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


Click on **ESS Login:** 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.
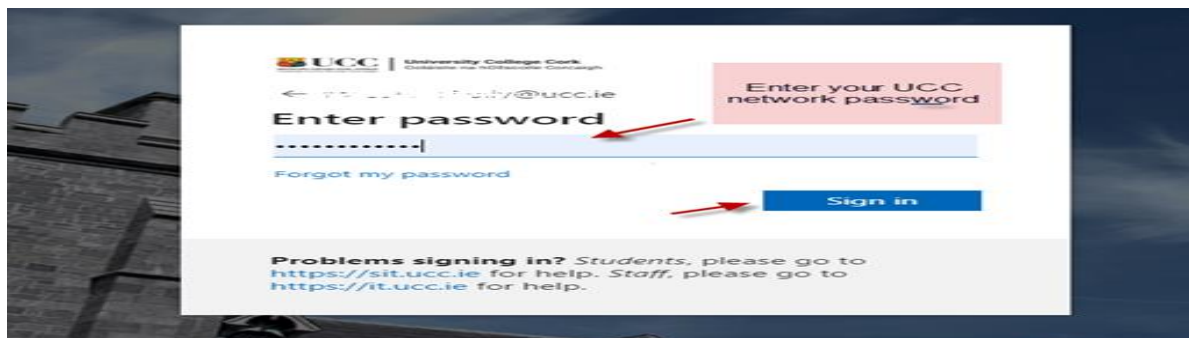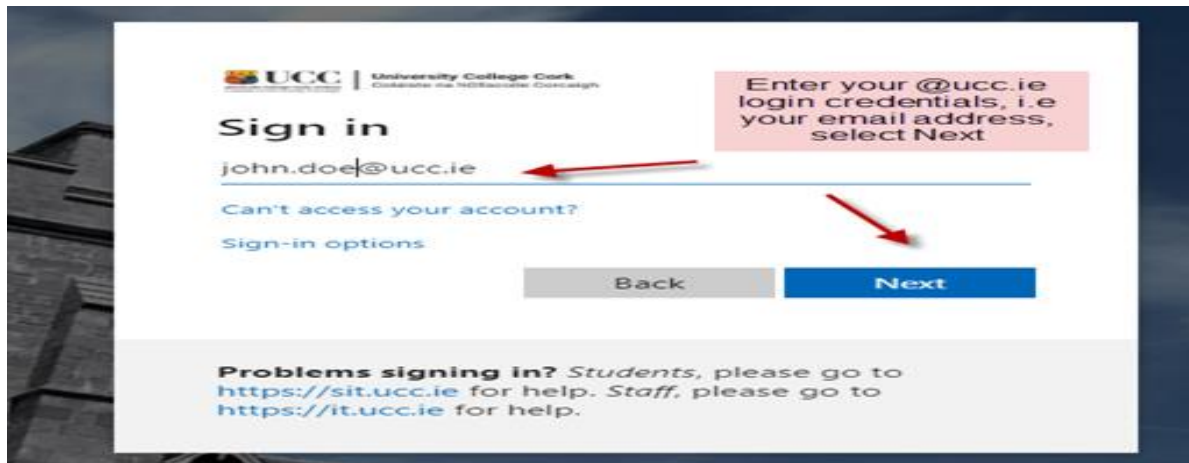
Manager Dashboard

When you log into ESS with **Manager** rights you will, by default, be brought to the **Manager Dashboard** below. The Manager Dashboard is only available to those who are setup as approvers for leave.

