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University College Cork

UCC ESS
Online Leave Requests
Employee Dashboard

Version 2: V28

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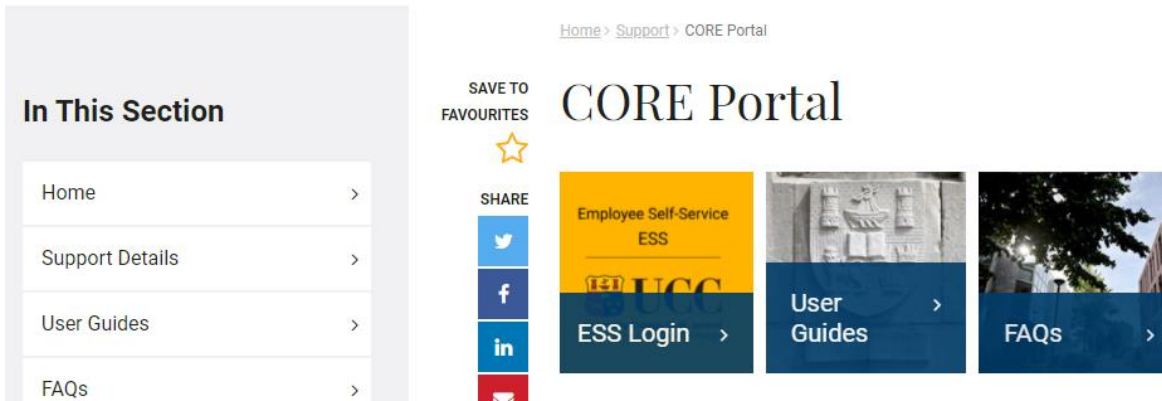
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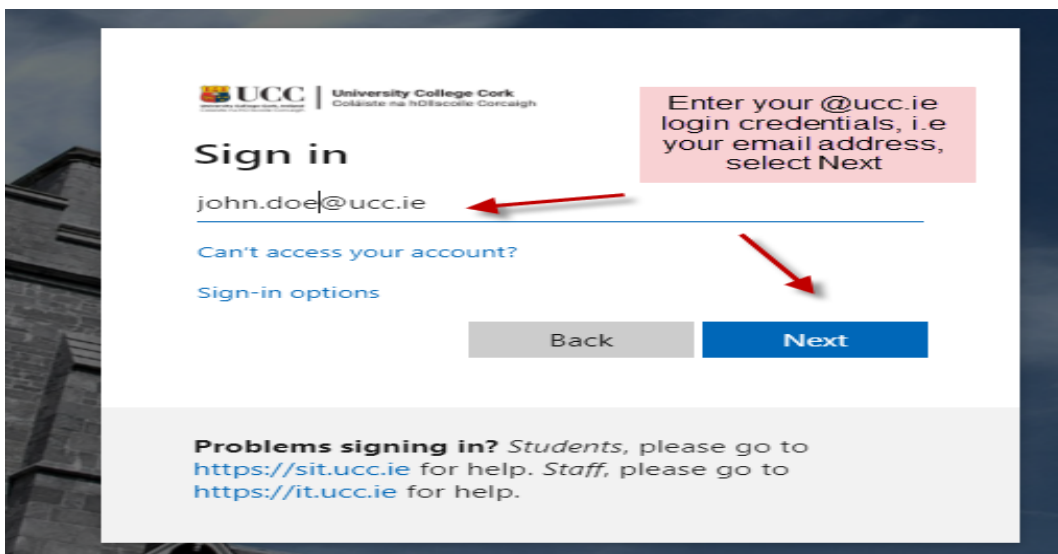
How to Access UCC Employee Self Service (ESS)

