

University College Cork

UCC ESS Online Leave Requests Manager Dashboard

Version 2.2

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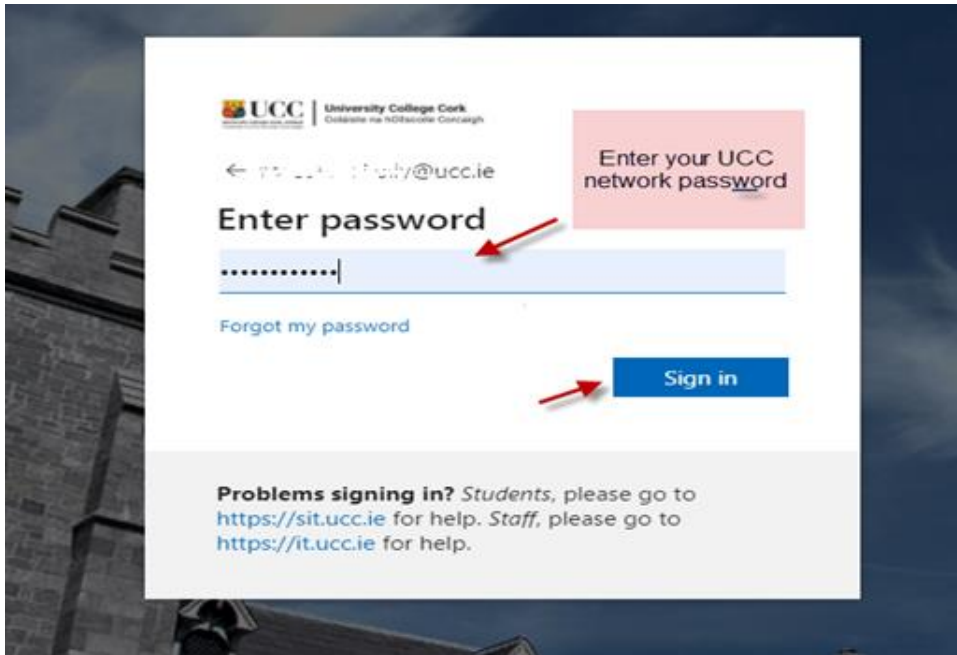
How to Access UCC Employee Self Service (ESS)

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.

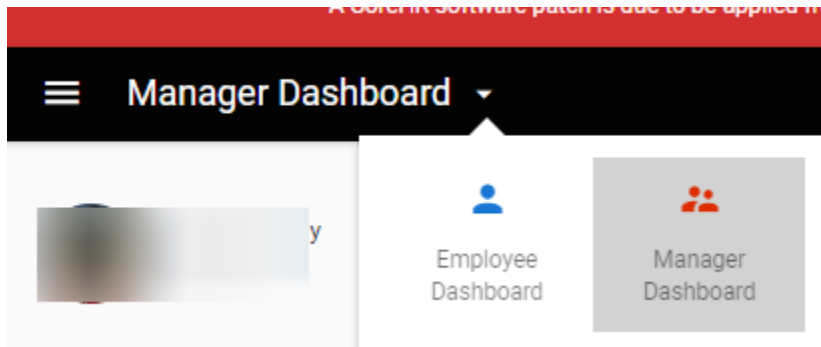




Manager Dashboard

When you log into ESS with **Manager** rights the default landing page brings you to the **Manager Dashboard**. 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.



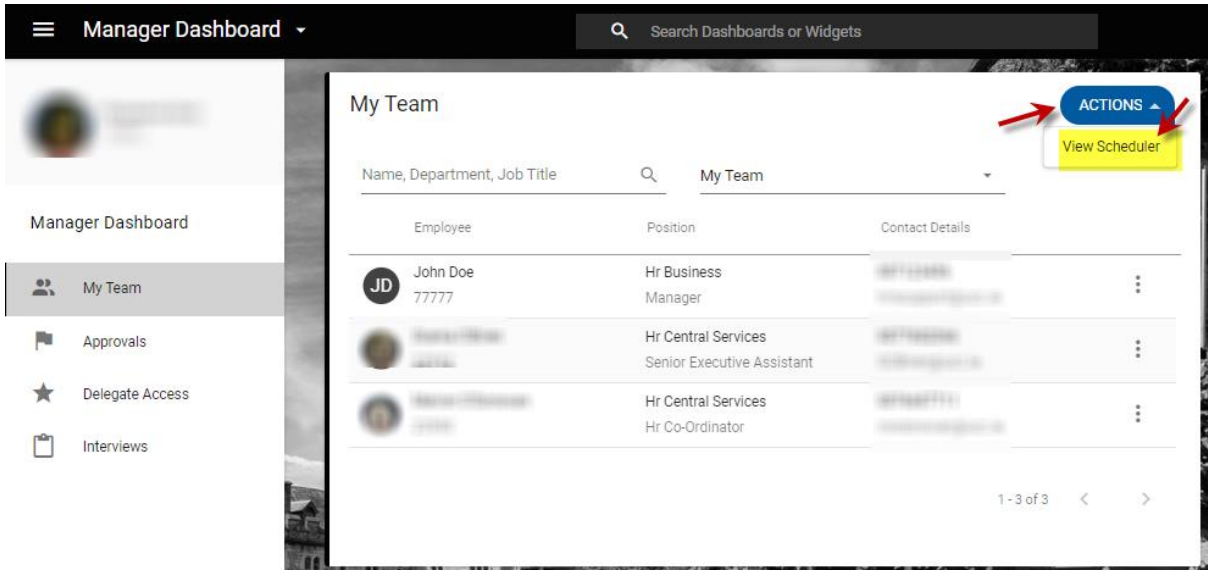
Manager Dashboard

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 Team



- The View Scheduler will show you any booked annual leave and sick leave input for your team.

