University College Cork

UCC ESS
Online Leave Requests
Manager Dashboard

Version 2.3

Contents

How to Access UCC Employee Self Service (ESS)

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

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.
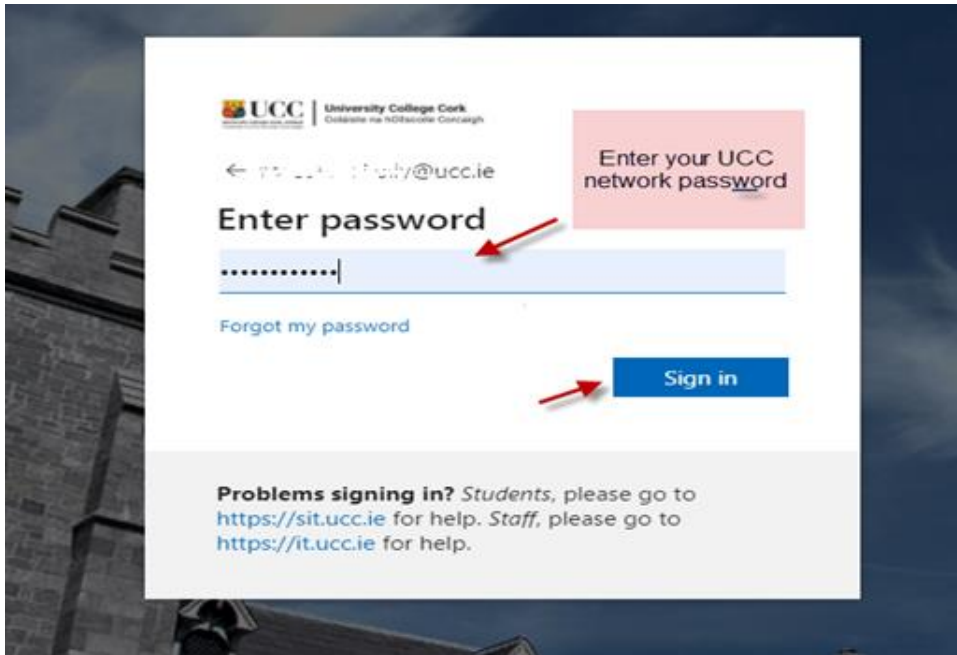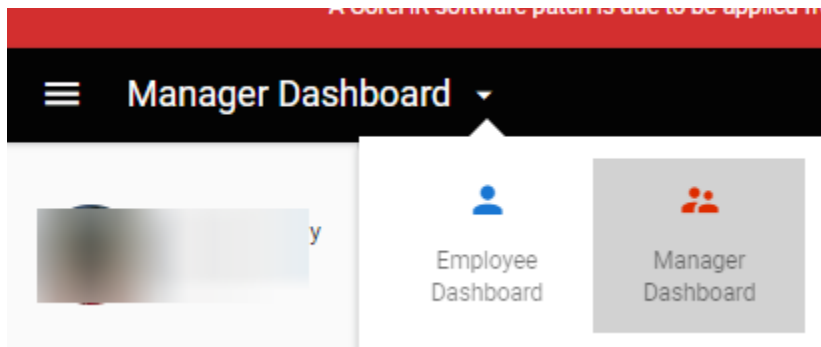
Manager Dashboard

