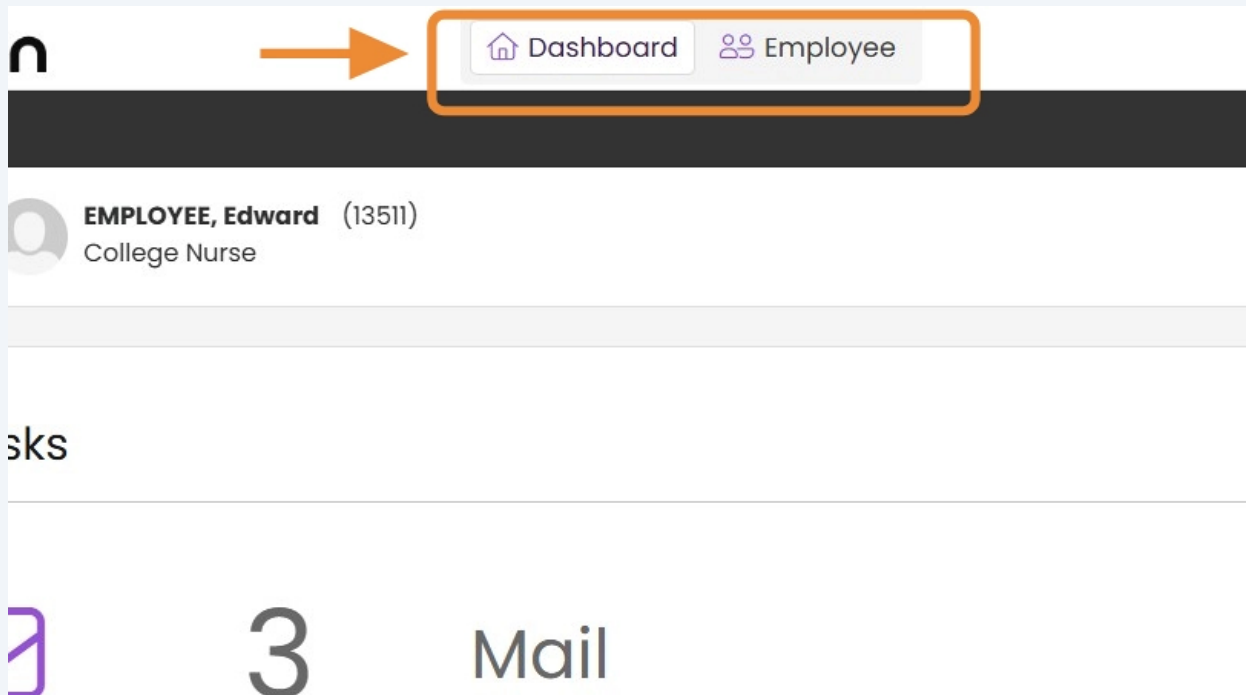


ESS - Navigate through Aurion

1

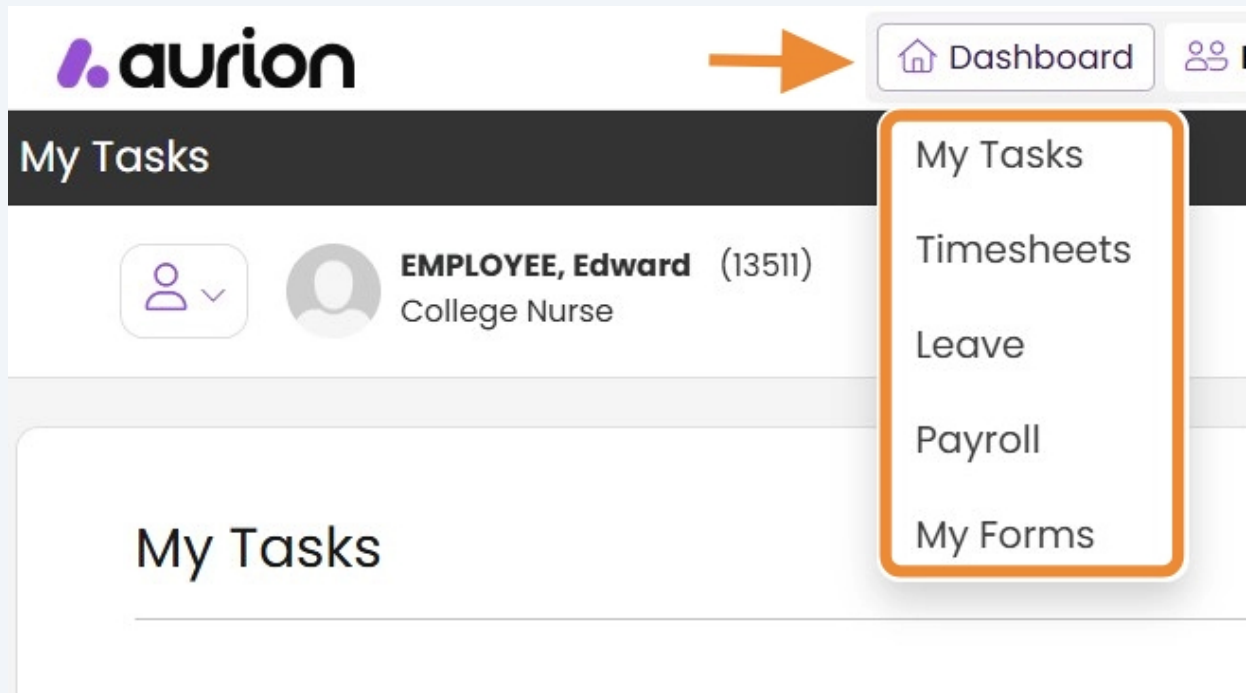
Once you log in, At the top of your webpage, you will find the **Employee** and **Dashboard** tabs.



