Employee Self-Service: Leave Request Toolkit

The Employee Self-Service (ESS) toolkit provides an overview of the new leave 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| **Employee**          | • Obtain verbal approval for leave request  
                         • Submit official leave request through ESS                                  |
| **Manager**           | • Provide verbal approval for leave requests  
                         • Approve official leave requests  
                         • Manage employee and overall team schedule through reporting functions     |
| **Business Officer**  | • Remind employees to submit their leave 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](http://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 (i.e. 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.
Manager Self-Service: Leave Approval Toolkit

The Manager Self-Service (MSS) toolkit provides an overview of the new leave submission process, new roles and responsibilities, and available training and resources.

Roles & Responsibilities

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

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

**Business Officer**
- Remind employees to submit their leave 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](#)
Manager Self-Service: Leave Request Cheat Sheet

Receive Leave Request
1. Requests arrive in your Inbox. Click Leave Request.

Accept / Reject Leave Request
2. From the Approve Vacation, Click Approve (or Reject if you wish to reject the request).

Receive Confirmation
3. Confirmation of the approval is provided.

Alternative access to leave requests
1. Log into MSS, select My HR Self-Service.
2. Click Inbox. A list of pending requests is provided.