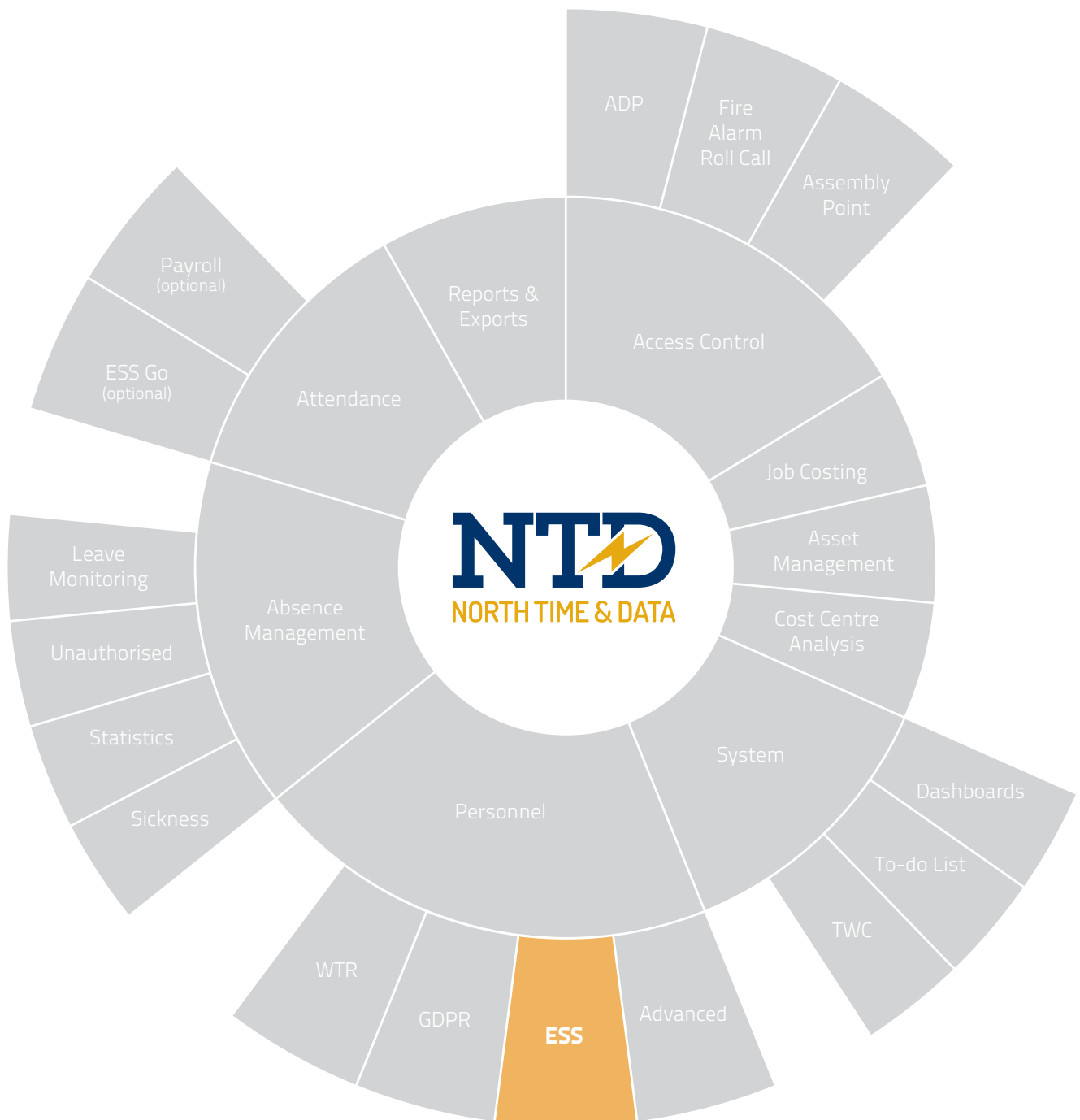


## Training guide:

# ESS at your mobile, tablet or PC





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For more information about North Time Pro products, version updates, datasheets and reports, please refer to the North Time Pro website:

[www.ntdltd.com](http://www.ntdltd.com)

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North Time Pro

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[www.ntdltd.com](http://www.ntdltd.com)  
+44 (0) 2892 604000



# Contents

## Course

## Duration

**tw21/op/ESS009**

Approximately 30 minutes

**An introduction to North Time Pro  
ESS at your mobile, tablet and PC**

The North Time Pro ESS at your mobile, tablet or PC ...

