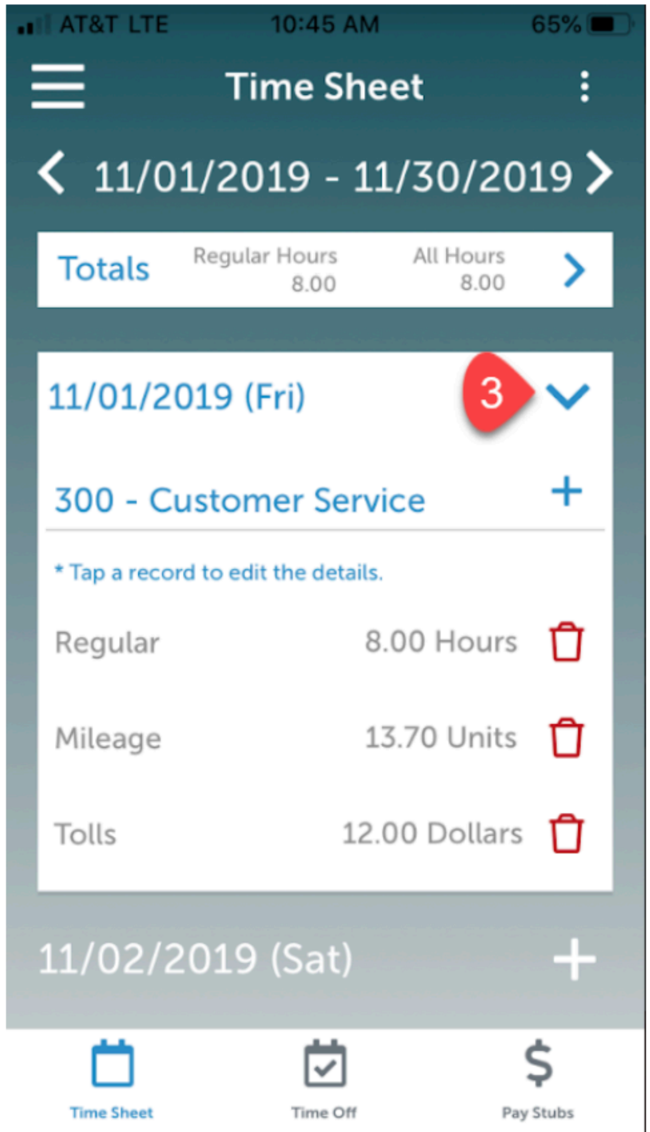
1. The arrows near the top of the Time Sheet allow the employee to navigate to past and future Time Sheets.



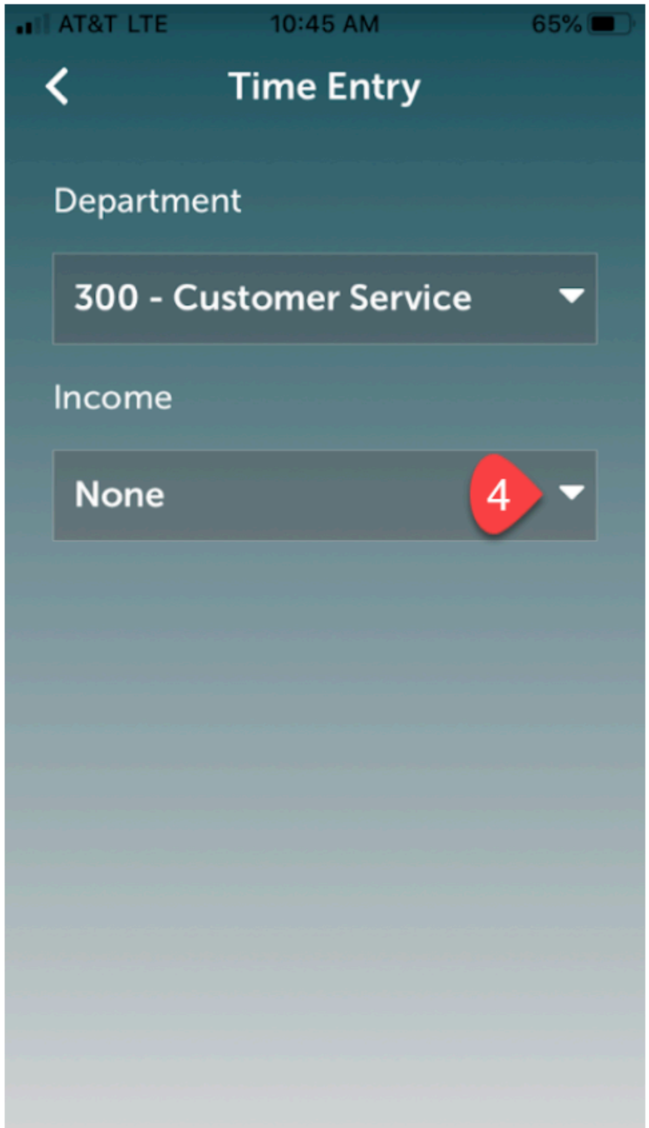
2. Expanding the *Totals* section will display the total regular hours, total additional hours (PTO, Sick, etc), total combined hours, total units, and total dollars.


