MSS Leave – Manager User Guide

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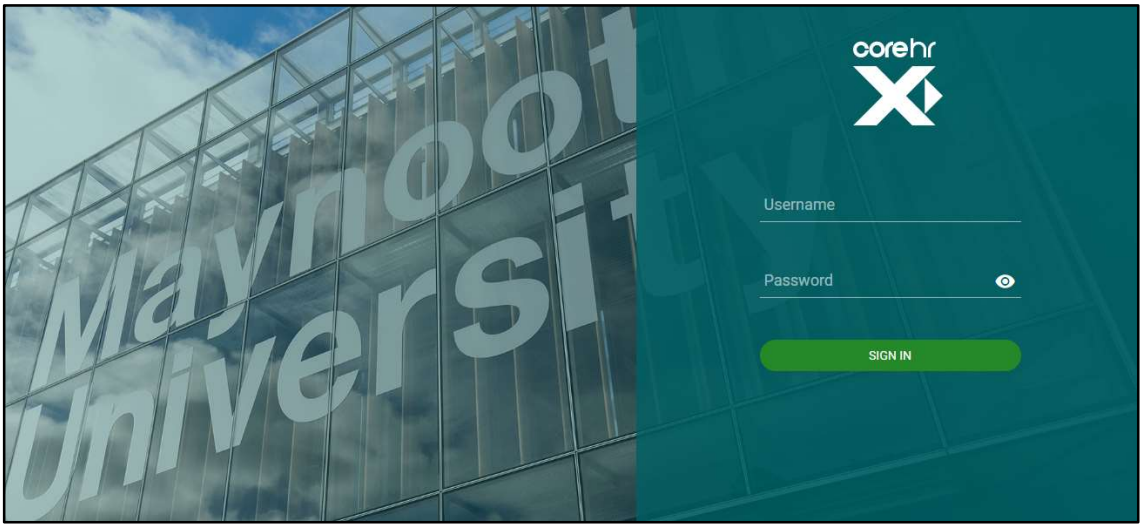
Login

Navigate to the Core Portal login page using the link below:
https://www.maynoothuniversity.ie/ess

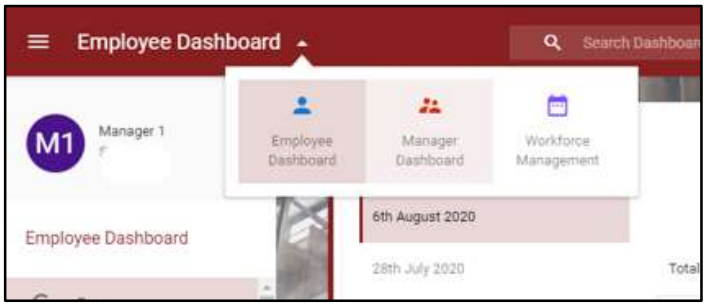
You can also navigate to ESS from the Human Resources webpage:
https://www.maynoothuniversity.ie/human-resources



