The Employee Self-Service (ESS) toolkit provides an overview of the new leave request process, new roles and responsibilities, and available training and resources.

**New Process**

1. Discuss leave with Manager
2. Submit leave request via ESS
3. Manager approves leave request
4. Confirmation email received
5. Leave tracked in HRIS

**Roles & Responsibilities**

**Employee**
- Obtain verbal approval for leave requests
- Submit official leave requests through ESS

**Manager**
- Provide verbal approval for leave requests
- Approve leave requests
- Manage employee and team schedule reports

**Business Officer**
- Remind employees to submit requests through ESS
- Remind managers to approve requests through MSS

**Training & Resources**

Below are links to available training and resources:

- Employee Self-Service site
- Manager Self-Service site
- ESS Leave Request Toolkit
- MSS Leave Approval Toolkit
- MSS and ESS Toolkit for Business Officers
- MSS and ESS Toolkit for Divisional HR Offices

For more information access uoft.me/ess
Log into Vacation and Leaves on ESS

1. Log into ESS, select My HR Self-Service
2. Select Employee Self-Service

Create a Leave Request

4. From the Vacation and Leaves page, under Leave Request, select Create Leave Request.

Update the Leave Details

5. In the Type of Leave field, from the dropdown list select the leave type (ie. Vacation-Paid, Sick Leave- Paid)

Note: If the Type of Leave selected is Vacation – Paid, under Additional Data your Available Vac Balance appears in days.

6. Under General Data, include:
   - Start Date
   - End Date
   - Part Days
   - New Note (optional)
   - The Total Absence days and the Approver auto populates.

7. To verify your request, click Check.

8. Click Send. This generates the Leave Request: New summary.

Confirm and Submit Leave Request

9. Confirm the Leave Request details, click OK.

Review Leave Overview and Wait for Approval

10. Review the Leave Overview.
11. Confirmation email received when Leave Request is approved.