

University College Cork

# UCC ESS Employee Requests Employee Dashboard

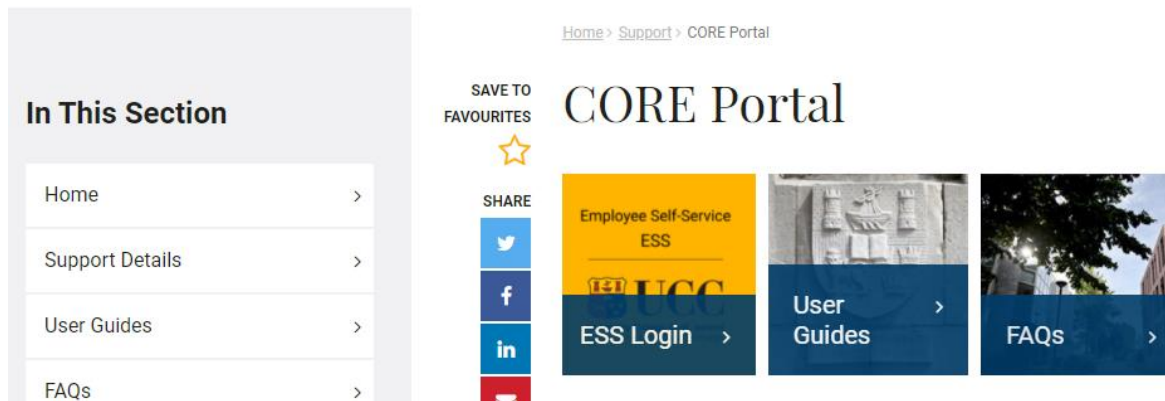
Version 1: V28

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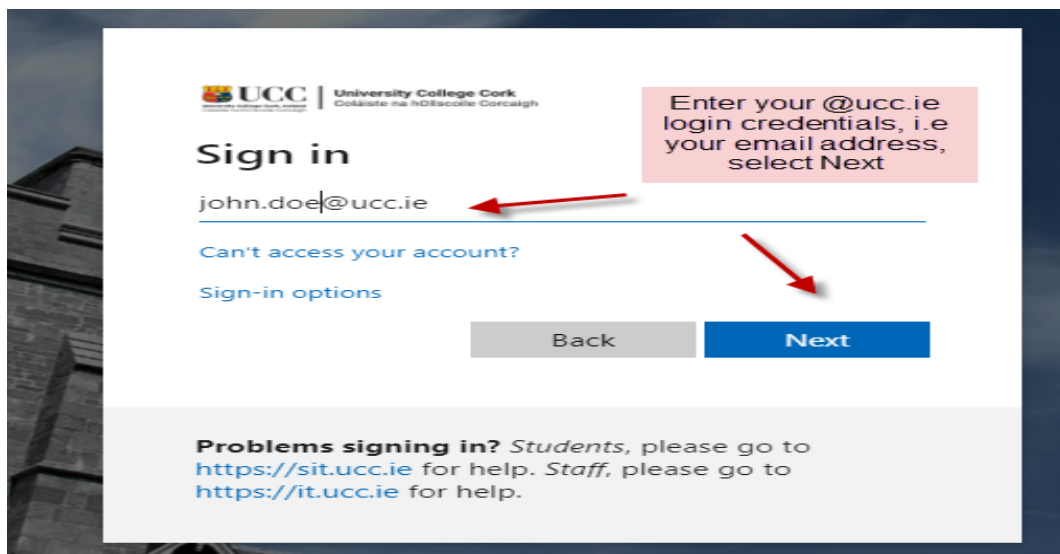
## How to Access UCC Employee Self Service (ESS)

