OCM BOCES SUBSERVICE

Employee Experience Interface Guide

PHONE: 315-433-2640
WEBSITE: subserviceocmboces.eschoolsolutions.com
MOBILE APP: Unified Talent

NEED HELP?
Live help is available
Monday - Friday 6:00am-2:00pm
HELP LINE: 315-433-2606

Updated 12/05/2022
Employee Experience Interface Guide

Your New Home Page

1. Employees can easily find their upcoming and past absences, and their status, right on their home page!

2. Employees now have a new and improved absence creation flow that will be more streamlined and easier to use!

3. Employees can also enjoy a more interactive and user-friendly calendar to track and schedule their absences.

4. If an employee needs to edit or cancel an absence, they can select the absence and perform those actions while never leaving the home page!

5. Finally, all of the settings, notifications, and features employees enjoyed in the old interface will be on the new one!
Announcements

Announcements are no longer on the home page. You can find your announcements by clicking the bell icon on the top right of the screen.
**Employee Experience Interface Guide**

### My Schedule

We have a new page - My Schedule! Here we show you your static (not editable) schedule.

**NOTE:** If your Schedule has changed, please let your Building Administrator or District Administrator know. They will then put the request into SubService for the change.

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<th>PM Half</th>
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How do I view the details of my absence?

**Steps:**

1. From the Home Page, just click on the absence! The details will appear on the right side.

   *NOTE: You cannot see the details of canceled absences.*

2. From here, you can edit instructions and add attachments only or cancel your absence.
How do I change my personal information and settings?

Steps:

1. From the Home Page, just click on your initials on the top right.

2. The page you land on will show you your personal information. You will be able to edit your Email, Password and PIN numbers.

   NOTE: If your Address has changed, please let your Building Administrator or District Administrator know. They will then put the request into SubService for the change.