

CALU

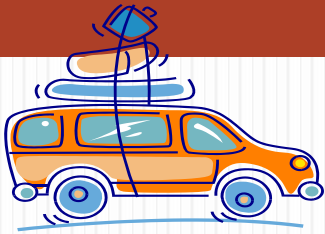
California University of Pennsylvania

Employee Self Service

Manager Leave Approval Process

CALU

ESS LEAVE



Used for:

Annual,
Sick,
Comp,
and Personal



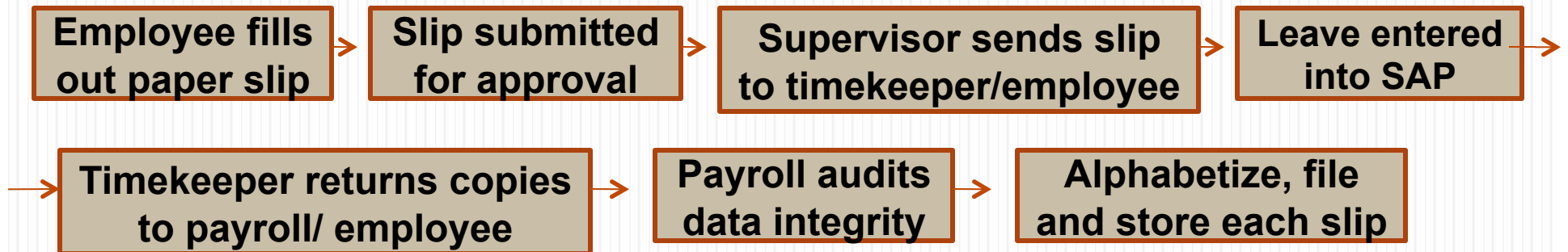
Benefits

- 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

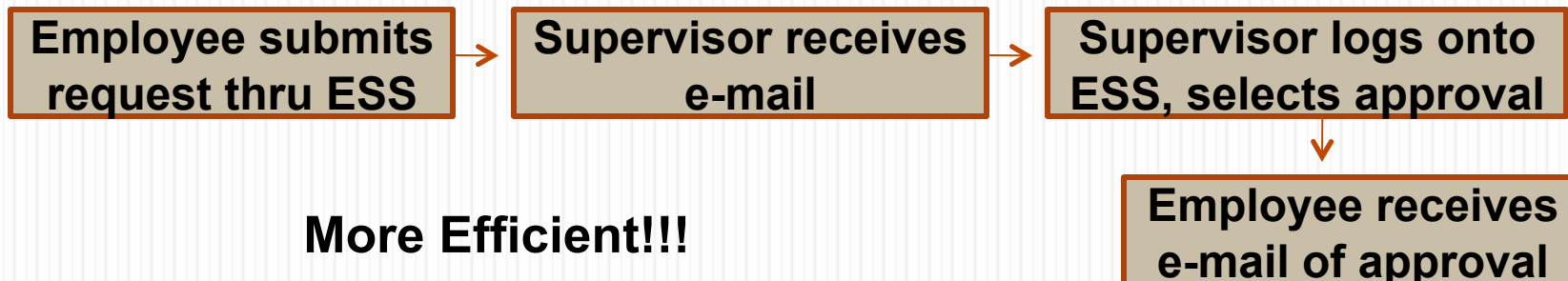
CALU

Manual Leave Submission vs. ESS

Paper



ESS



More Efficient!!!

ESS Leave Approval/Rejection: Step #1

- 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**

STEP #1

Click on the link provided in the email request and then sign into the ESS portal.



From: 00BATCHADMIN [syt-batchadmin@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>

ESS Leave Approval/Rejection: Step #2

STEP #2

Select the “Manager Self-Service” tab . Then, select “Employee Leave Approval”.



