

EMPLOYEE INSTRUCTIONS



UCP of Maine

June 2017

USING THE TIMECLOCK

To punch (IN/OUT/LUNCH/BREAK)- Key in your badge number (same number you currently use/last 5 digits of your Social Security Number) and press F4(OK) to confirm. The screen will state transaction accepted and your name.



To transfer (dept. or work type)- Press F1, enter your badge number (same number you currently use/last 5 digits of your Social Security Number) press F4 then the screen will ask for the DEPT #. Enter in the new department number and press F4. Next the clock will ask for a WORKTYPE #, enter in the new worktype number and press F4. (See last page of this manual for a list of departments and worktypes)

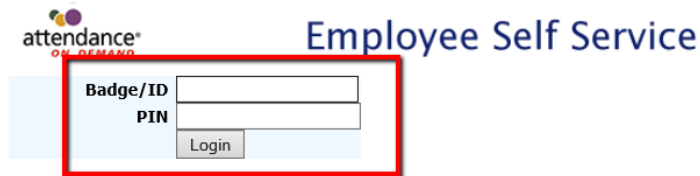
If you need to transfer one, but not the other simply do not enter a number and press F4 to continue



USING THE WEBSITE

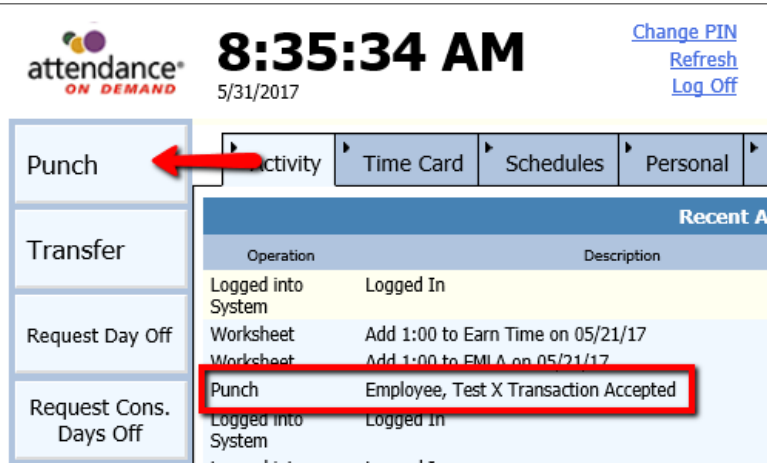
Web Link: <https://ucpofmaine.attendanceondemand.com/ess>

To log in- Enter your badge number (same number you currently use) and for the PIN field enter 0.



The screenshot shows the 'Employee Self Service' login page. It features the 'attendance ON DEMAND' logo on the left. The main heading is 'Employee Self Service'. Below the heading is a login form with two input fields: 'Badge/ID' and 'PIN'. A 'Login' button is positioned below the PIN field. A red rectangular box highlights the entire login form area.

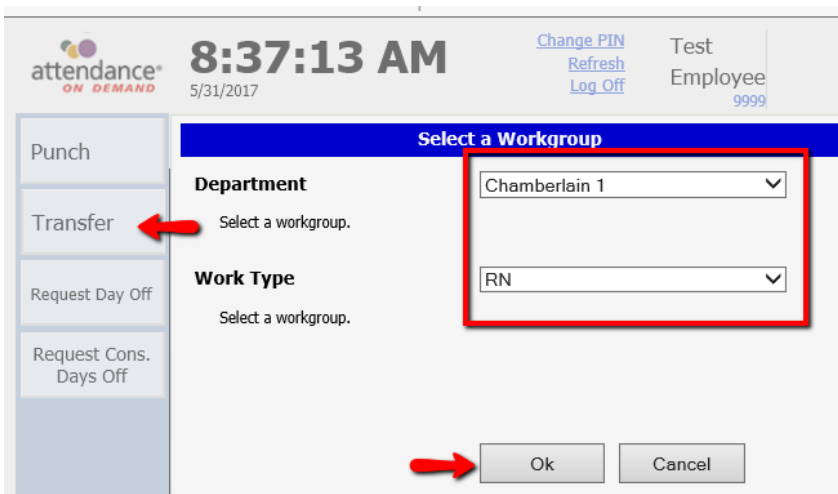
To punch (IN/OUT/LUNCH/BREAK)- Click on the punch button on the left and then in the activity window you will see a punch message with your name.



