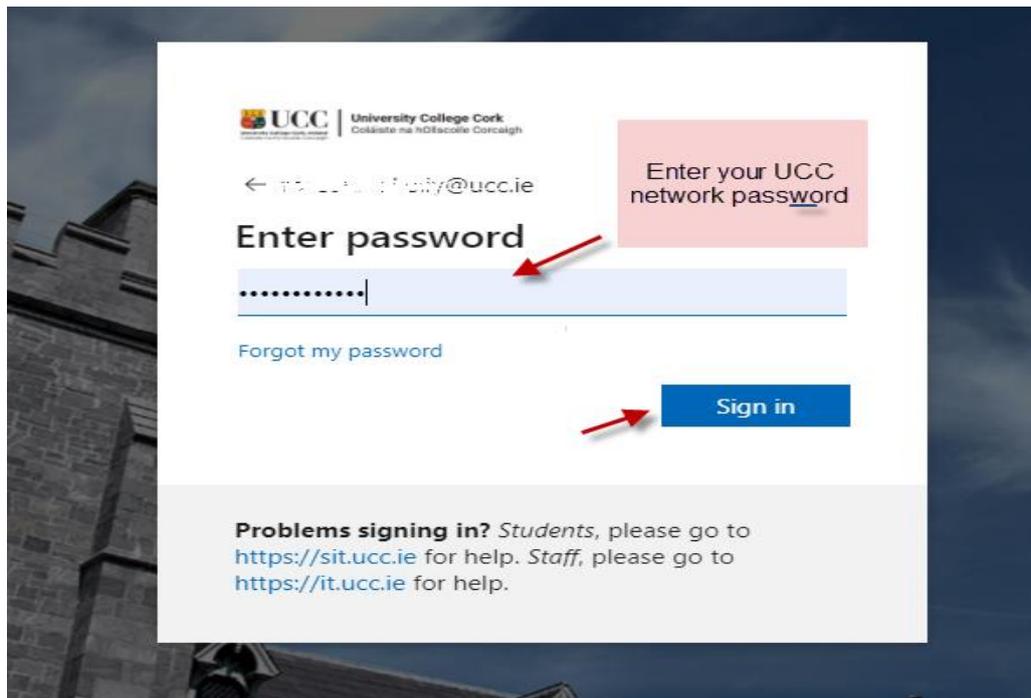
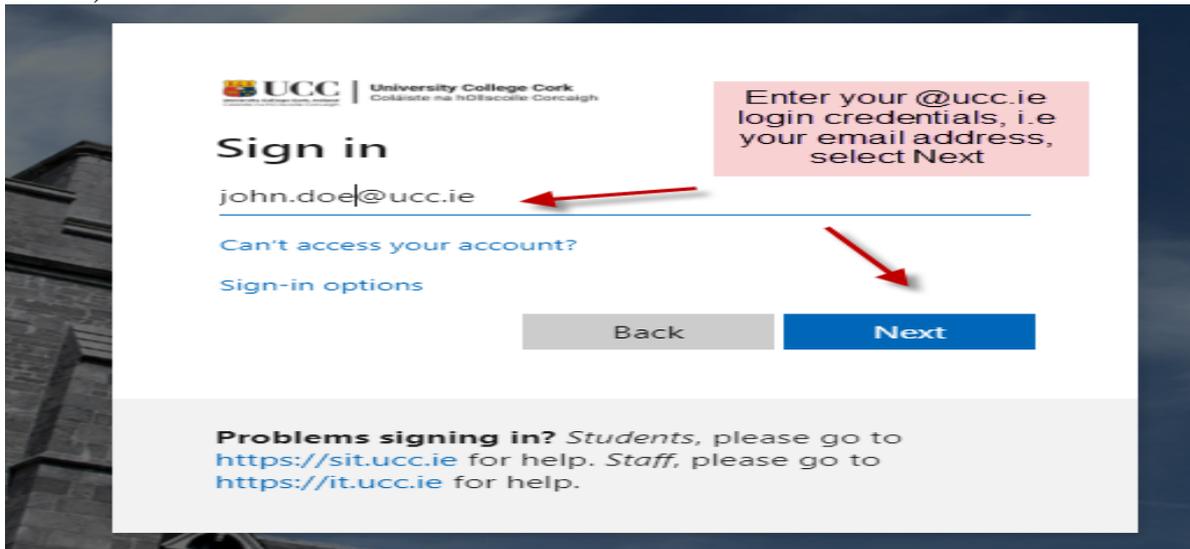


