

Contents

University College Cork

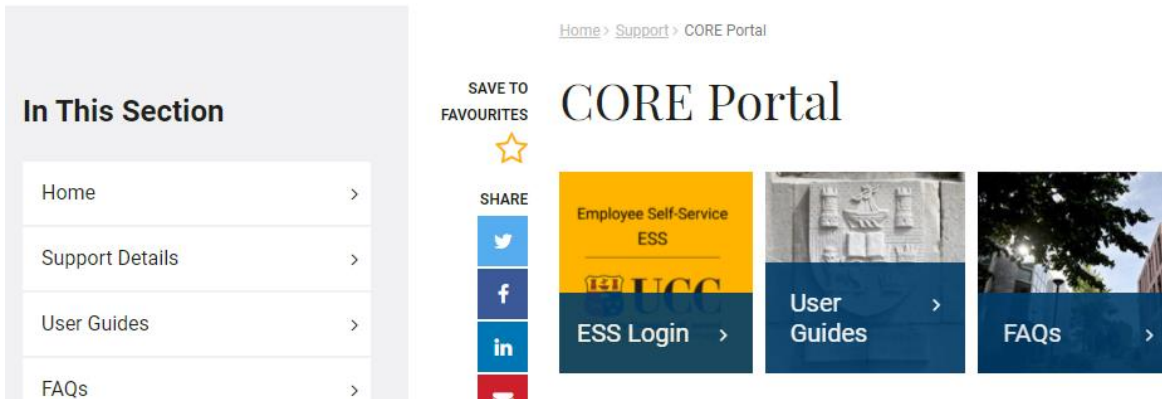
UCC ESS Online Leave Requests Employee Dashboard

Version 2: V28

How to Access UCC Employee Self Service (ESS)	1
My Time	2
A. Book Annual Leave.....	3
B. Record Sick Leave.....	7
C. Cancel or Edit Leave Requests	14

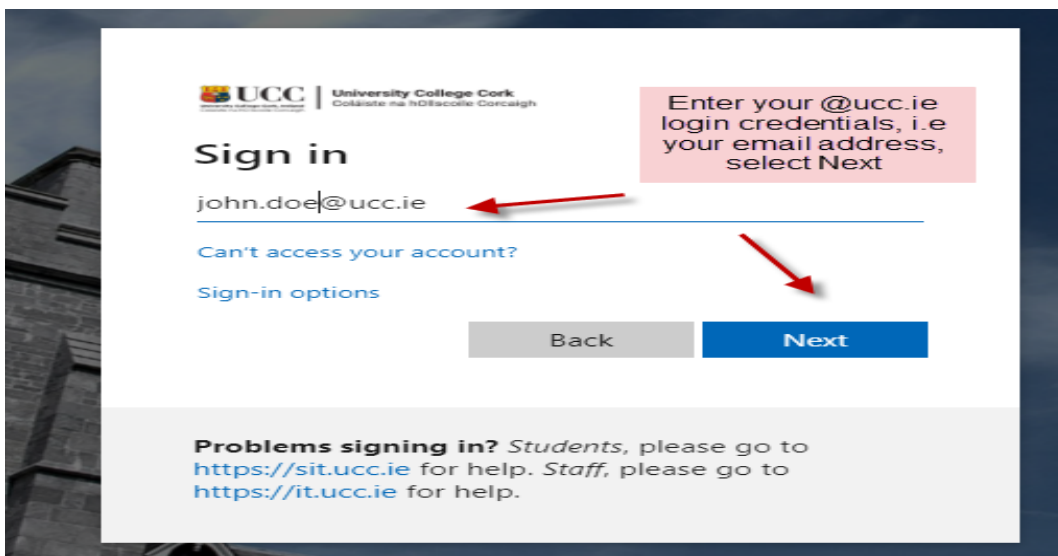
How to Access UCC Employee Self Service (ESS)

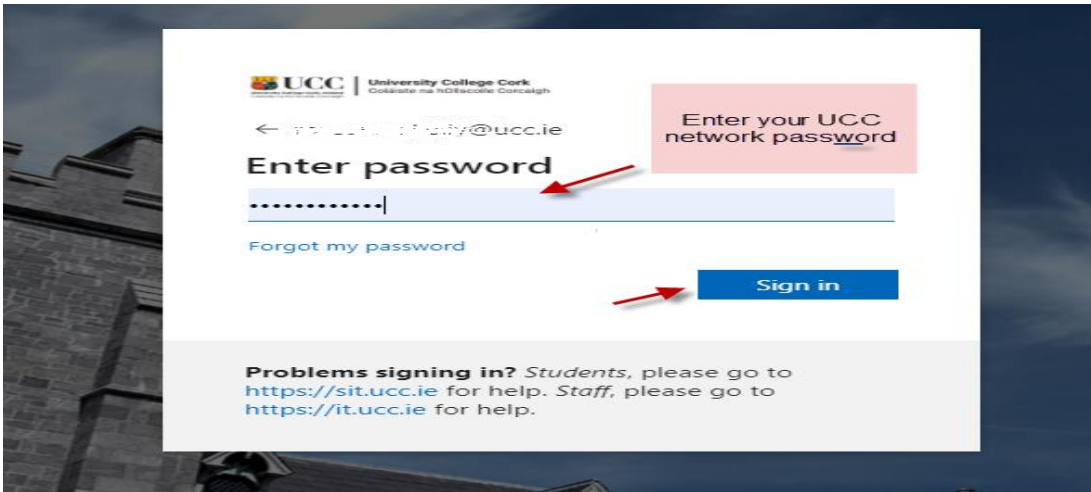
1. Type the following URL into a web browser <http://www.ucc.ie/en/ess>
2. This brings you to the main UCC Employee Self Service (ESS) webpage.



