Type the following URL into a web browser http://www.ucc.ie/en/ess
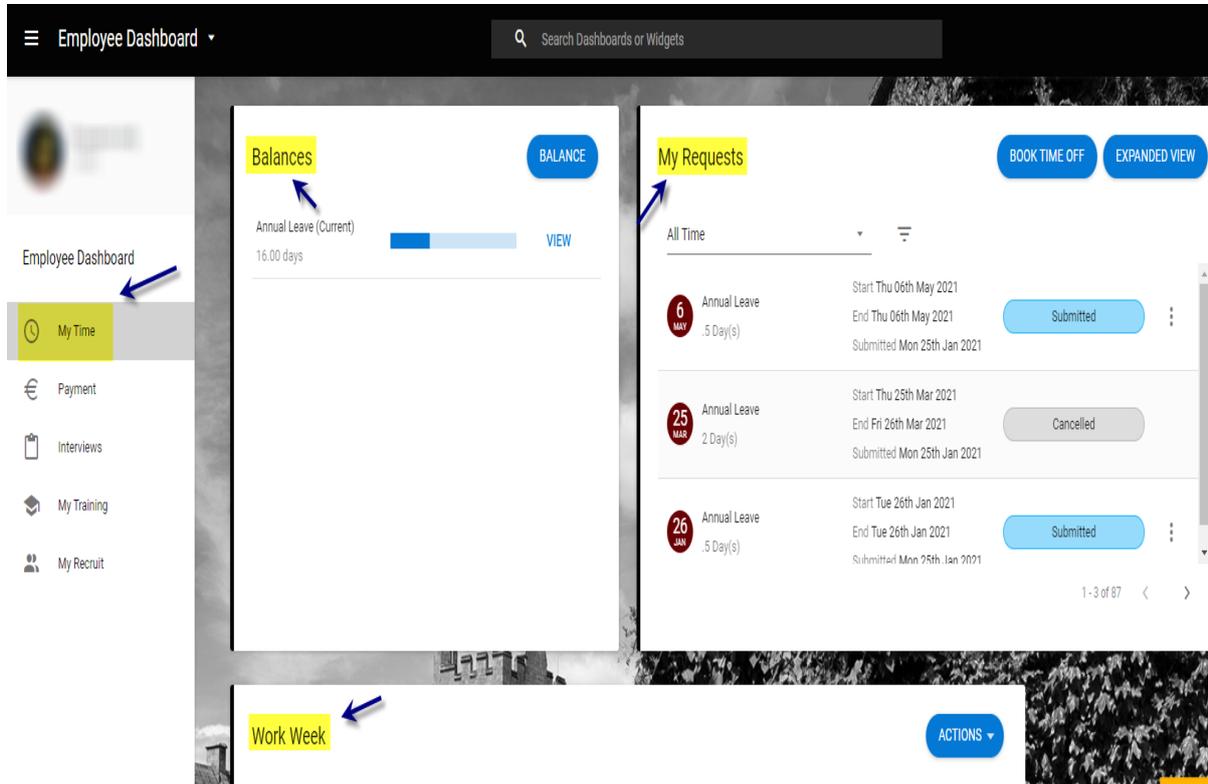


