

**Employee Self Service Job Aid:** 

**Contractor Time** 



# Enter Punch Time

From the **Employee Self Service Homepage**, select *My Time*.

🚭 STAR Human Resources		✓ Employee	Self Service		ش م	4 : ⊘
	Anne	ouncements	My Time	My Payroll		
	No An	nouncements	-	• 3 •		
				Lest Pay Date 01/14/2021		
	My Information	My Benefits	Resources	COVID-19 Information		
	ا	4 % + A		15.01		

### Select Enter Time.

CEmployee Self Service		Tin	ne		ଜ	qβ	: 0
Re	Enter Time 03/05/21 - 03/06/21 eported 0.00	Time Summary 02/28/21 - 03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence			
	View Requests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours			

To enter punch time:

- 1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
- 2. Select the day of the week you wish to report time for by clicking in the box in the **First In** column under that day.
- 3. Enter the time you began working for the day in the **First In** column (acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4:30p).
- 4. To account for non-payable time (i.e. lunch break) enter the time you stopped working in the **Out** column and then the time you returned to work in the **In** column.
- 5. Enter the time you ended your work day in the **Last Out** column. <u>You MUST enter a time in the</u> **Last Out** column or you will receive an exception error when you submit.

View Legend					۹ د	28 February - 6 March : Weekly icheduled 56.00 Reported 0.	
	Day Summary		First In	Out	In	Last Out	Time Reporting Code
28 Feb	Sunday Reported 0.00	۲					· · · · ·
01 <sup>Mar</sup>	Mondey Reported 0.00	0					_ ~ ~



Select the required **Time Reporting Code**. Use *10 CONRG – Contractor Regular Hours* to report hours worked or *20 CONOC – Contractor On-Call Hours* to report hours of standby pay.

	Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments
14 Feb	Sunday Reported 0.00	0				v			•
15 Feb	Monday Reported 0.00	© 8.00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	· · · · · · · · · · · · · · · · · · ·			•

All VMS contractors must enter their **User Field 3** for hours to process correctly. Click **(**) to bring up a list of your **User Field 3** values.

	Day Summary	Fistin	Out	In	Last Out	Time Reporting Code	Guardity	Quick Fill	Comments	Business Unit	User Field 3
14 Feb	Sunday Megman (5 00	0					v		• 0	50500 Q	1
15	Weendag Wegendel 5 30	@ 8 00 004M	12.00.00954	12.30.00PW	43030PM	10 CDNRG - Contractor Regular Hours Work	v		• 0	60600 0	

Select the appropriate User Field 3 value associated with your task and Time Reporting Code.

If you are a new VMS contractor with non-billable hours for the first three weeks of substitution services, select the row with **User Field 3** containing *0000000000* and *CONNB* in the **Rate Category Code**.

<ul> <li>Search Criteria</li> </ul>	a			Show Operators
	User Field 3 (begins with)			
	Description (begins with)			
	s	earch Clear		
<ul> <li>Search Result</li> </ul>	5			
				1 row
User Field 3 $\diamond$	Description $\diamond$	Business Unit $\Diamond$	Descr 🛇	Rate Category Code ♦
000000000-4	FY22-	50500	Administration	CON NB

**NOTE:** When the non-billable period has ended, the User Field 3 will re-populate values to use as instructed in the next step.



If *CONRG* – *Contractor Regular Hours* (billable hours) are being entered on the timesheet, select the row with *CONRG* in the **Rate Category Code**. If *CONOC* – *Contractor On-Call Hours* (billable hours) are being entered on the timesheet, select the row with *CONOC* in the **Rate Category Code**.

<ul> <li>Search Criteria</li> </ul>				Show Operators
	User Field 3	begins with 🗸		
	Description	begins with		
		Search Clear		
✓ Search Results				
				2 rows
User Field 3 🜣	Description $\diamond$	Business Unit $\diamond$	Descr 🛇	Rate Category Code 🗇
0000011088-1	FY22-	50500	Administration	CONOC
0000011088-1	FY22-	50500	Administration	CONRG

If you report time using Taskgroups/Task Profiles, refer to pages 9-11 of the <u>Punch Time Reporting</u> job aid for additional instructions.

If you report time using Combination Codes, refer to pages 11-12 of the <u>Punch Time Reporting</u> job aid for additional instructions.

If you report time using User Field 5, refer to pages 12-13 of the <u>Punch Time Reporting</u> job aid for additional instructions.