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.*


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.
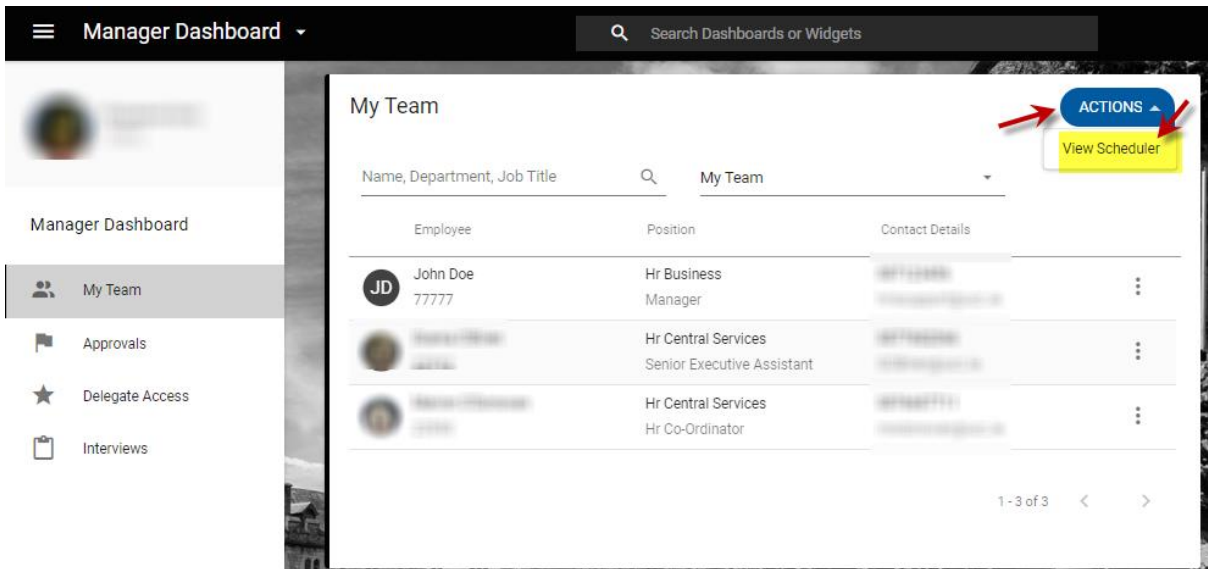
3. The *View Scheduler* displays booked annual leave and sick leave input for your team. The data is viewable by days or months.
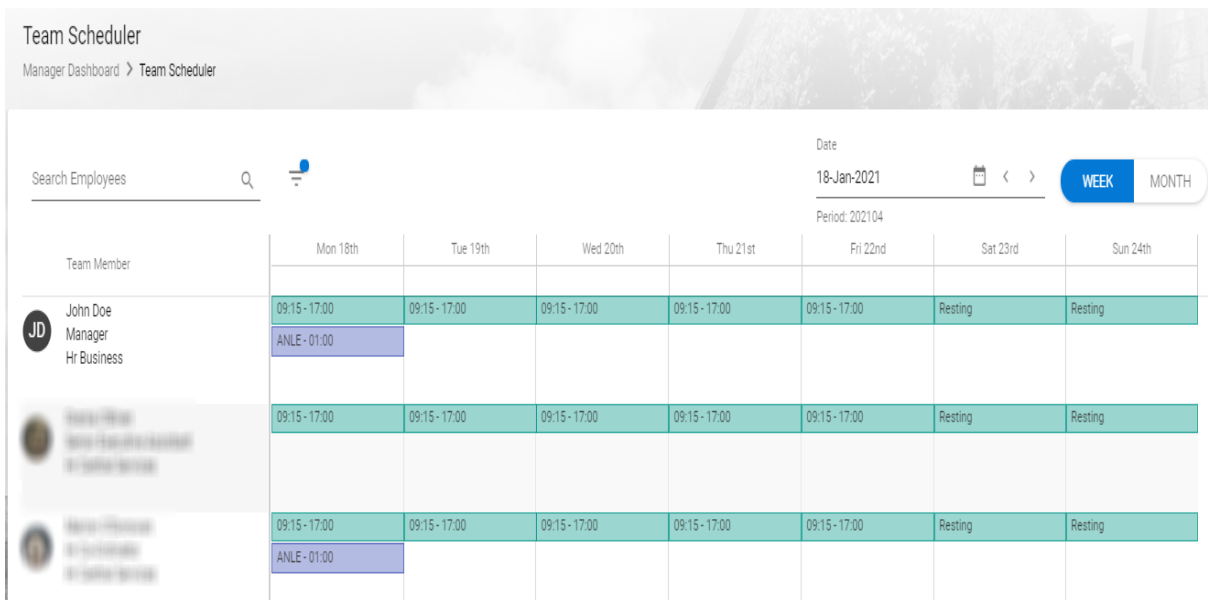
4. To get a detailed breakdown of a team member annual leave balance click on the Ellipsis icon to the right of the employee's name under My Team highlighted below.

My 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.
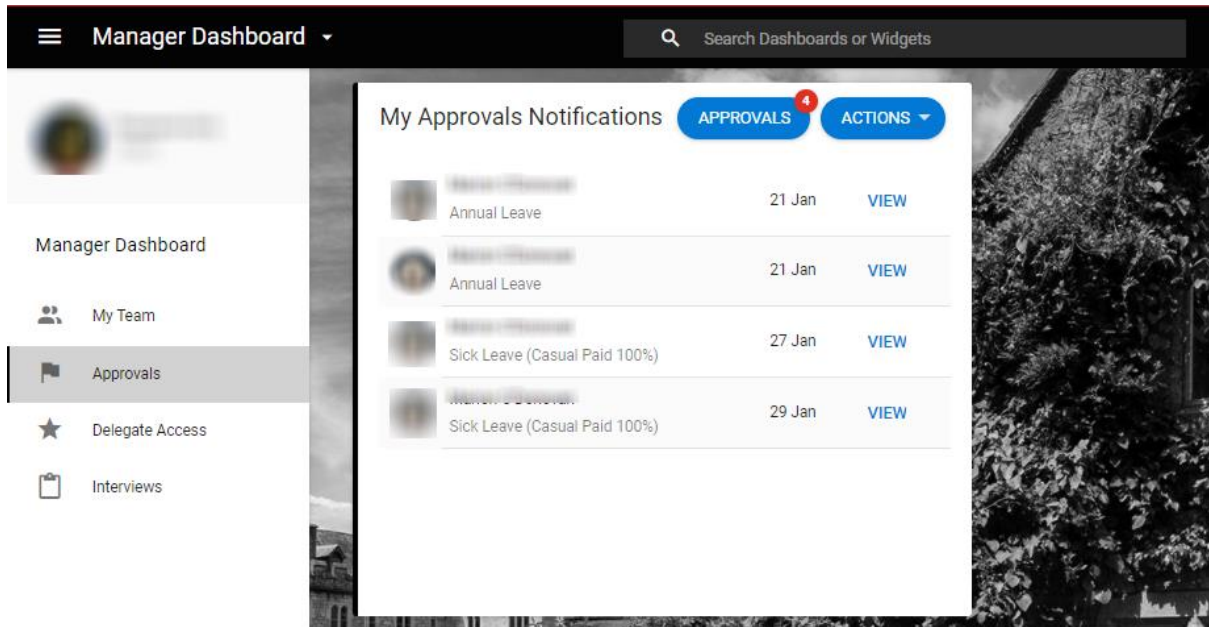
2. Click on the Leave Approval History for a list of all leaves submitted for your approval, you will find the Leave Approval History under the Actions button.
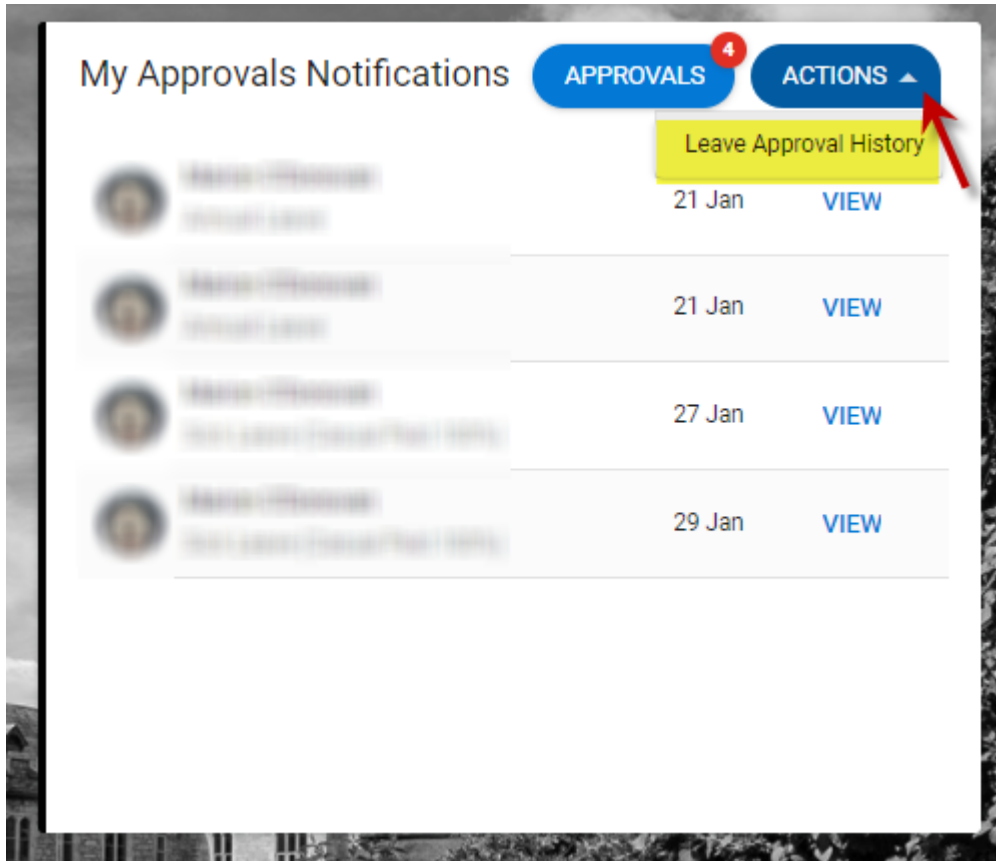
3. Use the arrow keys at the bottom right hand of the screen to navigate through the leave requests.