AT&T LTE
10:45 AM
65%
Time Sheet
11/01/2019 - 11/30/2019
Totals
2
Regular
8.00 hrs
Additional
0.00 hrs
All Hours
8.00 hrs
Units
13.70
Dollars
$12.00
11/01/2019 (Fri)
Total
Hours
8.00
Units
13.70
Dollars
12.00
11/02/2019 (Sat)
11/03/2019 (Sun)
11/04/2019 (Mon)
11/05/2019 (Tue)
Time Sheet
Time Off
Pay Stubs

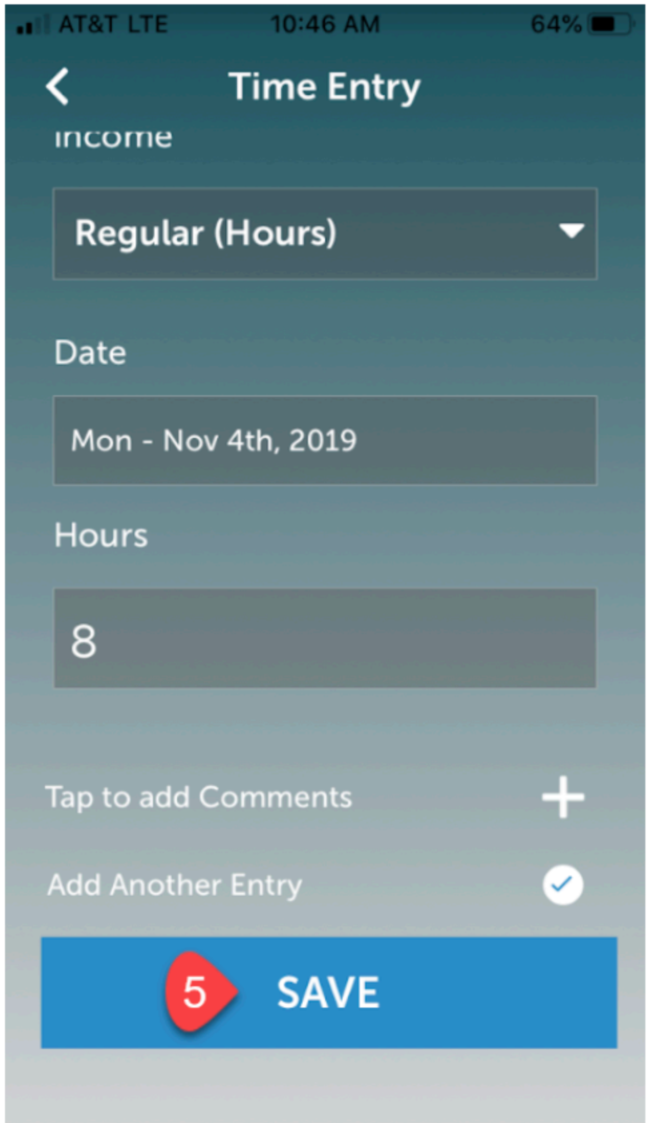
3. Expanding a specific *date* section provides the ability to edit the details. It also displays a breakdown of the time entered for the day.



