

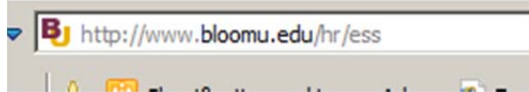
Quick Reference Guide

ESS Leave Entry

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

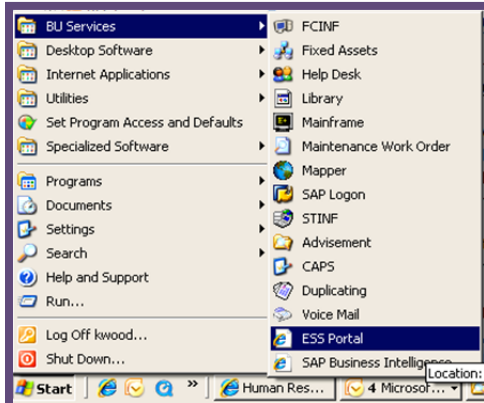
Login

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



press the "Enter" key.

3. Press the [Log into the ESS portal Quick Link](#). or
4. The login screen can also be accessed from the Start menu at: *Start/BU Services/ESS Portal*. Or via www.bloomu.edu/facstaff



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

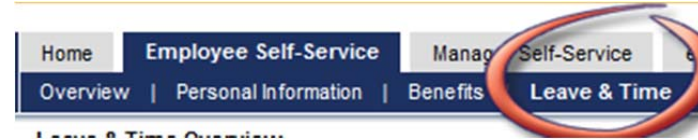
The login form titled "Enter Your Account Information" contains two input fields: "Username:" with the example "buemail@bloomu.edu" and "Password:" with masked characters. Below the fields is an "Enter Portal" button and a link for "Forgotten / Expired Password?"

Leave Entry

1. Select the Employee Self-Service tab.



2. Select the Leave & Time link.



3. Select "Employee Leave Request" from the main menu links.

Available Applications

Display Leave Balances

Display your leave types and their balances.

Display Absences

Display a listing of the days you have taken leave and days submitted for in the future.

Employee Leave Request

Employees can enter new leave requests and view the status of previous requests.

Quick Reference Guide

ESS Leave Entry

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

Employee Leave Request - Main Menu

Employee Name: Wood, Kristina L
Employee Number: 00077927

Select an option and click "Continue"

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

Continue ▶

5. Enter leave type and date and time requested.

Employee Leave Request - Create New Request

Leave Request

Name (Last, First, MI): [Redacted]
Employee Number: [Redacted]

1. Select the type of leave you are requesting. [Display Leave Balances](#)
Leave Type: Sick Leave Available Leave Balance (hours): 185.50

2. Enter the date / time range for your leave request
Start Date: 8/25/2009 Start Time (24 Hour Format): 08 : 00
End Date: 8/25/2009 End Time (24 Hour Format): 16 : 30

3. Click the "Calculate Hours" button to check your time.
Hours: 7.50 [Calculate Hours](#)

6. Press "Calculate Hours" [Calculate Hours](#) and the number of requested leave hours will be calculated **7.50**.

7. Enter additional information if appropriate.

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional): Flu

Medical Appointment Start Time: 10 : 00 Enter in 24 hour format

Medical Certificate Available:

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.

Leave Request Creation Summary

Your leave request has been submitted. Your supervisor will receive an email shortly with details about your leave request. When he/she approves or denies your request you will be notified by email. You may then check your updated leave balances in ESS as well.

Other Options

- Leave requests can be cancelled.

Employee Leave Request - Main Menu

Employee Name: Wood, Kristina L
Employee Number: 00077927

Select an option and click "Continue"

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

Continue ▶

- Request status can be viewed at any time.

Employee Leave Request - Main Menu

Employee Name: Wood, Kristina L
Employee Number: 00077927

Select an option and click "Continue"

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

Continue ▶