Click on **ESS Login, then enter your** UCC login credentials to access ESS (Employee Self Service)
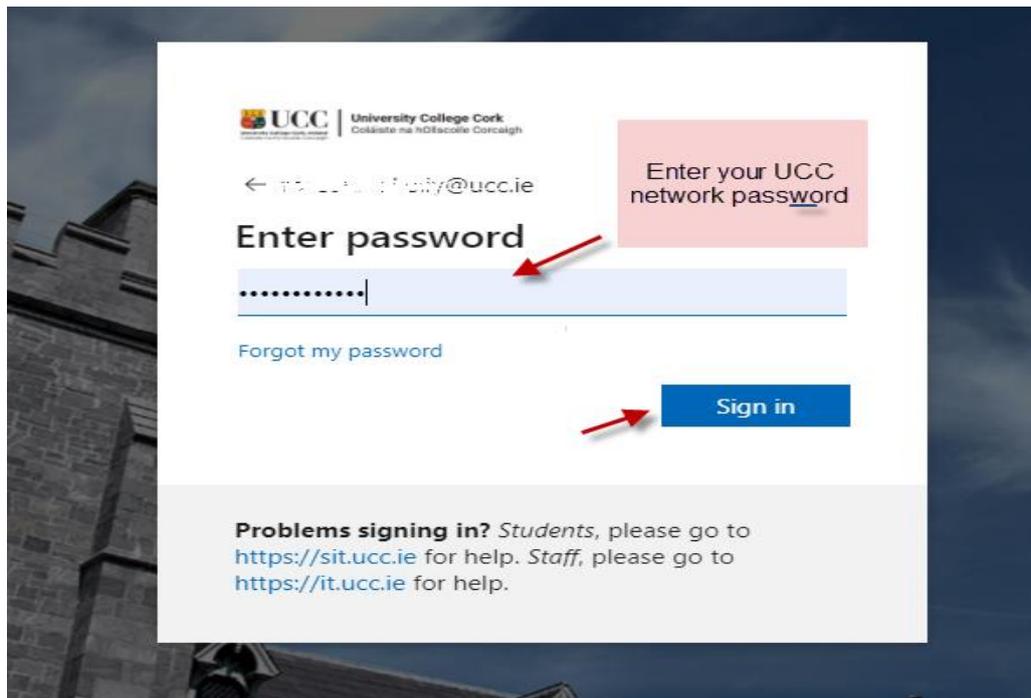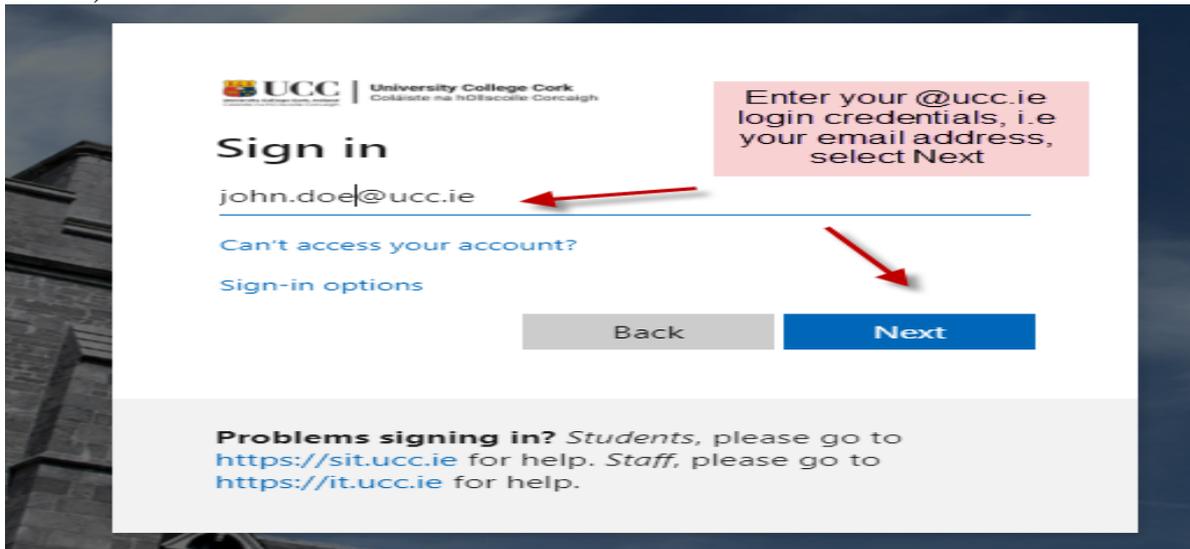
## My Time

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



## Employee Dashboard – My Time

The following appears when you select My Time

- Balances [e.g. 9.5 days]

- My Requests [Book Time Off]

- Work week [Current weekly calendar, the hours displayed are generic & **do not** reflect individual work shifts]

My Requests [Book Time Off]

Book Time Off allows you to
➢ Book Annual Leave
➢ Cancel or edit any of the above Leave which has been **submitted though ESS only**

**Book Annual Leave**

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



3. Choose Leave Type – Annual Leave
4. Click on the calendar icon to choose a start date

5. Is this part day leave?
   a. Slide to select part day
   b. This will allow you to book a half day leave in either the morning or evening in the Time of Day field.