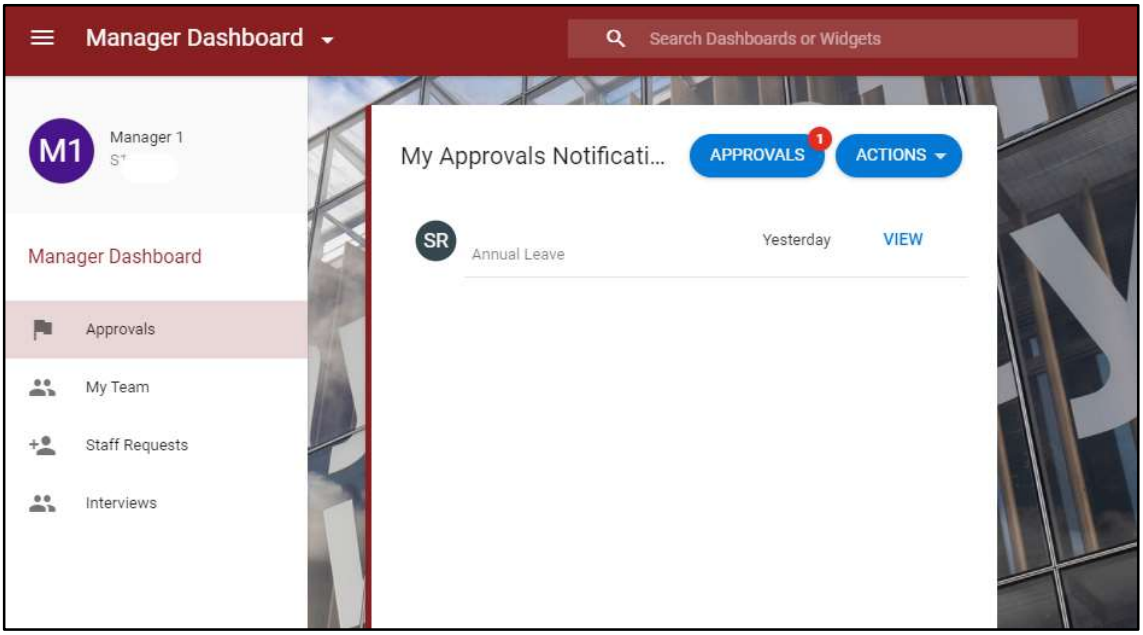
To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

Manager Dashboard

Leave can be approved or rejected via the **Manager Dashboard** in the ESS Portal. You can navigate to the **Manager Dashboard** by selecting from the drop-down in the top toolbar:



The **Manager Dashboard** opens on the **Approvals** > **My Approvals Notifications** screen.