To book you own leave switch to the **Employee Dashboard** from the Dashboards menu as per the screenshot below. Please follow the instructions outlined on the Employee Dashboard documentation to book your own leave.
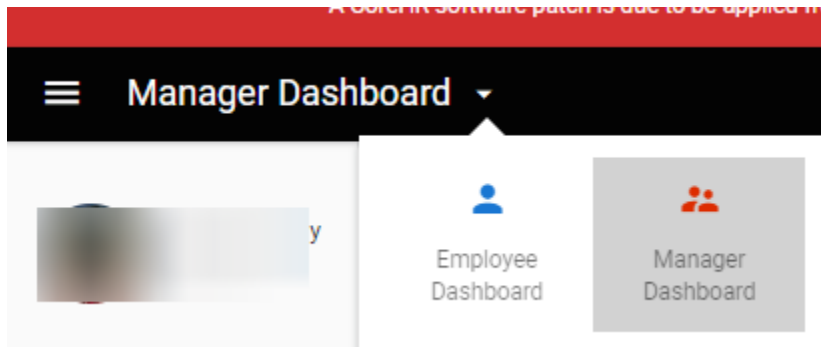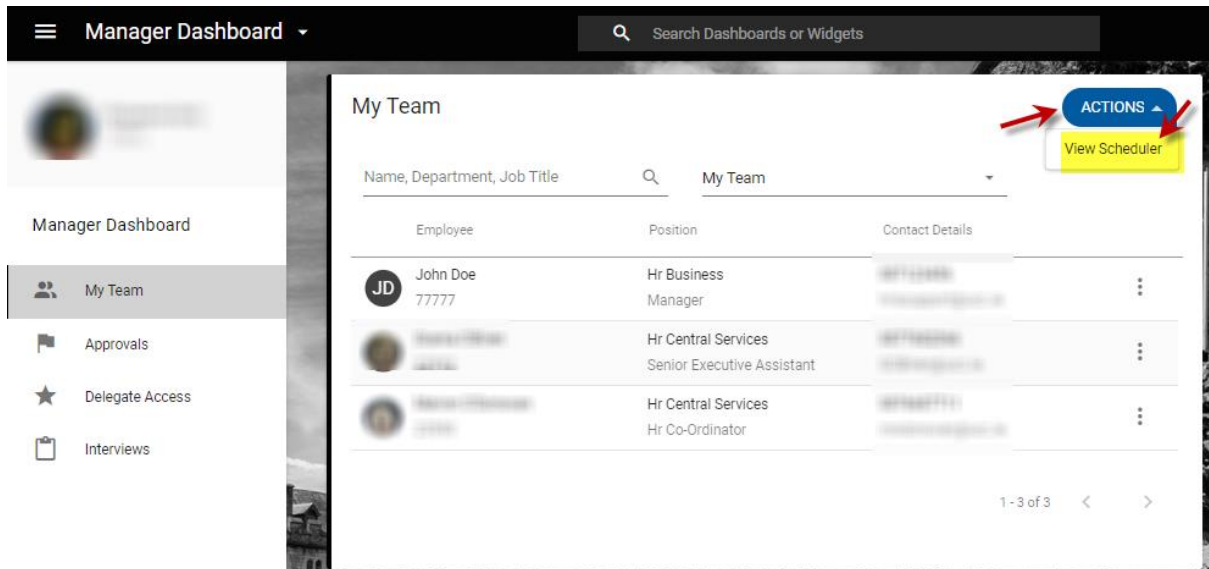