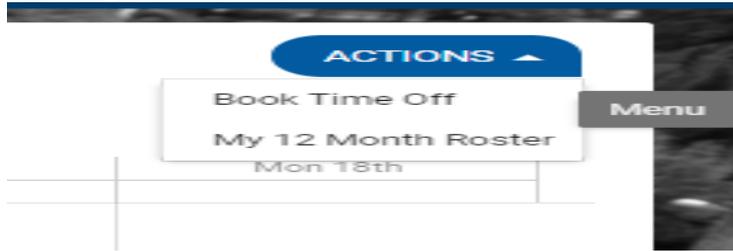6. Otherwise for full day enter an End Date for the leave

7. You can choose to add a comment for further information if you wish

8. Click on Submit on bottom right to send the request to your designated Line Manager

\*Just to note you can also access the Book Leave Screen from the Working Week menu, by selecting Actions & then Book



**What Happens Next?**
**Once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent via email to the Line Manager**
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
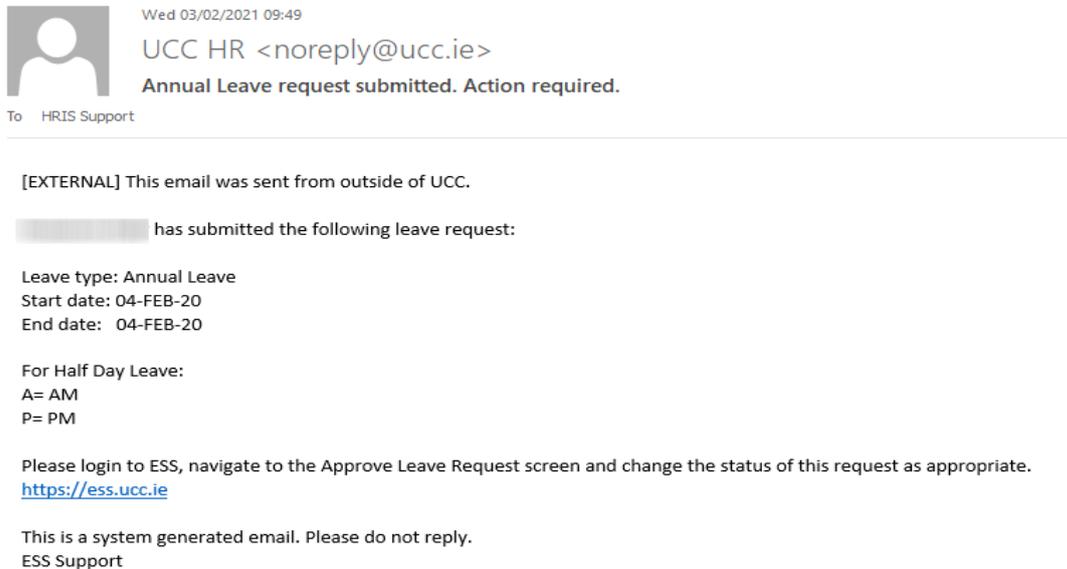