Type the following URL into a web browser <http://www.ucc.ie/en/ess>

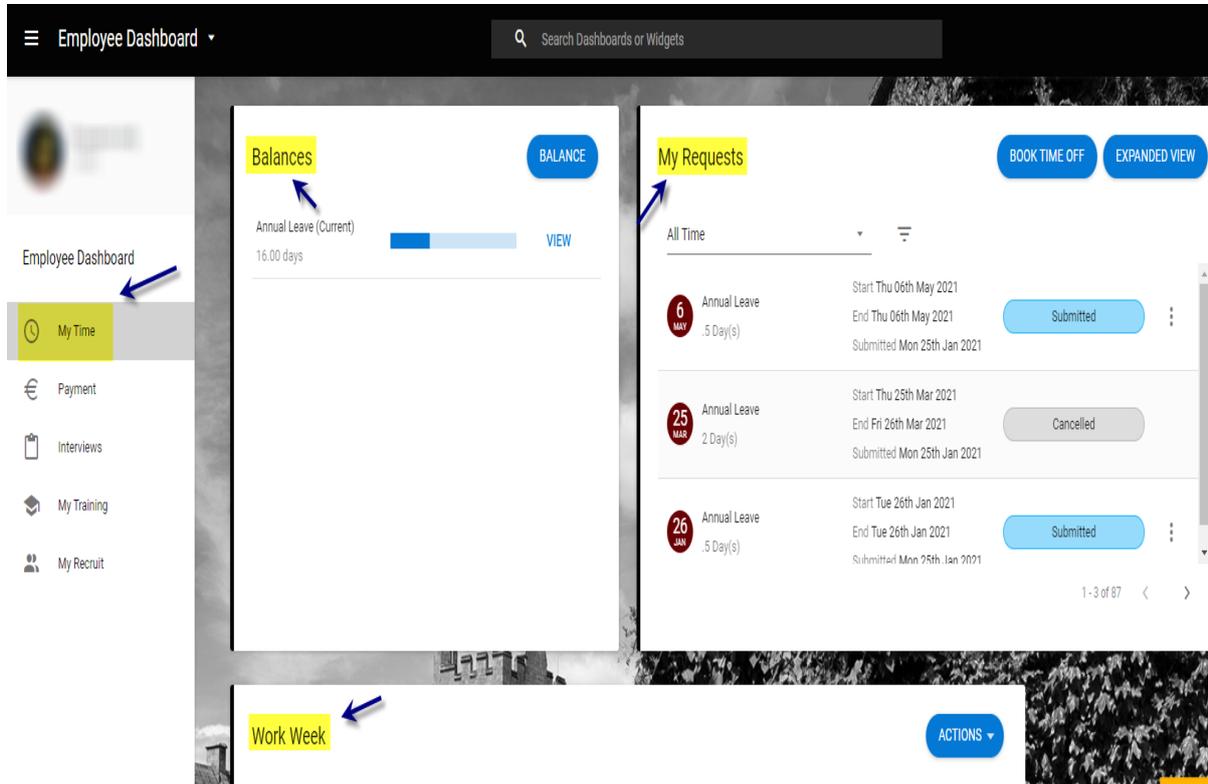


Click on **ESS Login**, then enter your UCC login credentials to access ESS (Employee Self Service)



## My Time

Click on the **My Time** tab on 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

Employee Dashboard

My Annual Leave Requests ACTIONS

Employee Dashboard > My Annual Leave Requests

### Create New Leave Request

Leave Type\* Part Day

Start Date\* End Date\*

12-Jan-2021 12-Jan-2021

Comments\*

Balance Information

Name	Allowance	Requested	Booked	Remaining

SUBMIT

3. Choose Leave Type – Annual Leave
4. Click on the calendar icon to choose a start date

### Create New Leave Request

Leave Type\*

Annual Leave

Sick Leave (Casual Paid 100%)

Part Day

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.

The screenshot shows the 'Book Time Off' form in the 'Employee Dashboard'. The form is titled 'Create New Leave Request'. The 'Leave Type' is set to 'Annual Leave'. The 'Start Date' is '25-Jan-2021'. The 'Time of Day' is set to 'Select Morning or Evening'. The 'Part Day' toggle switch is currently off, and a red arrow points to it, indicating it should be turned on. A 'SUBMIT' button is visible at the bottom right.

6. Otherwise for full day enter an End Date for the leave

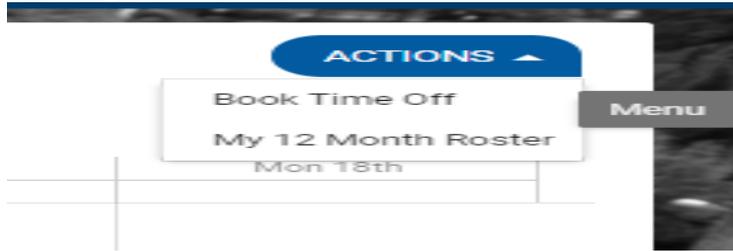
7. You can choose to add a comment for further information if you wish

8. Click on Submit on bottom right to send the request to your designated Line Manager

The screenshot shows the 'Book Time Off' form in the 'Employee Dashboard'. The form is titled 'Create New Leave Request'. The 'Leave Type' is set to 'Annual Leave'. The 'Start Date' is '25-Mar-2021' and the 'End Date' is '26-Mar-2021'. The 'Part Day' toggle switch is now turned on. A 'SUBMIT' button is visible at the bottom right. Below the form is a 'Balance Information' table.