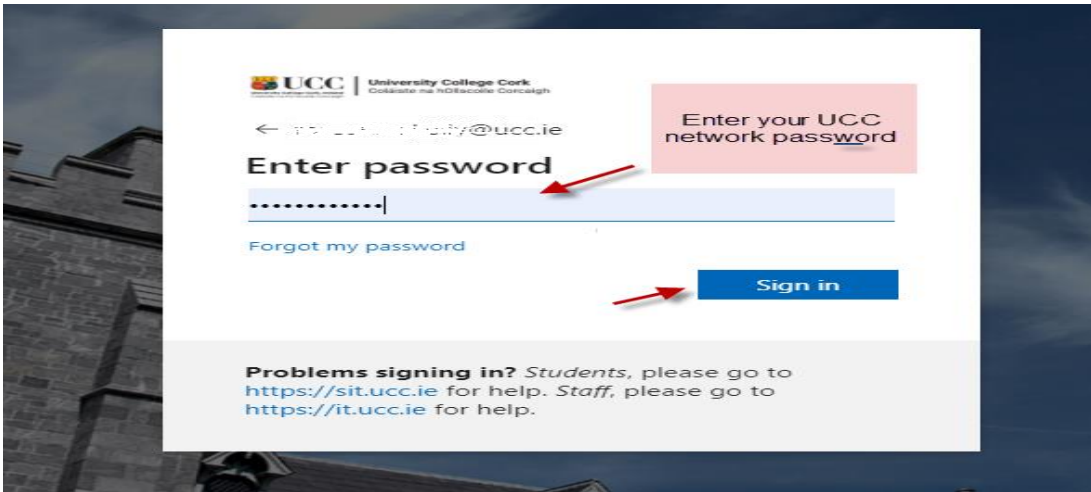
1. Type the following URL into a web browser <http://www.ucc.ie/en/ess>
2. This brings you to the main UCC Employee Self Service (ESS) webpage.



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

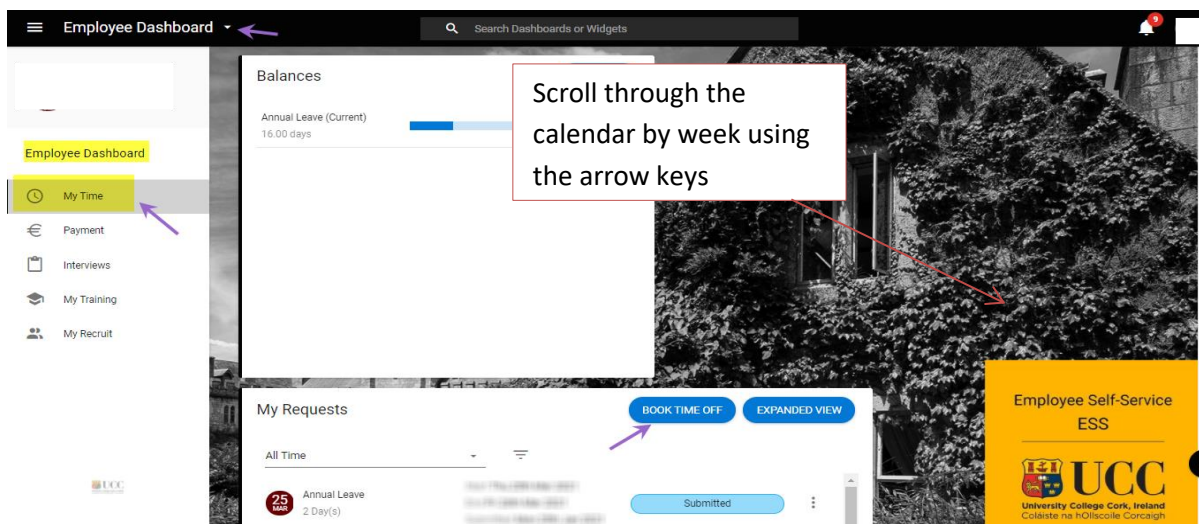
Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.





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 accurately reflect an individual's working hours.**

