*ABI MasterMind®* Employee Self Service

**PNC ARENA – USE ONLY**

The Employee Self Service (ESS) module is a tool for employees to receive the most up-to-date schedule information, modify personal information at any time, and contact management quickly and easily.

**Website:** ***https://ess.abimm.com***

**Venue ID:** ***PNCARENA***

**Login ID:** **Last Name + Last 4 SSN (Ex. SCHWARTZ9999)**

**Pin:** **12345**

When logging in for the first time use the default PIN code (12345). Once logged in, change the pin to any unique 8 digit alpha-numeric code. Select *Change Pin* from the Main Menu. Enter the new PIN code in each box and click *Change PIN.*

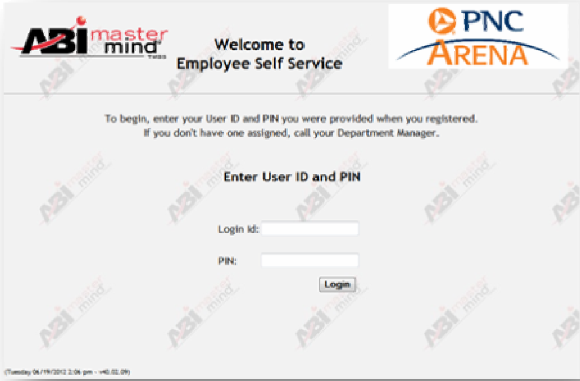


Figure 1

## Main Menu (Figure 2)

### Announcements/Messages:

Managers may leave a message for all department employees in Department Announcements, or an individual message for a specific employee in Employee Messages.

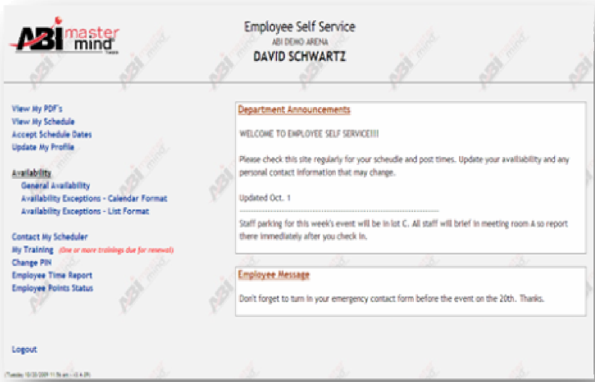


Figure 2

### Menu Options:

Click any of the options in **Blue** on the left side of the screen to access personal information, update availability, and contact the department manager.

### View My PDF's

Select **View My PDF's** to open any documents that your manager has posted. Click once on any of the files to open the document.

### View My Schedule:

All the events for which the employee is scheduled will be displayed here, as well as call times. **Make sure to check "View My Schedule" online regularly because call times are subject to change**. Schedules can be viewed in two different formats, List (Figure 3) and Calendar (Figure 4). To change formats, click the button in the top right corner labeled *Calendar Format* or *List Form.*

