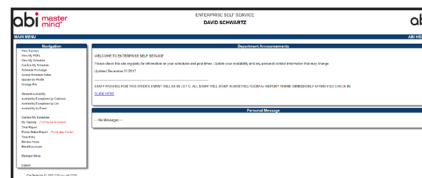


## BENEFITS OF ENTERPRISE SELF SERVICE (ESS)

### What is ESS?

The **Enterprise Self Service (ESS)** module is a web based tool for you to receive information and communicate with management. **ESS** uses a standard web page format for connectivity anywhere in the world. It is easily accessible on a multitude of computer or tablet devices as well as formatted for mobile devices.



Web Browser Version



Mobile Version

### Benefits of ESS

- 24/7 access to the most up to date employment information.
- Ability to communicate directly with your manager.
- Eliminate paper and countless hours tracking down your manager with questions.

## HOW TO LOG IN

### Step 1: Log In to ESS

**Website:** [ess.abimm.com](http://ess.abimm.com)

**Venue Id:** **TargetCenter**

**Enter your User ID and PIN:** Your User ID is your last name + the last 4 digits of your Social Security Number and no spaces (e.g. SMITH6789). Enter your default PIN of 12345.

### Step 2: Change your PIN

After entering the initial login credentials, you will be prompted to change your PIN.

To change your PIN in the future, use the **Change PIN** option in the **Navigation** menu on the left.

### Step 3: Update My Profile

Use the **Update My Profile** option in the **Navigation** menu on the left.

Review your contact information, and enter security questions and email address so you can reset your password if needed through the **Forgot PIN** option.

When changes are done, click **Submit Changes**.

## MAIN MENU FEATURES

- **Update My Profile** with relevant contact and personnel information.
- **Submit Availability:** Let your manager know when you can/cannot work. This does not guarantee that you will be scheduled.
- **Benefit Accruals:** Review your benefit plan balance(s), submit benefit requests, and plan for future requests.

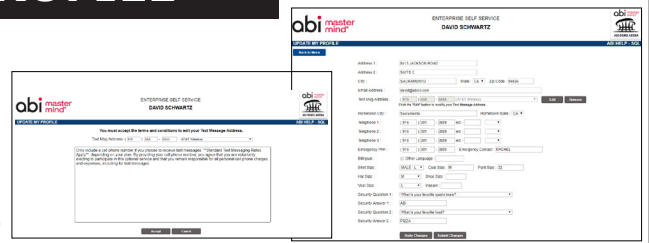




## UPDATE YOUR PROFILE

Use the **Update My Profile** option in the **Navigation** menu on the left-hand side.

- Review your contact information, enter security questions, and enter a text message address to receive schedule information via text!
  - Click the **Edit** button and enter your cell phone number in the provided spaced and select your carrier from the drop-down menu and click the **Accept** button to accept the charges (if applicable) to your cell phone provider.
- When changes are done, click **Submit Changes**.

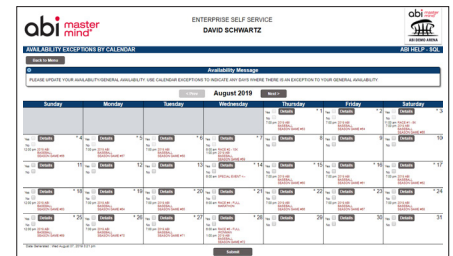


## UPDATE AVAILABILITY

### Availability Exceptions by Calendar

Use this selection to indicate specific availability by date and time. If there is an event scheduled, the event name and start time may appear on the calendar date.

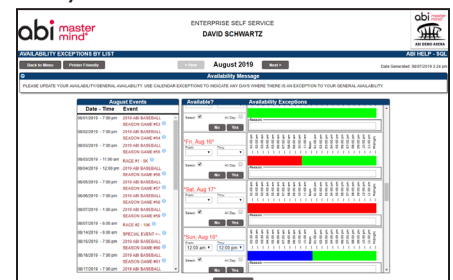
- Check **Yes** for dates you are available and **No** for days you are unavailable.
- To submit partial availability, use the **Details** button to access drop-down **From** and **Thru** fields. Choose the timeframe you are or are not available, and select the **Yes** or **No** button accordingly.
  - You can specify multiple blocks of time for one day if needed.
  - Use the **Reason** box below the timeline to explain the exceptions to your manager.
- Scroll between months by clicking the arrows on either side of the current month.
- Once you are finished, you must click **Submit** to update your availability.
- Make sure to read any availability message your manager posts at the top of the screen.



### Availability Exceptions by List

Use this selection to indicate specific availability by date and time. The month's **Events, Dates, and Times** are listed on the left. Dates on the right in **\*Red Font\*** have an event that day.

- Check the **Select** box next to the date.
- Check the **All Day** box.
- To submit partial availability, use the drop-down menus in the **From** and **Thru** fields. The selected shift will highlight in **blue**.
  - Select the **Yes** or **No** button to indicate availability for that shift. You can specify multiple blocks of time for one day if needed.
  - Use the **Reason** box below the timeline to explain the exceptions to your manager.
- If available, click the icon next to an event to view **Event Details** including any **Event Notes**, a **Facility Address**, and a link to Google Maps of the address.
- Select **Submit Selections** to save your changes.



# SUBMIT BENEFIT REQUESTS

## Benefit Accruals

Click on **Benefit Accruals** to see benefit balances for any benefit plan assigned to you.

- Use the **Estimate Future Benefit Balance** window to calculate the balance you will have for a specified plan at a future date. Your manager can also enable **Benefit Requests** in this screen.
- Click **New Request** and enter in the desired dates and hours to use for the selected plan. Your manager will review the request and approve or deny it. You may receive an email when the status of the request has changed.
- You can view the status of any requests for the current pay period in this screen. Click the **View Past Requests** button to display the benefit requests submitted over the past year in a separate window listing the date, hours, plan, reason, and status.

