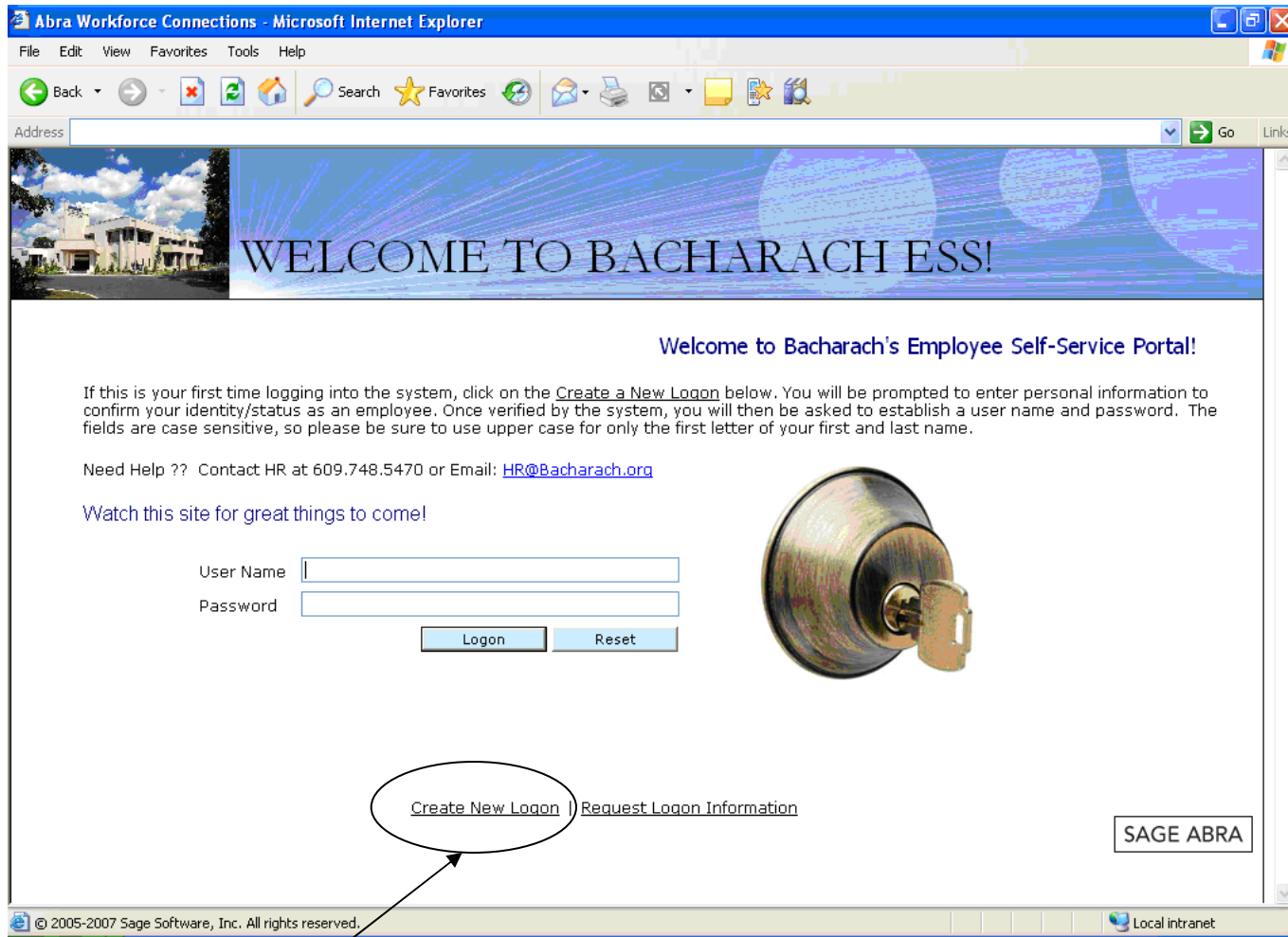


**Bacharach Institute for Rehabilitation
Employee Self Service Portal (ESS)
Quick Start Guide for “Timesheet (Non Time Clock)” Time Keeping**

