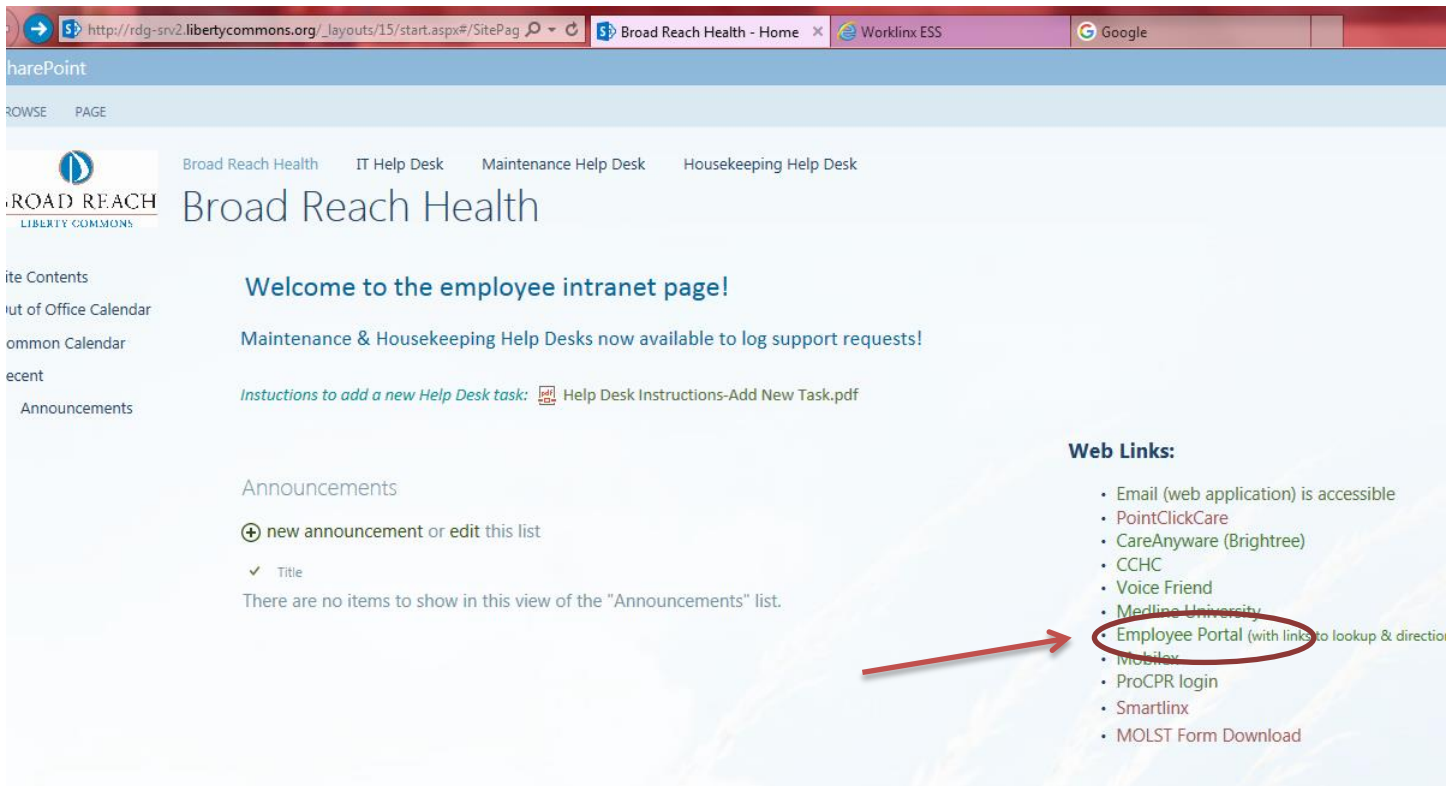