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

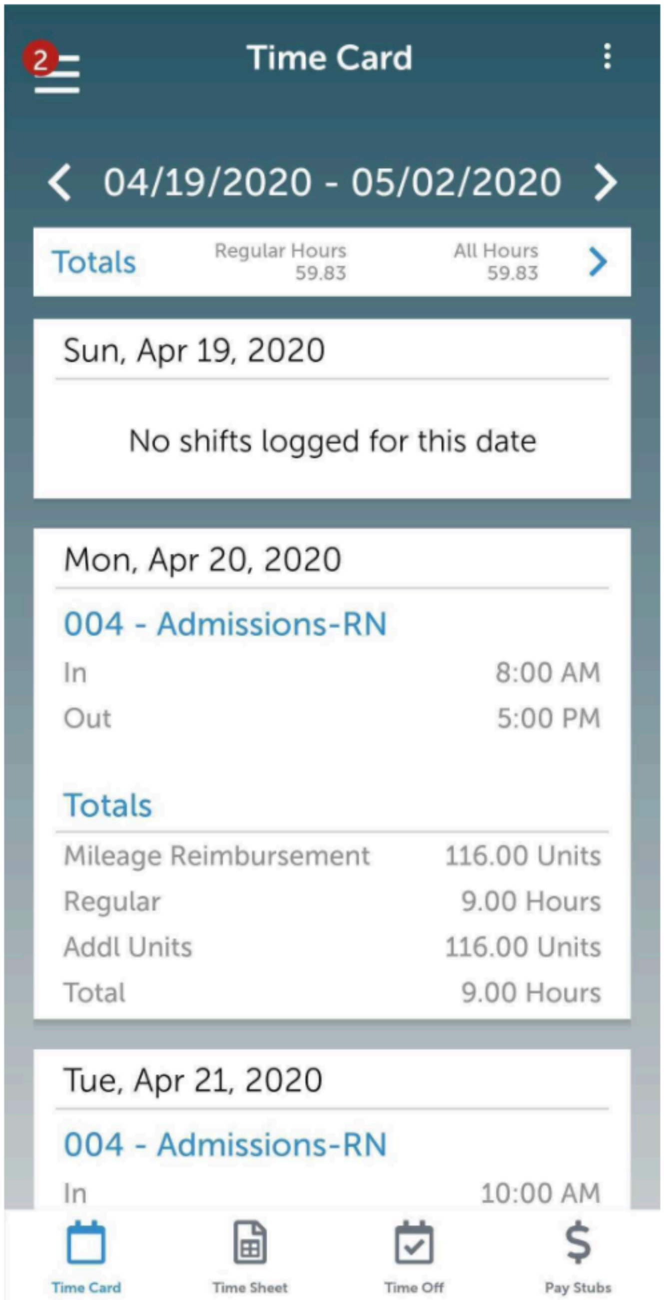


5. After completing all the fields that populate, choose to add comments and/or check the *Add Another Entry* box to open a new *Time Entry* screen after selecting save.



Time Card View

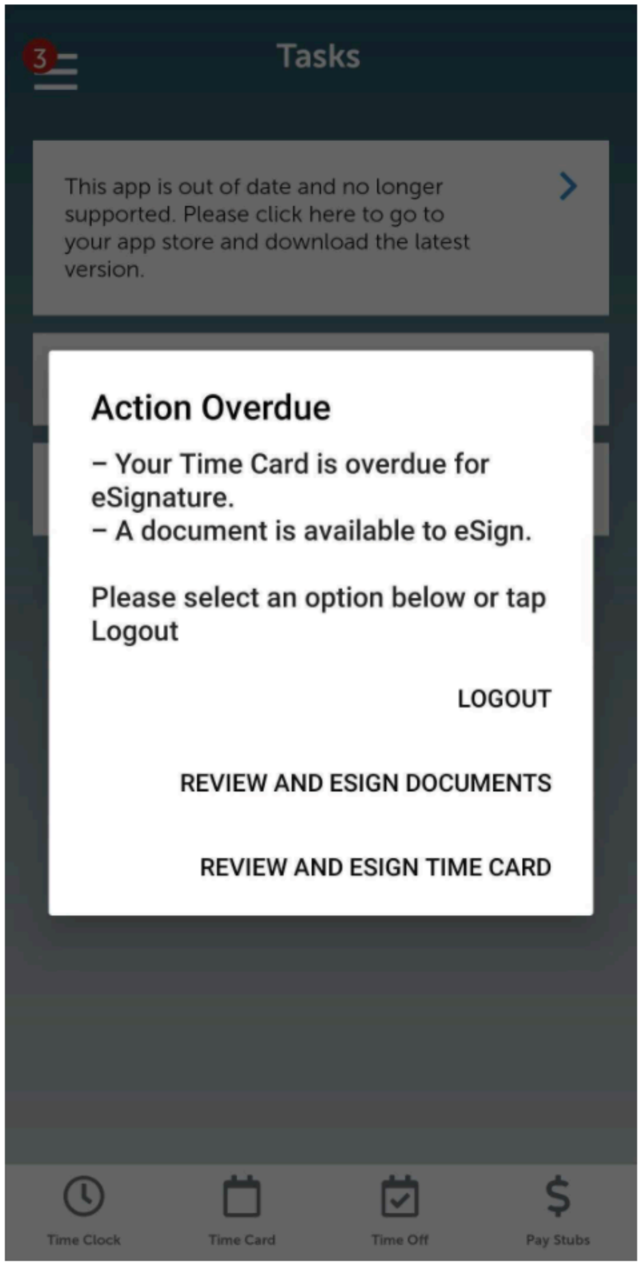
Employees can navigate forward and back through pay period to review both past and present Time Card information. This information can be accessed by Time Clock and Timesheet employees by tapping on the "Time Card" indicator at the bottom of the navigation bar (or found in the side menu).