The screenshot shows the Employee Self Service dashboard. At the top left is the 'attendance ON DEMAND' logo. The time is displayed as '8:35:34 AM' and the date as '5/31/2017'. On the top right are links for 'Change PIN', 'Refresh', and 'Log Off'. A navigation menu on the left includes 'Punch', 'Transfer', 'Request Day Off', and 'Request Cons. Days Off'. A red arrow points to the 'Punch' button. The main content area shows a 'Recent Activity' table with columns 'Operation' and 'Description'. The table contains several entries, with the most recent one, 'Punch Employee, Test X Transaction Accepted', highlighted by a red rectangular box.

Operation	Description
Logged into System	Logged In
Worksheet	Add 1:00 to Earn Time on 05/21/17
Worksheet	Add 1:00 to EMLA on 05/21/17
Punch	Employee, Test X Transaction Accepted
Logged into System	Logged In

To transfer (dept. or worktype)- Click on the transfer button on the left, then from the drop down menus select the appropriate dept. or worktype change. Click OK.

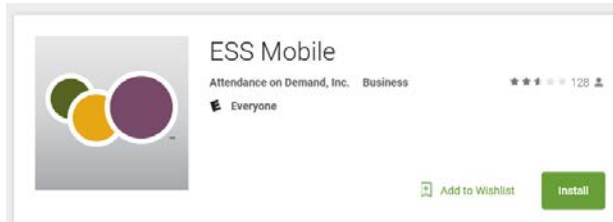


The screenshot shows the 'Select a Workgroup' dialog box. At the top left is the 'attendance ON DEMAND' logo. The time is '8:37:13 AM' and the date is '5/31/2017'. On the top right are links for 'Change PIN', 'Refresh', and 'Log Off', along with the user name 'Test Employee 9999'. A navigation menu on the left includes 'Punch', 'Transfer', 'Request Day Off', and 'Request Cons. Days Off'. A red arrow points to the 'Transfer' button. The main content area has two sections: 'Department' with a dropdown menu showing 'Chamberlain 1' and 'Work Type' with a dropdown menu showing 'RN'. Both dropdown menus are highlighted by a red rectangular box. At the bottom are 'Ok' and 'Cancel' buttons, with a red arrow pointing to the 'Ok' button.

USING THE MOBILE APPLICATION

Web Link: <https://ucpofmaine.attendanceondemand.com/mobile>

Mobile Application(instead of browser): For apple or android devices go to the app store and search for ESS Mobile. Download and install the application on your mobile device.

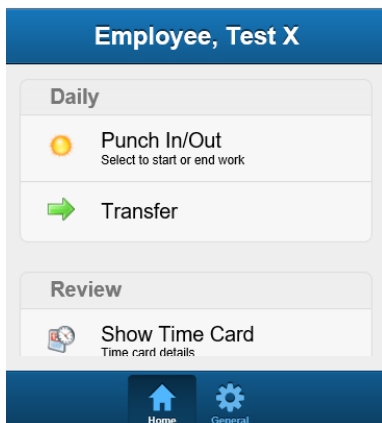


Once installed it will ask for a server name upon startup enter ucpofmaine.

To log in- Enter your badge number (same number you currently use/last 5 numbers of your Social Security Number) and for the PIN field enter 0. Click log in.

To punch (IN/OUT/LUNCH/BREAK)- Click on the punch in/out button, you will see a pop up state transaction accepted and your name.

To transfer (dept. or worktype)- Click on the transfer button, then click on the item you wish to transfer and scroll through the list to choose the appropriate dept. or worktype. Then click submit. (See last page for department numbers and worktypes).



USING THE TELEPUNCH (TELEPHONE) SYSTEM

Phone Number: 207-573-5500

Once you have called the number the system will ask for your badge number (same number you currently use/last 5 digits of your Social Security Number) then press #. If the number is recognized it will state 'Alright that looks good' and then it will give you these options:

Press 1 to punch IN

Press 2 to punch OUT

Press 3 to transfer: The transfer option will allow you to transfer both Dept or Work Type(the phone calls this prompt Activity Type), if you need to transfer only one simply hit # to skip the menu you do not need. (See last page for a list of department numbers and worktypes.)

When done simply hang up.

