

University College Cork

UCC Employee Self Service User Guide

Version 1.7

Version	Changed By	Date of Change	Reason for Change
1.0	MODONOVAN	23/11/2012	Core Portal Pilot Group launch
1.1	SPOWER	13/03/2013	Core Portal launch
1.2	SPOWER	01/11/2013	Annual leave policy and Core Portal update
1.3	SPOWER	19/01/2015	Payslip Rollout – Update
1.4	SPOWER	02/02/2015	Browser Update
1.5	MODONOVAN	12/10/2015	Core upgrade
1.6	SPOWER	25/08/2017	Support changes
1.7	RKELLY	04/02/2021	Software Upgrade

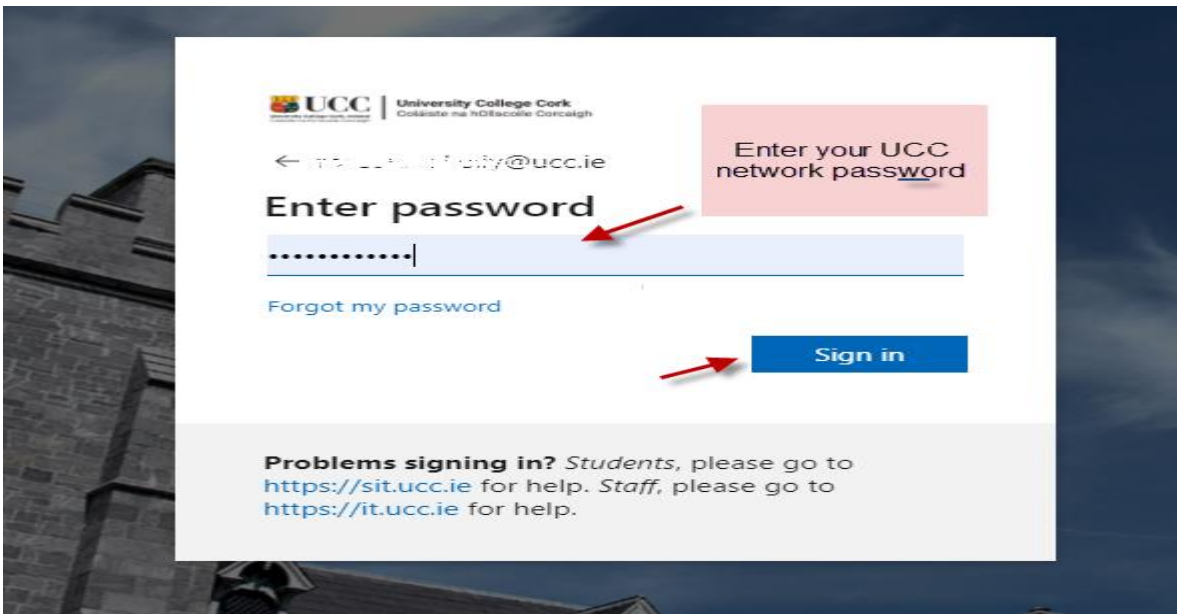
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How to Access UCC Employee Self Service (ESS)

1. Type the following URL into a web browser <https://www.ucc.ie/en/ess/>
2. This brings you to the main UCC Employee Self Service (ESS) webpage
3. Click on ESS Login to access the system, enter your UCC login credentials (@ucc.ie)

The image shows two screenshots from a web browser. The top screenshot is the 'CORE Portal' page. It features a breadcrumb trail 'Home > Support > CORE Portal' and a 'SAVE TO FAVOURITES' button with a star icon. Below this is a 'SHARE' section with icons for Twitter, Facebook, and LinkedIn. The main content area has a yellow header 'Employee Self-Service ESS' and three blue buttons: 'ESS Login', 'User Guides', and 'FAQs'. A left sidebar titled 'In This Section' lists 'Home', 'Support Details', 'User Guides', and 'FAQs'. The bottom screenshot is the 'Sign in' page for the ESS system. It displays the UCC logo and name 'University College Cork' and 'Coláiste na hOisín, Corcaigh'. The login form has a text input field containing 'john.doe@ucc.ie', a 'Can't access your account?' link, and 'Sign-in options'. Below the form are 'Back' and 'Next' buttons. A red arrow points to the input field, and another red arrow points to the 'Next' button. A pink callout box above the 'Next' button contains the text: 'Enter your @ucc.ie login credentials, i.e your email address, select Next'. At the bottom, there is a help section: 'Problems signing in? Students, please go to <https://sit.ucc.ie> for help. Staff, please go to <https://it.ucc.ie> for help.'



