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

Contents

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)
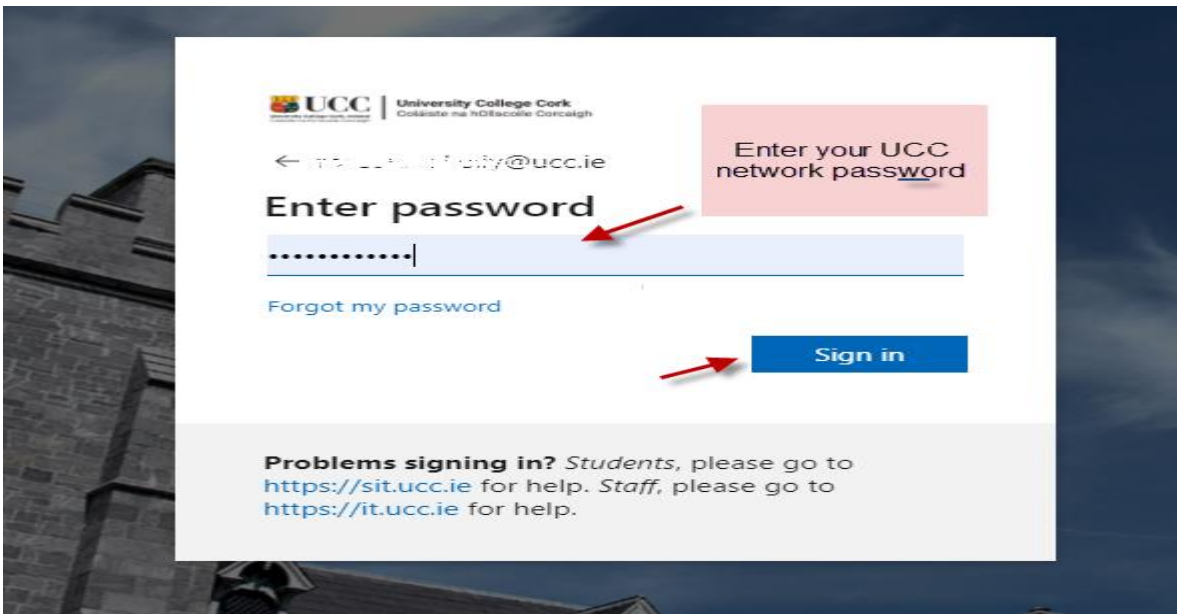
UCC Employee Dashboard & Navigating Options