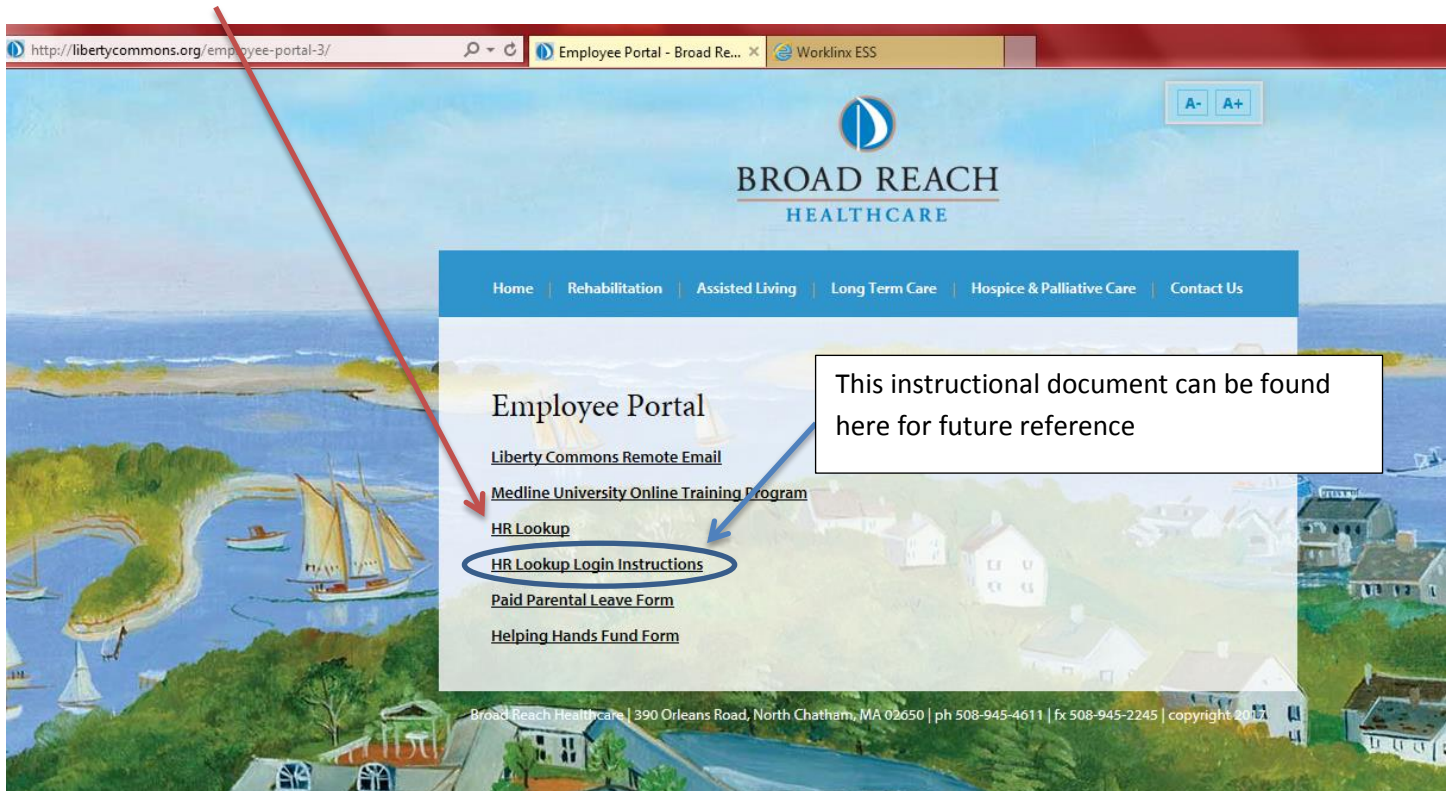


