

# Quick Reference Guide

## ESS Leave Entry

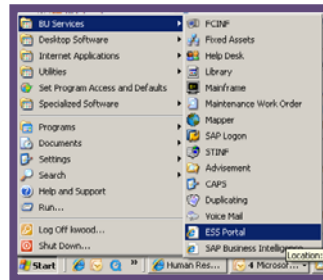
Please reference Internet Explorer Basics Quick Reference Guide for more information about the commands listed in this guide.

### Login

1. Open Internet Explorer (IE) by double clicking on the shortcut.
2. Type the URL (<http://www.bloomu.edu/hr/ess.php>) into the IE address bar and press the "Enter" key.



3. Press the [Log into the ESS portal Quick Link](#).
4. The login screen can also be accessed from the Start menu at



Start/BU Services/ESS Portal.

5. Enter your username (full email address) and password in the account information area and press "Enter Portal."



ENTER YOUR ACCOUNT INFORMATION

Username:

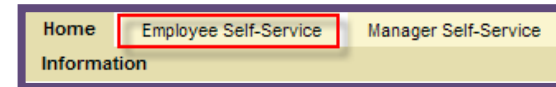
Password:

Logon Problems?  
[Account Self-Service Portal](#)

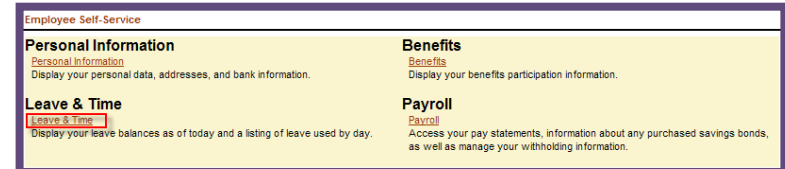
*Note: Login to the ESS portal using your full email address (see example at left) and the same password that you use for network login and email. These passwords are synchronized.*

### Leave Entry

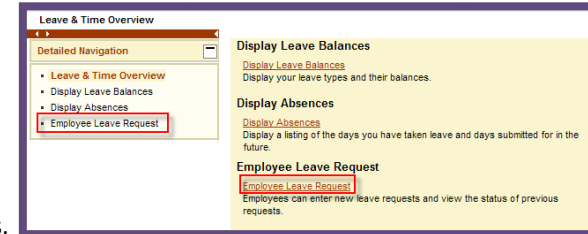
1. Select the Employee Self-Service tab.



2. Select the Leave & Time link.

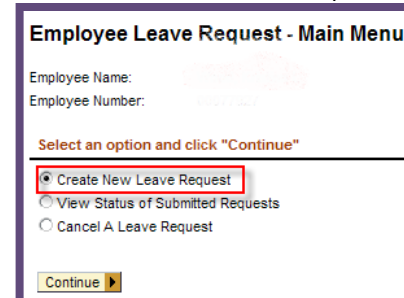


3. Select "Employee Leave Request" from Detailed Navigation or main



menu links.

4. Select "Create New Leave Request" and press "Continue."



Employee Name:

Employee Number:

Select an option and click "Continue"

Create New Leave Request

View Status of Submitted Requests

Cancel A Leave Request

# Quick Reference Guide

## ESS Leave Entry

5. Enter leave type and date and time requested.

6. Press "Calculate Hours" **Calculate Hours** and the number of requested leave hours will be calculated **7.50**.

7. Enter additional information if appropriate.

8. Press "Submit Leave Request" if all information is correct.

**Submit Leave Request**

- The request can also be cleared if necessary. **Clear Request**

9. A confirmation message appears that describes the approval process when a submitted request is successful.

### Other Options

- Leave requests can be cancelled.

- Request status can be viewed at any time.

- Detailed navigation allows you to view leave balances, absences, or navigate to the leave request area.