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 though ESS only**

Book Annual Leave
1. Click on Book Time Off under My Requests *
2. The following screen appears
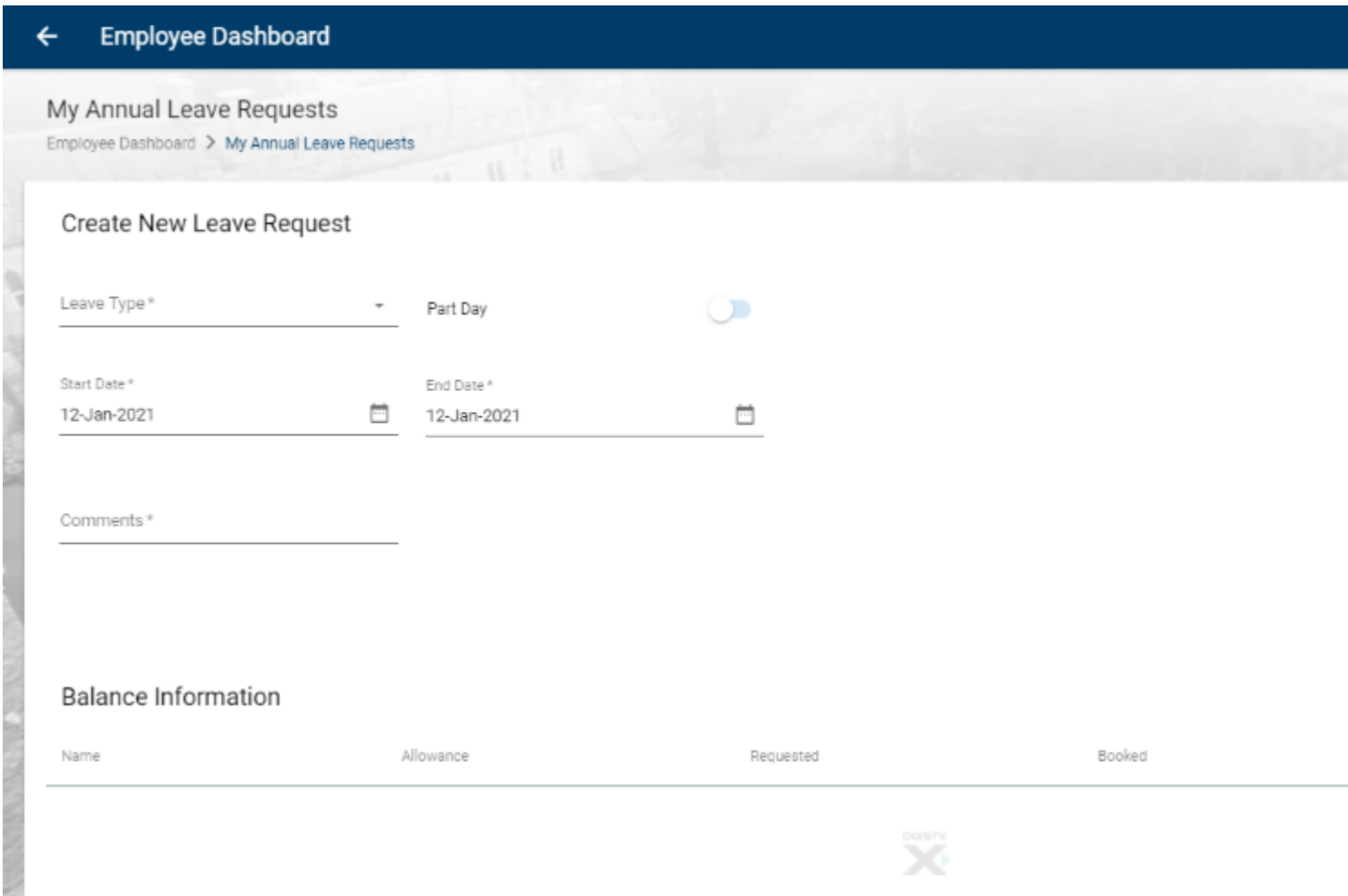
3. Choose Leave Type – Annual Leave
4. Click on the calendar icon to choose a start date

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~~a comment~~a 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
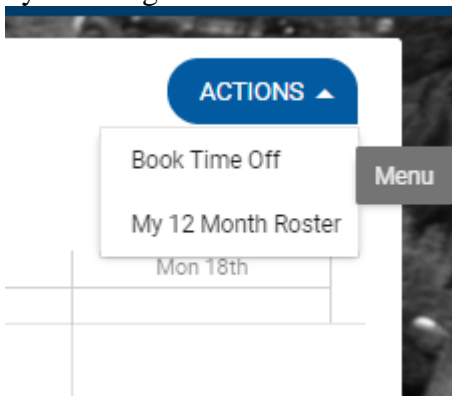
What Happens Next?
Once a leave request has been submitted through ESS it may take up to
10 minutes for the request to be processed and sent via email to the Line
Manager
Your Line Manager will receive an email notification to their **@ucc.ie email address** notifying them that
you have submitted an 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.

_____ 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.

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

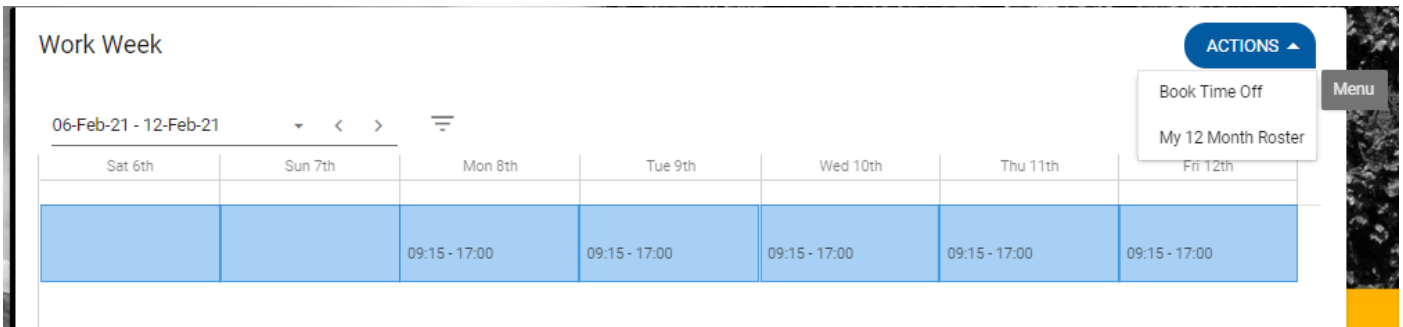**Please note that once online leave has been approved and the date of leave has passed then any possible amendment or cancellation must be requested directly from the Leave Approver/Manager**

