

# SWAROVSKI

## MY ESS TIME RECORD (FOR PERMANENT EMPLOYEES)

ESS (Employee Self Service) is a web-based application which allows you to record or update your working hours. You can use ESS to apply for absences, e.g. annual leave or to access your personal data.

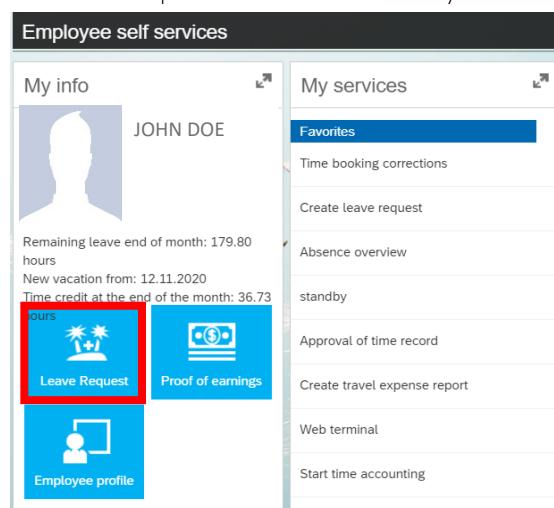
It is your responsibility to maintain an accurate record of your work and leave times. Please check your time record at the end of each month to verify they are complete and correct and authorize the release of these records.

MSS also provides additional functionality for managers. This tool supplies information to managers regarding applications for leave, employee timesheets, and provides additional information on the team calendar relating to absences. Managers can also access more information about employees via the Managers' Desktop.

**ESS portal link.** The portal provides the following:

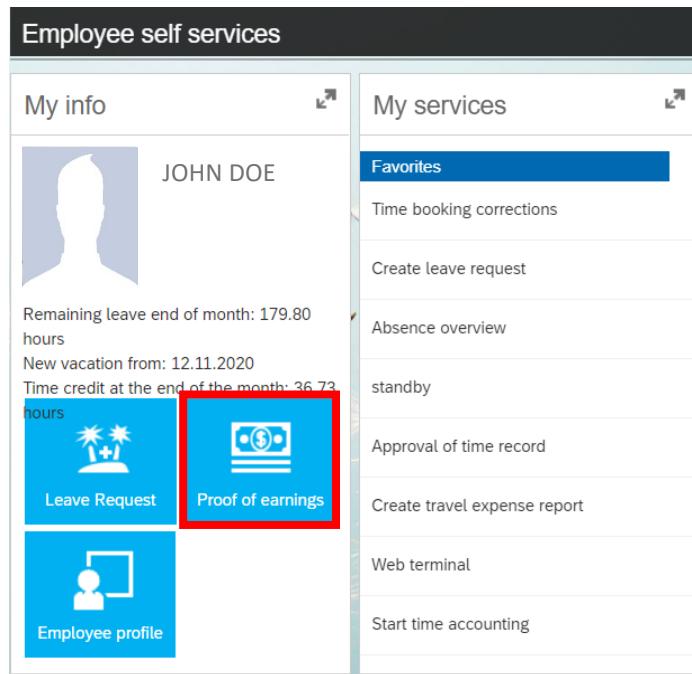
- Your personal data stored with Swarovski
- Time records
- Pay/salary slip
- An overview of your remaining vacation and time credits

The menu item 'Leave request' allows you to request time off for e.g. holidays, time off in lieu, doctor's appointments, sick leave and business trips. These are then sent to your manager



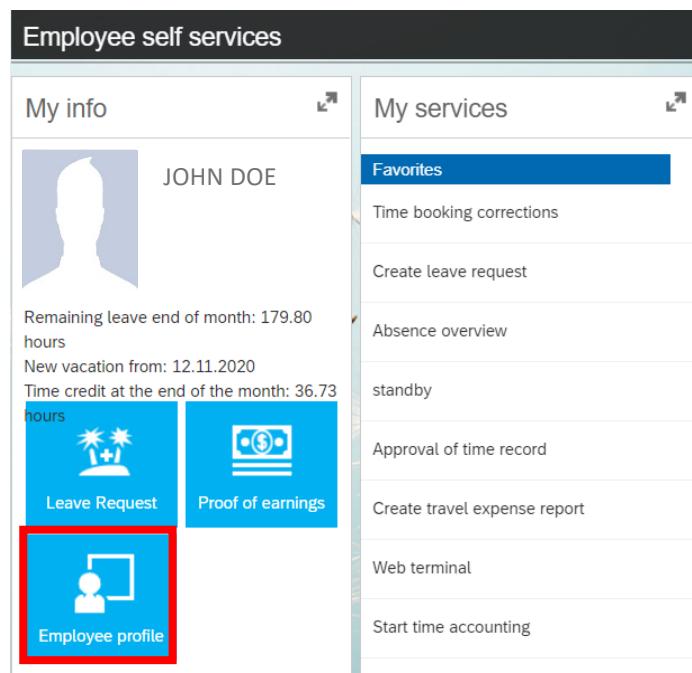
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The menu item 'Proof of earnings' provides an overview of your previous salaries.



