

# **ATTENDANCE ON DEMAND (AOD)**

## **EMPLOYEE SELF SERVICE (ESS)**

### **Log into this website:**

<https://rsu54.attendanceondemand.com/ess/>

(For ease of future access save this website to your favorites or on your desktop)

### **Log into AOD/ESS:**

**Badge/ID** = your Employee ID number (on your badge)

**PIN** = last 4 digits of your Social Security Number

### **Activity Tab:**

The system opens to the activity tab which reflects your logins to the system.

### **Time Card Tab:**

#### **A. Transactions**

The time card tab reflects your in/out punches for the current payroll period along with your total hours for each day. The schedule section of this screen reflects what you were scheduled to work. The exception section notes if your punches varied from your schedule, please keep in mind that the schedule is just a guide and there could be many reason for exceptions. You can also click on Prev. Period to review your prior payroll period information.

#### **B. Pay Period Totals**

The pay period totals tab reflects your total hours for the pay period along with a breakdown of where your hours were charged.

#### **C. Activity**

The activity tab reflects your logins to the system.

#### **D. Adjustments**

The adjustments tab reflects any changes to your timecard such as missed punches/transfers/other based on your completed time adjustment slips.

**Archives Tab:**

**E. Transactions**

The Archives tab reflects your in/out punches for the payroll periods prior to the previous period along with your total hours for each day. The schedule section of this screen reflects what you were scheduled to work. The exceptions section notes if your punches varied from your schedule, please keep in mind that the schedule is just a guide and there could be many reason for exceptions. You can select any prior pay period to review your in/out punches by clicking Select another Pay Period and entering any date within the pay period you want to view.

**F. Period Totals**

The pay period totals tab reflects your total hours by day and the total hours by week.

**G. Activity**

The activity tab reflects your logins to the system.

**H. Adjustments**

The adjustments tab reflects any changes to your timecard such as missed punches/transfers/other based on your completed time adjustment slips.

**Log Off:**

Click Log Off at the top of the screen when you finish.