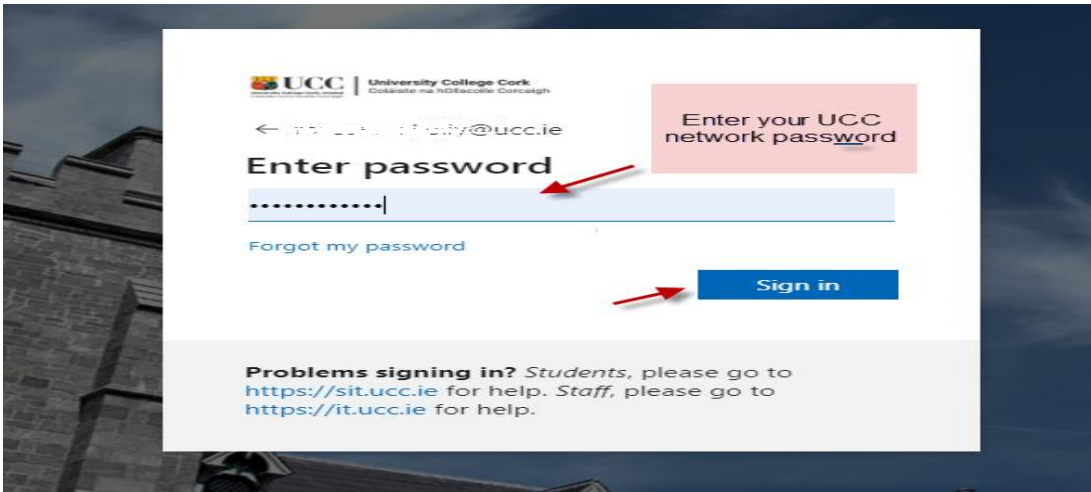
1. Type the following URL into a web browser <http://www.ucc.ie/en/ess>
2. This brings you to the main UCC Employee Self Service (ESS) webpage.



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

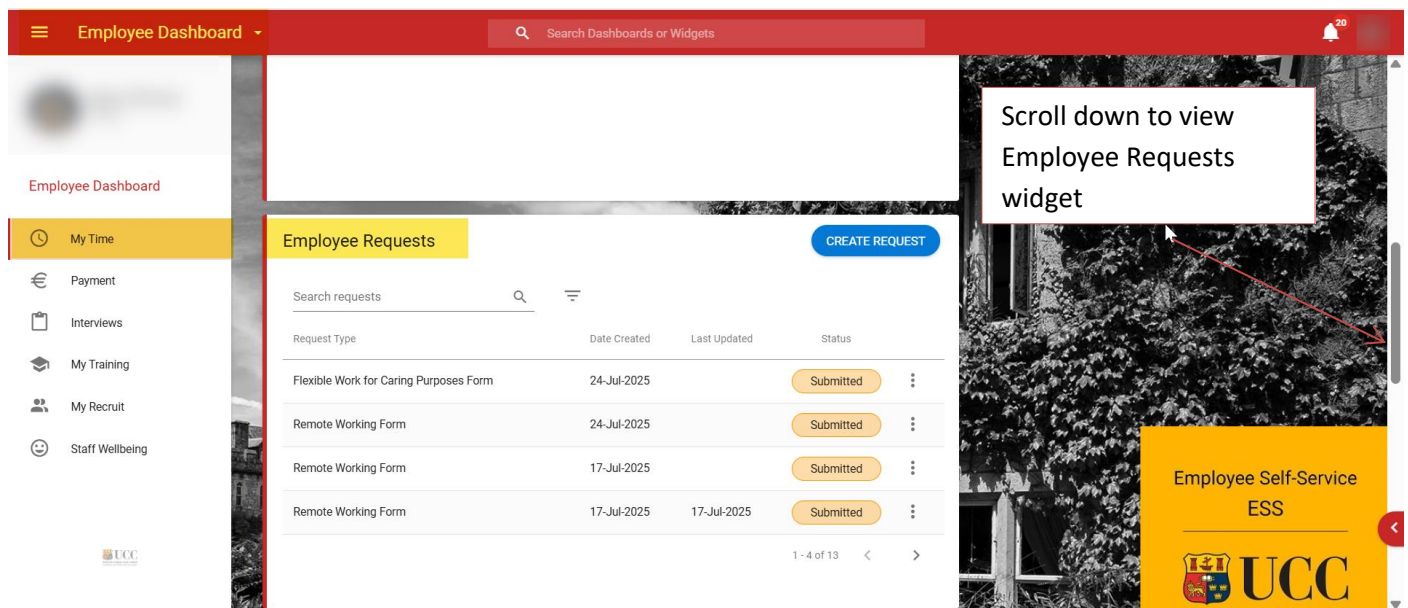
Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.