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 Leave Request
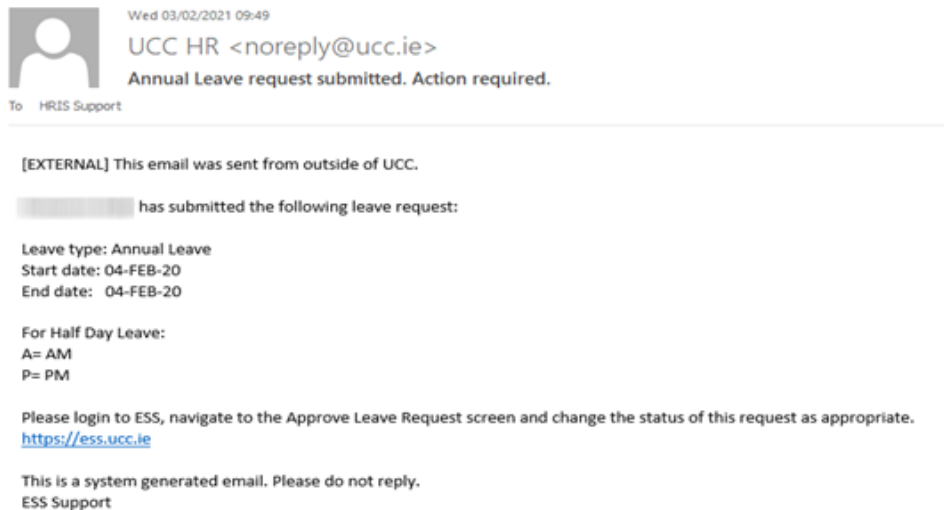
5. Log into ESS and on the Manager Dashboard choose the My Approvals tab.
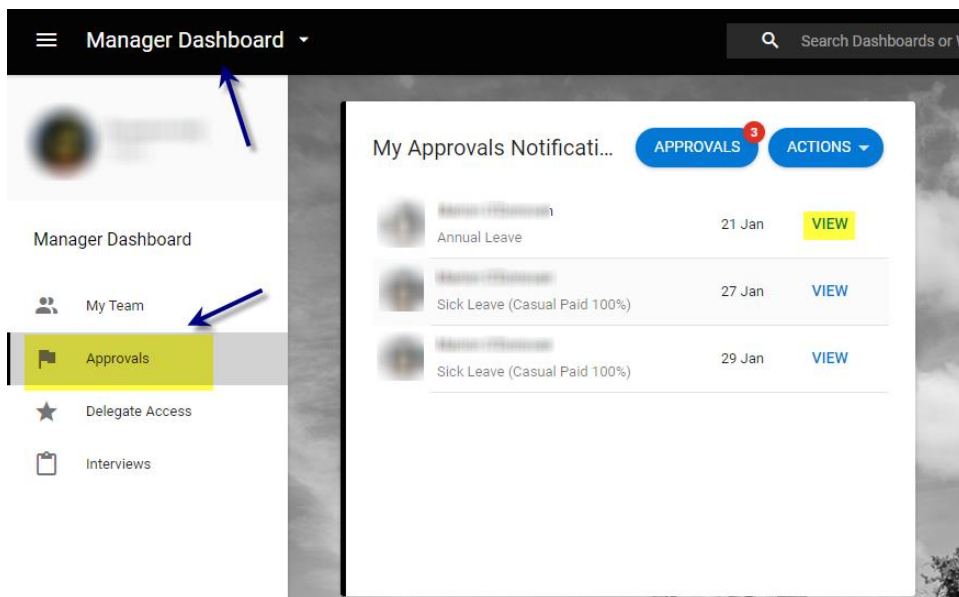
6. To approve or reject leave click on View next to the employee request.

