Workplace Services 4.0

Employee User Guide

v4.0

March 2006

Table of Contents

Table of Figures

Introduction

This User Guide will provide you with the necessary information to perform the most common Employee tasks. The topics covered are:

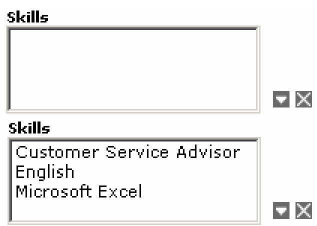
- Using This Guide
- How to Login to the Application
- How to Use the Navigation Bar
- Maintaining Your Profile
- How to Use the Inbox
- How to Enter Timesheets and Expenses
- How to Enter Evaluations

Using this Guide

Note: Some objects and/or links may not be viewable in your environment due to specific configuration settings. Please consult your account manager if you have any questions.

Throughout the system certain actions or messages are used to facilitate events. Some actions even act as shortcuts to getting to other functions. To make the material in this guide more user-friendly, consistent use is also made of standard text formats. These conventions are described below:

*	A red asterisk indicates that the marked item is required.
(Select)	This is a drop down list box. It contains a list of choices the user will select from. Click on the desired option to select it. The value will appear in the field.
Record successfully updated.	When data has been successfully saved (in the system), a confirmation message will appear on the screen.
'Job Title' is a required field. Job Title	When a required field is missing information and the record is saved, the system returns this alert. The required field will be highlighted as illustrated to the left. Save the record once all required fields have valid values.
Timesheets · Timesheet · Expenses	The top center portion of each screen contains the name of the current screen, or page, and previous screens (if applicable). Each screen or page name is separated by a dot [•]. To return to a previous screen or page, without starting from the Inbox or clicking on the navigation button, click on any of the screen names in the sequence.

	Rectangular command buttons will appear at the bottom (and sometimes the top) of data entry pages. Examples include save, cancel, next, finish, delete. To save data entered in the system, the save button must always be clicked. The cancel button will discard your changes and the work will not be saved. The next button will save the data on the page and take you to the next page.
	This icon when clicked on provides a selection of options to choose.
	This icon when clicked on clears any data from the field, which has already been input.
	Multi-select fields operate in the same way as Look-up fields except for one step. When selecting options from the Search window, you will be able to click on more than one option. When you have finished adding entries, click the Close Window link.
	Pages that look fine in Internet Explorer do not always print out correctly. There may be toolbars or menus that are not needed when printing. Most pages have a printable version. To access this, click on the icon shown to the left. This will open another page from which you can print. To do this, click on File | Print and then press the Print button.

Login

How do I log into the application?

Go to www.myEnsemble.com. You will automatically be routed to a secure web site.

Login with your user name and password. This information is traditionally emailed to you once your user profile has been created in the system.

Figure 1 - Login

You will be prompted to change your password upon logging in to the site for the first time. Passwords are usually a combination of letters and numbers, e.g. canon123, and rarely just a plain word, e.g. happy.

What if I forget my password?

The Forgot Your Password link, as seen in Figure 2, is used to retrieve your password. Choose the link and follow the instructions. Your password will be sent to the email address in your user profile. You must have previously logged in at least once. If you have not, this feature will not work.

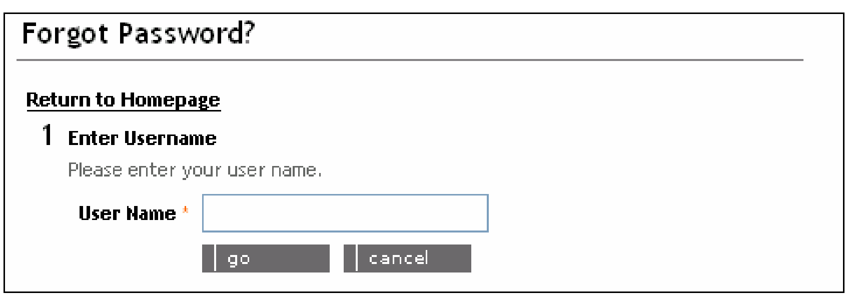


Figure 2- Forgot Password

There are usually a maximum number of unsuccessful attempts allowed before the system locks out a user. This protects against people trying to guess your username and password. After 'n' failed logins, you will be locked out of the system and will need to contact your supplier manager.