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.

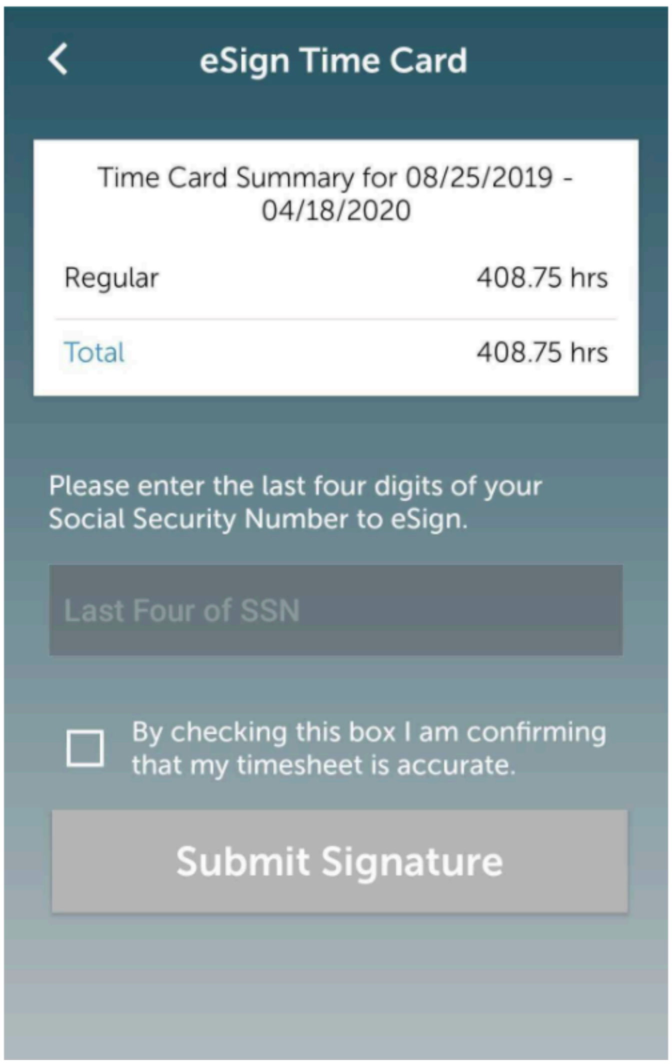


Employees cannot dismiss this popup alert if Time Card or Document restrictions have been set. If restrictions have been set, they will have the following options:

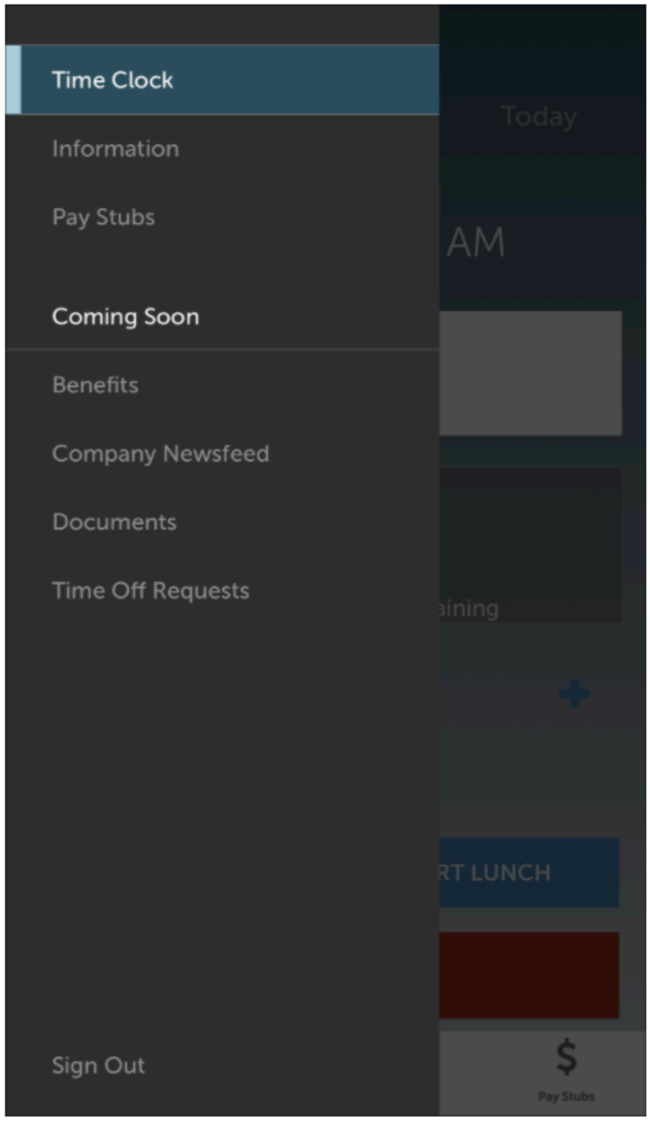
- Meet the eSignature requirments to gain full access to the application OR
- Log Out
    - They will then be prompted to eSign again when logging back into the application.

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".



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

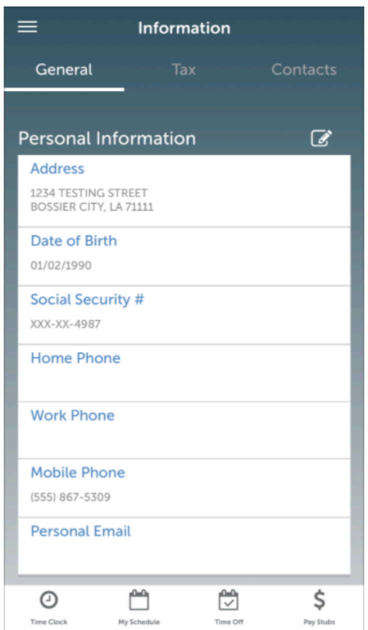


Main Menu Screen

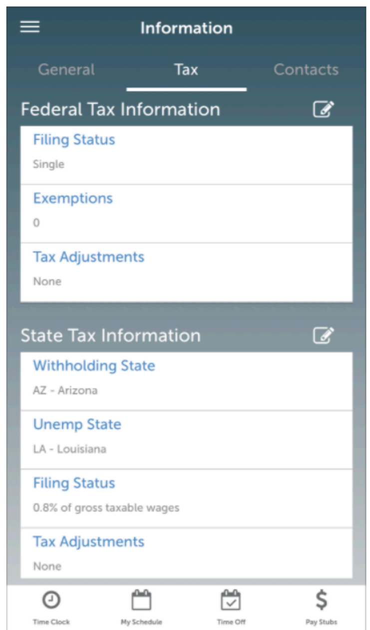
Information

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

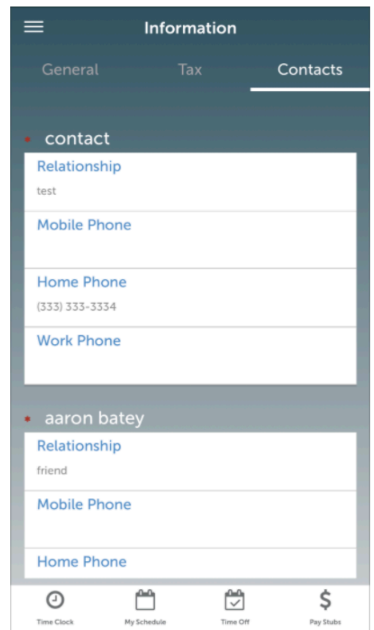
- **General**: Tap here to access or update your personal information (address, Social Security #, phone number, etc.) and work information (hire/termination date, work email, department/location).
- **Tax**: Tap here to view federal and state tax information.
- **Contacts**: Tap here to add or edit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