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.
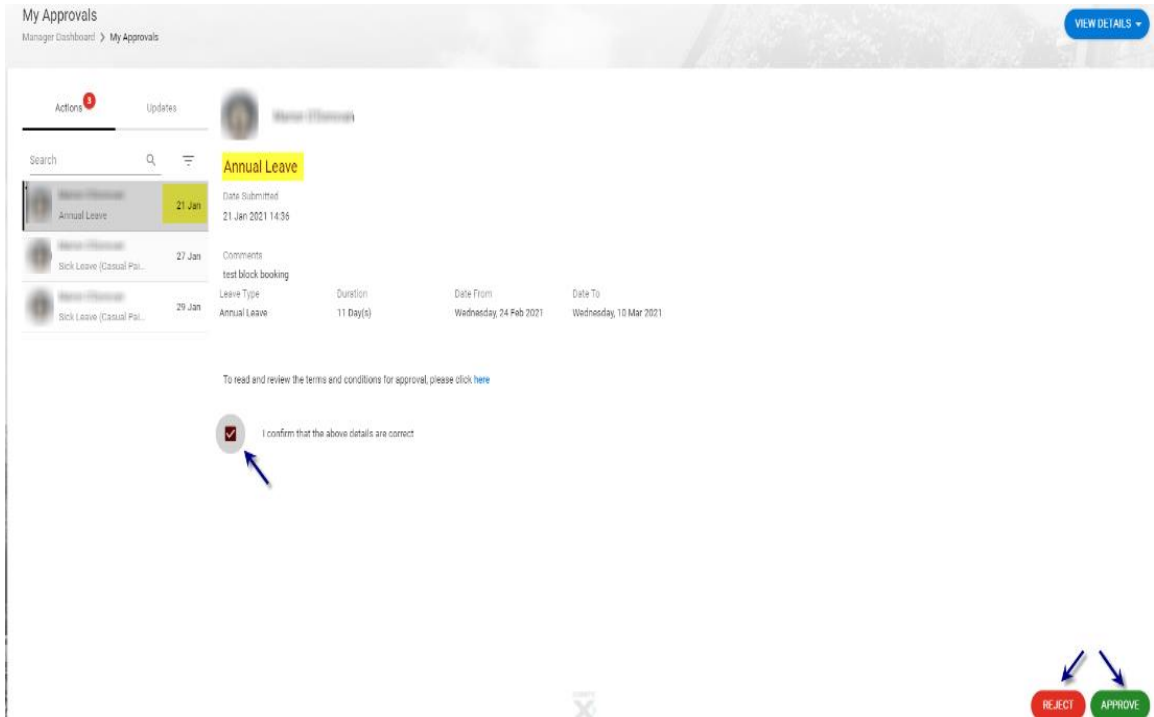
Requests for *Certified Sick Leave* function a little differently; in this scenario, the request may include a document or sick certificate accessible under View Details. Documents Attached will indicate whether a document has been attached to the request. (Y)
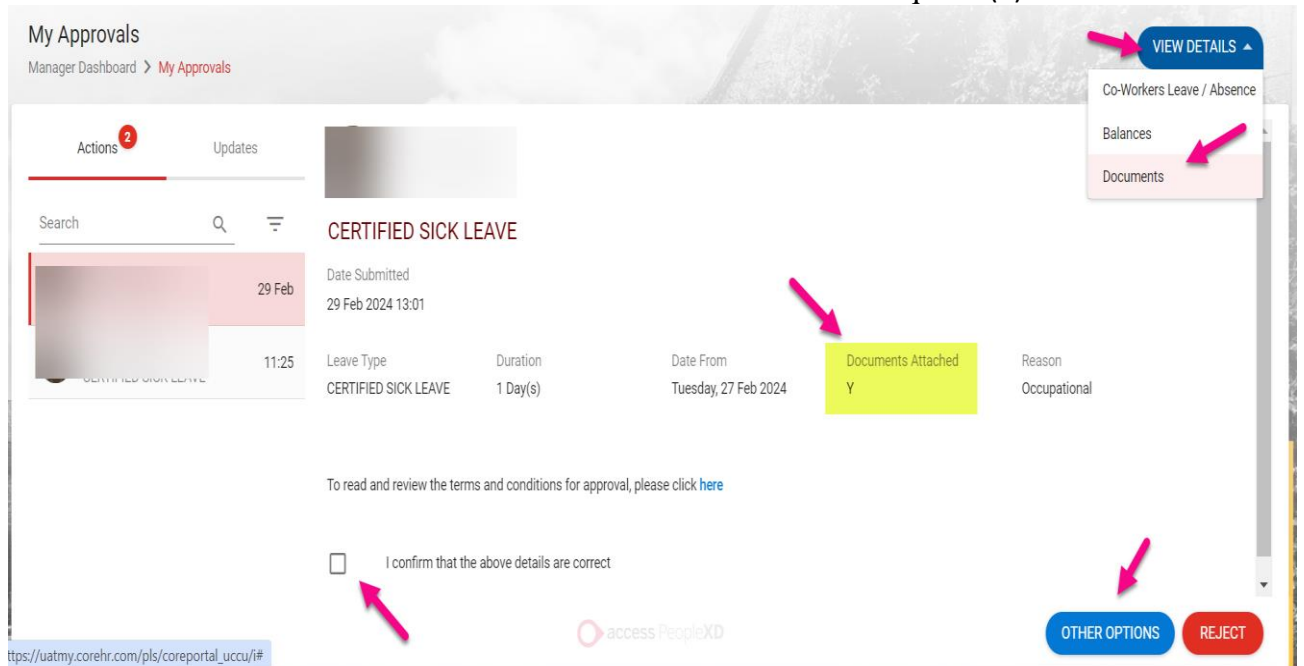
8. You can click on the link [Click *here* to read and review the terms and conditions for approval] in order to view a PDF of the leave terms policy at any stage