Inbox Overview

Displayed here are all pending items for: Jobs, Assignments, Calendar, Timesheets, etc. You can also search for Assignments, Expenses Timesheets, etc.

The Inbox is the 'operations center' for all Employee functions within the application. It can always be displayed by clicking the Inbox button on the navigation bar at the top of every page. The navigation bar – used for conducting searches.

The Inbox (Figure 3) is divided into three sections:

- Searches (Left side)
- Financials, HR Activity, Issues and Evaluations (Center)
- Bulletins (Right side)

The gray bar is called the task bar – used for creating new records.

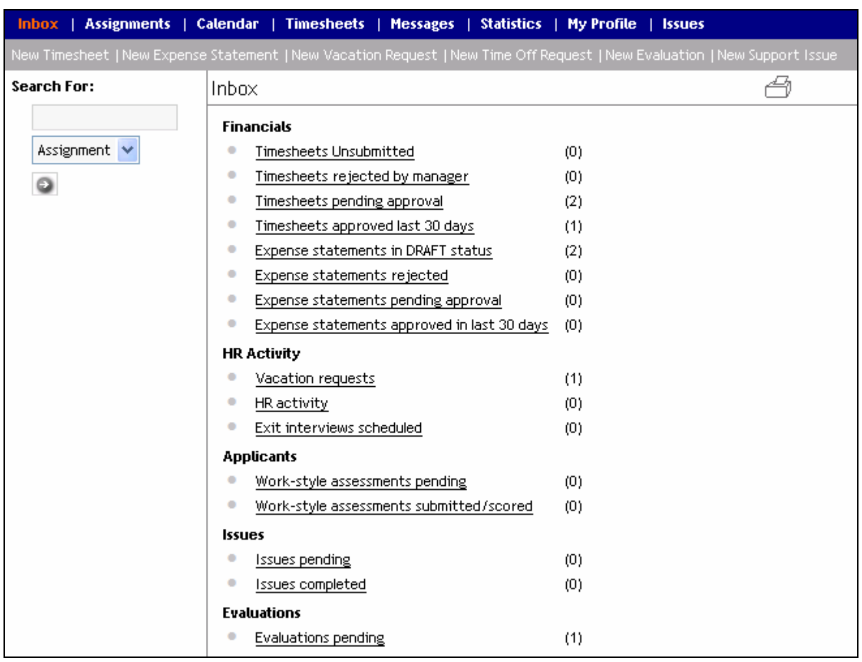


Figure 3- Inbox

Navigating the System

The navigation bar provides access to primary objects.

NOTE: Some objects and/or links may not be available in your application due to configuration settings that were previously defined. Please consult your Account Services Manager if you have any questions.

Item	Function
Inbox	Takes you to your Inbox
Assignments	Opens an Assignments page listing all of your open and active assignments. Select from the list to view details.
Calendar	Displays links for Vacation Requests, Time Off Requests, Weekly Events and Tasks. Records under each link are created via the respective link under the task bar
Timesheets	Search for all Timesheets and their statuses
Messages	Displays bulletins that have been posted today for your review.
Statistics	Summarizes Assignment, Timesheet, Hours worked to-date, and Paid to-date information
My Profile	Displays the My Profile page with related links and current account data
Issues	Search for Issues that you have entered.

