Contents

University College Cork

UCC ESS
Online Leave Requests
Employee Dashboard

Version 1: V28

How to Access UCC Employee Self Service (ESS)

1. Type the following URL into a web browser http://www.ucc.ie/en/ess
2. This brings you to the main UCC Employee Self Service (ESS) webpage

3. Click on **ESS Login**
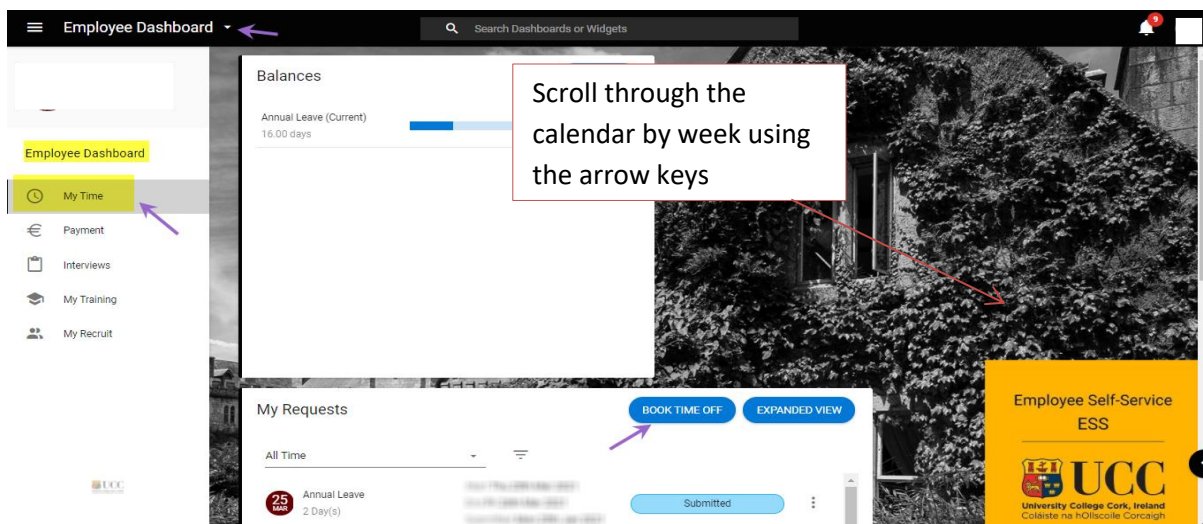4. This will open the Core Portal ESS@UCC login page

Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.
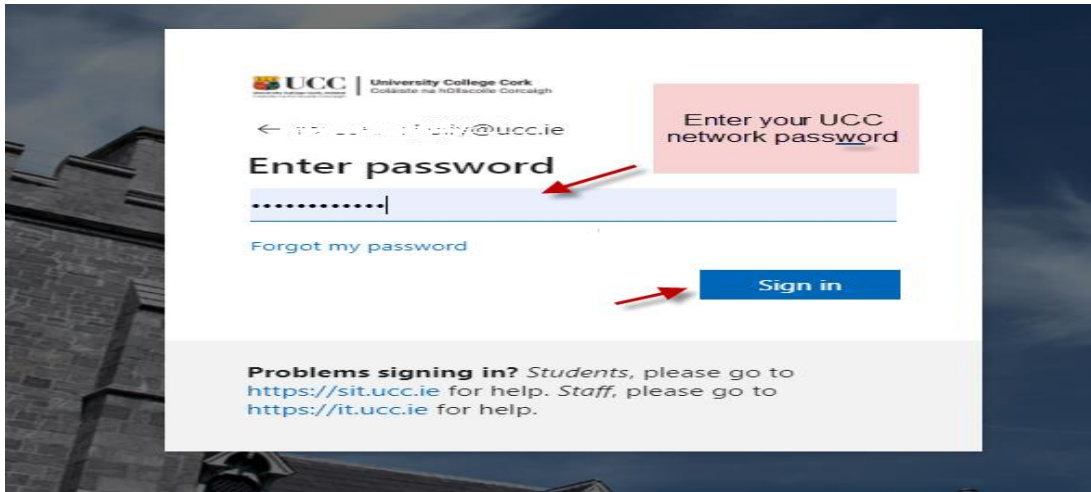
My Time