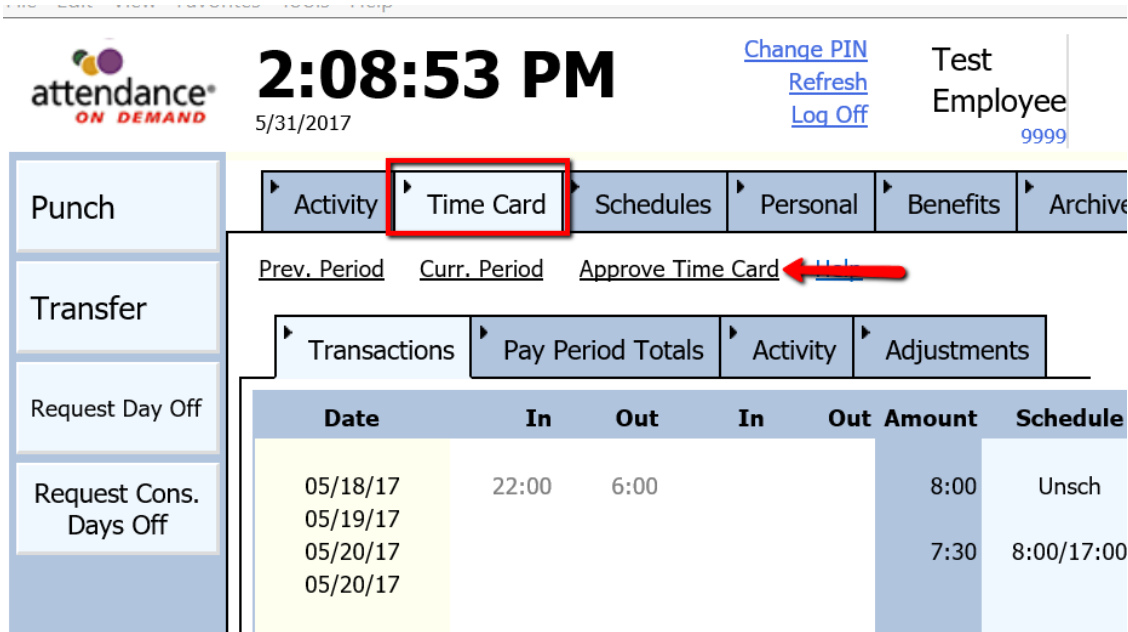
TO APPROVE YOUR TIMECARD

Important Note: You can only approve your timecard using the Website or Mobile App

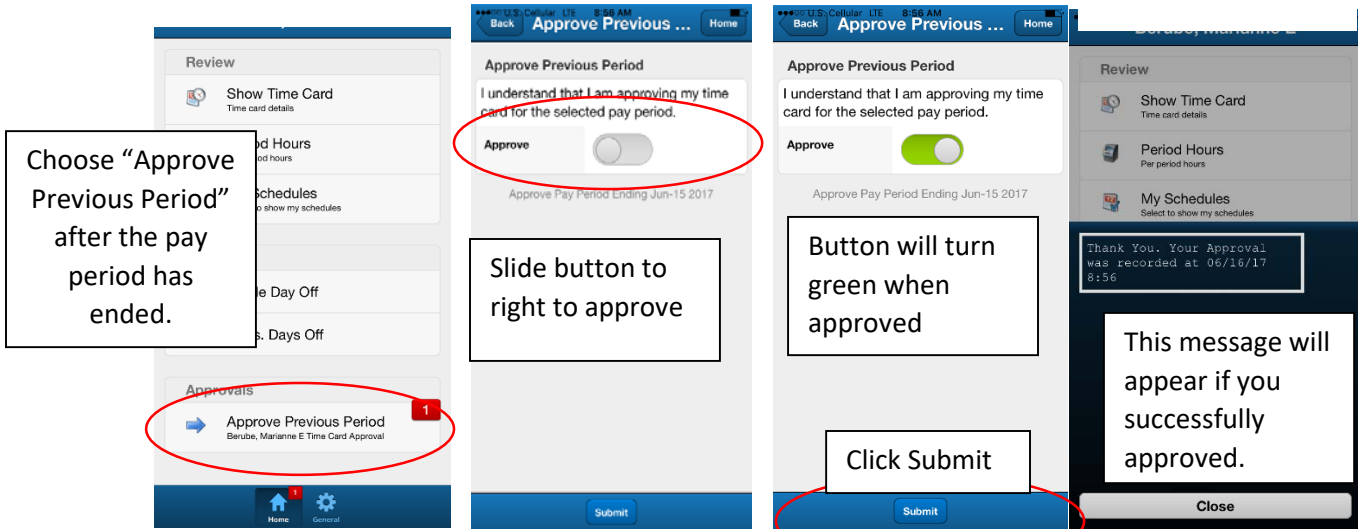
WEBSITE

Click on the Time Card tab.