A brief explanation of the Inbox Alerts is detailed below:

Financials	
Timesheets un-submitted	Timesheets in DRAFT status (not yet submitted for approval)
Timesheets rejected by manager	Timesheets rejected by an approver
Timesheets pending approval	Timesheets submitted, pending one or more manager approvals
Timesheets approved last 30 days	Timesheets that have been approved in the last month
Expense Statements in DRAFT status	Expenses that have not yet been submitted for approval
Expense statements rejected	Expenses that have been rejected by one or more approvers
Expense statements pending approval	Expenses that are awaiting approval by one or more managers
Expense statements approved last 30 days	Expenses that have been approved in the last month
HR Activity	
Vacation requests	All vacation requests that have been created

HR activity	HR activities pending processing, including conduct, absence, lateness, and Assignment end requests
Exit interviews scheduled	Exit interviews that may have been scheduled or that are pending
Issues	
Issues pending	Issues, questions or requests (submitted by you) that are pending review/completion
Issues completed	Issues, questions or requests (submitted by you) that have been resolved
Evaluations	
Evaluations pending	Evaluations pending completion

You can also view Recent Bulletins posted to myEnsemble.com by clicking on the

Task bar functions

The task bar is used to create new objects, as listed below:

Item	Function
New Timesheet	Create a new Timesheet
New Expense Statement	Create a new Expense
New Vacation Request	Create a request for vacation time
New Time Off Request	Create a request for time off
New Evaluation	Create an evaluation rating your work experience(if configured/implemented at client)
New Support Issue	Submit a new Issue, request, problem, or question (along with the issue reason, subject and description).

Maintaining Your Profile

How do I change my password, account information, etc.?

Access to your account has been set up by an administrator. Therefore it is recommended that you confirm the entries in your user profile the first time you login to the application. Click on the **My Profile** button on the navigation bar above the Inbox.

The My Profile page with your current account data (similar to that shown in Figure 4) will appear.

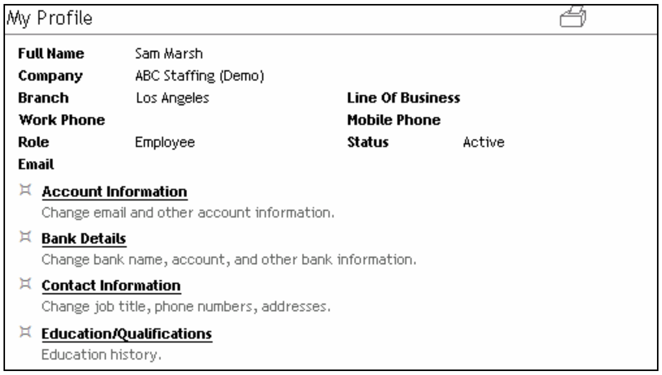


Figure 4- My Profile Options

You can review information under the following links;

- Account Information
- Bank Details
- Contact Information
- Education/Certifications
- Employment History
- Preferred Locations

To review / update your profile information click the respective link. The appropriate My Profile page will appear. When you are done with one area click back on the My Profile (or the BACK) button to refresh the page. Continue as needed.

Refer to the table below to change the fields under each My Profile object to reflect your current status and preferences. In most cases the following fields are available:

Field	**Contents**
Account Information link	
Full Name	This is the full name associated with the user name. It can be changed under the Contact Information link.
Email *	Your assigned email address.
User Name	This is your current user name and cannot be changed.
Send Email Notify	Check this box if you want notification messages sent to your preferred e-mail address. “Notifications” are messages telling you that an action is required. The default is checked.