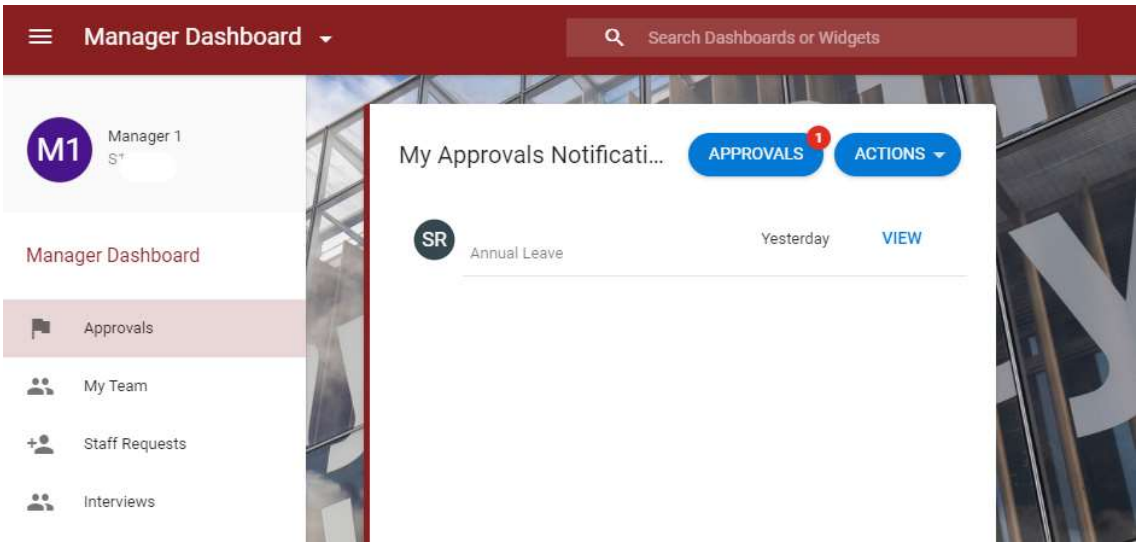


Approving Leave

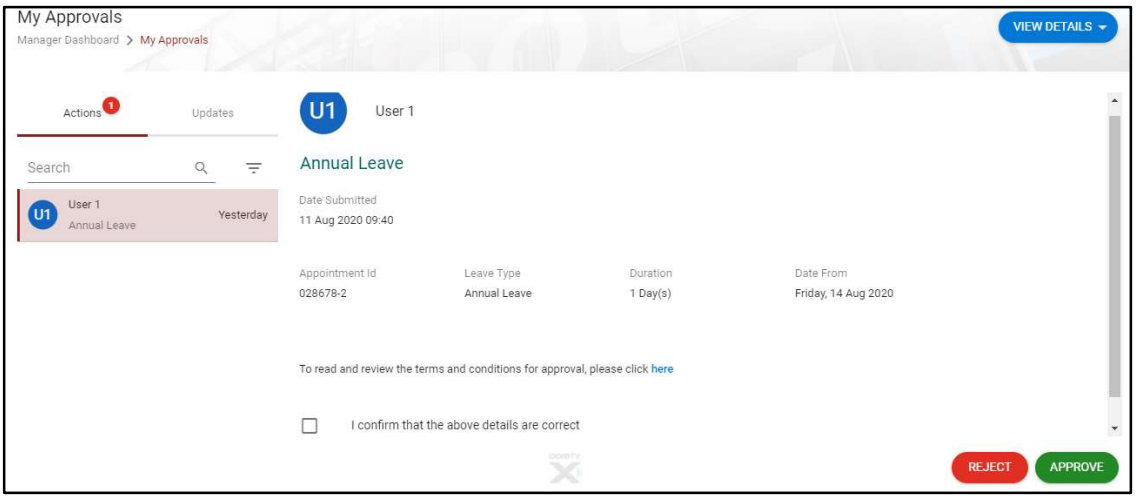
Managers can approve or reject leave requests submitted by their team members. There is also functionality available to view team member's leave balances in advance of approving / rejecting a leave request.

My Approvals Notifications

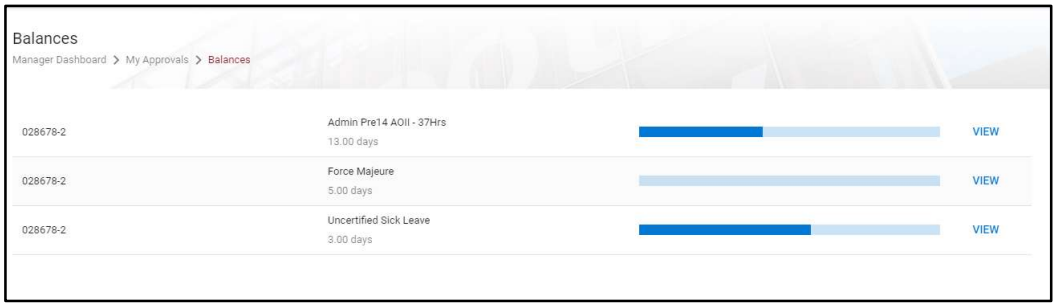
1. Click on **View** or **Approvals** in order to view the request



2. This will open up a new screen where you will be able to **Reject** or **Approve** a request:

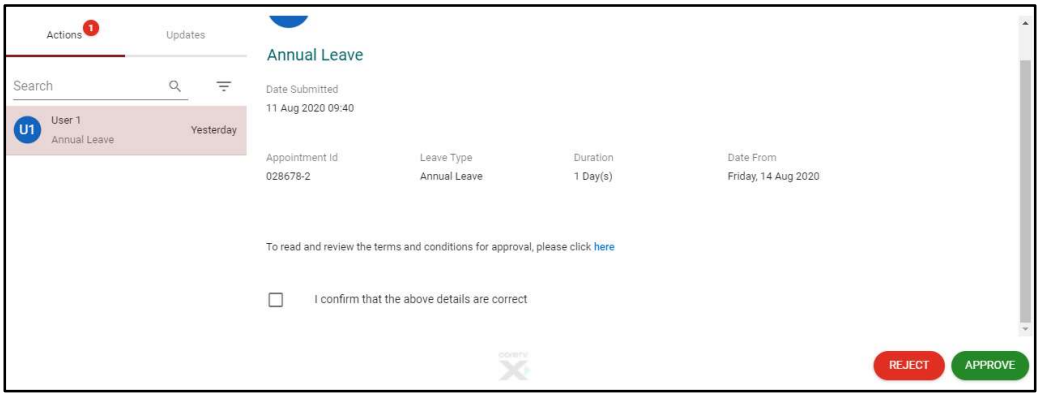


3. If you wish to view an employee's balance in advance of approving / rejecting a leave request, click on **View Details** and select **Balances**