The data can be viewed by days or months

Team Scheduler

Manager Dashboard > Team Scheduler

Search Employees

Date: 18-Jan-2021 WEEK MONTH

Period: 202104

Team Member	Mon 18th	Tue 19th	Wed 20th	Thu 21st	Fri 22nd	Sat 23rd	Sun 24th
JD John Doe Manager Hr Business	09:15 - 17:00 ANLE - 01:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
[Employee Name]	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting
[Employee Name]	09:15 - 17:00 ANLE - 01:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	09:15 - 17:00	Resting	Resting

- To get a detailed breakdown of a team member annual leave balance click on the Ellipsis icon to the right of the employee name under My Team highlighted below




My Team


ACTIONS ▾

Name, Department, Job Title



My Team

Employee	Position	Contact Details
 John Doe 77777	Hr Business Manager	087123456 hrissupport@ucc.ie
 [Name]	[Position]	[Contact Details]
 [Name]	[Position]	[Contact Details]



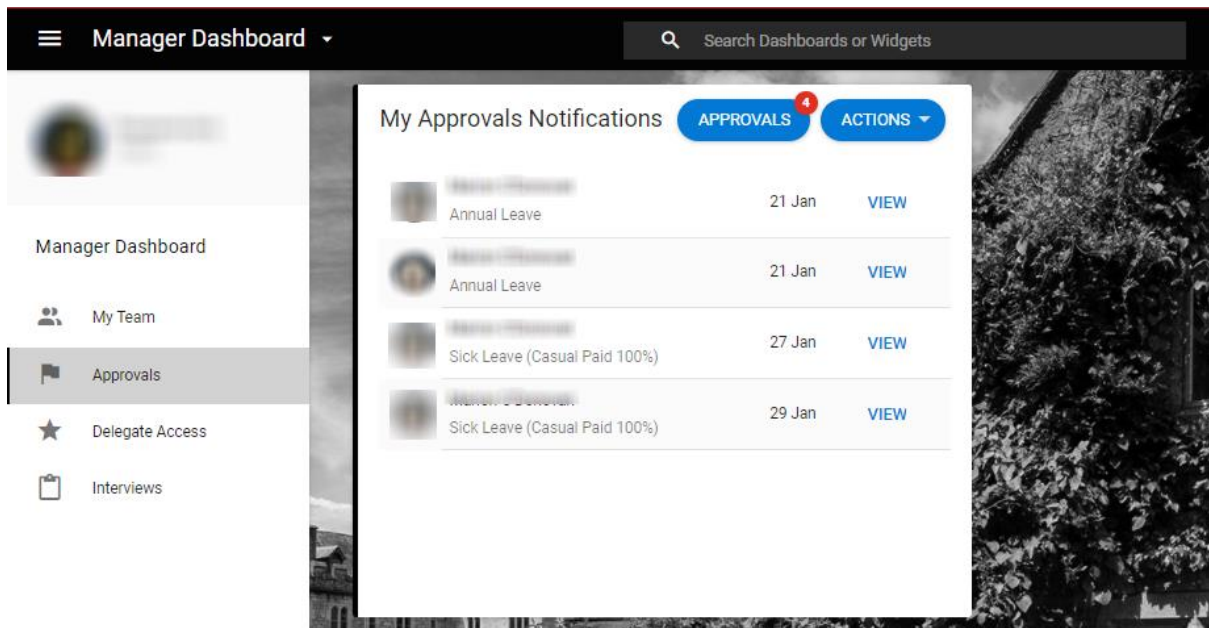
- View Team
- View Profile
- Delegate Access