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

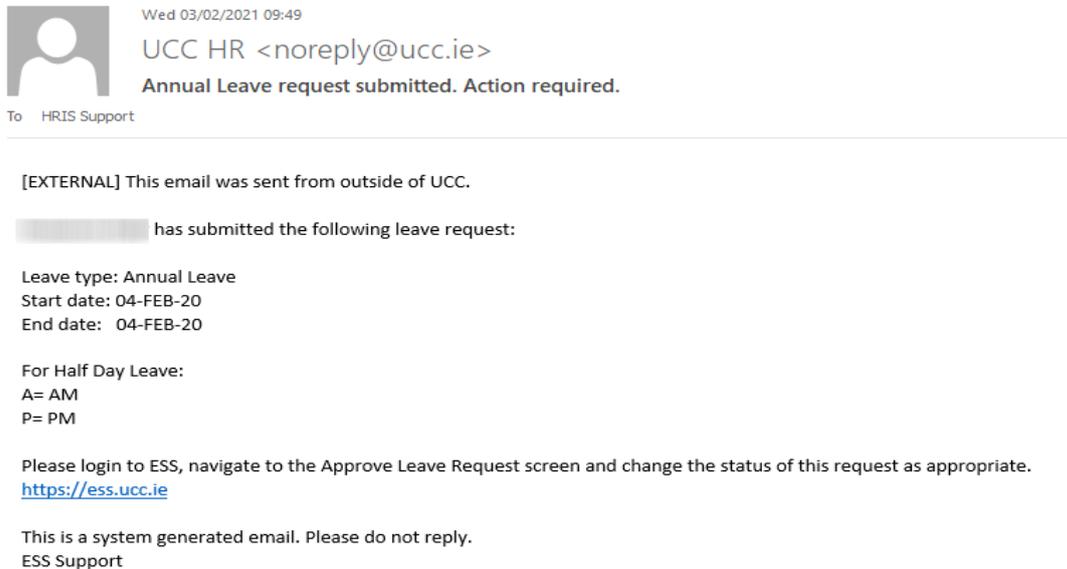
\*Just to note you can also access the Book Leave Screen from the Working Week menu, by selecting Actions & then Book



### 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

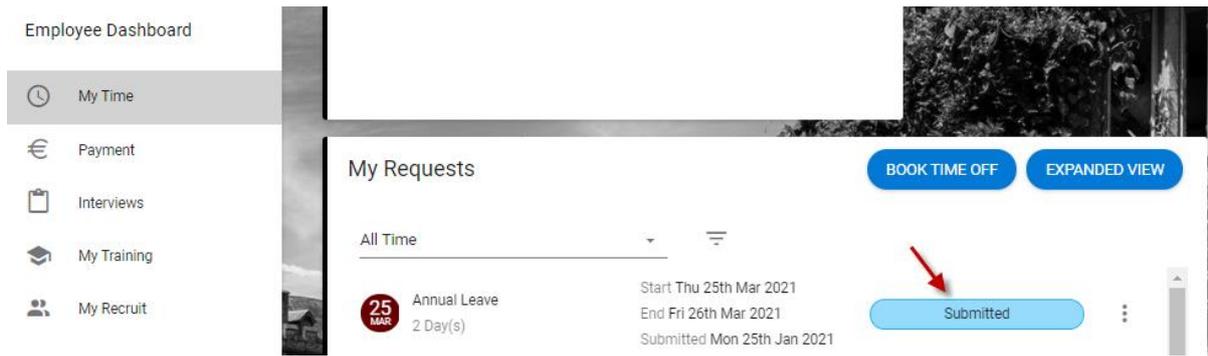
Your Line Manager will receive an email notification to their @ucc.ie email address notifying them that you have submitted an Annual Leave request and it requires action