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

Employee Dashboard – My Time

The following information is available to view:

- Balances

- My Requests [Book Time Off]

- Work Week This shows the calendar by week with a rest day on Saturdays and Sundays. **The time which appears on each working day is a standard system setup and cannot be changed to reflect an individual's working hours**

My Requests [Book Time Off]

Book Time Off allows you to

A. Book Annual Leave
B. Record Uncertified Sick Leave [**max of 2 consecutive days**]
C. Cancel or edit any of the above Leave which has been **submitted though ESS only**

A. Book Annual Leave
1. Click on **Book Time Off**
2. The following screen appears

3. Choose Leave Type – Annual Leave (or Sick Leave/Casual Paid leave for absence due to illness where a sick cert is not required, i.e. up to a maximum of 2 days)
4. Click on the calendar icon to choose a start date or type in the date required in the appropriate format

5. Is this Half day leave?
    a. Slide the Part day leave indicator to the right
    b. This will allow you to book a half day leave in either the morning or evening in 'Time of Day'

    c.
6. Click on Submit to send the request to your designated Line Manager

Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager

7. 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

8. You will also receive an email to **your @ucc.ie email** address verifying that your Annual Leave request has been submitted

9. On the My Requests widget your Annual Leave Requests show as Submitted until they have been approved.
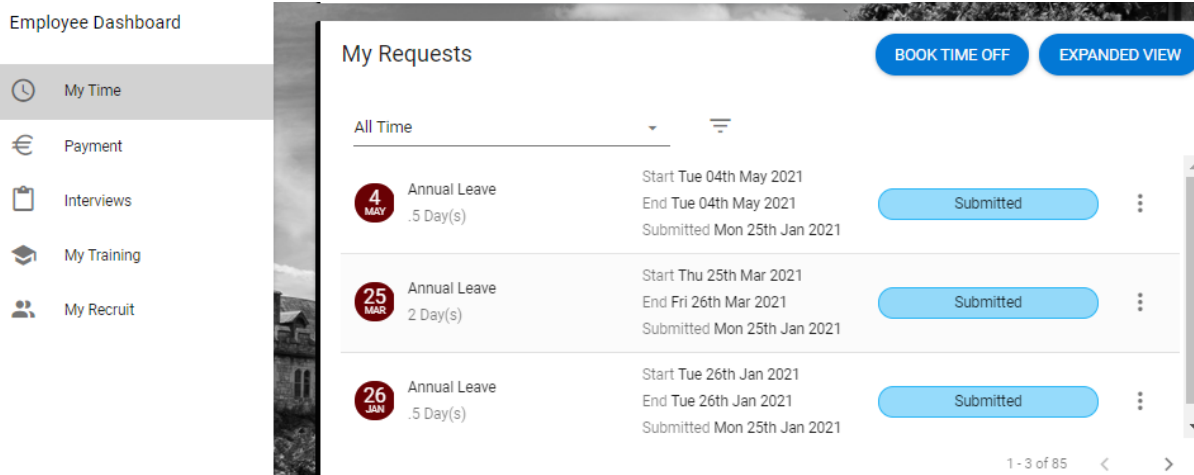
10. Once your manager has approved the submitted leave you will receive an email confirming the approval to **your @ucc.ie email address**

