

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 (<mailto:helpdesk@lsuhsc.edu>). Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: www.lsuhs.edu/changepassword (<http://www.lsuhs.edu/changepassword>) (<http://www.lsuhs.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.

We recommend against using public or shared devices to access Self Service. 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.

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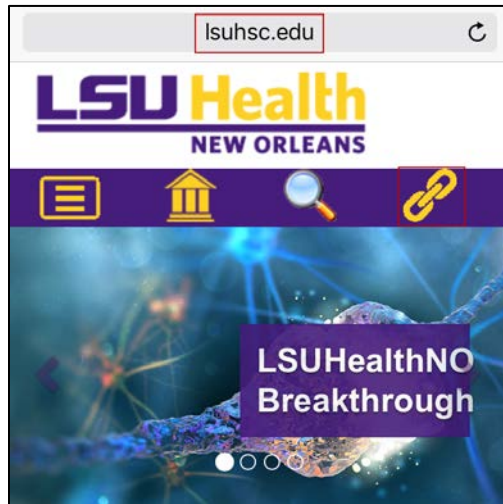
PLEASE NOTE: These instructions are for Individual Attendance Certification. Supervisor Certification should continue to follow the instructions found in the document, "Supervisor Attendance Certification Job Aid" on the training website.


Procedure

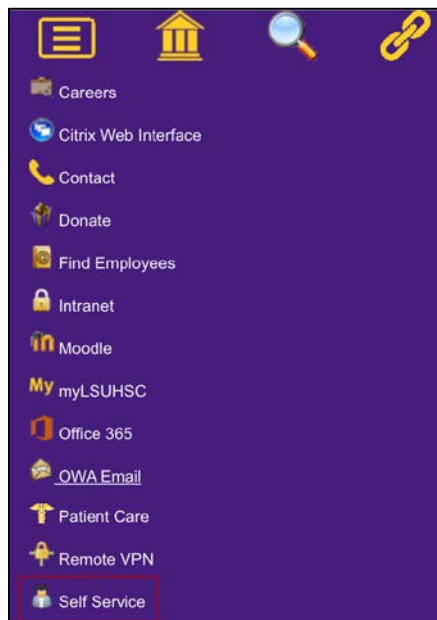
In this topic you will learn how to **Certify Attendance on a Mobile Device.**

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 will be the same.

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

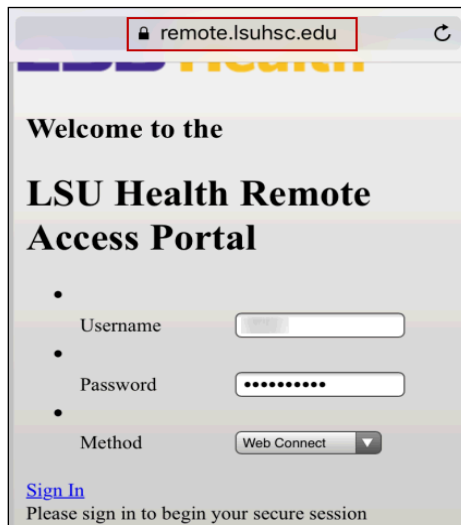


Step	Action
2.	Click the Self Service link.


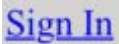
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Step	Action
3.	Click the Employee Self-Service link.