3. Click on **ESS Login**
4. This will open the Core Portal ESS@UCC login page

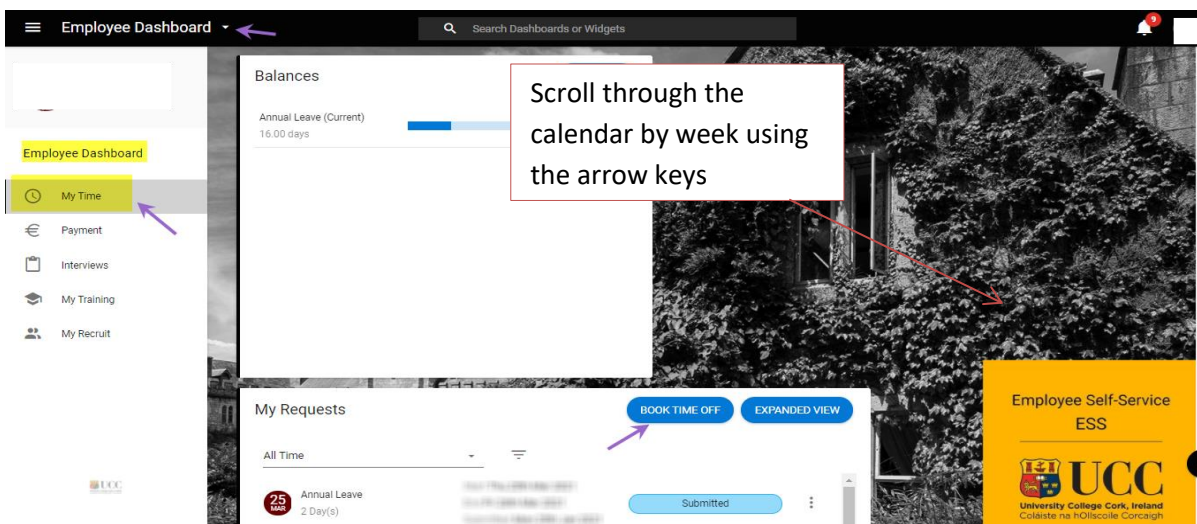
Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.





My Time

Click on the **My Time** tab on the **Employee Dashboard** as highlighted below



Employee Dashboard – My Time

The following information is available to view:

- Balances
- My Requests [Book Time Off]
- Work Week This shows the calendar by week with a rest day on Saturdays and Sundays. **The time which appears on each working day is a standard system setup and cannot be changed to accurately reflect an individual's working hours.**

My Requests [Book Time Off]

Book Time Off allows you to

- A. Book Annual Leave
- B. Record Uncertified Sick Leave [**max of 2 consecutive days**]
- C. Record Certified Sick Leave [Sick Leave where you are providing a Medical certificate to People & Culture]
- D. Cancel or edit any of the above Leave which has been **submitted though ESS only**

A. Book Annual Leave

1. Click on **Book Time Off**
2. The following screen appears

The screenshot shows the 'Employee Dashboard' interface. At the top, there is a navigation bar with a back arrow and the text 'Employee Dashboard'. Below this, the page title is 'Book Time Off' with a breadcrumb trail 'Employee Dashboard > Book Time Off'. The main section is titled 'Create New Leave Request'. It contains several input fields: 'Leave Type *' with a dropdown menu showing 'Annual Leave', a 'Part Day' toggle switch which is currently turned on, 'Start Date *' with a calendar icon and the date '25-Mar-2021', and 'End Date *' with a calendar icon and the date '26-Mar-2021'. At the bottom, there is a 'Comments' field with a horizontal line below it.

3. Choose Leave Type – Annual Leave (or UNCERT Sick Leave/ for absence due to illness where a sick cert is not required, i.e. up to a maximum of 2 days or Certified Sick Leave which has no time restriction, and a medical cert is being provided to the People & Culture Office)
4. Click on the calendar icon to choose a start date or type in the date required in the appropriate format.

Book Time Off
Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type *
Annual Leave Part Day

Start Date * End Date *
04-May-2021 **04-May-2021**

Comments
Annual Leave Day Request,

5. Is this Half day leave?
 - a. Slide the Part day leave indicator to the right
 - b. This will allow you to book a half day leave in either the morning or evening in ‘Time of Day’

Book Time Off
Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type *
Annual Leave Part Day

Start Date * End Date *
04-May-2021 **04-May-2021**

Time of Day

Select Morning or Evening

Part of Day
1/2 of a day

Select Part Of This Day

Comments
Annual Leave Day Request,

6. Click on Submit to send the request to your designated Line Manager

Book Time Off
Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type*
Annual Leave Part Day