9. You **must** 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 <mark>Other Options</mark> to access **'Approval Recommended'** and select **OK** for Certified Sick Leave

Enter Details

⊙   Approval recommended

CANCEL   OK

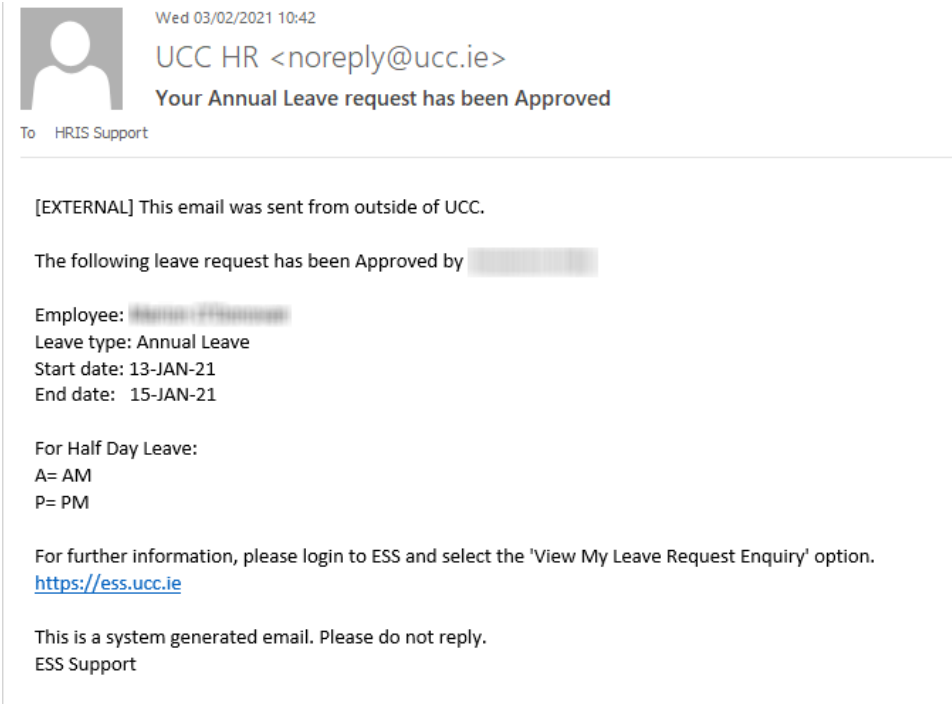**12.** If you choose to approve a leave request, then the **team member** will receive an email to their **@ucc.ie email address** confirming same and their annual leave balance will be adjusted accordingly. Where a Certified sick leave request is recommended for approval, it automatically transfers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

Wed 03/02/2021 10:42

UCC HR <noreply@ucc.ie>

Your Annual Leave request has been Approved

To   HRIS Support

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

The following leave request has been Approved by ▒▒▒▒▒

Employee: ▒▒▒▒▒
Leave type: Annual Leave
Start date: 13-JAN-21
End date: 15-JAN-21

For Half Day Leave:
A= AM
P= PM

For further information, please login to ESS and select the 'View My Leave Request Enquiry' option.
https://ess.ucc.ie

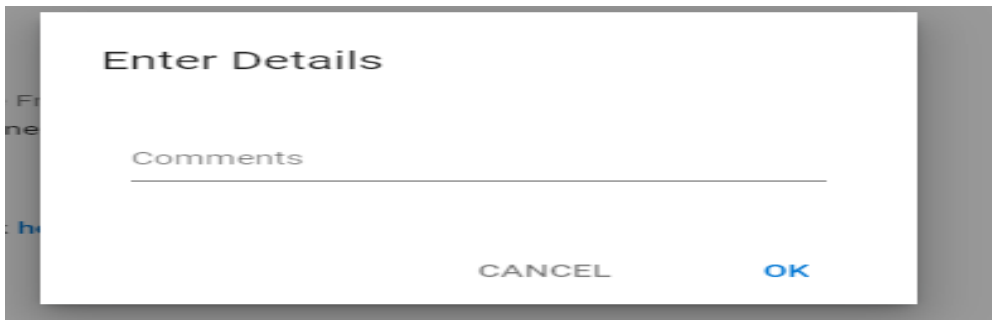This is a system generated email. Please do not reply.
ESS Support

<mark>**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.**</mark>

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

OK

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.

Enter Details

Comments
_____

CANCEL   OK

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

UCC HR <noreply@ucc.ie>

Annual Leave request cancelled by

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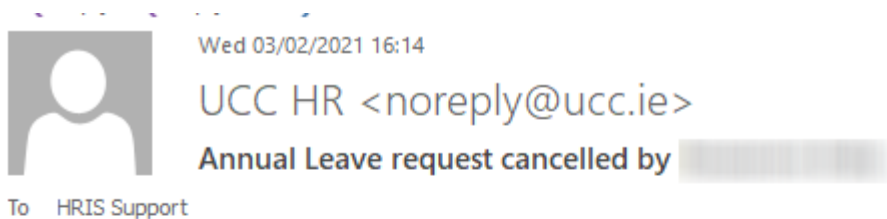
[EXTERNAL] This email was sent from outside of UCC.