The screenshot shows the 'Employee self services' interface. The left sidebar is titled 'My info' and displays a profile picture of 'JOHN DOE', remaining leave end of month: 179.80 hours, new vacation from: 12.11.2020, and time credit at the end of the month: 36.73 hours. Below this are three buttons: 'Leave Request', 'Proof of earnings' (which is highlighted with a red box), and 'Employee profile'. The right sidebar is titled 'My services' and lists 'Favorites' (Time booking corrections, Create leave request, Absence overview, standby, Approval of time record, Create travel expense report, Web terminal, Start time accounting) and other services (Absence overview, standby, Approval of time record, Create travel expense report, Web terminal, Start time accounting).

The menu item 'Employee profile' provides information on your organizational assignment, your time administrator or payroll contact person and your personal data.



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The screenshot shows three panels of an HR system:

- About Max** (Employee Profile):
  - Profile picture: JOHN DOE
  - Time zone: CET
  - e-mail
  - Phone number
  - mobile number
- Organizational assignment**:
  - Position: Manager
  - organizational unit
  - Subarea:
    - Billing
    - Email billing
  - Time management
  - Contact time management: swarovski.co m
- Personal data**:
  - birthday
  - nationality
  - marital status
  - emergency number
  - Name of the caregiver emergency

It is best to mark your favorites, such as 'Time booking correction', 'Create leave request', 'Absence overview' or 'Create travel expense report' right so that you have them at hand. To do this, go to 'My services' and mark your favorites with a star.



Here are our recommendations to add to your favorites:

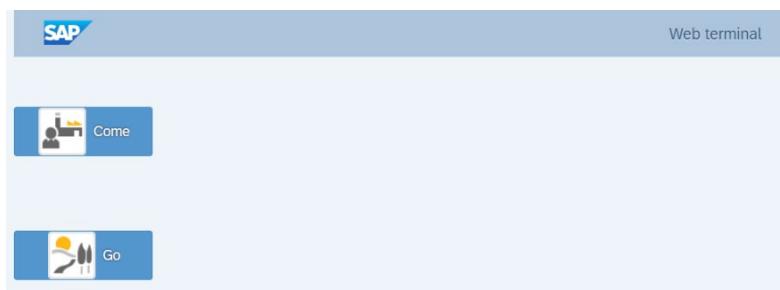
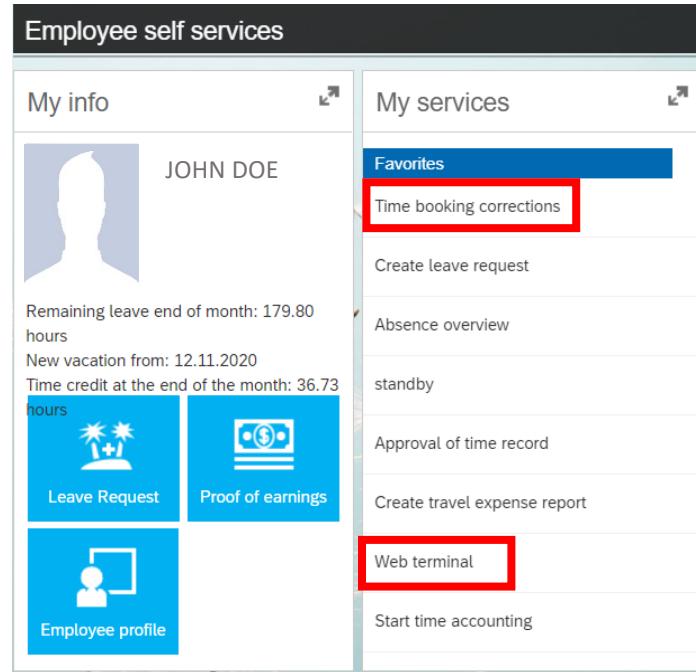
The 'My services' page displays a list of recommended services:

Category	Service	Rating
Leave Request	Create leave request	★
	Absence overview	★
	Show time accounts	★
	standby	★
	Overtime / standby work	★
working hours	Time booking corrections	★
	Web terminal	★
	Approval of time record	★
	Start time accounting	★
Proof of time	Proof of time with choice of period	★

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The menu item 'Web terminal' allows you to enter your working hours (come & go).

In the tab 'Time booking corrections' you can adjust the times if necessary.



Alternatively, you can use the 'Clock-in/Clock-out' app on your PC.



If you have any questions about ESS, please contact your payroll/billing contact person, who you can find under 'Employee Profile'. [Here](#) you will find frequently asked questions and answers.