



# ESS Leave – Employee User Guide

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**Maynooth University**  
National University  
of Ireland Maynooth

**Ollscoil Mhá Nuad**  
Ollscoil na hÉireann  
Má Nuad

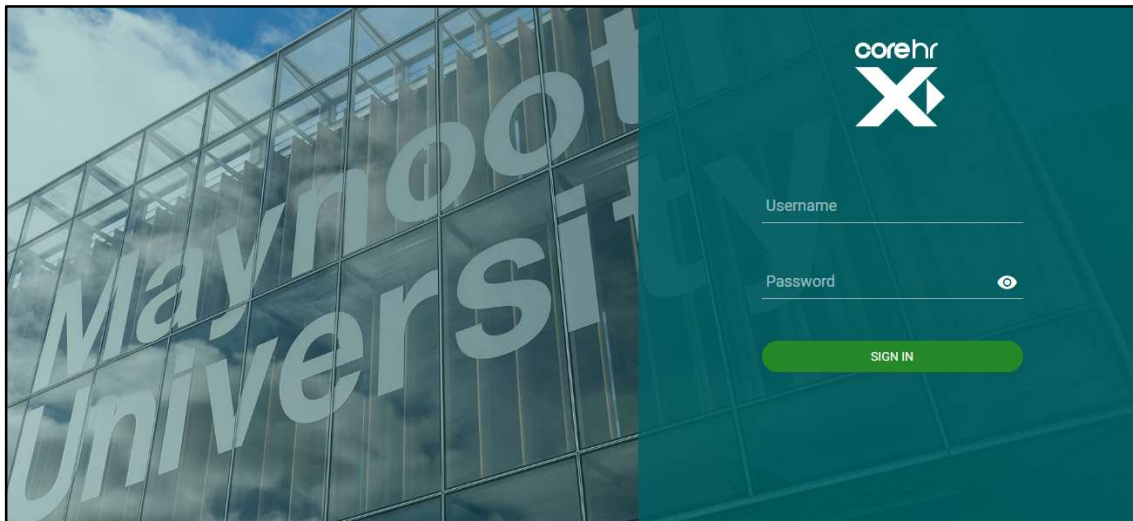
## Login

Navigate to the Core Portal login page using the link below:

<https://www.maynoothuniversity.ie/ess>

You can also navigate to ESS from the Human Resources webpage:

<https://www.maynoothuniversity.ie/human-resources>



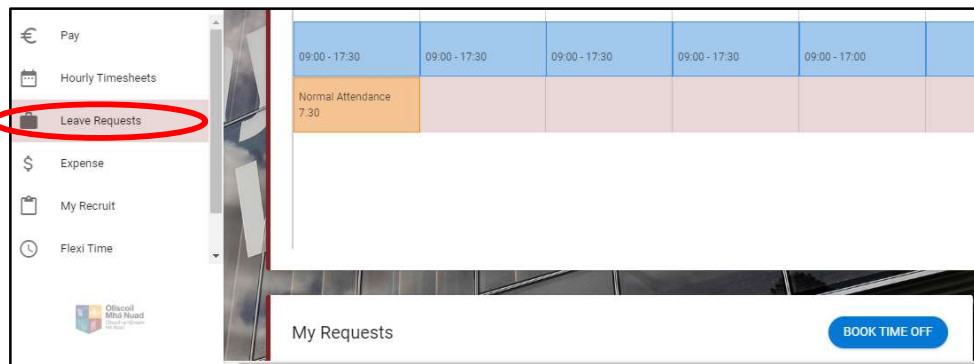
To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**



