# ESS Leave – Employee User Guide

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# Login

Navigate to the Core Portal login page using the link below:
http://mu.ie/hrportal

You can also navigate to ESS from the Human Resources webpage:
https://www.maynoothuniversity.ie/human-resources
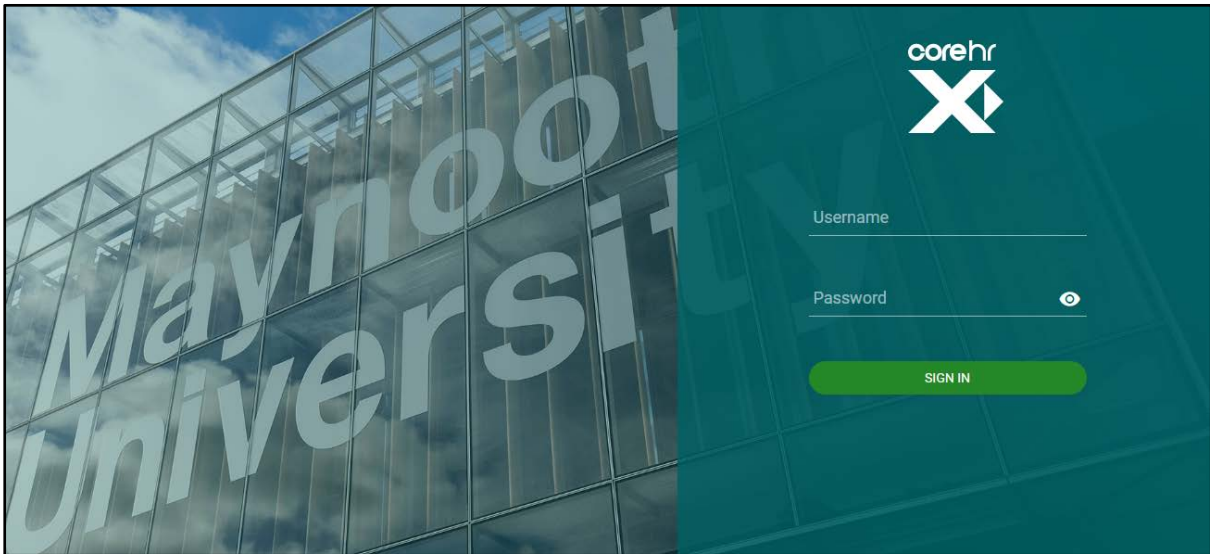


To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

# Booking Leave

Leave can now be booked and approved using ESS Portal. Employees are encouraged to read the relevant policy (which you will find on the HR webpage) in advance of booking any type of leave.
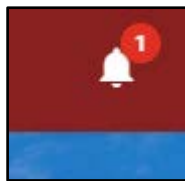
1. Navigate to the **Leave Requests** tab
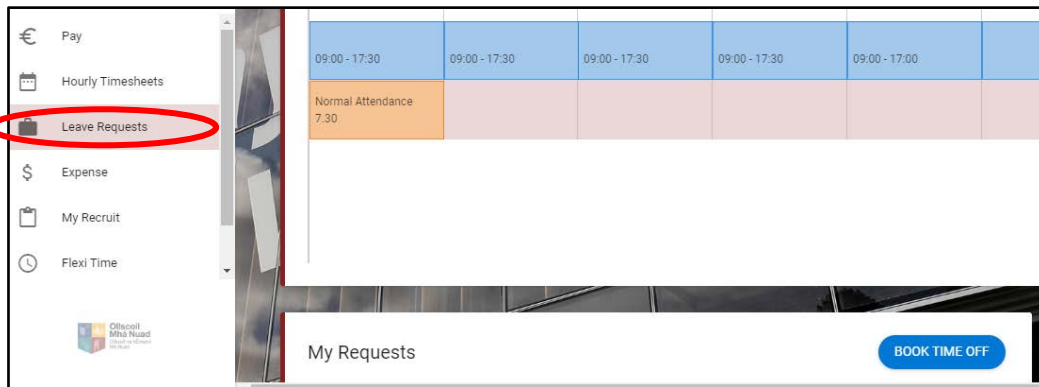


2. Click on the **Book Time Off** button

This will open up a new screen where you can enter the details of the leave request you wish to submit:



3. Select a **Leave Type** (see appendix A for list of leave types)

4. Select **Part Day**, if applicable, i.e. for a half day

5. Enter a **Start Date** and **End Date** of the leave

6. Enter Comments, if applicable

7. Tick **I agree to the terms and conditions** to confirm that you have read **Please Read** and click the submit button

8. You will receive an email and a **Notification**, in your **Notification Centre**, confirming your request has been submitted

9. Once your Line Manager approves / rejects your request you will receive an email and a **Notification** in your **Notification Centre**



# My Requests

You can view leave requests submitted, approved or cancelled from this screen.