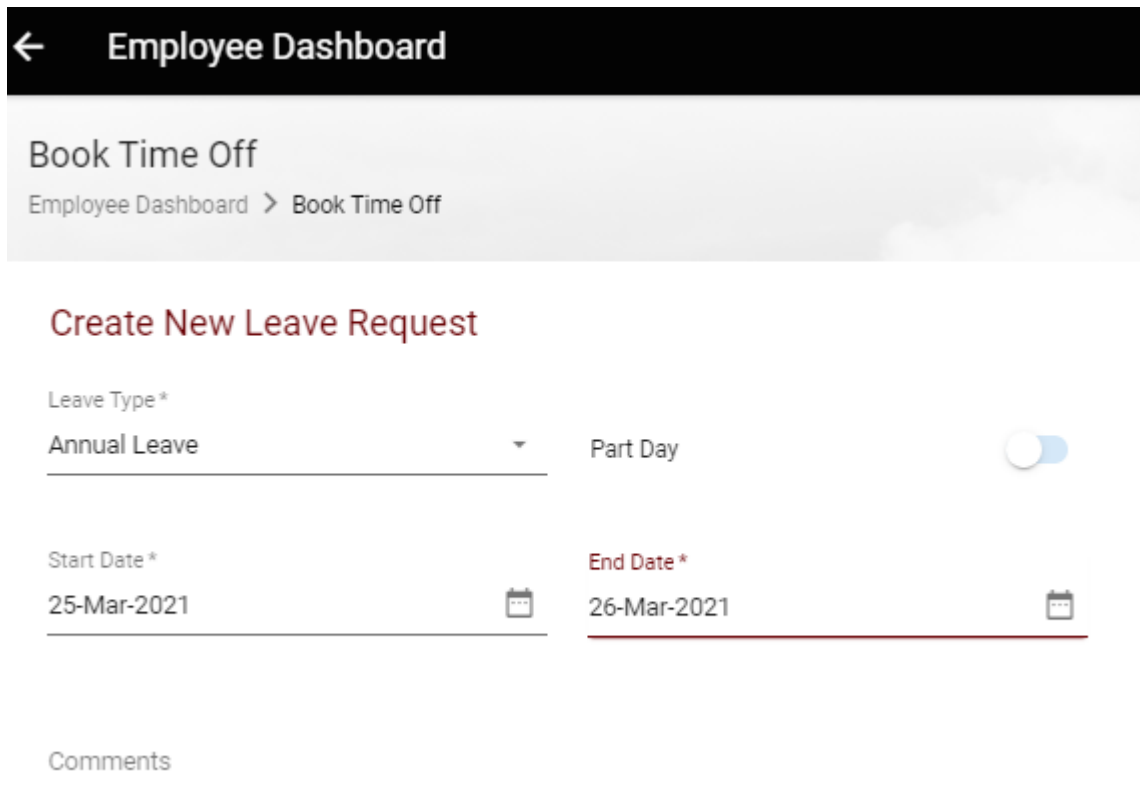
My Requests [Book Time Off]

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



The screenshot shows the 'Employee Dashboard' header with a back arrow. Below it is the 'Book Time Off' section with a breadcrumb 'Employee Dashboard > Book Time Off'. The main heading is 'Create New Leave Request'. The form includes a 'Leave Type *' dropdown set to 'Annual Leave', a 'Part Day' toggle switch, a 'Start Date *' field with '25-Mar-2021' and a calendar icon, an 'End Date *' field with '26-Mar-2021' and a calendar icon, and a 'Comments' text area.

3. Choose Leave Type – Annual Leave (or UNCERT Sick Leave/ for absence due to illness where a sick cert is not required, i.e. up to a maximum of 2 days or Certified Sick Leave which has no time restriction, and a medical cert is being provided to the People & Culture Office)
4. Click on the calendar icon to choose a start date or type in the date required in the appropriate format.

Book Time Off

Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type *

Annual Leave



Part Day



Start Date *

04-May-2021



End Date *

04-May-2021



Comments

Annual Leave Day Request,

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'

