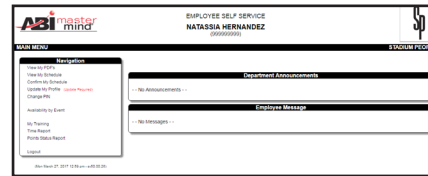


BENEFITS OF ABI MASTERMIND® EMPLOYEE SELF SERVICE (ESS)

What is ESS?

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



Web Browser Version



Mobile Version

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.

HOW TO LOG IN

Step 1: Log In to ESS

Website: ess.abimm.com

Venue Id: StadiumPeople

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 and email address so you can reset your password if needed through the Forgot PIN option.

When changes are done, click Submit Changes.

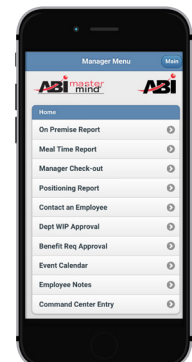
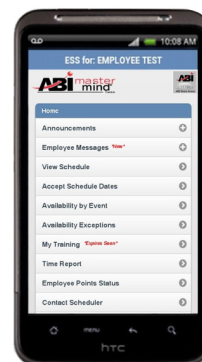
EMPLOYEE MAIN MENU FEATURES

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.**
- **Confirm My Schedule & event details.**

NOTE: If you have not confirmed your shift you are still scheduled and expected to show up unless you follow call-off procedures.

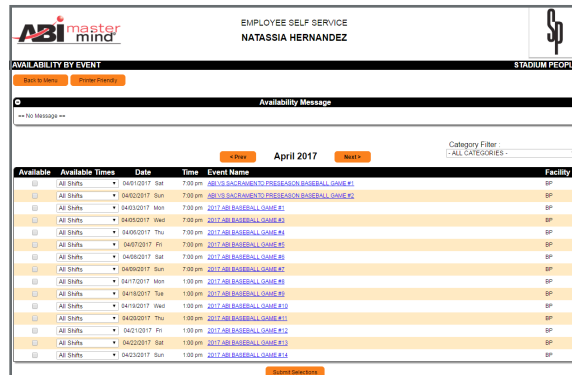
- **Submit Availability:** so your manager knows when you can/cannot work. This does not guarantee that you will be scheduled.
- **My Training:** View completed trainings and sign up for training classes.
- **Time Report:** View a listing of your hours worked for current and/or past pay periods.
- **Points Status Report:** shows the amount of points designated to the employee through Employee Notes.



UPDATE AVAILABILITY

Availability by Event

- Use this screen to indicate availability for specific scheduled events. If available, click the hyperlink of the [Event Name](#) to view **Event Details** including any **Event Notes**, a **Facility Address**, and a link to Google Maps of the address.
 - Check the box for **Available** next to the appropriate event to be considered for event shifts that day.
 - Select the shift time you are available for or select *All Shifts*.
 - When finished making changes, click **Submit Selections** to save your changes.
- If there are multiple events on the same date, please sign up for ALL events that you are available to work that day.



VIEW MY SCHEDULE

- To view your schedule, click the **View My Schedule** link on the **Main Menu** and your schedule is displayed in either **Calendar Format** or **List Format**, use the buttons to choose which viewing method is preferred.
- Click the hyperlink of the [Event Name](#) to view **Event Details** including any **Event Notes**, a **Facility Address**, and a link to Google Maps of the address.
- If you have made yourself available for an event, then your schedule may reflect as ON HOLD up to 36 hours prior to the event. You may be added to the schedule up to this point.