## Employee Requests

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



## Employee Dashboard – My Time Employee Requests

Scroll down to view the Employee Requests widget

**Employee Requests widget allows you to Create an Employee Request**

### **Create an Employee Request**

1. Click on **Create Request**
2. The following screen appears

The screenshot shows the 'Create Request' form. The header is red with a back arrow and 'Employee Dashboard'. The main content area is white. The title 'Create Request' is at the top, followed by the breadcrumb 'Employee Dashboard > Create Request'. The form is titled 'Request Details'. It has a 'Request Type' dropdown menu which is open, showing two options: 'Flexible Work for Caring Purposes Form' and 'Remote Working Form'. Below the dropdown is a search bar with the text 'Enter search text' and a magnifying glass icon. At the bottom, there is a 'Document Name' field.

3. Choose Request Type
  - a. Remote Working Form

### **Points to Note:**

- The Remote Working Form is a 2 Step Process Employee to Manager [Approve/Reject]
- Once a request is submitted you cannot edit, cancel or delete the request
- The save option in the create request form will save what you have completed on the form but the form is not submitted to your line manager
- A saved request can be edited or deleted. It will appear on the My Employee Requests widget on the Employee Dashboard/ My Time as below
- To edit or delete the saved request click on the ellipsis on the saved request

## Employee Requests

[CREATE REQUEST](#)

Search requests



Request Type

Date Created

Last Updated

Status

Remote Working Form

30-Jul-2025

Saved



Remote Working Form

28-Jul-2025

Sub

Edit

Delete

Remote Working Form

28-Jul-2025

Submitted

## Remote Working Form

**Please note: Fields on the form marked by an asterisks \* are mandatory field and have to be completed in order to submit the form**

**Please complete the following details**

1. **From Date**
2. **To Date**
3. **RW Location:** Home/Other
4. **No of Days** you are requesting to work Remotely [Max 3 days]
5. **Remote Day 1**
  - a. Please complete Remote Day 2 and Remote Day 3 if required
6. **Check the box** to agree and proceed
7. Choose **Submit** to send the request to your line manager for approval or Save to save the form and submit later

**Please note: You have to Submit the form to go to your line manager for approval t**

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Employee Dashboard

Create Request

Employee Dashboard > Create Request

An employee must submit their request for remote working to their Head as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date. Once the form has been submitted it will go to you line manager for approval.

This request will be valid for one year, you will be reminded closer to the time to re-submit is necessary.

Request Details

Request Type

Remote Working Form

1

From Date

2

To Date

Request Details

3

RW Location

4

No. of Days - Max 3 \*

5

Remote Day - 1 \*

Remote Day - 2

Remote Day - 3

I will comply with the relevant University policies such as ICT Usage, Data Protection and Privacy, Diversity and Equality, Grievance and Disciplinary, Health and Safety including the [Risk Assessment Form](#) , protecting confidential University information and IP etc.

Please see here for full policy: [UCC Remote Working Policy](#)

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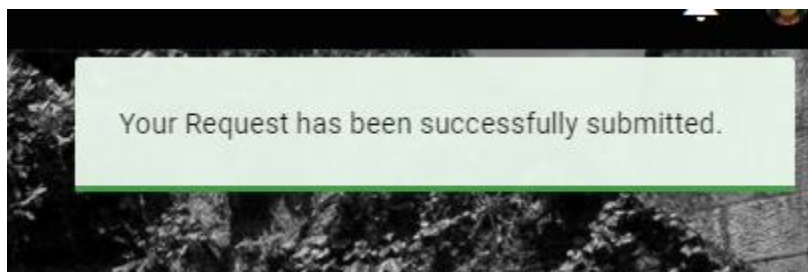
Please check this box to agree and proceed

