



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

UCT HR Employee Self-Service (ESS) guide for managers

**Issued by UCT Human Resources
August 2024**

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Logging in to UCT HR Employee Self-Service (ESS)

Background

Staff members in a management role have additional access in HR Employee Self-Service to allow them to manage their team's leave requests.

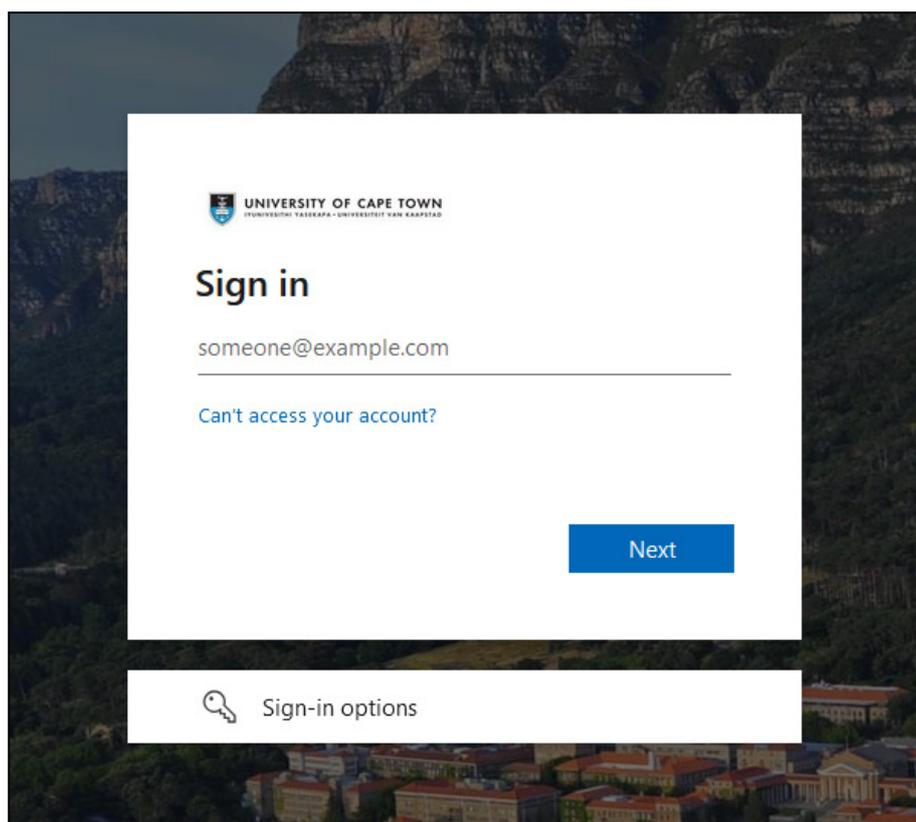
Support

The [HR Employee Self-Service](#) page on the HR website contains instruction guides, Frequently Asked Questions and demonstration videos.

If you are unable to access HR Employee Self-Service or are experiencing other technical difficulties, please contact the [ICTS Helpdesk](#). If you have an HR-related query, please contact the [HR Administrator for your area](#).

Procedure

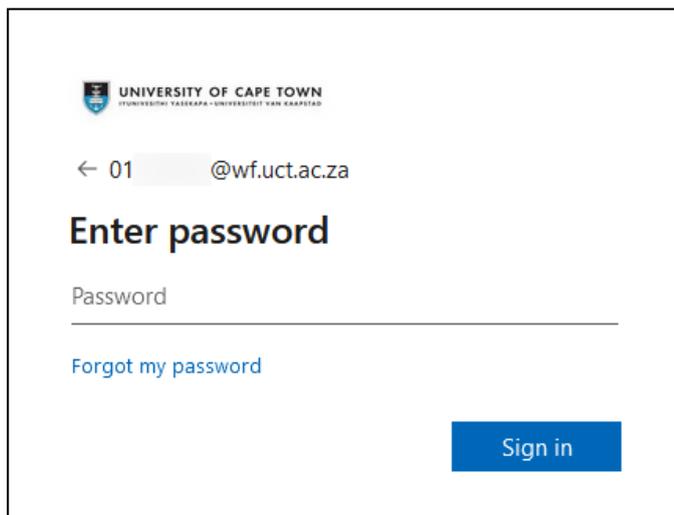
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to UCT HR Employee Self-Service via <https://sapfiori.uct.ac.za>.
Note: You can also access Employee Self-Service via the HR website by clicking *HR Employee Self-Service* at the top of the page.
3. If not already logged in, the *Sign in to your account* page appears. If already logged in, the *Home* page immediately appears (see step 5).



- Enter your UCT staff number followed by @wf.uct.ac.za, e.g. 01234567@wf.uct.ac.za.
Note: UCT staff number only, third party "T" accounts do not have access to HR Employee Self-Service.
- Click .

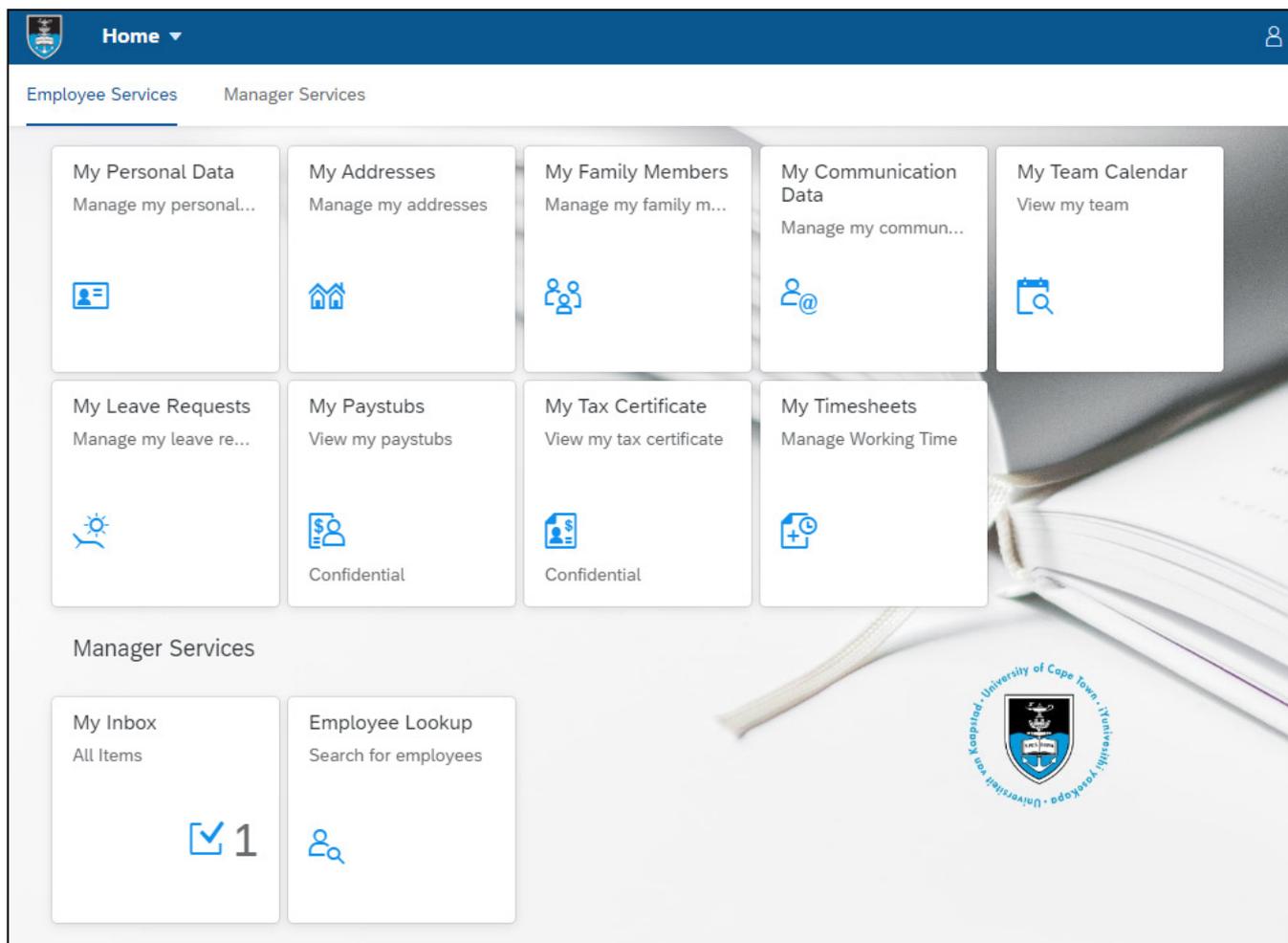
Logging in to UCT HR Employee Self-Service (ESS)

4. The *Enter password* page appears.



- In the *Password* field, enter your network password.
- Click .
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS.

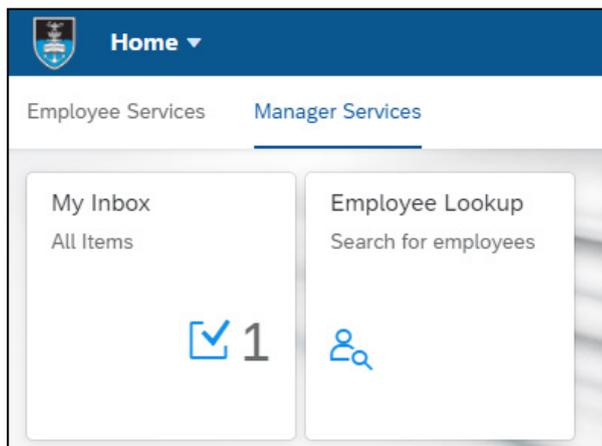
5. The *Home* page appears.



- For assistance with the features listed under *Employee Services*, view the [HR Employee Self-Service \(ESS\) guide](#).
- Click the **Manager Services** tab (or scroll down the current page).

Logging in to UCT HR Employee Self-Service (ESS)

6. The *Manager Services* page / section appears.



If you want to..	then..
Review and process a team member’s leave request	Click <i>My Inbox</i> . See: Reviewing and processing a leave request
Create a leave request on behalf of a team member (including viewing a team member’s leave balances and leave request history)	In the <i>Employee Services</i> tab, click <i>My Leave Requests</i> . See: Creating a leave request on behalf of a team member
Approve PASS overtime, PASS standby or paid-on-claim hours	Click <i>My Inbox</i> . See: Approving PASS overtime, PASS standby and paid-on-claim hours
Add a substitute manager to process leave requests on your behalf	Click <i>My Inbox</i> . See: Adding a planned manager substitution Adding an unplanned manager substitution
accept or activate an unplanned manager substitution	Click <i>My Inbox</i> . See: Accepting (activating) an unplanned manager substitution
stop or deactivate an unplanned manager substitution	Click <i>My Inbox</i> . See: Stopping (deactivating) an unplanned manager substitution
review your substitutions to others or substitutions from others to you	Click <i>My Inbox</i> . See: Reviewing all manager substitutions
delete an existing manager substitution	Click <i>My Inbox</i> . See: Deleting a manager substitution
Look up an employee	Click <i>Employee Lookup</i> . – Enter the employee’s name (or part of their name) in the <i>Enter your search term</i> field and click  <i>Search</i> .

Reviewing and processing a leave request

Background

The HR website outlines the types of leave available to UCT staff members, how each leave type accrues and the circumstances under which the leave may be taken.