Module	Description
m/09/101	Understanding the North Time Pro ESS
m/09/102	North Time Pro ESS - About Me
m/09/103	North Time Pro ESS - Absence Management
m/09/104	North Time Pro ESS - Attendance
m/09/105	North Time Pro ESS - Job Costing & Cost Centring

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



## Module:

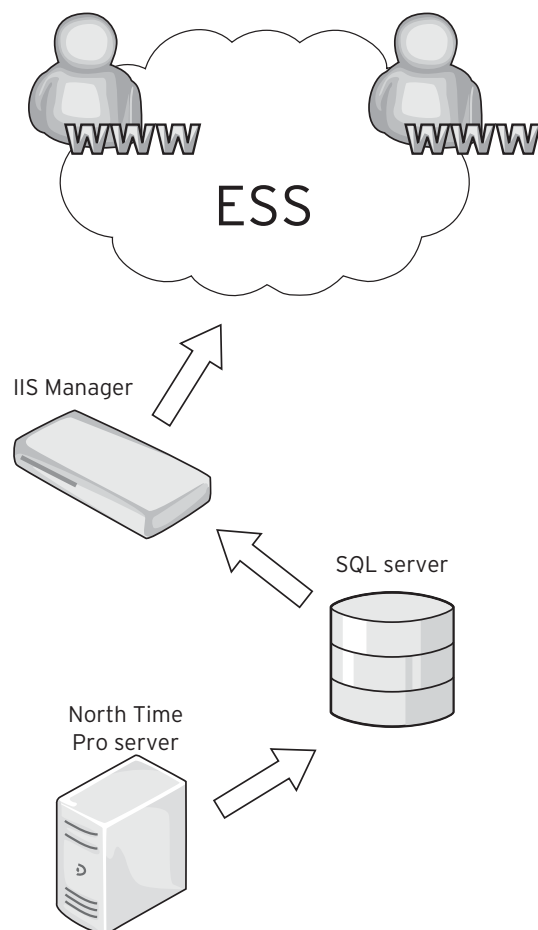
m/09/101

### Understanding the North Time Pro ESS

The North Time Pro ESS is a feature that enables employees to submit attendance bookings, submit holiday requests and check their holiday entitlements all from the convenience of any device capable of accessing the internet.

The ESS is designed for the employees and is a powerful tool that will give them greater control over many aspects of their personal administration.

The basis behind the ESS involves the use of the North Time Pro servers IIS manager (Internet Information Services) and should you want to allow the use of the ESS from anywhere in the world, a DNS.





