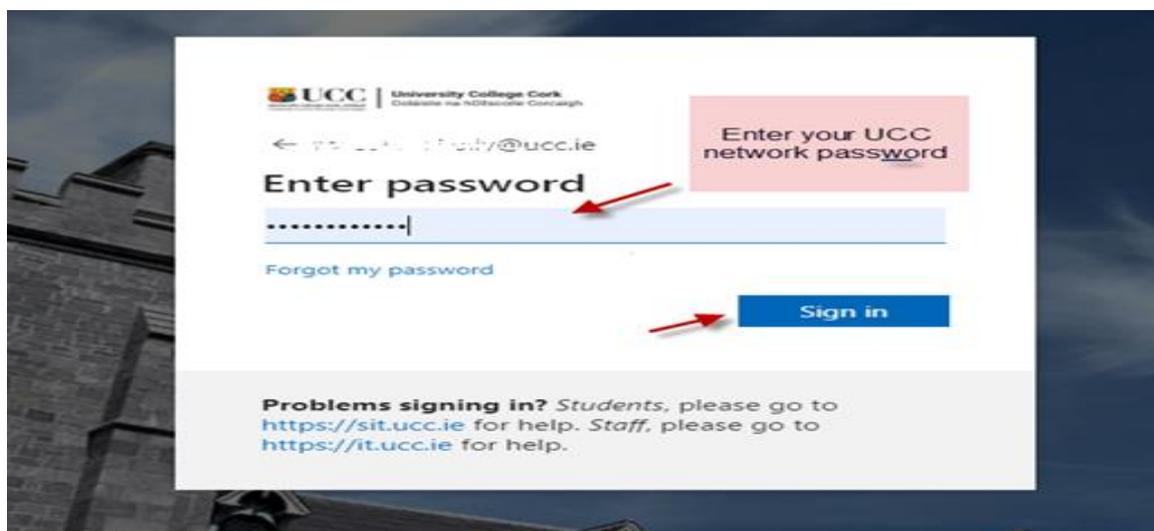
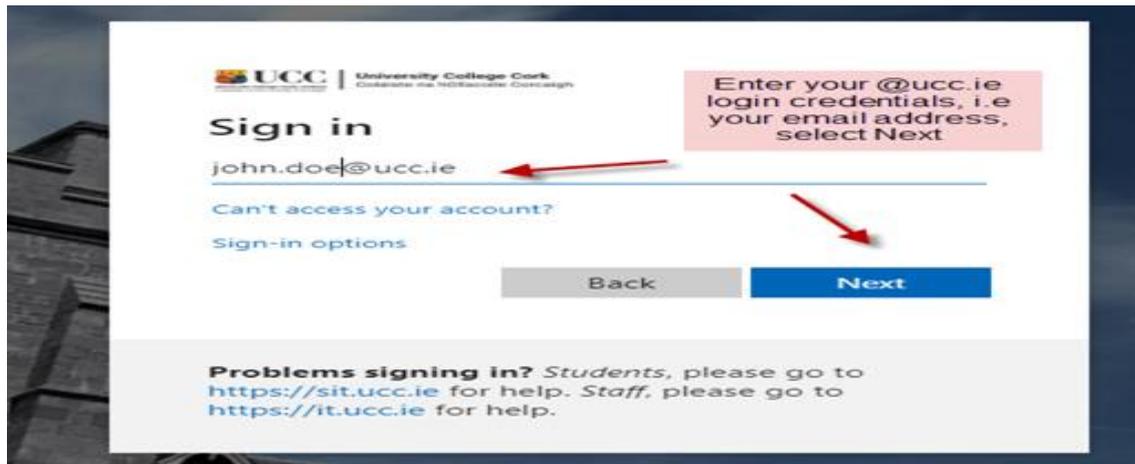


## Access UCC Employee Self Service (ESS)

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.



