University College Cork

UCC ESS Online Leave Requests Manager Dashboard

Version 2.3

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How to Access UCC Employee Self Service (ESS)

Type the following URL into a web browser <u>http://www.ucc.ie/en/ess</u> This brings you to the main UCC Employee Self Service (ESS) webpage.

			Home > Support > CORE Port	al	
In This Section		SAVE TO FAVOURITES	CORE Po	ortal	
Home	>	SHARE	Employee Self-Service	TESEL	
Support Details	>	9	ESS		ALL SA
User Guides	>	f	ESS Login >	User > Guides	FAQs >
FAQs	>				

Click on **ESS Login:** This will open the Core Portal ESS@UCC login page. Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.

Sign in	Enter your @u login credentia your email ado select Nex	lcc.ie Ils, i. Iress t
john.doe@ucc.ie 🛛 🗲		
Can't access your account?	×	
Sign-in options	*	
	Back Next	
Problems signing in? St	udents, please go to	
https://sit.ucc.ie for help.	Staff, please go to	

-	Enter your UCC network password
	Enter password
-	
2100	Forgot my password
14-14	Sign in
the second se	
	Problems signing in? Students, please go to https://sit.ucc.ie for help. Staff, please go to

Manager Dashboard

When you log into ESS with **Manager** rights the default landing page brings you to the **Manager Dashboard**. Only individuals who have been designated as Leave Approvers have access to the Manager Dashboard.

To book you own leave switch to the **Employee Dashboard** from the Dashboards menu as per the screenshot below. Please follow the instructions outlined on the Employee Dashboard documentation to book your own leave.

	orenn sontware paten	is due to be applied in
Manager Dash	board	
у	Employee Dashboard	Manager Dashboard

Manager Dashboard

The following information is available to view: My Team

- Approvals
- Delegate Access
- Interviews

My Team

- 1. This lists all employees assigned to you for leave approval.
- 2. The View Scheduler option on this tab allows you to view the schedule of all employees on your team and input uncertified sick leave [up to 2 days]. You will find this option under Action.

\equiv Manager Dashboard	•	Q Search Dashboards or Widge	əts	
•	My Team Name, Department, Job Title	Q. My Team	2	ACTIONS View Scheduler
Manager Dashboard	Employee	Position	Contact Details	
My Team	John Doe 77777	Hr Business Manager	(8772248) Conceptor Operation	:
Approvals	A A A A A A A A A A A A A A A A A A A	Hr Central Services Senior Executive Assistant	10171002000	:
Delegate Access	O	Hr Central Services Hr Co-Ordinator		1
			1 - 3 of 3	< >
	ant			

3. The *View Scheduler* displays booked annual leave and sick leave input for your team. The data is viewable by days or months.

Hiew Scheduler

Tean Manage	n Scheduler er Dashboard > Team Scheduler							
Searc	ch Employees C	÷				Date 18-Jan-2021	□ < >	WEEK MONTH
						Period: 202104		
	Team Member	Mon 18th	Tue 19th	Wed 20th	Thu 21st	Fri 22nd	Sat 23rd	Sun 24th
		00.45 47.00	00.45 47.00	0045 4 7 00	00.45 47.00	0045 47.00		
JD	John Doe Manager	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
•	Hr Business	ANLE - 01:00						
	1011-101	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
۳	-9010-1900-0012-900-000 191-50500-9010-00							
	Anto Thomas	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
9	a included	ANLE - 01:00						
	1-10-10-10-100							

4. To get a detailed breakdown of a team member annual leave balance click on the Ellipsis icon to the right of the employee's name under My Team highlighted below.

💵 My Team

Name, Department, Job Title	Q My Team	-	
Employee	Position	Contact Details	
John Doe	Hr Business	087123456	
77777	Manager	hrissupport@ucc.ie	
Concernant Concernant Concernant	101-545-1401-044	10771052001	View Team
			View Profile
Contraction of the second	de l'antis lan can	007660711	Delegate Access

My Approvals

1. The Approvals tab lists all submitted leave requests requiring action.

Please note that any leave booked, or changes made to the leave request on ESS may take 10 minutes to update on screen.

\equiv Manager Dashboard \cdot	Q Search Dashboa	rds or Widgets
	My Approvals Notifications	ACTIONS -
100	Annual Leave 21 Jan	VIEW
Manager Dashboard	Annual Leave 21 Jan	VIEW
🚉 My Team	Sick Leave (Casual Paid 100%)	VIEW
P Approvals	29 Jan	VIEW
Delegate Access	Sick Leave (Casual Paid 100%)	and the second se
in in		and the second sec

2. Click on the Leave Approval History for a list of all leaves submitted for your approval, you will find the Leave Approval History under the Actions button.