View Legend										Print Timesheet Clear	submit
	Day Summary	First In	Out		Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Business Unit	User
14	Sunday										
Feb	Reported 0.00	@					•		•	50500	٩
15	Monday										
Feb	Reported 0.00	© 8.00.00AM	12.00.00PM	12.30:00PM	4:30:00PM	10 CONRO - Contractor Regular Hours Work	•		•	50500	Q. ABCD1234000
16	Tuesday										
Feb	Reported 0.00	@ 8.00.95AM	12.00.00PM	12.30:00PM	430.00PM	10 CONRG - Contractor Regular Hours Work	v		•	50500	Q ABCD1234000
17	Wednesday										
Feb	Reported 0.00	© 8.00.00AM	12.00.00PM	12.30.00PM	4.30.00PM	19 CONRG - Contractor Regular Hours Work	•		•	50500	Q. ABCD1234000
18	Thursday										
Feb	Reported 0.00	© 8.00.00AM	12.00.00PM	12.30:00PM	4.30.00PM	10 CONRO - Contractor Regular Hours Work	*		•	50500	Q. ABCD1234000
19	Friday										
Feb	Reported 0.00	@ 8:00:00AM	12.00:00PM	12.30.00PM	430.00PM	10 CONRG - Contractor Regular Hours Work	v		•	50500	Q. ABCD1234000

When you have finished recording your time for the week, click **Submit**.



If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.
ОК

### View Exceptions - Punch

If there is an error after submitting the timesheet, an exception will appear as a red triangle on the left side of the day.

	Day Summary	First In	Out	in	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
28 ***	Sunday Reported 0.00	•					•		• •	a, 🔶 =
01 <sub>Ma</sub>	Monday Regional 34:00	Actions × Verr Payable Time Time Summary © Verr Exception			01 REGA	R - Regular Hours Worked	•		• •	۹) ای ا

Click on the triangle and View Exceptions for a description of the error.

View All Exceptions	$\uparrow\downarrow$
A total of 34 hours are reported for this day. The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary.	High 03/01/2021

**NOTE**: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

To view a complete list of unresolved exceptions, return to *My Time* and click on *Exceptions*.

C Employee Self Service	Time			ଜ	Q,	7 :	Ø
	) PAROLE AGENT-SEN V						
Catolicit - catoli	Time Summary 02/28/21 - 03/13/21 onted Hours 0.00 onted Hours 0.00 oned Hours 0.00 ence Hours 0.00	Exceptions 2	Request Absence				
Vere Requests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours				

### View Payable Time - Punch

After submitting the timesheet, click on the arrow left of the hours entered and click on **View Payable Time**.

	Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments
28	Sunday								
Feb	Reported 0.00	•					•		•
01	Monday	Actions × New Payable Time							
Mar	Reported 8.00	O Time Summary	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•



The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.

Payable Tin Summary	Detail			
				$\uparrow \downarrow$
Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/18/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/19/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/22/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/23/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/24/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/25/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/26/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
	Total	80.00		

To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

✓ Employee Self Service		Tin	ne			ି ଜ	¢Δ	: 0	
	*Select a Job PROBITION AND PROLE AGENT SEN +								
N	Enter Time 03/05/21 - 03/05/21 leponted 0.00	Time Summary 02/28/21 - 03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence					
	View Requests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours					

- 1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
- 2. Click on View By dropdown to change the date period.
- 3. Click on Reported Time or Payable Time.

"View By Weekly V		4 1	February - 20 February 2021			
		Sch	eduled 40.00 Reported 40 Hours			
T Fibers			Reported Time Payable Time			View Legend
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15 Regular Hours Wolfied - 5 Hours	1 Regular Hours Worked - 5 Hours	5 Regular Hours Worked - 5 Hours	18 Regular Hours Worked - 8 Hours	19 Regular Hours Worked - 0 Hours	20
Reported: 0 Hours	Reported & Houre	Reported: & Hours	Reported & Hours	Reported 8 Hours	Reported: 5 Hours	Reported: 0 Hours



## Adjust Reported Time - Punch

To adjust your reported time, return to *My Time* and click on *Enter Time*.

C Employee Self Service		Tim	ne -			ଜ	α,	۵	 ©
	*Select a Job PROBITION AND PRACE ACENTSEN +								
	Enter Time 0305/21 - 0305/21 Reported 0.00	Time Summary 0228/21 - 03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence					
	View Requests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours					

Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.

View Legend						4 February - 20 February Weekly duled 55.00   Reported 40			Print Times	heet Request Absence	e Clear Submit
	Day Summary		First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
14	Sunday										
Feb	Reported 0.00	0	9					<b>v</b>		•	٩
15	Monday										
Feb	Reported 8.00	(	8.00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•	۵
16	Tuesda	1									
Feb	Reported 8.00	0	8 00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•	٩
17	Wednes	day									
Feb	Reported 8.00	0	8.00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•	Q,
18	Thursd	ıy									
Feb	Reported 8.00	0	8.00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•	Q
19	Friday										
Feb	Reported 8.00	0	8.00.00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	•		•	Q

**NOTE**: You may only go back 16 days make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

Select the day you wish to make an adjustment and update the punch times. For purposes of this example, Monday is being changed from an 8 hour shift *to* a *6 hour shift*. Click **Submit** to save your changes.