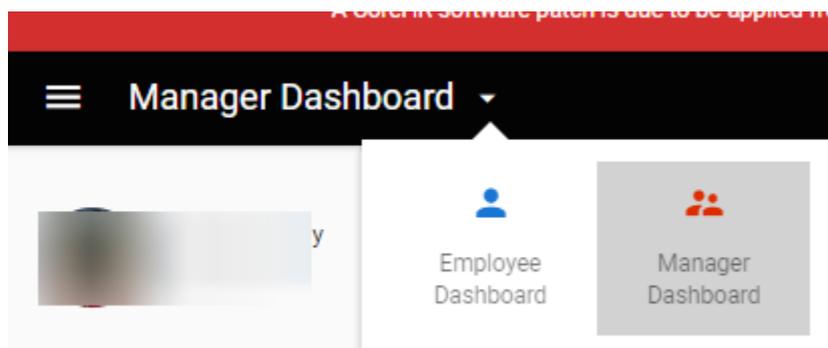
Click on **ESS Login**: This will open the Core Portal ESS@UCC login page. Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.



## Manager Dashboard

When you log into ESS with **Manager** rights the default landing page brings you to the **Manager Dashboard**. 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 Dashboard

The following information is available to view:

### My Team

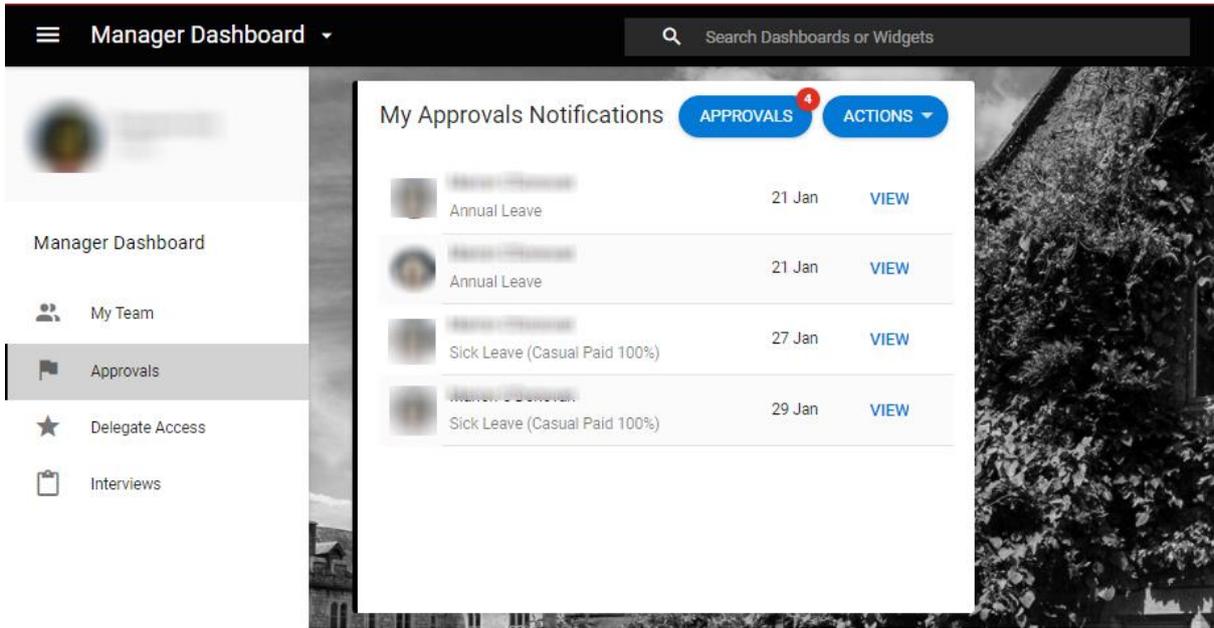
- Approvals
- Delegate Access
- Interviews