Start Date* 25-Mar-2021

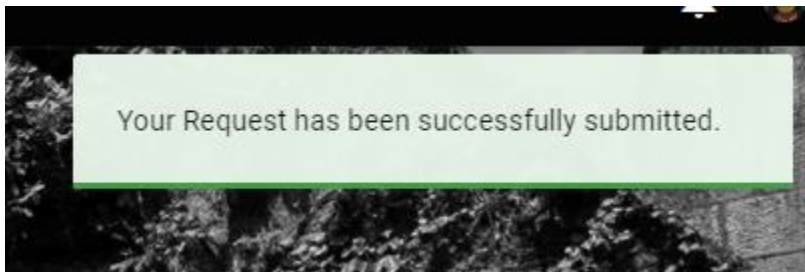
End Date* 26-Mar-2021

Comments

Balance Information

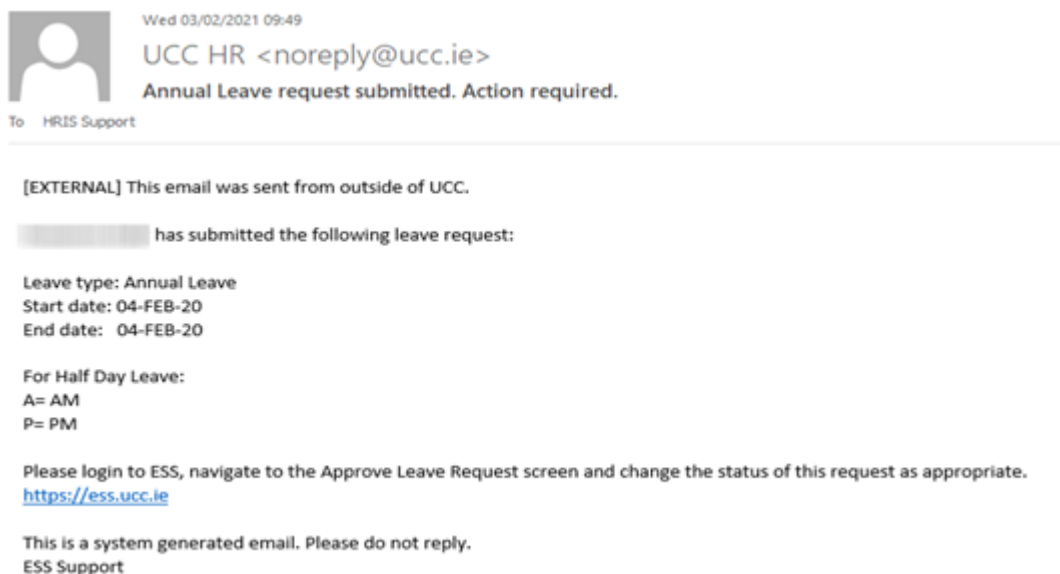
Name	Allowance	Requested	Booked	Remaining
Annual Leave (Current)	22.00	0.00	0.00	16.00

SUBMIT

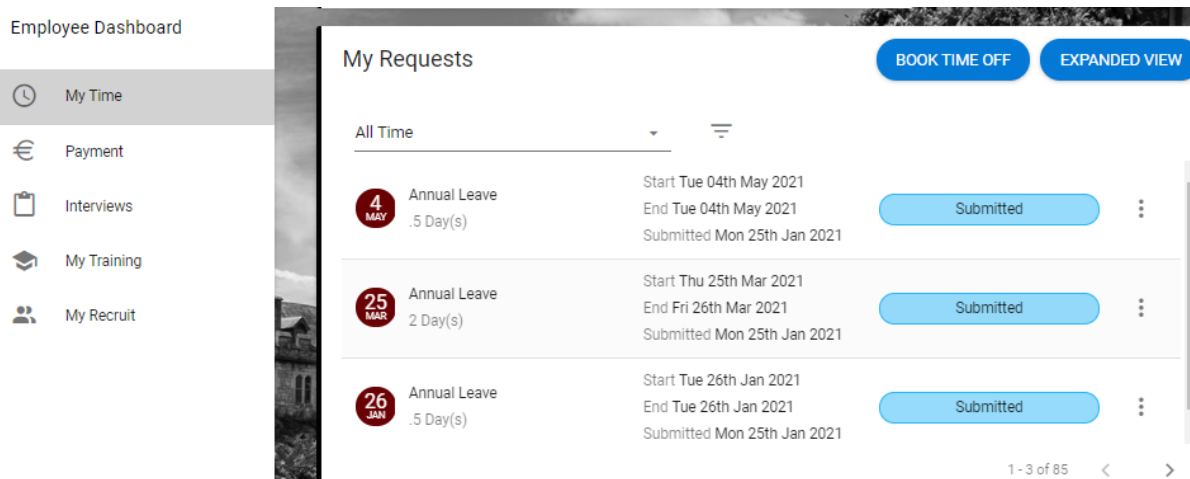


Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager/Leave Approver

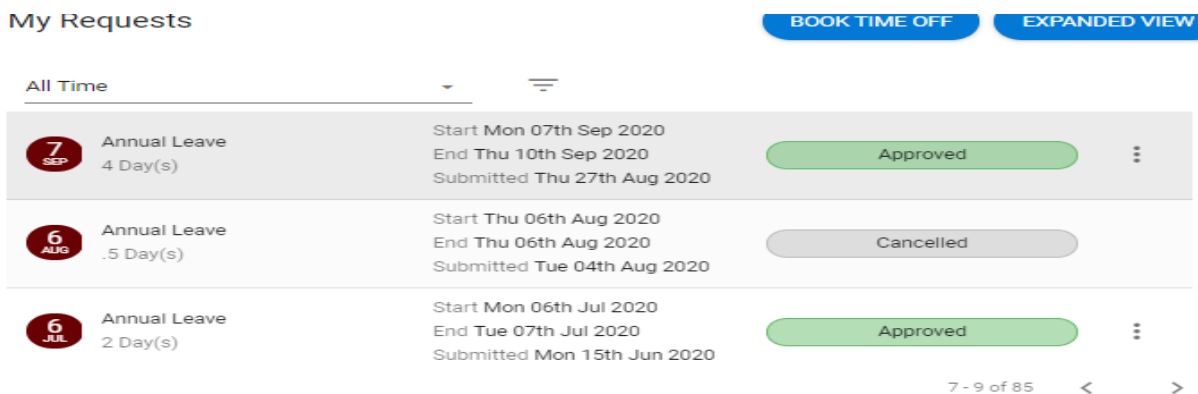
7. Your Line Manager will receive an email notification to their @ucc.ie email address notifying them that you have submitted an Annual Leave request and it requires action



8. You will also receive an email to **your @ucc.ie email** address verifying that your Annual Leave request has been submitted
9. On the My Requests widget your Annual Leave Requests show as Submitted until they have been approved.



10. Once your manager has approved the submitted leave you will receive an email confirming the approval to **your @ucc.ie email address**
11. When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget. You can cancel your leave request also before it has been approved and these requests will show as Cancelled.