Book Time Off

Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type *

Annual Leave



Part Day



Start Date *

04-May-2021



Time of Day



Select Morning or Evening



Part of Day

1/2 of a day



Select Part Of This Day

Comments

Annual Leave Day Request,

6. Click on Submit 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*
25-Mar-2021

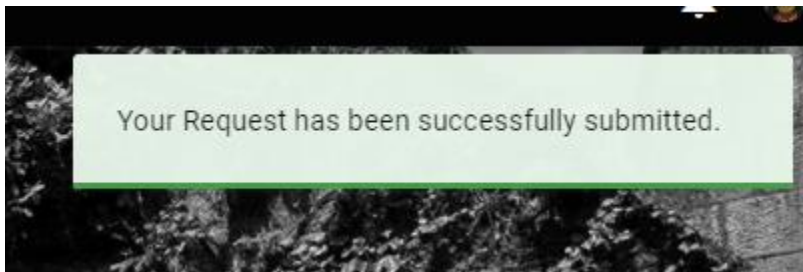
End Date*
26-Mar-2021

Comments

Balance Information

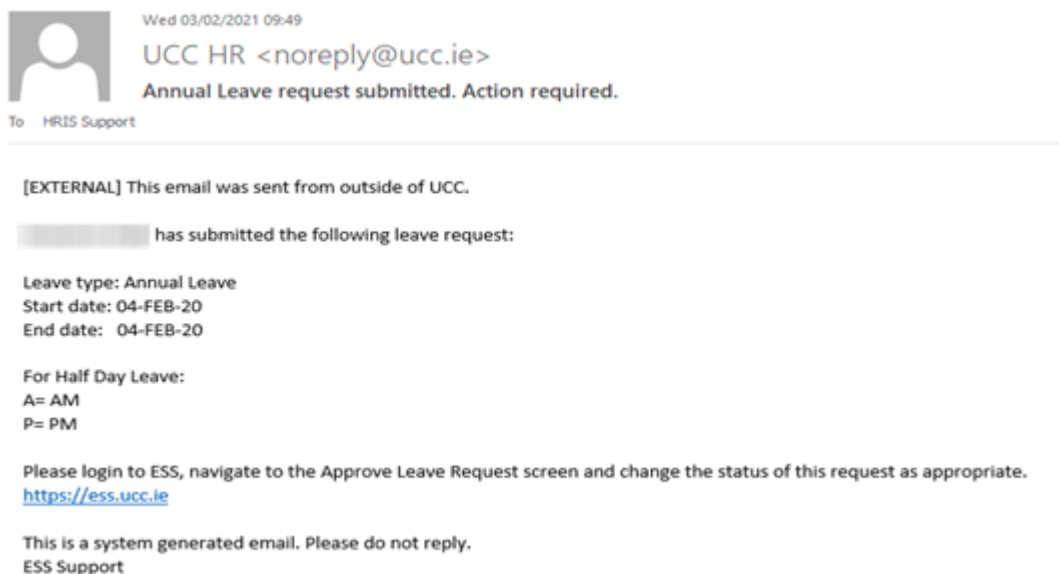
Name	Allowance	Requested	Booked	Remaining
Annual Leave (Current)	22.00	0.00	0.00	16.00

SUBMIT

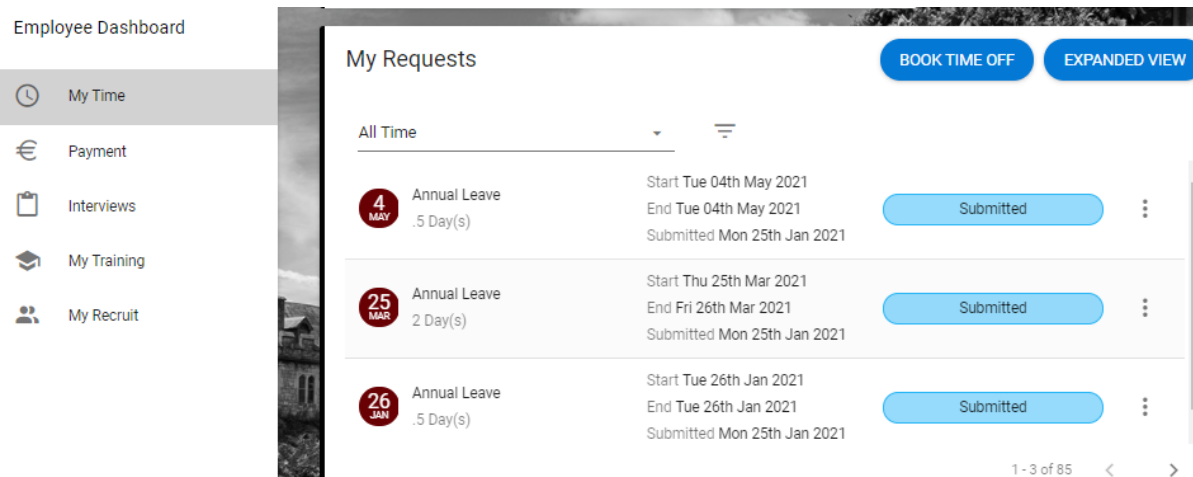


Please note once a leave request has been submitted through ESS it may take up to 10 minutes for the request to be processed and sent to the Line Manager/Leave Approver