Manager Dashboard

The following information is available to view

- My Team
- Approvals
- Delegate Access
- Interviews

My Team

1. This lists all employees who are assigned to you for leave approval.
2. The View Scheduler option on this tab allows you to view the schedule of all employees on your team and input uncertified sick leave [up to 2 days]. You will find this option under Action
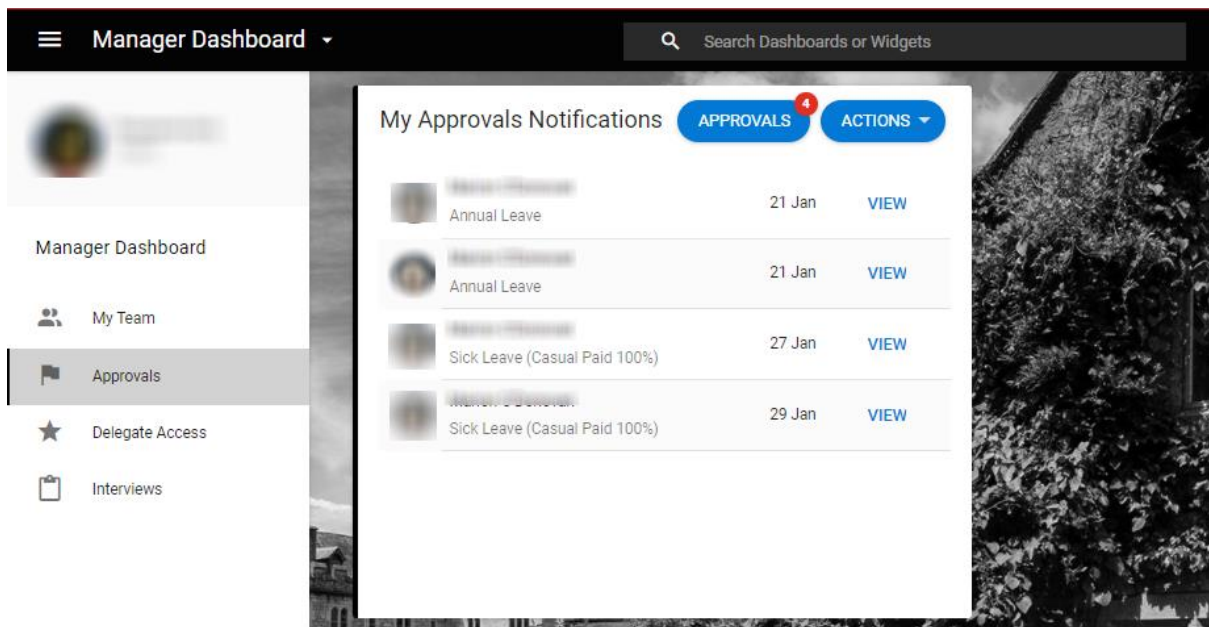
My Approvals

1. The Approvals tab lists all the annual leave requests that have been submitted to you for approval

Please note that any leave booked or changes made to leave on ESS may take 10 minutes to update on screen

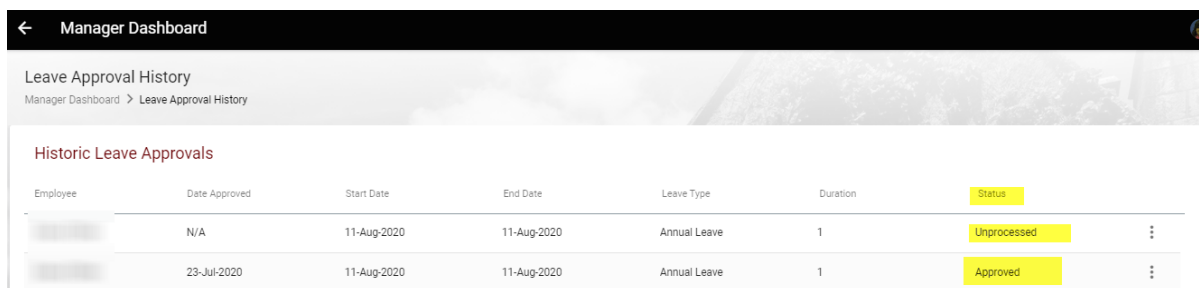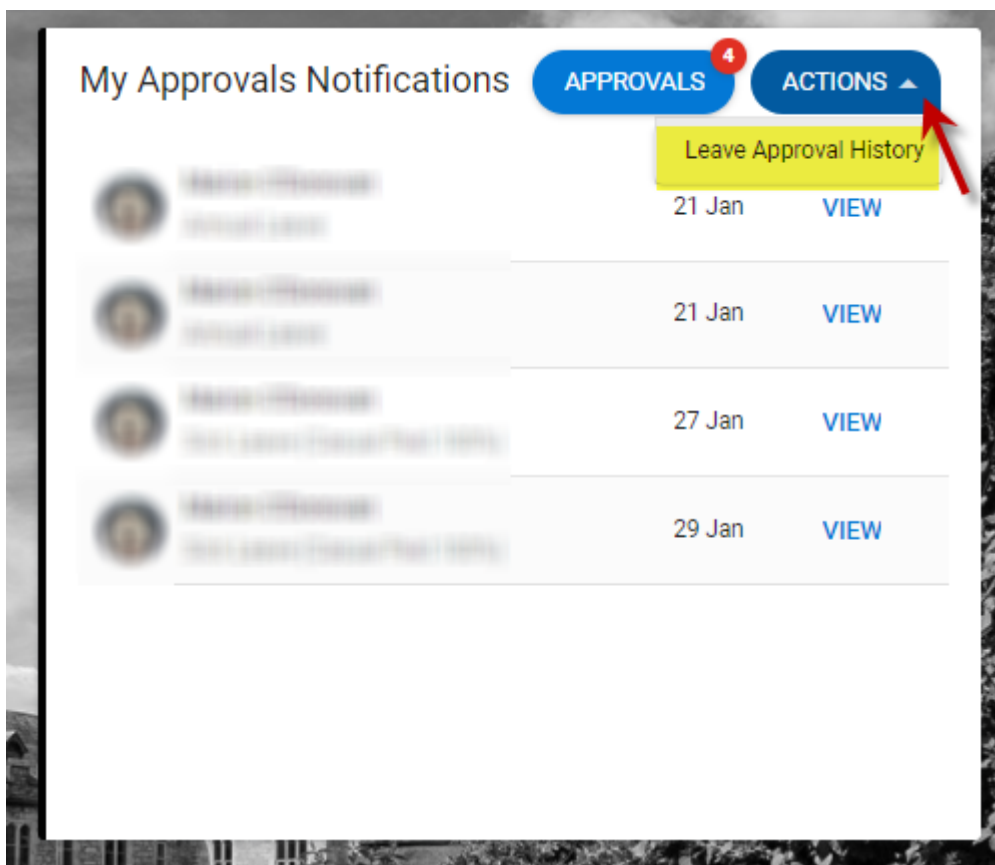2. Click on the Leave Approval History for a list of all leaves submitted for your approval, you will find the Leave Approval History under the Actions button