The following leave request has been cancelled:
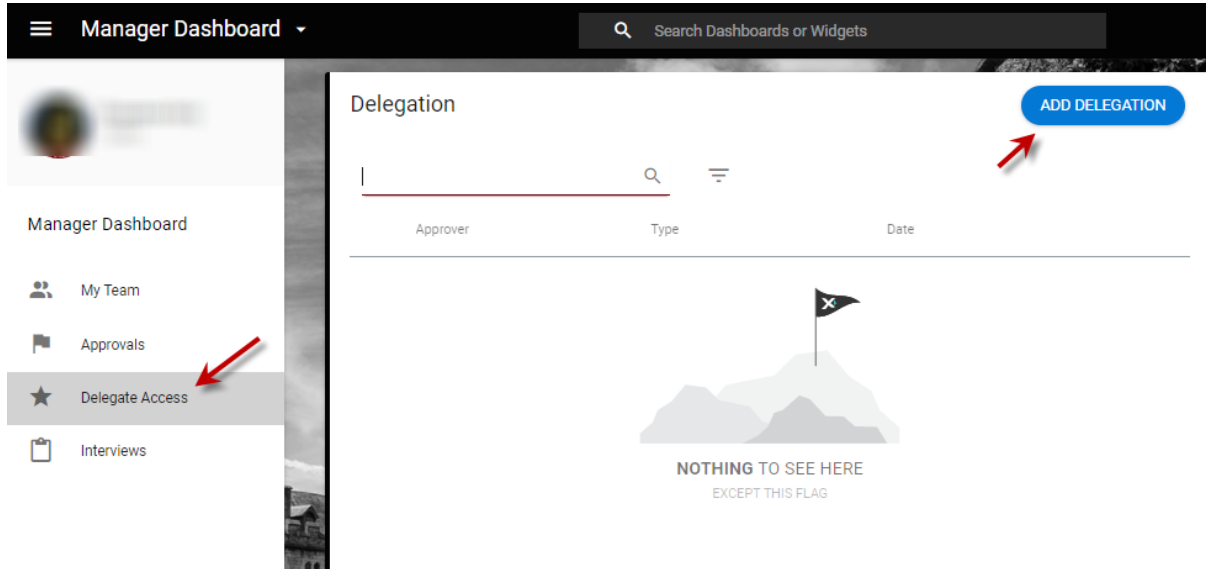
Employee:
Leave type: Annual Leave
Start date: 06-MAY-21
End date: 06-MAY-21

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.

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

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.**

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.

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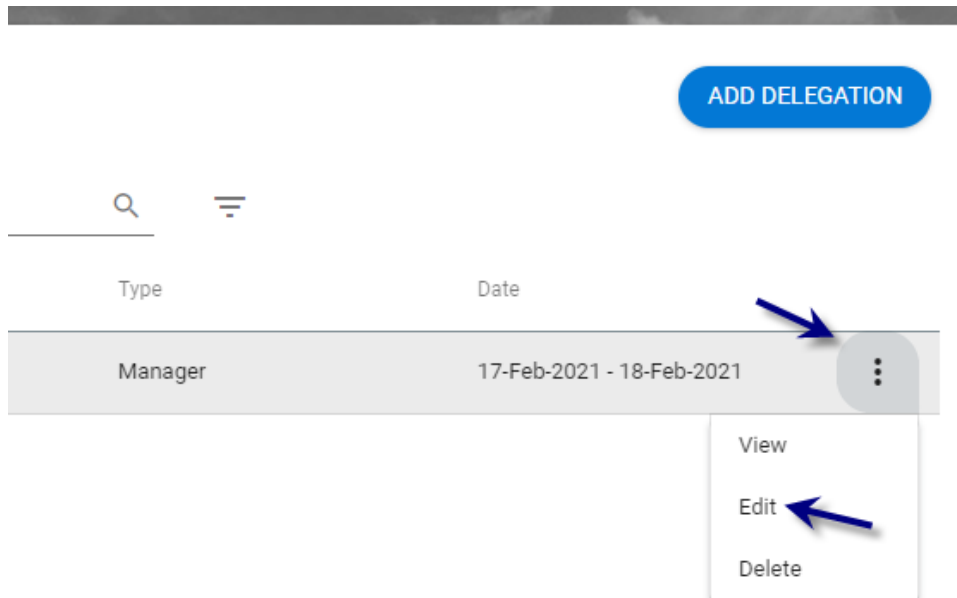
<mark>Please note only staff setup as current approvers or delegates already will appear on this list of Delegate To. If you need to delegate to a person that does not appear on listing, please contact hrissupport@ucc.ie</mark>