4. To view the balances in detail, click **View**

5. To return to the approval page, click on My Approvals in the breadcrumb link: **Manager Dashboard > My Approvals > Balances**

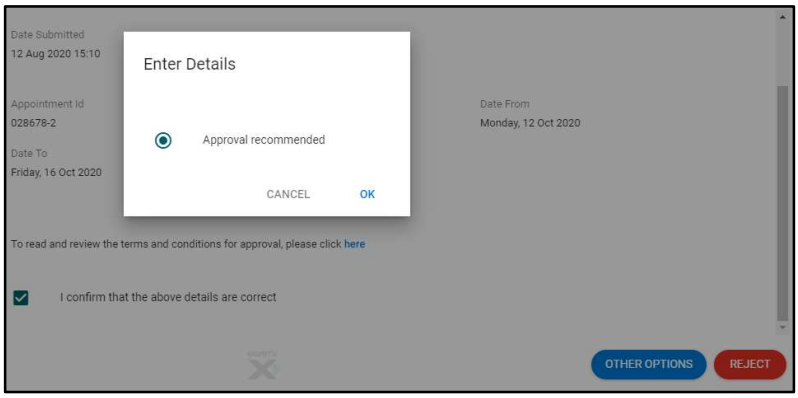


6. To view the relevant University policy on the leave type, click on the **To read and review the terms and conditions for approval** and this will take you to the policies section of the University's HR webpage.

7. To either Approve or Reject the leave request, tick to confirm that you have checked the submitted leave request and then click either **Reject** or **Approve**

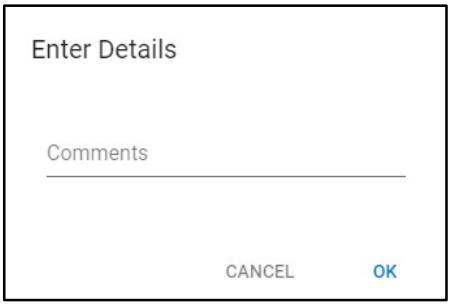
8. Maternity Leave, Maternity Leave Unpaid, Adoptive Leave, Adoptive Leave Unpaid, Career Break, Parental Leave Block, Parental Leave Fragmented, Paternity Leave, Shorter Working Year and Force Majeure will need to be submitted to HR for a second line of approval.

   This is to ensure that the detail of the request is in line with statutory legislation. In addition, HR will need to prepare documentation for the employee to confirm the details of the leave. When approving one of these types of leave, you select **Other Options** then **Approval Recommended**



   The request will then be sent to HR for review. If HR are satisfied, they will approve the request and the employee will be notified that the leave has been approved. If there is an issue with the request, it will be rejected by HR back to the employee to amend the request accordingly and will then need to go through the same approval process as the original request.

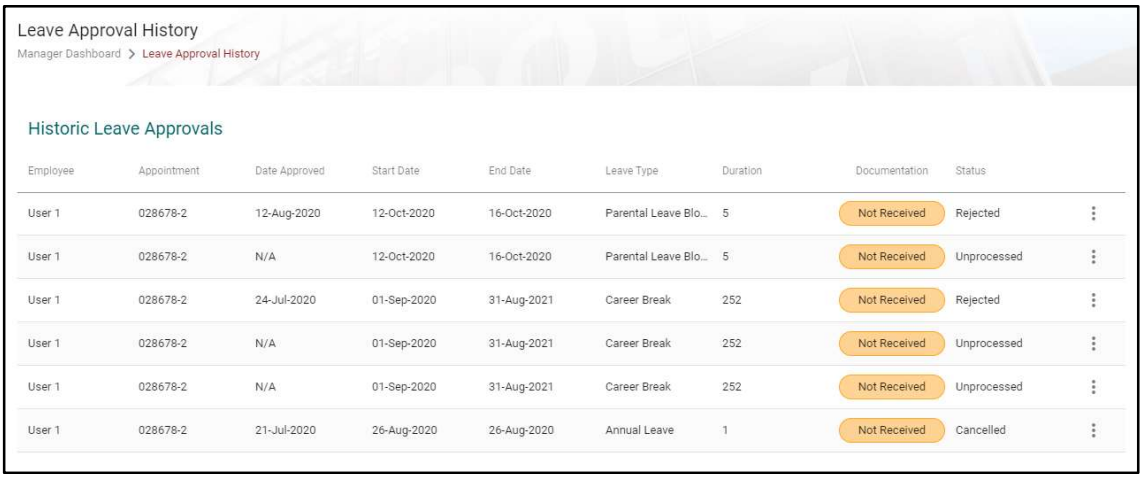
9. If you reject the request, a pop-up window requesting comments will need to be completed.