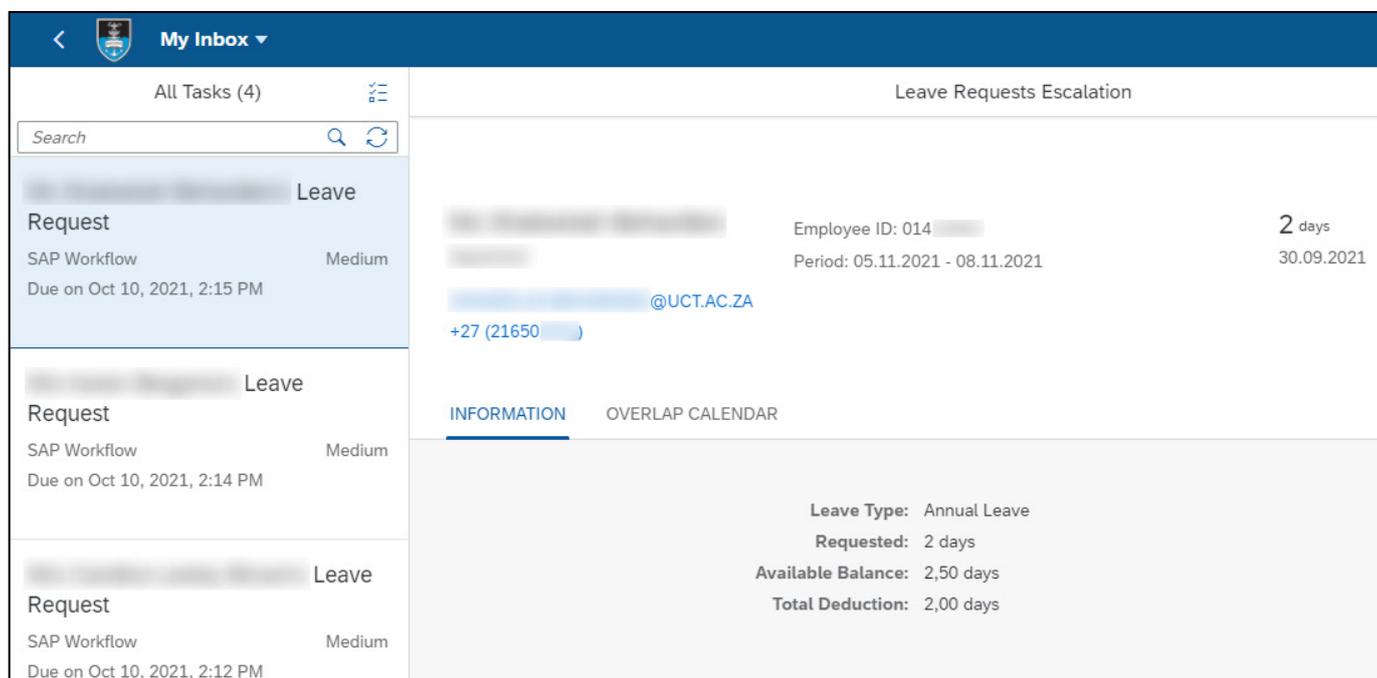
Staff category	Leave information
PASS staff	Leave policy (including annual, sick, parental and family responsibility leave) Study and examination leave Leave FAQ (Frequently Asked Questions)
Academic staff	Leave policy (including sick, parental and family responsibility leave) Leave FAQ (Frequently Asked Questions) Study & research and contact leave

Escalation of leave requests

Leave requests that are not approved within 10 calendar days will be escalated to the next level of management for approval.

Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Inbox*.
2. The *My Inbox* page appears, displaying any pending leave requests. If there are approvals of working time in the *Inbox*, see [Approving PASS overtime, PASS standby and paid-on-claim hours](#).



– Select the appropriate leave request on the left. The current leave request is indicated by blue shading.

Note: Leave requests that aren't processed by the *Due on* date will be escalated to the next level of management.

Reviewing and processing a leave request

- Details of the selected leave request appear on the right, including the staff member's *Available Balance*.

Leave Requests Escalation

Employee ID: 014 1 day
 Period: 01.10.2021 27.09.2021

@UCT.AC.ZA
 +27 (21650)

INFORMATION

Leave Type: Annual Leave
Requested: 1 day
Available Balance: 2,50 days
Total Deduction: 1,00 day

- If the leave request has comments, attachments or leave request overlaps, the applicable section/s appear below the *INFORMATION* section.

INFORMATION
COMMENTS
ATTACHMENTS
OVERLAP CALENDAR

Leave Type: Sick Leave - Full Pay
Requested: 5 days
Available Balance: 25,00 days
Total Deduction: 5,00 days

COMMENTS

: As discussed, minor surgery scheduled.
30.09.2021, 15:20:45

ATTACHMENTS

[medical_certificate.pdf](#)
30.09.2021, 15:20:46

OVERLAP CALENDAR

Search

Only employees with absences during November 8, 2021 – November 12, 2021 are shown. x

1 Week 1 Month

< Today > November 7, 2021 - November 13, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13
Week 45						

Administrative Officer

Sick Leave - Full Pay
November 8, 2021 – November 12, 2021

Administrative Assistant

Annual Leave
November 5, 2021 – November 8, 2021

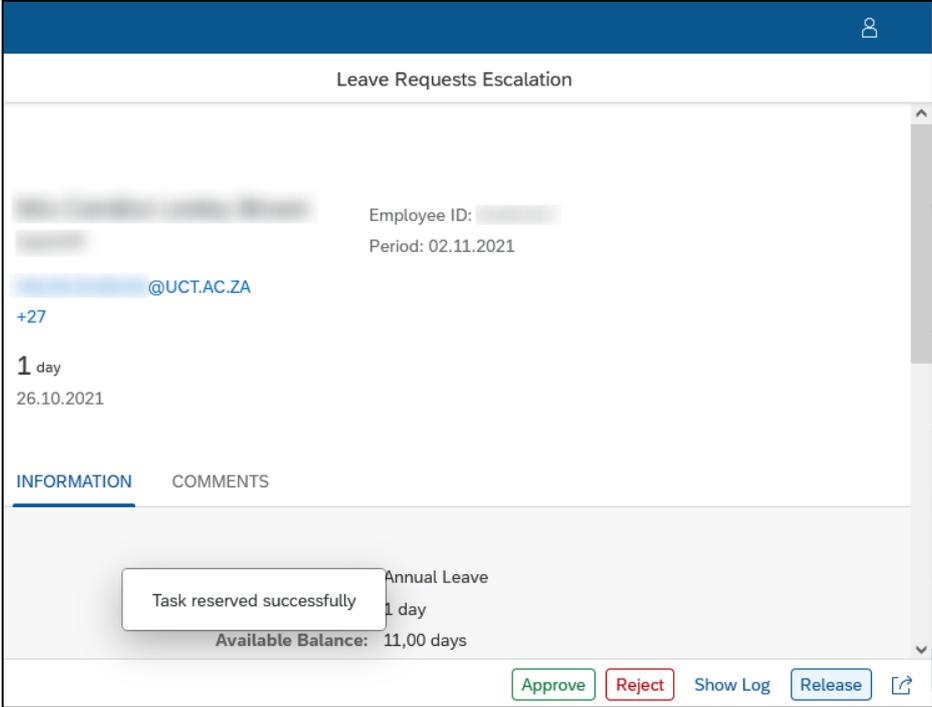
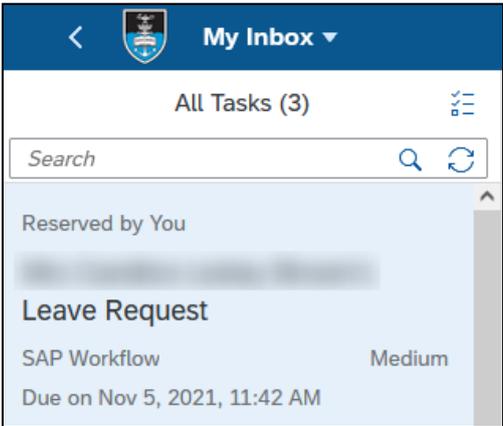
Reviewing and processing a leave request

- Review the leave request details.
- If there are attachments, click the blue hyperlinked text in the *ATTACHMENTS* section to open and view the attachment.



If you want to..	Then..
<p>approve a leave request</p>	<ul style="list-style-type: none"> - Click Approve. - The <i>Submit Decision</i> dialogue box appears. <div data-bbox="576 770 1093 1115" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Submit Decision</p> <hr/> <p>You selected "Approve".</p> <p>Decision Note:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <i>Add Note (Optional)</i> </div> <p style="text-align: right;"> Submit Cancel </p> </div> <ul style="list-style-type: none"> - If applicable, enter a note for the staff member in the <i>Decision Note</i> field. - Click Submit. - The approved leave request is removed from the inbox and a message at the bottom of the page indicates that the task was processed successfully.
<p>reject a leave request</p>	<ul style="list-style-type: none"> - Click Reject. - The <i>Submit Decision</i> dialogue box appears. <div data-bbox="576 1469 1085 1814" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Submit Decision</p> <hr/> <p>You selected "Reject".</p> <p>Decision Note:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <i>Add Note (Optional)</i> </div> <p style="text-align: right;"> Submit Cancel </p> </div> <ul style="list-style-type: none"> - If applicable, enter a note for the staff member in the <i>Decision Note</i> field. - Click Submit. - The rejected leave request is removed from the inbox and a message at the bottom of the page indicates that the task was processed successfully.

Reviewing and processing a leave request

If you want to..	Then..
<p>claim or release a leave request (only used with unplanned manager substitution)</p>	<p>If you have accepted (activated) an unplanned manager substitution, leave requests from that manager’s team members will appear in both manager inboxes. The claim feature reserves a leave request and it will only appear in your inbox. The release feature removes the claim and the leave request will appear in both manager inboxes.</p> <ul style="list-style-type: none"> – Click Claim.  <ul style="list-style-type: none"> – A message briefly appears at the bottom of the page to confirm the task was reserved successfully. – On the left, the <i>Reserved by You</i> message appears above the staff member’s name.  <ul style="list-style-type: none"> – The leave request now only appears in your inbox. – To release a claim and return the leave request to all inboxes, click Release. A message briefly appears at the bottom of the page to confirm the task was released successfully.

- Click the  UCT crest to return to the *Home* page.

Creating a leave request on behalf of a team member

Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Leave Requests* (in the *Employee Services* section).
2. The *My Leave Request* page appears, displaying your leave information.

The screenshot displays the 'My Leave Request' interface. At the top, there is a navigation bar with a back arrow, a logo, the title 'My Leave Request', and a user profile icon. Below this, the 'Entitlement' section is expanded, showing a table of leave items. A 'Show From' date selector is set to 04.10.2021. The table lists five leave types with their respective validity periods, available days, used days, and entitlement days. A 'More [5 / 7]' link is visible below the table. The 'Request Overview' section is also expanded, showing a 'Calendar' and 'Items (10)' view. A 'Show From' date selector is set to 01.01.2021. The table below shows two approved annual leave requests with their validity dates, status, approver, and quota used. At the bottom right, there is a 'Create Request' button with a person icon.

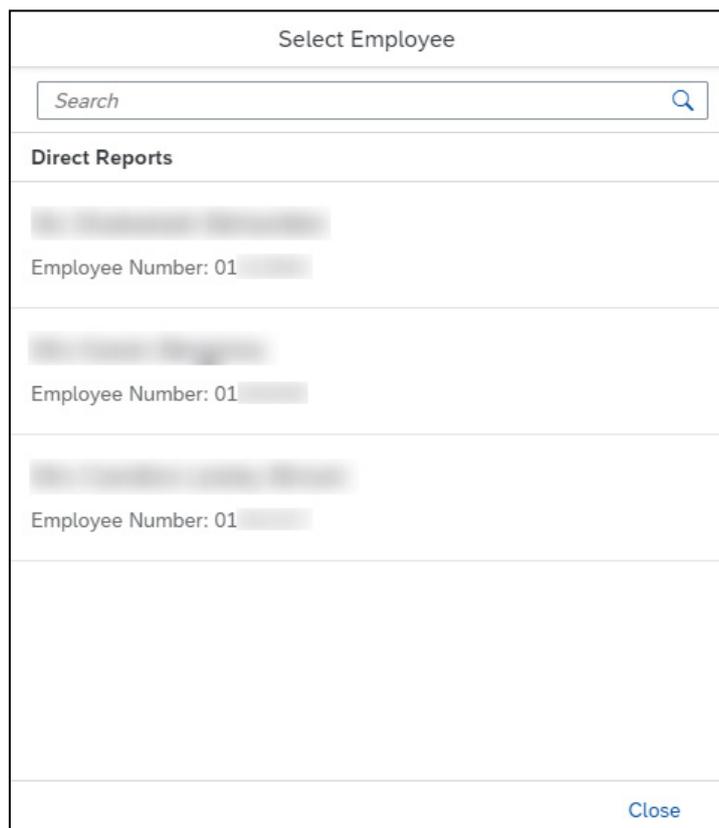
Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	23 Days	3 Days	26 Days
	01.01.2021 – 31.12.2022	19,5 Days	0 Days	19,5 Days
Accumulative Annual Leave	01.01.2004 – 31.12.9999	42 Days	44 Days	86 Days
Sick Leave	01.02.2017 – 31.01.2023	83 Days	7 Days	90 Days
Sick Leave Half Pay	01.02.2017 – 31.01.2023	90 Days	0 Days	90 Days