1. Click on "Employee Portal" on Liberty Commons Intranet Page. **For Alternate Route, see step 3.**



2. Click on "HR Lookup"



3. **Alternate Route:** To bypass Liberty Commons Intranet page, enter <https://slx5.smartlinxsolutions.com/smartlinxESS/> into your web browser address.



4. At Employee Self Service Screen,

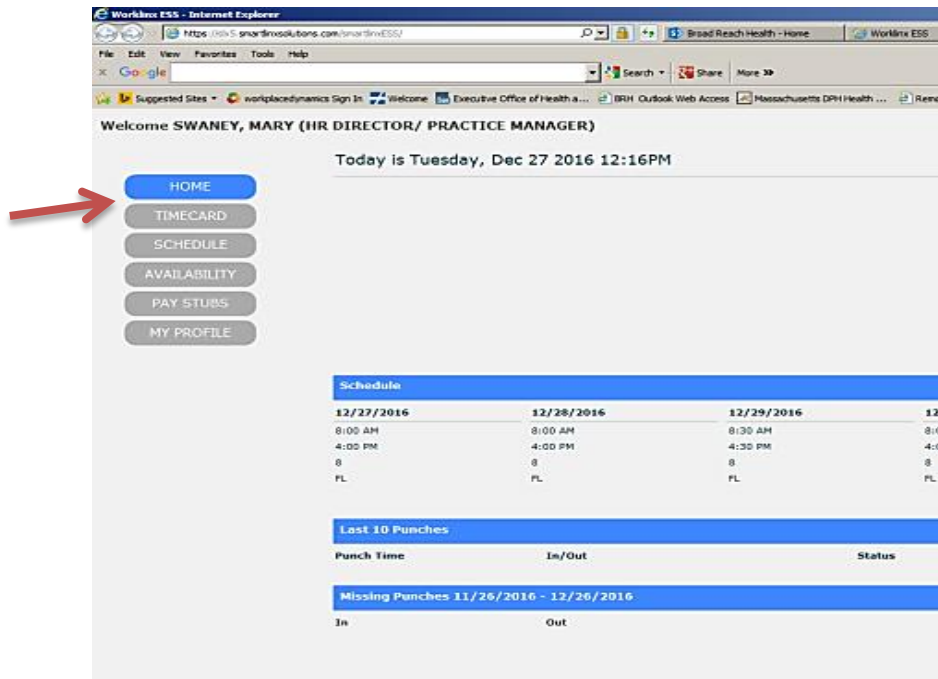
Enter

BadgeID = Employee ID#@broadreach (ex: 555 or 5555@broadreach)
PW= (last 4 of SSA).

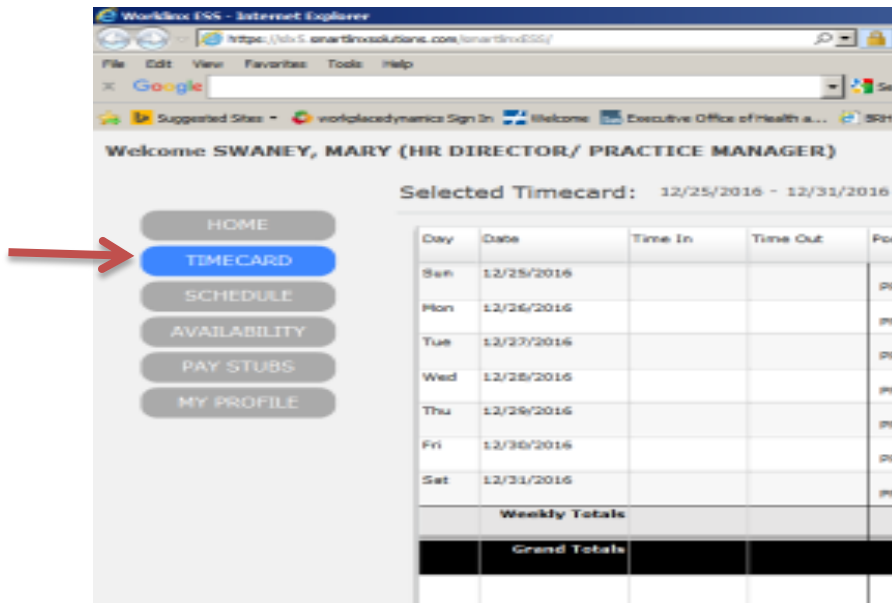
A screenshot of the 'Employee Self Service' login screen. On the left side, there is a large, stylized blue logo. On the right side, the text 'Employee Self Service' is displayed in blue. Below this text is a login form with two input fields: 'Badge ID:' and 'Password:'. A red arrow points from the 'BadgeID' instruction above to the 'Badge ID' input field. A blue arrow points from the 'PW=' instruction above to the 'Password' input field. Below the input fields is an orange 'Login' button.