12. Your Annual Leave Balance on the My Balances widget will also be updated to reflect the days you have booked, to drill down and view further details on leave balances and past instances click on [Balance](#)



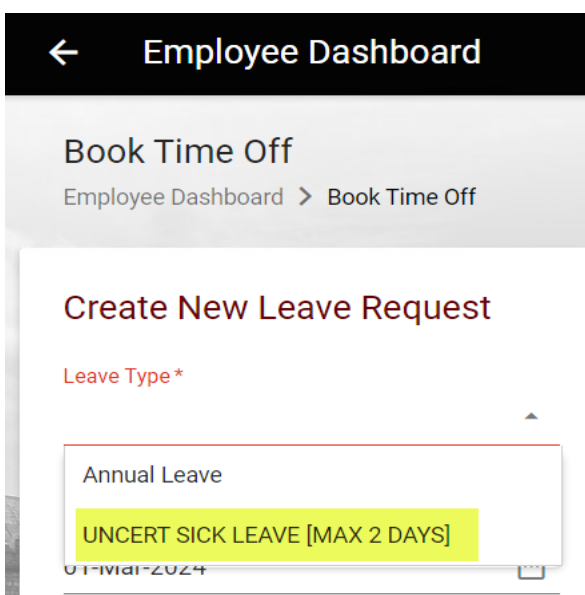
B. Record Sick Leave

When you select the Leave Type to book leave you will note there are two types of Sick Leave, **Certified** and **Uncertified**. Please note that Uncertified Sick Leave refers to absence from work, due to illness or injury for a maximum of two days. Extended periods of sick leave should be recorded under the Leave Type ‘Certified Sick Leave’ on ESS as a medical certificate is required. If you select uncertified sick leave that exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. Please see leave policy on People & Culture Office website <https://www.ucc.ie/en/hr/policies/leave/sick/>

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

- If a staff member is ill, they must inform their direct manager or nominee by phone or email as soon as possible
- For ‘Uncertified Sick Leave’ (which is a max of 2 consecutive days, as per People & Culture Office policy):
 - When staff member returns to work, s/he records the absence in Core ESS which is then approved by their manager.
 - Each staff member should also email their manager and copy their nominee [if required] on their return to work
- For ‘Certified Sick Leave’, the employee may add a medical note provided by their GP to their leave request on ESS, this will be visible to the Line Manager and to the Leave Administrator in P&C office. It is possible to submit the certified leave request without adding this document but please note that the leave will only be approved by P&C upon the receipt of the medical certificate.
- **Record Uncertified Sick Leave [up to 2 consecutive days only]**

On the Employee Dashboard under **Book Time Off**, select the type of leave you are requesting, in this instance **Uncert Sick Leave**.



Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type*

Annual Leave

UNCERT SICK LEAVE [MAX 2 DAYS]

01-Jan-2024

Enter the relevant dates (use Part Day slider if for half day)

Use the dropdown arrow on the Reason field to select a reason from the list available.

Book Time Off
Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type*
Sick Leave (Casual Paid 100%) Part Day

Start Date* 09-Apr-2020 End Date* 09-Apr-2020

Reason*
Cold/Flu
Select a Reason

Comments

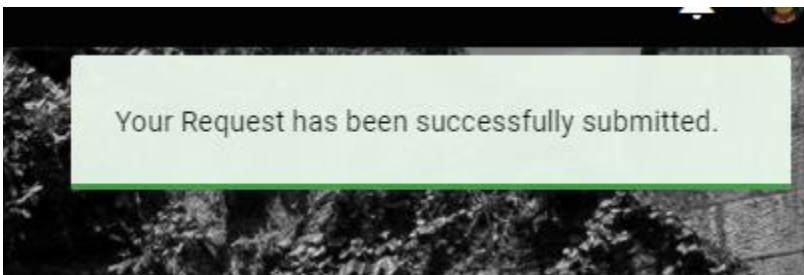
Balance Information

SUBMIT

You can choose to add a comment for further information.

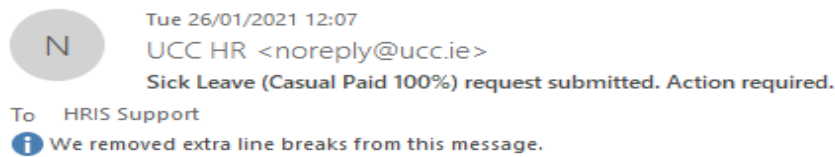
Click on Submit to send the request to your designated Line Manager

Note: Uncertified sick leave submitted can be up to a maximum of 2 consecutive days, as per People & Culture Office policy



Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager/Leave Approver

1. Your manager will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted an Uncertified Sick Leave request, and it requires action.



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

██████████ has submitted the following leave request:

Leave type: Sick Leave (Casual Paid 100%) Start date: 28-OCT-20
End date: 28-OCT-20

For Half Day Leave:
A= AM
P= PM

Please login to ESS, navigate to the Approve Leave Request screen and change the status of this request as appropriate.
<https://ess.ucc.ie>

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

2. You will also receive an email to **your @ucc.ie email** address verifying that your Uncertified Sick Leave request has been submitted.
3. On the My Requests widget you will now see your request displayed as Submitted

The screenshot shows the 'My Requests' widget with the following details:

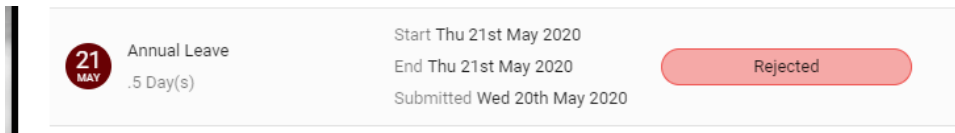
- Buttons:** BOOK TIME OFF, EXPANDED VIEW
- Filter:** Last Month
- Request 1:** Annual Leave (25 JAN, 1 Day(s)), Start Mon 25th Jan 2021, End Mon 25th Jan 2021, Submitted Mon 25th Jan 2021. Status: Submitted.
- Request 2:** Sick Leave (Casual Paid 100%) (28 OCT, 1 Day(s)), Start Wed 28th Oct 2020, End Wed 28th Oct 2020, Submitted Tue 26th Jan 2021. Status: Submitted. A red arrow points to this 'Submitted' button.
- Footer:** 4 - 5 of 5