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	10.06.2021	Approved	[Blurred]	1 Days
Annual Leave	07.05.2021	Approved	[Blurred]	1 Days
Annual Leave	01.03.2021	Approved	[Blurred]	1 Days

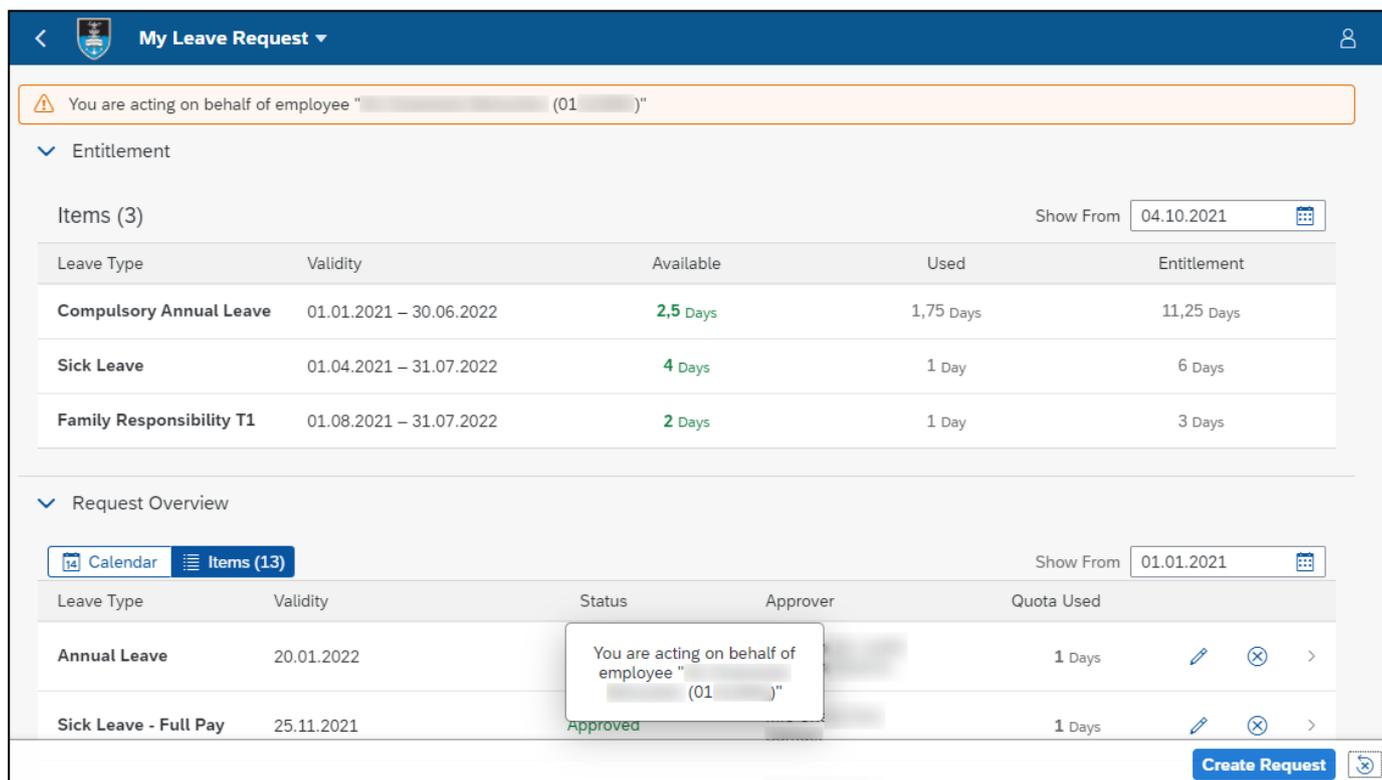
- To act on behalf of a team member that reports to you, click  *Act on behalf of another employee* (bottom right, next to *Create Request* button).

Creating a leave request on behalf of a team member

- The *Select Employee* dialogue box appears, listing all direct reports.
Note: Only team members that report directly to the manager are available to select.



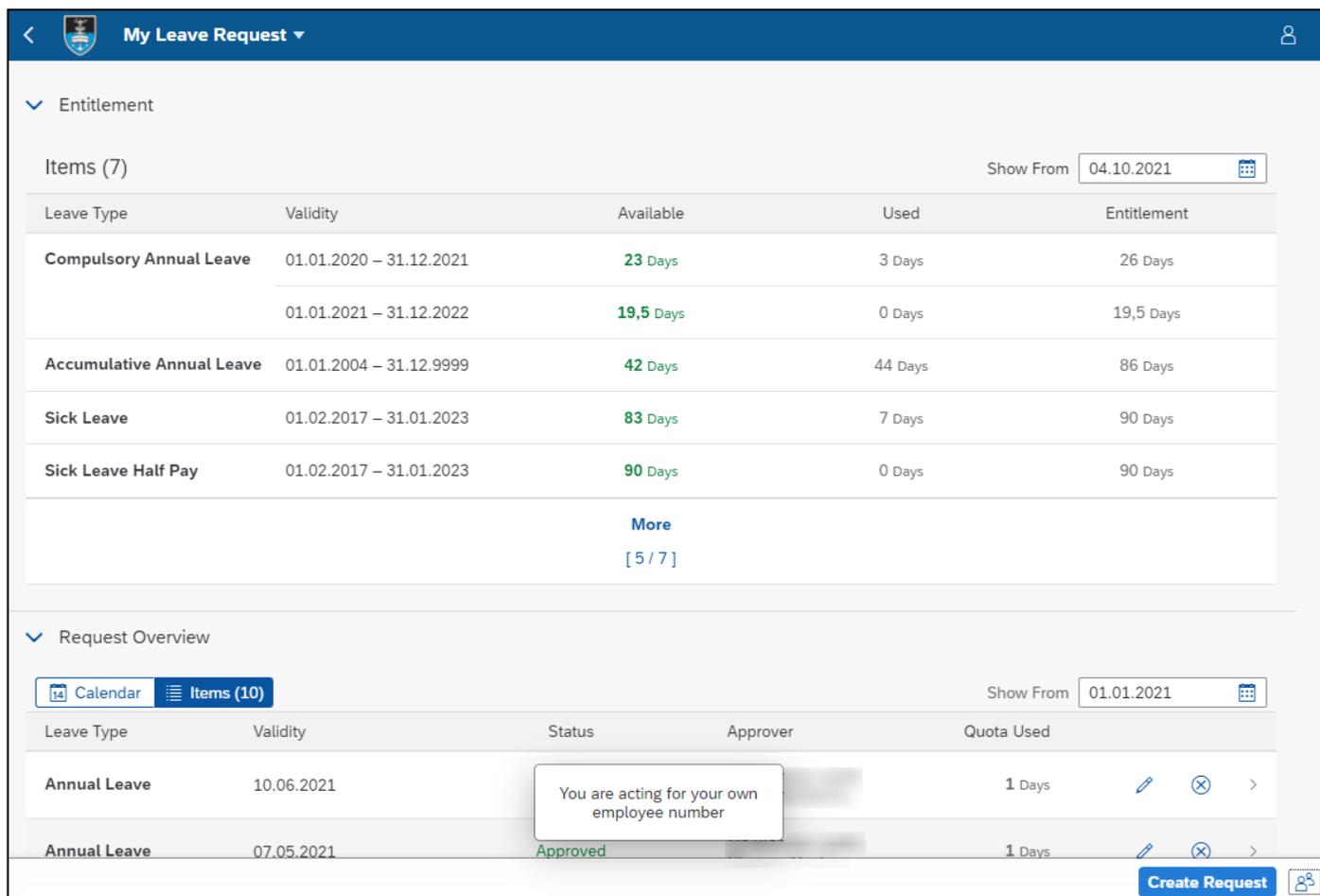
- Select the appropriate team member.
3. The *My Leave Request* page reappears. The orange line at the top of the page indicates which team member you are acting on behalf of. A message briefly appears at the bottom of the page to confirm the selected team member.



- View leave balances, create leave requests, change leave requests or delete leave requests using the instructions in the [HR Employee Self-Service \(ESS\) guide](#).

Creating a leave request on behalf of a team member

- When finished working with the team member's leave, click  *Act as Yourself* (bottom right, next to *Create Request* button).
4. The *My Leave Request* page reappears, displaying your leave information. A message briefly appears at the bottom of the page to confirm you are acting for your own employee number.



My Leave Request

Entitlement

Items (7) Show From 04.10.2021

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	23 Days	3 Days	26 Days
	01.01.2021 – 31.12.2022	19,5 Days	0 Days	19,5 Days
Accumulative Annual Leave	01.01.2004 – 31.12.9999	42 Days	44 Days	86 Days
Sick Leave	01.02.2017 – 31.01.2023	83 Days	7 Days	90 Days
Sick Leave Half Pay	01.02.2017 – 31.01.2023	90 Days	0 Days	90 Days

[More](#)
[5 / 7]

Request Overview

Calendar Items (10) Show From 01.01.2021

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	10.06.2021	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> You are acting for your own employee number </div>		1 Days
Annual Leave	07.05.2021			Approved

[Create Request](#)

- Click the  UCT crest to return to the *Home* page.

Approving PASS overtime, PASS standby and paid-on-claim hours

Background

PASS overtime and standby

PASS staff who worked overtime or standby hours can record these on Employee Self-Service (ESS). The captured hours are submitted to the staff member’s manager for approval.

Note: Time off in lieu of overtime must be submitted as a leave request using the leave type *Time Off in Lieu Overtime*.

Paid-on-claim hours

Some departments have Time Administrators who capture paid-on-claim hours worked. These hours will also appear in ESS for the manager to approve.

Pay run deadline

Hours approved by the end of the 15th of the month will be included in the pay run.

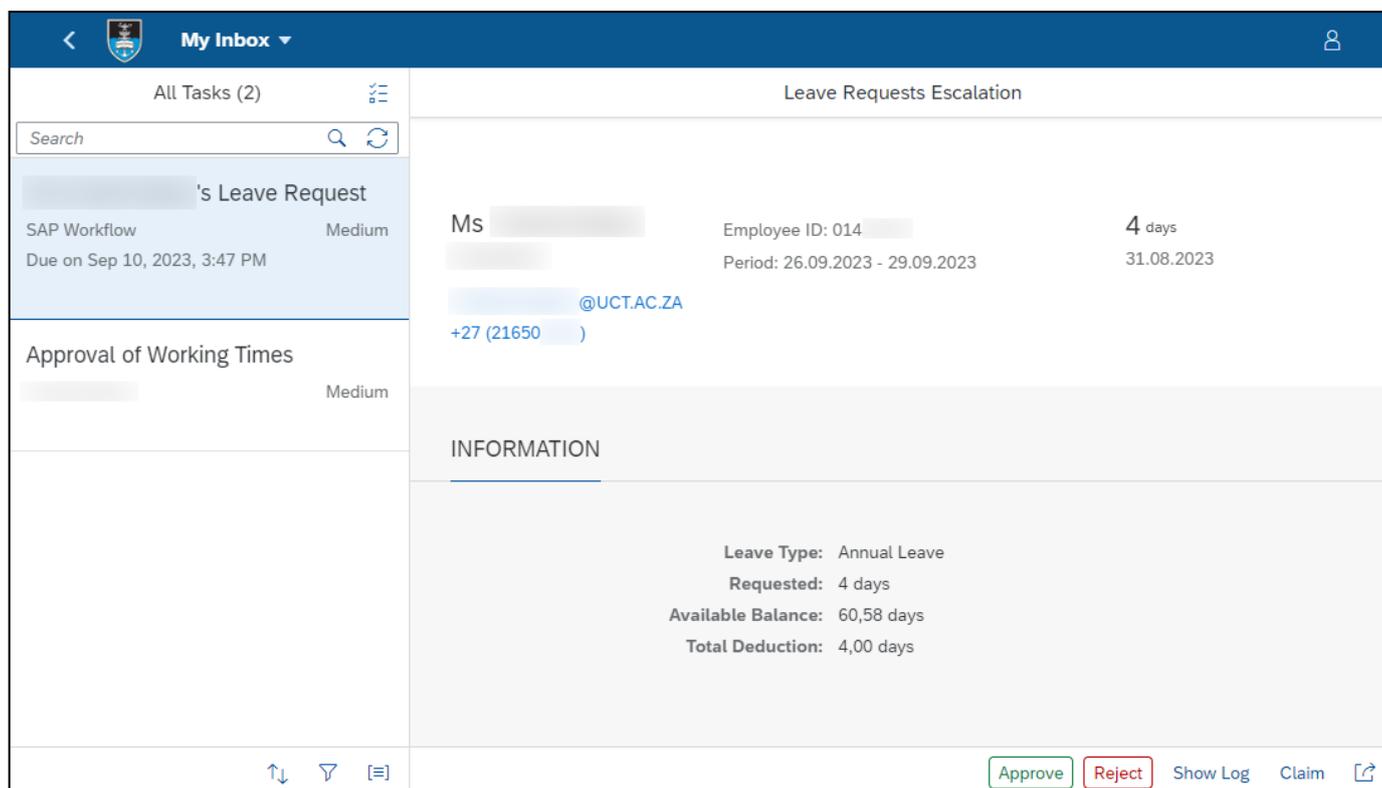
Maximums

PASS overtime	PASS standby	Paid-on-claim hours worked
3 hours per working day	24 hours per day	12 hours per day
10 hours per non-working day		60 hours total per week
10 hours total per week		

See: [PASS overtime policy and guidelines](#) on the HR website.