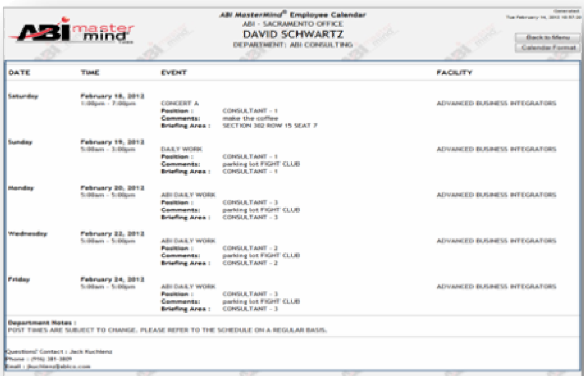

Figure 3

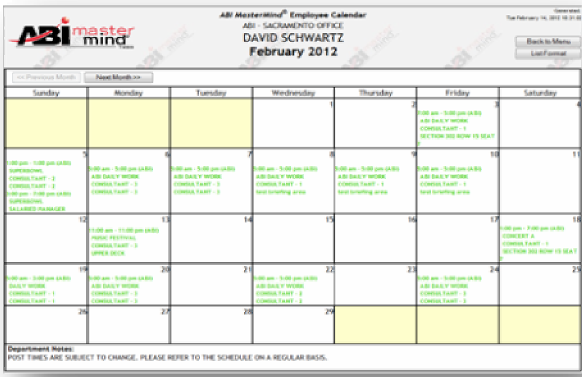

Figure 4

## **Update My Profile** (Figure 5)

Update the personal information you have on file using this option. When changes are complete, click *Submit Changes*. This button must be selected or the updated information will not be saved. These changes may take a few days to be processed. Note: Standard Text rates will be applied and employees should not submit a text message address if they do not want to receive text messages from their management team.

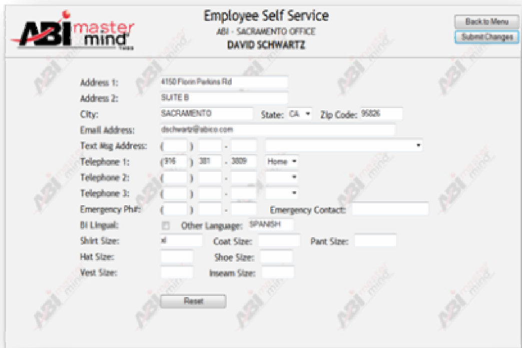


Figure 5

## **General Availbility** (Figure 6)

Employees have the capability to submit their general availability to their supervisor with the dates that they are available to work. This is NOT event base driven.

1. Check the box **All Day** next to the day and select either **Yes** (available) or **No** (not available) to indicating the status for the entire day.
2. For partial availability the employee can set multiple time intervals within a day. Use the mouse pointer and left-click on the graph to select the beginning of the shift time. Hold down your cursor and drag the mouse to the end of the shift time. Select either Yes or No to indicate your availability for the shift highlighted in blue.
3. Another option is to select times using the 'From' and 'Thru' drop down fields.
4. **Select *Submit Selections* at the top right of the screen to save changes.** Use the Help button in the bottom left for additional instructions.

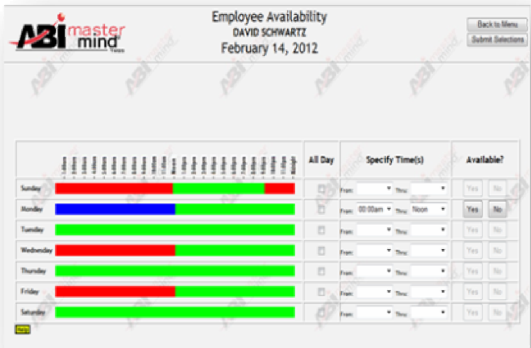


Figure 6

## **Availability Exceptions – Calendar Format** (Figure 7)

Use this option to indicate specific dates that are Available or not available to work. If there is an event scheduled, the event name and start time will appear on the calendar date (Figure 7).

1. Check **YES** for any dates to be considered for work and **NO** for days where that are unavailable.
2. For partial availability, a **Details** button is available for each date (Figure 8). Select the Details button and use the scroll bar or the From and Thru drop down to select available times. Select **Yes** or **No** to indicate the availability.
3. Scroll between months by clicking ***<<< Previous Month*** *and* ***Next Month >>>***.
4. When finished, click *Submit Selections* to update your availability. Make sure to read any availability message your supervisor posts.