Work Week (Calendar)

a. Click on the Action icon as highlighted to view the 12 month roster or to book leave (opens leave screen described in time module)

b. The following screen appears and shows the calendar for 12 months from current period

c. You can view absences taken, booked, company and public holidays on this calendar
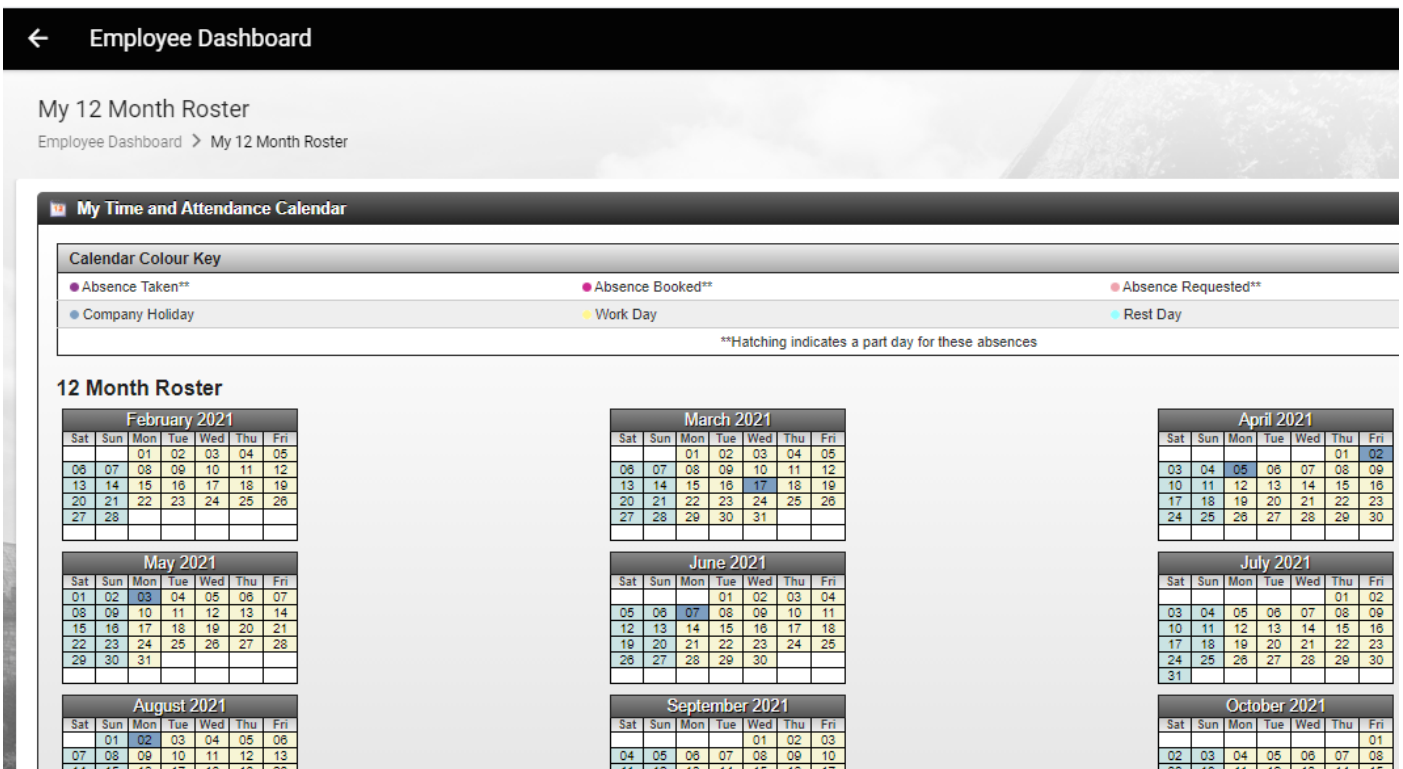
d. The color legend at the top of the calendar explains the content in the calendar i.e. Absence taken, Absence booked etc.