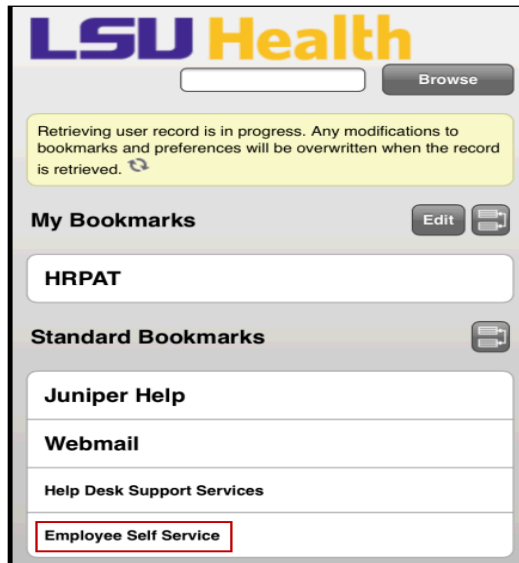
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Step	Action
4.	<p><u>For future reference, you may Add to Home Screen, Bookmark, etc. this page or type in the following URL on your mobile device.</u></p> <p>Type in: http://employeeselfservice.lsuhs.edu</p> <p>NOTE: If you are on campus and connected to the LSU wireless network, once you type in the web address (http://employeeselfservice.lsuhs.edu), it will bring you directly to the PeopleSoft login screen. If this is the case, skip to step #9.</p> <p>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.</p>
5.	<p>Enter the desired information into the Username field. Enter "Your Network User ID".</p> <p>Enter the desired information into the Password field. Enter "Your Network Password".</p> <p>NOTE: The User ID and Password are the same as you use at work.</p> 
6.	<p>Make sure that the Method is Web Connect. Click the Sign In button.</p> 



Step	Action
7.	<p>Click the Web Bookmarks option.</p> 


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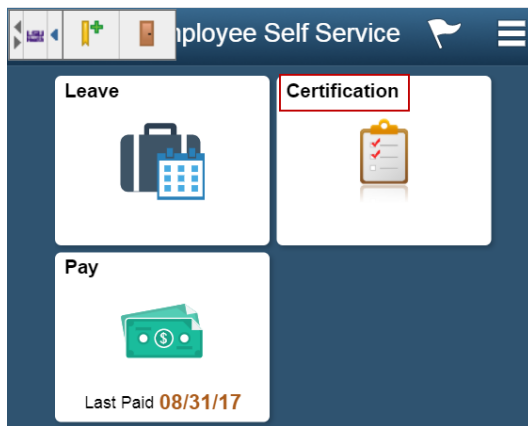



Step	Action
8.	<p>The Remote Access Portal Bookmarks are displayed. <u><i>The menu options you see will depend on your network access.</i></u></p> <p>Click the Employee Self Service link.</p> <p>Employee Self Service</p>



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Step	Action
9.	<p>The PeopleSoft sign on screen will appear.</p> <p><i>NOTE: If you are on campus and using the LSU wireless network, once you type in the web address (http://employeeselfservice.lsuhscc.edu), it will bring you directly to the PeopleSoft login screen.</i></p> <p><i>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.</i></p> <p><i>Passwords <u>are</u> case sensitive.</i></p>
10.	<p>Enter the desired information into the Password field. Enter "Your Password".</p> <p>Click the Sign In button.</p> 



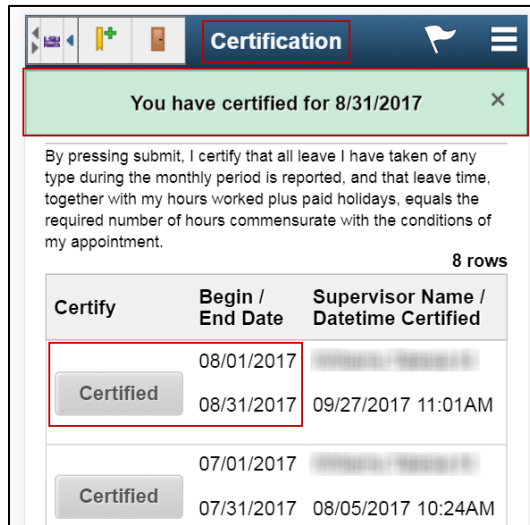
Step	Action
11.	<p>Click the Certification tile.</p> 