11. When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget. You can cancel your leave request also before it has been approved and these requests will show as Cancelled.
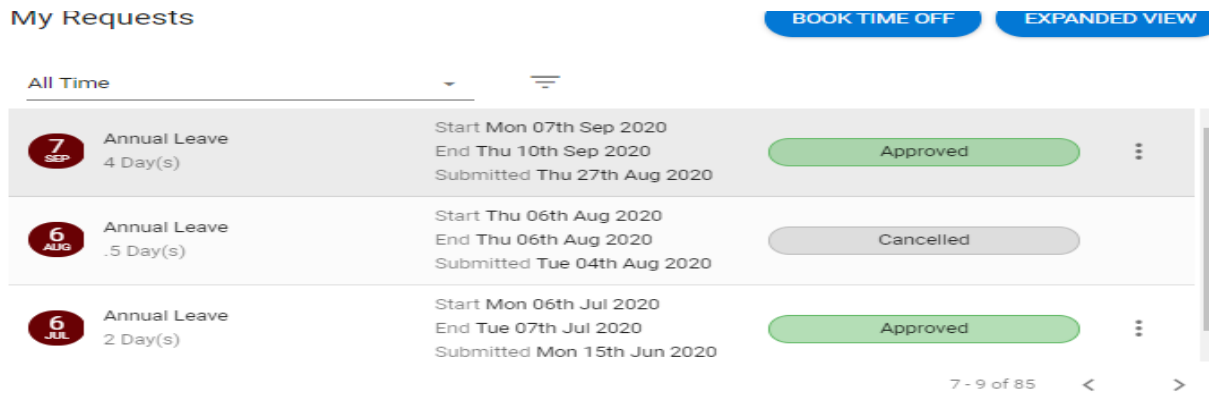
12. Your Annual Leave Balance on the My Balances widget will also be updated to reflect the days you have booked, to drill down and view further details on leave balances and past instances click on Balance
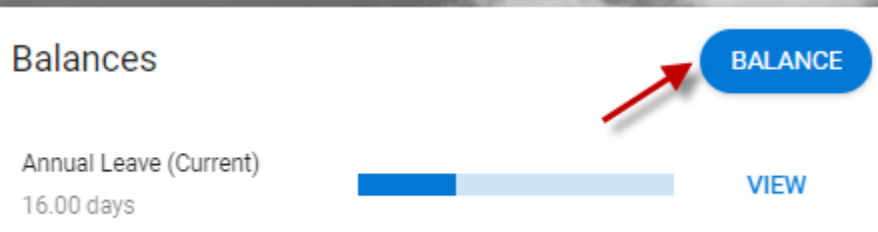
B. Record Uncertified Sick Leave

Please note that Uncertified Sick Leave [Casual Paid Sick Leave] refers to absence from work, due to illness or injury for a maximum of two days. Extended periods of sick leave should not be recorded on ESS as a medical certificate is required. If sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. Please see leave policy on HR website https://www.ucc.ie/en/hr/policies/leave/sick/

Note: *The process below is based upon standard HR practices regarding the administration of sick leave.*

- **If a staff member is ill, they will inform their direct manager or nominee by phone or email**
- **The manager or nominee will then complete an SL1 form [physical record of sick leave notification] i.e. https://www.ucc.ie/en/media/support/hr/formbank/SL1-SickLeaveNotification.pdf**
- **For uncertified sick leave (which is a max of 2 consecutive days, as per HR policy):**
  - **When staff member returns to work, s/he records the absence in Core ESS which is then approved by their manager.**
  - **Each staff member should also email their manager and copy their nominee [if required] on their return to work**
- **For certified sick leave there is no change to the current process (leave is managed by the local manager and recorded by HR)**

Record Uncertified Sick Leave [up to 2 consecutive days only]

On the Employee Dashboard under **Book Time Off, select the type of leave you are requesting, in this instance Sick Leave.**

Enter the relevant dates (use Part Day slider if for half day)

Use the dropdown arrow on the Reason field to select a reason from the list available
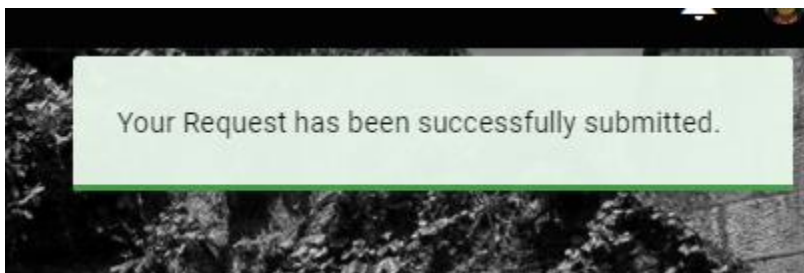