After you click "Login", you will be directed to your Employee Self Service Dashboard.

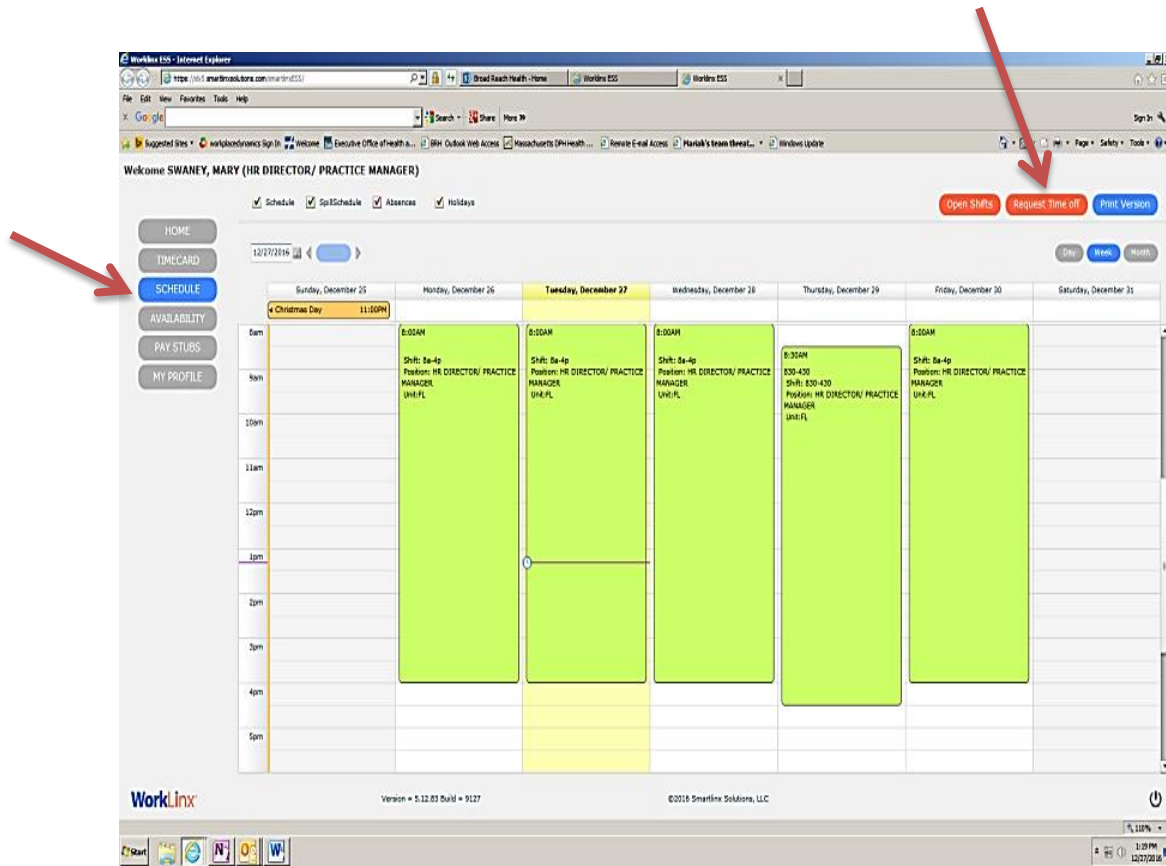
5. "Home" tab shows schedule, with last 10 punches and any missing punches.