1 - 3 of 3 < >

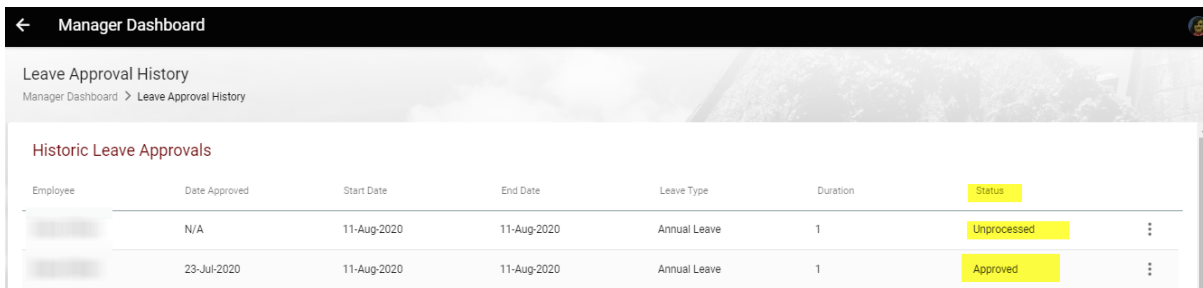
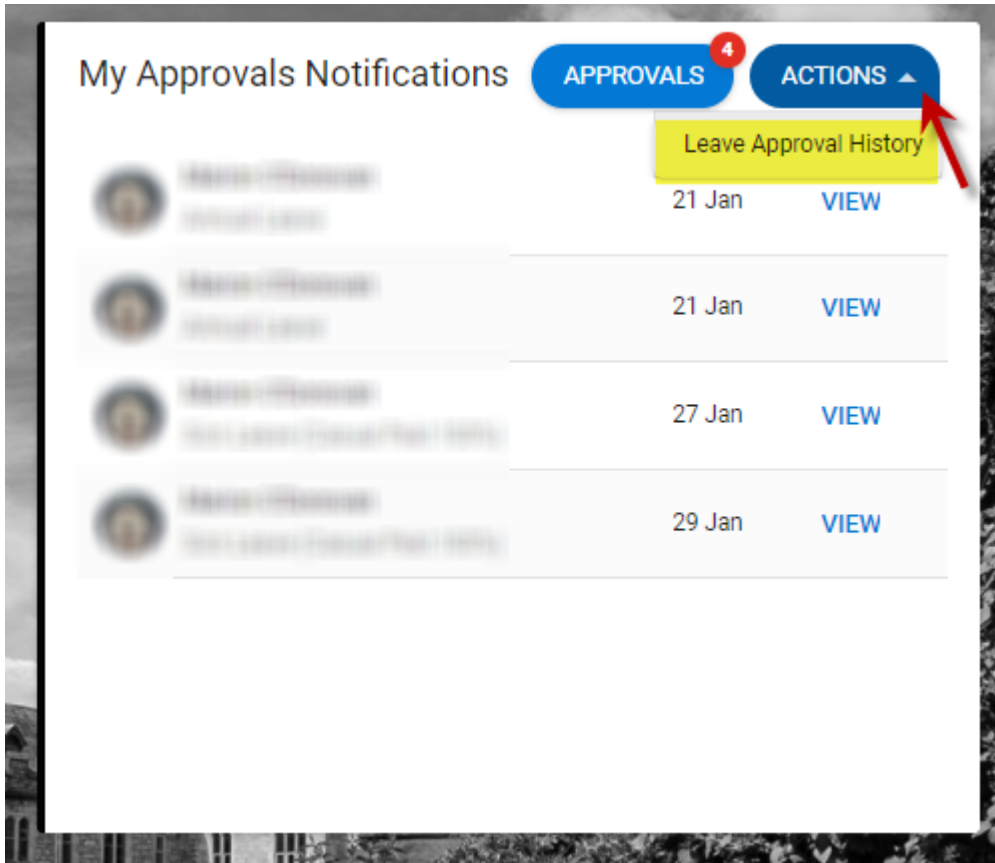
My Approvals

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



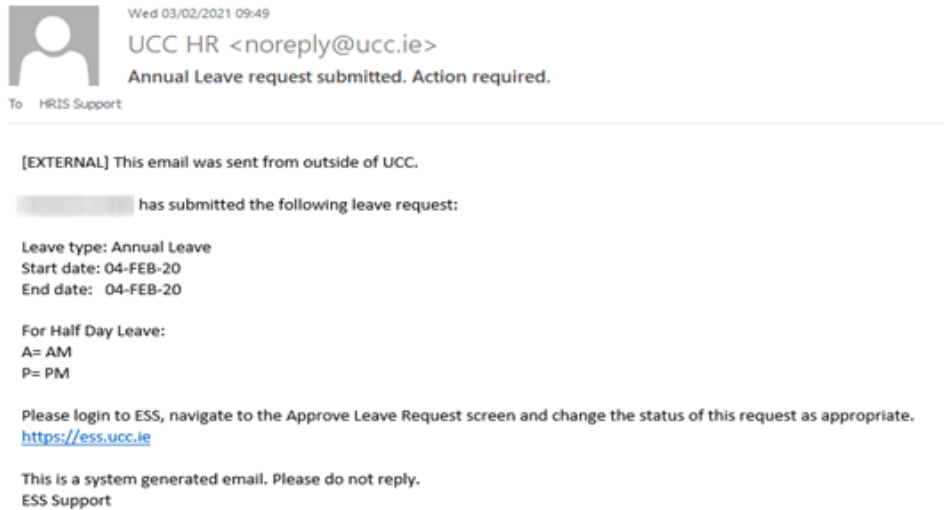
2. Click on the Leave Approval History for a list of all leaves submitted for your approval, you will find the Leave Approval History under the Actions button



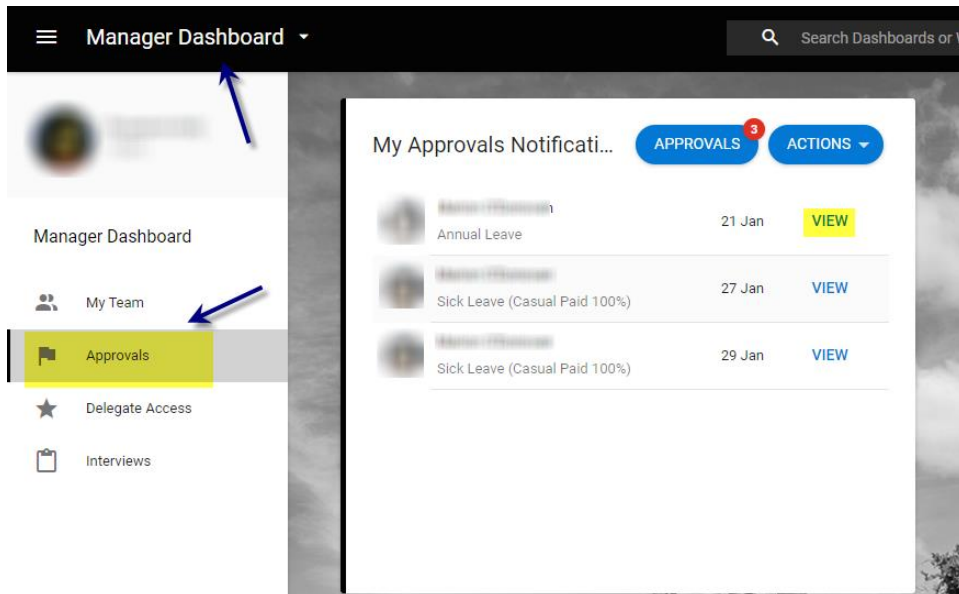
3. Use the arrow keys at the bottom right hand of the screen to navigate through the leave requests.