7

SAVE

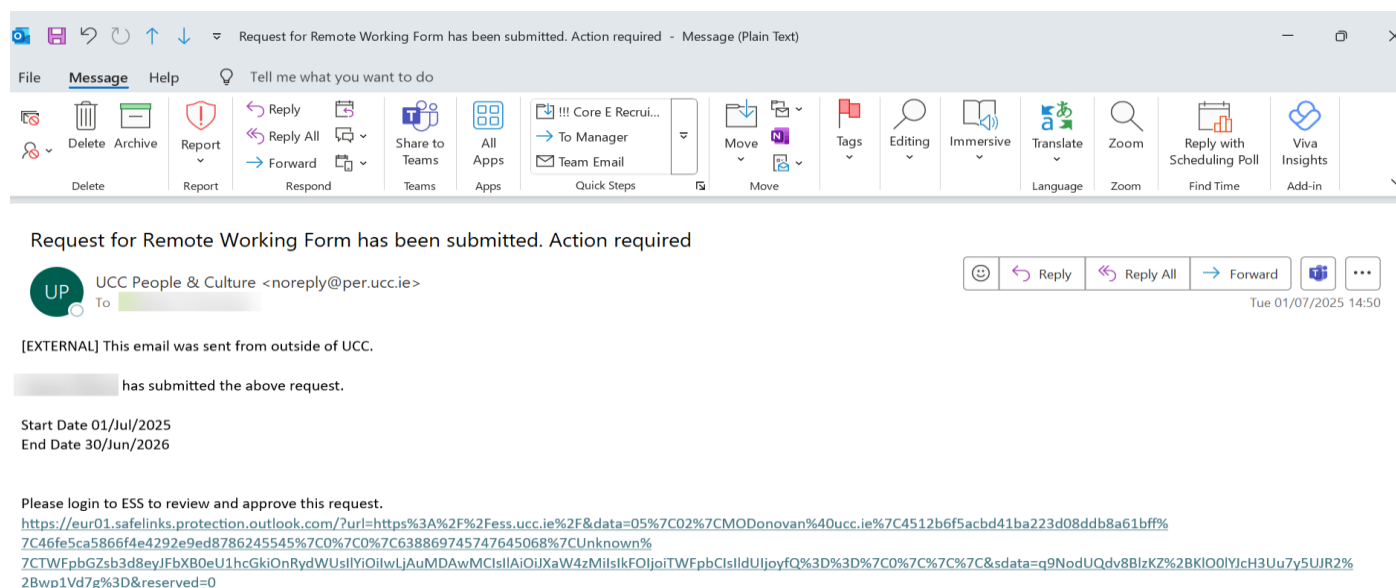
SUBMIT

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



**Please note once a 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/Leave Approver**

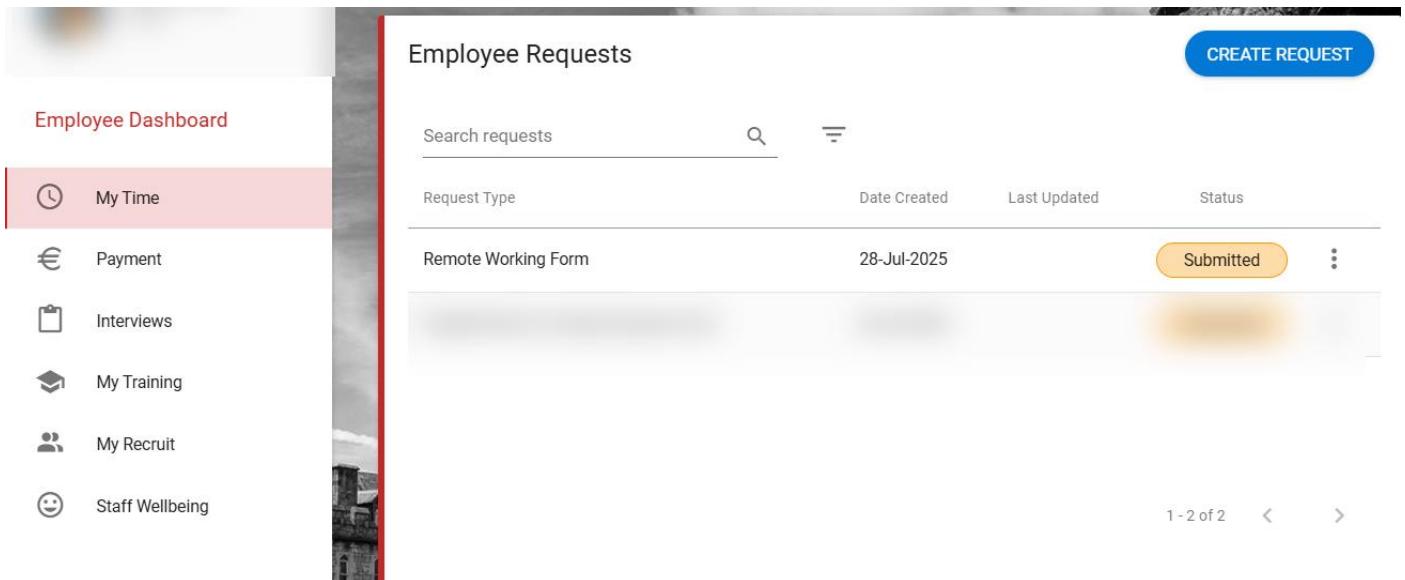
5. Your Line Manager will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Remote Working request and it requires action



