



LEAVE REQUESTS

FREQUENTLY ASKED QUESTIONS

JOB AID ESS-2

ESS

The purpose of this job aid is to answer frequently asked questions about Employee Self Service (ESS).

How do I request leave using the Integrated HR/Payroll System?

You can request leave using the Leave Request process available under My Working Time > My Leave Request.

My Data (ESS) My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY

Overview My Working Time My Benefits My Pay My Personal Data

My Data (ESS) > My Working Time > My Working Time

My Working Time

My Time Sheets
[Record Working Time](#)
You can record your working time here.
In the last 30 days there are 5 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 04/05/2019.
[Release Working Time Data](#)
You have released all your recorded times.

My Leave Requests
[Leave Request](#)
Request leave and other types of absences.
[Quota Overview](#)
Display your leave balance(s).

State of North Carolina Leave Forms
[Voluntary Shared Leave Application Form](#)
[Voluntary Shared Leave Donor Form](#)
[Advance Leave Form](#)

My Time Statements
[Time Statement for a Chosen Period](#)

It is up to you and your supervisor whether to use the Leave Request Process through the Integrated HR/Payroll System or another method (such as email). Talk with your supervisor about which method they prefer.

Will the leave request reduce my available leave balances?

No. When you request time off through the Leave Request process, your leave will not be deducted from your balances. The deductions to your balances are made after the absence is entered on the Time Sheet and Time Evaluation is executed.

When should I create the leave request?

Leave Requests should be submitted in advance for the dates you wish to be out of the office. When you initiate a new leave request, the date fields will default to the next available day. You cannot submit a request for time already taken off or for the current date.

If you select a date in the past, the following error message is displayed:



Go back and select a date in the future.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

May 2019							June 2019							July 2019									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
18	28	29	30	1	2	3	4	22	28	27	28	29	30	31	1	27	30	1	2	3	4	5	6
19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13
20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20
21	19	20	21	22	23	24	25	25	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27
22	26	27	28	29	30	31	1	26	23	24	25	26	27	28	29	31	28	29	30	31	1	2	3
23	2	3	4	5	6	7	8	27	30	1	2	3	4	5	6	32	4	5	6	7	8	9	10

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date: To

Duration:

Approver:

Note for Approver:

How do I know if my request has been approved?

Option 1: Click “**Show Overview of Leave**” under **My Working Time>My Leave Requests** for an overview of leave: The status will indicate whether the leave has been Approved, Rejected, or Sent.



Overview **My Working Time** My Benefits My Pay My Personal Data

My Data (ESS) > My Working Time

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

Show Team Calendar Show Calendar Show Time Accounts **Hide Overview of Leave**

Leave Since: 01/01/2019

Type of Leave	From	To	Status	Used
Approved Leave	05/09/2019	05/09/2019	Sent	8 HOURS
Approved Leave	04/26/2019	04/26/2019	Sent	8 HOURS
Approved Leave	04/24/2019	04/24/2019	Approved	8 HOURS
Approved Leave	04/10/2019	04/10/2019	Rejected	
Sick Leave	04/02/2019	04/02/2019	Sent	4 HOURS

To request or report leave, enter the required data and choose Review.

Option 2: Review your Calendar.

Show Team Calendar **Hide Calendar** Show Time Accounts Show Overview of Leave

Legend: Absent (Blue) Multiple Entries (Light Blue) Sent (Pink) Deletion Requested (Red)

The Calendar days are color coded to indicate the status of the employee's leave requests:

- **Absent (Blue)** - Indicates a scheduled absence or approved leave request
- **Multiple Entries (Light Blue)** - Indicates a pending leave request that includes more than one absence type for one work day (e.g. 4 hours of Vacation and 4 hours of Comp Time)
- **Sent (Pink)** - Indicates a pending leave request to be approved or rejected
- **Deletion Requested (Red)** - Indicates a previously rejected leave request. The action is returned to the employee to either delete the request or resubmit it.

Can I change my leave request?

Yes. You can change, delete or resend your leave request as long as the dates are in the future. You cannot change a leave request that has passed or for the current date. If you try to make changes to a leave request that has passed or for the current day, you will receive the following error message:

 This absence cannot be processed for today

OR

 You cannot process this absence for a past period

My supervisor has changed. How do I select a new approver?

Select the drop-down menu in the approver box. In Advanced Search, enter the last name or personnel number of the approver for whom you are searching.

For example, if you typed the last name “Bishop” a list of available employees will be displayed.

