

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.

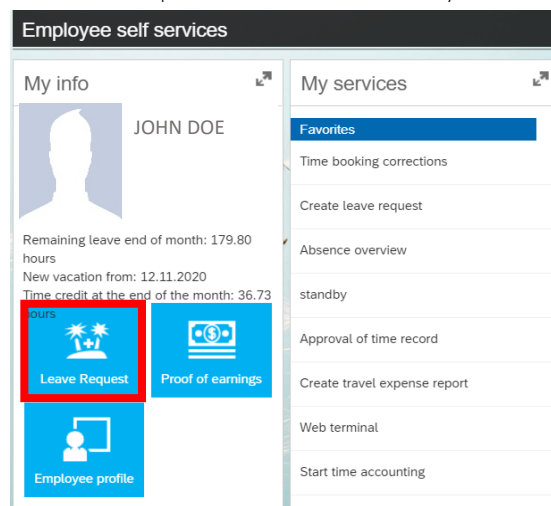
It is your responsibility to maintain an accurate record of your work and leave times. Please check your time record at the end of each month to verify they are complete and correct and authorize the release of these records.

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:

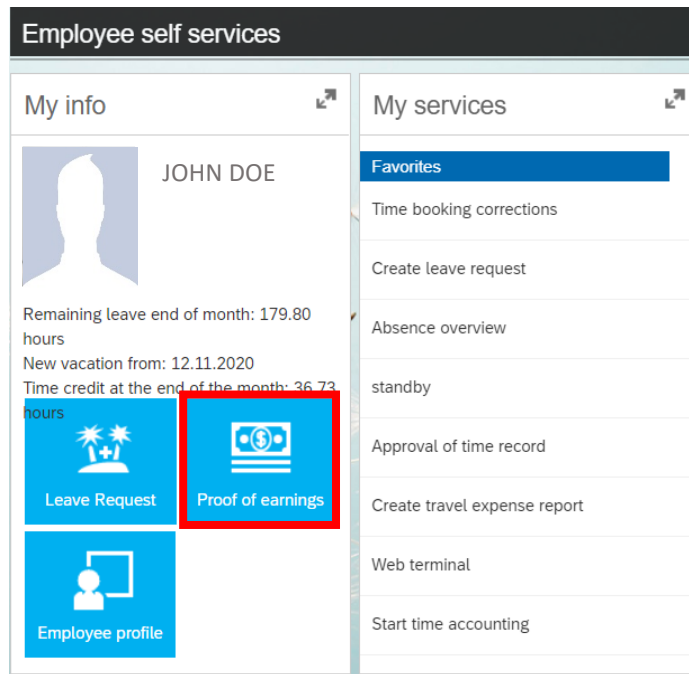
- Your personal data stored with Swarovski
- Time records
- Pay/salary slip
- An overview of your remaining vacation and time credits

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

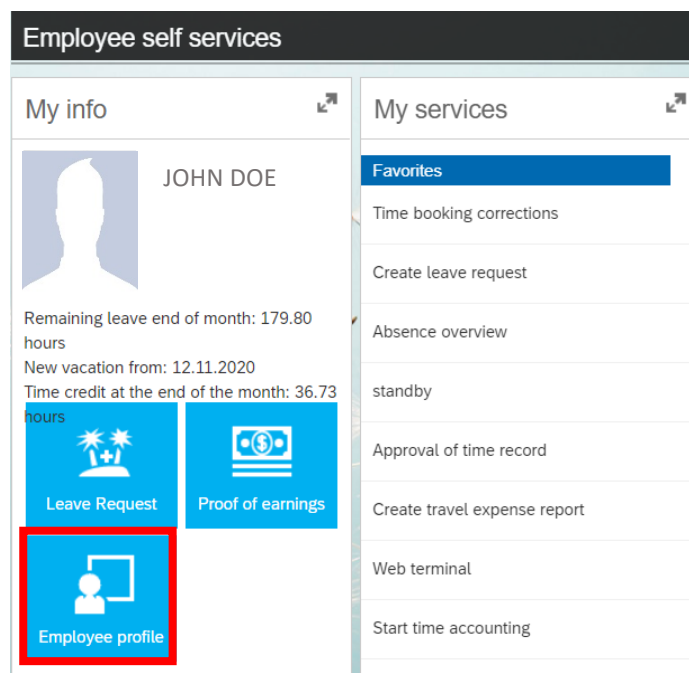


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The menu item 'Proof of earnings' provides an overview of your previous salaries.



