

Attendance Certification on a Mobile Device

Attendance Certification

Accessing Self Service Information via Mobile Devices

NOTE: If you experience technical problems using Self Service, or if your User ID, Password, or Account is locked; contact the Help Desk at 1-800-303-3290 or 1-504-568-HELP (4357) or helpdesk@lsuhsc.edu (<u>mailto:helpdesk@lsuhsc.edu</u>) (mailto:helpdesk@lsuhsc.edu (<u>mailto:helpdesk@lsuhsc.edu</u>)). Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: www.lsuhsc.edu/changepassword (<u>http://www.lsuhsc.edu/changepassword</u>) (http://www.lsuhsc.edu/changepassword).

Warning! Information viewed during a PeopleSoft Self Service session will be saved to your browser's internet cache and may be viewed by others who use this device.

<u>We recommend against using public or shared devices to access Self Service.</u> To protect the security of this information, it is important for you to follow the sign out procedures in this document, **delete the internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session**.

Instructions on how to delete the browser's internet cache and clearing its history can be found in the document **Clearing Commonly Used Browser's Internet Cache** on the Employee Self Service Training website.

Attendance Certification

PLEASE NOTE: These instructions are for Individual Attendance Certification. Supervisor Certification should continue to follow the instructions found in the document, "Supervisor Attendance Certification Job Aid" on the training website.

Attendance Certification on a Mobile Device

Procedure

In this topic you will learn how to enter Attendance Certification on a Mobile Device.

NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices are the same.





Step	Action
1.	Open your mobile device browser. From the LSU Health Home Page (www.lsuhsc.edu), click the Quicklinks icon <u>(the Chain Link icon in the upper</u> <u>right corner).</u>



Step	Action
2.	Click the Self Service link.
	🖣 Self Service





Step	Action
3.	Click the Employee Self-Service button.
	http://employeeselfservice.lsuhsc.edu

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Welcome to th	e
	-
LSU Healt	h Remote
Access Por	·tal
Username	
•	
Password	
Method	Web Connect
Sign In	
Please sign in to begin	your secure session



Step	Action
4.	For future reference, you may Add to Home Screen, Bookmark, etc. this page or type in the following URL on your mobile device.
	Type in <u>http://employeeselfservice.lsuhsc.edu</u>
	you type in the web address (http://employeeselfservice.lsuhsc.edu), it will bring you directly to the PeopleSoft login screen. If this is the case, skip to step #9.
	NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different that the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices are the same.
5.	Enter the desired information into the Username field. Enter "Your Network User ID".
	Enter the desired information into the Password field. Enter " Your Network Password ".
	NOTE: The User ID and Password are the same as you use at work.
б.	Make sure that the Method is Web Connect . Click the Sign In button. Sign In



Step	Action
7.	Click the Web Bookmarks option.
	>



Retrieving user record is in progress. Any modified	Browse
bookmarks and preferences will be overwritten wis retrieved.	hen the record
My Bookmarks	Edit
HRPAT	
Standard Bookmarks	
Juniper Help	
Webmail	
Help Desk Support Services	
Employee Self Service	

Step	Action
8.	The Remote Access Portal Bookmarks are displayed. <u>The menu options you see</u> will depend on your network access. Click the Employee Self Service link. Employee Self Service

User ID	
Password	
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Warning! Any in PeopleSoft sess browser's Interne using and may also use this corr	nformation viewed during this sion will be saved to your t cache on the computer you are be viewed by others who may uputer. We recommend against
using public or PeopleSoft. To information, dele closing the brows session.	shared computers to access protect the security of this te your Internet cache prior to ser windows at the end of your
	Sign In



Step	Action
9.	The PeopleSoft sign on screen will appear.
	NOTE: If you are on campus and using the LSU wireless network, once you
	type in the web address (http://employeeselfservice.lsuhsc.edu), it will bring you
	directly to the PeopleSoft login screen.
	NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the ID you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Upper Case.
	Passwords <u>are</u> case sensitive.
10.	Enter the desired information into the Password field. Enter "Your Password".
	Click the Sign In button.
	Sign In



Step	Action
11.	Click the Certification tile.
	Certification



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Employee	e Certificatio	n			
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Step	Action
12.	Once you selected the Certification tile, a list of your previous certifications will be listed; with the current certification listed at the top.
	Scroll down to review the Leave Reported data for accuracy
	Review the certification message located above the Certification History section. By clicking the Submit button, you are attesting that the information provided is correct.
	Click the Submit button to certify your attendance.
	NOTE: If the information provided is not correct, do not click the Submit button; notify your Supervisor of any discrepancies.

2019		7/05/2019 8:56AM John Doe	
2019) (6/05/2019 8:06AM John Doe	
2019) (Message	
	F	You have certified the following period:	80 ® Last
19	Sick	End Date Supervisor Name	g Approval
19	MON	8/31/2019 John Doe0114054	ed
19 19	MON	OK	ed ed
219	LEAN	E SPECIAL MONTHLY 8.00 App	roved



Step	Action
13.	A confirmation message will display and the current time certification will show
	as certified. Click the OK button.

Certification			
By pressing submit, I certify that all leave I have taken of any type during the monthly period is reported, and that leave time, together with my hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of my appointment.			
Certify	Begin / End Date	Supervisor Name / Datetime Certified	
Certified	10/01/2019 10/31/2019	11/05/2019 8:20AM	
Certified	09/01/2019 09/30/2019	10/07/2019 8:51AM	
Certified	08/01/2019 08/31/2019	09/15/2019 1:14AM	

Step	Action
14.	Once certification is complete, to continue in PeopleSoft and return to the Home Page, you will see the Remote Access Toolbar displays in the top left corner of the screen. You can move it from left to right or right to left by clicking the Reposition Toolbar button (<i>the double arrows</i>) to move the Remote Access Toolbar to reveal the Back Button underneath.
	Click the Reposition Toolbar button.



<	Certificat	ion	1	•	
Certification					
By pressing submit, I certify that all leave I have taken of any type during the monthly period is reported, and that leave time, together with my hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of my appointment.					
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	08/01/2019		j, i dij		
Certified	08/31/2019	09/15/	2019	1:14	AM

Step	Action
15.	The Remote Access Toolbar has now moved from the left side to the right side. You will now see the Back Arrow in the top left corner. Click the Back Arrow to return to the Home Page for Employee Self Service.

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Step	Action
16.	To exit, you <u>must</u> click the Actions List <u>(the three dots in the upper right</u> <u>corner</u>), to Sign Out of PeopleSoft.
	Click the Sign Out option. Click the Log Off (<i>the Door icon on the Remote</i> <u>Access Toolbar</u>) button to exit the Remote Access Portal.
	Once you have completed using Employee Self Service, please be sure to log out of the system following the instructions found in the document "Logging on to Employee Self Service on a Mobile Device."



Step	Action
17.	This completes Attendance Certification on a Mobile Device.
	End of Procedure.