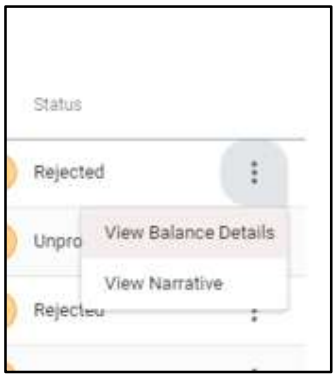
10. Once the leave request has been approved / rejected, the item will then disappear from the **My Approvals** screen. The employee will receive an email confirming the status of the requested leave.

11. To view previous leave approvals / rejections, click on **Actions**

12. Click on **Leave Approval History**



13. To view the balance details or the Narrative, click on the 3 Dot menu and select either **View Balance Details** or **View Narrative**



Delegation

If a Manager is going on leave, they can delegate approval access to a nominated person, for the period that they will be absent. Please note the nominated person must also be a manager.

1. Navigate to **Delegation** on the **Approvals** tab

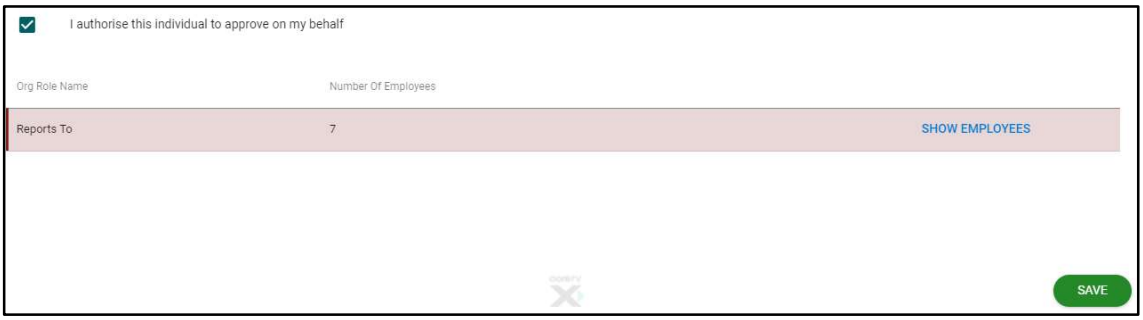
2. Click on **Add Delegation**

3. Complete the required details

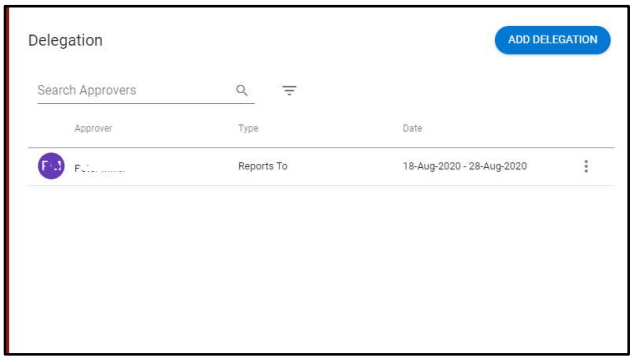
Note: **Type** is **Org Role**, if the person you wish to delegate to is not on the drop-down list, please contact essquires@mu.ie)