UCC Employee Dashboard & Navigating Options

The screenshot displays the UCC Employee Dashboard interface. At the top, there is a navigation bar with a hamburger menu icon, the text "Employee Dashboard", and a search bar labeled "Search Dashboards or Widgets". On the right side of the dashboard, there is a notification bell icon with a red "27" badge. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a vertical sidebar with five main menu items: "My Time", "Payment", "Interviews", "My Training", and "My Recruit". Each item is accompanied by a small icon and a number (1 through 5) indicating its position. Callout boxes with arrows point to these items, providing detailed instructions:

- 1. My Time:** where you manage leave requests & view balances
- 2. Payment:** Your Payslip is available here
- 3. Interviews:** Interview Panelists can view applications here
- 4. My Training:** where you book training courses & view training history
- 5. My Recruit:** Tab is used to view UCC job vacancies & apply

 The main content area features a "Balances" widget with a "BALANCE" button and a "VIEW" button. Below it, there is a "My Requests" section with a "BOOK TIME OFF" button and an "EXPANDED VIEW" button. A specific request is shown for "Annual Leave" on "6 MAY" for ".5 Day(s)", with a "Cancelled" button. The background of the dashboard is a photograph of a building with a stone wall and a window. In the bottom right corner, there is a yellow banner for "Employee Self-Service ESS" with the UCC logo and the text "University College Cork, Ireland" and "Coláiste na hOllscoile Corcaigh".

My Time Self Service

Click on the **My Time tab** from 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]

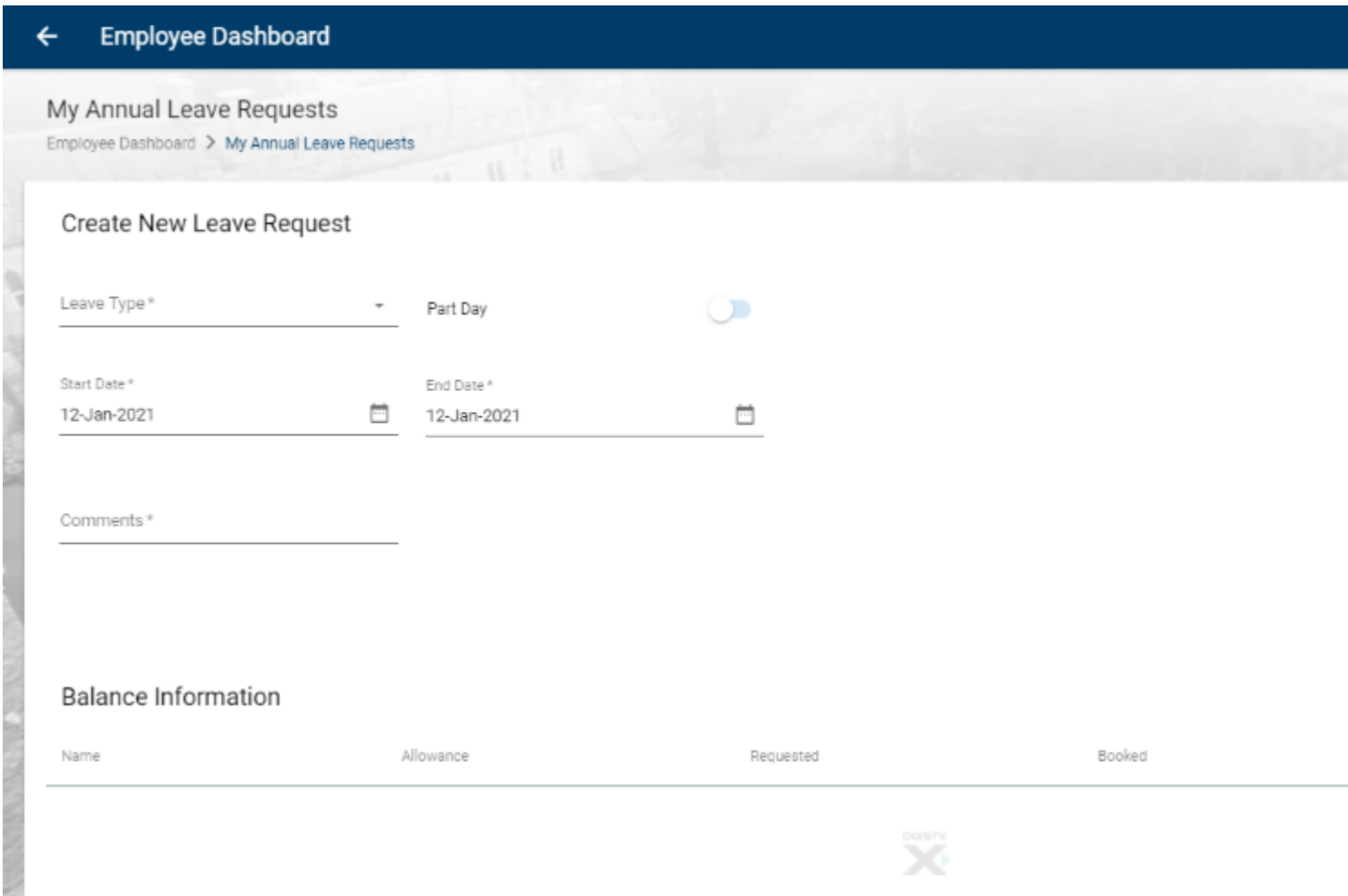
My Requests [Book Time Off]

