

Thank you for your interest in our training session on **Employee Self Service**.

The topics covered in the training are listed below.

- What is Employee Self Service
- Logging into ESS
- Activity Tab Overview
- Time Card Tab
  - Archive Time Card
  - Earning Summary
  - Workgroup Summary
  - Adjustments
  - Archived Pay Periods
- Benefits Tab
- Schedule Tab
- History Tab
- Activity Tab
  - Entering Punches and Worked Time
  - Performing Transfers
  - Authorizing Time Card
  - Requesting Leave



### **Directions to our office**

We are at 2281 116<sup>th</sup> Ave NE, Suite 300, Bellevue, WA 98004. Phone: 425-861-9599

**From the South**, take the NE 4<sup>th</sup> Street exit from Interstate 405. Take a right at the light at the top of the ramp. Go to the next light and turn left onto 116<sup>th</sup> Ave NE and follow that North past Overlake hospital, up and over a hill. When you start going down the hill look for our offices on the West side of the street. Look for a wooden sign with Cedar Park on it. There is also a sign with multiple addresses on it, including ours, there are several buildings in our small business park. Turn into the driveway where you see the address sign and take the second right turn you can make. The first is into a small parking area at the back of our building. After you take the right turn (heading North) you will see our building on the right. We are in Suite 300.

**From the North**, take the NE 8<sup>th</sup> Street exit from Interstate 405 and use the East bound ramp. Go over the freeway and get into the left lane to turn left at the first light which is 116<sup>th</sup> Ave NE. Continue North on 116<sup>th</sup> past Overlake hospital, up and over a hill. When you start going down the hill look for our offices on the West side of the street. Look for a wooden sign with Cedar Park on it. There is also a sign with multiple addresses on it, including ours, there are several buildings in our small business park. Turn into the driveway where you see the address sign and take the second right turn you can make. The first is into a small parking area at the back of our building. After you take the right turn (heading North) you will see our building on the right. We are in Suite 300.

**From (NE 20<sup>th</sup> or Northup)** go South on 116<sup>th</sup>, just after you go under the 520 overpass you will see a group of buildings on the West side. Take the 2<sup>nd</sup> entrance, you will see the Cedar Park sign, and follow the remainder of the directions from above.