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

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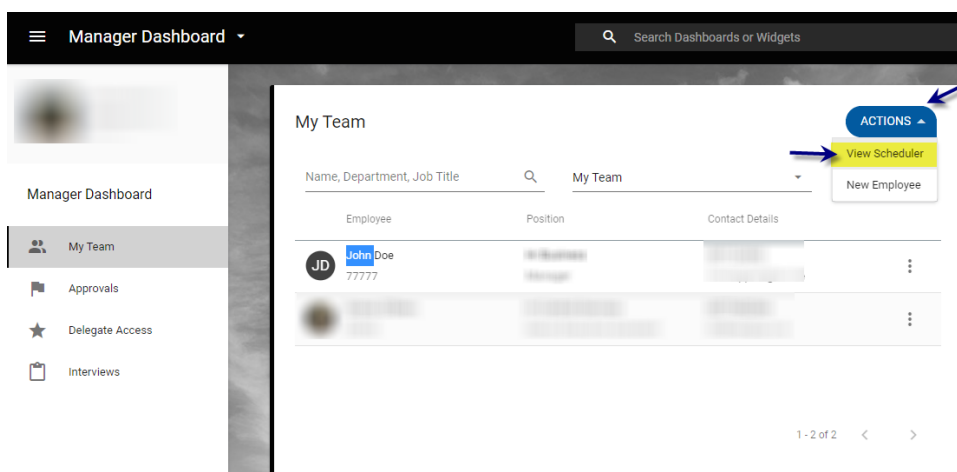
2. The Team Scheduler will open, select the row under the date next to the specific employee for which you wish to add an absence. Left click on row, then select Person Absences
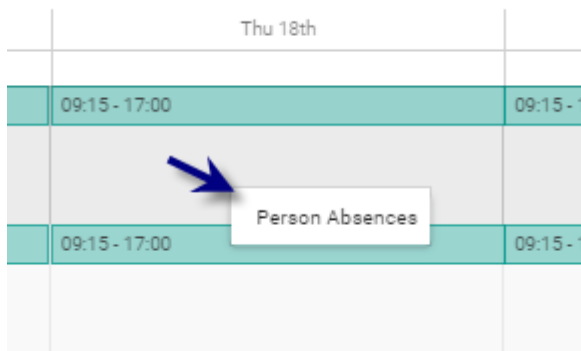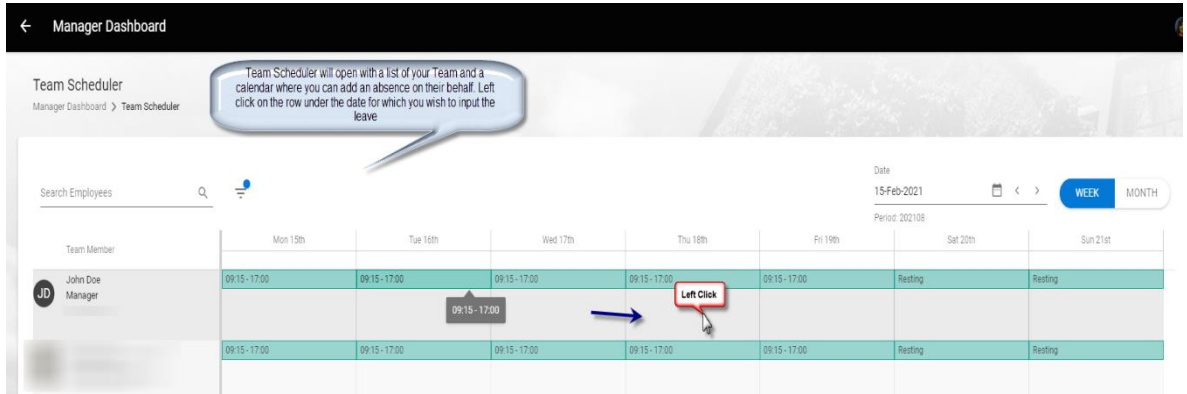