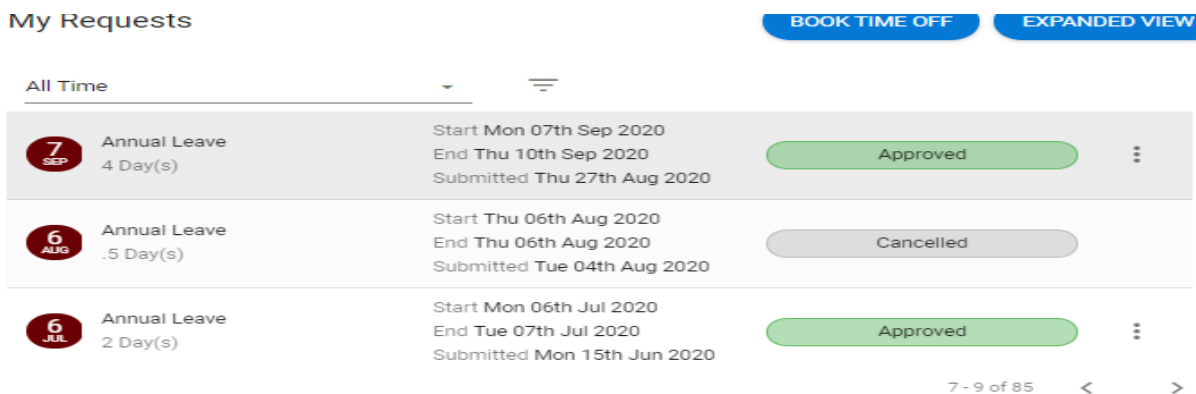
7. Your Line Manager will receive an email notification to their @ucc.ie email address notifying them that you have submitted an Annual Leave request and it requires action



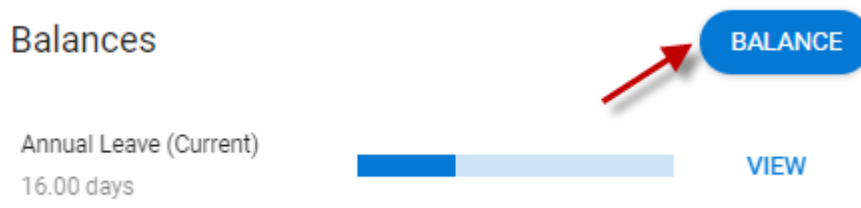
8. You will also receive an email to **your @ucc.ie email** address verifying that your Annual Leave request has been submitted
9. On the My Requests widget your Annual Leave Requests show as Submitted until they have been approved.



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 Sick Leave

Please note that Uncertified Sick Leave refers to absence from work, due to illness or injury for a maximum of two days. If you select uncertified sick leave that exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. Please see leave policy on People & Culture Office website

<https://www.ucc.ie/en/hr/policies/leave/sick/>

Note: The process below is based upon standard People & Culture practices regarding the administration of sick leave.

- If a staff member is ill, they must inform their direct manager or nominee by phone or email as soon as possible
- For 'Uncertified Sick Leave' (which is a max of 2 consecutive days, as per People & Culture Office 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
- **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 **Uncert Sick Leave**.

Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type *

Annual Leave

UNCERT SICK LEAVE [MAX 2 DAYS]

01-Mar-2024

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.

Book Time Off
Employee Dashboard > Book Time Off

Create New Leave Request

Leave Type*
Sick Leave (Casual Paid 100%) Part Day

Start Date*
09-Apr-2020

End Date*
09-Apr-2020

Reason*
Cold/Flu

Select a Reason

Comments

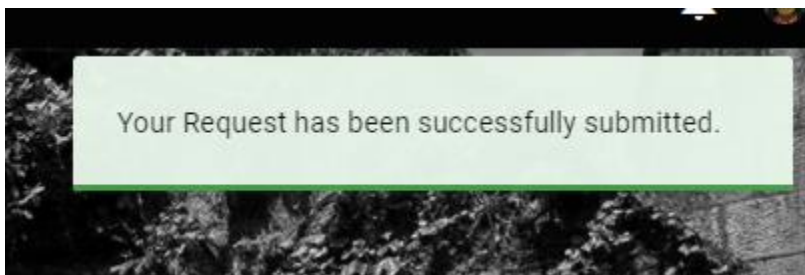
Balance Information

SUBMIT

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 People & Culture Office 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/Leave Approver


1. Your manager will receive an email notification to their @ucc.ie email address notifying them that you have submitted an Uncertified Sick Leave request, and it requires action.

