Information Technology for *Learning*

eServices Has Been Updated.

The eServices web application that employees use to complete their timesheets, log absences, review their pay stubs, apply for internal jobs, and more, has changed. The new screen shows the available options on the left-hand side, rather than at the top.

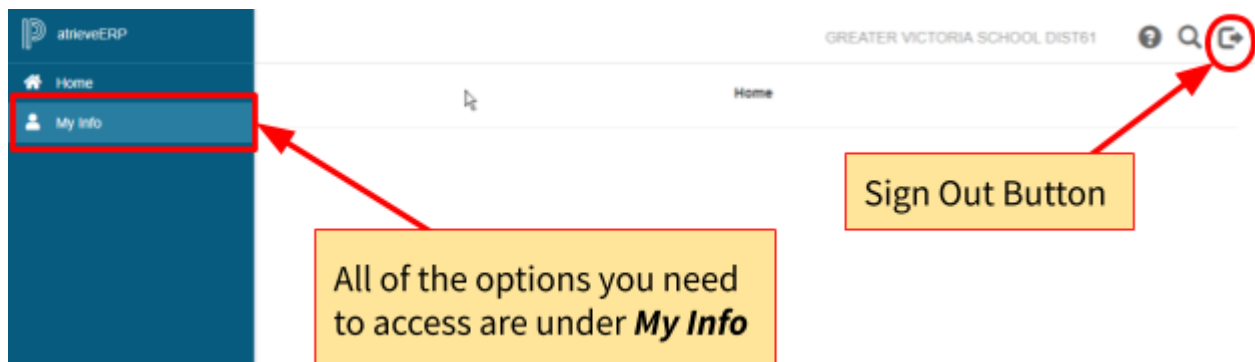## How Do I Login to EServices?

Your login information will be the same as it was before, however the new version of eServices has been built for the **Google Chrome** browser. DO NOT use *Internet Explorer, Firefox, Safari* or another Web Browser with eServices.

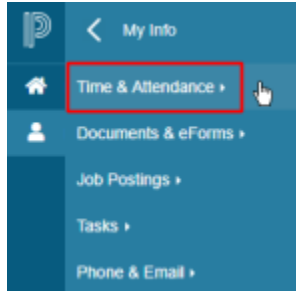Use the Google Chrome Browser to login
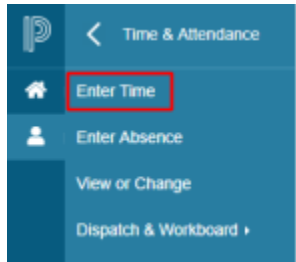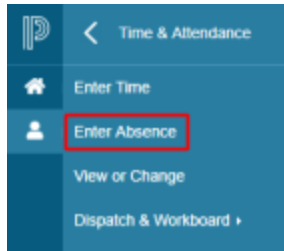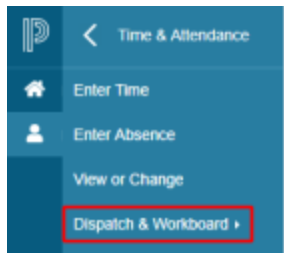
The Main Screen

The Main Screen displays the menu items to the left, instead of above. All of the options employees need to access are nested under the My Info Menu.

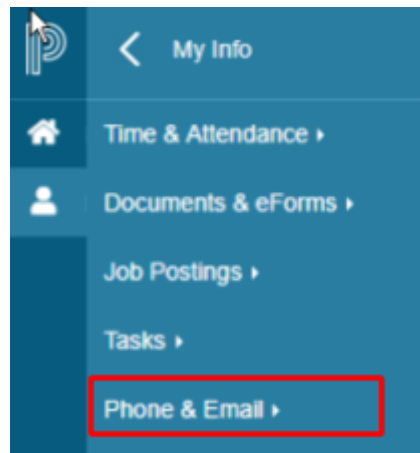All of the options you need to access are under **My Info**

Sign Out Button

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Completing Timesheets, Logging Absences & Changing Availability & PIN

1. Click on the My Info button on the left-hand side of the screen.	**My Info**
2. Click Time & Attendance.	My Info Time & Attendance › Documents & eForms › Job Postings › Tasks › Phone & Email ›
3a. Completing Timesheets. Click on the **Enter Time** link at the top of the *Time & Attendance* Menu. The rest of the steps will be the same as they were.	Time & Attendance Enter Time Enter Absence View or Change Dispatch & Workboard ›
3b. Entering Absences Click on the **Enter Absence** link, second on the list of the *Time & Attendance* Menu. The rest of the steps will be the same as they were.	Time & Attendance Enter Time Enter Absence View or Change Dispatch & Workboard ›
3c. Changing Availability & ADS PIN The options for changing availability and resetting your ADS PIN are under the **Dispatch & Workboard** link at the bottom of the *Time & Attendance* heading.	Time & Attendance Enter Time Enter Absence View or Change Dispatch & Workboard ›

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How Do I Change My Contact Information?

The link to change your phone number and email address are at the bottom of the *My Info* Menu	

Where are my Pay Statements & Employee Information?

You can review your pay statements under the **Employee Statements** section of the *Documents & eForms* heading. Your employee Information (current assignment, contact information, seniority date, etc.) are also available under **Employee Information**.	