ESS Outline

- ESS benefits
- Online ESS manual
- Requirements
- Various end-user perspectives
- ESS users
- Security
- Absence Tracking

ESS Outline (cont.)

- Live demo:
 - Logging-in / registration
 - Customization
 - Config. and other administration
 - Creating an employee group

Benefits of ESS

- Improve service and information available to employees
- Reduce time spent by Human Resources and Payroll staff answering employees' questions
- Improve the accuracy of employees' records

- Web based
 - no PC/client software to install/maintain
 - Internet Explorer, Firefox, Chrome
- Integrated with QSS/OASIS
 - Authentication
 - "Live" employee data
 - Config. data
 - Export files

- Easy, secure (<u>HTTPS</u>) access to employees' data from:
 - Desktop, kiosk, home
- Context-aware help
- Easy to customize and configure
 - Config via GUI, not separate files
 - Changes take effect immediately no need to re-login

- Ability for certain users to see other employees' data:
 - "Group" supervisor
 - Right granted to user to see employees within own district
 - Right granted to user to see employees in different districts

- QSS Support
 - 4 hours of ESS training bundled with purchase
 - We install ESS and Minisoft ODBC
 - Assist with security, AD and misc. config.
 - Quick problem resolution
 - Online, up-to-date documentation

Online ESS Manual

http://www.qss.com/webdocs/QSSManu als/getting_started_with_ess.pdf

- Unlike other QSS online doc, URL above is permanent and can be bookmarked
- 80+ pages, many screen-shots, regularly updated

ESS Manual ToC

- Getting Started
- What has been Installed?
- Starting / Stopping ESS
- Customization Features
- Users, Logging-in, Registration
- Security, Roles, Groups (groups new)

ESS Manual ToC (cont.)

- General Configuration
- Multi-district / County Office Considerations
- Active Directory Integration
- Using the Employee Finder (new)
- Absence Tracking (new)

ESS Manual Sample Page



Figure 1-3, Current District

The displayed district (40 above) is first clicked to reveal the list of districts, and then a district from that list can be selected. If no district is chosen, the original district can be clicked again to hide the dropdown list. This list is populated based on the logged-in user's role(s). Section 8, Multi-district / County Office Considerations, describes how to set up multiple districts.

The ADMIN User

The ADMIN user is special in that it has no roles, has full access to all ESS features, and cannot be deleted. This user is created when ESS is first installed. The ADMIN login name and password are the same as for QCC. Most of the screen shots in the rest of this document were captured when the logged-in user was "admin", and thus the top-right menu appears as below (where "admin" is highlighted).



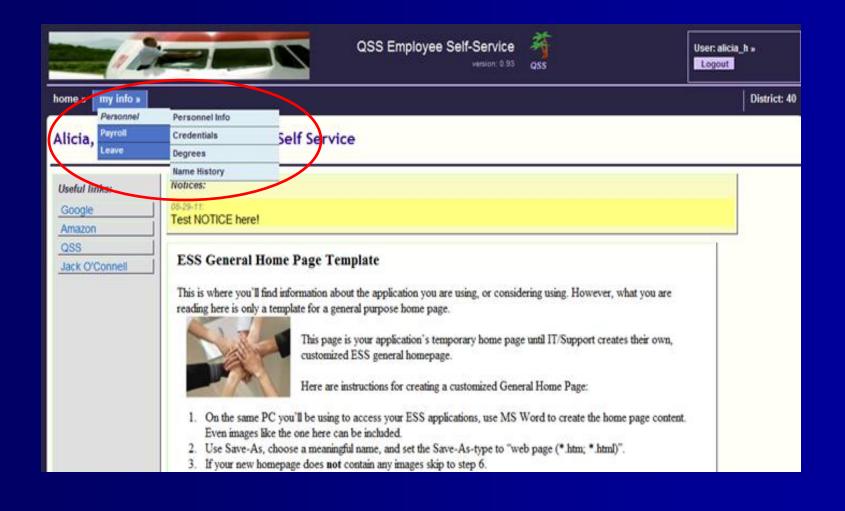
ESS Requirements

- Client browser IE 8+, FF, Chrome
- Linux server RedHat, OpenSUSE
 - Typically provisioned to become the version-L server
- MS SQLServer or PostgreSQL database
- Minisoft ODBC driver for Version H
- QSS access to Linux and db servers

End-user Perspectives

- Ordinary users see only their own data
 - Personnel info, pay, leave, W2, credentials, degrees, name history
 - Data screens above can be hidden
 - No ability to see data for other employees
 - Can't alter any ESS settings