Procedure

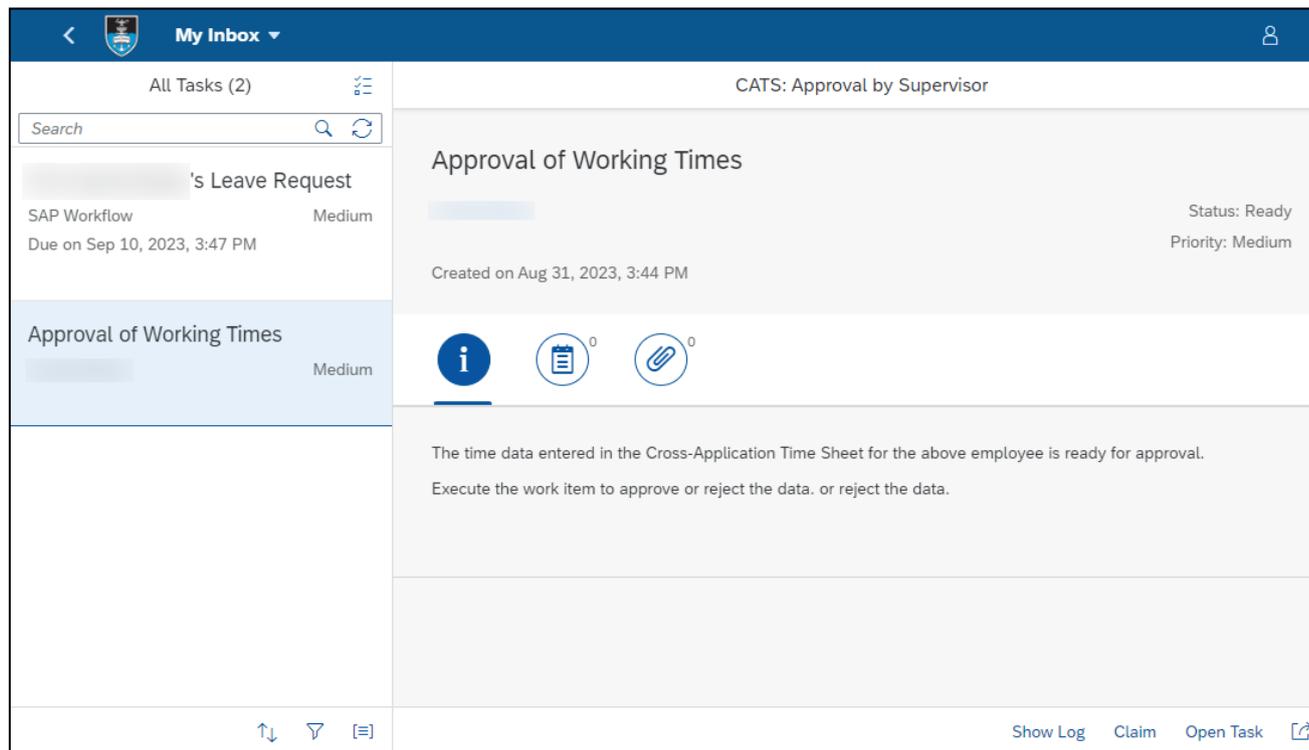
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears displaying working time approvals. If there is a leave request, see: [Reviewing and processing a leave request](#).



- Select the *Approval of Working Times* task on the left.

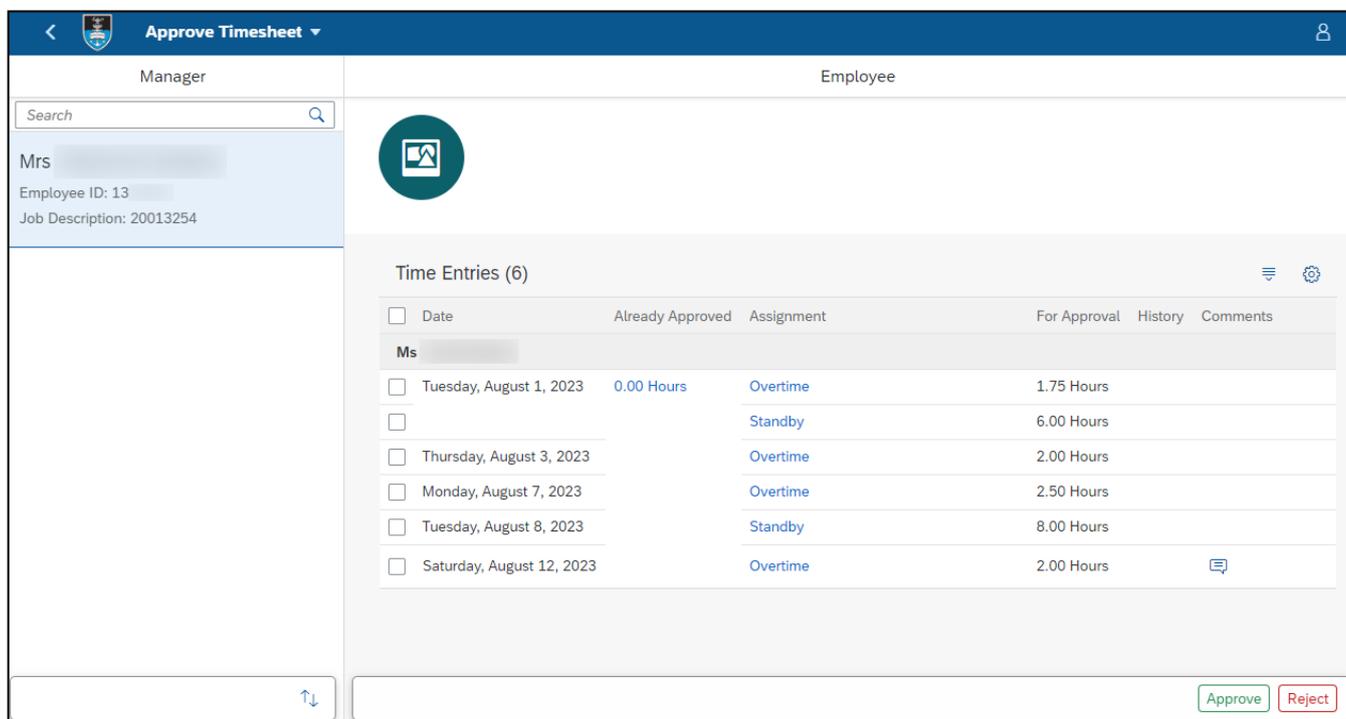
Approving PASS overtime, PASS standby and paid-on-claim hours

- Details of the selected approval appear on the right.



- Click [Open Task](#).

3. The *Approve Timesheet* page opens in a new browser tab.



- The hours for approval are grouped by employee with the type of hours (e.g. Overtime, Standby) shown in the *Assignment* column. Paid-on-claim hours will show as *No assignment*. Hours submitted for the same day will appear together with the date on the first line.

<input type="checkbox"/>	Tuesday, August 1, 2023	0.00 Hours	Overtime	1.75 Hours
<input type="checkbox"/>			Standby	6.00 Hours

Approving PASS overtime, PASS standby and paid-on-claim hours

- If applicable, click  *Comments* in the *Comments* column to read a comment from the staff member.
- To change the displayed columns, click  *Table Settings for Time Entries*.
- Select hours to approve or reject using the checkboxes on the left or click the top checkbox next to the *Date* column to select all hours.

<input checked="" type="checkbox"/>	Date	Already Approved	Assignment	For Approval	History	Comments
Ms						
<input checked="" type="checkbox"/>	Tuesday, August 1, 2023	0.00 Hours	Overtime	1.75 Hours		
<input checked="" type="checkbox"/>			Standby	6.00 Hours		
<input checked="" type="checkbox"/>	Thursday, August 3, 2023		Overtime	2.00 Hours		
<input checked="" type="checkbox"/>	Monday, August 7, 2023		Overtime	2.50 Hours		
<input checked="" type="checkbox"/>	Tuesday, August 8, 2023		Standby	8.00 Hours		
<input checked="" type="checkbox"/>	Saturday, August 12, 2023		Overtime	2.00 Hours		

- Approve or reject the hours by following the steps below:

Approving hours

- Click .
- A message at the bottom of the page confirms that the time entries were successfully approved.

Rejecting hours

- Click .
- The *Reject* dialogue box appears.

Reject

Optional Reasons for Rejection:

No prior approval

Change to Time off in Lieu

- Select the appropriate rejection reason.
Note: If changing to time off in lieu, the staff member must complete a leave request on ESS for *Time off in Lieu Overtime*.
- Click .
- A message at the bottom of the page confirms that the time entries were successfully rejected.

Approving PASS overtime, PASS standby and paid-on-claim hours

- If the staff member views the hours in *My Timesheet* they will see approvals and rejections, with rejection reasons appearing as comments.

Assignment	Entered	Status	
Sunday, August 6, 2023			
	0,00 Hours		
Monday, August 7, 2023			
Overtime	2,50 Hours	Rejected	
Tuesday, August 8, 2023			
Standby	8,00 Hours	Approved	

Comments

Rejection Reason:
No prior approval

- Close *Approve Timesheet* tab in your browser to return to your *Inbox*.



- Click the  UCT crest to return to the *Home* page.