Leave A	Approval History
21 Jan	VIEW
21 Jan	VIEW
27 Jan	VIEW
29 Jan	VIEW
	Leave A 21 Jan 21 Jan 27 Jan 29 Jan

← Manager	Dashboard						Ø
Leave Approv Manager Dashboard	al History > Leave Approval History						
Historic Leav	ve Approvals						
Employee	Date Approved	Start Date	End Date	Leave Type	Duration	Status	
	N/A	11-Aug-2020	11-Aug-2020	Annual Leave	1	Unprocessed	:
	23-Jul-2020	11-Aug-2020	11-Aug-2020	Annual Leave	1	Approved	:

3. Use the arrow keys at the bottom right hand of the screen to navigate through the leave requests.

4. When a team member submits a leave request for approval you, as the assigned approver, will receive an email informing you of same to your @ucc.ie email address. This email will appear in your mailbox as per screen shots below.

Annual L	eave Request
	Wed 03/02/2021 09:49
	UCC HR <noreply@ucc.ie></noreply@ucc.ie>
	Annual Leave request submitted. Action required
To HRIS Suppor	Annual ceare request adminted. Actor required.
[EXTERNAL]	This email was sent from outside of UCC.
	has submitted the following leave request:
Leave type: A	innual Leave
Start date: 04	1-FEB-20
End date: 0	4-FEB-20
For Half Day	Leave:
A= AM	
P= PM	
Please login t	o ESS, navigate to the Approve Leave Request screen and change the status of this request as appropriat
https://ess.u	<u>cc.le</u>
This is a syste	em generated email. Please do not reply.
	•

5. Log into ESS and on the Manager Dashboard choose the My Approvals tab.



- 6. To approve or reject leave click on View next to the employee request.
- 7. The following screen appears. You will see the employee's name & the date the request was submitted on the left as well as the details of the request on the right.

Actions 9 Upda	ates		Thereage				
٩	₹ <mark>An</mark>	inual Leave					
Annual Leave	21 Jan 21 J	e Submitted Jan 2021 14:36					
Sick Leave (Casual Pat.	27 Jan Con	nments black booking					
Sick Leave (Casual Pal.	Leave 29 Jan Annu	e Type Jal Leave	Duration 11 Day(s)	Date From Wednesday, 24 Feb 2021	Date To Wednesday, 10 Mar 2021		
		I confirm that	rms and conditions for appr	oral, presse cick here			

Requests for *Certified Sick Leave* function a little differently; in this scenario, the request may include a document or sick certificate accessible under <u>View Details</u>. Documents Attached will indicate whether a document has been attached to the request. (Y)

My Approvals	rovals						VIEW DETAILS
				1.33		1. 6	Co-Workers Leave / Absence
Actions	Updates						Balances
		-					Documents
Search	Q -	CERTIFIED SICK	LEAVE				
	29	Date Submitted 29 Feb 2024 13:01		N 1	N.		
	1	:25 Leave Type CERTIFIED SICK LEAVE	Duration 1 Day(s)	Date From Tuesday, 27 Feb 2024	Documents Attached Y	Reason Occupational	
		To read and review the ter	ms and conditions for app	roval, please click here			
		I confirm that t	he above details are correc	st			1
tps://uatmy.corehr.com/pls/corepo	ortal_uccu/i#		0			OTHER	OPTIONS REJECT

- 8. You can click on the link [Click *here* to read and review the terms and conditions for approval] in order to view a PDF of the leave terms policy at any stage
- 9. You <u>must</u> click on 'I confirm that I have checked the submitted leave request' to proceed.
- 10. Select Approve or Reject for Annual/Uncertified Sick Leave, Or

11. Select Other Options to access 'Approval Recommended' and select OK for Certified Sick Leave

	Enter D	etails			
	۲	Approval recommended		•	* *
•					•
			CANCEL	ок	

12. If you choose to approve a leave request, then the team member will receive an email to their @ucc.ie email address confirming same and their annual leave balance will be adjusted accordingly. Where a Certified sick leave request is recommended for approval, it automatically transfers to the Leave Administrator in the People & Culture Office to process.



Please note: If uncertified sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. You can reject the leave and advise the employee to follow the sick leave policy, i.e. to submit a Certified Leave request. A warning appears onscreen when you try to approve a sick leave request longer than the permitted 2 consecutive working days.

This record has more than the 2 consecutive days allowed for this (704) for 02-Feb-2021. ...

13. If you choose to reject the leave request, you will be asked to enter a **Reject Reason** when you are submitting the response as per screen shot below.



- 14. Enter the reason and then choose **Reject** e.g. in the instance where an employee submits more than 2 days uncertified sick leave.
- **15.** The **team member** will receive a system generated email to confirm same to their @ucc.ie email address.
- **16.** If a team member chooses to cancel a leave request, they have already booked you will receive an email to **your @ucc.ie email address** confirming this as below.

