

# Employee Self Service (ESS)

**Employee Self Service** is an application for all associates that allows them to view their schedule, request time off, request an availability change, swap shifts, and review edited punches. **ESS** is available on a **Harris Teeter** computer, from **home** or on a **mobile device**.

To access from a Harris Teeter computer...

1. Click on the **Workforce Management** link on the **HT Intranet** home page or under **Online Applications**.

Home | **On-line Applications** | News & Info | Departments | Reports | Forms | Standards & Manuals

## Harris Teeter

Neighborhood Food & Pharmacy

HTSearch

### New & Revised Intranet Sites

- HT Survey
- NEW** It's My Harris Teeter
- NEW** SUPPORT TIMES
- Windows 7/Office 2010 Upgrade
- myHTspace
- Workforce Management**
- myJOBBS myJOBBS Documentation

**Store Department Websites**

- Beer/Wine
- CAO
- Customer Service Managers
- Dairy/Frozen
- Fresh Foods
- Grocery / GM / HBC/ Tobacco
- Meat/Seafood

**Corporate Department Links**

- LP Hotline
- Associate Relations
- Associate Training & Development
- Category Managers
- Compensation

2. Click on the Site Manager/Employee Self Service link
3. In the **Username** field, enter your 6 digit employee ID.
4. In the **Password** field, enter the last 4 digits of your Social Security Number.  
*Tip...* Your password will never expire.
5. Click the **LOGIN** button.
7. Click on the Site Manager/Employee Self Service link

## WorkForce Management

### Site Manager / Employee Self Service

8. In the **Username** field, enter your 6 digit employee ID.
9. In the **Password** field, enter the last 4 digits of your Social Security Number.  
*Tip...* Your password will never expire.
10. Click the **LOGIN** button.

# Employee Self Service

## Access From Your Mobile Device

Scan the QR Code below and your browser will be directed to the ESS site.



***View Your Schedule***

***Request Time Off***

***Request Availability Change***

***Swap a Shift***

**<https://ess.harristeeter.com/WFMR/mobile>**

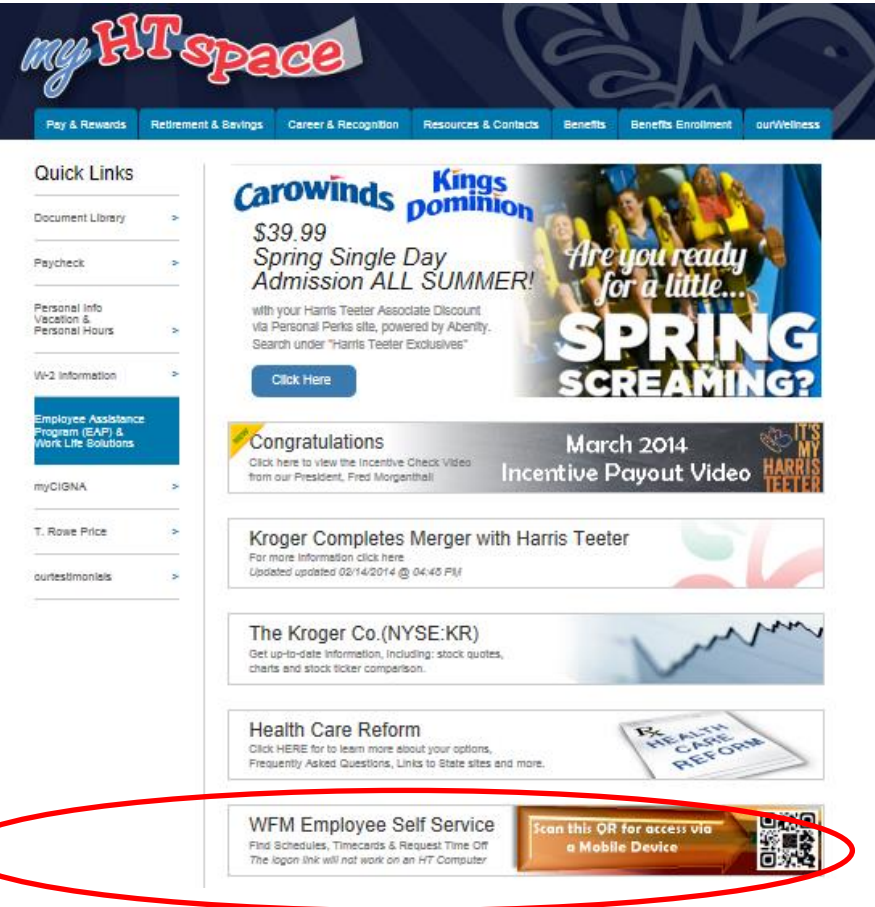
Save this URL to favorites or create a shortcut on your home screen for easy access.