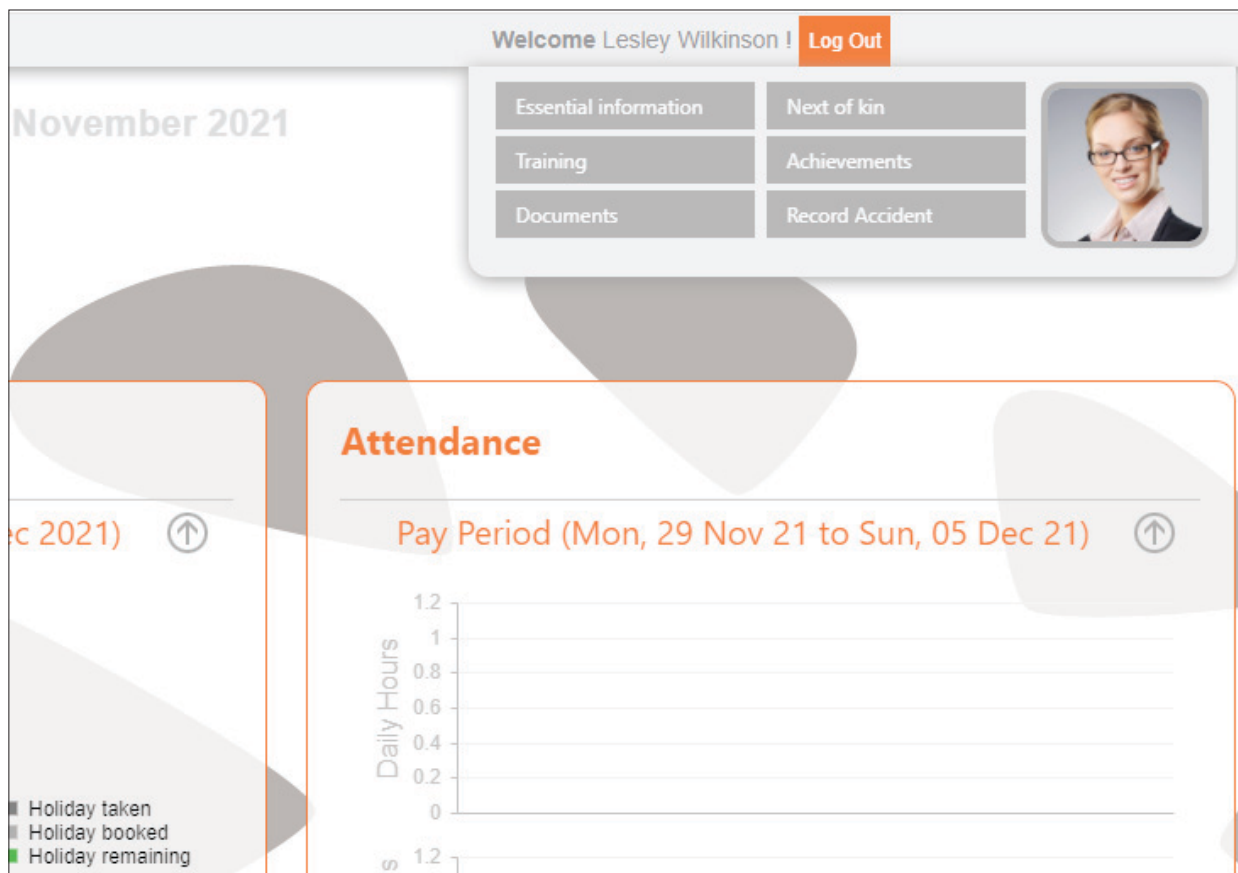


## Module:

m/09/102

### North Time Pro ESS - About Me

The About Me section of the ESS is designed to allow an employee to check their employment details, any achievements they have or even their training qualifications.



## Next of Kin

This section contains all the contact details for the employee's next of kin. For obvious reasons, having this section as accurate as possible ensures that if anything does happen to the employee while they are working, these details can be accessed quickly by HR staff using North Time Pro.

Back

## Next Of Kin

Name: Julie Spencer

Telephone:

Relationship: Wife

## Training

Having a record of all your employee training and qualifications is extremely useful for employees to know. This section can even tell the employee that they are due to retake the training in an effort to allow your company to run as smoothly as possible.

Back

## Training and Qualifications

**Current Employment : Accounts**

Training and Qualification	Type	Course start date	Passed	Certificate	Expiry date
Fire Marshall	Recommended	Mon 22 Nov 2021 09:00	No	No	
First Aid	Recommended	Fri 22 Jan 2021 08:00	Yes	Yes	Sat 22 Jan 2022 05:30
Fork Lift License	Recommended	Thu 16 Dec 2021 09:00	Yes	No	Wed 06 Jul 2022 09:00

## Record Accidents

Employees are now able to submit their own accident records via the ESS in an effort to stop accidents from going unreported.

Back

### Record an Accident or Injury About Yourself

**About Me**

Name: Lauren Brazier  
Address:  
3 FIELD ROAD  
ROCHDALE  
LANCASHIRE  
OL11 0AD

**About the Accident**

Say when it happened.

Date:  Time:

Say where it happened. State which room or place.

Say how the accident happened. Give the cause if you can.

If you have suffered an injury, say what it was.

## Achievements

There is nothing better for work force motivation than knowing when you've done something well and you are being recognised for your actions. The achievements section focuses on this and highlights any accomplishments any employee may have acquired while working at the company.

Back

### Achievements

Reference	Date and Time
Positive comment	
Worked exceptionally hard after working hours to ensure the product got to the customer on time. Well done Lauren!	
<input type="text"/>	

## Essential Information

There are a number of essential pieces of information that an employee may need to know, and they can access this through the essential Information tab of the About Me.

Back

## Essential Information

**Contact Details**

**Employee**

Address:
3 Field Road  
Rochdale

Postcode:
OL11 0AD

Telephone:
01706 636 359

Current employm

Start date:

Department:

Group:

Location:

## Documents

Employees can now check any selected documents that are attached against their employee record and view them via the ESS

Back

## Documents

Category:
Please select...

Description:
Please enter a description...

File(s):
Drop file(s) here
Browse...

Company Handbook.zip
Remove

Allowed file extensions: .pdf, .jpg, .jpeg, .gif, .png, .bmp, .zip.  
Maximum file size: 4 MB.