Adding a planned manager substitution

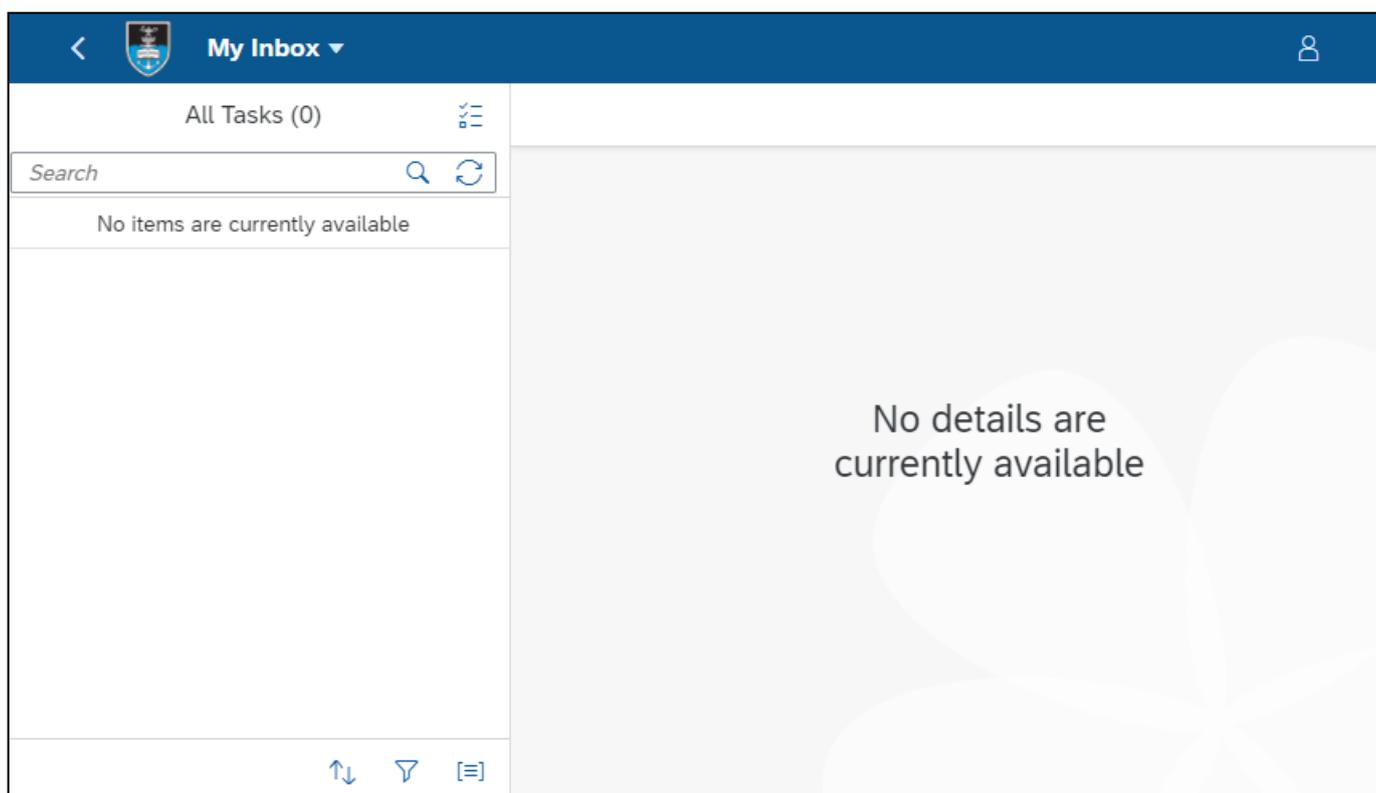
Background

A planned substitution can be set for a period or continuously with no end date. All pending leave requests in the inbox will move to the selected manager on the start date of the substitution. It is recommended that you process all existing leave requests before a substitution becomes active. Any leave requests submitted during the substitution period will go to the substitute manager and will not appear in your inbox.

See also: [Adding an unplanned manager substitution](#).

Procedure

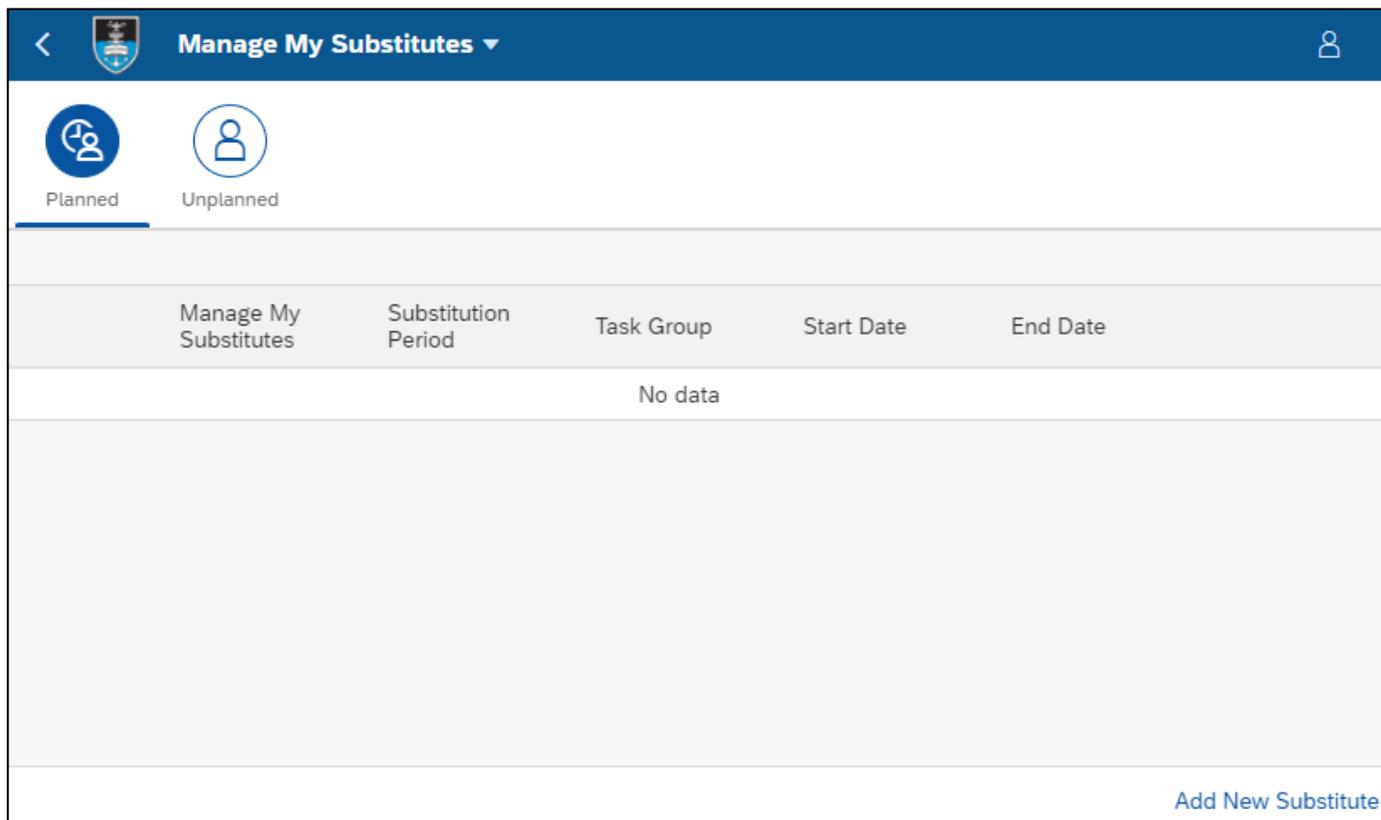
4. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
5. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



- Click  (top right) and choose  Manage My Substitutes .

Adding a planned manager substitution

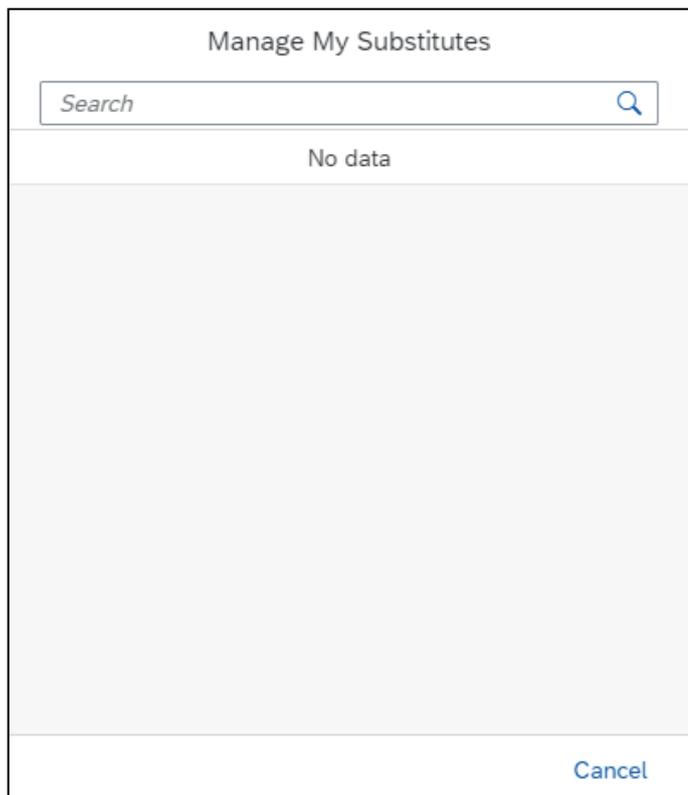
6. The *Manage My Substitutes* page appears.



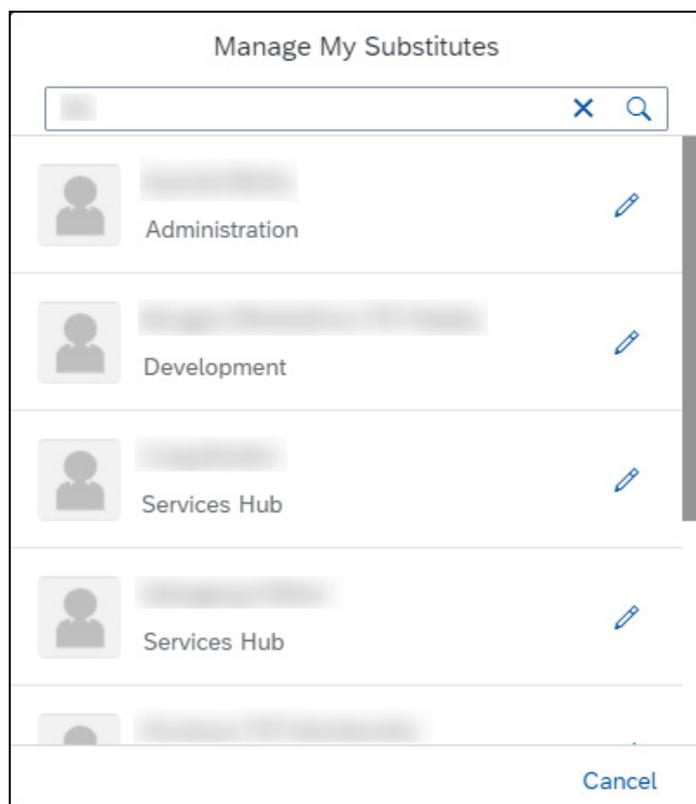
- Ensure **Planned** is selected.
- Click **Add New Substitute** (bottom right).

Adding a planned manager substitution

7. The *Manage My Substitutes* dialogue box appears.



- Enter the manager's first name, last name or staff number in the *Search* field.
Note: Only a staff member who is already a manager with the appropriate access can be selected as a substitute.
- Click  *Search*.
- Any staff members who match the search criteria are listed.



- Select the appropriate staff member by clicking their line.

Adding a planned manager substitution

8. The *Choose Task Group* dialogue box appears.

The screenshot shows a mobile application dialog box titled "Choose Task Group". At the top left is a back arrow. Below it is a user profile icon and the text "University of Cape Town". There are two list items: "All Task Groups" and "All", each with a right-pointing chevron. At the bottom right is a blue "Cancel" button.

- Select *All*.

9. The *Choose Substitution Period* dialogue box appears.

The screenshot shows a mobile application dialog box titled "Choose Substitution Period". It includes a user profile for "University of Cape Town", a "Task Group" of "All", and a "Substitution Period" of "From Today". Below this is a calendar for October 2021. The date "5" is highlighted with a pink square. At the bottom are "Save" and "Cancel" buttons.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40	26	27	28	29	30	1	2
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
45	31	1	2	3	4	5	6

- Select the start date from the calendar.
- If applicable, select the substitution end date on the calendar. If an end date is not selected, the substitution will be ongoing without no end date.
- Click [Save](#).

Adding a planned manager substitution

10. The *Manage My Substitutes* page reappears, displaying the new substitution. A message briefly appears at the bottom of the page to confirm the substitution rule was created. All pending leave requests in the inbox will move to the selected manager on the start date of the substitution

Note: If you have an [unplanned substitution](#) to the same manager, it will automatically adjust according to the end date selected for the planned substitution. If the planned substitution is ongoing, the unplanned substitution to the same manager will be deleted.

Example: Planned substitution from today until an end date.

The screenshot shows the 'Manage My Substitutes' page with the 'Planned' tab selected. A table lists a substitution rule for an active manager. The substitution period is 'Ends in 5 Days', the task group is 'All', the start date is '05.10.2021', and the end date is '10.10.2021'.

Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
Active	Ends in 5 Days	All	05.10.2021	10.10.2021

Example: Future planned substitution with start and end date specified.

The screenshot shows the 'Manage My Substitutes' page with the 'Planned' tab selected. A table lists a substitution rule for an inactive manager. The substitution period is 'Starts in 6 Days', the task group is 'All', the start date is '11.10.2021', and the end date is '17.10.2021'.

Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
Inactive	Starts in 6 Days	All	11.10.2021	17.10.2021

Example: Planned substitution from today with no end date.

The screenshot shows the 'Manage My Substitutes' page with the 'Planned' tab selected. A table lists a substitution rule for an active manager. The substitution period is 'No end date', the task group is 'All', and the start date is '05.10.2021'.

Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
Active	No end date	All	05.10.2021	

Adding a planned manager substitution

- To create another planned substitution, repeat from step 3 above. This can be used to add multiple substitute managers to cover a longer absence.

	Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
	 Inactive	Starts in 6 Days	All	11.10.2021	17.10.2021
	 Inactive	Starts in 13 Days	All	18.10.2021	24.10.2021
	 Inactive	Starts in 20 Days	All	25.10.2021	29.10.2021

- Ensure that the manager is informed of the planned substitution. Any leave requests from your team members will automatically appear in their inbox from the start of the planned substitution.



- Click the  UCT crest to return to the *Home* page.

Adding an unplanned manager substitution

Background

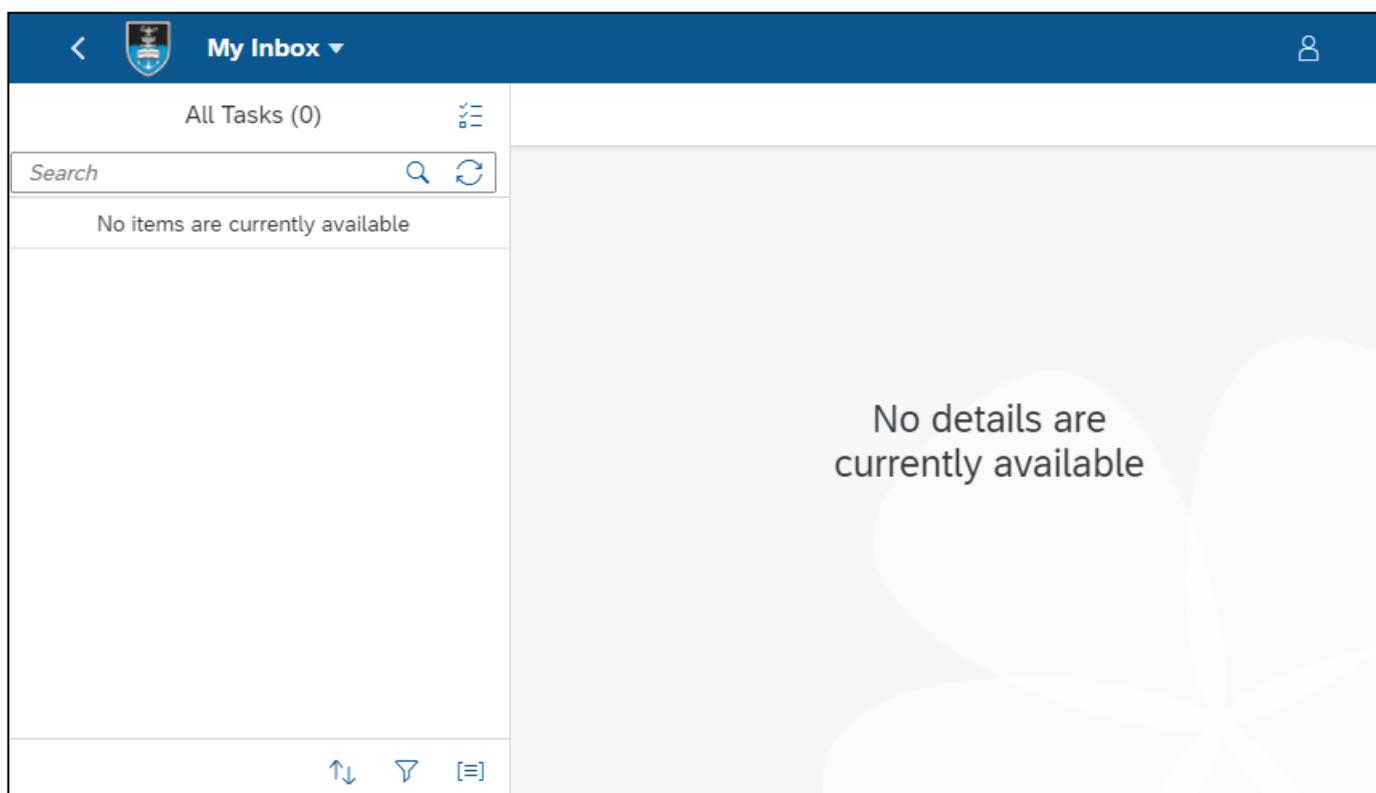
Unplanned manager substitutions can be set up ahead of time, allowing the substituted manager to use the feature when required (e.g. you are unexpectedly ill and unable to add a substitution).

An unplanned manager substitution is set from today onwards with no end date. The substituted manager must accept/activate the unplanned substitution to make it active. All pending and future leave requests will appear in both managers' inboxes while the unplanned substitution is active.

See also: [Adding a planned manager substitution](#).

Procedure

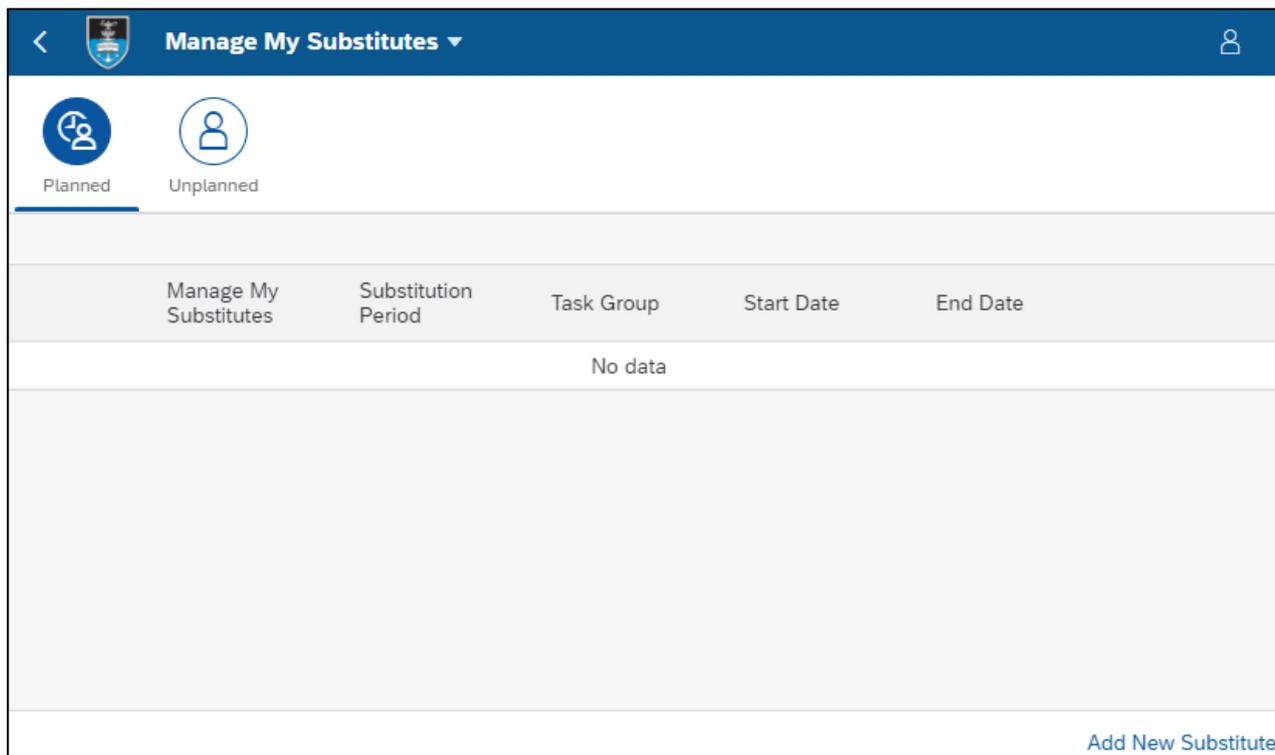
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



- Click  (top right) and choose  **Manage My Substitutes**.

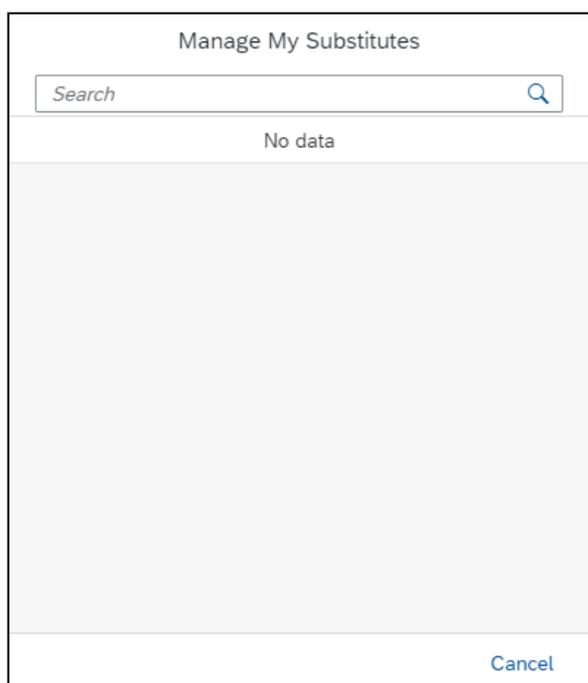
Adding an unplanned manager substitution

3. The *Manage My Substitutes* page appears.



- Click **Unplanned**.
- Click **Add New Substitute** (bottom right).

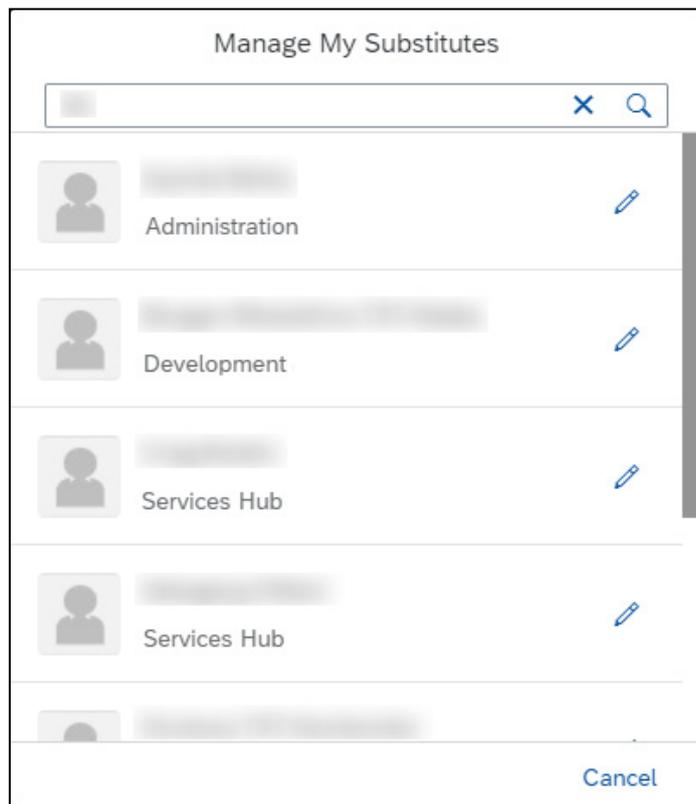
4. The *Manage My Substitutes* dialogue box appears.



- Enter the manager's first name, last name or staff number in the *Search* field.
Note: Only a staff member who is already a manager with the appropriate access can be selected as a substitute.
- Click *Search*.

