

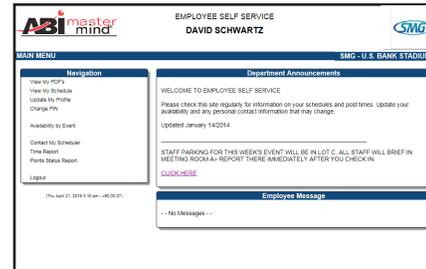
## BENEFITS OF ABI MASTERMIND® EMPLOYEE SELF SERVICE (ESS)

### What is ESS?

The Employee Self Service (ESS) module is a web based tool for employees 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.

### 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.



Web Browser Version



Mobile Version

## HOW TO LOG IN

### Step 1: Log In to ESS

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

**Venue Id:** SMGMN

**Enter your Login Id and PIN:** Your login Id is your last name+ the last 4 digits of your Social Security Number in all CAPS 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-hand side.

### Step 3: Update My Profile

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

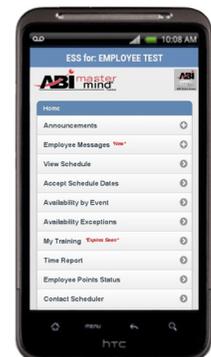
Review your contact information, and enter security questions so you can reset your password if needed.

When changes are done, click Submit Changes.

## EMPLOYEE MAIN MENU FEATURES

\*NOTE: Some of the following features may not be enabled for your department. Please contact your manager with questions.

- **View My PDF's:** View documents uploaded to the site by your manager.
- **View My Schedule & event details.**
- **Availability by Event:** Check the box to submit availability for each event. Don't forget to click the submit button at the bottom of the screen!
- **Contact My Scheduler** with questions.
- **Time Report:** View a listing of your hours worked for the current pay periods.



# SHIFT PROCEDURES

## STEP ONE: On Premise

When entering the facility, security will verify you are allowed on property using your credential and an **ABI Mastermind**® terminal. This is BEFORE you Check In for your shift.

1. Place the barcode on your credential underneath the scanner below the terminal.
2. Click the ON PREMISE button.

\*NOTE: If the terminal indicates that you are NOT scheduled, or too early/late for your shift (red screen), you will need to contact your manager.



## STEP TWO: Check In

After you ON Premise, you will need to access a CHECK IN /OUT terminal to Check In for your shift (see your manager for information on designated Check In devices for your department.)

1. Place the barcode on your credential underneath the scanner below the terminal.
2. Click the Check IN button to check in for your shift.

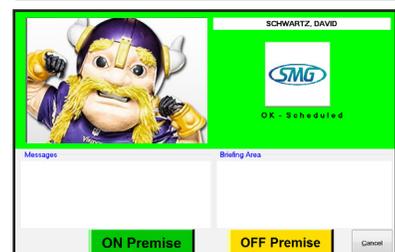
\*NOTE: If the terminal indicates that you are NOT scheduled, or too early/late for your shift (red screen), you will need to contact your manager.



## STEP THREE: Check Out

Once you are finished working, you will need to Check Out for your shift at a CHECK IN/OUT terminal.

1. Place the barcode on your credential underneath the scanner below the terminal.
2. Click the Check OUT button to check out for a shift.



## STEP FOUR: Off Premise

After you Check Out, you must OFF Premise before leaving the facility in order to verify you are no longer on property. This is required for security purposes as well as a precaution in the event of an emergency.

1. Place the barcode on your credential underneath the optical scanner below the terminal.
2. Click the OFF PREMISE button.