 Tue 26/01/2021 12:07
 UCC HR <noreply@ucc.ie>
 Sick Leave (Casual Paid 100%) request submitted. Action required.

To HRIS Support

 We removed extra line breaks from this message.

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

 has submitted the following leave request:

Leave type: Sick Leave (Casual Paid 100%) Start date: 28-OCT-20
 End date: 28-OCT-20

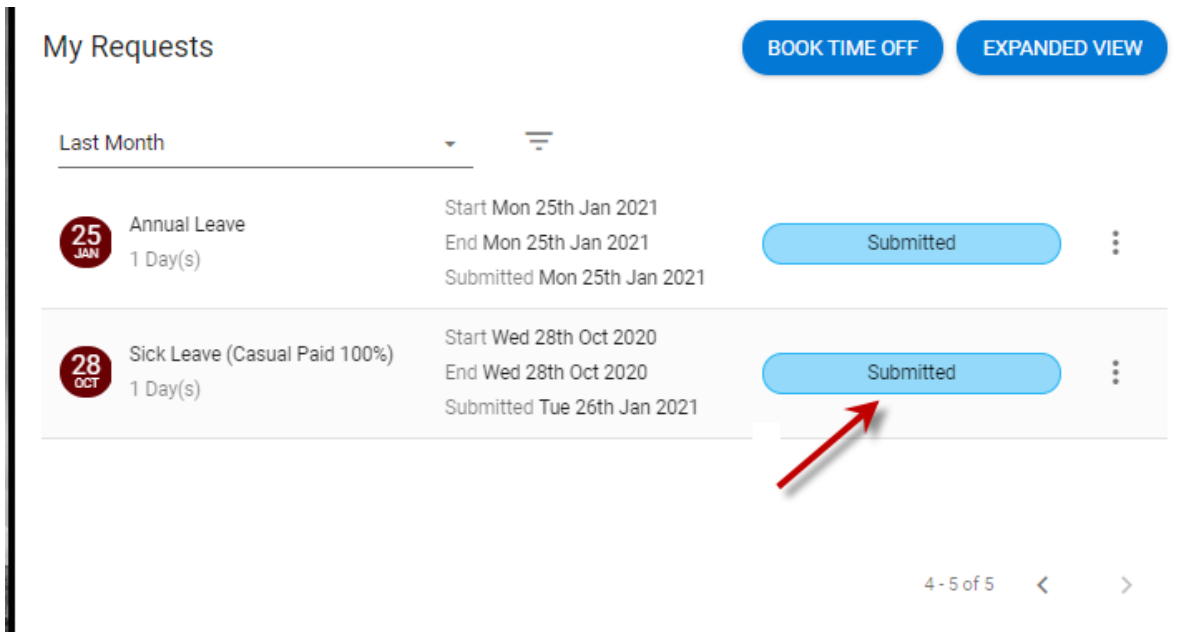
For Half Day Leave:
 A= AM
 P= PM

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 Uncertified Sick Leave request has been submitted.
- On the My Requests widget you will now see your request displayed as Submitted



My Requests BOOK TIME OFF EXPANDED VIEW

Last Month

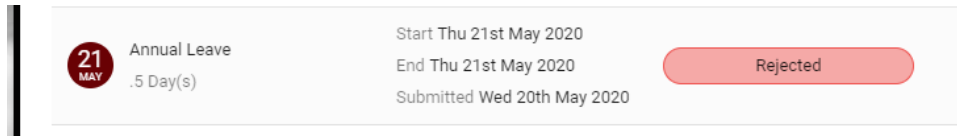
25 JAN	Annual Leave 1 Day(s)	Start Mon 25th Jan 2021 End Mon 25th Jan 2021 Submitted Mon 25th Jan 2021	Submitted	
28 OCT	Sick Leave (Casual Paid 100%) 1 Day(s)	Start Wed 28th Oct 2020 End Wed 28th Oct 2020 Submitted Tue 26th Jan 2021	Submitted	