Book Time Off allows you to

- **Book Annual Leave**
- Cancel or edit any of the above Leave which has been **submitted through 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

Create New Leave Request

Leave Type*

Part Day

Start Date* 12-Jan-2021

End Date* 12-Jan-2021

Comments*

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.

Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type*
Annual Leave Part Day

Start Date*
25-Jan-2021

Time of Day Part Day
Select Morning or Evening

Part of Day Part of Day
Select Part Of This Day

Comments

SUBMIT

6. Otherwise for full day enter an End Date for the leave
7. You can choose to add [a comment](#) [comment](#) for further information if you wish
8. Click on Submit on bottom right 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

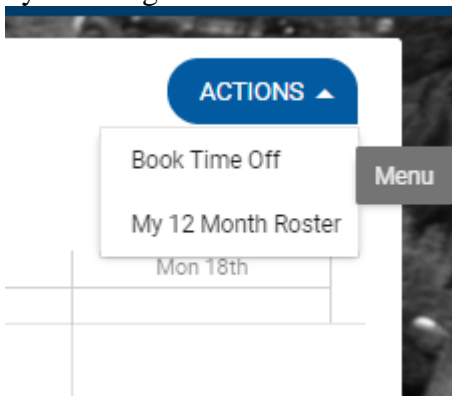
Start Date* End Date*
 25-Mar-2021 26-Mar-2021

Comments

Balance Information

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

*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



Wed 03/02/2021 09:49

UCC HR <noreply@ucc.ie>

Annual Leave request submitted. Action required.

To HRIS Support

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

[REDACTED] has submitted the following leave request:

Leave type: Annual Leave

Start date: 04-FEB-20

End date: 04-FEB-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

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.

The screenshot shows the 'Employee Dashboard' with a sidebar menu containing 'My Time', 'Payment', 'Interviews', 'My Training', and 'My Recruit'. The main content area features a 'My Requests' widget. At the top right of the widget are 'BOOK TIME OFF' and 'EXPANDED VIEW' buttons. Below these, there is a filter set to 'All Time'. A request card is displayed for 'Annual Leave' for 2 days, starting on 'Thu 25th Mar 2021' and ending on 'Fri 26th Mar 2021'. It was submitted on 'Mon 25th Jan 2021'. The status is 'Submitted', which is highlighted by a red arrow. A vertical ellipsis menu is visible to the right of the status button.

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 [REDACTED]

Employee: [REDACTED]

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.