The screenshot shows the Manager Self-Service portal interface. At the top, there is a navigation bar with tabs: Home, Employee Self-Service, **Manager Self-Service**, and Org Publisher. Below this, a secondary navigation bar contains links: Welcome, My Staff, Employee Leave Approval, and Help Documents. The main content area starts with a "Welcome" message and a "History" link. The primary heading is "WELCOME TO THE MANAGER SELF-SERVICE AREA OF THE SELF-SERVICE PORTAL." Below this, a paragraph explains that the page provides information about applications available for access. Three sections are listed: "My Staff", "Employee Leave Approval", and "Help Documents", each with a brief description of its function. A large red arrow points from the instruction box to the "Employee Leave Approval" section in the screenshot.



ESS Leave Approval/Rejection: Step #3

- The “Business Workplace Inbox” will appear, containing the manager’s pending leave request.
- Managers can select to view all employee requests or a specific employee’s request by using the “Filter by Employees” drop down menu.
- The dates shown are the dates when the leave was submitted, NOT the date the employee is planning to use the leave.

STEP #3

Select a single leave request to review.



Home | Employee Self-Service | **Manager Self-Service** | eTime | SyTEC Internal Tools

Business Inbox | View Leave Requests Processed By Me

Business Inbox

Business Workplace Inbox for: Test, Manager Leave

This page will give 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.

Inbox		
Display Inbox Item	Filter By Employee Show All Employees	Refresh Inbox
	Submission Date	Subject
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Peiffer , Agnes Margaret
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Leave , Employee Request

ESS Leave Approval/Rejection: Step #4

STEP #4

Click on the “Display
Inbox Item” button.



Home Employee Self-Service Manager Self-Service eTime SyTEC Internal Tools

Business Inbox | View Leave Requests Processed By Me

Business Inbox

Business Workplace Inbox for: Test, Manager Leave

This page will give 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.

Inbox

Display Inbox Item | Filter By Employee Show All Employees

	Submission Date	Subject
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Peiffer , Agnes Margaret
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Leave , Employee Request

ESS Leave Approval/Rejection: Step #5

STEP #5

Chose to approve or reject the leave that has been requested by the employee.

Leave Request Information

Employee Name: Leave, Test
Employee Number: 00093337
Leave Type: Annual Leave
Start Date & Time: Thu 12/11/2008 08:00 AM
End Date & Time: Thu 12/11/2008 04:30 PM
Total Hours: 7.5
Leave Balance: 37.20
Other Remarks:
Medical Appt Time: 0 hours 0 minutes
Med Cert Provided: N/A
Family Relationship:

Approve Request

Reject Request

Close Window



ESS Leave Approval/Rejection: Step #6

Home Employee Self-Service Manager Self-Service eTime SyTEC Internal Tools

Business Inbox | View Leave Requests Processed By Me

Business Inbox

Business Workplace Inbox for: Test, Manager Leave

This page will give 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.

Inbox		
Display Inbox Item Filter By Employee Show All Employees ▼ Refresh Inbox		
	Submission Date	Subject
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/11/2008	Notification of Leave:Employee Leave , Test
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Peiffer , Agnes Margaret
<input type="checkbox"/>	12/12/2008	Notification of Leave:Employee Leave , Employee Request

STEP #6

Click on the "Refresh Inbox" button.



- 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.

Military Time Conversion Chart

AM	
Midnight	24:00
1:00	01:00
2:00	02:00
3:00	03:00
4:00	04:00
5:00	05:00
6:00	06:00
7:00	07:00
8:00	08:00
9:00	09:00
10:00	10:00
11:00	11:00



PM	
Noon	12:00
1:00	13:00
2:00	14:00
3:00	15:00
4:00	16:00
5:00	17:00
6:00	18:00
7:00	19:00
8:00	20:00
9:00	21:00
10:00	22:00
11:00	23:00

What if I am not available to approve my employee's request?

This answer is three-fold:

FAQ

- 1. Because ESS is available on the web, supervisors can approve leave requests from off-campus locations.*
- 2. If, after 7 days, you do not take action on the leave request, it will be returned to the employee.*
- 3. If you are going to be unavailable for an extended period of several weeks, you can forward approval authority to another individual – please speak with Patti Luce-Show or James Ahearn 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.*