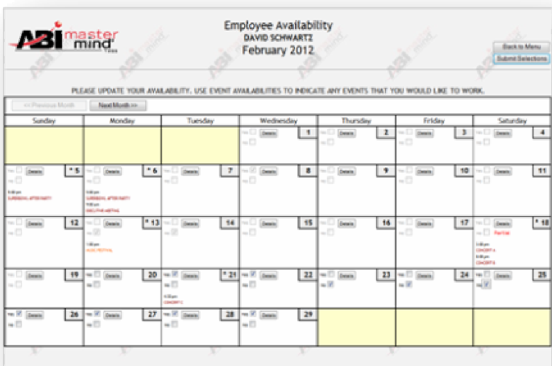


Figure 7

## Availability Exceptions – List Format (Figure 8)

Use this selection to indicate specific dates and times that are available or not available for work. Event dates and times for the month are listed in the left screen (Figure 9).

1. Scroll up or down on the web page and check the **Select** box next to the date to update availability for. Any date marked with asterisks *** indicates that there is an event scheduled for that day.
2. After selecting a date, check the box **All Day** and either **Yes** or **No** to indicate primary availability for that entire day.
3. For partial availability, **Select** the date and use the scroll bar or the From and Thru drop down to select available times. Select **Yes** or **No** to indicate the availability.
4. Select **Next Month** or **Prev Month** to see other dates.
5. Select **Printer Friendly** button to print a copy of the availablility report and a list of the events.
6. When finished, click **Submit Selections** to update your availability. Make sure to read any availability message the supervisor posts.

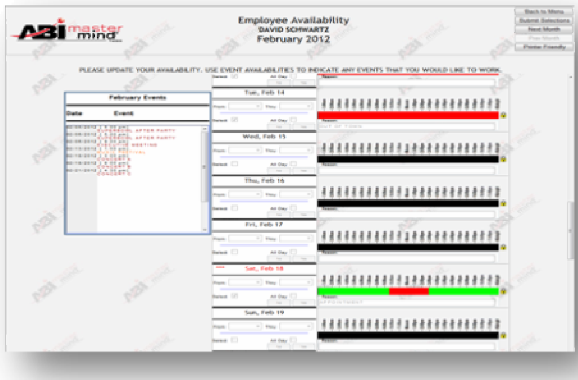


Figure 8

## Contact My Scheduler (Figure 9)

By clicking **Contact My Scheduler**, the employee will be able to send a message directly to the scheduling Manager. Enter your message and click **Send Message**.


Figure 9

## My Training (Figure 10)

This option is used to sign up for available training classes and to track any certificate/training expiration dates.

1. Select **My Training** from the Main Menu to view training requirements.
2. Select **Sign Up** to view available classes.
3. Select **Sign Up** next to the actual class. A notification in green will appear at the top confirming the class time. Select Cancel to be removed from the training class.


Figure 10

## Change Pin (Figure 11)

For the first login the employee will use their generic PIN code (12345) and then may change it to any unique 8 digit alpha-numeric code. Select *Change Pin* from the Main Menu. Enter the new PIN code in each box and click *Change PIN.* If the user does not wish to change your PIN click *Back to Menu.*

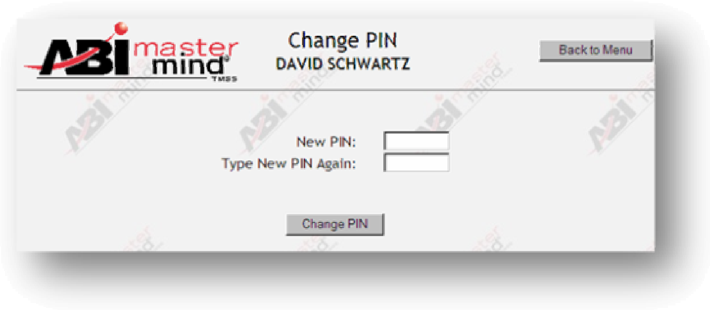


Figure 11

## Logout

When employees have completed work in the Employee Self Service and are ready to exit the system, select Logout (Do not use the X in the top right corner to logout. You will receive a message that you have been logged out and cannot close the browser.

If you have any problem logging in or using the system, contact your department manager.  If you need to get a new PIN, contact Human Resources at 467-7852 ext 5301 or 5302.