4. You can view the list of staff members that will be delegated by clicking on **Show Employees**

5. To complete the delegation, tick the authorisation box, select **Reports To** and click **Save**



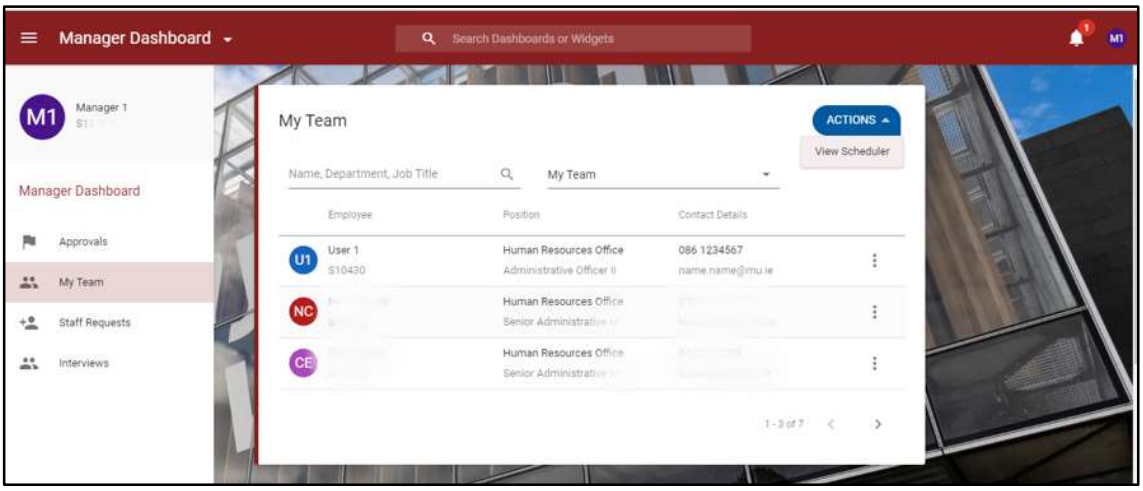
6. Your delegates appear on your **Manager Dashboard**



My Team

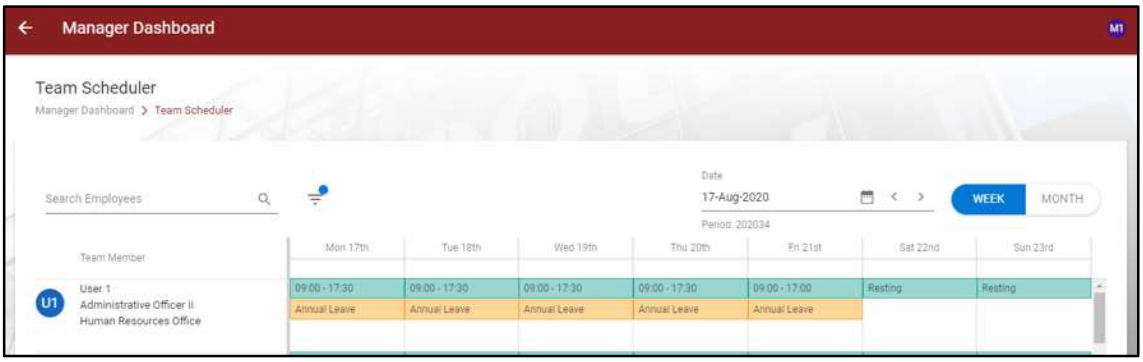
The details of your team can be accessed via **My Team**.

To get to **My Team**, click on **My Team** on the menu to the left of the via the **Manager Dashboard** screen. From here you can view the members of your team, including viewing their teams.