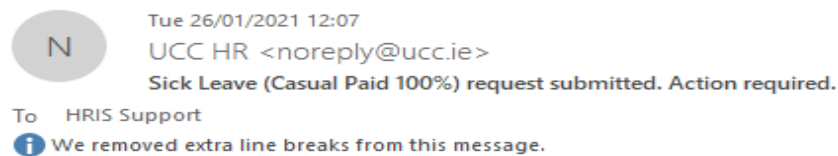You can choose to add a comment for further information
Click on Submit to send the request to your designated Line Manager

Note: Uncertified sick leave submitted can be up to a maximum of 2 consecutive days, as per HR policy

Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager

1. Your Line Manager will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Sick Leave (Casual Paid 100%) request and it requires approval

2. You will also receive an email to **your @ucc.ie email** address verifying that your Sick Leave request has been submitted
3. On the My Requests widget you will now see your Sick Leave (Casual Paid 100%) shows as Submitted

4. Once your manager has approved the submitted Leave you will receive an email confirming the approval to **your @ucc.ie email address**

5. When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget

If you submit a leave request and your manager rejects the application, you will be notified via email to your @ucc.ie email address

1. The request status will show as Rejected on ESS


2.
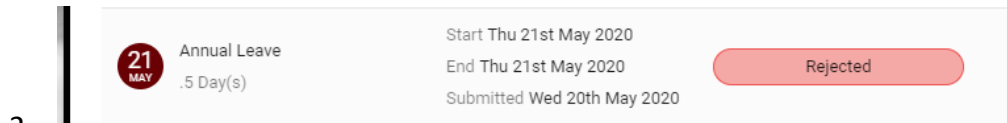
C. Cancel or Edit Leave Requests

Please note that once approved online leave is in the past, then any possible amendment or cancellation must be requested directly from the Approver, approved leave at a future date can be cancelled on ESS. This is the same process for annual leave or sick leave.

From the My Requests widget choose the request you need to amend and click on the ellipsis icon to get more options, i.e. to Edit or Cancel (Note this is at Submitted stage before it has been approved & the date is in the future)
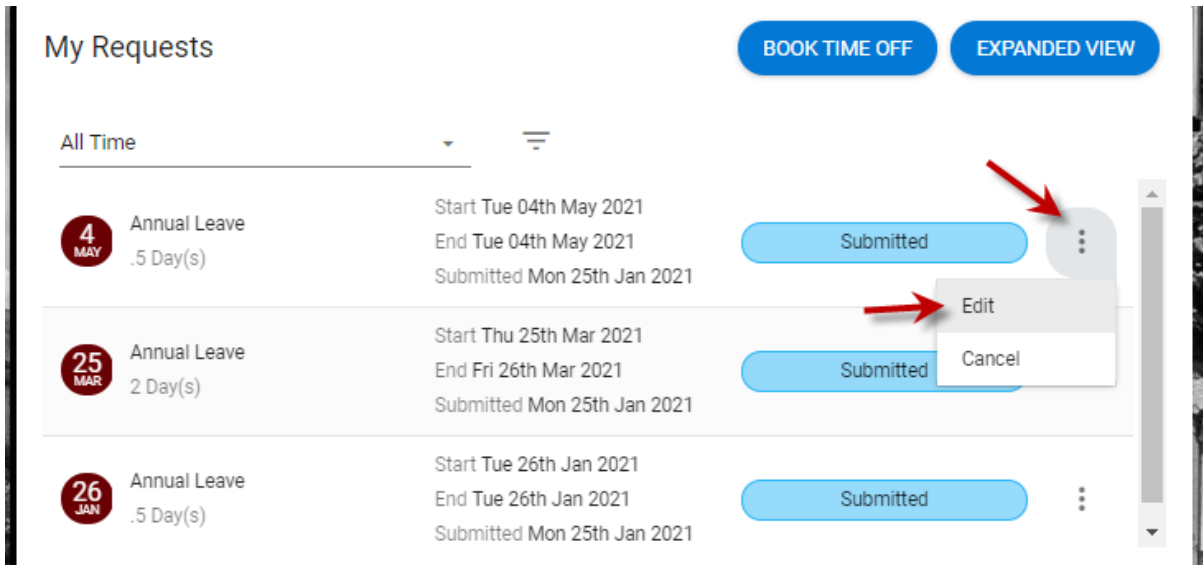
When you select Edit the details of the leave request appear, in this example it's a part day, so the date can be amended or it can be changed to a full day(s) or the time can be amended before submitting again