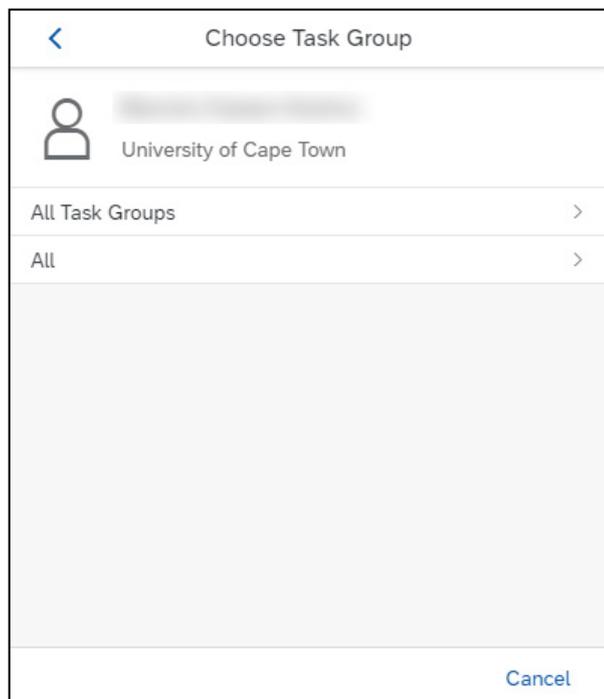
Adding an unplanned manager substitution

- Any staff members who match the search criteria are listed.



- Select the appropriate staff member by clicking their line.

11. The *Choose Task Group* dialog box appears.

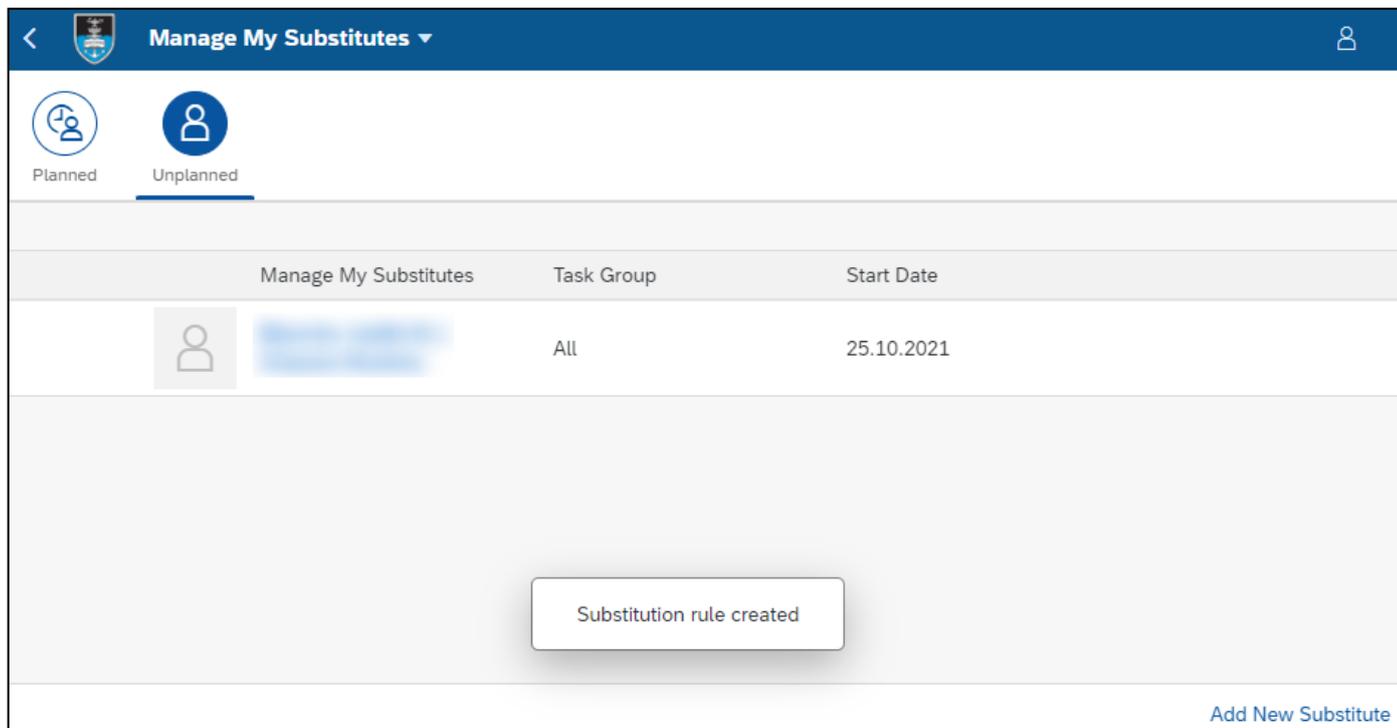


- Select *All*.
- Click **Save** (button appears after selecting *All*).

Adding an unplanned manager substitution

12. The *Manage My Substitutes* page reappears, displaying the new substitution. A message briefly appears at the bottom of the page to confirm the substitution rule was created.

Note: If you have a planned substitution to the same manager, it will be deleted and replaced by the new unplanned manager substitution. The [planned substitution](#) can be recreated but the dates will determine which substitutions are active or deleted.



- To create another unplanned substitution, repeat from step 3 above.
- The substitute manager must [accept \(activate\) the unplanned substitution](#) when required. No leave requests will be sent to the substitute manager’s inbox without this step.

- Click the  UCT crest to return to the *Home* page.

Accepting (activating) an unplanned manager substitution

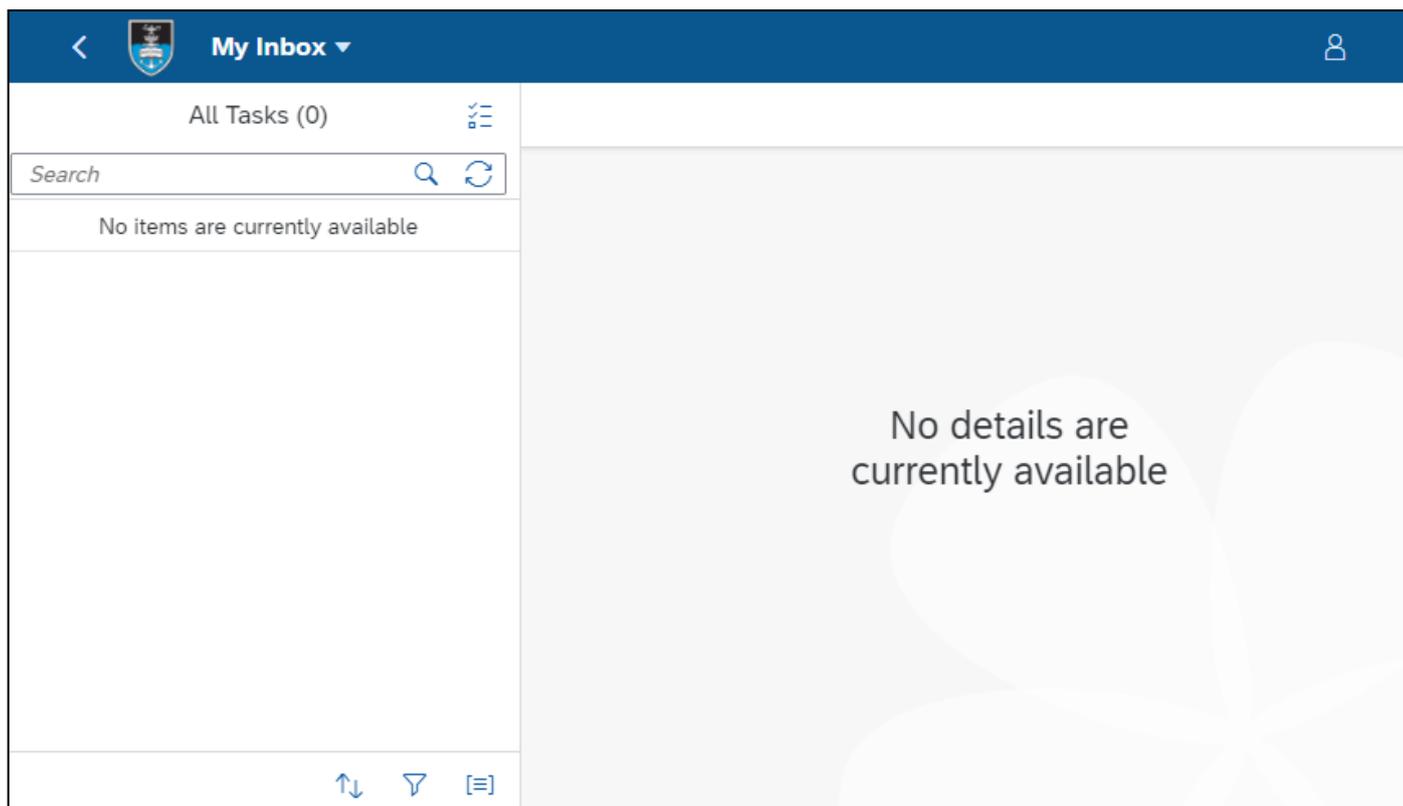
Background

The substituted manager must accept (activate) the unplanned substitution to make it active. All pending and future leave requests will appear in both managers' inboxes while the unplanned substitution is active. An unplanned substitution can be [stopped \(deactivated\)](#) until required again.

See also: [Adding an unplanned manager substitution](#).

Procedure

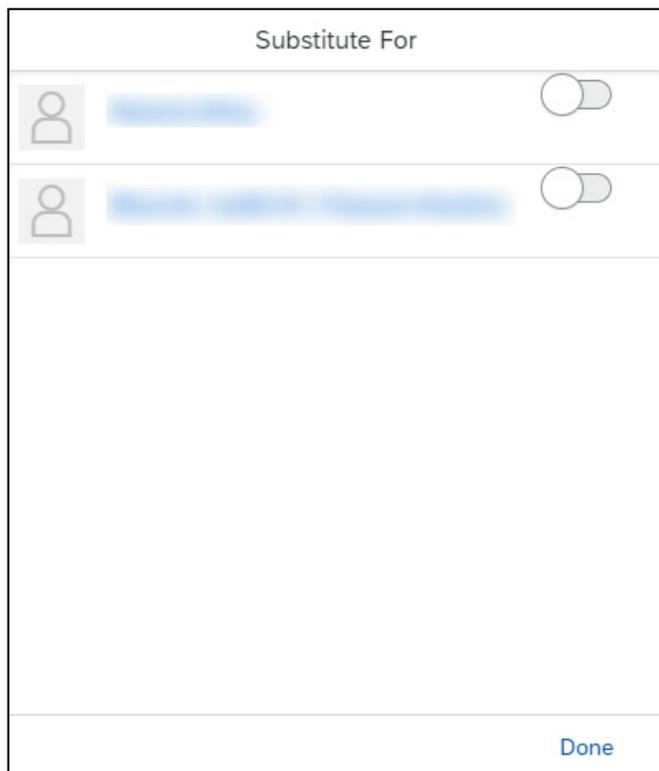
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



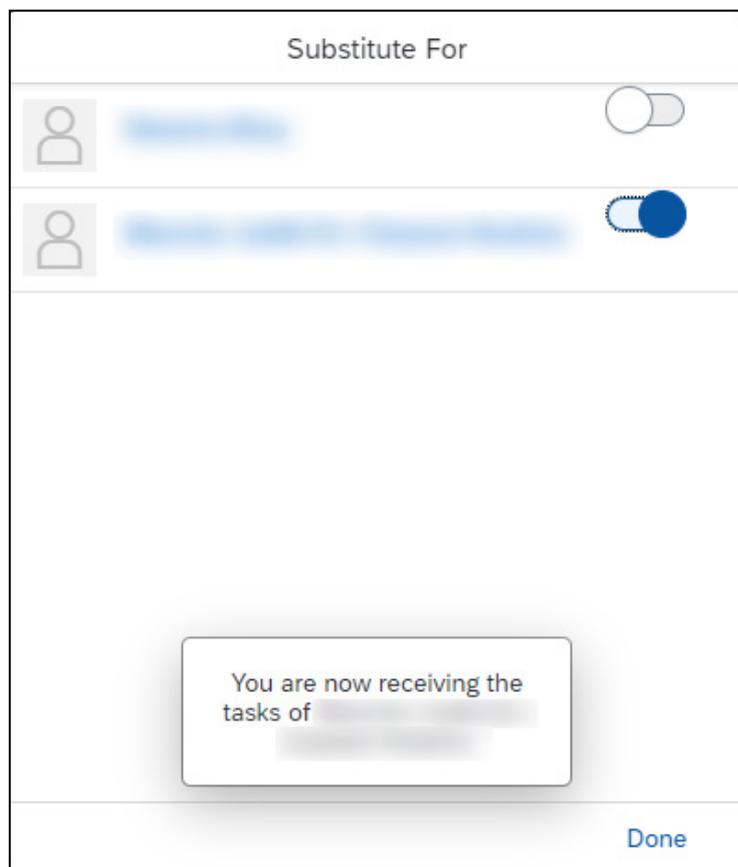
- Click  (top right) and choose  **Substitute For**.