1. Navigate to the filter under **My Requests**

2. You can view specific leave requests based on status or you can view all leave requests
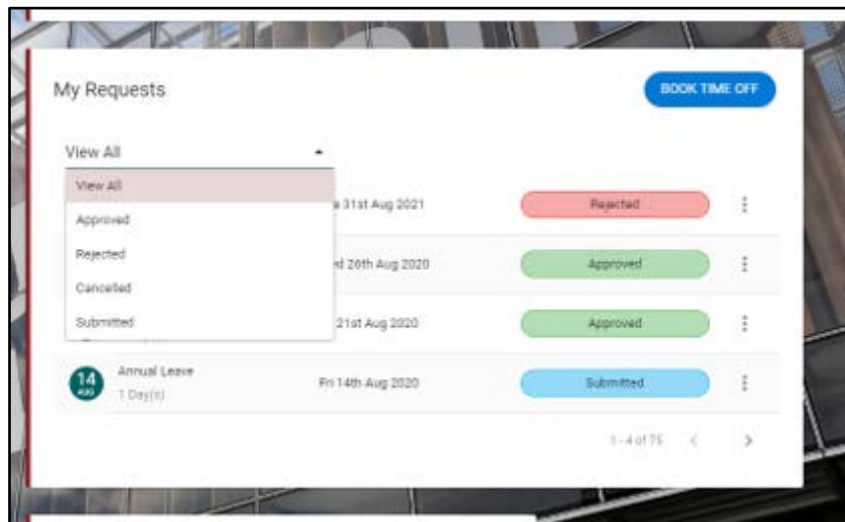
# Editing & Cancelling Leave Requests

You can edit or cancel a leave request for a future date which you have submitted that your Manager has not yet approved.

If your manager has already approved your leave request for a future date you must cancel the exiting request and submit a new leave request.

**Note**: To cancel or edit a leave request for a past date you must contact essquiries@mu.ie

To edit an existing leave request

1. Navigate to the particular leave request via **My Requests**

2. Click on the 3 Dot menu

3. Select **Edit**

4. Amend the details as required

5. An amended request will be sent to your Line Manager for approval

To cancel a leave request

1. Navigate to the particular leave request via **My Requests**

2. Click on 3 Dot menu

3. Select **Cancel**

4. The status of your leave request will change to **Cancelled**
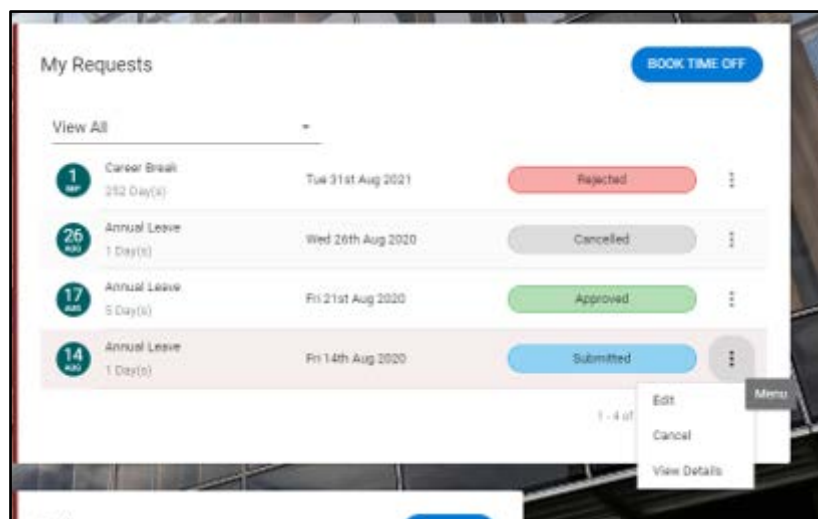
# Co-Workers Leave / Absence

You can view your **Co-Workers Leave / Absence** on a weekly calendar.

1. Navigate to **Work Week**

2. Click on the **Actions** button

3. Select **Co-Workers Leave / Absence**



The calendar will view as follows:



You can filter the dates through the calendar icon in the top right-hand corner.

# My 12 Month Roster

You can view your 12 Month Roster on a calendar, which will set out at a glance the dates that you are rostered to work and where you have booked leave.