You will also receive an email to **your @ucc.ie email** address verifying that your Annual Leave request has been submitted
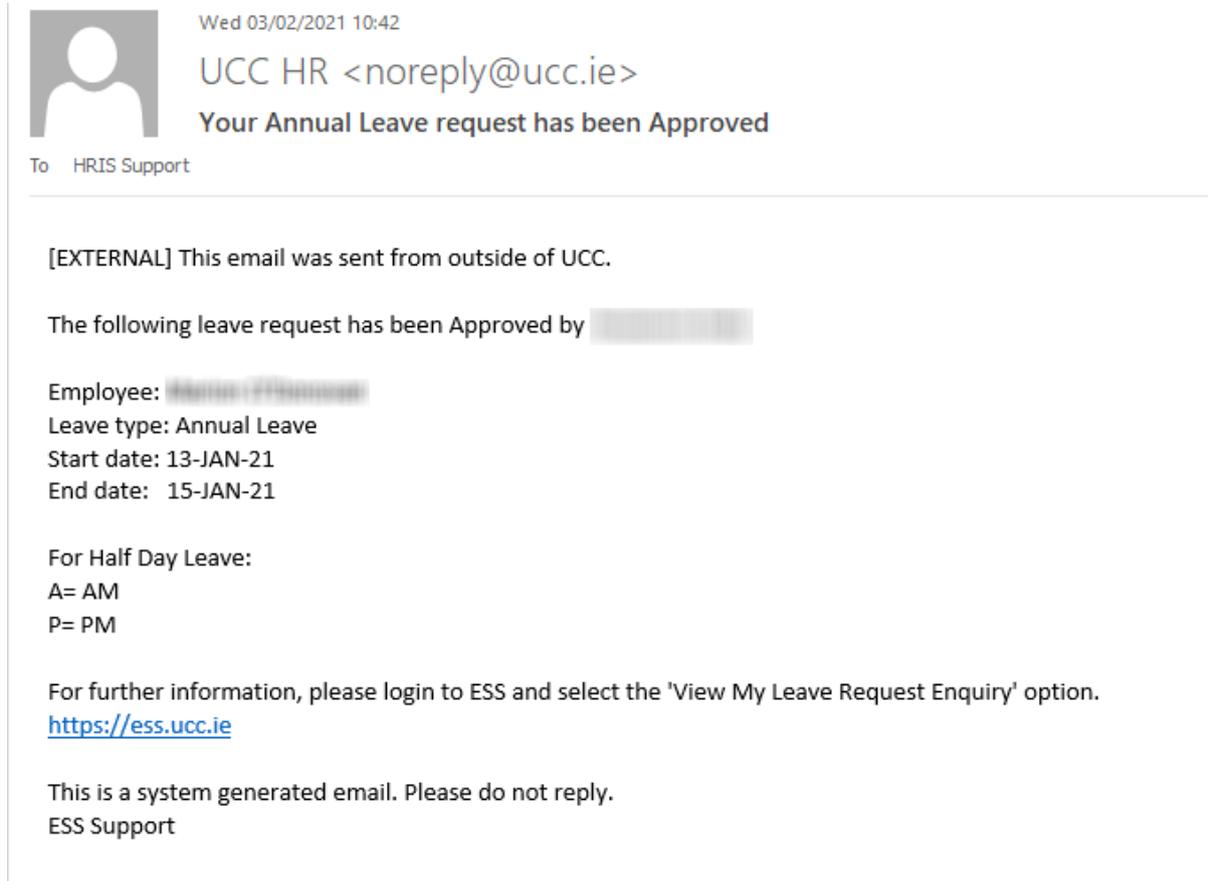
On the My Requests widget you can observe your Annual Leave Request will be displayed initially with the status of Submitted until it has been acted upon by the leave approver.
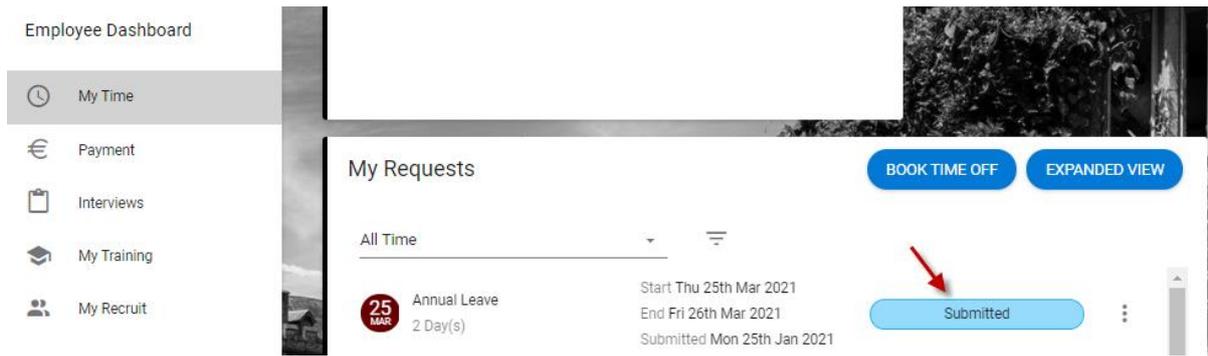
Once your manager has approved the submitted leave you will receive an email confirming the approval to **your @ucc.ie email address**



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

On ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget once it has been acted on.

Your Annual Leave Balance on the Balances widget will also updated to reflect the days you have booked. Select Balance to view the details of your annual leave for the current period



**Please note that once online leave has been approved and the date of leave has passed then any possible amendment or cancellation must be requested directly from the Leave Approver/Manager**