Click Approve Time Card



MOBILE APP



GUIDE FOR REQUESTING TIME OFF - WEBSITE

A. Go To Your Employee Self Service Site

1. <https://ucpofmaine.attendanceondemand.com/ess/>

B. Enter Your Employee Information

attendance ON DEMAND Employee Self Service

Badge/ID

PIN

Login

Step 1

Step 2

Step 3

1. Enter your ID number.
2. Enter your PIN. (Every employee starts with 0 as their pin, it can be changed)
3. Press Enter or Click Login

C. Click on which leave request option you would like to take.

1. *Partial Day*: Allows you to choose a portion of a day to take off.
2. *Day Off*: Is a full single day request.
3. *Cons. Days Off*: Allows you to choose a range of dates.

Request Partial Day Off

Request Day Off

Request Cons. Days Off

Activity Time Card

Operation

Logged into System Logged In

Logged into System Logged In

Logged into System Logged In

D. Select a date, the total amount of time you are requesting to use, and type of benefit you are using. Hourly Staff use Hours, Salaried Staff use Days

Date

Select the day you will be absent.

Amount of Time

Enter the number of work hours you will be off.

Personal Time

Select the type of personal time to use.

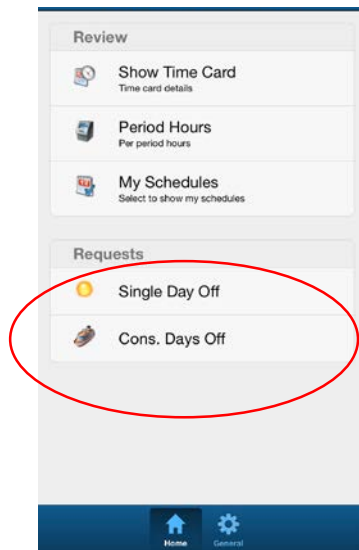
E. You will be able to see your benefit balance to verify the amount of time you have left.

Date		Credit	Debit	Balance
03/18/16	Balance In			0:00
03/05/17	Adjust benefit balance by 25:00			25:00
03/14/17	Schedule debits 6:00 from benefit balance		6:00	19:00
03/18/17	Balance Out			19:00

F. Click Ok to submit your request to your supervisor.

GUIDE FOR REQUESTING TIME OFF – MOBILE APP

- A. Go To Your ESS MOBILE App
- B. On Home screen choose under Requests choose either:
 - Single Day Off – to request only one day
 - Cons. Days Off – to request a period of time (consecutive days)



- C. TO REQUEST A SINGLE DAY OFF
Choose Single Day Off

Date: Enter date you are requesting off

Hours:

Hourly Staff- Enter the # of hours of time you are requesting off

Salaried Staff – Enter the number of days you are requesting off.

Benefit to Use:

1. FMLA – for approved Family Medical Leaves (this needs to be chosen if taking approved FMLA time, but does not pay out any ET for this time and a second request for Earn Time must also be submitted for the same date/hours.
2. Earn Time – to be paid ET for the requested time off
3. Unpaid – to request time off without pay

Click Submit

D. CONSECUTIVE DAYS OFF

Choose Cons. Days Off

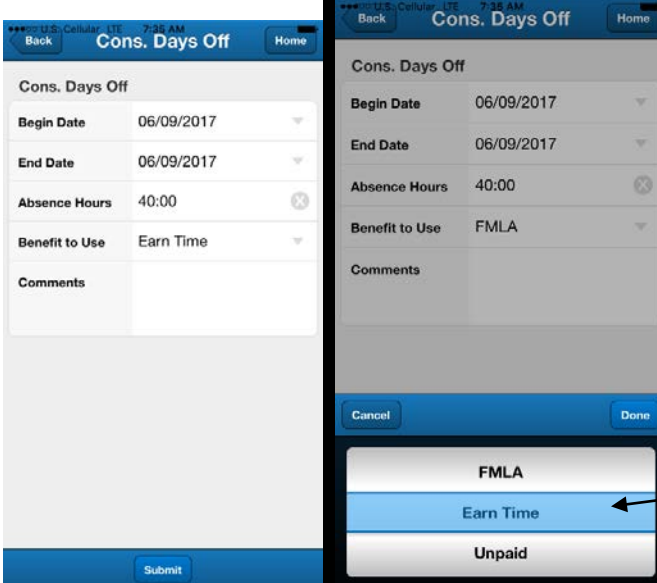
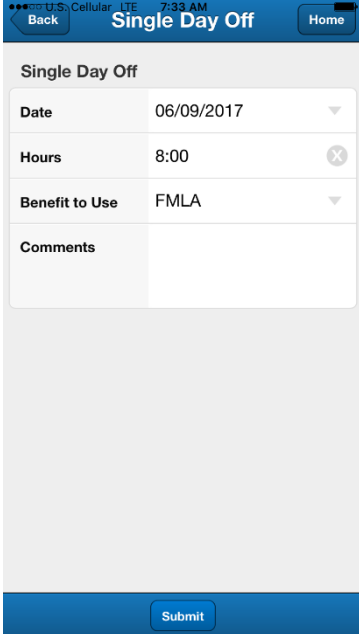
Begin Date – Enter first day off requested