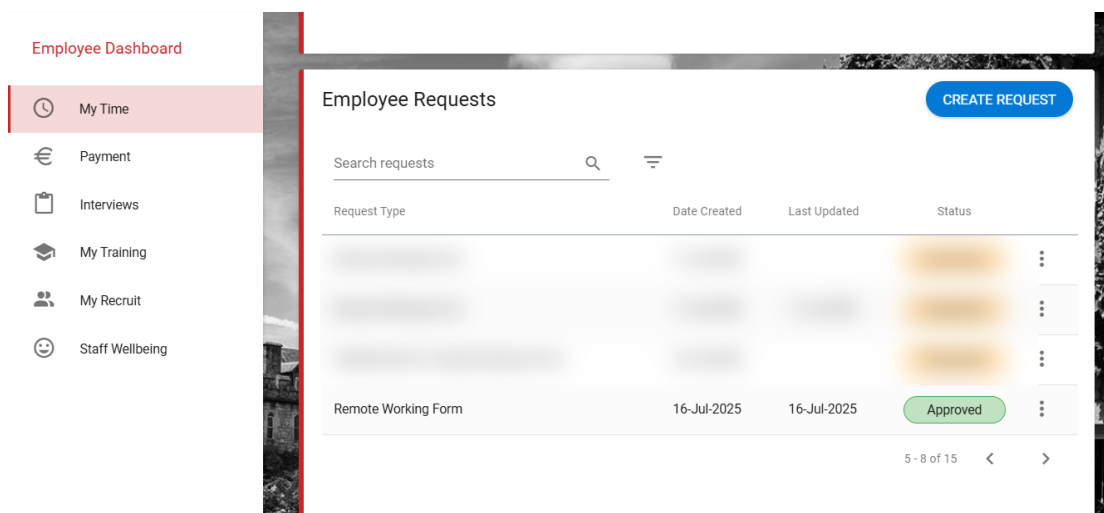
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6. You will also receive an email to **your @ucc.ie email** address verifying that your request has been submitted
7. On the Employee Requests widget your Remote Working Request shows as Submitted until it has been approved.



8. Once your manager has approved the submitted request you will receive an email confirming the approval to **your @ucc.ie email address**
9. When you log into ESS you will also see the status of your request has been changed to Approved on the My Requests widget.