General tab



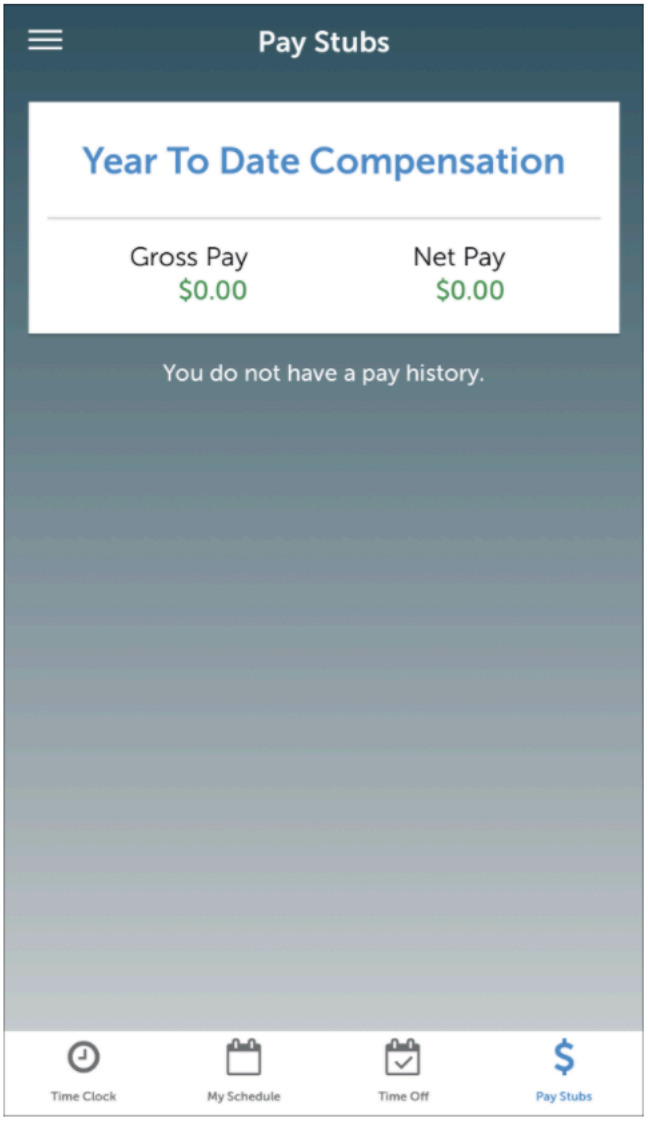
Tax tab



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*

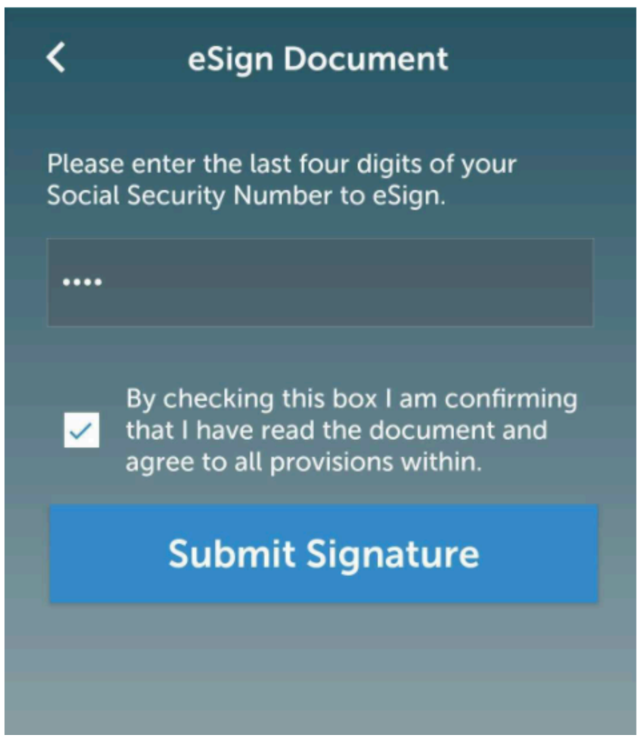
Documents

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.