3. Use the arrow keys at the bottom right hand of the screen to navigate through the leave requests.

4. When a team member submits a leave request for approval you, as the assigned approver, will receive an email informing you of same to your **@ucc.ie email address.** This email will appear in your mailbox as per screen shots below

Annual Leave Request
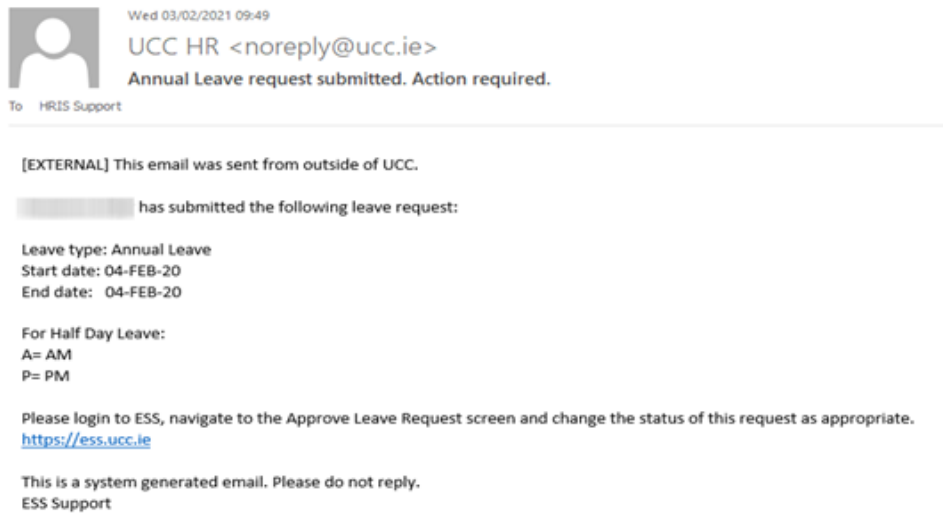
5. Log into ESS and on the Manager Dashboard choose the My Approvals tab
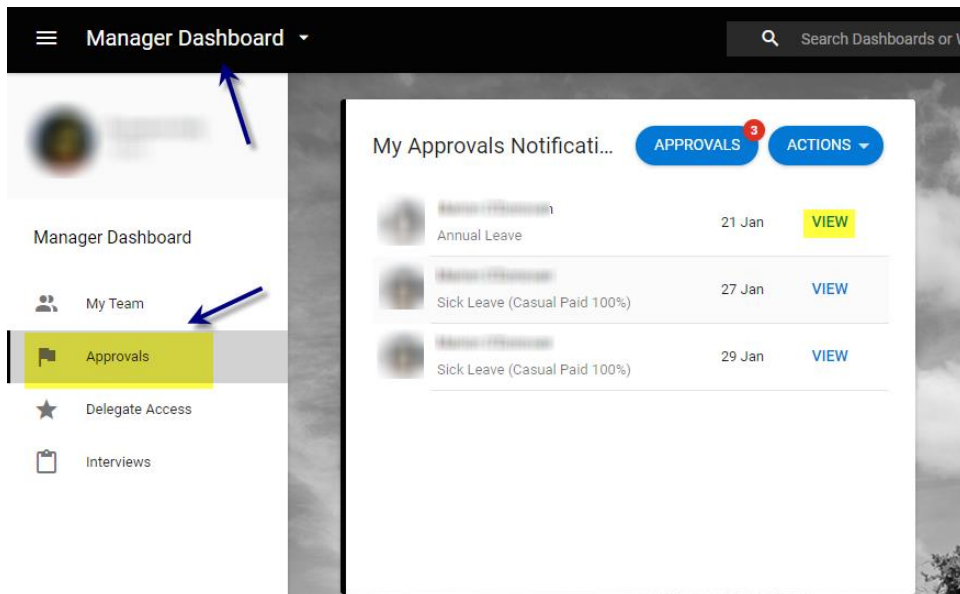
6. To approve or reject leave click on View next to the particular employee request