My Requests BOOK TIME OFF EXPAN

All Time

Annual Leave 2 Day(s)	Start Thu 25th Mar 2021 End Fri 26th Mar 2021 Submitted Mon 25th Jan 2021	
Annual Leave .5 Day(s)	Start Tue 06th Oct 2020 End Tue 06th Oct 2020 Submitted Mon 12th Oct 2020	
Annual Leave .5 Day(s)	Start Wed 23rd Sep 2020 End Wed 23rd Sep 2020	

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

Balances

Annual Leave (Current)
16.00 days

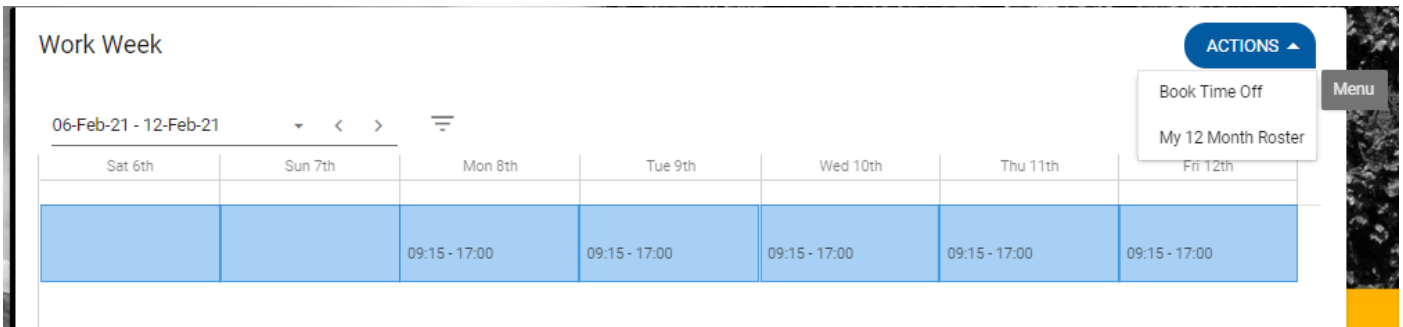


BALANCE

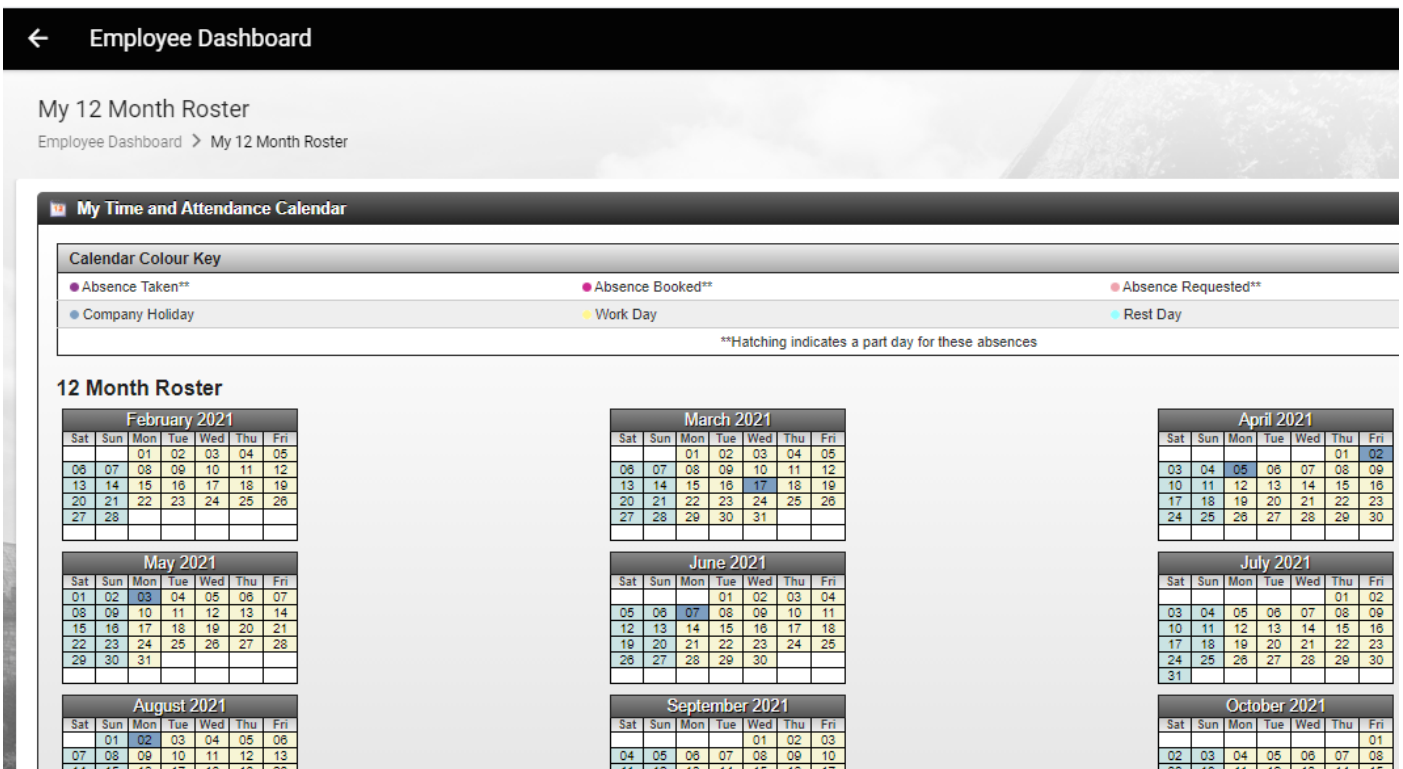
VIEW

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](#)

Work Week (Calendar)



- Click on the Action icon as highlighted to view the 12 month roster or to book leave (opens leave screen described in time module)
- The following screen appears and shows the calendar for 12 months from current period