Field	**Contents**
Send Email Confirmation	Check this box if you want confirmation messages sent to your preferred email address. “Confirmations” are messages telling you about something that has been done. The default is checked.
Language *	English is the default
Currency *	Select the currency with which to display your financial transactions
Default Location *	Select the geographical location in which you live
Time Zone *	Select the time zone in which you are located
Updated By / Date Updated	The last date/time your user information was updated, and the person who updated it
Contact Information link	
First Name *	Your first name
Surname *	Your last name
Primary Phone	Your main contact number
Home Phone	Your home phone number
Work Phone	Your work number if available
Education/Certifications link	
New Education	Enter or edit your education history
Employee History link	
New Work Experience	Enter or edit your employment history, including your last 3-5 jobs; beginning with the most recent.
Preferred Locations link	
New location(s)	Enter or edit the locations you would be willing and able to work in.
Emergency Contacts link	This link is available on the left side of the page.
New Emergency Contact	Enter your current emergency contacts
User Name/Password link	This link is available on the left side of the page. It is used to change your user name or password
User Name, Old Password, New Password, Re-Type Password are all required	Change your user name if desired. Change your password if desired (type in your current password, your new password, and then re-type your new password). Remember passwords are a combination of letters and numbers.

After making changes to any of the My Profile Information objects, click the ‘save’ button at the bottom of the form. Failure to do so will discard any changes made.

When My Profile changes are complete click the Inbox button to return to the Inbox.

Email and Inbox Alerts

How do I know when I am required to do something in the system?

There are two ways that the application alerts you to take action in the system.

The first is by using a variety of email transactions to tell you what to do and also to alert you when things have been done. Email Notifications require action on your behalf, while Email Confirmations let you know that something has been done (either by you or someone else).

The second is by updating the pending items in your Inbox. Tasks requiring action will have a number next to it in parentheses.

Assignments

How do I view all of my Assignments?

To view all of your Assignments (tasks you are or will be working on) click 'Assignments' in the navigation bar. They will appear as shown in Figure 5. Click the # link to view the details of a particular Assignment.

Assignments

My Assignments

My assignments, including current and previous.

	#	Client Division	Client	Building	Worker	Job Title	Job Type	Start Date	End Date	Status
1	6369	Corporate IT (CIT)	Demo Company	Midtown	Marsh, Sam	Customer Service	Temp	09-Jan-06	29-Jan-07	Enabled

Figure 5- Assignments

Timesheets

How do I view my Timesheets?

Click on the 'Timesheets' link in the navigation bar and select the criteria for your search (pending approval; approved; submitted; etc.) to display these Timesheets as seen in Figure 6. You can view a Timesheet by clicking on the appropriate link.

Timesheets

Search Again

Search Timesheets

Enter criteria and click GO to search all timesheets. Adj = Adjustment timesheet.

	Timesheet#	Client	Client Division	Building	Job Title	Week Ending	Hours	Expenses	Adj.	Status
1	27805	Demo Company	Corporate IT (CIT)	Midtown	Customer Service	15-Jan-06	24.00	$0.00	No	Approved
2	27807	Demo Company	Corporate IT (CIT)	Midtown	Customer Service	29-Jan-06	24.00	$0.00	No	Submitted

Figure 6- View Timesheets

How do I enter a Timesheet?

Click on the 'New Timesheet' link in the task bar and you will see a list of your last five Timesheets and any Assignments. Click on the Assignment that you wish to create a Timesheet for.

Select the correct 'Week Ending' and click 'Next' as seen in Figure 7.