## 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:

**Book Time Off**  
Employee Dashboard > Book Time Off

**Create New Leave Request**

Appointment  
Administrative Officer II

Leave Type\*  
Part Day

Start Date\*  
11-Aug-2020

End Date\*  
11-Aug-2020

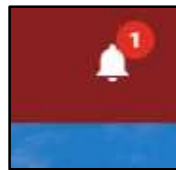
Comments\*

**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



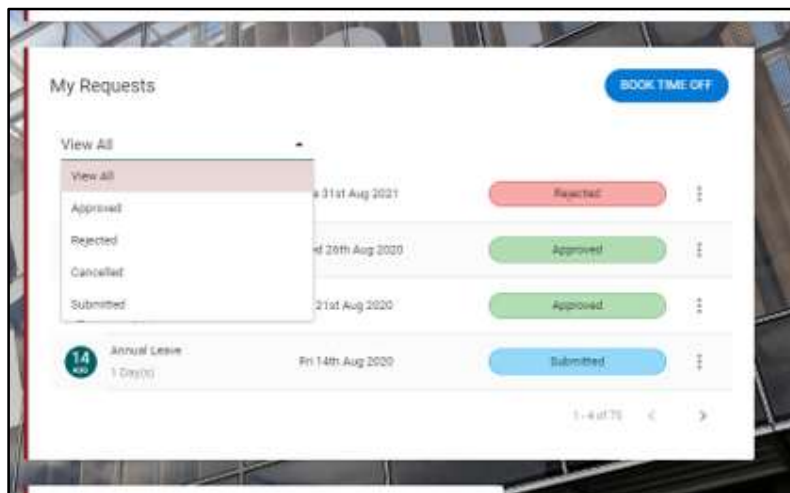
7. Tick **I agree to the terms and conditions** to confirm that you have read **Please Read** and click the submit button
8. You will receive an email and a **Notification**, in your **Notification Centre**, confirming your request has been submitted
9. Once your Line Manager approves / rejects your 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 existing request and submit a new leave request.

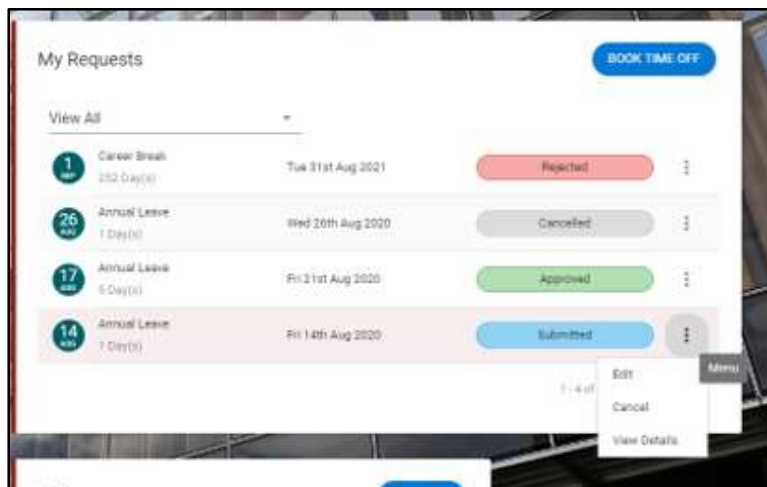
**Note:** To cancel or edit a leave request for a past date you must contact [essquiries@mu.ie](mailto:essquiries@mu.ie)

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:

Absences Only		10-Aug-2020 - 16-Aug-2020						
Name		Mon 10th	Tue 11th	Wed 12th	Thu 13th	Fri 14th	Sat 15th	Sun 16th
User 1 Administrative Officer II		09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	Annual Leave (Requeste	Resting - WG032	Resting - WG032
Senior Administrative IV		09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:00 - WG032	Resting - WG032	Resting - WG032
Senior Administrative IV								
Senior Administrative IV		Resting - WG032	14:00-18:00 - WG032	10:00-13:00 - WG032	10:00-18:00 - WG032	Resting - WG032	Resting - WG032	Resting - WG032
Senior Administrative II		09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:00 - WG032	Resting - WG032	Resting - WG032
Senior Executive Assistant		09:15-14:15 - WG032	09:15-14:15 - WG032	09:15-14:15 - WG032	09:15-14:15 - WG032	09:15-14:15 - WG032	Resting - WG032	Resting - WG032
Senior Administrative III		09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:30 - WG032	09:00-17:00 - WG032	Resting - WG032	Resting - WG032

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:

My 12 Month Roster  
Employee Dashboard > My 12 Month Roster

● Absence Taken\*\*      ● Absence Booked\*\*      ● Absence Requested\*\*  
● Company Holiday      ● Work Day      ● Rest Day

\*\*Hatching indicates a part day for these absences

### 12 Month Roster

August 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					R..	R..
250	250	250	250	251	R..	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250	250	250	250	251	R..	R..
250						

September 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					R..	R..
250	250	250	250	251	R..	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250	250	250				

October 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					251	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250	250	250	250	251	R..	R..