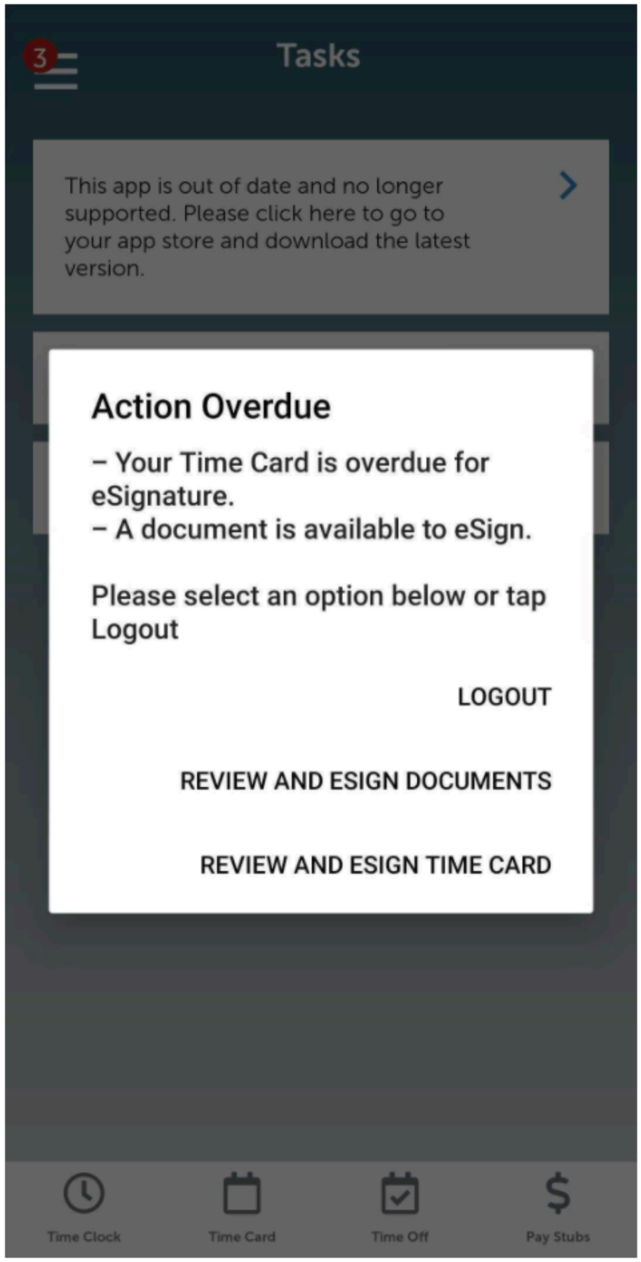
Documents *Newsfeed*

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".



