The Employee Self-Service (ESS) toolkit provides an overview of the new vacation submission 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 vacation request
- Submit official vacation request through ESS

**Manager**
- Provide verbal approval for vacation requests
- Approve official vacation requests
- Manage employee and overall team vacation schedule through reporting functions

**Business Officer**
- Remind employees to submit their vacation request through ESS
- Remind managers to approve request 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.