Upload file(s)

Root
Company
General
Other

Company Handbook  
Company Handbook.  
.docx (0 Kb)

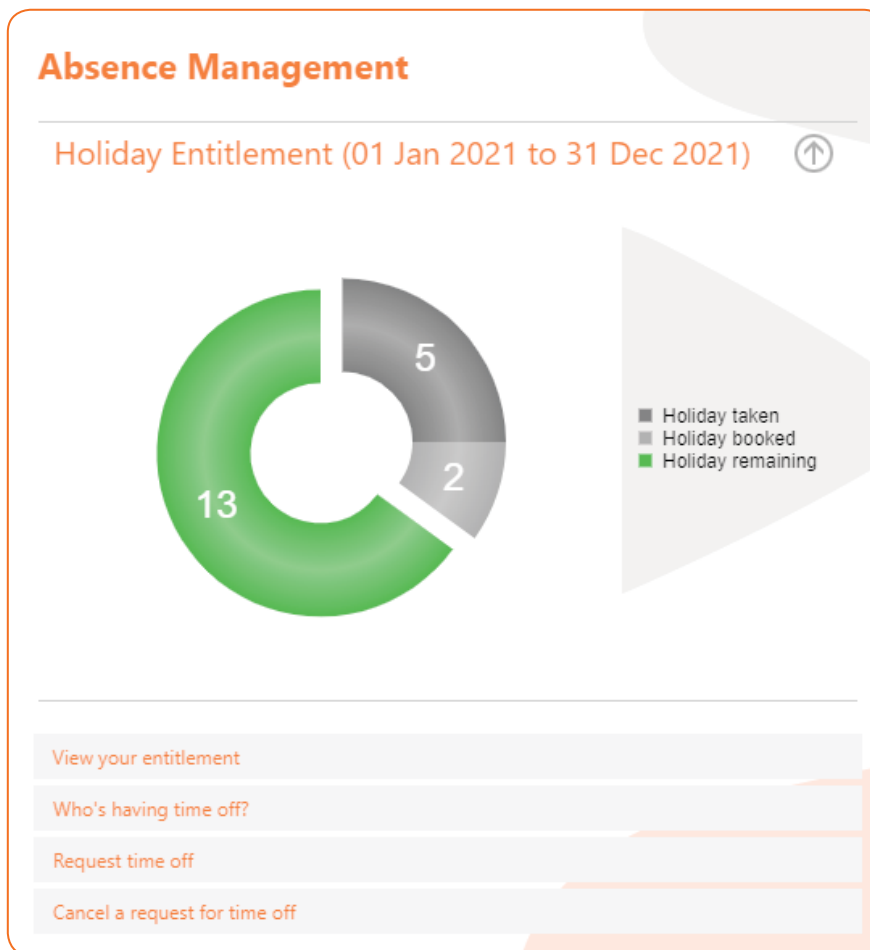
Filter by:

## Module:

m/09/103

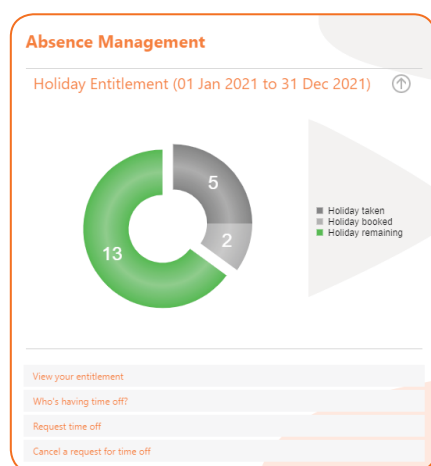
### North Time Pro ESS - Absence Management

The Absence Management section of North Time Pro allows an employee to check entitlement, request time off, cancel existing holidays and even request time off. All of which are simple to follow.



## View your entitlement

To view your entitlement, simply click the "View your entitlement" button found below the Absence Management chart. You will be presented with an Entitlement Summary that outlines your full entitlement allowance, the absence taken, absences booked and remaining allowance. To view previous years entitlement, click the drop down button below "Entitlement Period".



[Back](#)

### View Your Absence Entitlement

**Entitlement period:**  
 Friday, January 1, 2021 to Friday, December 31, 2021

**Entitlement Summary (Friday, January 1, 2021 to Friday, December 31, 2021)**

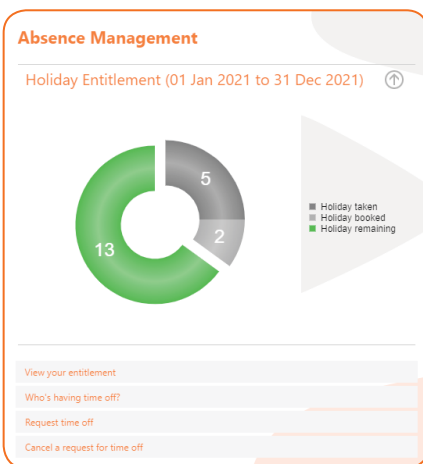
Category	Entitlement	Taken	Booked	Remaining
Holiday (days)	20	5	2	13
Sickness (days)	0	3	0	-3
Medical (days)	0	0	0	0
Authorised (days)	0	6	2	-8
Unauthorised (days)	0	0	0	0
Compassionate (days)	0	0	0	0
Maternity/ Paternity (days)	0	0	0	0
Business Absence (days)	0	0	0	0
Educational / Training (days)	0	0	0	0
Time In Lieu (days)	0	0	0	0