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

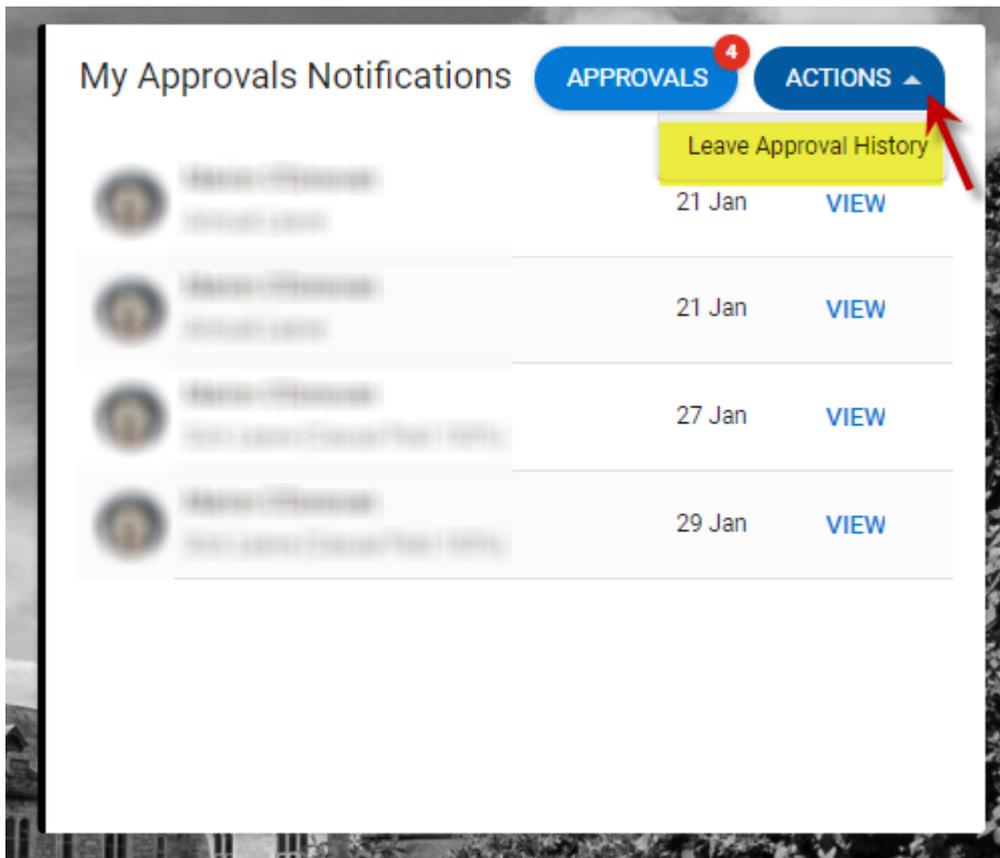
## My Approvals

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.**



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.



Manager Dashboard

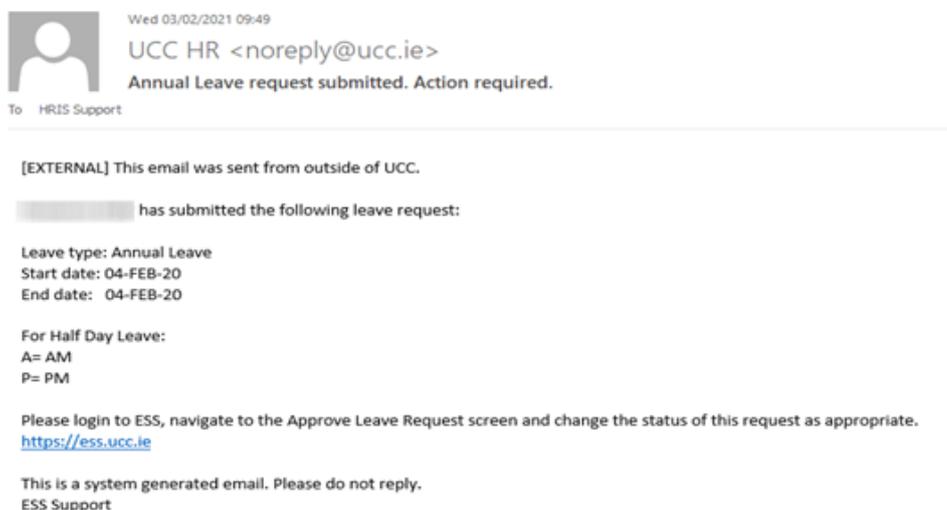
Leave Approval History  
Manager Dashboard > Leave Approval History