## Flexible Working for Caring Purposes Form

1. Click on **Create Request**
2. The following screen appears

← Employee Dashboard

Create Request

Employee Dashboard > Create Request

Request Details

Request Type

Flexible Work for Caring Purposes Form

Remote Working Form

Enter search text

Document Name

3. Choose Request Type
  - a. Flexible Work for Caring Purposes Form

### Points to Note:

- The Flexible Working for Caring Form is a 3 Step Process
- Employee to Manager [Approve/Reject] to People & Culture [Complete]
- Once a request is submitted you cannot edit, cancel or delete the request
- The save option in the create request form will save what you have completed on the form but the form is not submitted to your line manager
- A saved request can be edited or deleted. It will appear on the Employee Requests widget on the Employee Dashboard/ My Time as below
- To edit or delete the saved request click on the ellipsis on the saved request

# Employee Requests

CREATE REQUEST

Search requests

Q

Request Type	Date Created	Last Updated	Status	
Flexible Work for Caring Purposes Form	30-Jul-2025		<div>Saved</div>	<div>⋮</div> <div>Menu</div>
Remote Working Form	30-Jul-2025		<div>S</div>	<div>Edit</div> <div>Delete</div>

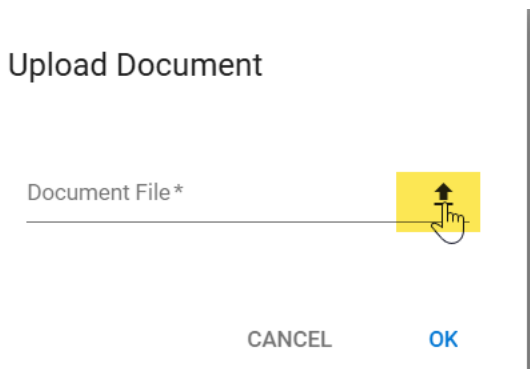
**Please note: Fields on the form marked by an asterisks \* are mandatory field and have to be completed in order to submit the form**

**Please complete the following details**

1. **From Date**
2. **To Date**
3. **Type:**
4. **Caring Relationship**
5. **Reason for Request**
6. **Attach Documents- Attach any supporting documentation as required**

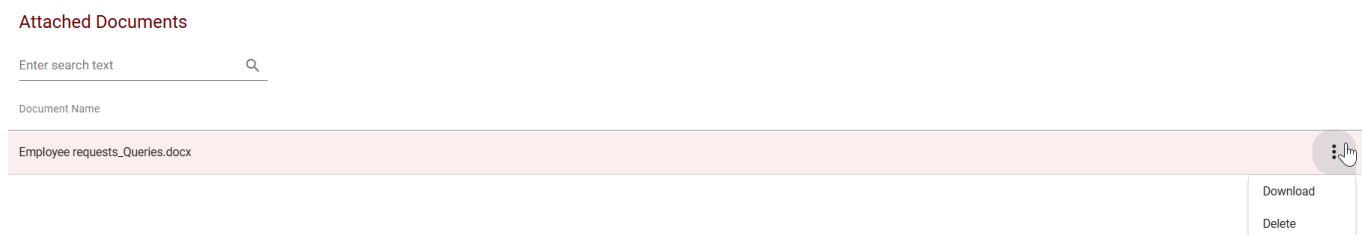
Click on Attach Documents on the top right of the screen

Click on the upload arrow as highlighted on the Upload Document screen as below and select your file



Double click on File name or select Open to upload. Select OK once it has been uploaded successfully.

The document can be reviewed or removed by scrolling down the create request screen to view the Document Information and selecting the ellipsis as shown below.



7. **Check the box** to agree and proceed
8. Choose **Submit** to send the request to your line manager for approval or Save to save the form and submit later

**Please note: You have to Submit the form to go to your line manager for approval the save option will save what you have completed on the form but the form is not submitted to your line manager**

Employee Dashboard

### Create Request

Employee Dashboard > Create Request

ATTACH DOCUMENTS

**6**

An employee must submit their request for Flexible Working for Caring Purposes to their Head as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date. When the form is submitted it will go to your line manager for approval, once approved by the line manager it will then be processed and completed by the People & Culture Department.

Please note a request is **not considered processed or complete** until all relevant contract updates where applicable have been actioned, in accordance with existing business processes.