# Employee Self Service Access From Home

ESS is now available from home. Just follow the simple steps below and you will have all of the same functionality you do when sitting at a pc in the store. Associates will be able to verify their timecards, weekly schedules and time card edits. ESS also allows associates to enter time off request, request changes to their availability and request to swap shifts with other associates all from the comforts of their home.

Step 1. Log into <http://www.myHTspace.com>

Step 2. Click on **WFM Employee Self Service** banner.



The screenshot shows the myHTspace website interface. At the top, there is a navigation bar with the following links: Pay & Rewards, Retirement & Savings, Career & Recognition, Resources & Contacts, Benefits, Benefits Enrollment, and ourWellness. Below the navigation bar is a "Quick Links" sidebar with the following items: Document Library, Paycheck, Personal Info Vacation & Personal Hours, W-2 Information, Employee Assistance Program (EAP) & Work Life Solutions, myCIGNA, T. Rowe Price, and ourtestimonials. The main content area features several promotional banners and news items. The first banner is for "Carowinds Kings Dominion" with a "Spring Single Day Admission ALL SUMMER!" offer. Below this is a "Congratulations" banner for "March 2014 Incentive Payout Video". The next banner is "Kroger Completes Merger with Harris Teeter". Below that is "The Kroger Co.(NYSE:KR)" with stock information. The next banner is "Health Care Reform". The final banner is "WFM Employee Self Service" with a QR code and a button that says "Scan this QR for access via a Mobile Device". This banner is circled in red.

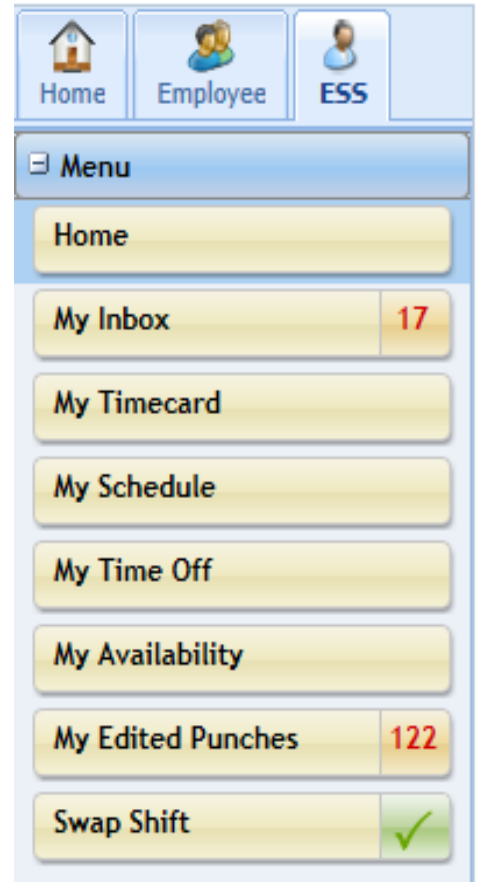
If you would like to access ESS directly, please enter the following address in your browser address bar:

<https://ess.harristeeter.com>

# Navigating ESS...

## Menu

- **My Inbox** – Allows you to view current and previous system generated messages, subjects, their priority, corresponding date, and time of posting.
- **My Timecard** – Allows you to view details about the shifts you may have worked this week. This displays the past and current pay periods. Use the calendar box to change weeks.
- **My Schedule** – Allows you to view details about the shifts you are scheduled to work within a week. This displays the current and past weeks. Use the calendar box to change weeks.
- **My Time Off** – Allows you to enter, edit, view, or remove time off requests. Your manager will receive the request to review.
- **My Availability** – Displays what hours you are available to work each day. Allows you to request a new availability.
- **My Edited Punches** – Notifies you anytime a manager has made a change to a punch. You can view any edits made to your punches and who made the edit.
- **Swap Shift** – Allows you to swap shifts with other associates in the current week. Swaps go to your manager for final approval.



## My Upcoming Shifts

This section displays your scheduled shifts for the next 7 consecutive days. To view more shift details, click the **Go to My Schedule** link.