-		· · · · ·
		Wed 03/02/2021 16:14
P		UCC HR <noreply@ucc.ie></noreply@ucc.ie>
		Annual Leave request cancelled by
То	HRIS Suppo	rt

[EXTERNAL] This email was sent from outside of UCC.

The following leave request has been cancelled:

Employee: Leave type: Annual Leave Start date: 06-MAY-21 End date: 06-MAY-21

This is a system generated email. Please do not reply.

ESS Support

Delegate Access

The **Delegate Access** tab allows a manger to delegate access of their team to another manager already setup as an approver for a particular period.

\equiv Manager Dashboard -		Q Search Dashboards or Widg	ets
	Delegation		ADD DELEGATION
	l	Q =	
Manager Dashboard	Approver	Туре	Date
🚉 My Team		×	•
P Approvals			
★ Delegate Access			
1 Interviews		NOTHING TO SEE HER	RE
		EXCEPT THIS FLAG	

1. To delegate access to another manager, click on Add Delegation

dd Approver Delegati anager Dashboard > Add Appr	ON over Delegation	and a	1.8	
Type*	+ From Date *	Ξ.		
Delegate To*	← To Date	<u> </u>		
Reason				
Reason				
I authorise this indivi	dual to approve on my behalf			

- 2. Select **Delegate To**
- 3. A list of staff set as current approvers will appear, You can use the arrow keys to scroll through the list and choose the relevant name to delegate to or it is more efficient to start to type in the name of the individual you want to select to locate them on the list..

Note: If a staff member is not available on the list, please email hrissupport@ucc.ie for assistance

- 4. Choose the **Dates** you wish to delegate for
- 5. When the **'To' Date** expires the delegation rights for the team will automatically be removed
- 6. Enter a Reason
- 7. Click on I authorise this individual to approve on my behalf.

Manager Dashboard > Ado	J Approver Delegation	
Type* Org Role	From Date* ▼ 04-Feb-2021	Ē
Delegate To *	To Date → 12-Feb-2021	—
Reason		
I authorise this	individual to approve on my behalf	
I authorise this	individual to approve on my behalf	Number Of Employees

8. Ensure the Org Role Name 'Manager' box is ticked.



- 9. Click on SAVE
- 10. The delegate name and relevant dates now appear on the Delegation tab.

0.000	Delegation		ADD DELEGATION
Manager Dashboard	Search Approvers	Q =	
My Team	Approver	Type Manager	Date 17-Feb-2021 - 18-Feb-2021
Approvals	_	torrecto 🖌 de	
★ Delegate Access			

11. You can also **edit** the delegation at any time by clicking on the Ellipsis icon highlighted and choose Edit, allowing you to amend dates.

Q =	ADD DELEGATION
Туре	Date
Manager	17-Feb-2021 - 18-Feb-2021
	View
	Edit
	Delete

Please note only staff setup as current approvers or delegates already will appear on this list of Delegate To. If you need to delegate to a person that does not appear on listing, please contact <u>hrissupport@ucc.ie</u>

<u>Please note that once online leave has been Approved an employee cannot edit the</u> <u>leave however it can be cancelled by them prior to the actual leave date. You will</u> <u>receive a cancellation email when this occurs.</u>

My Team - Inputting Uncertified Sick leave

Please note that **Uncertified Sick Leave** [Casual Paid Sick Leave] refers to absence from work, due to illness or injury for a maximum of two days. Extended periods of sick leave should not be recorded on ESS as a medical certificate is required. If sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. Please see leave policy on the People & Culture Office website https://www.ucc.ie/en/hr/policies/leave/sick/

Note: The process below is based upon standard P&C practices regarding the administration of sick leave.

- If a staff member is ill, they will inform their direct manager or nominee as soon as practicable.
- For Uncertified Sick Leave (which is a max of 2 consecutive days, as per P&C policy):
 - The employee must record the absence in Core ESS [Leave Type = Uncert Sick Leave] at their earliest convenience which is then approved by their manager.
 - Each staff member should also <u>email</u> their manager and copy their nominee [if required] on their return to work.
- For Certified Sick Leave
 - The employee must record the absence in Core ESS Leave Type = Certified Sick Leave] at their earliest convenience, they can either attach a medical note to the request on ESS or send directly to the Leave Administrator in the People & Culture Office. This leave type will only be recorded once approved in the P&C office upon receipt of a medical certificate.
 - Each staff member should also <u>email</u> their manager and copy their nominee [if required] on their return to work.

To input Uncertified sick leave [up to 2 days only]

Please note – this can be completed by a manager/nominee where an employee has not submitted their uncertified sick leave details on ESS.