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

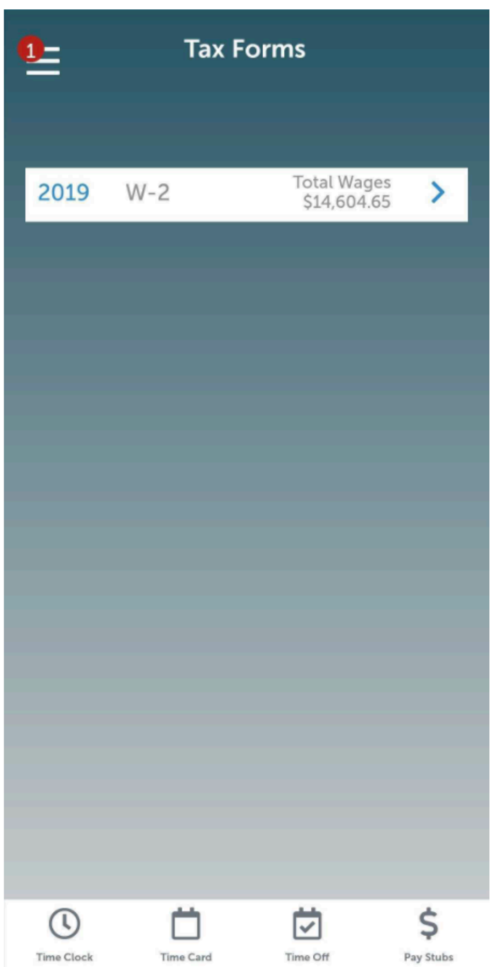


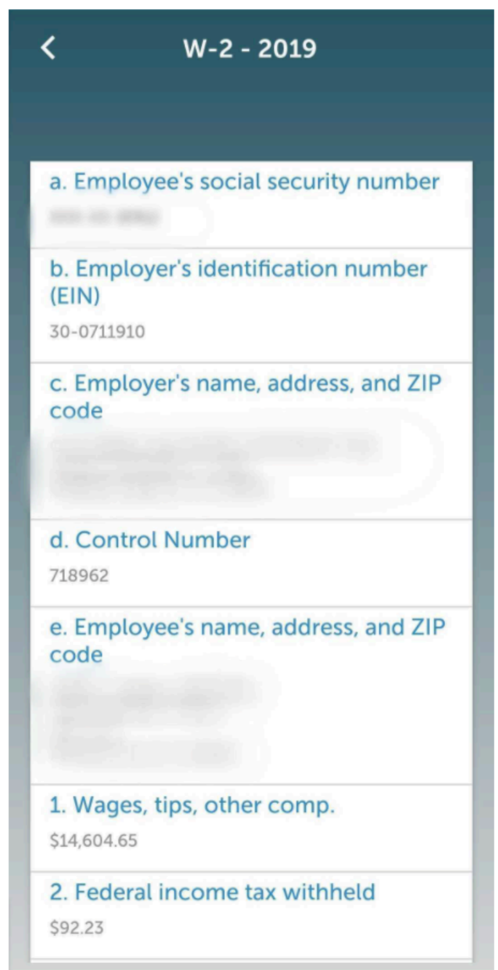
Tax Forms

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!)

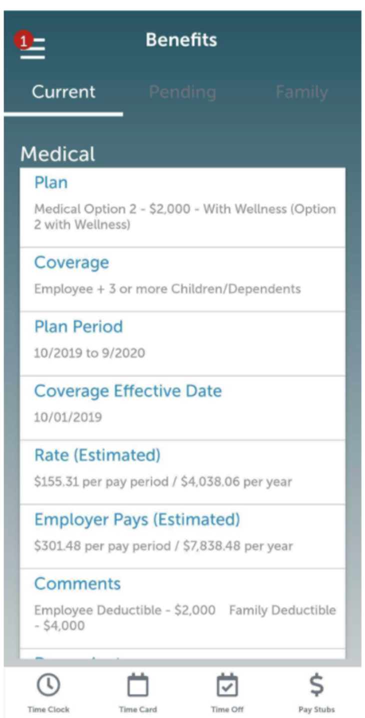




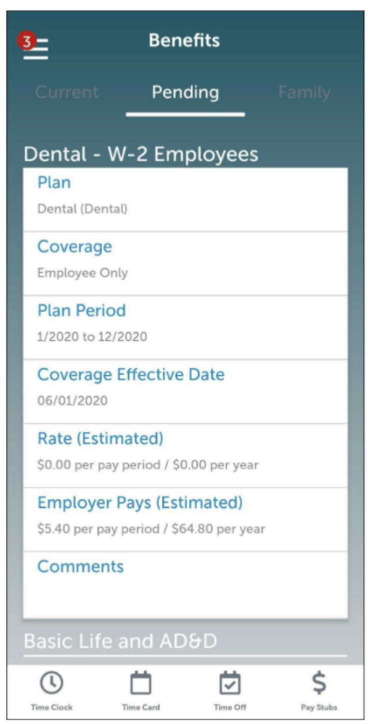
Benefits – Read Only Info Tab

- 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.

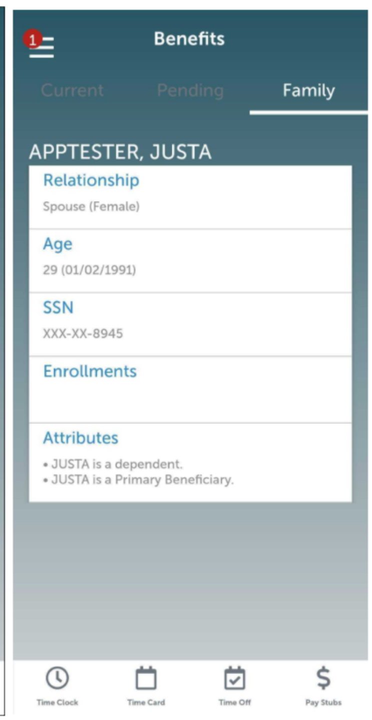
> NOTE: Employees are currently NOT able to enroll in or make any changes to their benefit plans through the application.



Current Benefits



Pending Benefits



Family

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.