4. Once your manager has approved the submitted Leave you will receive an email confirming the approval to **your @ucc.ie email address**

- When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget

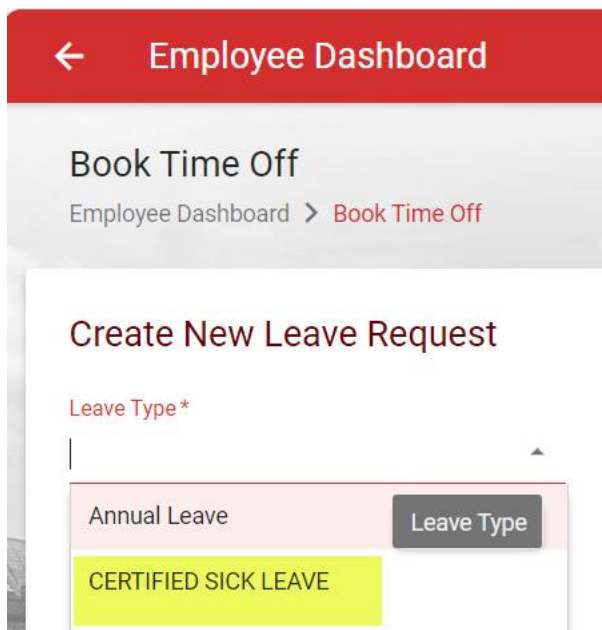
If you submit a leave request and your manager rejects the application, you will be notified via email to your @ucc.ie email address.

The request status will show as Rejected on ESS



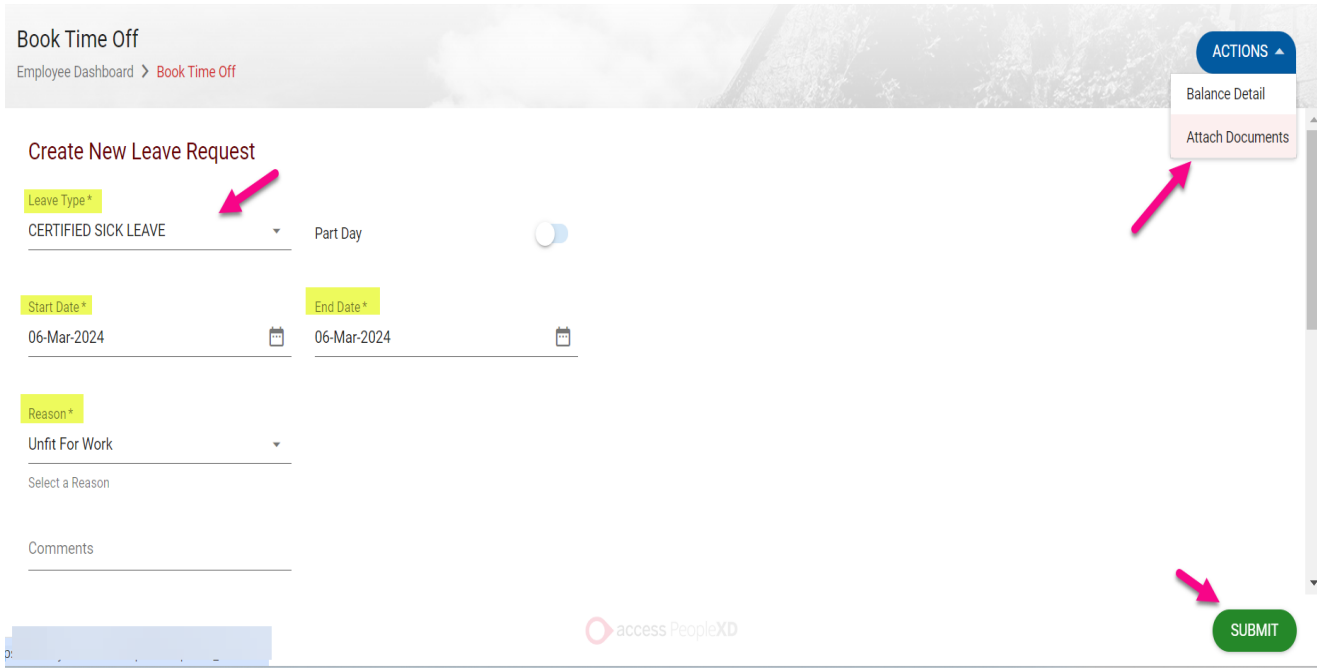
- Record Certified Sick Leave**

On the Employee Dashboard under **Book Time Off**, select the *Type* of leave you are requesting, in this instance **Certified Sick Leave**.

