

**CAL U**

**CALIFORNIA UNIVERSITY**  
OF PENNSYLVANIA

# Manager Self Service

## Manager Leave Approval Process

## 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

## 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”.



Home | Employee Self-Service | **Manager Self-Service** | Org Publisher

Welcome | My Staff | Employee Leave Approval | Help Documents

Welcome | History | Back

### WELCOME TO THE MANAGER SELF-SERVICE AREA OF THE SELF-SERVICE PORTAL.

This page will provide you with information about each of the applications available for you to access in this area of the Self-Service Portal. For each application, will see a corresponding entry across the second level of the navigation bar. To access an application, simply click on the entry in the navigation bar. If required, further navigation instructions or messages will be given under that area of the portal. A list of all the applications to which you have been granted access is show below with descriptions of the applications.

#### My Staff

The **My Staff** area of Manager Self-Service provides managers with an overview of their employee’s basic information such as attendance, important date and organizational information.

#### Employee Leave Approval

Managers can use the **Employee Leave Approval** area of Manager Self-Service (MSS) to view approved leave requests that have been submitted by members of their staff. This area also provides reporting tools to managers regarding employee leave.

#### Help Documents

Under the **Help Documents** area of Manager Self-Service you will find manuals and other resources provided to managers to assist them with using the various areas and features of Manager Self-Service.



## 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	
<a href="#">Display Inbox Item</a>	<a href="#">Filter By Employee</a> Show All Employees <input type="button" value="v"/>
<input type="button" value="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 | Refresh Inbox

Submission Date	Subject
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/12/2008	Notification of Leave:Employee Peiffer , Agnes Margaret
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.

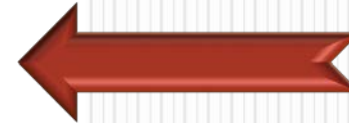
Inbox

Display Inbox Item | Filter By Employee Show All Employees

	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.

# Viewing Employee Leave Balances

**SELF SERVICE PORTAL**  
Welcome  
Last Logon: Tue, 03/12/2019 11:08:07

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management Org Pu

Overview **My Staff** Employee Time Approval Help Documents

**Manager Self-Service >> My Staff**

This page will provide you with information about each available Manager Self-Service (MSS) application for you to click on to view a new page with the MSS application you have chosen. A link to this sub-sections overview page will be shown to the left.

**Available Applications**

**Work Overview**  
The **Work Overview** page provides an overview of their employees' attendance status for the current day and a reminder of tasks relevant to their department's status.

**Staff Information**  
The **Staff Information** page provides managers with general data about an employee, such as their personnel number, hiring date, position, cost center, and union group (Business Subarea). This screen also includes individual employee data on specific tasks and attendance.

**Team Calendar**  
The **Team Calendar** page will allow a manager to view their staff's previous and upcoming absences in an easy to read calendar format. This team calendar will also give a manager the ability to view employees in a variety of selection formats.

**View Staff Absence Quotas**  
Using this tool, managers can have the ability to view the absence quotas for their employees for the current leave calendar year. This page will allow managers to view both employees reporting directly to them, or all employees under their supervision.

1. Click on "My Staff".
2. Choose "View Staff Absence Quotas".
3. Choose an employee to view leave balances.

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management Org Publisher Business Intelligence

Overview **My Staff** Employee Time Approval Help Documents

**View Staff Absence Quotas**

On this page, you can view a single employee's leave balances. Staff by searching for the employee in the employee table below. You may search either "Direct Reports" or "All Employees" by using the filter drop-down list. Once you have located the employee, click the button on the left of the table row and a listing of the employee's leave balances will appear below.