#### Request Details

Request Type

Flexible Work for Caring Purposes

1

2

From Date

To Date

#### Request Details

3

4

5

Type\*

Caring Relationship\*

Reason for request\*

#### Attached Documents

Enter search text

Document Name

NOTHING TO SEE HERE  
EXCEPT THIS FLAG

I confirm by ticking the below that:

- I have attached the required documentation
- I am eligible for flexible working for caring purposes
- I have reviewed and accept the policy, found here [Flexible Working for Caring Purposes](#)
- I have consulted my manager

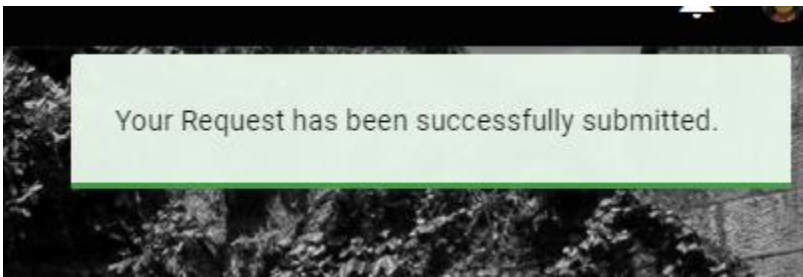
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☐ Please check this box to agree and proceed

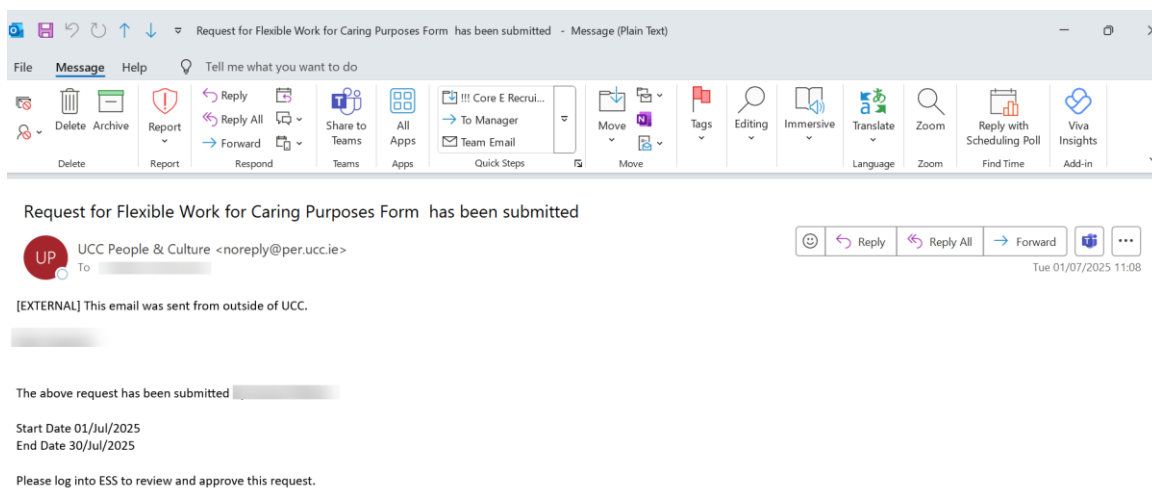
access PeopleXD

SAVE SUBMIT



**Please note once a 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 manager will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Flexible Work for Caring Purposes request, and it requires action.



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2. You will also receive an email to **your @ucc.ie email** address verifying that your Flexible Work for caring Purposes request has been submitted.

3. On the Employee Requests widget you will now see your request displayed as Submitted

#### Employee Requests

CREATE REQUEST

Search requests			
Request Type	Date Created	Last Updated	Status
Flexible Work for Caring Purposes Form	24-Jul-2025		Submitted

1 - 4 of 15 < >

4. The manager can view the request on their Manager Dashboard on ESS (along with any document attached) and may select 'Approve' which will direct the request to the People & Culture Flexible Working Administrator. for further action

A request is **not considered processed or complete** until all relevant contract updates have been actioned, in accordance with existing business processes.

5. When the request is completed you will receive an email confirming the approval to **your @ucc.ie email address**
6. 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

Flexible Work for Caring Purposes Form	30-Jun-2025	30-Jun-2025	Approved	
----------------------------------------	-------------	-------------	----------	--

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

The request status will show as Rejected on ESS