- You can view absences taken, booked, company and public holidays on this calendar



- The color legend at the top of the calendar explains the content in the calendar i.e. Absence taken, Absence booked etc.

My Balances

Week: 12 Oct 2015 - 18 Oct 2015
 << >> ⚙️

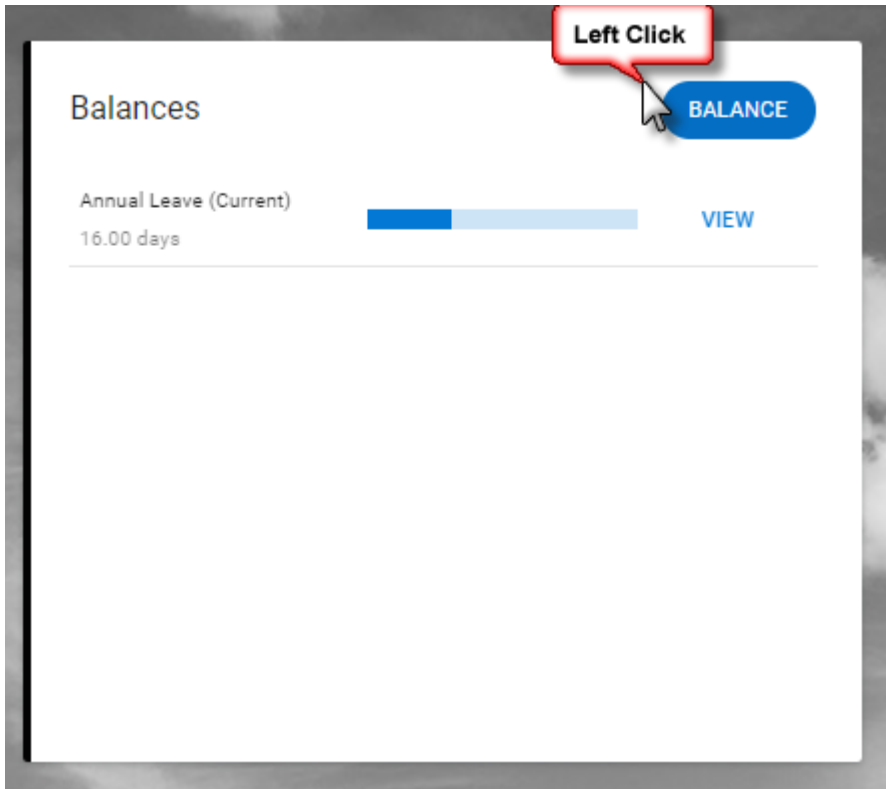
Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
ANLE 1.00	ANLE 1.00					

My Balances 🔍

Annual Leave (Curr...	18.00 days
Annual Leave (Histo...	-4.00 days
Verified Annual Lea...	0.00 days

My Balances widget shows your leave balances for each Annual balance activated

Balances Click on the Balance button as in scenshot to view summary information on your leave balances



a. You will be able to see information on the following **Balances**:

My Balances
Employee Dashboard > My Balances

Your Annual Leave Entitlement appears under Allowance

Unused leave may be carried over, note a max of 10 days for a Fulltime employee

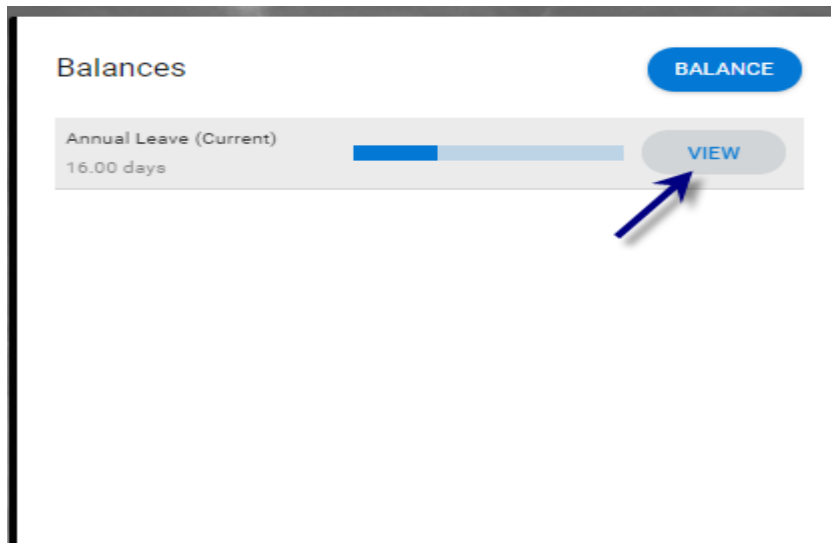
Past Leave

Future Leave

Overall balance

Balance	Open Period	Type	Status	Allowance	Carried Over	Taken	Booked	Balance + Booked
Annual Leave (Current)	01-Jul-2020 to 30-Jun-2021	Days		22.00	1.50	7.50	0.00	16.00

Or to access a different view, click on View next to Annual Leave under the Balances widget

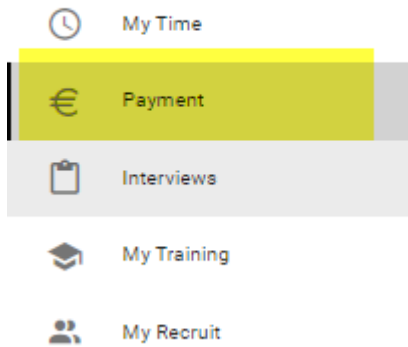


For further information on **UCC Annual Leave Policy** and Historic Annual Leave approval and usage forms please see the HR Website <http://www.ucc.ie/en/hr/>

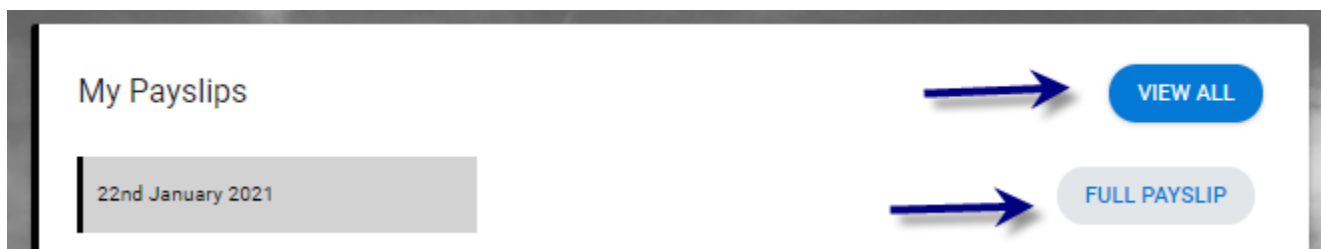
View My Payslips

Your payslip may be view on the Payment tab

Employee Dashboard



You will see a summary of your monthly salary, to see further details such as PAYE click on Full Payslip



View All will allow you to access previous payslips

Any queries on your payslip may be directed to the Payroll office by emailing payrollqueries@ucc.ie