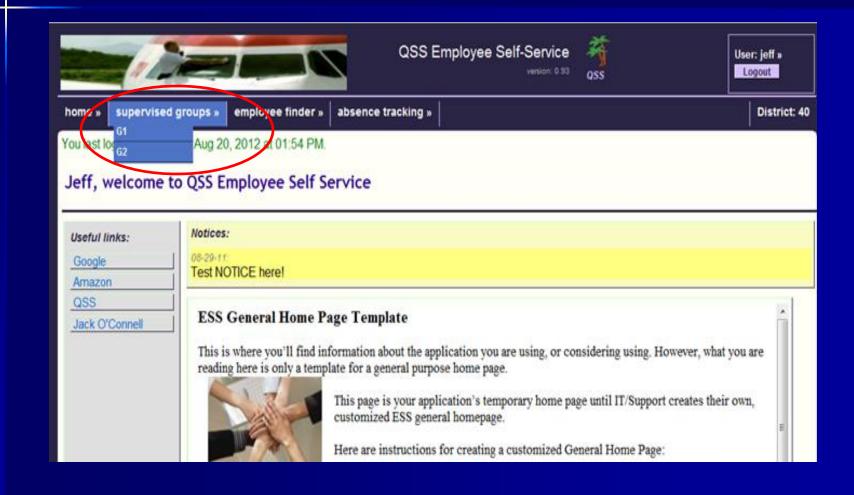
End-user Perspectives – Ordinary User



End-user Perspectives (cont.)

- Group supervisor: a user who is a supervisor of an employee group:
 - Access to same employee data
 - Restrict viewable screens per group
 - Grant access to data of employees supervised by members of supervisor's group, ex:
 - S1 supervises G1, S2 belongs to G1 and supervises G2: S1 can be permitted to see members of G2 – not default

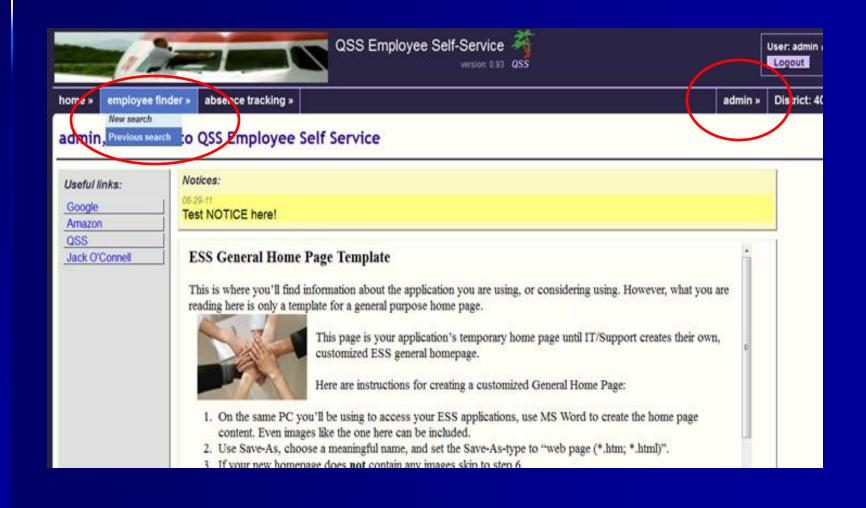
End-user Perspectives – Group Supervisor



End-user Perspectives (cont.)

- "Power user": a user assigned 1 or more higher powered rights:
 - Right to see employees within own district
 - Right to see employees in own and other districts
 - These rights should <u>not</u> be assigned to a "default" role

End-user Perspectives – "Power" User



ESS User-types

- Staff users:
 - District employees w/o QCC access
- QCC users:
 - Users with access to QCC / Traditional
 - QCC authentication to access ESS
- Guest users:
 - Non-employees
 - Can be disabled

ESS Users (cont.)

- Default role per user-type
- Same user for all QSS web apps, but
 - Roles are app-specific
- Active Directory (AD) login available
- Auto-registration for QCC users
- Explicit registration for Staff / Guests
 - Must register even if using AD login

ESS Users (cont.)

- Staff / Guest passwords local to ESS
 - Many password rules available
 - Password hints, one-use passwords, etc.
 - All passwords are 1-way encrypted
 - Admin. cannot see passwords
- QCC user passwords managed in QCC

Security – Rights, Roles, Groups

Rights:

- Permissions / "capabilities" which control features of ESS
- Assigned to one or more <u>roles</u>
- Ex.: "PersData" if set, allows user to see any employee in same district

Security (cont.)