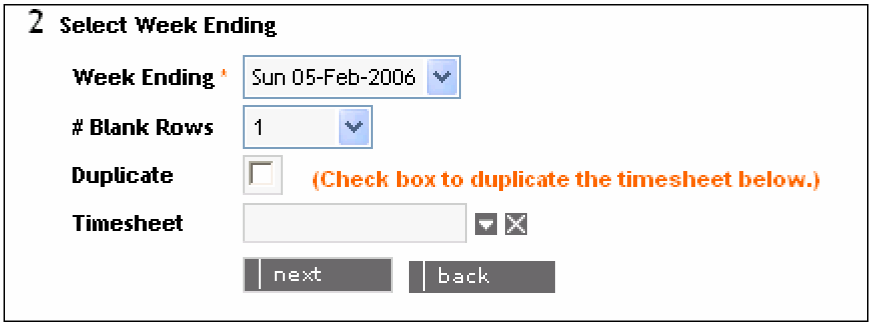
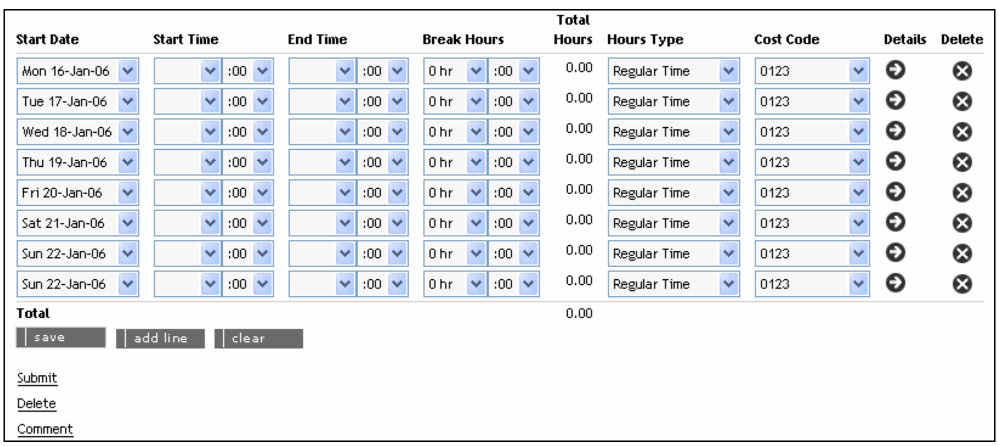


Figure 7- Week Ending Period

Enter the Start Time, End Time, and Hours Types that you worked. Include Break time if required.

Click 'Save' when your hours are entered; the application will calculate the Total Hours for you as seen in Figure 8. Changes can be made by clicking the appropriate down arrow and selecting a different value.



Start Date	Start Time		End Time		Break Hours		Total Hours	Hours Type	Cost Code	Details	Delete
Mon 16-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Tue 17-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Wed 18-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Thu 19-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Fri 20-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Sat 21-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Sun 22-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Sun 22-Jan-06		:00		:00	0 hr	:00	0.00	Regular Time	0123		
Total							0.00				

save | add line | clear

Submit
Delete
Comment

Figure 8- Creating a Timesheet

Once submitted, your Timesheet Activity Log at the bottom (Figure 8) will show Date Created, Status, etc.

How do I delete a Timesheet?

Timesheets that have not yet been submitted or approved can be deleted. Locate a Timesheet record via the Timesheets option in the Search taskbar and enter any known criteria i.e., Timesheet #, Week Ending Date, Date Created, etc. Alternatively, you can click on the Timesheets button in the navigation bar and view Timesheets Un-submitted or Timesheets Pending Approval. Click on the appropriate links to locate the Timesheet that you want to delete. Click on 'Delete Timesheet' to delete the record. You will be prompted to confirm your changes.

Can I Un-submit a Timesheet?

Timesheets that were not yet approved can be un-submitted by the Employee or the Supplier (agency) Manager. Search for Submitted Timesheets, click the Timesheet number, and click the Unsubmit link as seen in Figure 9. Enter any additional comments and confirm that you want to Unsubmit by clicking the 'Go' button. You will be prompted to confirm your changes.

