



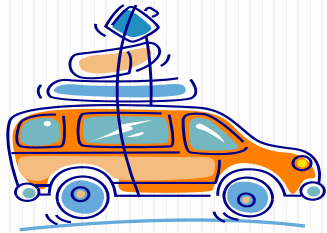
Employee Self Service

LEAVE ENTRY

ESS LEAVE

Used for:

- Annual
- Sick
- Comp, and
- Personal

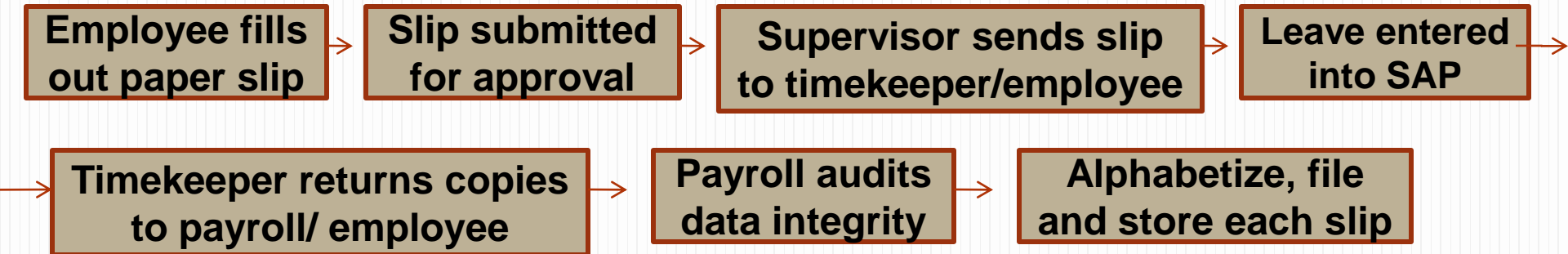


Benefits

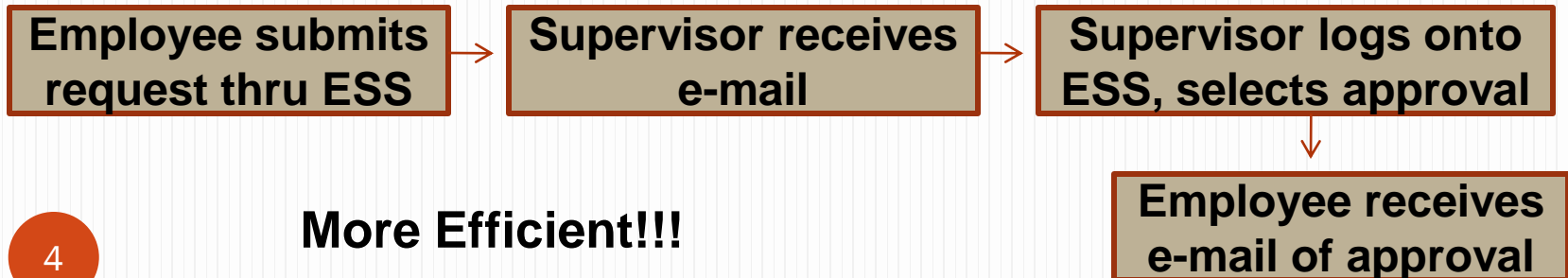
- Creates efficiencies in the work flow process
 - Time Keeper no longer needs to enter leave slips
 - Eliminates time keeper data entry errors
 - Reduces data input integrity audits
 - Eliminates delays and tracking
 - Eliminates alphabetizing, filing and storage
 - Eliminates inter-office mailing

Manual Leave Submission vs. ESS

Paper



ESS



More Efficient!!!

ESS Leave

- When a submission of a leave is requested via ESS, the supervisor will receive an email within 30 minutes notifying them of pending leave awaiting approval.
 - The email address of the leave submission will be from **00BATCHADMIN**

From: 00BATCHADMIN [sytebatchadmin@sytecpa.org] Sent: Mon 3/9/2009 3:31
 To: Amarante, Phillip; Amarante, Phillip
 Cc:
 Subject: Notification of Leave:Employee Hicks , Karen F

Work item in R/3 System: PRD

Employee Hicks , Karen F submitted a leave request on 03/09/2009. The requested absence begins on 03/11/2009 and ends on 03/11/2009.

Please make a decision to approve or reject this request as soon as possible.

You can process the request using the link below:

<https://portal.passhe.edu/irj/portal>

Home Employee Self-Service **Manager Self-Service**

Business Inbox | View Leave Requests Processed By Me

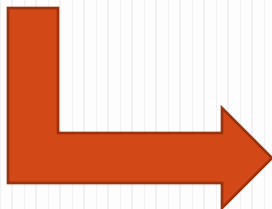
Business Inbox

Business Workplace Inbox for: Amarante, Phillip

This page provides a list of all items in your business inbox that require your attention. Start by clicking the button to the left of an entry to select it, then select "Display Inbox Item" from the toolbar to view the item's details. All available processing options will then show in a new window.