Your Request has been successfully re-submitted.
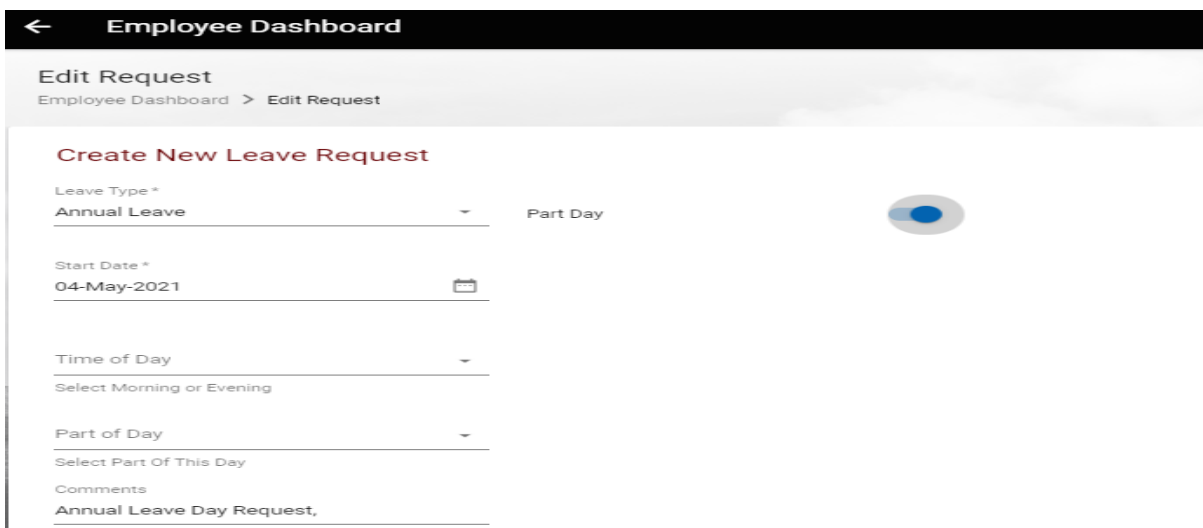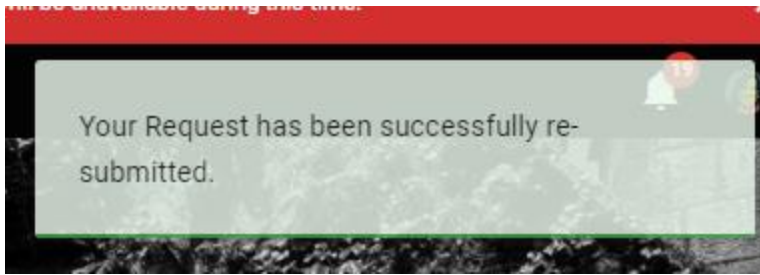
COREHR.Mail.Service... ANNUAL LEAVE request cancelled by JOSEPHINE BLOGGS   Tue 11/04/2017 10:15   36 KB

To cancel the Leave request, select the Ellipsis again to view the option to Cancel, click on Cancel and it will be removed, a notification appears onscreen and it can be viewed under the Requests

will be unavailable during this time.