Historic Leave Approvals

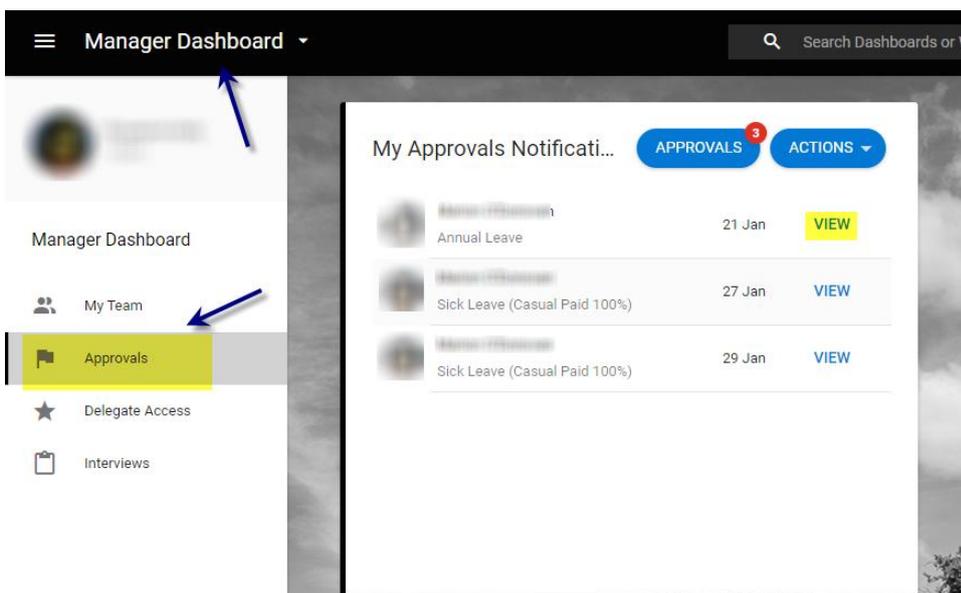
Employee	Date Approved	Start Date	End Date	Leave Type	Duration	Status
[Redacted]	N/A	11-Aug-2020	11-Aug-2020	Annual Leave	1	Unprocessed
[Redacted]	23-Jul-2020	11-Aug-2020	11-Aug-2020	Annual Leave	1	Approved

- 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.