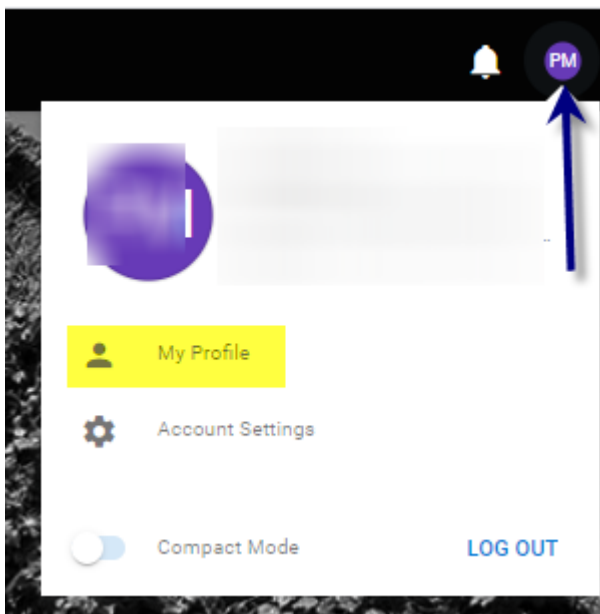
What information is available in My Profile

My Profile (Employee Detail) gives access to the following

- Next of Kin - View & Update details
- Contacts – View & Update details
 - My Address Details - personal address – View & Update details
- Dependent Detail - View & Update details
- Bank Detail – View only

How to Access My Profile

Click on the My Profile option from the **menu with your initials on the upper right corner**



Employee Detail

EMPLOYEE DETAIL

Contacts

Next Of Kin

Dependants

Bank Detail

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

Contacts

My Contact Details

Mobile Number



- My Contact Details** - holds contact phone numbers
- These can be updated by clicking on the **Edit** option available on the ellipsis
- Make any necessary changes and choose **Save**

Next of Kin

- a. This allows you to view and also update information held re Next of Kin
- b. You can add details like name and address and Save

Dependents

- a. This gives access to view & update existing dependent details and also Add New dependent details



- b. Click the View/Edit button to the right of the screen to view or edit individual details
- c. The following screen appears
- d. Click into any field and update as needed

- e. Click Save

Bank Detail -

- This is view only and shows your payroll bank account details
- Please contact payrollqueries@ucc.ie if you have questions on your Bank Account info

The screenshot displays the 'My Bank Detail' interface. On the left, a sidebar under 'EMPLOYEE DETAIL' lists 'Contacts', 'Next Of Kin', 'Dependants', and 'Bank Detail' (which is selected and highlighted). The main content area is titled 'My Bank Detail' and contains two sections: 'Account Type' and 'Pay', both of which are currently empty.

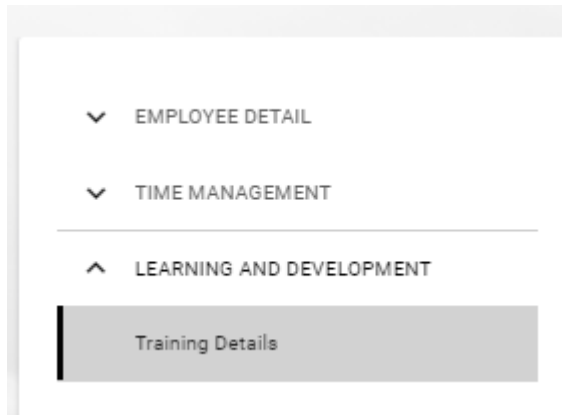
Time Management –

- Allows you to view balance information, leave requests, a full record of your time and attendance

The screenshot shows the 'Balance Information' page. The left sidebar has 'EMPLOYEE DETAIL' collapsed, 'TIME MANAGEMENT' expanded, and 'LEARNING AND DEVELOPMENT' collapsed. Under 'TIME MANAGEMENT', 'Balance Information' is highlighted. The main content area is titled 'Balance Information' and includes a dropdown menu for 'Active', a dropdown for 'Balance', and a highlighted row for 'Annual Leave (Current)' with a value of '01-'. There is also a partially visible 'Ope' label next to the 'Balance' dropdown.

Learning & Development

- a. This will provide a summary of your training history



Support

To log a ticket with ESS Support

- click on the following link <https://servicedesk.ucc.ie>
- choose the `ess@ucc` option
- submit your query/issue