**Absences (Friday, January 1, 2021 to Friday, December 31, 2021)**

From	To	Taken / Planned	Absence	Authorisation	Cancellation
Fri, 01 January 2021	Fri, 01 January 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Fri, 02 April 2021	Fri, 02 April 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 05 April 2021	Mon, 05 April 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Fri, 14 May 2021	Fri, 14 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 17 May 2021	Tue, 18 May 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 30 August 2021	Mon, 30 August 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 04 October 2021	Fri, 08 October 2021	5 (days)	Holiday Full Day	Approved (Admin)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Holiday Full Day	Approved (Admin)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Mon, 27 December 2021	Mon, 27 December 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
Tue, 28 December 2021	Tue, 28 December 2021	1 (days)	Holiday Full Day	Approved (Admin)	

## Who's having time off?

An employee can now check if anybody else within their department or shift is going to be off work allowing them to know the days they can book time off without more than one employee being off on the same day. To view this, click the "Who's having time off?" button. You will be presented with a calendar for a month in which you can view other employees booked holidays that are relevant to your department/grouping.



**Who's Having Time Off**

Filter : None

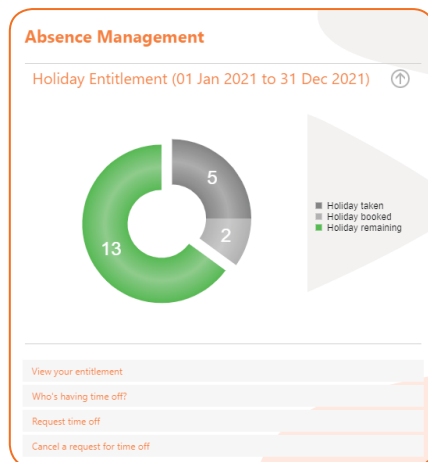
November – December, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 21	22	23	24	25	26	27
			Liz Broadhurst			
			Michael Coope			
28			December 1	2	3	4
5			8	9	10	11
12	13	14	15	16	17	18
			Lesley Wilkinson			
			Phillip Briggs			
			Thomas Oldham			
			George Zelem		Hannah Shaw	
19	20	21	22	23	24	25
						Hannah Shaw
						Simon I
						William Kennedy

Lesley Wilkinson  
Holiday Full Day  
Mon Dec 13 2021 - Fri Dec 17 2021

## Requesting time off

Booking time off has never been easier! An employee can quickly and efficiently book time off that will then be ready for process by your HR department. Simply click the "Request time off" button and you will be presented with an absence booking screen. Follow this step by step including the absence you want to use and click Submit. This will then appear on your HR's agenda for processing.



[Back](#)

### Request Time Off

**Required**

Absence reason\*:  
Holiday Full Day

Absence start date\*:  
Mon, 20 Dec 2021

Absence finish date\*:  
Fri, 24 Dec 2021

[Who's having time off?](#)

**Entitlement**

Period: [Friday, January 1, 2021 to Friday, December 31, 2021](#)

Entitlement: 20 (days)

Taken: 5 (days)

Booked: 7 (days)

Remaining: 8 (days)

**Optional**

Daily schedule:  
Please select...

Restrict from:  
hhmm

Restrict to:  
hhmm

Restrict duration:  
hhmm

Please give a brief explanation for the required absence and the approximate times of day that you will be away to enable your request to be processed efficiently.

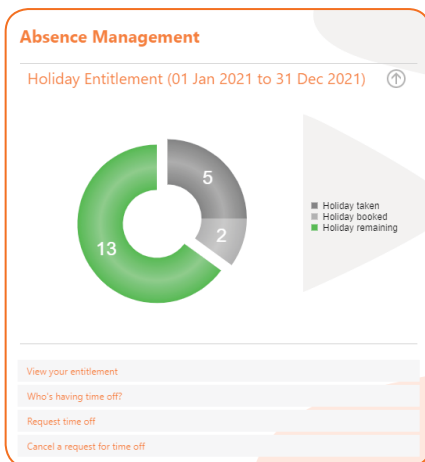
Long weekend away in the Lake District

[Submit Absence](#)



## Cancelling a Request for time off

There are times where you may need to cancel a holiday due to unforeseen circumstances. To cancel an absence, click "Cancel a request for time off" and then click edit against the absence you wish to request cancellation. Make sure the "Cancel Holiday (Request)" checkbox is ticked.