November 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					R..	R..
250	250	250	250	251	R..	R..
250	250	250	250	251	R..	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250						

December 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					R..	R..
250	250	250	250	251	R..	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250	250	250	250			

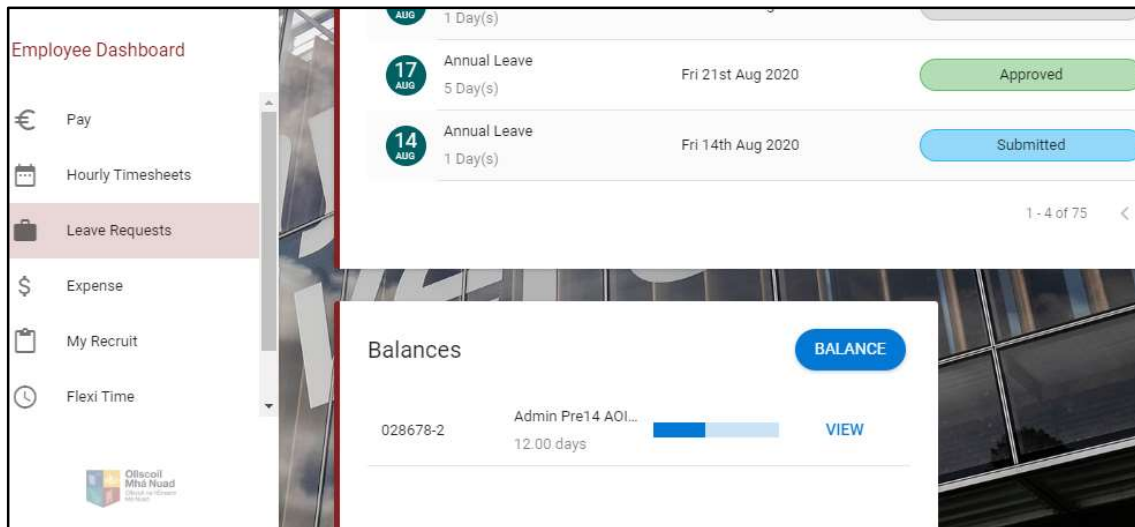
January 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					251	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	250	251	R..
250	250	250	250	251	R..	R..
250	250	250	250	251	R..	R..



## 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:

**My Balances**  
Employee Dashboard > My Balances

Active

Balance	Open Period	Type	Appointment	Allowance	Carried Over	Taken	Booked	Balance + Booked
Admin Pre14 AOII - 37Hrs	01-Jan-2020 to 31-Dec-2020	Days	Administrative O...	29.00	2.00	13.00	5.00	13.00

**Transactions for Admin Pre14 AOII - 37Hrs**

Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance
01-Jan-2020	Opening Values	5.00	24.00	0.00	5.00	0.00	34.00

**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.

Work Week							ACTIONS ▾
03-Aug-20 - 09-Aug-20							
Mon 3rd	Tue 4th	Wed 5th	Thu 6th	Fri 7th	Sat 8th	Sun 9th	
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:00			
Public Holiday 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Normal Attendance 7.00			

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

Work Week							ACTIONS ▾
03-Aug-20 - 09-Aug-20							
Mon 3rd	Tue 4th	Wed 5th	Thu 6th	Fri 7th	Sat 8th	Sun 9th	
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:00			
Public Holiday 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Normal Attendance 7.00			



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

Work Week ACTIONS ▾

03-Aug-20 - 09-Aug-20 ◀ ▶ ☰

Mon 3rd	Tue 4th	Wed 5th	Thu 6th	Fri 7th	Sat 8th	Sun 9th
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:00		
Public Holiday 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Normal Attendance 7.00		

Work Week

03-Aug-20 - 09-Aug-20

Mon 3rd	Tue 4th	Wed 5th	Thu 6th	Fri 7th	Sat 8th
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:00	
Public Holiday 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Certified Sick Leave 7.30	Normal Attendance 7.00	

Filter Work Week

Start Date

Display Training

RESET APPLY



## 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