Home			
My Upcoming Shifts			
Date	Shift	Job	Site
Tue 04/01/2014	Not scheduled.		
Wed 04/02/2014	02:00 pm - 10:30 pm	Customer Service Mgr	0272-Regency V...
Thu 04/03/2014	07:00 am - 05:15 pm	Store Accountant	0272-Regency V...
Fri 04/04/2014	Not scheduled.		
Sat 04/05/2014	Not scheduled.		
Sun 04/06/2014	06:45 am - 04:30 pm	Home Shop Lead Order Selector	0272-Regency V...
Mon 04/07/2014	10:45 am - 07:15 pm	Customer Service Mgr	0272-Regency V...

[Go to My Schedule](#)

## My Worked Hours

This section displays the shifts you have worked this week. This includes current week information only. To view details about your worked shifts, click the **Go to My Timecard** link.

My Worked Hours		
Date	Shift	Hours Worked
Thu 03/27/2014	08:24 am - 03:32 pm	6.28
<b>Total</b>		<b>6.28</b>

[Go to My Timecard](#)

## My Recent Messages

This section displays the last five system generated messages you received. To view the message text, click the message name link. To view all of your messages, click the **Go To My Inbox** link.

From	Subject	Received
[System]	Auto-scheduling completed.	Thu 03/27/2014
[System]	Auto-scheduling completed.	Thu 03/27/2014
[System]	Auto-scheduling completed.	Thu 03/27/2014
[System]	Auto-scheduling completed.	Thu 03/27/2014

[Go to My Inbox](#)

## My Time Off Calendar

This section displays your time off for the current month and the next month. Any days that have been approved display a green background, days that have been denied, display a red background, and days that have been requested but have not been approved/denied, display with a yellow background.

To view prior or future months, select the month and year from the drop-down lists at the top of the months, **My Time Off Calendar** and click the Go button or click the triangle buttons at the top or bottom of the **My Time Off Calendar** to move forward or backward one month at a time.

To request time off, click the **Go to My Time Off** Link.

My Time Off Calendar						
Apr	▼	2014	▼	Go		
April 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

■ Approved  
■ Pending  
■ Denied

[Go to My Time Off](#)

## My Timecard

My Timecard 03/25/2014

Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	Tue 25
05:59 am - 03:57 pm Store Accountant M: 12:31 pm - 01:04 pm		02:00 pm - 11:03 pm Management Relief	10:58 am - 06:58 pm Customer Service Mgr M: 02:12 pm - 02:43 pm	05:56 am - 04:40 pm Customer Service Mgr M: 02:21 pm - 02:58 pm	09:25 am - 05:51 pm Home Shop Lead Order Selector M: 01:52 pm - 02:32 pm	
Scheduled: 9.00 hrs Punched: 9.41 hrs		Scheduled: 6.00 hrs Punched: 5.05 hrs	Scheduled: 8.50 hrs Punched: 7.49 hrs	Scheduled: 9.00 hrs Punched: 10.11 hrs	Scheduled: 8.50 hrs Punched: 7.77 hrs	
* Totals may not reflect most recent clock punches.						Total Scheduled Hours 41.00 Total Punched Hours 43.83

**Sat 22** → Date

**10:58 am - 06:58 pm** → Worked Hours  
Customer Service Mgr → Meal/Break Period  
M: 02:12 pm - 02:43 pm → Scheduled Hours

Scheduled: 8.50 hrs → Worked Hours  
Punched: 7.49 hrs → Worked Hours

## My Schedule

My Schedule 04/01/2014

Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 31	Tue 1
06:00 am - 04:00 pm Store Accountant	08:00 am - 05:00 pm Customer Service Mgr				10:00 am - 07:00 pm Home Shop Lead Order Selector	10:00 am - 07:00 pm Customer Service Mgr
9.50 hrs	8.50 hrs				8.50 hrs	8.50 hrs
* Totals may not reflect latest schedule edits.						Wk Total Hours 35.00

**Mon 31** → Date

**10:00 am - 07:00 pm** → Scheduled Shift  
Home Shop Lead Order Selector → Scheduled Job

8.50 hrs → Scheduled Hours

## My Time Off

This section displays your upcoming and past time off request(s). Change the view to see past request(s).