7. The following screen appears. You will see the employee name & the date the request was submitted on the left and the details of the request on the right.

8. You can click on the link [Click *here* to read and review the terms and conditions for approval] in order to view a PDF of the leave terms policy at any stage

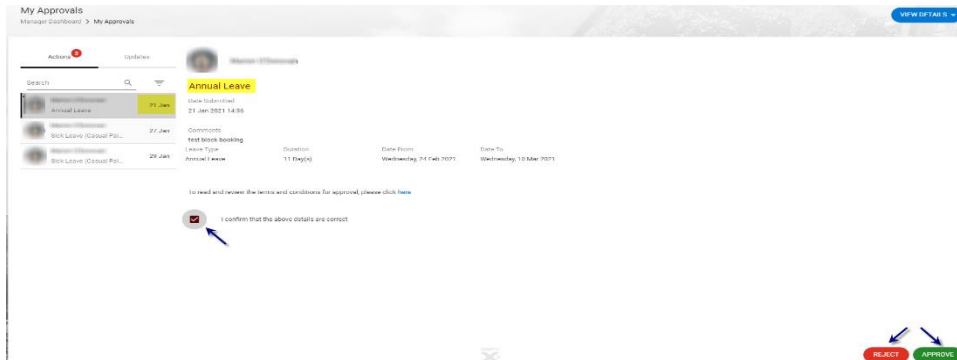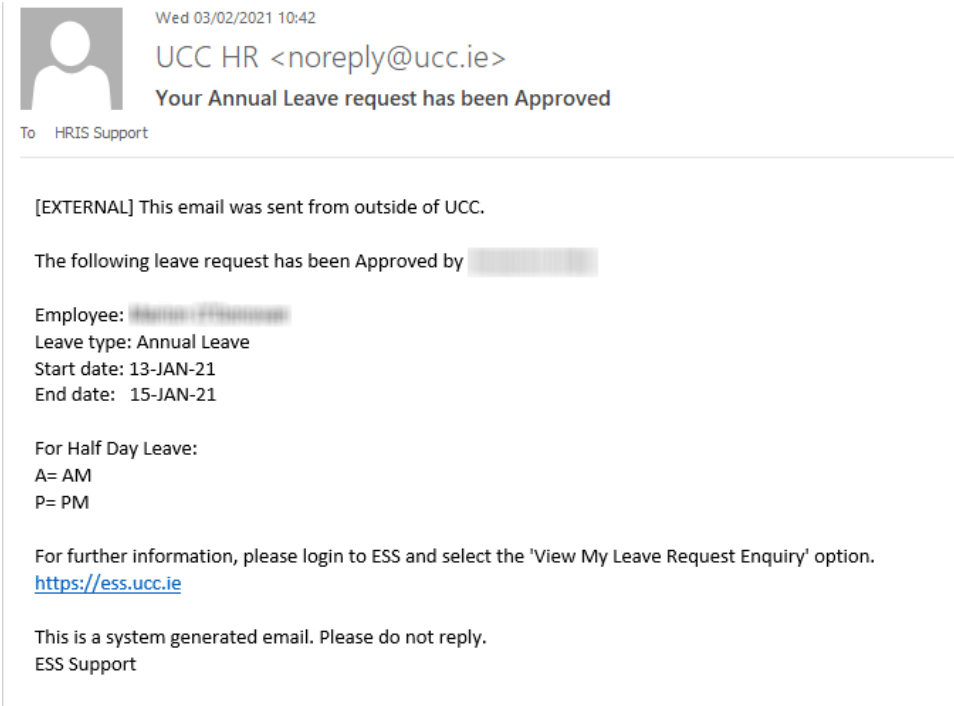9. You **must** click on '**I confirm that I have checked the submitted leave request**' to proceed