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### Cancel Request for Time Off

Absences in the Future

	From		Cancel Request
	Mon, 13 December 2021		
<a href="#">Edit</a>	Mon, 27 December 2021		
<a href="#">Edit</a>	Mon, 27 December 2021		
<a href="#">Edit</a>	Mon, 27 December 2021		
<a href="#">Edit</a>	Tue, 28 December 2021		

**Cancel Absence?**

Absence start date: Mon, 13 December 2021 Absence finish date: Fri, 17 December 2021

Taken / planned: 5 (days)

Absence reason: Holiday Full Day

Authorisation: Approved (Admin)

Cancel absence (request): ☐

[Update](#) [Cancel](#)

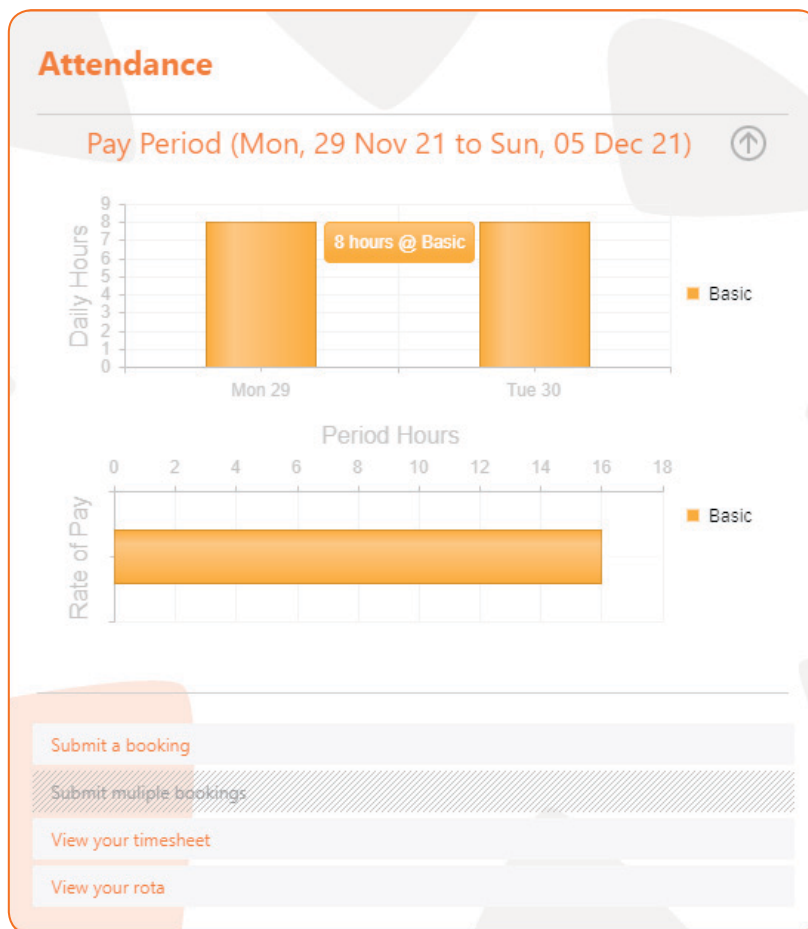


## Module:

**m/09/104**

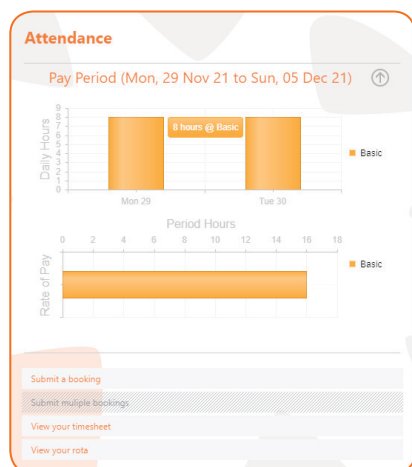
### North Time Pro ESS - Attendance

The Attendance section of the ESS allows for the employee to check their hours worked for specific periods, check what rotational shift they should be working this week and submit a new attendance booking.



## Submit a booking

You may have occasions where an employee needs to "clock in" remotely due to a business trip or working away from the office. To submit a booking via the ESS, click on the "Submit a booking" button. You will be presented with four booking types. "Real time booking" will book an attendance swipe for the current time. "Booking" will allow an employee to specify the times of their clocking. "Pair of Bookings" will allow an employee to specify the times of a number of clockings. "Lunch Booking" will stamp in a break for the employee.