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

The request status will show as Rejected on ESS



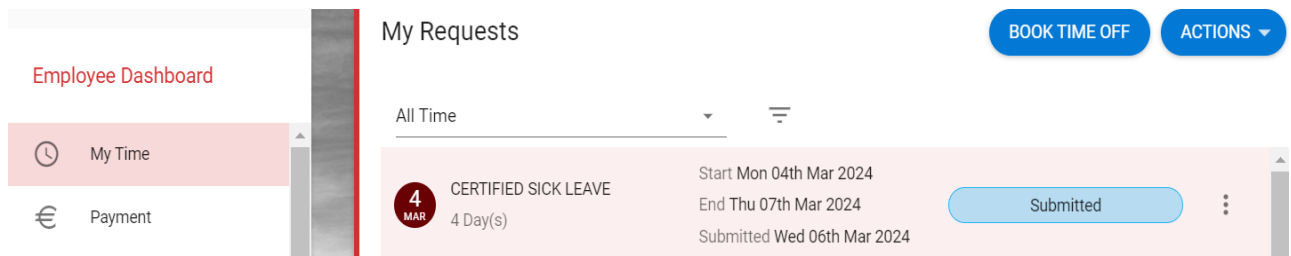
Enter the relevant dates (use Part Day slider if for half day)

Use the dropdown arrow on the Reason field to select a reason from the list available. Enter a comment if you wish, please note that any field with an asterisk is mandatory.

Your Request has been successfully submitted.

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/Leave Approver

1. Your Leave Approver will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Certified Sick Leave request, and it requires action.
2. You will also receive an email to your **@ucc.ie** email address verifying that your Certified Sick Leave request has been submitted.
3. On the My Requests widget you will now see your request displayed as **Submitted**



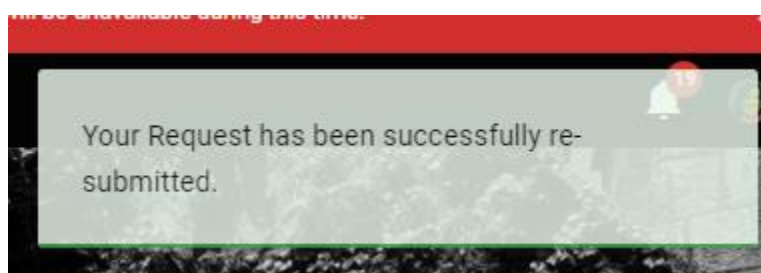
4. The manager can view the request on their Manager Dashboard on ESS (along with any document attached) and may select 'Recommend for Approval' which will direct the request to the People & Culture Leave Administrator. Once the submitted request has been approved by the Leave administrator you will 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
6. If you submit a leave request and it is rejected, you will be notified via email to your **@ucc.ie** email address. The request status will display as Rejected on ESS under 'My Requests'.

C. Cancel or Edit Leave Requests

Please note that once approved online leave is historic, 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. You can also edit a Certified Sick Leave request to add the medical note if you forgot to attach it originally.



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 widget.

My Requests BOOK TIME OFF EXPANDED VIEW

All Time

Request ID	Type	Start	End	Status	Submitted	Actions
6 MAY	Annual Leave	Start Thu 06th May 2021	End Thu 06th May 2021	Submitted	Submitted Mon 25th Jan 2021	
25 MAR	Annual Leave	Start Thu 25th Mar 2021	End Fri 26th Mar 2021	Submitted	Submitted Mon 25th Jan 2021	Edit, Cancel
26 JAN	Annual Leave	Start Tue 26th Jan 2021	End Tue 26th Jan 2021	Submitted	Submitted Mon 25th Jan 2021	

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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

My Requests BOOK TIME OFF EXPANDED VIEW

All Time

Request ID	Type	Start	End	Status	Submitted	Actions
6 MAY	Annual Leave	Start Thu 06th	End Thu 06th May 2021	Submitted		

Filter

Select which Status you wish to view, e.g. Approved Requests, Rejected, Cancelled, Submitted