- 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

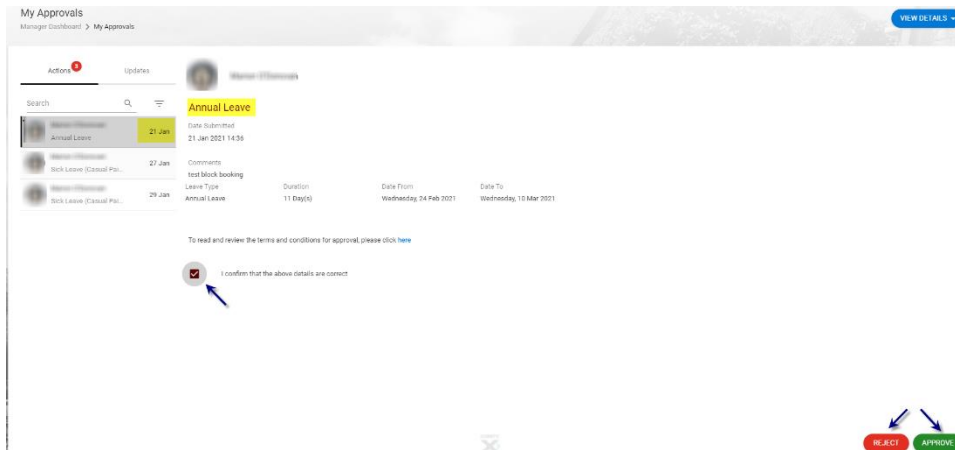


- Log into ESS and on the Manager Dashboard choose the My Approvals tab



- To approve or reject leave click on View next to the particular employee request

- 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.

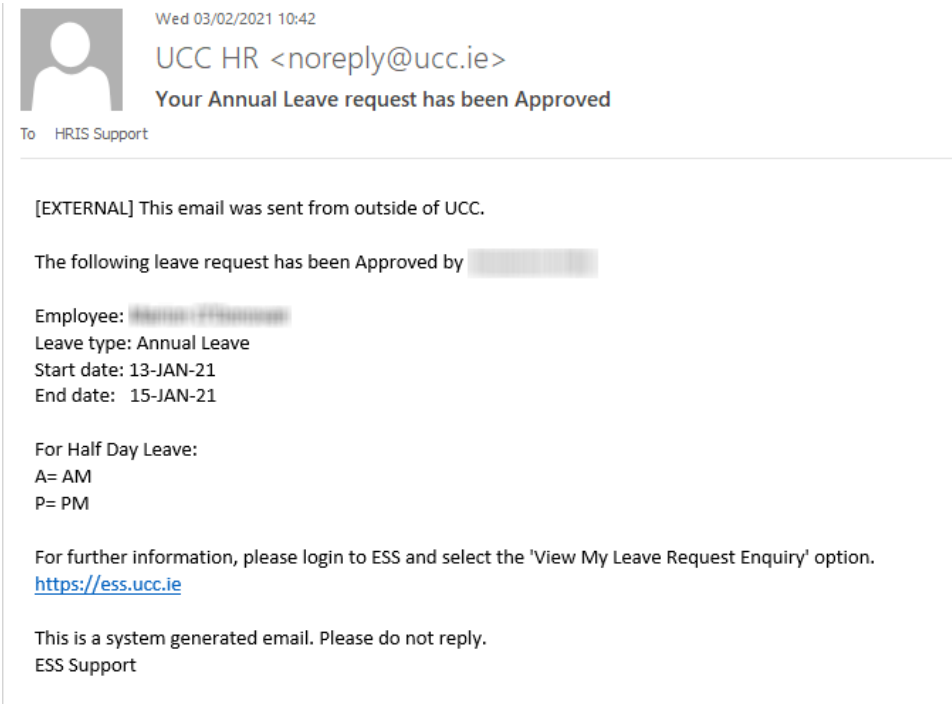


8. You can click on the link [Click [here](#) to read and review the terms and conditions for approval] in order to view a PDF of the leave terms policy at any stage

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 **team member** will receive an email to their **@ucc.ie email address** confirming same and their annual leave balance will be adjusted accordingly

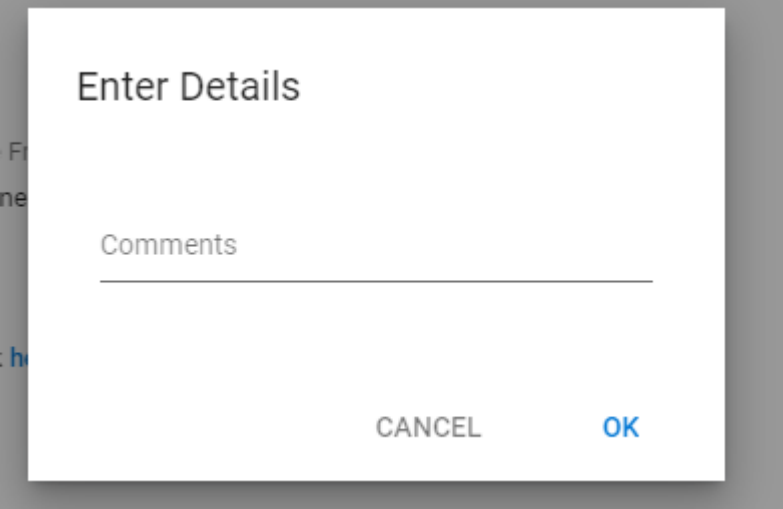


Please note: If uncertified sick leave exceeds two days, it will not be possible for a manager/nominee to approve/enter it on ESS. You can reject the leave and advise the employee to follow the sick leave policy. A warning appears onscreen when you try to approve a sick leave request longer than the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