My Balances

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

Balances Click on the Balance button as in sceenshot to view summary information on your leave balances
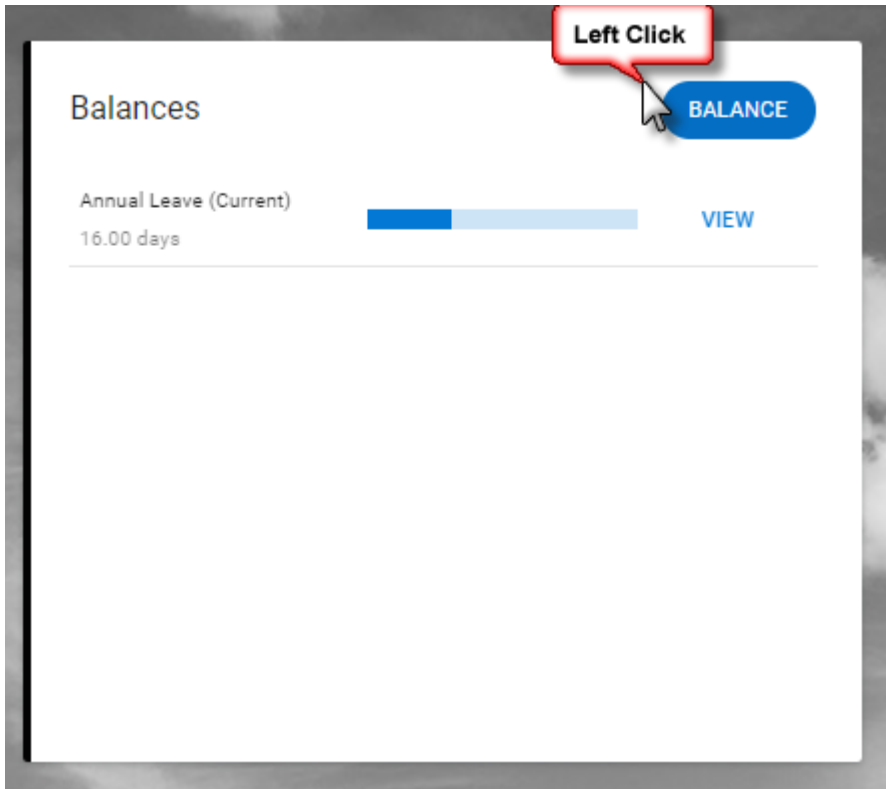
a. You will be able to see information on the following ==**Balances**==:

Or to access a different view, click on View next to Annual Leave under the Balances widget
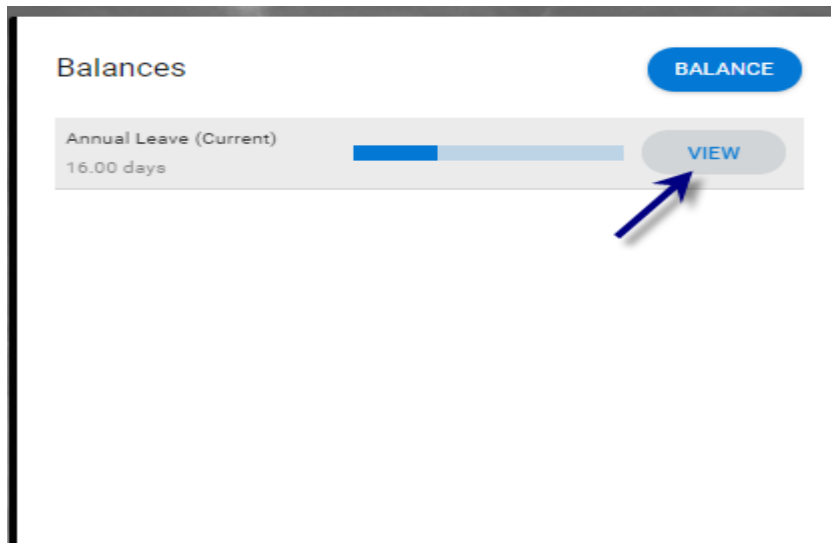
For further information on **UCC Annual Leave Policy** and Historic Annual Leave approval and usage forms please see the HR Website http://www.ucc.ie/en/hr/