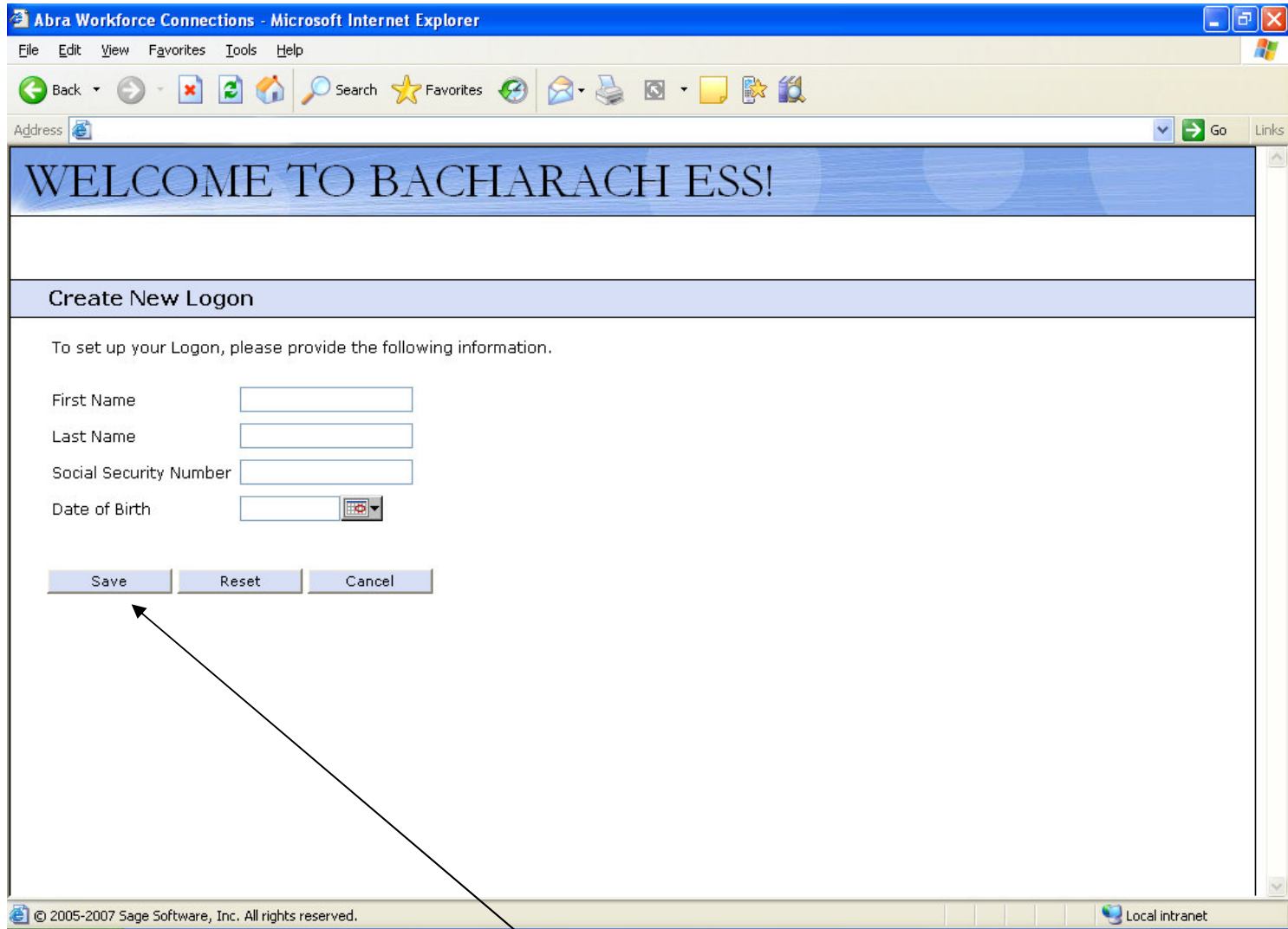
To begin, at the “Welcome” Screen for ESS
The screen below will appear.



Click on the “Create New Logon” (lower left side) to begin.

**Bacharach Institute for Rehabilitation
Employee Self Service Portal (ESS)
Quick Start Guide for “Timesheet (Non Time Clock)” Time Keeping**

The following screen will appear:



The screenshot shows a Microsoft Internet Explorer browser window titled "Abra Workforce Connections - Microsoft Internet Explorer". The address bar is empty. The main content area features a blue banner with the text "WELCOME TO BACHARACH ESS!". Below the banner is a section titled "Create New Logon" with a light blue header. The text "To set up your Logon, please provide the following information." is displayed. The form contains four input fields: "First Name", "Last Name", "Social Security Number", and "Date of Birth". The "Date of Birth" field includes a calendar icon. At the bottom of the form are three buttons: "Save", "Reset", and "Cancel". A black arrow points from the "Save" button down to the text below the screenshot. The footer of the browser window shows "© 2005-2007 Sage Software, Inc. All rights reserved." and "Local intranet".

Complete requested information and click on “Save”

Bacharach Institute for Rehabilitation
Employee Self Service Portal (ESS)
Quick Start Guide for “Timesheet (Non Time Clock)” Time Keeping

This will take you back to the logon page below:

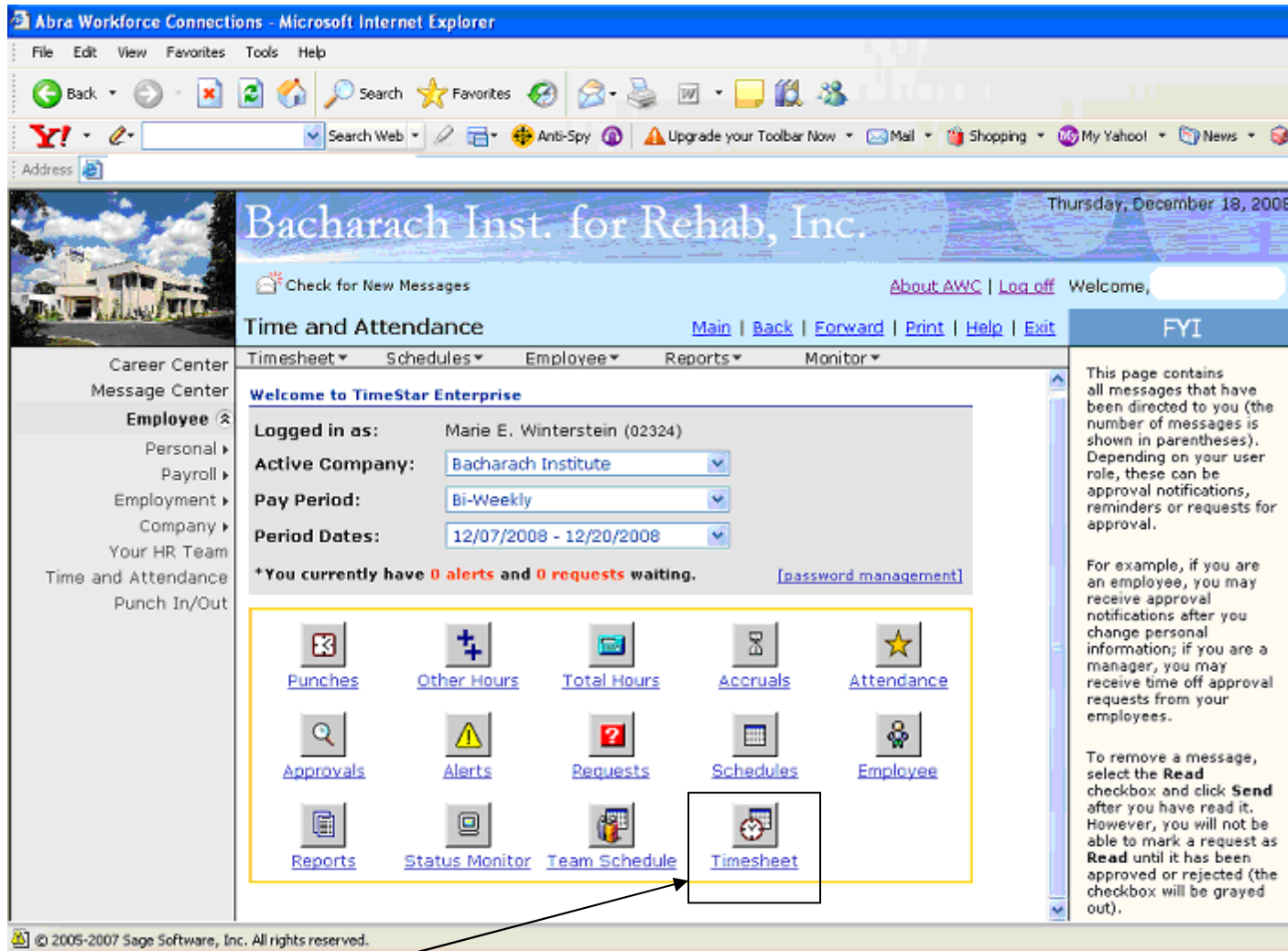
Enter your “assigned” user name, which for the majority of employees will be the first initial of first name and last name. For example, “Jane Doe” would be JDOE or jdoe. The user name is not case sensitive. One exception is when two employees have the same first initial of first name and last name, such as “John Doe”. In this case, “Jane’s” user name would be “JADOE” and “John’s” would be “JODOE”. Passwords also are not case sensitive, but must be a minimum of 6 characters, maximum of 10, 2 of which **MUST** be numeric



The screenshot shows a Microsoft Internet Explorer browser window titled "Abra Workforce Connections - Microsoft Internet Explorer". The address bar is empty. The main content area features a blue header with the text "WELCOME TO BACHARACH ESS!" and a background image of a building. Below the header, the text reads "Welcome to Bacharach's Employee Self-Service Portal!". A paragraph of instructions follows, explaining the login process for first-time users. Below this, there is a link for help: "Need Help ?? Contact HR at 609.748.5470 or Email: HR@Bacharach.org". A blue link says "Watch this site for great things to come!". The login form consists of two input fields: "User Name" and "Password", followed by "Logon" and "Reset" buttons. To the right of the form is an image of a door lock with a key. At the bottom, there are links for "Create New Logon" and "Request Logon Information", and a "SAGE ABRA" logo. The footer contains the copyright notice "© 2005-2007 Sage Software, Inc. All rights reserved." and "Local intranet".

**Bacharach Institute for Rehabilitation
Employee Self Service Portal (ESS)
Quick Start Guide for “Timesheet (Non Time Clock)” Time Keeping**

For a Directors or Supervisors, the following screen will appear. Employees will have a similar screen, but will have access to fewer modules. For example, an employee will not have the “approval” button.



Click on the “Timesheet” button to begin entering time worked.