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.



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**. The Manager Dashboard is only available to those who are setup as approvers for leave.

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 Dash	board	
у	Employee Dashboard	Manager Dashboard

Manager Dashboard

The following information is available to view:

My Team

- Approvals
- Delegate Access
- Interviews

This guide focuses on Leave Approvals, for more information on the Manager Dashboard please consult the extended user guide.

My Approvals

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

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

ONLINE LEAVE REQUESTS - MANAGER DASHBOARD – QUICK GUIDE

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	My Approvals Notifications
	Annual Leave 21 Jan VIEW
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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.

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ONLINE LEAVE REQUESTS - MANAGER DASHBOARD - QUICK GUIDE

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Historic Le	ave Approvals						Â
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. 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



ESS Support

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



- 5. To approve or reject leave click on View next to the employee request.
- 6. 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.

My Approvals Manager Dashboard > My Approvals							VIEW DETAILS -
Actions 9 Upda	17es	0	tionen				
Search Q,	Ŧ	Annual Leave					
Annual Leave	21 Jan	Date Submitted 21 Jan 2021 14:36					
Sick Leave (Casual Pat.	27 Jan	Comments test black booking					
Sick Leave (Casual Pal.	29 Jan	Leave Type Annual Leave	Duration 11 Day(s)	Date From Wednesday, 24 Feb 2021	Date To Wednesday, 10 Mar 2021		
		To read and review the te	mis and conditions for appr	ovel, piesse click here			
							REJECT

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)

Approvals	nrovale							VIEW DETAILS
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Actions	Upda	ites						Balances
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Search	Q	$\overline{\pm}$	CERTIFIED SICK L	EAVE				
		29 Feb	Date Submitted 29 Feb 2024 13:01		×	X		
CENTINE OVALEA	Y 12	11:25	Leave Type CERTIFIED SICK LEAVE	Duration 1 Day(s)	Date From Tuesday, 27 Feb 2024	Documents Attached Y	Reason Occupationa	ı
			To read and review the term	s and conditions for appr	oval, please click here			
			I confirm that the	e above details are correct				1
		P.11		0			OTH	ER OPTIONS REJECT

7. You can click on the link [Click <u>here</u> to read and review the terms and conditions for approval] in order to view a PDF of the leave terms policy at any stage

- 8. You <u>must</u> click on 'I confirm that I have checked the submitted leave request' to proceed.
- 9. Select Approve or Reject for Annual/Uncertified Sick Leave, Or
- **10.** Select Other Options to access 'Approval Recommended' and select OK for Certified Sick Leave

Enter Details

Approval recommended

CANCEL
OK

11. 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.

To HRIS Support	Wed 03/02/2021 10:42 UCC HR <noreply@ucc.ie> Your Annual Leave request has been Approved</noreply@ucc.ie>	
[EXTERNAL]	This email was sent from outside of UCC.	
The followin	ng leave request has been Approved by	
Employee: Leave type: Start date: 1 End date: 1	Annual Leave 13-JAN-21 15-JAN-21	
For Half Day A= AM P= PM	γ Leave:	
For further i https://ess.u	information, please login to ESS and select the 'View My Leave Request Enquiry' option. ucc.ie	
This is a syst ESS Support	tem generated email. Please do not reply. t	

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. ...

OK			
OK		-	
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12. 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.

Fr	Enter Details			
ie	Comments			
h		CANCEL	ок	

- **13.** Enter the reason and then choose **Reject** e.g. in the instance where an employee submits more than 2 days uncertified sick leave.
- 14. The team member will receive a system generated email to confirm same to their @ucc.ie email address.
- **15.** 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.



[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