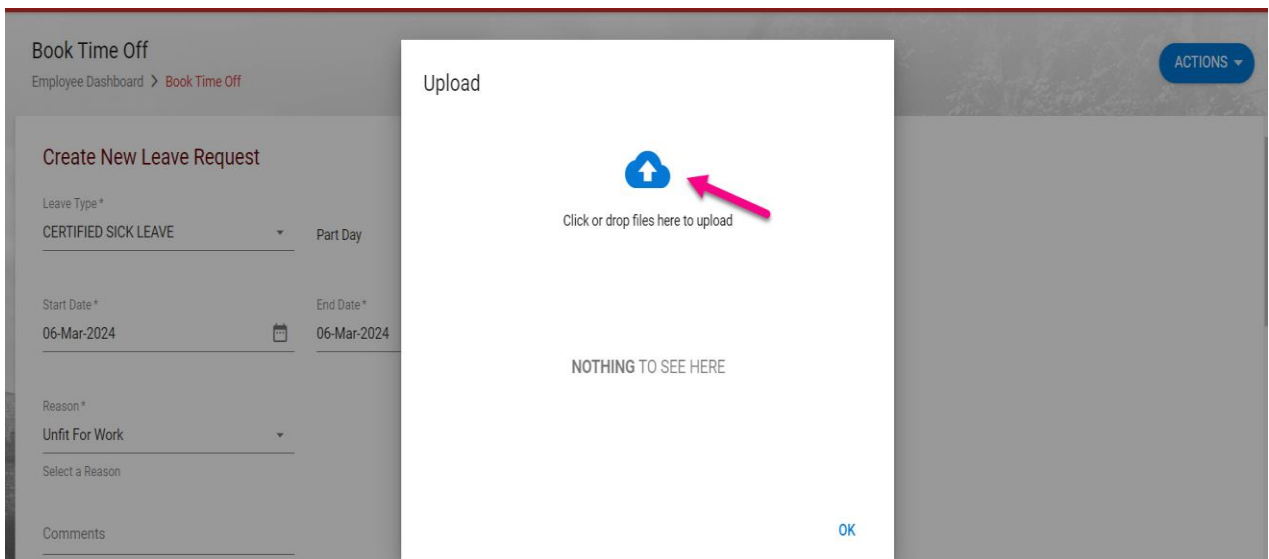


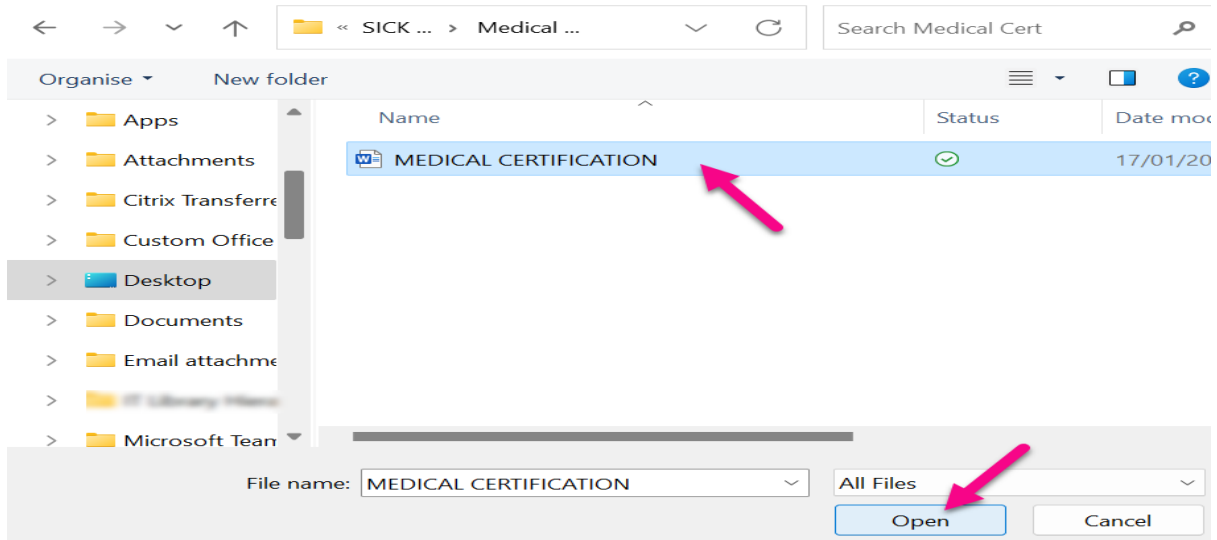
Enter the relevant dates (use Part Day slider if for half day)

Use the dropdown arrow on the Reason field to select a reason from the list available. Enter a comment if you wish, please note that any field with an asterisk is mandatory.



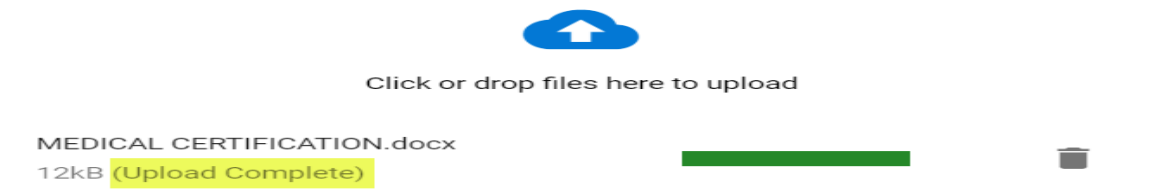
To access the "Attach Document" option, select the **Actions** arrow. This will open a file manager where you may upload your document or certificate. Select the Upload arrow as highlighted and select your file.



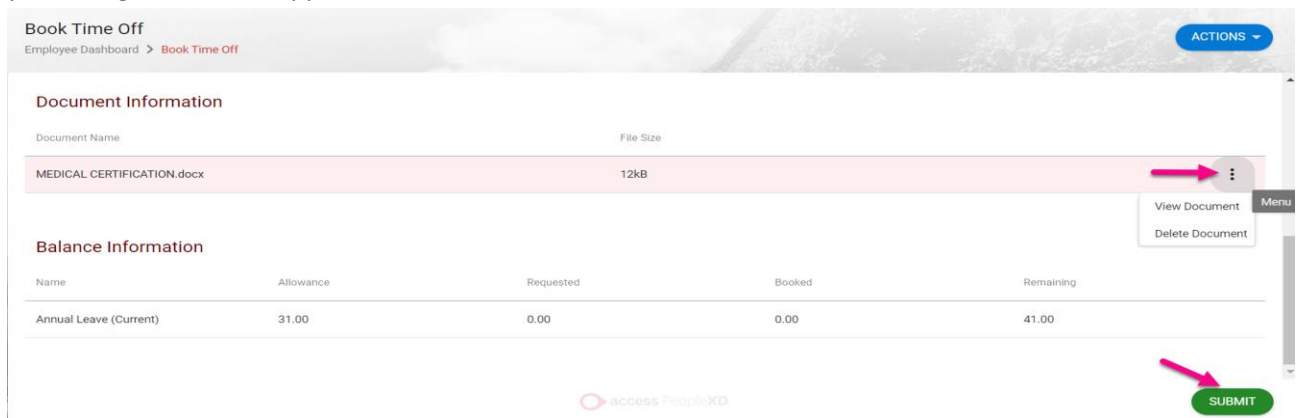


Double click on File name or select Open to upload. Select OK once it has been uploaded successfully.