End Date – Enter last day of requested days off

Absence Hours –Enter total hours requested

Benefit to Use – using drop down list choose between the following:

1. FMLA – for approved Family Medical Leaves (this needs to be chosen if taking approved FMLA time, but does not pay out any ET for this time and a second request for Earn Time must also be submitted for the same date/hours.
2. Earn Time – to be paid ET for the requested time off
3. Unpaid – to request time off without pay



This is the drop down box you will see when you choose Benefit to Use. Be sure to choose Earn Time if you are requested Earn Time pay for your planned time off as the system will automatically generate Earn Time based on your request here.

Click Submit

Dept. and Worktype Codes:

Department		WorkType		
Code	Name	Code	Name	
1	Administration	600	Professional	Lists are not all-inclusive. Contact Payroll with questions. All salaried staff (Clinical & Non-Clinical) Hourly Support Services Staff BHP, Ed Tech, Case Manager, Health Home Coordinator, DSP, etc. Trainer, Woods Maintenance, IT, RCS Data Entry, etc
26	Bridges-CBH	601	Clerical	
27	Bridges OPT	602	Direct Care	
31	Finance	605	Indirect Services	
32	HR/Trainers	610	RN – ELC Only	
33	QA	615	Maintenance – ELC Only	
34	IT	620	LPN – ELC Only	
35	Maintenance	621	Direct Care – ELC Only	
36	Marketing	622	DTC – ELC Only	
43	Bridges ESDM	625	Dietary – ELC Only	
44	Bridges Speech	635	Housekeeping – ELC Only	ELC RN
45	Bridges			ELC Maintenance
46	Bridges Contract Services			ELC LPN
55	HCT UCP			ELC DTA/C.N.A, DT
56	RCS UCP			ELC DT-C
57	Nurturing Parenting			ELC Cook, Dietary Staff
63	Adult Case Management			ELC Housekeeping, Laundry
66	Outpatient Therapy (OPT)			
70	Cottage Street			
71	Chamberlain 1			
72	Chamberlain 2			
73	Chamberlain 3			
76	Child BHH			
77	Case Management UCP			
80	Elizabeth Levinson Center (ELC)			



EMPLOYEES WITH TWO OR MORE DEPARTMENTS – CODING TRAINING

EMPLOYEES WHO WORK IN MORE THAN ONE DEPARTMENT MUST CODE TRAINING TIME IN ONE OF TWO WAYS:

FOR DEPARTMENT SPECIFIC TRAININGS:

For department specific training (example: Bridges BCBA training), when clocking in to attend training, choose the correct department number (the department that is requiring the training). If your primary department is the department that you are attending the training for, you simply need to clock in and out and do not have to do anything further.

FOR TRAININGS THAT ARE REQUIRED FOR MULTIPLE DEPARTMENTS OF WORK:

General trainings that are required for all departments in which an employee works (e.g. BHP Training, SafetyCare, CPR training, etc.) if an employee works in more than one program that requires these certifications) need to be coded as a Transfer to a different Work Type. **IF YOU WORK IN MORE THAN ONE DEPARTMENT AND ARE ATTENDING A UCP TRAINING THAT IS NOT SPECIFIC TO ONE DEPARTMENT, COMPLETE A CLOCK TRANSFER AND CODE THE IN PUNCH TO WORK TYPE: TRAINING.** (You can bypass the dept code as that is not important in this situation, simply Work Type.)

HELPFUL QUESTIONS:

Does only one of the programs in which I work require me to take this training?

If yes (only one department requires this training), clock in and choose the department number that is requiring the training).

If no (more than one of your departments require you attend), after clocking in choose the Transfer button, pass by the dept #, and choose Work Type of Training.

Does more than one of my departments require that I take this training?

If yes, after clocking in choose the Transfer button and choose Work Type of Training.

By using the Training Work Type, Payroll will know that they need to spread the time across all of your departments.