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

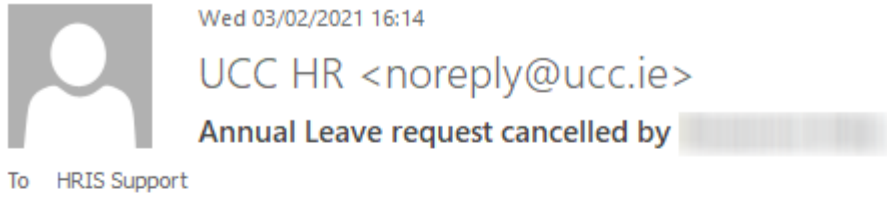
OK

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.



The screenshot shows a modal dialog box titled "Enter Details". Inside the dialog, there is a text input field with the placeholder text "Comments". Below the input field, there are two buttons: "CANCEL" and "OK". The "OK" button is highlighted in blue.

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



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

The following leave request has been cancelled:

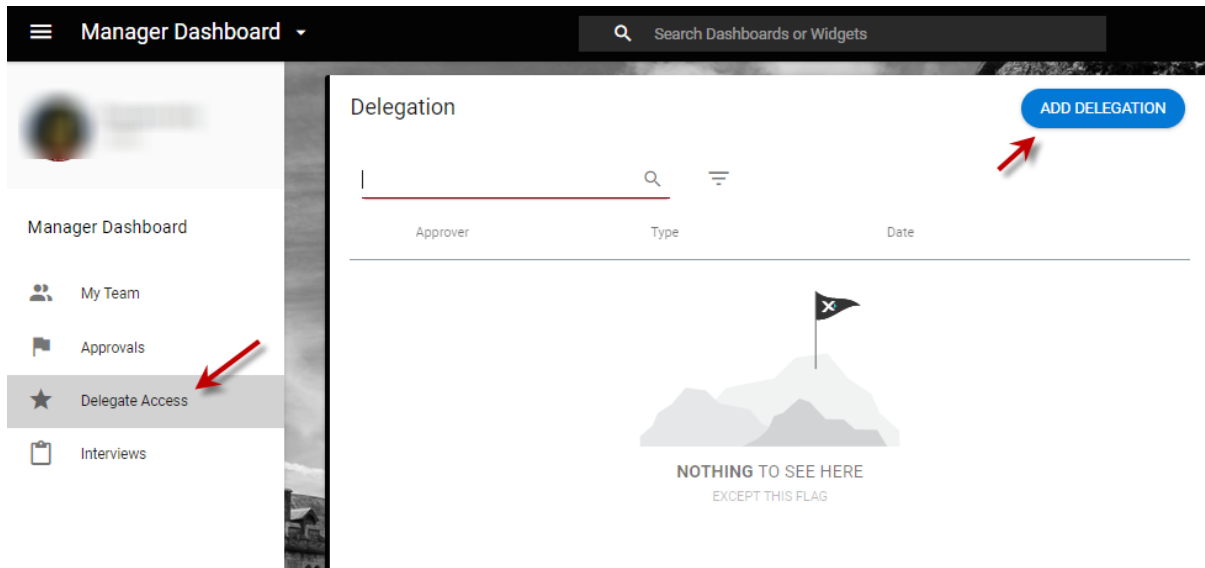
Employee: [REDACTED]
 Leave type: Annual Leave
 Start date: 06-MAY-21
 End date: 06-MAY-21

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

ESS Support

Delegate Access

The **Delegate Access** tab allows a manager to delegate access of their team to another manager already setup as an approver for a particular period of time.



1. To delegate access to another manager, click on Add Delegation

Manager Dashboard

Add Approver Delegation

Manager Dashboard > Add Approver Delegation

Type* From Date*

Delegate To* To Date

Reason

I authorise this individual to approve on my behalf

SAVE

2. Select **Delegate To**
3. **A list of staff set as current approvers will appear**, You can use the arrow keys to scroll through the list and choose the relevant name to delegate to or it is more efficient to start to type in the name of the individual you want to select to locate them on the list..

Note: If a staff member is not available on the list please email hrrisupport@ucc.ie for assistance

4. Choose the **Dates** you wish to delegate for
5. When the **‘To’ Date** expires the delegation rights for the particular team will automatically be removed
6. Enter a **Reason**
7. Click on **I authorize this individual to approve on my behalf**