The 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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About Max	Organizational assignment	Personal data
 <div>JOHN DOE</div> <div>Time zone CET</div> <div>e-mail</div> <div>Phone number</div> <div>mobile number</div>	<div>Position</div> <div>Manager</div> <div>organizational unit</div> <div>Subarea</div> <div>Billing</div> <div>Email billing</div> <div>Time management</div> <div>Contact time management</div> <div>swarovski.com</div>	<div>birthday</div> <div>nationality</div> <div>marital status</div> <div>emergency number</div> <div>Name of the caregiver emergency</div>

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:

My services

working hours

Travel expense reports

Personal data

CATS

Osh

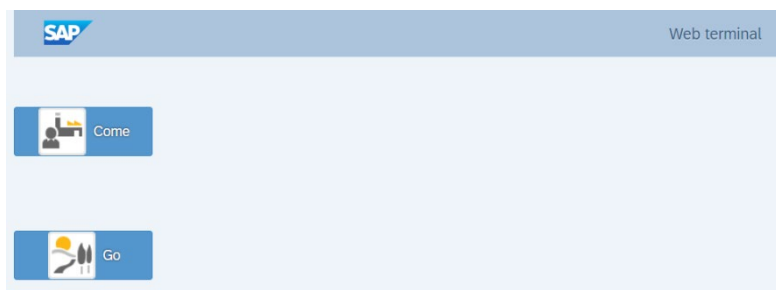
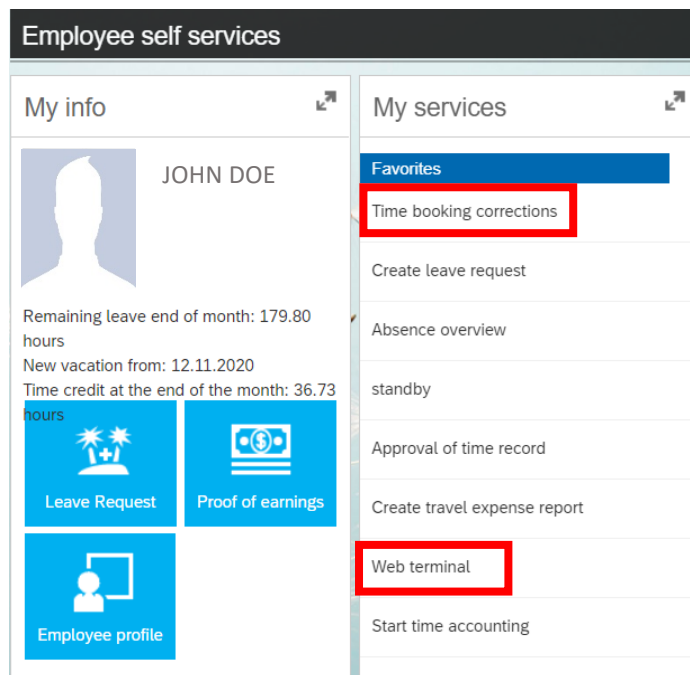
Help

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

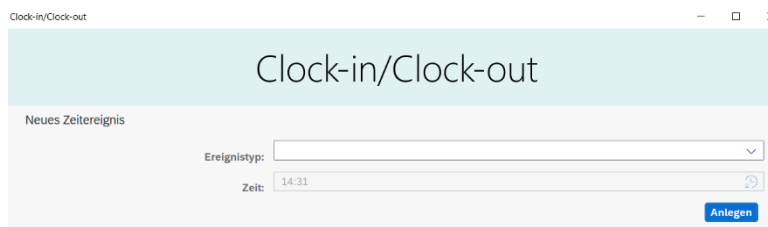
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The menu item 'Web terminal' allows you to enter your working hours (come & go).

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.