Start Date	Start Time	End Time	Break Hours	Reg. Hours	OT Hours	DT Hours	Total Hours	Hours Type	Cost Code	Pay Total
Mon 16-Jan-06	9:00 AM	5:00 PM	1.00	7.00	0.00	0.00	7.00	Regular Time	0123	$77.00
Wed 18-Jan-06	10:00 AM	6:00 PM	1.00	7.00	0.00	0.00	7.00	Regular Time	0123	$77.00
Thu 19-Jan-06	9:00 AM	6:00 PM	1.00	8.00	0.00	0.00	8.00	Regular Time	0123	$88.00
Total				22.00	0.00	0.00	22.00			$242.00

Unsubmit

Comment

Duplicate

Timesheet Activity Log

	Date Created	Status	Performed By	Comments	Days
1	Tue, 31-Jan-06 8:55 AM	Submitted	Marsh, Sam		

Figure 9- Unsubmit a Timesheet

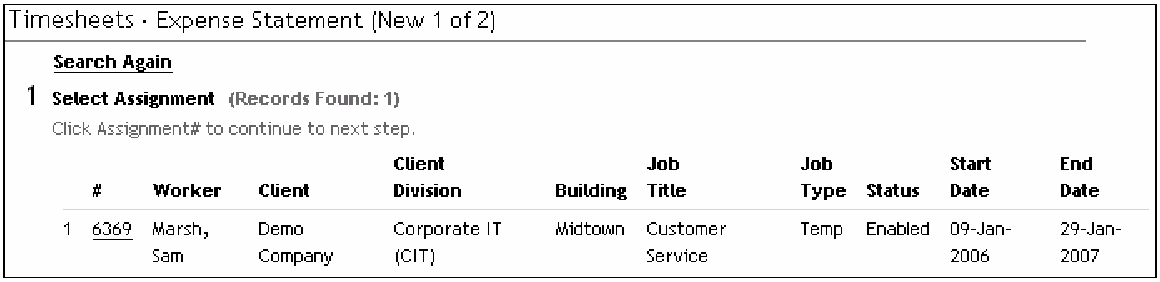
What if my Timesheet is rejected?

Timesheets that were rejected will appear under the 'Timesheets Rejected by Manager' link in your Inbox. An email is also generated to you and your Supplier company. Rejected timesheets will have a reason/comment associated with them. Corrected timesheets are re-submitted in myEnsemble.com.

Expense Statements

How do I enter an Expense Statement?

Click on the link for 'New Expense Statement' in your task bar. Enter the Assignment number that you wish to generate an Expense Statement for or click on 'Go' and your Assignments will display as seen in Figure 10.


Timesheets · Expense Statement (New 1 of 2)

Search Again

1 Select Assignment (Records Found: 1)

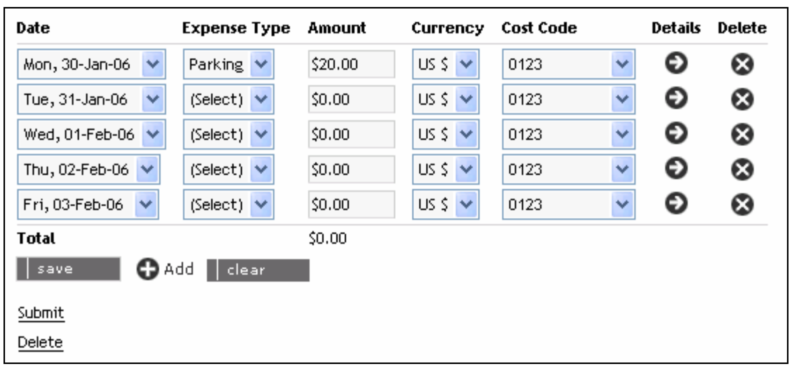
Click Assignment# to continue to next step.

	#	Worker	Client	Client Division	Building	Job Title	Job Type	Status	Start Date	End Date
1	6369	Marsh, Sam	Demo Company	Corporate IT (CIT)	Midtown	Customer Service	Temp	Enabled	09-Jan-2006	29-Jan-2007

Figure 10- Expense Statement

Click on the Assignment number link and use the drop down menu to choose the Week Ending Date on the next page. Click on 'Go' and you will now select the Expense Type, Payment Method, etc. as seen in Figure 11. Expense Types must be pre-configured before you can go through this process.