Add Approver Delegation

Manager Dashboard > Add Approver Delegation

Type* From Date*

Org Role 04-Feb-2021

Delegate To* To Date

12-Feb-2021

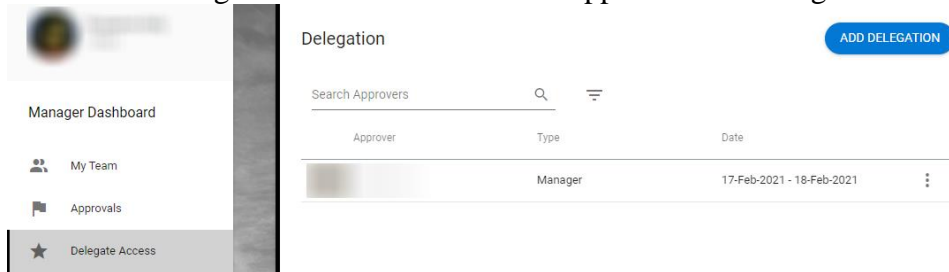
Reason

I authorise this individual to approve on my behalf

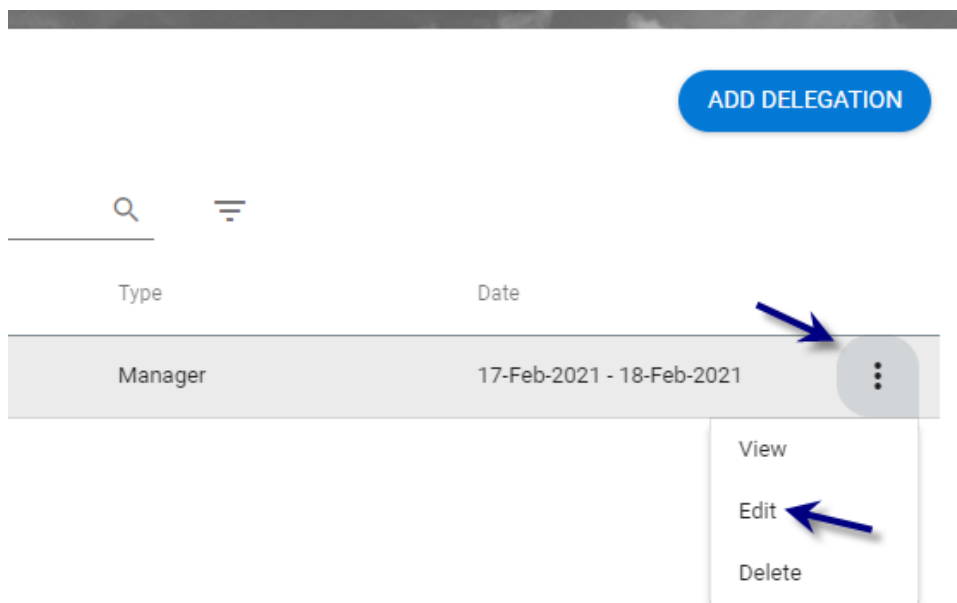
Org Role Name	Number Of Employees
Manager	3

8. Click on SAVE

9. The delegation name and dates now appear on the Delegation tab



10. You can also **edit** the delegation at any time by clicking on the Ellipsis icon highlighted and choose Edit, allowing you to amend dates



Please note only staff setup as current approvers or delegates already will appear on this list of Delegate To. If you need to delegate to a person that does not appear on listing already please contact hrissupport@ucc.ie

Please note that once online leave has been Approved an employee cannot edit the leave however it can be cancelled by them prior to the actual leave date. You will receive a cancellation email when this is done.

My Team - Inputting 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/>

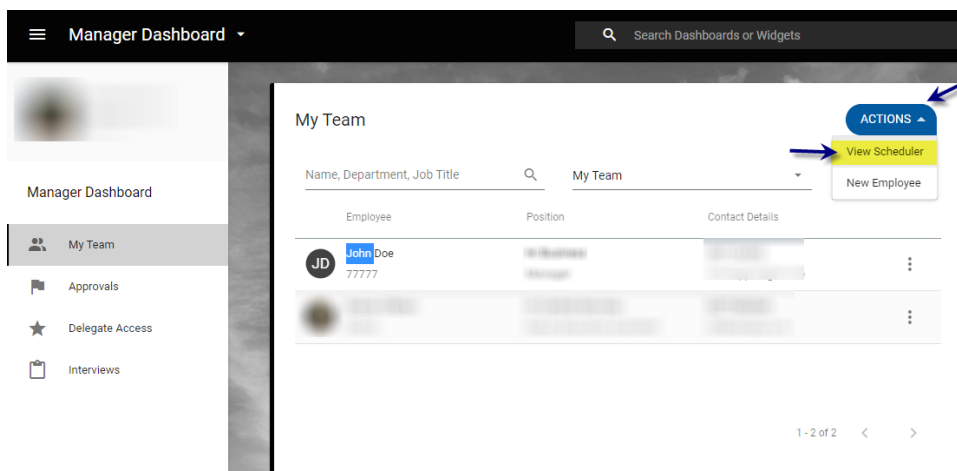
Note: The process below is based upon standard HR practices regarding the administration of sick leave.

- 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/approved by the local manager and recorded by HR)