Status	Date(s)	Type	Last Modified By
Cancelled	04/08/2014 - 04/10/2014	Time Off - Non Paid	ATHER
Approved	04/12/2014 - 04/14/2014	Time Off - Non Paid	ATHER
Cancelled	04/24/2014 - 04/27/2014	Time Off - Non Paid	ATHER
Approved	06/06/2014 - 06/14/2014	Time Off - Non Paid	ATHER
Approved	10/30/2014 - 11/06/2014	Time Off - Non Paid	ATHER

### To request time off...

1. Click on the **Create a New Time Off Request** button. 
2. To request a full day(s) off, click the **All Day** option button.

All Day

From:

To:

To request a ½ day off, click the **Partial Day** button.

All Day  Partial Day

From:

To:

3. Select the appropriate **Type**
  - a. **Vacation-Cash In** (Cashing in Hours and I CAN work)
  - b. **Vacation-Time Off** (Cashing in Hours but I CANNOT work)
  - c. **Personal-Cash In** (Cashing in Hours and I CAN work)
  - d. **Personal-Time Off** (Cashing in Hours but I CANNOT work)
  - e. **Time Off-Non Paid** (I need time off but have NO Vacation or Personal Hours)

**Tip...** Prior to requesting **Vacation** and **Personal** time paid, please verify time available at [www.myHTspace.com](http://www.myHTspace.com) under personal information.

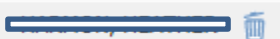
**Tip...** Remember that you may only request up to one week of vacation (20 Hours Part Time, 40 Hours Full Time, 46 Hours Department Manager) and up to 40 hours personal time (Full Time associates only) each payroll period.

4. In the **Comments** field enter any notes pertaining to your request

Comment:

Remaining Characters: 238


5. Click on the **Submit Request** button.
6. An **alert** is sent to your manager to review the **time off request**.
7. Your request now displays as **pending**.

Pending      05/16/2014 - 05/17/2014      Vacation-Cash In      

## My Availability

This section allows associates to view current **availability** and **request** a change of **availability**

### My Availability

Current Availability ▼  Add New Availability Request

**Details**  
Started: 04/01/2014

Day	Times
Wednesday	06:00 am - 11:00 pm
Thursday	06:00 am - 11:00 pm
Friday	06:00 am - 11:00 pm
Saturday	06:00 am - 11:00 pm
Sunday	06:00 am - 11:00 pm
Monday	06:00 am - 11:00 pm
Tuesday	06:00 am - 11:00 pm

## To submit a New Availability Request...

1. Click on the **Add New Availability Request** button. 

### Add New Availability Request

Start Date: 04/01/2014 📅 End Date: No End Date Required 📅

	All Day	From	To	From	To
Wednesday	<input checked="" type="checkbox"/>	Time	Time	Time	Time
Thursday	<input type="checkbox"/>	Time	Time	Time	Time
Friday	<input checked="" type="checkbox"/>	Time	Time	Time	Time
Saturday	<input checked="" type="checkbox"/>	Time	Time	Time	Time
Sunday	<input checked="" type="checkbox"/>	Time	Time	Time	Time
Monday	<input checked="" type="checkbox"/>	Time	Time	Time	Time
Tuesday	<input checked="" type="checkbox"/>	Time	Time	Time	Time

Comments:


**Tip...** Unless you are truly available 24 hours a day, 7 days a week; **All Day** should **NEVER** be checked. Enter specific times. (Ex. 7:00 AM – 11:00 PM)

**Tip...** If you are **not** available on certain days, you should **uncheck** the All Day box and leave the time fields blank.

**Tip...** If you are available at different times in the same day; (Ex. 7:00 AM – 12:00 PM and 5:00 PM – 11:00 AM) utilize all time fields.

2. Click **Submit Request**.
3. Your **Availability Request** will display as **Awaiting Approval** until reviewed by your manager.

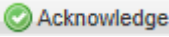
### My Availability

Availability Requests ▼  Add New Availability Request

Requested On	Status	Start Date
04/01/2014	<i>Awaiting Approval</i>	04/01/2014
04/01/2014	Approved by <span>██████████</span> on 04/01/2014	04/01/2014



## My Edited Punches

This section allows you to see what punches have been edited and who edited the punches. It is your responsibility to review edited punches and acknowledge them. 