Roles:

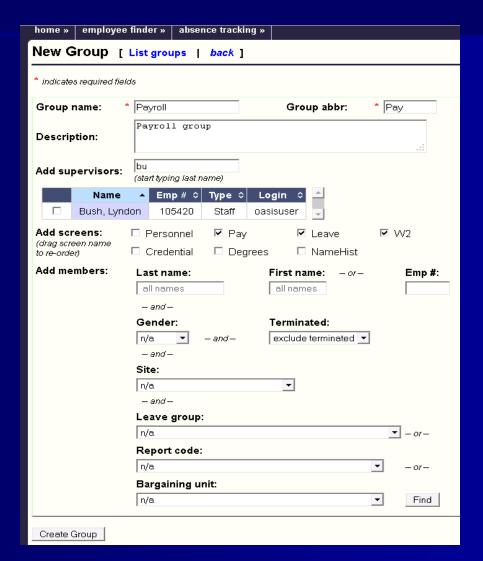
- Collection of rights
- Assigned to one or more <u>users</u>
- District specific
- App specific
- All roles are defined by customer
- Default role can be set per user-type

Security (cont.)

Groups:

- District-specific collection of employees
- Created by customer
- Assigned one or more "supervisors"
- Assigned ESS emp data screens
- Group supervisor automatically has access to the designated screens for all group members

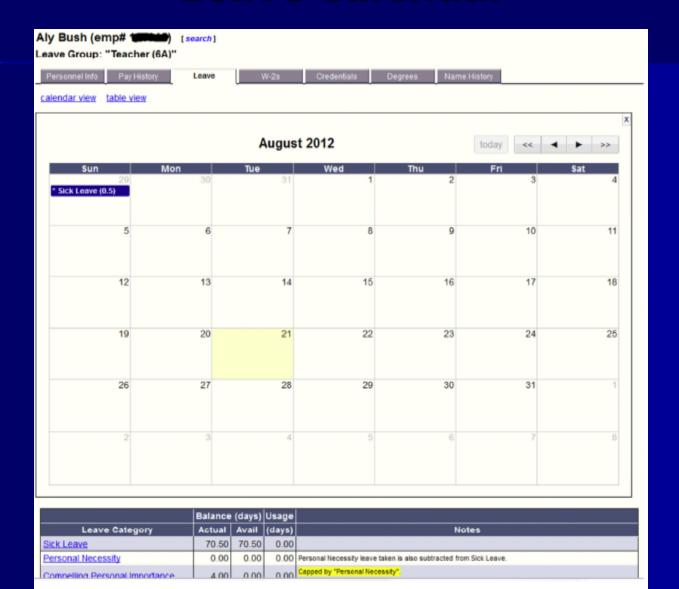
Adding a Group



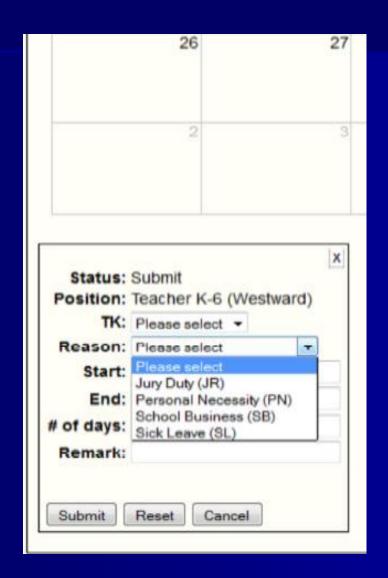
Absence Tracking

- Bundled with ESS, initially disabled
- End-user can request / record leave activity via leave calendar
- Time-keeper notification and approval
- Export to QSS/OASIS leave module
- Many configuration options

Absence Tracking – Leave Calendar



Absence Tracking – Leave Request



Absence Tracking – Adding a Time-keeper

Ad	d Time-keeper	for Dis	trict: Qss Demo	(40)	District (40) [List TK	s back]		
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Oitea:									
8	Acclaim Charter	10	Acclaim Charter	B	Acclaim Charter		Accounting	E	Accounts Payable
12	Adams, John Quinc	🖺	Assessment, Resea	100	Assoc Superintend	. 🖽	Baumgartner, Eloi	100	Becker Elementar
8	Board Of Education		Budget		Business Srvcs		Cherry Pie High		Child Welfare & A
8	Clairvoyant Eleme	. 8	Classic Elementary	10	Clinton Elementary		Community Relatio	83	Curriculum - Clas
m	Outline Dr	100	Outlinton Firston	100	0	m	Orași de la	80	Occidentary last

Absence Tracking – Configuring Absence Reasons

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A4	₽	Accrual Bucket 4	Accrual Bucket 4	₹		?	*
A5	V	Accrual Bucket 5	Accrual Bucket 5	~		?	٠
A6	V	Accrual Bucket 6	Accrual Bucket 6	~		?	Ŧ
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A8	V	Accruel Bucket 8	Accrual Bucket 8	V		?	*
A9	V	Accrual Bucket 9	Accrual Bucket 9	~		?	+
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AS	V	Admin Sick Leave	Admin Sick Leave	✓	₹	Usage	•
AD	V	Administrative Leave	Administrative Leave	V		?	*

ESS Live

- Various end-user perspectives
- Customization
- Security and Groups
- Users
- Configuration

ESS Live (cont.)

- Leave config.
- Absence tracking config.
- Q & A