1. Navigate to **Work Week**

2. Click on the **Actions** button

3. Select **My 12 Month Roster**



The calendar will view as follows:

# Viewing Leave Balances

You can view your annual leave balance, which will be updated every time you submit an annual leave request.

1. Navigate to **Balances**
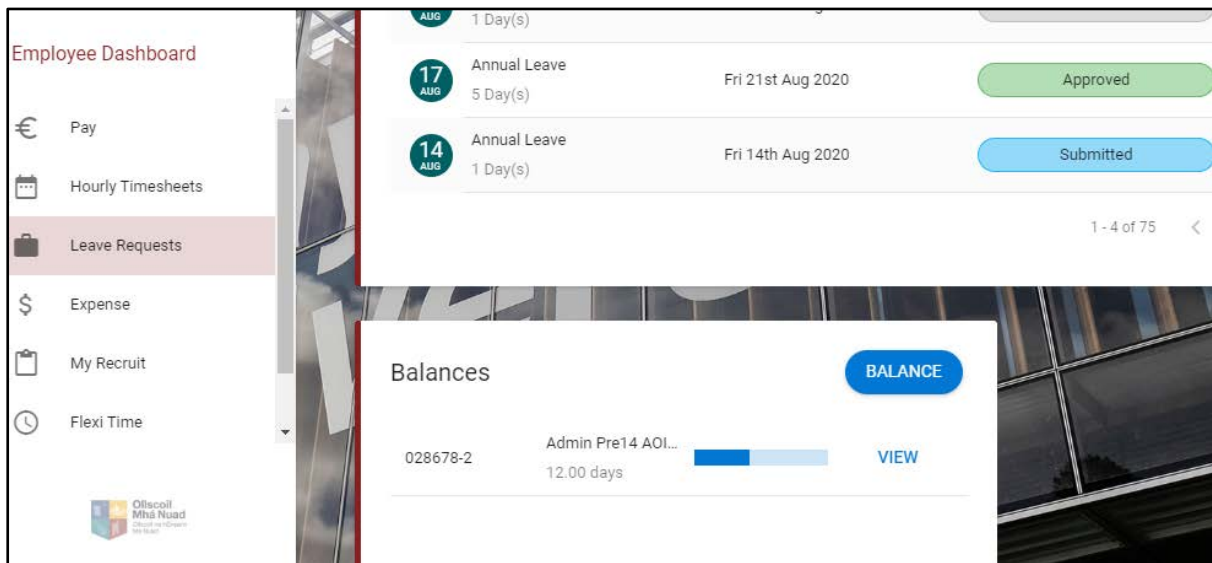


2. Click on the **Balance** button

Your balances will view as follows, including **Transactions** to date:



**Note**: if your leave has been pro-rated due to your start date, FTE status or Shorter Working Year (SWY) leave, you can see the adjustment that has been applied here also

3. Click on the **View** button

Your balances will view as follows:



My Balances
Employee Dashboard > My Balances

| Entitlement 29 days | Carried 2 days | Taken 13 days | Booked 5 days | Balance 13 days |
| --- | --- | --- | --- | --- |

**Floating**

| Balance Type | Date | days |
| --- | --- | --- |
| Opening Values | 01st January 2020 | 24 |
| Manual Adjustment | 20th July 2020 | -4 |
| Manual Adjustment | 20th July 2020 | 4 |

**Reserved**

**Note**: if your leave has been pro-rated due to your start date, FTE status or Shorter Working Year (SWY) leave, you can see the adjustment that has been applied here also

## My Work Week

You can view your roster for any given week. This will detail your daily working hours for the days you are rostered to work, it will show the days you are on leave (if you have had leave approved), and it will show your resting days for the days that you are not rostered to work.



There are two methods of changing the week that you wish to view:

1. You can use the right and left arrows to scroll back or forward

2. You can use the filter to select a particular week

## Appendix A – List of Leaves

Adoptive Leave **
Adoptive Leave Unpaid **
Annual Leave
Authorised Absence
Authorised Leave Unpaid
Career Break **
Carer's Leave **
Certified Sick
Compassionate Leave
Emergency Closure
Exam Leave
Force Majeure **
Jury Service Leave
Maternity Leave **
Maternity Leave Unpaid **
Parents Leave
Parental Leave Block **
Parental Leave Fragmented **
Paternity Leave **
Pregnancy Related Illness
Shorter Working Year **
Study Leave
Time in Lieu
Uncertified Sick
University Business / Training

Leave types indicated by ** require two levels of approval and will be routed to HR following approval by your manager