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

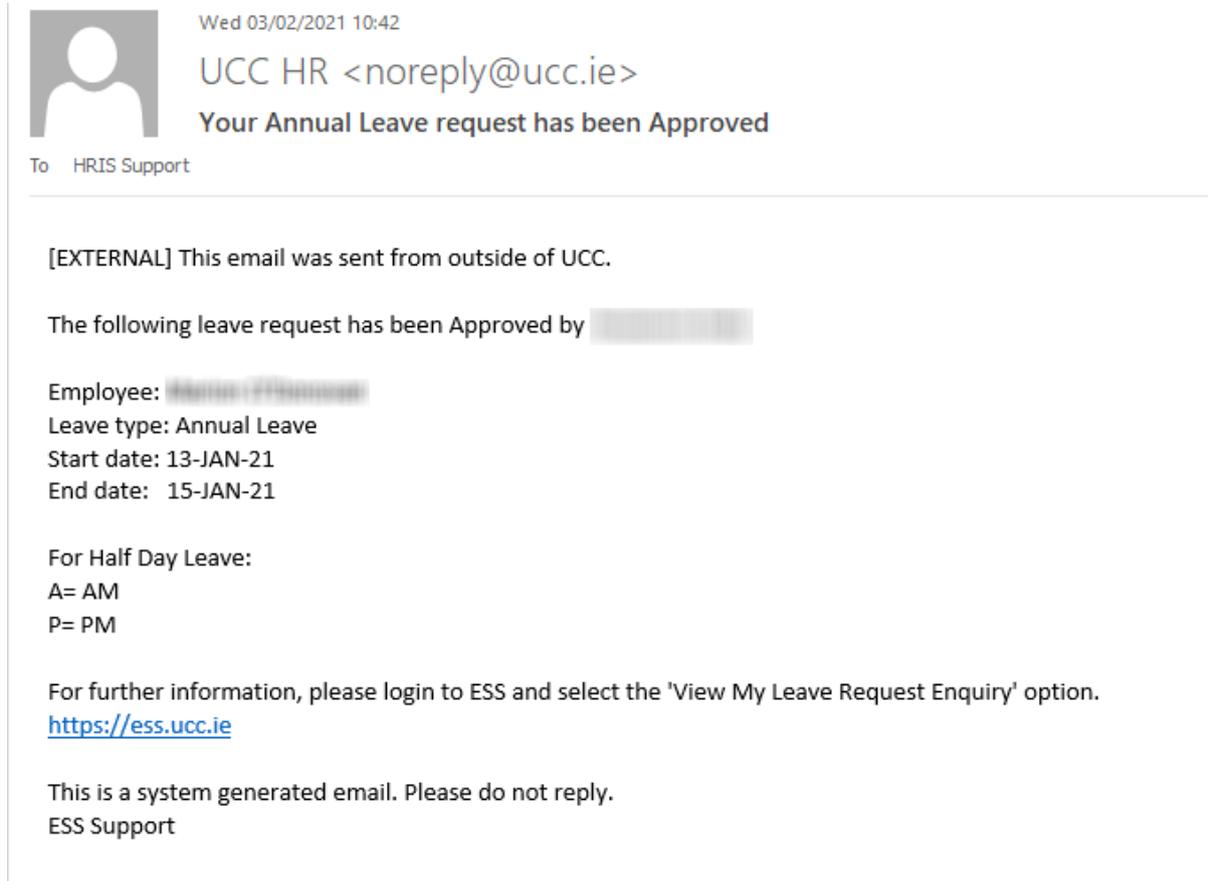
On the My Requests widget you can observe your Annual Leave Request will be displayed initially with the status of Submitted until it has been acted upon by the leave approver.

## SUBMITTING ANNUAL LEAVE ON ESS – A QUICK GUIDE



The screenshot shows the 'Employee Dashboard' with a sidebar menu containing 'My Time', 'Payment', 'Interviews', 'My Training', and 'My Recruit'. The main content area is titled 'My Requests' and features a 'BOOK TIME OFF' button and an 'EXPANDED VIEW' button. Below these, there is a list of requests. One request is highlighted in yellow, showing 'Annual Leave' for '2 Day(s)' starting on 'Thu 25th Mar 2021' and ending on 'Fri 26th Mar 2021'. The status is 'Submitted', and it was submitted on 'Mon 25th Jan 2021'. A red arrow points to the 'Submitted' button.

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



The email notification is from 'UCC HR <noreply@ucc.ie>' and is dated 'Wed 03/02/2021 10:42'. The subject is 'Your Annual Leave request has been Approved'. The recipient is 'HRIS Support'. The body of the email contains the following information:

[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 ▼ ☰

<b>25</b> MAR	Annual Leave 2 Day(s)	Start Thu 25th Mar 2021 End Fri 26th Mar 2021 Submitted Mon 25th Jan 2021	Submitted
<b>6</b> OCT	Annual Leave .5 Day(s)	Start Tue 06th Oct 2020 End Tue 06th Oct 2020 Submitted Mon 12th Oct 2020	Approved
<b>23</b> SEP	Annual Leave .5 Day(s)	Start Wed 23rd Sep 2020 End Wed 23rd Sep 2020	Approved

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 **BALANCE**

Annual Leave (Current) VIEW

16.00 days ▬

**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**