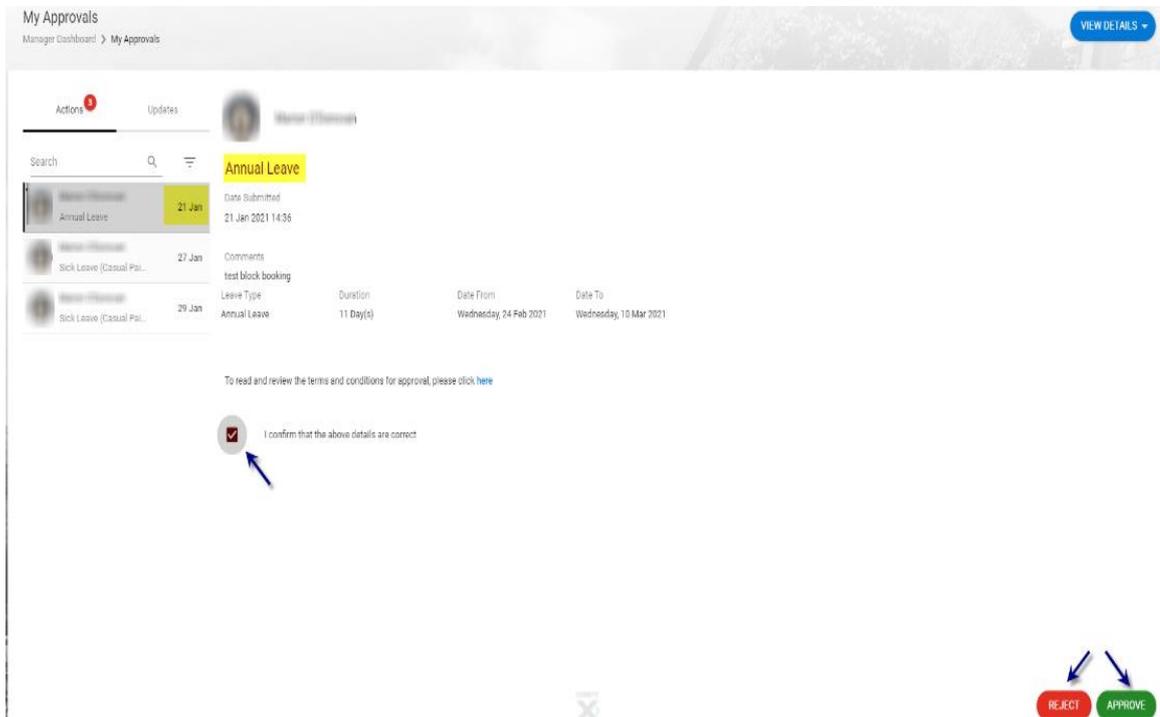
### Annual Leave Request



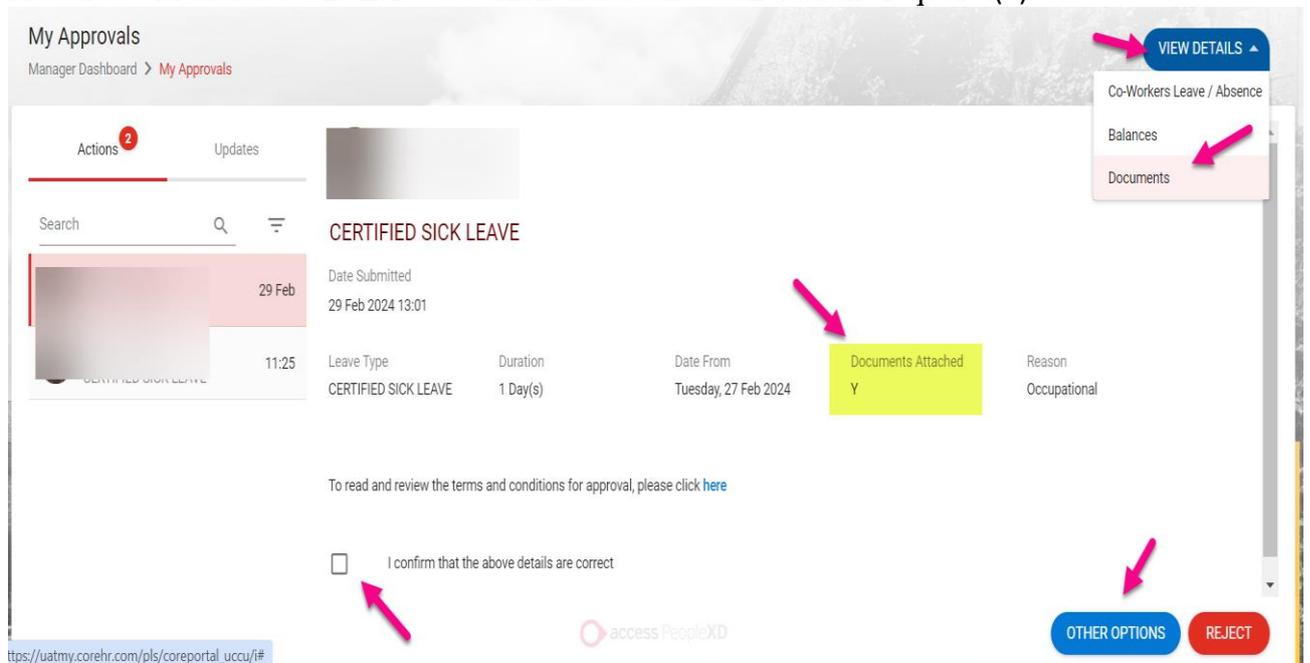
- Log into ESS and on the Manager Dashboard choose the My Approvals tab.



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



- 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

8. You **must** 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



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.

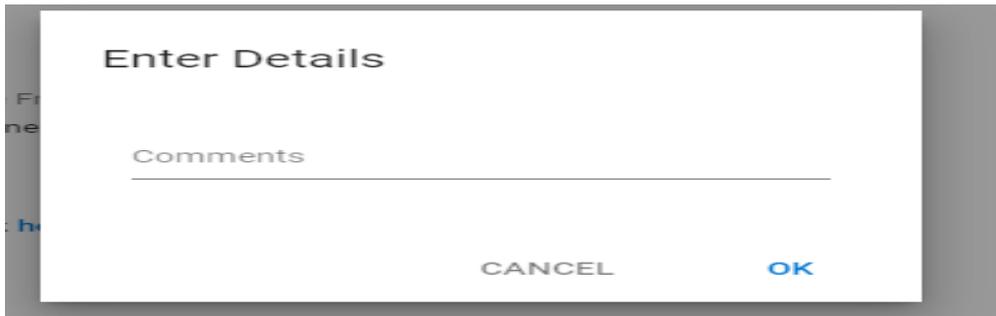


**Please note: If uncertified sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. You can reject the leave and advise the employee to follow the sick leave policy, i.e. to submit a Certified Leave request. A warning appears onscreen when you try to approve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

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.



- 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.



Wed 03/02/2021 16:14

UCC HR <noreply@ucc.ie>

Annual Leave request cancelled by [REDACTED]

To HRIS Support

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

The following leave request has been cancelled:

Employee: [REDACTED]  
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