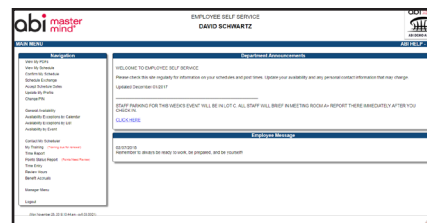


## BENEFITS OF ABI MASTERMIND® EMPLOYEE SELF SERVICE (ESS)

### What is ESS?

The Employee Self Service (ESS) module is a web based tool for you to receive information and communicate with management. ESS uses a standard web page format for connectivity anywhere in the world. It is easily accessible on a multitude of computer or tablet devices as well as formatted for mobile devices.



Web Browser Version



Mobile Version

### Benefits of ESS

- 24/7 access to the most up to date employment information.
- Ability to communicate directly with your manager.
- Eliminate paper and countless hours tracking down your manager with questions.

## HOW TO LOG IN

### Step 1: Log In to ESS

**Website:** [ess.abimm.com](http://ess.abimm.com)

**Venue Id:** **SMGNOLA**

**Enter your User Id and PIN:** Your User Id is your last name+ the last 4 digits of your Social Security Number in all CAPS and no spaces (e.g. SMITH6789) and default PIN 12345.

### Step 2: Change your PIN

After entering the initial login credentials, you will be prompted to change your PIN. To change your PIN in the future, use the **Change PIN** option on the left side of the screen.

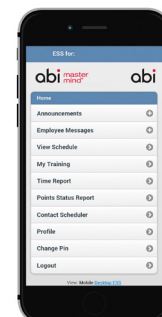
### Step 3: Update My Profile

Use the **Update My Profile** option in the Navigation menu on the left-hand side. Review your contact information, and enter security questions and email address so you can reset your password if needed through the **Forgot PIN** option. When changes are done, click **Submit Changes**.

## EMPLOYEE MAIN MENU FEATURES

NOTE: Some of the following features may not be enabled for your department. Please contact your manager with questions.

- **View My PDF's:** View documents uploaded to the site by your manager.
- **View My Schedule** & event details.
- **Confirm My Schedule** & event details.
- **Submit Availability:** so your manager knows when you can/cannot work. This does not guarantee that you will be scheduled.
- **Contact My Scheduler** with questions.
- **Time Report:** View a listing of your hours worked for current and/or past pay periods.
- **Benefit Accruals:** Review your benefit plan balance(s), submit benefit requests, and plan for future requests.

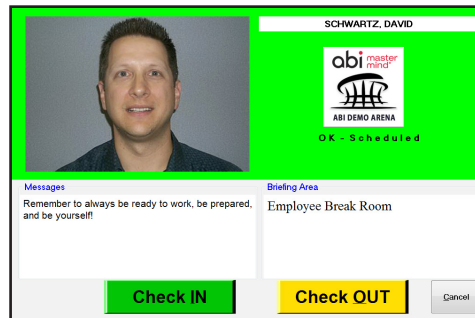


## CHECK IN/OUT PROCEDURES

### Scan Credential

Simply place the barcode on the credential underneath the optical scanner below the terminal.

1. Click the **Check IN** button - checking in for a shift
2. Click the **Check OUT** button - leaving for a shift



### Manual Check In/Out

The manual card Id entry option is available instead of using a credential.

1. Click the **Manual Card Id Input** button
2. Enter the Social Security number with the keypad on the screen
3. Press OK when complete
4. Click the **Check IN** button - checking in for a shift
5. Click the **Check OUT** button - leaving a shift



\*NOTE: If you receive an error message that you are not scheduled, too early, or too late, please find a manager for assistance.

## MEAL IN/OUT PROCEDURES

Once you've checked in, it is important to document the time that you have taken. This is especially important in case of an emergency so your manager knows if you are taking a meal break or not. Follow the steps below to record a meal break:

1. Enter **Credential** information.
2. Click the **Meals** button.
3. Click the **GO ON BREAK** button - leaving for meal.
4. Click the **BREAK RETURN** button - returning from meal.