View My Payslips

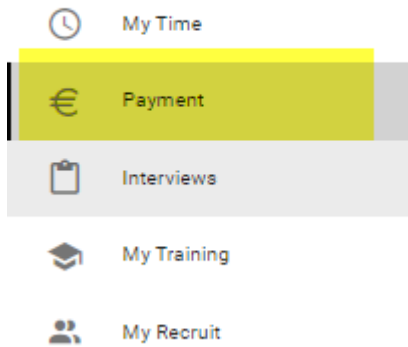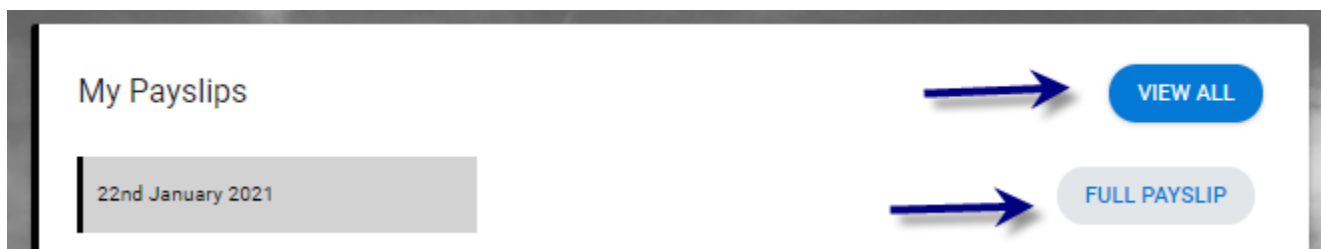Your payslip may be view on the Payment tab

Employee Dashboard

- 🕐 My Time
- € Payment
- 📋 Interviews
- 📚 My Training
- 👥 My Recruit

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

My Payslips   VIEW ALL

22nd January 2021   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**
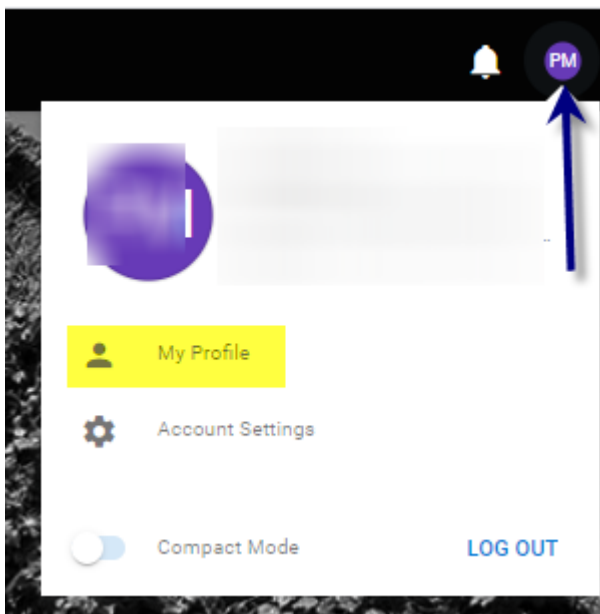
Employee Detail

Contacts

a. **My Contact Detail**s - holds contact phone numbers
b. These can be updated by clicking on the **Edit** option available on the ellipsis
c. 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 -

      a. This is view only and shows your payroll bank account details

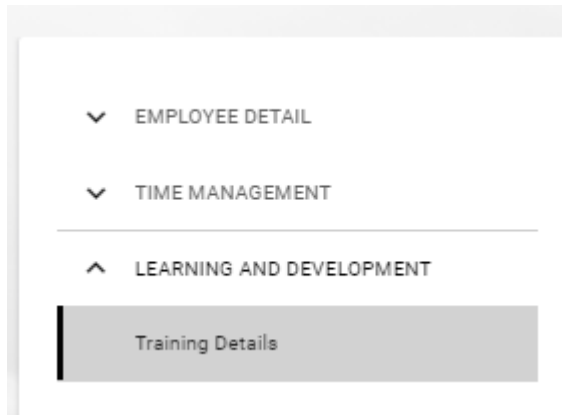   b. Please contact payrollqueries@ucc.ie if you have questions on your Bank Account info

Time Management –

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

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