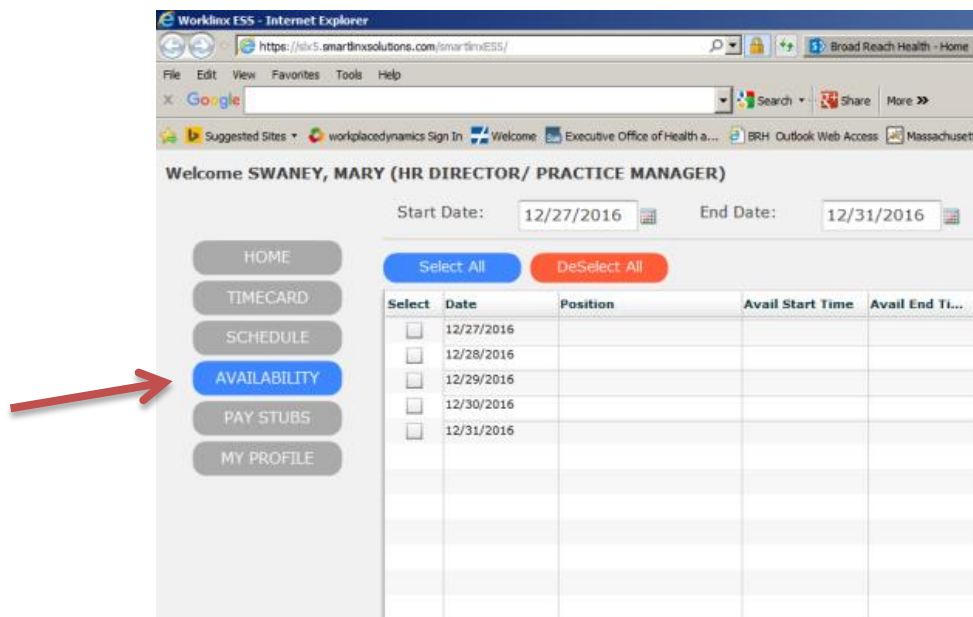
6. "Timecard" tab shows times "In" and "Out" for current period.



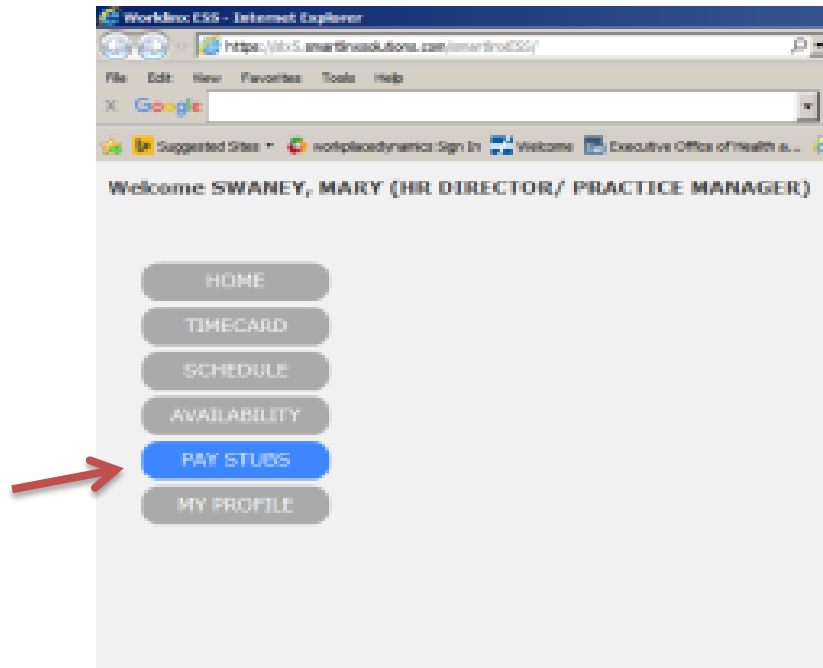
7. "Schedule" tab is a visual of scheduled days to work. It also includes a "Request Time Off" feature which eventually will take the paper request process to be paperless. (Don't try to use it yet!)



8. "Availability" is an application that will be used in the future to communicate availability to work on other days than scheduled.



9. "Pay Stubs" enables you to see your paycheck details.



6. "My Profile" allows basic demographics to be updated directly.



Mobile Version:

1. Search “Worklinx Mobile” in the Mobile App Store.
2. Login using Badge (Employee) ID # (ex: abc123@broadreach) and PW (last 4 of SSA).
3. You will be asked to set a PIN for enhanced security on your device.
4. The mobile app features a dashboard which is similar to the web page.

B:\Forms & Policies\Human Resources\SmartlinxEEAppGuide.docx