The same steps for entering Expenses are also used for entering Timesheets.

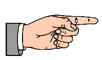

Date	Expense Type	Amount	Currency	Cost Code	Details	Delete
Mon, 30-Jan-06	Parking	$20.00	US $	0123		
Tue, 31-Jan-06	(Select)	$0.00	US $	0123		
Wed, 01-Feb-06	(Select)	$0.00	US $	0123		
Thu, 02-Feb-06	(Select)	$0.00	US $	0123		
Fri, 03-Feb-06	(Select)	$0.00	US $	0123		
Total		$0.00				

save Add clear

Submit

Delete

Figure 11- Entering Expense Types



NOTE: If the approving manager rejects the Expense report, you must re-enter the Timesheet for that week as well as the Expenses, and re-submit them both.

Evaluations

How do I enter an Evaluation?

Employees can complete Evaluations that have been pre-configured for an Assignment they are on. This may include rating their work experience with their Manager, conditions or safety at the site, etc. When the Evaluation is created for the Assignment, the Evaluations Pending (under Evaluation section) is updated to reflect the number of Evaluations pending completion by the Employee. Click on the new Evaluation link on the task bar and choose the appropriate Assignment as seen in Figure 12.

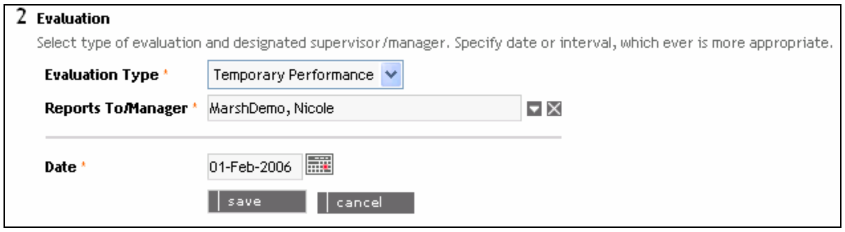


Figure 12- Evaluations Due

Once selected, the pre-configured Evaluation Types will appear as seen in Figure 13.