2

Under the **Dashboard** tab, you will see the following options:

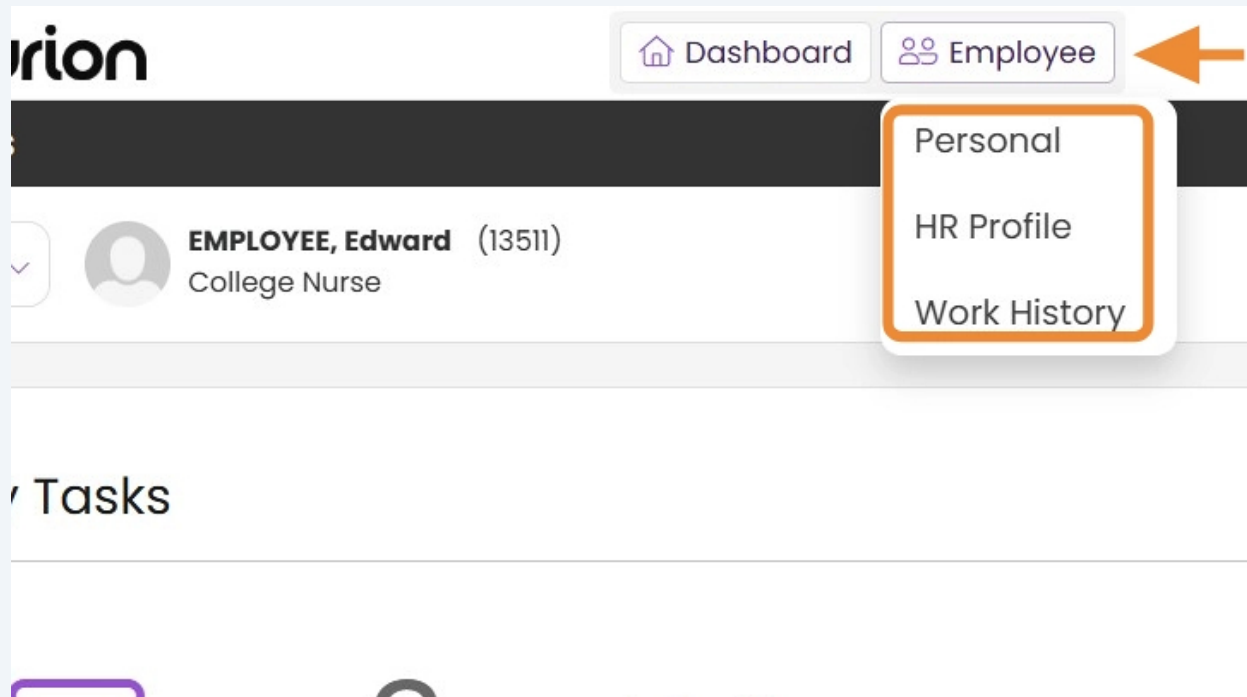
- **My Tasks**
- **Timesheets**
- **Leave**
- **Payroll**
- **My Forms**