Note: The dates shown on this page are the dates when the leave request was submitted by the employee.

Inbox	
Display Inbox Item	Filter By Employee Show All Employees <input type="button" value="Refresh Inbox"/>
Submission Date	Subject
3/9/2009	Notification of Leave:Employee Hicks , Karen F



- After the supervisor approves or denies a leave request, the employee will be notified via Outlook email. This notification is sent promptly.

-----Original Message-----

From: Workflow RFC User [mailto:WF-BATCH@prd.sytec.passhe.edu]

Sent: Thursday, March 05, 2009 3:22 PM

To: Sponseller, Dolores M

Subject: Notification of absence no. 000000546:
Approved

The leave request you submitted on 03/05/2009, for your leave beginning 03/05/2009 and ending on 03/05/2009 has been approved by Amarante , Phillip on 03/05/2009.

ESS Leave

--ESS has intelligence built from the employees SAP profile. ESS will use the applicable leave rules based upon the employees bargaining unit.

--For Sick Family and Sick Bereavement –ESS forces the user to select a relationship. Upon selecting the relationship ESS will calculate the allowable days. These relationships are also applicable to the user's profile.

1. Select the type of leave you are requesting.

Leave Type: * Sick Bereavement ▼

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

Medical Appointment Time:

Hours 00 : Minutes 00

Enter the duration of your appointment (if

Family Relationship: *

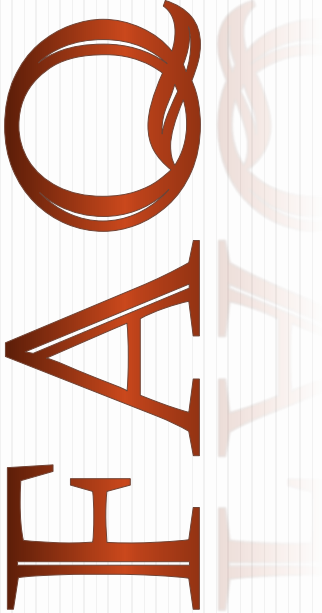
Parent ▼

Allowable Sick Days:

5.0

What if my supervisor is not available to approve my request?

This answer is three-fold:

- 
- 1. Because ESS is available on the web, supervisors can approve leave requests from off-campus locations.***
 - 2. If, after 7 days, your supervisor does not take action on your leave request, it will be returned to you.***
 - 3. If a supervisor is going to be unavailable for an extended period of time, he/she can forward approval authority to another individual – please speak with HR in these cases.***

** The recommended method of handling these long-term leave approval situations is to have the next highest person in the chain of command approve the leave slips.*

What if I don't have enough leave to cover a request?

Q

ESS will not allow you to submit a leave request if you do not have enough leave. Not only will ESS take into consideration your current leave balance for the leave type you selected, but it will also consider any leave you will accrue (if you are eligible to anticipate leave) between the date you are making the request and the end of the leave calendar year.

A

Neither the balances screen, nor the ESS Leave Entry screen will display your anticipated balances. They will only display the balances you have earned to date.

F

What if I make a mistake when completing the leave entry process?

Q *Simply click the 'Clear Request' button at the bottom of the page and you may enter your request again.*



Clear Request

What if I start a leave request and decide I do not wish to complete it?

A *Simply click the 'Return to the Main Menu' button.*



Return to the Main Menu

Can I make a change to a leave request I've submitted through ESS?

F *Please cancel the leave request and resubmit it properly.*

Can I submit leave for a date in the past?

Yes. Just like you would use a paper slip, you will use the ESS Leave Entry Screen for requests for past dates.

Can I see all the leave requests I've submitted to my supervisor?

Selecting the 'View Status of Submitted Requests' radio button on the 'Employee Leave Request - Main Menu' and clicking the 'Continue' button will show you a list of all leave requests you have made via ESS.

Select an option and click "Continue"

Create New Leave Request

View Status of Submitted Requests

Only requests submitted through ESS will show in the list below. Paper requests will not appear on this screen.

[Return to Main Menu](#)

Submitted Leave Requests						
Leave Type	Start Date	Start Time	End Date	End Time	Hours	Request Status
Sick Leave	3/2/2009	11:30:00 AM	3/2/2009	4:30:00 PM	4.00	Approved
Personal Leave	3/5/2009	1:30:00 PM	3/5/2009	4:30:00 PM	3.00	Approved
Annual Leave	3/10/2009	8:30:00 AM	3/10/2009	9:40:00 AM	1.17	Submitted

Leave requests made via paper slips will still be available using the 'Display Absences' link after they are entered into SAP by HR.

DEMO