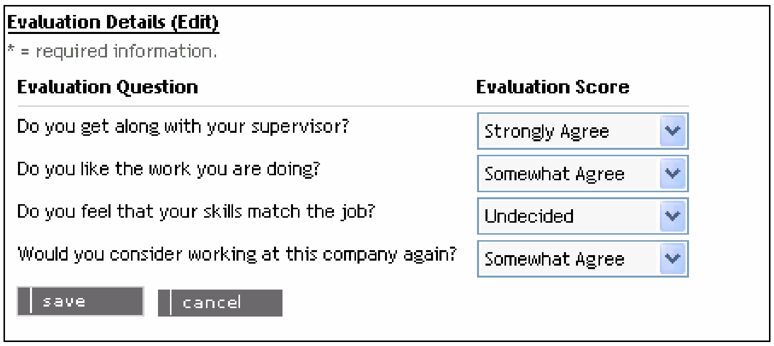
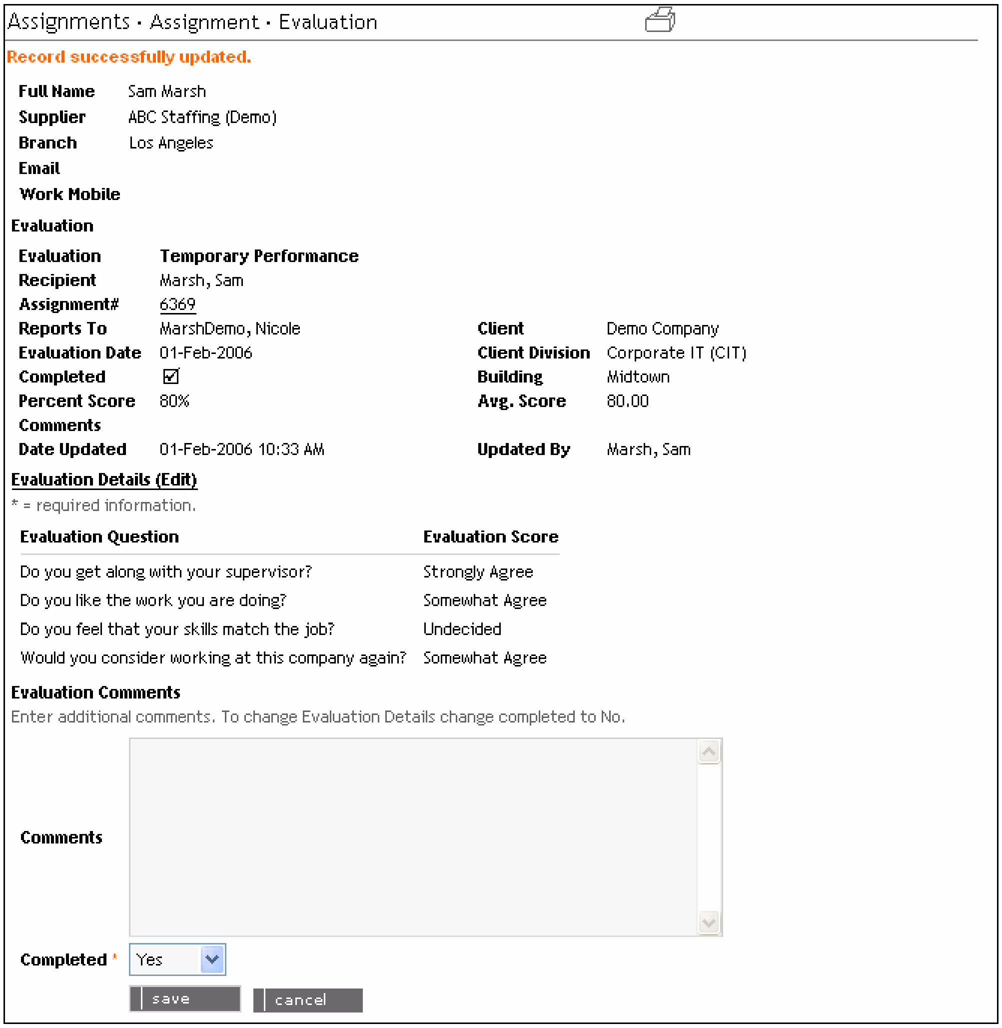


Figure 13- Evaluation Details

For each Evaluation, select the appropriate rating from the drop down list and click ‘save’. The status of the Evaluation is updated to Completed (notice that the ‘completed’ field displays a value of ‘Yes’). At this time you may enter additional Comments if desired as seen in Figure 14.



Assignments · Assignment · Evaluation

Record successfully updated.

Full Name	Sam Marsh
Supplier	ABC Staffing (Demo)
Branch	Los Angeles
Email	
Work Mobile	

Evaluation

Evaluation	**Temporary Performance**		
Recipient	Marsh, Sam		
Assignment#	6369		
Reports To	MarshDemo, Nicole	**Client**	Demo Company
Evaluation Date	01-Feb-2006	**Client Division**	Corporate IT (CIT)
Completed	☑	**Building**	Midtown
Percent Score	80%	**Avg. Score**	80.00
Comments			
Date Updated	01-Feb-2006 10:33 AM	**Updated By**	Marsh, Sam

Evaluation Details (Edit)

* = required information.

Evaluation Question	Evaluation Score
Do you get along with your supervisor?	Strongly Agree
Do you like the work you are doing?	Somewhat Agree
Do you feel that your skills match the job?	Undecided
Would you consider working at this company again?	Somewhat Agree

Evaluation Comments

Enter additional comments. To change Evaluation Details change completed to No.

Comments

Completed * Yes

save cancel

Figure 14- Evaluation Complete