10. Select **Approved** or **Rejected**

11. If you choose to approve the leave request, then the t**eam member** will receive an email to their **@ucc.ie email address** confirming same and their annual leave balance will be adjusted accordingly

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.
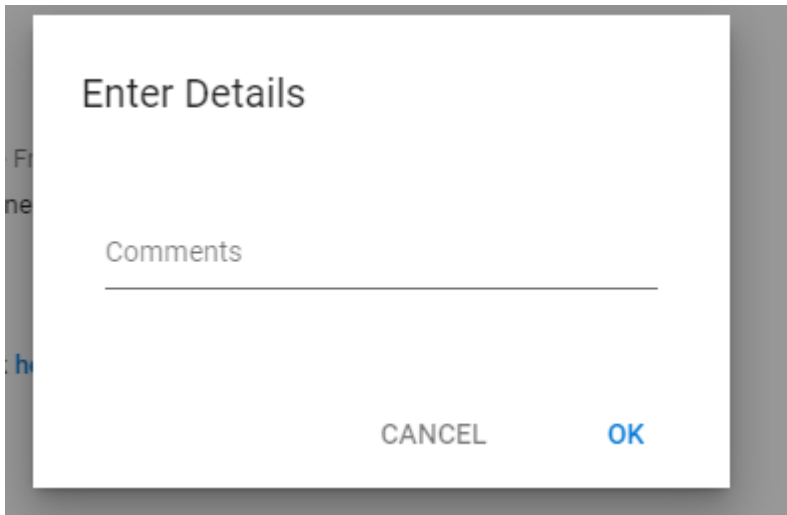ESS Support

==**Please note: If uncertified sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. You can reject the leave and advise the employee to follow the sick leave policy. A warning appears onscreen when you try to approve a sick leave request longer than the permitted 2 consecutive working days**==

This record has more than the 2 consecutive days allowed for this (704) for 02-Feb-2021. ...

OK

12. If you choose to reject the leave request, you will be asked to enter a **Reject Reason** when you are submitting the response as per screen shot below.

Enter Details

Comments

CANCEL   OK

13. Enter the reason and then choose **Reject** e.g. in the instance where an employee submits more than 2 days uncertified sick leave

14. The **team member** will receive a system generated email to confirm same to their **@ucc.ie email address**

15. If a team member chooses to cancel a leave request they have already booked you will receive an email to **your @ucc.ie email address** confirming this as below

Wed 03/02/2021 16:14

UCC HR <noreply@ucc.ie>

Annual Leave request cancelled by

To   HRIS Support

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

The following leave request has been cancelled:

Employee:
Leave type: Annual Leave
Start date: 06-MAY-21
End date: 06-MAY-21

This is a system generated email. Please do not reply.

ESS Support