



Employee Self Service –

Your Badge/ID number is on the back of your badge. It is the first set of numbers indicated by the asterisk. Your Pin number will be your Employee ID number.

Main Screen –

On this screen you will be able to view all time card activity. This will show all punches, adjustments, previous punches, and requested time off.

Activity – View all punches and corrections.

Time Card – Your current pay period punches.

Schedules – View your current schedule.

Archives – View past punches and adjustments made by your Supervisor.

Clocking In –

Clocking in and out can be done two (2) ways; (1) swipe your card at any time clock in the building or (2) at your computer by pressing the PUNCH button on the Main Screen.

You may clock in and out at any building. Your name will show up on the clock at your home school when you swipe it and your badge number will show up at all other locations.

Web Address: <http://10.37.224.93/attendance/ess.aew/DEFAULT>

**Punches could take up to 2 hours to show up in the system. Make sure to contact your building Supervisor if you miss a punch or need an adjustment to your time card.