You have successfully cancelled this request
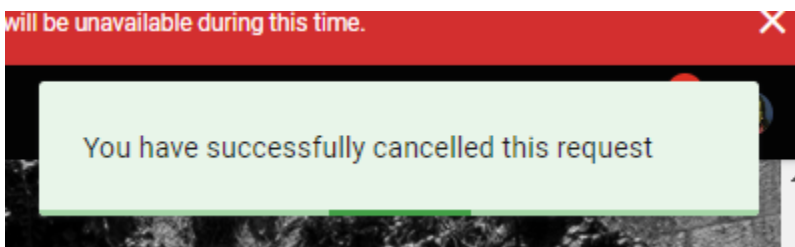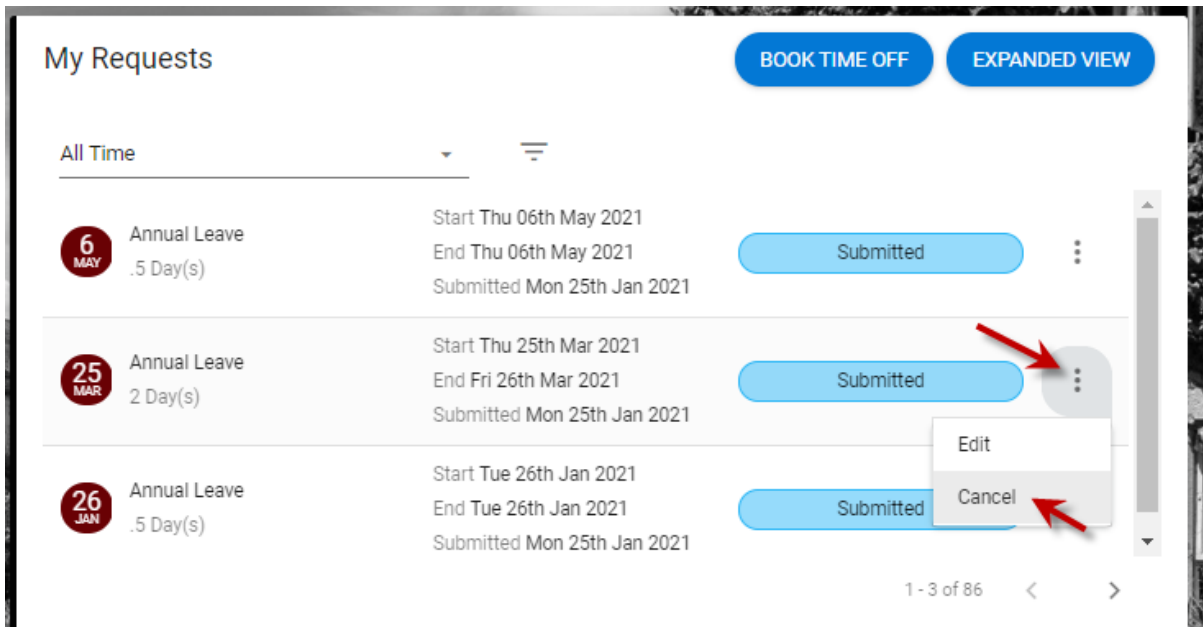
1. From the **My Requests** widget choose the cancelled option from the filter which then shows the relevant annual leave as cancelled status
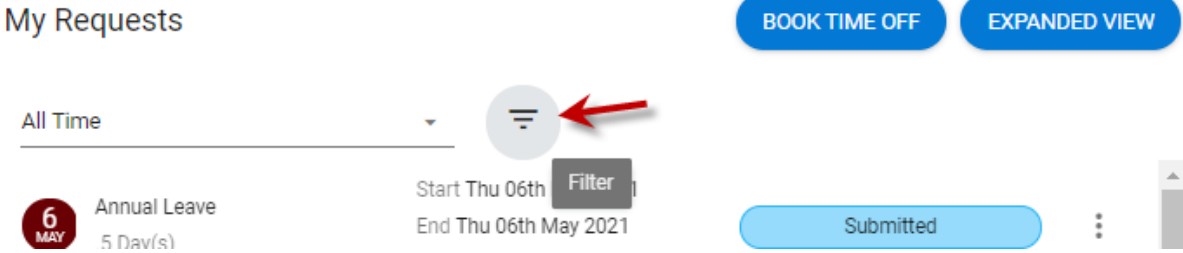
Select which Status you wish to view, e.g. Approved Requests, Rejected, Cancelled, Submitted