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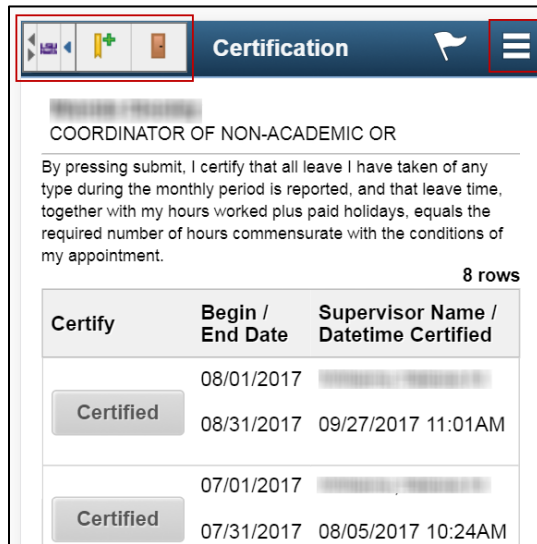
Certified	05/01/2017	05/31/2017		06/05/2017 8:45AM
Certified	04/01/2017	04/30/2017		05/05/2017 10:48AM
Certified	03/01/2017	03/31/2017		04/07/2017 4:51PM
Leave Reported				
Start Date	End Date	Description	Hours	Status
06/14/2017	06/16/2017	Annual	24.00	Approved
06/08/2017	06/09/2017	Annual	16.00	Approved
04/03/2017	04/03/2017	Annual	8.00	Approved
03/30/2017	03/31/2017	Annual	16.00	Approved


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

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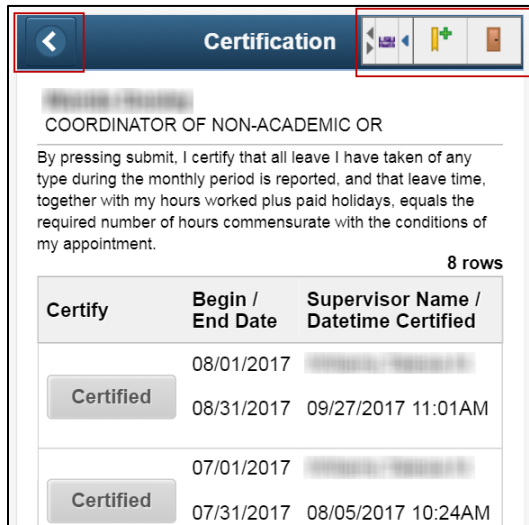



Step	Action
13.	A confirmation message will briefly display and the current time certification will show as certified.

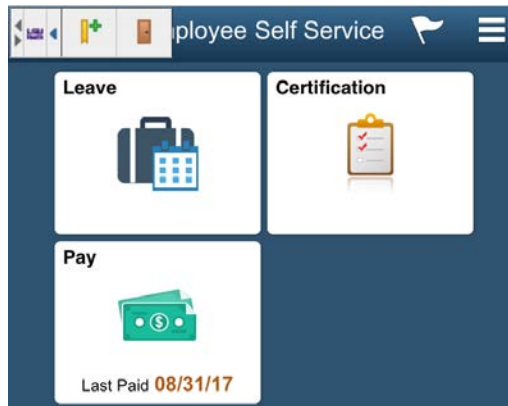


Step	Action
14.	Once certification is complete, to continue in PeopleSoft and return to the Home Page, you will see the Remote Access Toolbar displays in the top left corner of the screen. You can move it from left to right or right to left by clicking the Reposition Toolbar button.  Click the Reposition Toolbar button.



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Step	Action
15.	<p>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.</p> 



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Step	Action
16.	<p>To exit you must click the Actions List <i>(the three parallel lines) in the upper right corner</i>, to Sign Out of PeopleSoft.</p>  <p>Click the Sign Out option. Click the Log Off <i>(the Door icon on the Remote Access Toolbar)</i> button to exit the Remote Access Portal.</p>  <p>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.”</p>
17.	<p>This completes Certify Attendance on a Mobile Device. End of Procedure.</p>