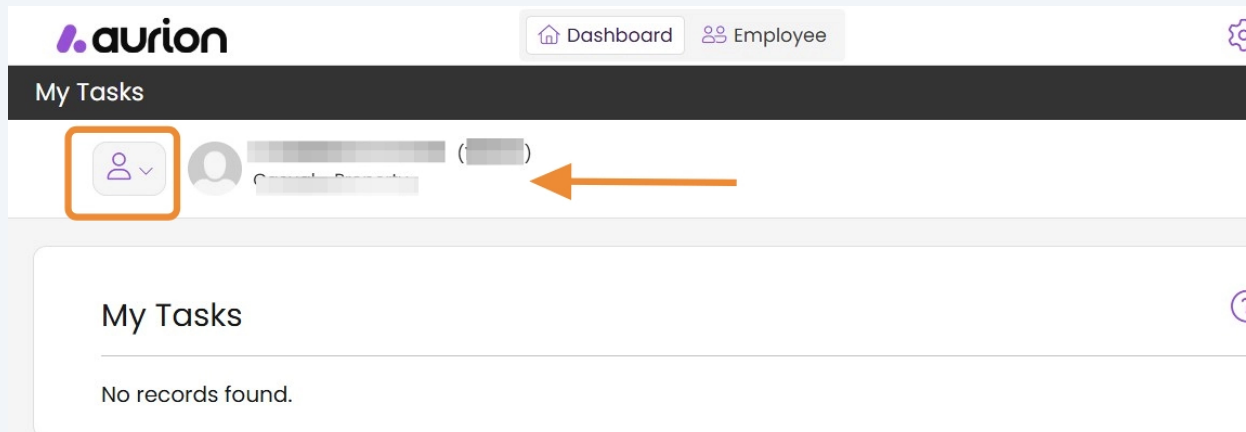


Multi Engagement Employees – Switching Between Positions

1

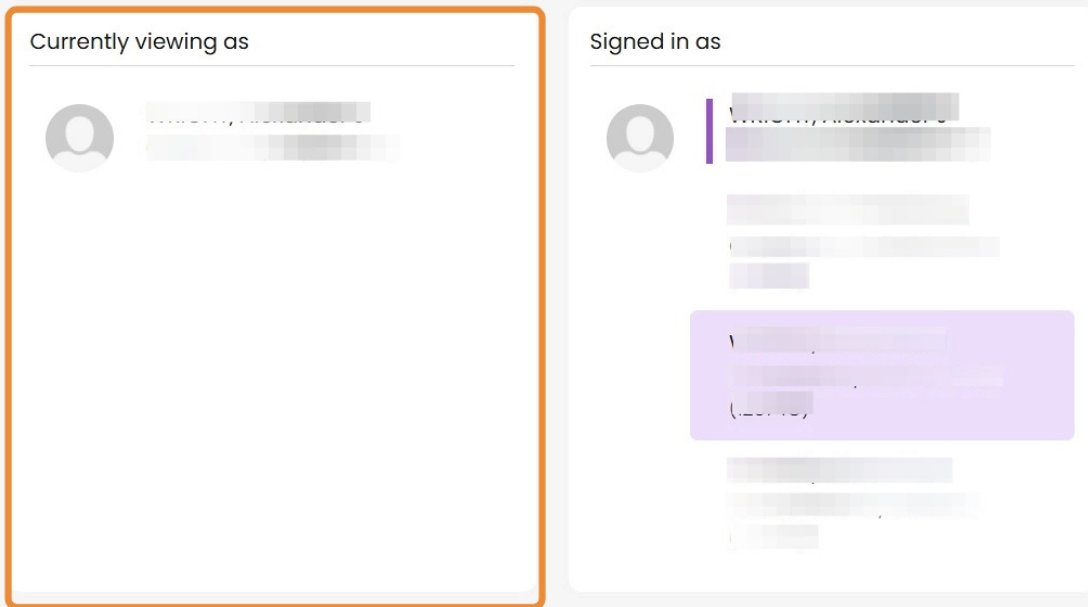
You can see your current position, which your profile has been loaded for, in the left corner of the page.
Click the profile icon located on the left side of your page.



2

On the left side of this page, you can see which position or profile you are currently viewing ESS from.

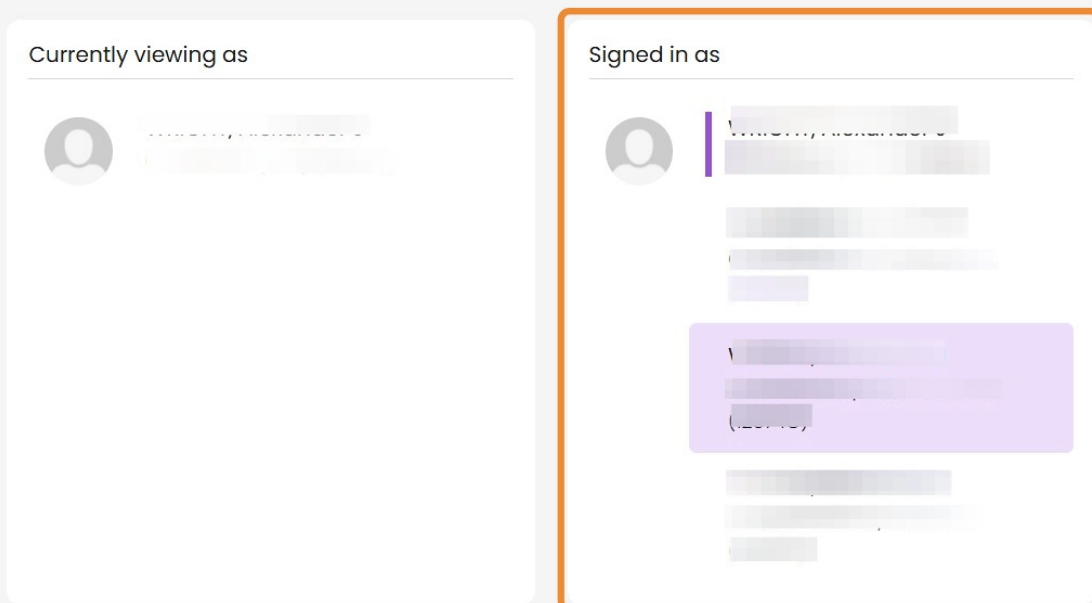
Change Employee



3

You will be navigated to this page. where In the right corner of this page, you can view your engagements. In this example, the employee has four positions, and you are able to select the one you wish to access. By selecting that position, you can submit timesheets, apply for leave, complete forms, and view details for that role.

Change Employee



4

Once you have selected a profile, you can view the tasks, timesheet, and leave associated with that profile.