**Submit an Attendance Booking**

**Required**

Booking type:

☐ Real time booking

☒ Booking

☐ Pair of bookings

☐ Lunch break

**Optional**

NB: It is the responsibility of the employee to ensure all information is accurate.

Notes, if any...

**Declaration**

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

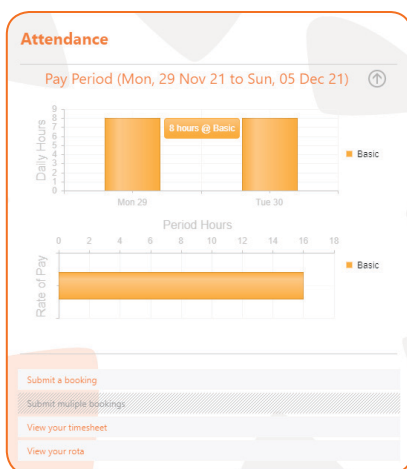
**Submit Booking**

**Timesheet**

Period: Mon, 29 Nov 2021 to Sun, 05 Dec 2021

## View your timesheet

Employees have the ability to view their own timesheet for selected periods giving them a better overview of their hours worked. To view this, click on the "view your timesheet" button. You can change the week you wish to view by clicking the drop down menu.



**Back**

### View Your Attendance Timesheet

**Pay period:**  
Mon, 22 Nov 2021 to Sun, 28 Nov 2021

**Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)**

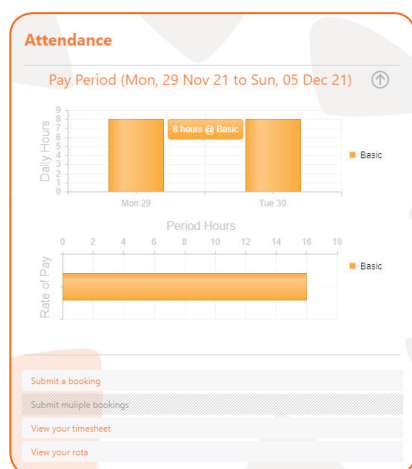
Date	Schedule	Bookings(s)	Absence(s)	Rate Total	Basic	x1.33	x1.50	x2.00	Holide
Mon, 22 Nov 2021	08:00-16:30/30	Mon 22/11 07:59 - Mon 22/11 16:30		8:00	8:00				
Tue, 23 Nov 2021	08:00-16:30/30	Tue 23/11 08:05 - Tue 23/11 16:30		7:45	7:45				
Wed, 24 Nov 2021	08:00-16:30/30	Wed 24/11 08:01 - Wed 24/11 16:30		8:00	8:00				
Thu, 25 Nov 2021	08:00-16:30/30	Thu 25/11 07:59 - Thu 25/11 16:30		8:00	8:00				
Fri, 26 Nov 2021	08:00-16:30/30	Fri 26/11 07:58 - Fri 26/11 16:30		8:00	8:00				
Sat, 27 Nov 2021	Saturday Overtime	??:?? - ??:??		0:00					
Sun, 28 Nov 2021	Sunday Overtime	??:?? - ??:??		0:00					
<b>Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)</b>				<b>39:45</b>	<b>39:45</b>				

**Bookings Awaiting Calculation**

Bookings	Type	Authorisation
No data to display		

## View your rota

There may be some instances where an employee might not know what shift he should be working for the current week. They can view their current rota by clicking the "View your rota" button. It will display all the current schedules the employee is assigned to be in work for, and the days he isn't.



**Back**

### View Your Attendance Rota

Show 31 days from:  
Mon, 22 Nov 2021

**Rota Showing 31 Days (Mon, 22 Nov 2021 to Wed, 22 Dec 2021)**

Date	Schedule	Allocation	Start Time	Finish Time	Absence Booked
Mon, 22 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 23 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 24 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 25 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 26 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 27 Nov 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 28 Nov 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 29 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 30 Nov 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 01 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 02 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 03 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 04 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 05 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 06 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 07 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 08 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Thu, 09 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Fri, 10 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Sat, 11 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 12 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 13 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Tue, 14 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Wed, 15 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Thu, 16 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Fri, 17 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	Holiday Full Day
Sat, 18 Dec 21	Saturday Overtime	Automatic	Relax	Relax	
Sun, 19 Dec 21	Sunday Overtime	Automatic	Relax	Relax	
Mon, 20 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Tue, 21 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	
Wed, 22 Dec 21	08:00-16:30/30	Automatic	08:00	16:30	

## Module:

m/09/105

## North Time Pro ESS - Job Costing & Cost Centring

Job costing and Cost Centring on the ESS allows for greater employee control over the jobs and the cost centres they work. Bookings can be submitted against specific costings and centres, and they can view their current and past timesheets.