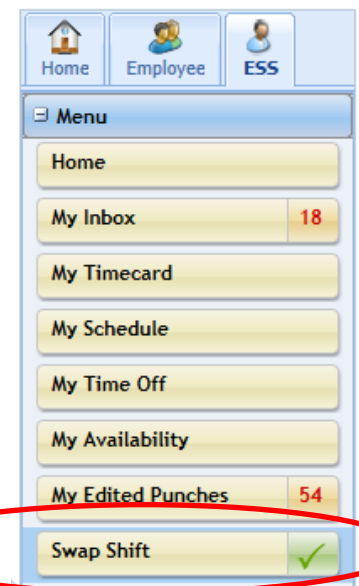
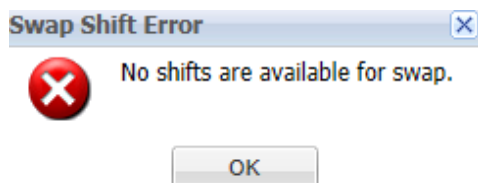
Status	Punch Date	Change Type	Pay Period Status
Unread	9/25/13	Punch Created	Previous - Closed
Edited: 09/26/2013 10:12:11 pm Edited By: J			
Job: Management Relief Punch Time: 8:18 pm Reason For Edits: Punches Missing			
Unread	9/27/13	Punch Created	Previous - Closed
Unread	9/27/13	Punch Created	Previous - Closed

## Swap Shift

At times you may need to **Swap Shifts** with another associate because of a scheduling conflict (doctor's appointment, family vacation, etc.) ESS allows you to swap a shift with another associate in the same work week.

To Request a **Swap Shift** you will...

1. Log into **Site Manager / Employee Self Service**
2. Select the **Swap Shift** widget from the **ESS** menu
3. The **Swap Shift** window opens and displays your schedule.
4. Select the **shift** you would like to **swap**.  
**Tip...** If there is no one available, an error message will display.

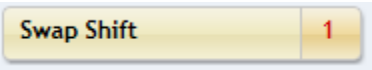


Swap	Employee Name	Date	Shift Start	Shift End	Job	Est. Net Change
	PERRERO, TINA	Sun 04/06/2014	11:30 am	12:00 pm	On Call	--
	NEWSOM, VIC	Mon 04/07/2014	04:30 pm	05:00 pm	On Call	--

5. Select the associates shift who you wish to **Swap** and select **Yes, send this request**.
6. Select the **Requested By Me** tab to view status of the request

**Tip...** A **Swap Shift** request is first sent to the other associate; if that associate approves, the request is sent to your manager for approval.

- When the other associate logs in **ESS**, they will see a number on the **Swap Shift** widget.



- The associate has the option to **approve** or **deny** the request.

Swap Shift									
My Schedule									
< 04/04/2014 >									
	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Net Hours	
Current Scheduled Hours					11:30 am - 12:00 pm On Call			0.00	
Available Shifts Pending My Approval Requested By Me									
	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Net Change	
<input checked="" type="button" value="Approve"/> <input type="button" value="Deny"/>					11:30 am - 12:00 pm On Call 04:00 pm - 04:30 pm On Call			--	
Requested By: OLIVER, WEN									

- Your **manager** must now **approve** the request

Awaiting Approval									
Swap Shift - OLIVER, WEN									
OLIVER, WEN (Requestor)									
	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Net Hours	
			05:00 pm - 11:00 pm Cashier	10:30 am - 07:00 pm Cashier	11:30 am - 12:00 pm On Call 04:00 pm - 04:30 pm On Call		03:00 pm - 11:00 pm Cashier	0.00 +0.00 0.00 hrs	
PERRERO, TINA									
	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Net Hours	
					11:30 am - 12:00 pm On Call 04:00 pm - 04:30 pm On Call			0.00 +0.00 0.00 hrs	

- Once the **manager** has approved your **schedule** is updated and you can view in **ESS**.

Swap Shift									
My Schedule									
< 04/04/2014 >									
	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7	Tue 8	Net Hours	
Current Scheduled Hours			05:00 pm - 11:00 pm Cashier	10:30 am - 07:00 pm Cashier	11:30 am - 12:00 pm On Call		03:00 pm - 11:00 pm Cashier	0.00	
Available Shifts Pending My Approval Requested By Me									
Approved By: Manager			05:00 pm - 11:00 pm Cashier	10:30 am - 07:00 pm Cashier	04:00 pm - 04:30 pm On Call 11:30 am - 12:00 pm On Call		03:00 pm - 11:00 pm Cashier	--	
Schedules swapped									