3. To add an absence, click the Add Absence button in the upper right corner of the employee's leave record.

Note: You can only enter 2 days or less for Sick Leave (Casual Paid 100%)
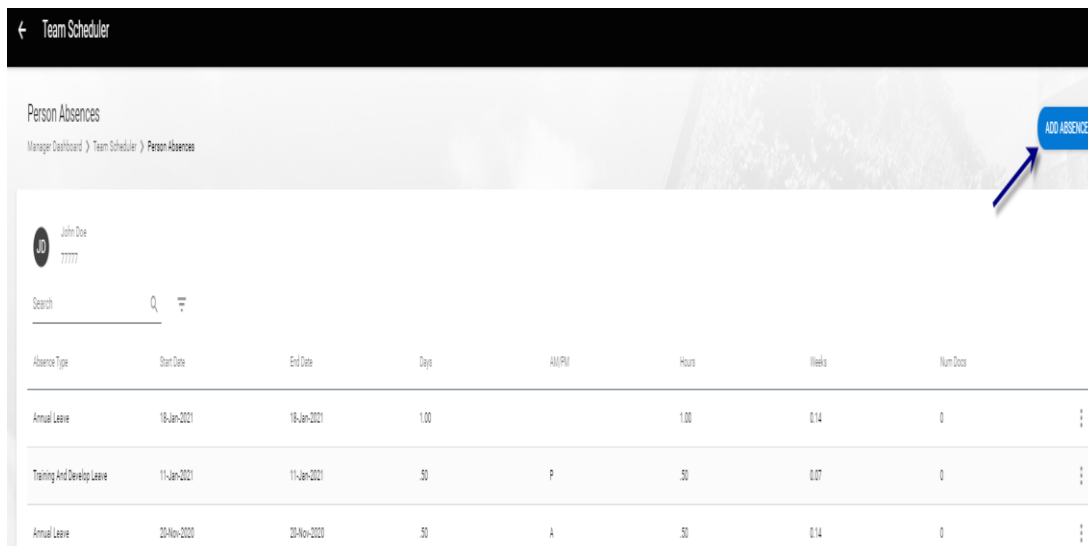
4. Select the **Leave type** i.e. Sick Leave Casual Paid 100%)
5. Select the **Start Dates** for the sick leave. You can also input the duration in days. Select Next which will bring you the 2nd 'More' area.
6. Enter a **Reason** and **Narrative** and click the **Save** button.
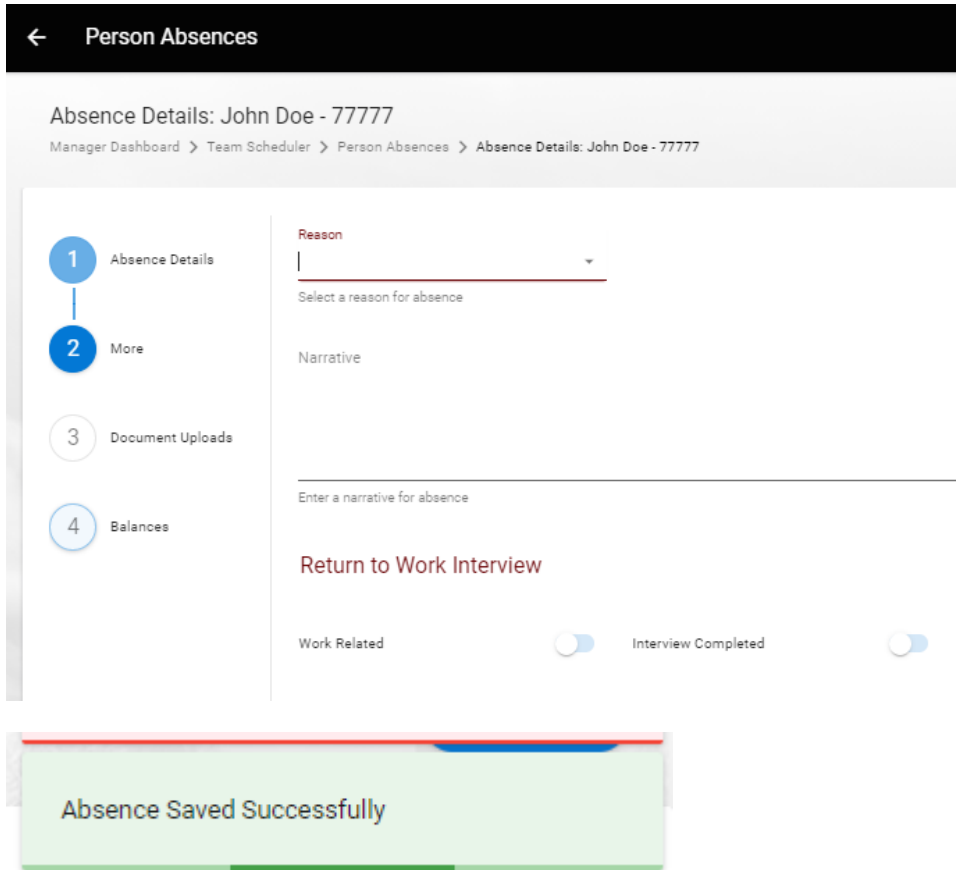
The leave is now saved on the employee record.
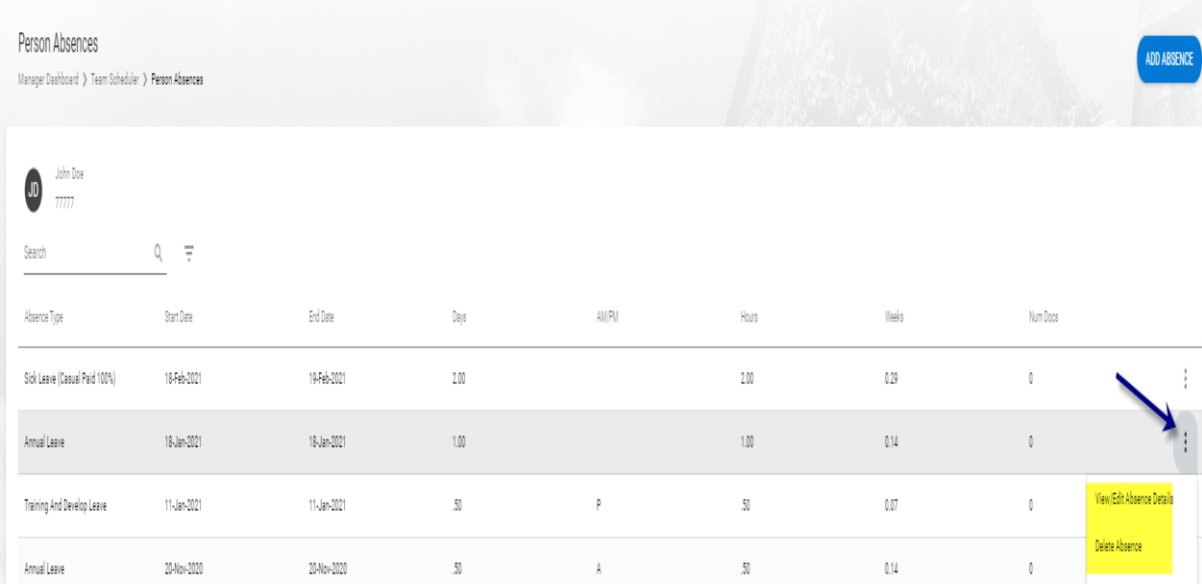
To edit/delete Employee leave.
1. Return to the Person Absences record for the employee in question.

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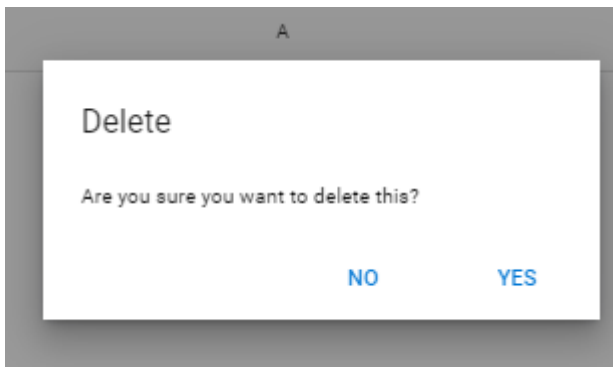
5. Then click **Yes**
6. The sick leave record will be deleted on the employee record.