Team Scheduler

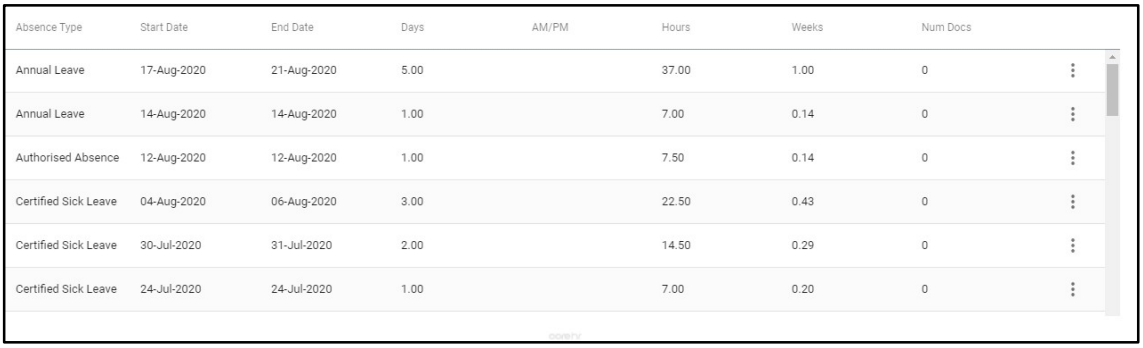
You can also access the **Team Scheduler** via **My Team** screen, to view your team's work schedule, view/edit/delete an absence and add an absence. To access the **Team Scheduler**, click on **Actions** and select **View Scheduler**.



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

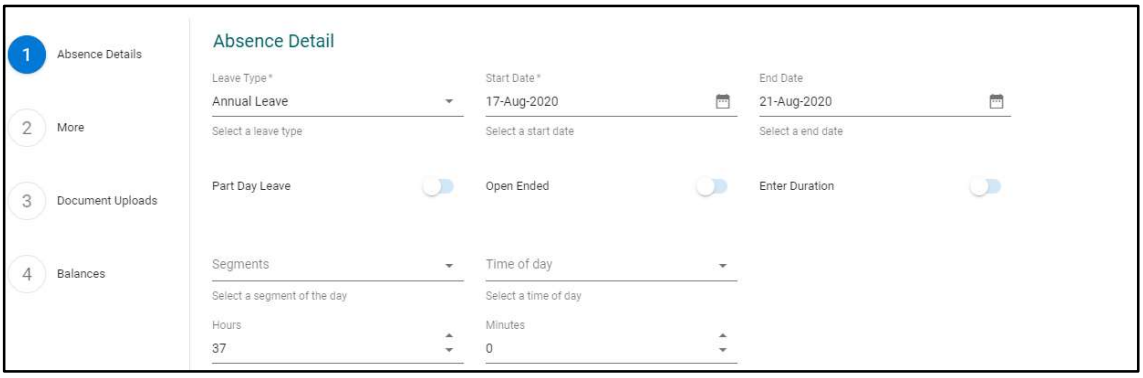
View / Edit an Absence

1. Click on the team member and select on **Person Absences**



Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs
Annual Leave	17-Aug-2020	21-Aug-2020	5.00		37.00	1.00	0
Annual Leave	14-Aug-2020	14-Aug-2020	1.00		7.00	0.14	0
Authorised Absence	12-Aug-2020	12-Aug-2020	1.00		7.50	0.14	0
Certified Sick Leave	04-Aug-2020	06-Aug-2020	3.00		22.50	0.43	0
Certified Sick Leave	30-Jul-2020	31-Jul-2020	2.00		14.50	0.29	0
Certified Sick Leave	24-Jul-2020	24-Jul-2020	1.00		7.00	0.20	0