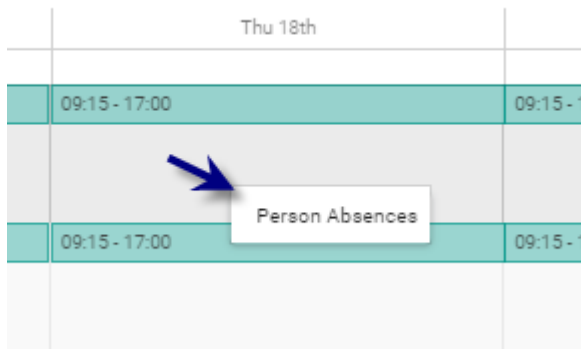
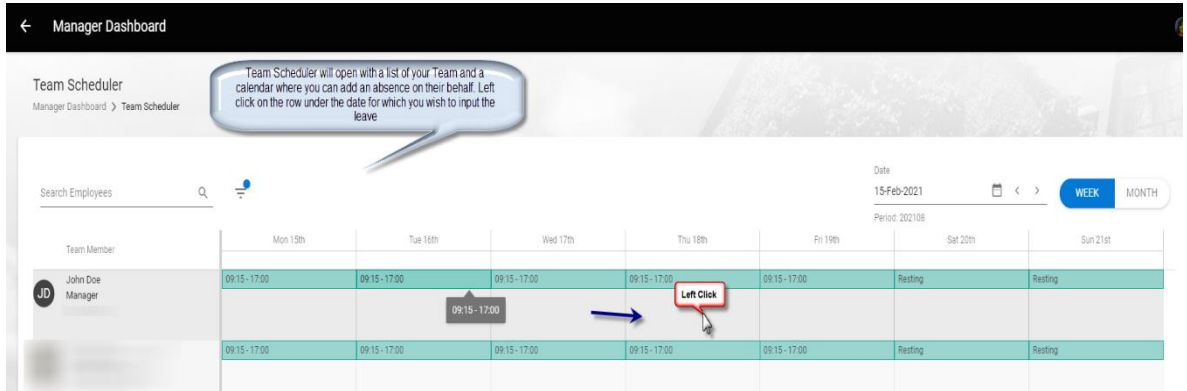
To input Uncertified sick leave [up to 2 days only]

Please note – this can be completed by a Manager/nominee where an employee has not submitted their uncertified sick leave details on ESS.

1. Select the **My Team** tab and click on **View Scheduler** which can be found under **Actions**

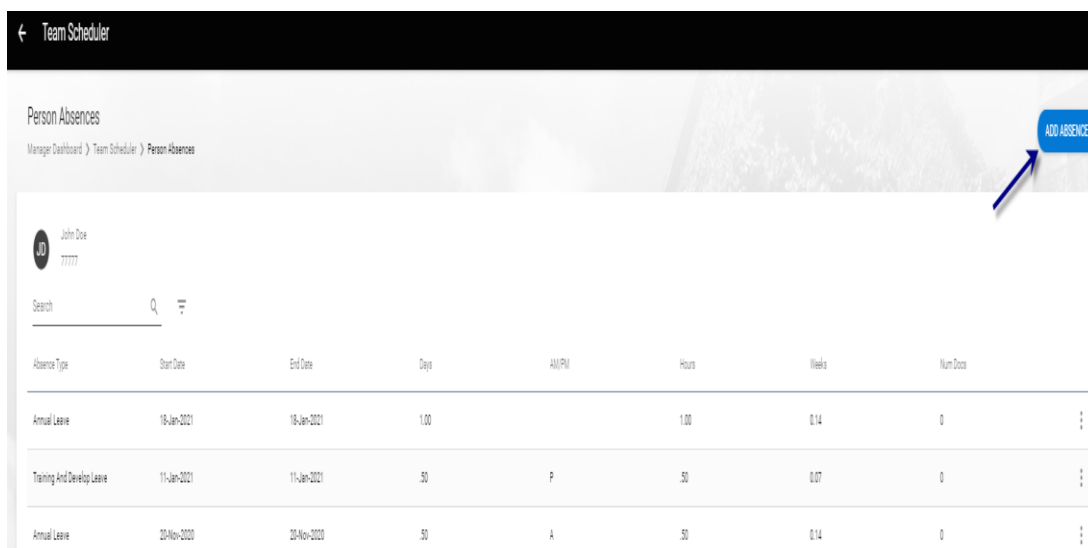


- The Team Scheduler will open, select the row under the date next to the specific employee for which you wish to add an absence. Left click on row, then select Person Absences



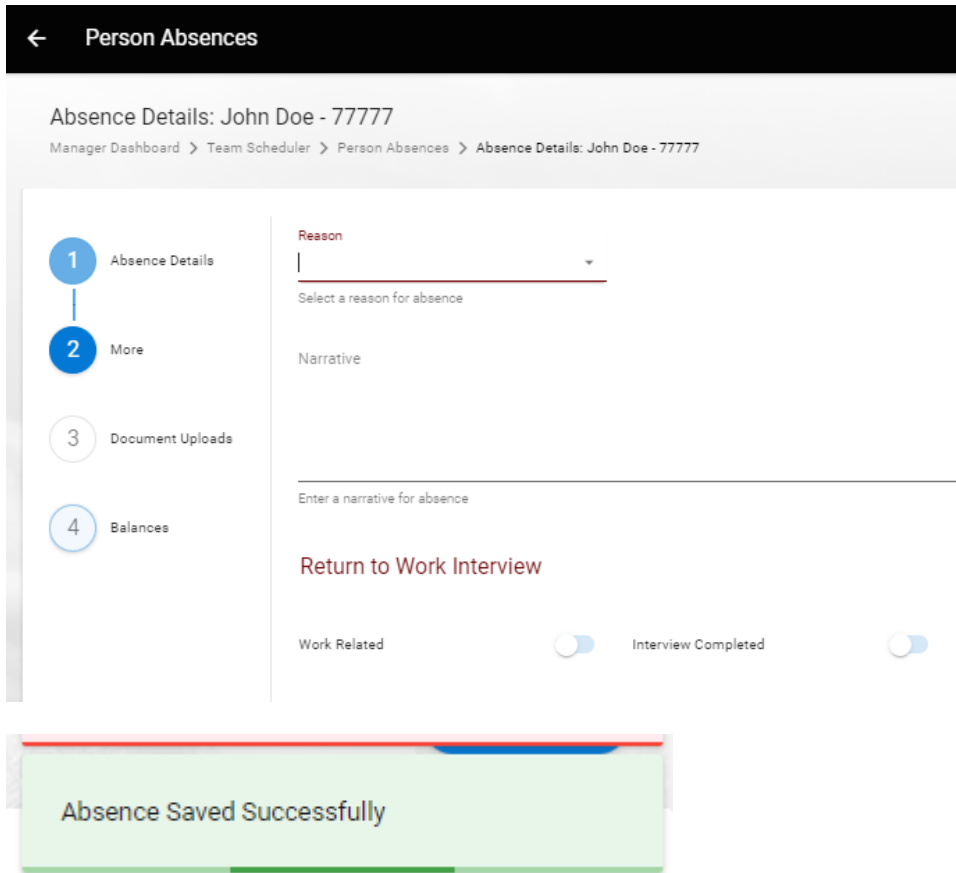
- The Leave record will open for the particular employee, and you can add an absence, by clicking on the Add Absence button on upper right of record