View Legend									Print Timesheet	Request Absence	Clear Submit
	Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quic	k Fill	Comments	Rule Element 1
14 Feb	Sunday Reported 0.00						<b>v</b>				٩
15 Feb	Monday Reported 8.00	© 8.00.00AM	12:00:00PM	12:30:00PM	2.30.00PM	01 REGLR - Regular Hours Worked	v			Ó	٩



## Enter Elapsed Time

### From the **Employee Self Service Homepage**, select *My Time*.

	✓ Employee	Self Service			ۍ ش	۵.	:: 0
Annound	cements	My Time	My Payroll				
No Annour	ncements	-	• .				
			Last Pay Date 01/14/2021				
My Information	My Benefits	Resources	COVID-19 Information				
2		6	5005				
-	<b>T</b> .0						
	No Annou	Automations	No. Announcements	Automations No Announcements No Announce	Answersenands No Answersenands No Answersenands No Answersenands No Answersenands No Answersenands Lat Phy Christian Lat Phy Christian Lat Phy Christian	Autocarcements No. Announcements No. Announcements My Identifies My Identifies No. Between States No. States N	Autocarcements No. Announcements No. Announcements My Identifies My Identifies No Status Last Pag Chin 20114/2021

#### Select Enter Time.

C Employee Self Service		Tin	ne		ଜ ସ	۵	: 0
		"Select a Job PROBATION /	NND PAROLE AGENT-SEN V				
	Enter Time 03/05/21 - 03/06/21 Reported 0.00	Time Summary 022821-03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence			
	VewRequests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours			

To enter elapsed time:

- 1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
- 2. Select the day of the week you wish to report time for by clicking in the box below the day.
- 3. Enter the total amount of hours worked on each applicable day as a decimal (i.e. 3 hours and 30 minutes is entered as 3.50, not as 3:30).
- 4. Select the required **Time Reporting Code** on the left side. Use *10 CONRG Contractor Regular Hours* to report hours worked or *20 CONOC Contractor On-Call Hours* to report hours of standby pay.

		8	14 February - 20 February Weekly Scheduled 40.00 Reported 0						
View Legend								Print Timesheet	Request Absence Submit
Time Reporting Code	QuickFill	18-Sumlay	15-Monday	té-Taenday	17-Wednesday	18-Thurnday	12-Friday	20-Saturday	Rule Element1
		Reported 0	Reported 5	Reported 8	Reported 8	Reported 8	Reported 8	Reported D	
×	v		8.0	8	100	1.00	8.05	8.00	
	Comments	$\bigcirc$	$\bigcirc$	9	0	$\bigcirc$	0	$\bigcirc$	

All VMS contractors must enter their **User Field 3** for hours to process correctly. Click **(**) to bring up a list of your **User Field 3** values.





Select the appropriate User Field 3 value associated with your task and Time Reporting Code.

If you are a new VMS contractor with non-billable hours for the first three weeks of substitution services, select the row with **User Field 3** containing *000000000* and *CONNB* in the **Rate Category Code**.

<ul> <li>Search Criteria</li> </ul>	3			Show Operators
	User Field 3 (begins with) Description (begins with)			
✓ Search Result:		Search Clear		
- Search Ressard	•			
				1 row
User Field 3 🜣	Description $\diamond$	Business Unit ◇	Descr 🛇	Rate Category Code ♦
000000000-4	FY22-	50500	Administration	CON NB

**NOTE:** When the non-billable period has ended, the User Field 3 will re-populate values to use as instructed in the next step.

If *CONRG* – *Contractor Regular Hours* (billable hours) are being entered on the timesheet, select the row with *CONRG* in the **Rate Category Code**. If *CONOC* – *Contractor On-Call Hours* (billable hours) are being entered on the timesheet, select the row with *CONOC* in the **Rate Category Code**.

<ul> <li>Search Criteria</li> </ul>				Show Operators
	User Field 3	begins with		
	Description	begins with		
		Search Clear		
✓ Search Results				
				2 rows
User Field 3 $\diamond$	Description $\diamond$	Business Unit $\diamond$	Descr 🛇	Rate Category Code $\diamond$
0000011088-1	FY22-	50500	Administration	CONOC
0000011088-1	FY22-	50500	Administration	CONRG

If you report time using Taskgroups/Task Profiles, refer to pages 5-7 of the <u>Elapsed Time Reporting</u> job aid for additional instructions.

If you report time using Combination Codes, refer to pages 7-8 of the <u>Elapsed Time Reporting</u> job aid for additional instructions.