Upload



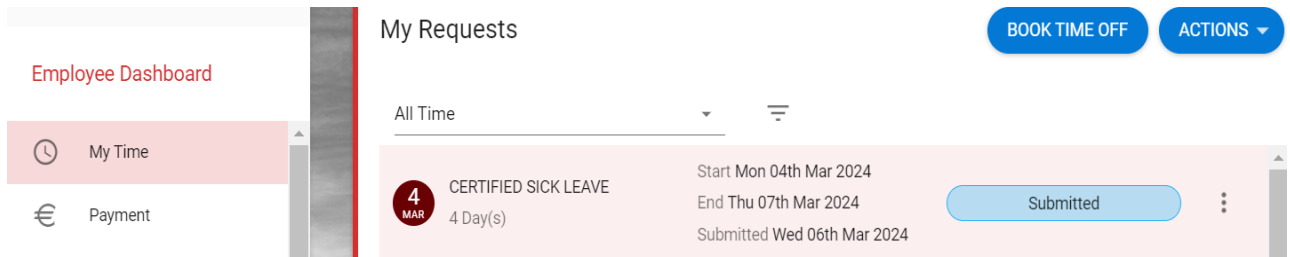
The document can be reviewed or removed by scrolling down the Book Time Off screen to view the Document Information and selecting the ellipsis as shown below. Please select Submit to send the request to your designated leave approver.



Your Request has been successfully submitted.

Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager/Leave Approver

1. Your Leave Approver will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Certified Sick Leave request, and it requires action.
2. You will also receive an email to your **@ucc.ie** email address verifying that your Certified Sick Leave request has been submitted.
3. On the My Requests widget you will now see your request displayed as **Submitted**



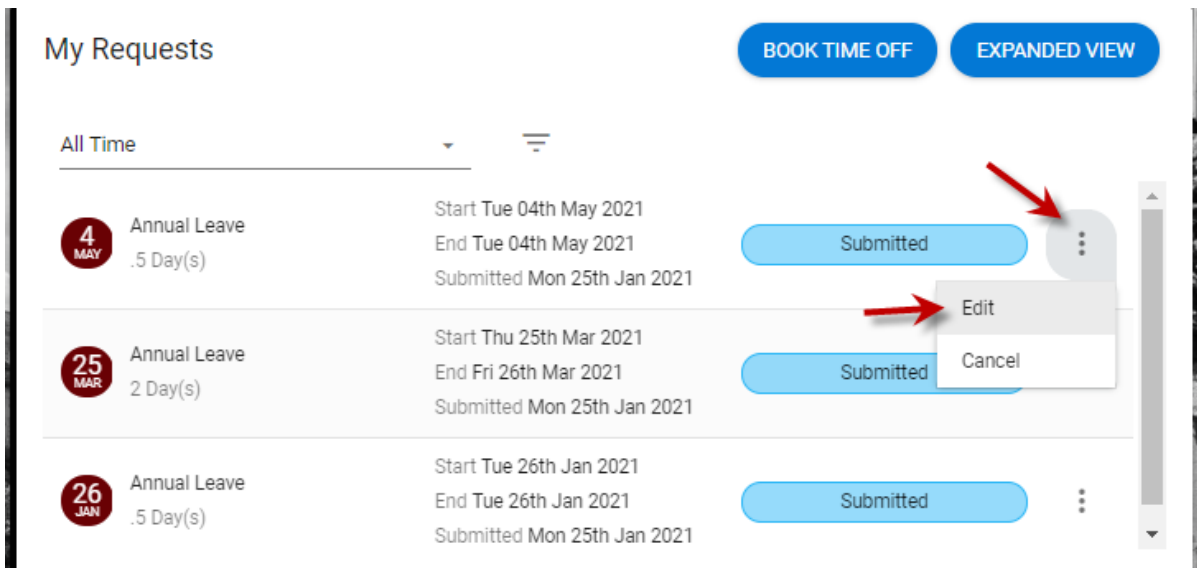
4. The manager can view the request on their Manager Dashboard on ESS (along with any document attached) and may select 'Recommend for Approval' which will direct the request to the People & Culture Leave Administrator. Once the submitted request has been approved by the Leave administrator you will receive an email confirming the approval to **your @ucc.ie email address**
5. When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget
6. If you submit a leave request and it is rejected, you will be notified via email to your **@ucc.ie** email address.

The request status will display as Rejected on ESS under 'My Requests'.