2. Click on 3 Dot menu of the absence you with to view / edit and select **View / Edit Absence Details**

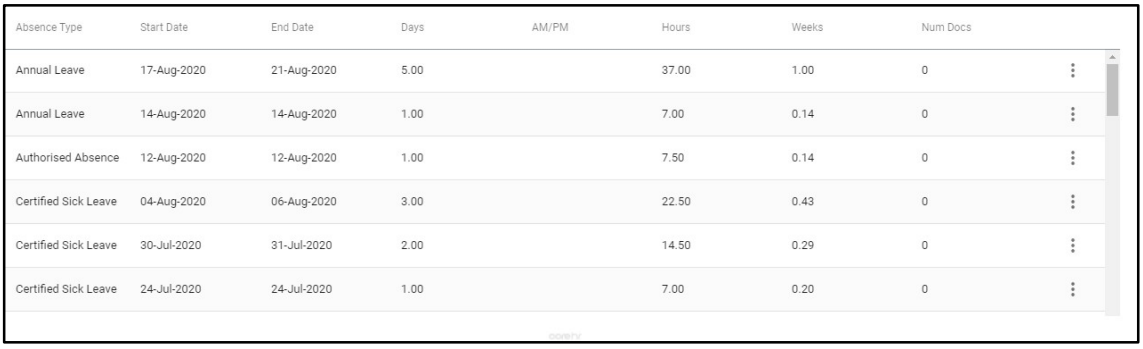


3. Edit the absence as applicable and click **Save**

Note: The team member's balance can be reviewed before editing, by clicking on **Balances**

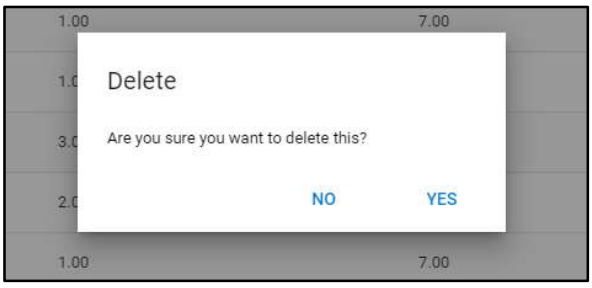
To Delete an Absence

1. Click on the team member and select on **Person Absences**



Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs
Annual Leave	17-Aug-2020	21-Aug-2020	5.00		37.00	1.00	0
Annual Leave	14-Aug-2020	14-Aug-2020	1.00		7.00	0.14	0
Authorised Absence	12-Aug-2020	12-Aug-2020	1.00		7.50	0.14	0
Certified Sick Leave	04-Aug-2020	06-Aug-2020	3.00		22.50	0.43	0
Certified Sick Leave	30-Jul-2020	31-Jul-2020	2.00		14.50	0.29	0
Certified Sick Leave	24-Jul-2020	24-Jul-2020	1.00		7.00	0.20	0

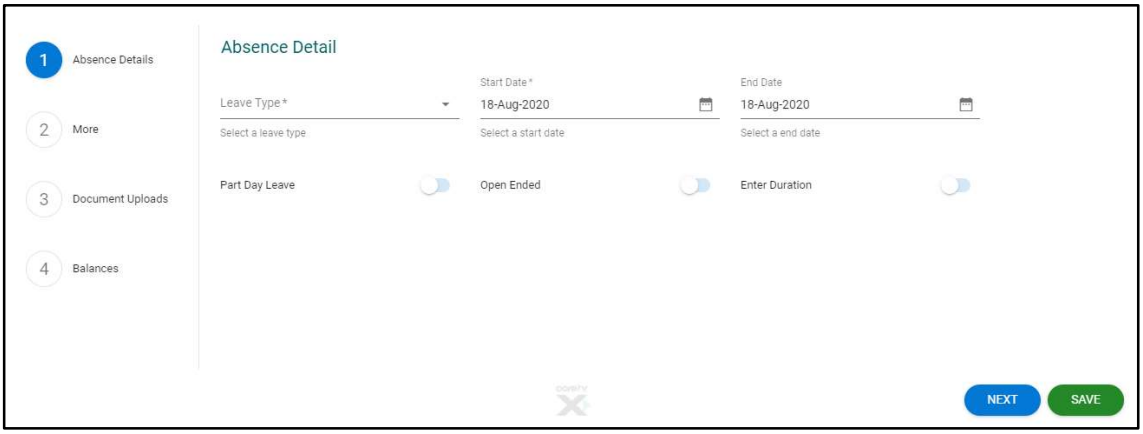
2. Click on 3 Dot menu of the absence you with to delete and select **Delete Absence** and select **No** or **Yes**



To Create a New Absence

1. Click the **Add Absence**

2. Complete the absence as applicable and click **Save**



Note: The team member's balance can be reviewed before editing, by clicking on **Balances**

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.