If you report time using User Field 5, refer to pages 8-9 of the <u>Elapsed Time Reporting</u> job aid for additional instructions.

When you have finished recording your time for the week, click Submit.

View Legend										Print Timesheet Submit
*Time Reporting Code	QuickFill		14-Sunday	15-Monday	16-Tuesday	17-Wednesday	18-Thursday	19-Friday	20-Saturday	Business Unit
			Repoted 0	Reported B	Reported B	Reported 9	Reported 8	Reported D	Reported 0	
10 CONRG - Contractor Regular Hours Work	•	•		8.00	8.0	0 8	.00 8	.00	8.00	60500
		Comments	0	$\bigcirc$	0	Q	Q	9	0	

If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.
ОК

#### **View Exceptions - Elapsed**

If there is an error after submitting the timesheet, an exception will appear as a red triangle above the day.

Reported 0     Reported 8     Reported 8     Reported 8     Reported 0     Reported 0       8.00     8.00     View Exceptions     Image: Control of the second secon		27-Saturday	26-Friday	25-Thursday	24-Wednesday	23-Tuesday	22-Monday	21-Sunday
8.00 8.00 View Exceptions		Reported 0	ported 0 Re		Reported 8	Reported 8	Reported 8	Reported 0
				w Exceptions	Vie	8.00	8.00	
Payable Time Summary 8.00	8.00	8.00	8.00	vable Time Summary	Pa			

Click on the triangle and View Exceptions for a description of the error.



**NOTE**: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

To view a complete list of unresolved exceptions, return to My Time and click on Exceptions.





## View Payable Time - Elapsed

After submitting the timesheet, click on the grey box above the hours entered and click on **Payable Time Summary**.

14-Sunday	15-Monday	16-Tuesday	17-Wednesday	18-Thursday	19-Friday	20-Saturday
Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 0
	8.00	8.00		yable Time Summary	8	.00

The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.

Payable Tin	ne Details			
Summary	Detail			
Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
Dute	Time Reporting code	Quality (nouis)	Tuyubic Status	
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/18/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/19/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/22/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/23/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/24/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/25/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/26/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
	Total	80.00		

To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

C Employee Self Service		Tin	10			<u>ଲ</u> (	ς Δ	:	$\otimes$
	*Select a Job PROBATION AND PROCLE AGENT SEN v								
	Enter Time 03/05/21 - 03/05/21 Reported 0.00	Time Summary 02/2621 - 03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence					
	View Requests	Cancel Absences	Absence Balances	Comp Time 0.000 Estance Hours					



- 1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
- 2. Click on View By dropdown to change the date period.
- 3. Click on Reported Time or Payable Time.

5. CIICK OI	incported init	c of rayable fi	inc.			
"View By Weekly 🗸			February - 20 February 2021			
T Filters			Reported Time Payable Time			View Legend
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	18 Regular Hours Worked - 8 Hours	16 Regular Hours Worked - 8 Hours	17 Regular Hours Worked - 8 Hours	18 Regular Hours Worked - 8 Hours	19 Regular Hours Worked - 8 Hours	20
Reported: 0 Moure	Reported 8 Hours	Reported 8 Hours	Reported & Hours	Reported: 8 Hours	Reported 8 Hours	Reported: 0 Hours

# Adjust Reported Time - Elapsed

To adjust your reported time, return to *My Time* and click on *Enter Time*.

CEmployee Self Service		Tin	ne		ି ଜ	2 L	1	0
		"Select a Job PROBATION A	IND PAROLE AGENT-SEN V					
	Enter Time 0305/21 - 03/05/21 Reported 0.00	Time Summary 02/28/21-03/13/21 Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00	Exceptions 2	Request Absence				
	ViewRequests	Cancel Absences	Absence Balances	Comp Time 0.00 Balance Hours				

Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.

(	14 February - 20 Februa Weekly Scheduled 40.00   Reported						
						Print Timesheet Re	equest Absence Submit
14-Sunday	15-Monday	16-Tuesday	17-Wednesday	18-Thursday	19-Friday	20-Saturday	Rule Element1
Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 0	
	8.00	) 8.	8.	00 8	.00	8.00	
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	

**NOTE**: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

Select the day you wish to make an adjustment to by clicking in the box. For purposes of this example, Friday is being changed from 8 hours to 6 hours. Click **Submit** to save your changes.

View Legend									Print Timesheet	Request Absence Submit
Time Reporting Code	Quick/Fill		14-Sunday	15-Monday	16.Tuesday	17-Wednesday	18-Thursday	19.Friday	20-Saturday	Rule Element1
			Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 6	Reported 0	
01 REGLR - Regular Hours Worked	v	~		8.00	8.0	0 8	8	00 6	00	
		Comments	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	

### Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the <u>ESS Job Aids</u> page.