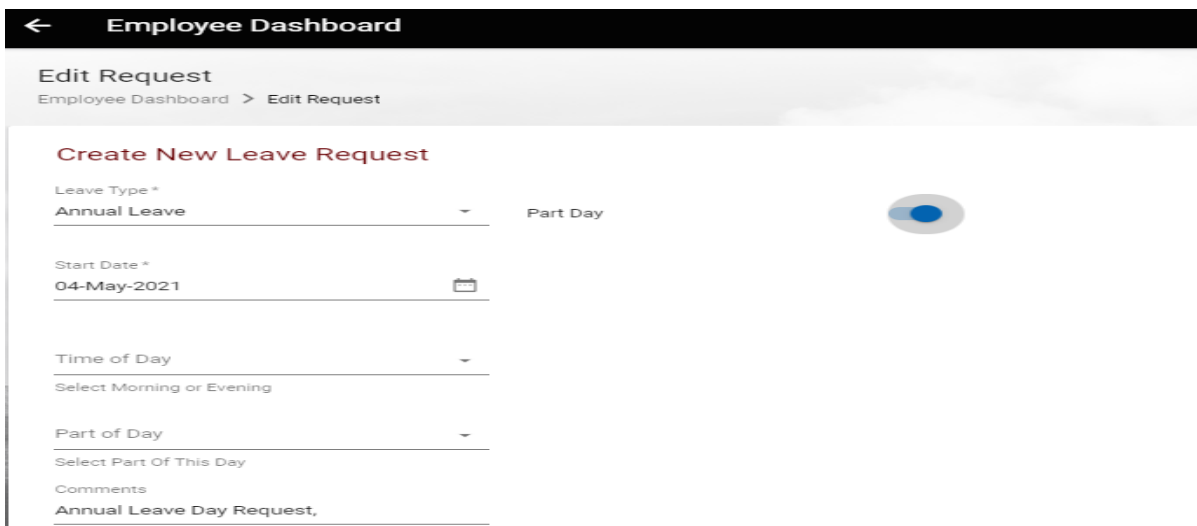
C. Cancel or Edit Leave Requests

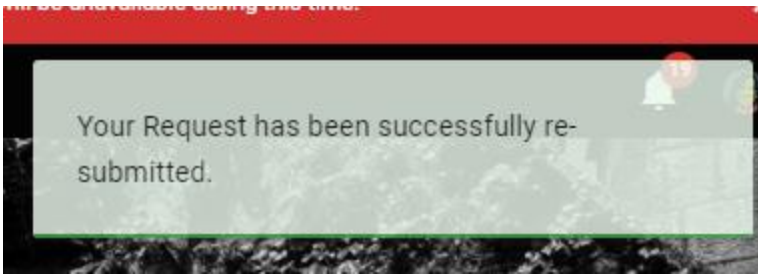
Please note that once approved online leave is historic, then any possible amendment or cancellation must be requested directly from the Approver, approved leave at a future date can be cancelled on ESS. This is the same process for annual leave or sick leave.

From the My Requests widget choose the request you need to amend and click on the ellipsis icon to get more options, i.e. to Edit or Cancel (Note this is at Submitted stage before it has been approved & the date is in the future)



When you select Edit the details of the leave request appear, in this example it's a part day, so the date can be amended, or it can be changed to a full day(s) or the time can be amended before submitting again. You can also edit a Certified Sick Leave request to add the medical note if you forgot to attach it originally.



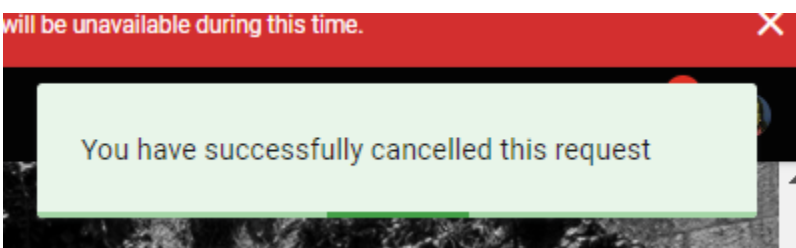
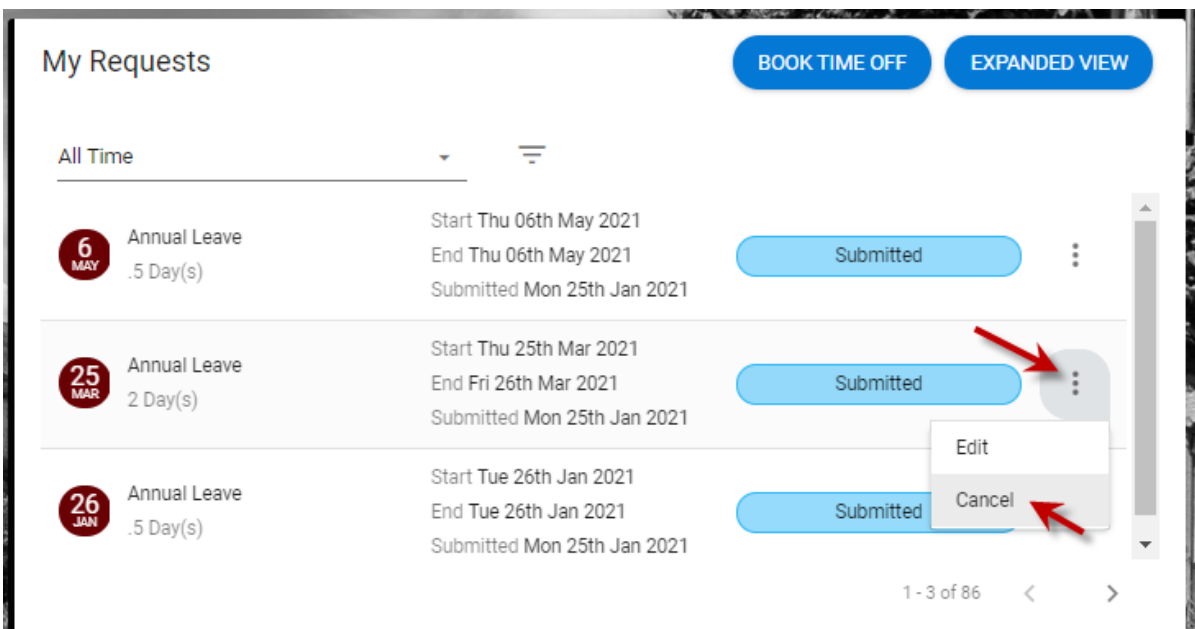


COREHR.Mail.Service... ANNUAL LEAVE request cancelled by JOSEPHINE BLOGGS

Tue 11/04/2017 10:15

36 KB

To cancel the Leave request, select the Ellipsis again to view the option to Cancel, click on Cancel and it will be removed, a notification appears onscreen, and it can be viewed under the Requests widget.



1. From the **My Requests** widget choose the cancelled option from the filter which then shows the relevant annual leave as cancelled status

My Requests

BOOK TIME OFF EXPANDED VIEW

All Time



6 MAY Annual Leave
5 Day(s)

Start Thu 06th
End Thu 06th May 2021

Filter

Submitted

Select which Status you wish to view, e.g. Approved Requests, Rejected, Cancelled, Submitted