Note: You can only enter 2 days or less for Sick Leave (Casual Paid 100%)



- Select the **Leave type** i.e. Sick Leave Casual Paid 100%)

5. Select the **Start Dates** for the sick leave. You can also input the duration in days. Select Next which will bring you the 2nd ‘More’ area
6. Enter a **Reason** and **Narrative** and click the **Save** button.



The leave is now saved on the employee record

Person Absences
 Manager Dashboard > Team Scheduler > Person Absences

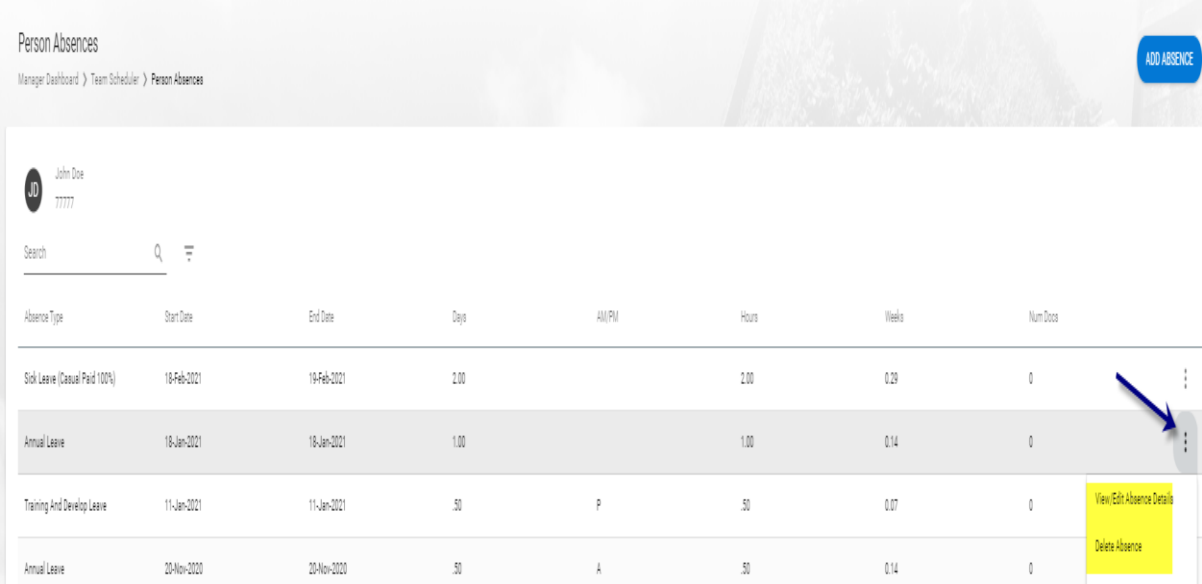
JD John Doe
 77777

Search

Absence Type	Start Date	End Date	Days	AM/PM
Sick Leave (Casual Paid 100%)	18-Feb-2021	19-Feb-2021	2.00	

To edit/delete Employee leave

1. Return to the Person Absences record for the employee in question



Person Absences
Manager Dashboard > Team Scheduler > Person Absences

John Doe
JD 77777

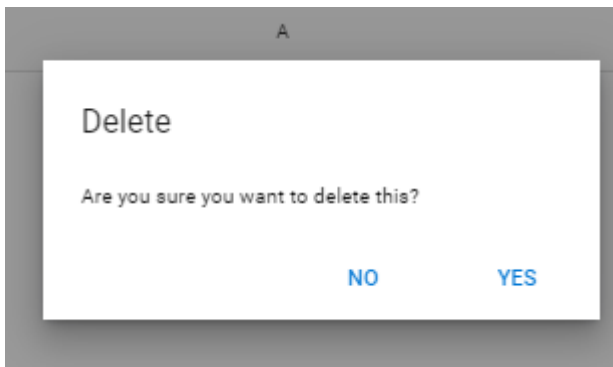
Search

Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs
Sick Leave (Casual Paid 100%)	18-Feb-2021	18-Feb-2021	2.00		2.00	0.29	0
Annual Leave	18-Jan-2021	18-Jan-2021	1.00		1.00	0.14	0
Training And Develop Leave	11-Jan-2021	11-Jan-2021	.50	P	.50	0.07	0
Annual Leave	20-Nov-2020	20-Nov-2020	.50	A	.50	0.14	0

View/Edit Absence Details
Delete Absence

2. The leave record is open, select the Ellipsis next to the leave you wish to amend
3. You can select new dates for the leave and click **Save** by opting the View/Edit Absence Details

4. Or you can select the **Delete Absence** button



5. Then click **Yes**
6. The sick leave record will be deleted on the employee record