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### View Your Attendance Timesheet

**Pay period:**

Mon, 22 Nov 2021 to Sun, 28 Nov 2021

**Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)**

Date	Schedule	Bookings(s)	Absence(s)	Rate Total	Basic	x1.33	x1.50	x2.00	Holide
Mon, 22 Nov 2021	08:00-16:30/30	Mon 22/11 07:59 - Mon 22/11 16:30		8:00	8:00				
Tue, 23 Nov 2021	08:00-16:30/30	Tue 23/11 08:05 - Tue 23/11 16:30		7:45	7:45				
Wed, 24 Nov 2021	08:00-16:30/30	Wed 24/11 08:01 - Wed 24/11 16:30		8:00	8:00				
Thu, 25 Nov 2021	08:00-16:30/30	Thu 25/11 07:59 - Thu 25/11 16:30		8:00	8:00				
Fri, 26 Nov 2021	08:00-16:30/30	Fri 26/11 07:58 - Fri 26/11 16:30		8:00	8:00				
Sat, 27 Nov 2021	Saturday Overtime	???:? - ???:?		0:00					
Sun, 28 Nov 2021	Sunday Overtime	???:? - ???:?		0:00					
<b>Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)</b>				<b>39:45</b>	<b>39:45</b>				

**Bookings Awaiting Calculation**

Bookings	Type	Authorisation
No data to display		

### Cost Centring

[Submit a booking](#)

[Submit multiple bookings](#)

[View your timesheet](#)

## Submit a booking

Submitting of bookings for both Job Costing and Cost Centre can be done entirely over the internet. To submit a booking, click on the "submit a booking" for either Job Costing or Cost Centre.

### Job Costing

[Submit a booking](#)

[Submit multiple bookings](#)

[View your timesheet](#)

[Back](#)

### Submit a Job Costing Booking

#### Required

Booking type:

- ☒ Real time start booking
- ☐ Real time stop booking
- ☐ Start booking
- ☐ Stop booking
- ☐ Pair of bookings

Job:

[Please select...](#)

Operation:

[Please select...](#)

Start date and time:

[Please select...](#)

Stop date and time:

[Please select...](#)

Quantity:

Timesheet

Period: [Mon 29 Nov 2021 to Sun 05 Dec 2021](#)

#### Optional

NB: It is the responsibility of the employee to ensure all information recorded is totally accurate.

Notes, if any...

#### Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

[Submit Booking](#)

### Cost Centring

[Submit a booking](#)

[Submit multiple bookings](#)

[View your timesheet](#)

[Back](#)

### Submit a Cost Centre Booking

#### Required

Booking type:

- ☒ Real time start booking
- ☐ Real time stop booking
- ☐ Start booking
- ☐ Stop booking
- ☐ Pair of bookings

Cost centre:

[Please select...](#)

Start date and time:

[Please select...](#)

Stop date and time:

[Please select...](#)

Timesheet

Period: [Mon 29 Nov 2021 to Sun 05 Dec 2021](#)

#### Optional

NB: It is the responsibility of the employee to ensure all information recorded is totally accurate.

Notes, if any...

#### Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

[Submit Booking](#)



## View your timesheet

An employee is able to view their cost centring and job costing timesheets by clicking on "View your timesheet". To view other weeks' timesheets, click the pay period drop down.

Back

### View Your Job Costing Timesheet

**Pay period:**  
Mon, 22 Nov 2021 to Sun, 28 Nov 2021

**Timesheet ( Mon, 22 Nov 2021 to Sun, 28 Nov 2021)**

Date	Schedule	Start	Stop	Job	Operation	Quantity	Time
No data to display							
Summary Totals : No Filter						0	0:00

**Bookings Awaiting Calculation**

Bookings	Type	Job	Operation	Quantity	Authorisation
No data to display					

Back

### View Your Cost Centre Timesheet

**Pay period:**  
Mon, 22 Nov 2021 to Sun, 28 Nov 2021

**Timesheet ( Mon, 22 Nov 2021 to Sun, 28 Nov 2021)**

Date	Schedule	Start	Stop	Cost Centre	Time
No data to display					
Summary Totals : No Filter					0:00

**Bookings Awaiting Calculation**

Bookings	Type	Cost Centre	Authorisation
No data to display			