1. Select the **My Team** tab and click on **View Scheduler w**hich can be found under **Actions.**

	Manager Dashboard 🝷	•	Q Search	Dashboards or Widgets	
ł		My Team			
1000	and Dashboard	Name, Department, Job Title	Q My Team	\rightarrow	View Scheduler New Employee
ana	iger Dashboard	Employee	Position	Contact Details	
2	My Team	John Doe	an Business		:
	Approvals				
	Delegate Access	•			:
	Interviews				
				1 - 2 of	2 < >

2. The Team Scheduler will open, select the row under the date next to the specific employee for which you wish to add an absence. Left click on row, then select Person Absences

eam Scheduler anager Dashboard > Team Scheduler	Team Scheduler wi calendar where you c click on the row under	Il open with a list of your Team an an add an absence on their behal the date for which you wish to inp leave	d a f. Left uut the					
						Date	_	
Search Employees	Q ₽					15-Feb-2021 Period: 202108		VEEK M
Search Employees Team Member	Q 	Tue 16th	Wed 17th	Thu 18th	Fri 19th	15-Feb-2021 Period: 202108 Sat 201		VEEK M Sun 21st
Search Employees Team Member John Doe Manoner	Q =	Tue 16th 09:15 - 17:00	Wed 17th 09:15-17:00	Thu 18th	Fri 19th 09:15 - 17:00	15-Feb-2021 Period: 202108 Sat 20 Resting	Ith Resting	VEEK M
Search Employees Team Member John Doe Manager	Q = Mon 15th 09:15-17:00	Tue 16th 09:15-17:00 09:18	Wed 17m 09:15-17:00	Thu 18h	Fri 19th 09:15 - 17:00	15-Feb-2021 Period: 202108 Set 207 Resting	Ith Resting	VEEK M

Thu 18th	
09:15 - 17:00	09:15 - 1
Person Absences	
09:15 - 17:00	09:15 - 1

3. To add an absence, click the Add Absence button in the upper right corner of the employee's leave record.

+ Team Scheduler Person Absences Manager Dashboard 🕻 Team Scheduler 🕻 Person Absences JD John Doe 77777 Search Q Ŧ Absence Type Start Date End Date AMPM Days Hours liels Num Docs Annual Leave 18-Jan-2021 18-Jan-2021 1.00 1.00 0.14 0 .50 .50 0.07 Training And Develop Leave 11-Jan-2021 11-Jan-2021 р 0 .50 .50 0.14 0 20-Nov-2020 20-Nov-2020 Annual Leave A

Note: You can only enter 2 days or less for Sick Leave (Casual Paid 100%)

- 4. Select the Leave type i.e. Sick Leave Casual Paid 100%)
- Select the Start Dates for the sick leave. You can also input the duration in days. Select Next which will bring you the 2nd 'More' area.
- 6. Enter a **Reason** and **Narrative** and click the **Save** button.

← Person A	Absences		
Absence De Manager Dashboa	rtails: John Doe - 77777 rd → Team Scheduler → Person Absences → A	bsence Details: John Doe - 77777	
1 Absence	PetailsSelect a reason for absence	¥	
2 More	Narrative		
3 Documer	nt Uploads		
4 Balances	Enter a narrative for absence Return to Work Inte	erview	
	Work Related	Interview Completed	
,	_		
Absence	Saved Successfully		

The leave is now saved on the employee record.

Person Absences Manager Dashboard > Team Schedu	iler 🗲 Person Absences			
John Doe 77777 Search	Q =			
Absence Type	Start Date	End Date	Daya	AM/PM
Sick Leave (Casual Paid 100%)	18-Feb-2021	19-Feb-2021	2.00	

To edit/delete Employee leave.

1. Return to the Person Absences record for the employee in question.

Person Absences Manager Dashboard () Team Scheduler) Person Absences							ADD ABSENCE
John Doe 77777								
Search	Q =							
Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs	
Sick Leave (Casual Paid 100%)	18-Feb-2021	19-Feb-2021	200		2.00	0.29	0	
Annual Leave	18-Jan-2021	18-Jan-2021	1.00		1.00	0.14	0	÷
Training And Develop Leave	11-Jan-2021	11-Jan-2021	.50	P	.50	0.07	0	View/Edit Absence Details
Annual Leave	20-Noi-2020	20-Noi-2020	.50	Å	.51	0.14	0	Delete Aboence

- 2. The leave record is open, select the Ellipsis next to the leave you wish to amend.
- 3. You can select new dates for the leave and click **Save by** opting the View/Edit Absence Details

4. Or you can select the **Delete Absence** button.



- 5. Then click Yes
- 6. The sick leave record will be deleted on the employee record.