3

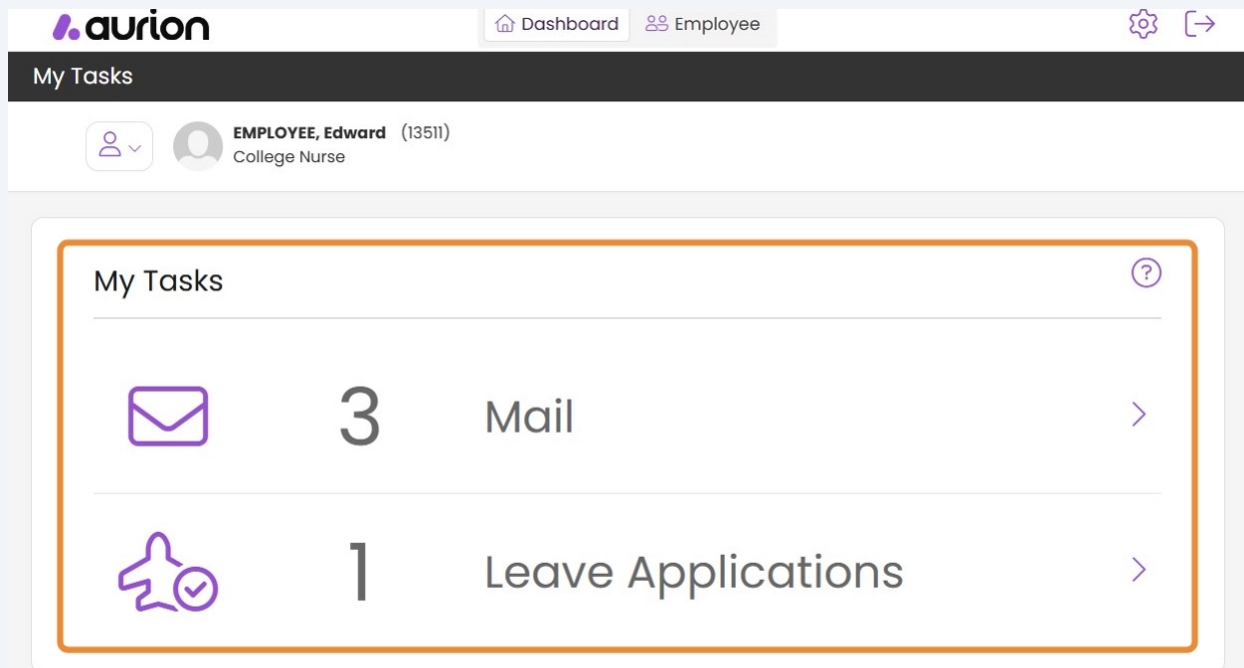
Under the **Employee** tab, you will see the following options:

- **Personal**
- **HR Profile**
- **Work History**



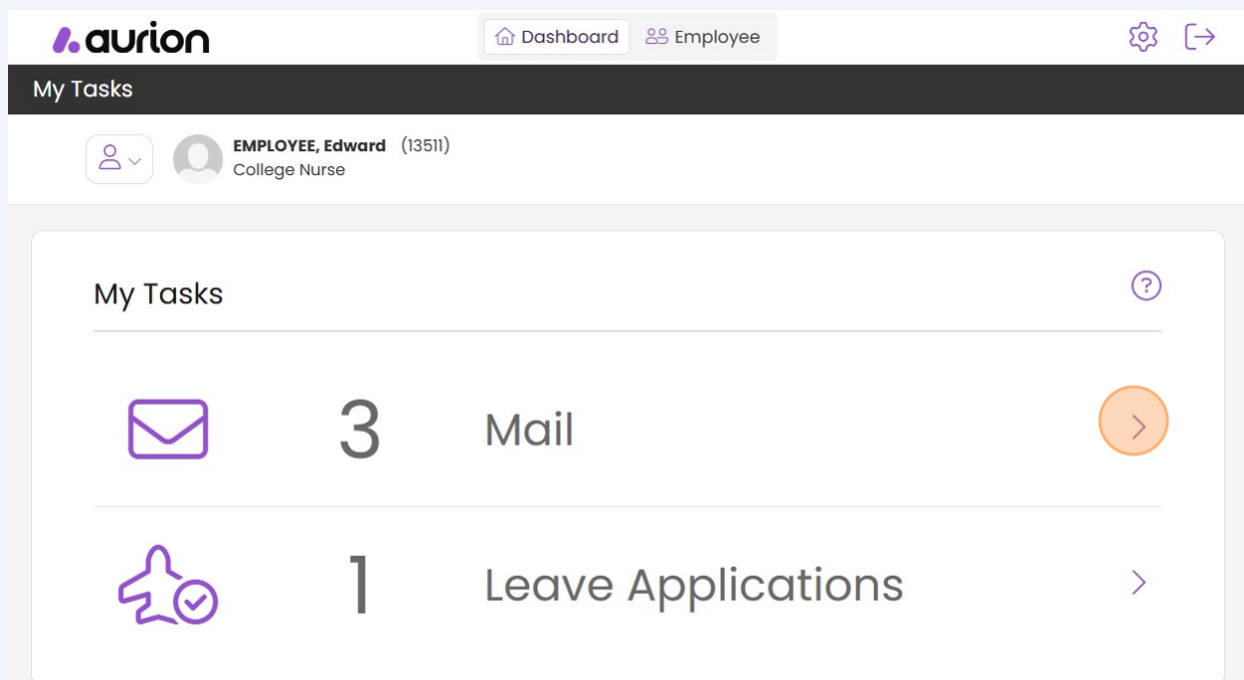
4

On your homepage will display your tasks along with their categories, such as **Mails** and **Leave Applications**.



5


When you click the arrow icon next to your preferred section in **My Tasks** for example, **Mail** that section will expand, displaying more detailed information.



6


You can view your latest Mails, access archived messages, or select a specific message to see its details.


My Tasks



3

Mail



☐ Latest (3) ☐ Archived (1)  Archive

Meredith Manager
☐ For: Edward Employee
Approved Annual Leave on 12/07/2025
this month

Meredith Manager
☐ For: Edward Employee
Approved Reversal of Personal/Sick Lve Paid - w/out Med C...
this month

7

The same functionality applies to your other available sections on My Tasks.


Approved Annual Leave on 12/07/2025
this month

Meredith Manager
☐ For: Edward Employee
Approved Reversal of Personal/Sick Lve Paid - w/out Med C...
this month

Meredith Manager
☐ For: Edward Employee
Approved Personal/Sick Lve Paid - w/out Med Cert on 08/07...
this month


Showing 1 to 3 of 3 entries

< Previous Next >



1

Leave Applications



Aurion • v11.95.1.30b333c