Filter Employees By:

Name	Employee No.	Organizational Unit	Position
Jane Doe	12345	Payroll	Medical Technician

**Leave Balances for the period 01/06/2019 - 01/04/2020.**

Leave Type	Deductible to	Earned Leave	Used	Future Approved	Available Balance	Unit
Annual Leave	01/04/2020	103.88	17.00	0.00	86.88	Hours
Personal Leave	01/04/2020	0.00	0.00	0.00	0.00	Hours
Sick Leave	01/04/2020	285.33	7.50	0.00	277.83	Hours
Sick Family	01/04/2020	37.50	0.00	0.00	37.50	Hours
AFSCME Comp Time	01/12/2019	7.13	7.13	0.00	0.00	Hours
AFSCME Comp Time	03/09/2019	0.00	0.00	0.00	0.00	Hours
AFSCME Comp Time	06/01/2019	0.38	1.50	7.50	0.38	Hours
<b>Total</b>		<b>443.22</b>	<b>33.13</b>	<b>7.50</b>	<b>402.59</b>	<b>Hours</b>

# Viewing Employee Leave (Calendar View)

1. Click on “My Staff”.
2. Choose “Team Calendar”.
3. Choose an employee to view leave balances.
4. View the calendar.
5. View the employees absence history.

**SELF SERVICE PORTAL** Welcome  
Last Logon: Tue, 03/12/2019 11:08:07

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management Org Publisher Business Intelligence

Overview **My Staff** Employee Time Approval Help Documents

**Manager Self-Service >> My Staff**

This page will provide you with information about each available Manager Self-Service (MSS) application for your user. A link to this sub-sections overview page will be shown to the left of the new page with the MSS application you have chosen. A link to this sub-sections overview page will be shown to the left of the new page with the MSS application you have chosen.

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Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management Org Publisher Business Intelligence

Overview **My Staff** Employee Time Approval Help Documents

**Employee Selection**

With the selection tool below, please select an employee or group of employees. Once a selection has been made, click the "View Team Calendar" button and employees, organizational units, or cost centers. You may select multiple entries by either using the "Select All" button or by clicking multiple entries in the list.

Filter Employees By: Department Reports

Select All Deselect All

Name	Emp No	Organizational Unit	Position
Jane Doe	99999	Payroll	Payroll Director
Jane Doe	12345	Payroll	Fiscal Technician

[View Team Calendar](#)

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management Org Publisher Business Intelligence

Overview **My Staff** Employee Time Approval Help Documents

**Team Calendar**

This page will show you a calendar displaying the absences for a year range of the employees you selected on the previous page. Below you will find days with an employee absence highlighted. You will also see PASSHE holidays highlighted in red. If you would like to view a different employee group on this calendar you may use the back button to return to the employee selection screen.

Current Selection: Jane Doe

[Return to Employee Selection](#)

January 2019							February 2019							March 2019							April 2019							May 2019							June 2019												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa						
1	30	31	1	2	3	4	5	5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2	14	31	1	2	3	4	5	6	18	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1
2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13	19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8
3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16	11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20	20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15
4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23	12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27	21	19	20	21	22	23	24	25	25	16	17	18	19	20	21	22
5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2	13	24	25	26	27	28	29	30	16	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1	26	23	24	25	26	27	28	29
6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	14	31	1	2	3	4	5	6	19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8	27	30	1	2	3	4	5	6

July 2019 August 2019 September 2019 October 2019 November 2019 December 2019

Employee(s) Absent Employee(s) Absent - Indeterminate Length Holiday Selected Date

## 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

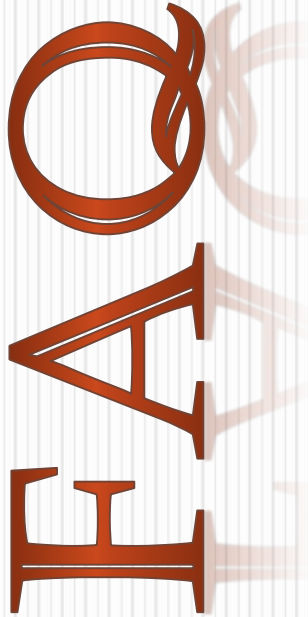


All hours should be entered using military time formatting.

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:*



- 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.*