Accepting (activating) an unplanned manager substitution

- The *Substitute For* dialogue box appears, displaying any available unplanned substitutions.



- Use the button to accept (activate) an unplanned substitution. A message briefly appears at the bottom of the page to confirm you are now receiving tasks for the selected manager.



- Click [Done](#) to return to the *My Inbox* page.

- Click the  UCT crest to return to the *Home* page.

Stopping (deactivating) an unplanned manager substitution

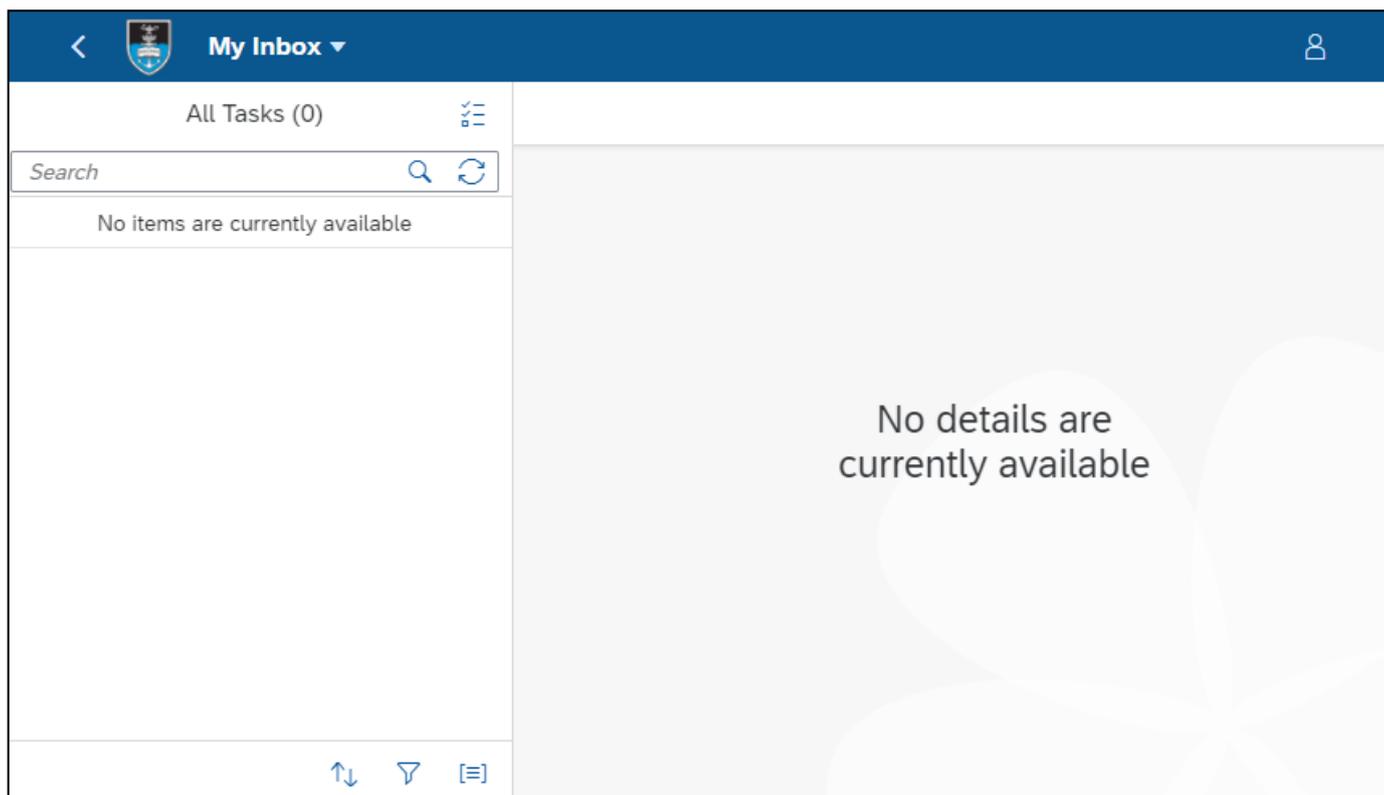
Background

An unplanned manager substitution can be stopped (deactivated) until required again. This procedure is completed by the substitute manager.

If the unplanned manager substitution should be deleted, see: [Deleting a manager substitution](#).

Procedure

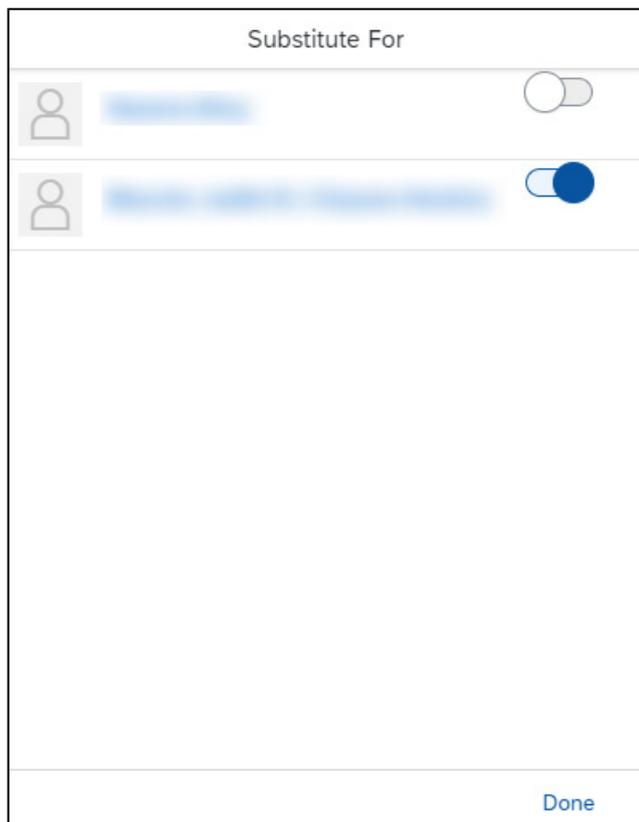
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



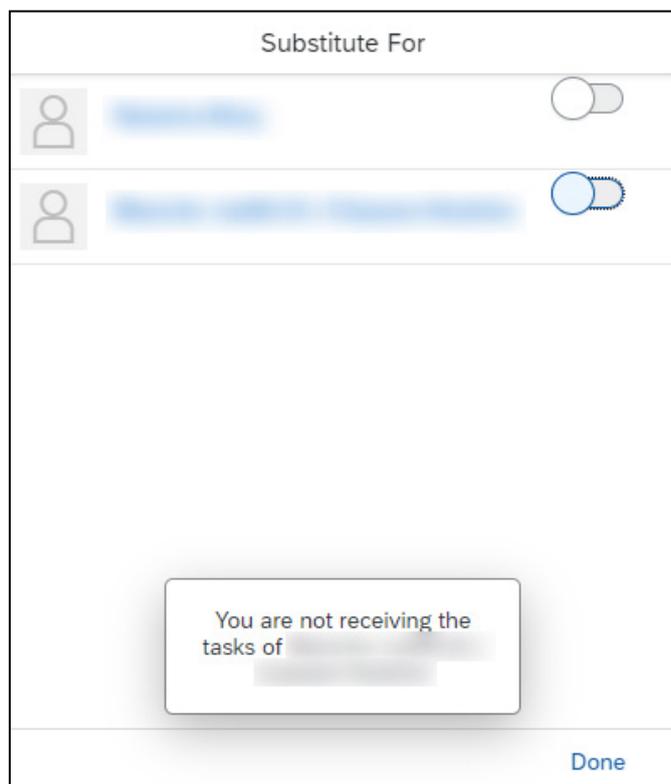
- Click  (top right) and choose  *Substitute For* .

Stopping (deactivating) an unplanned manager substitution

3. The *Substitute For* dialogue box appears.



- Use the button to stop (deactivate) an unplanned substitution. A message briefly appears at the bottom of the page to confirm you are not receiving tasks for the selected manager. Any pending leave requests will be removed from the substitute manager's inbox.



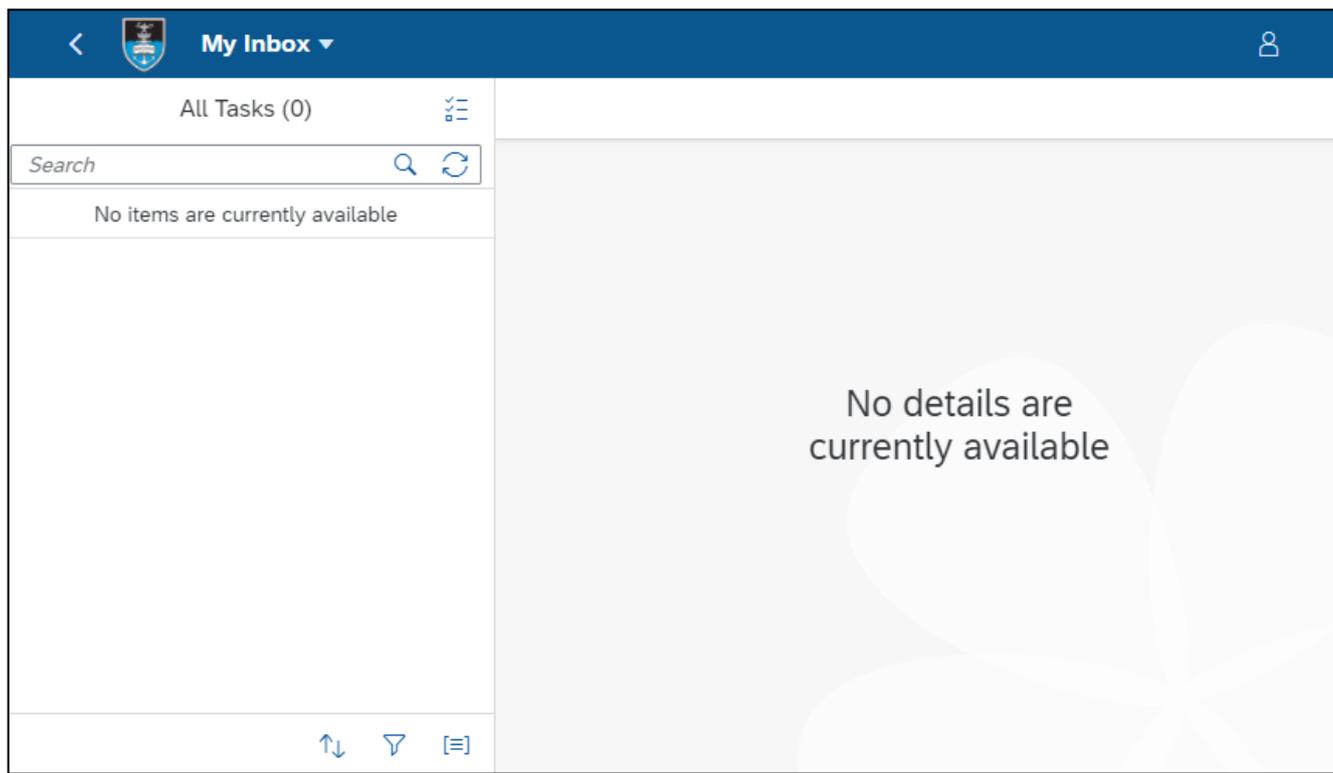
- Click [Done](#) to return to the *My Inbox* page.

- Click the  UCT crest to return to the *Home* page.

Reviewing all manager substitutions

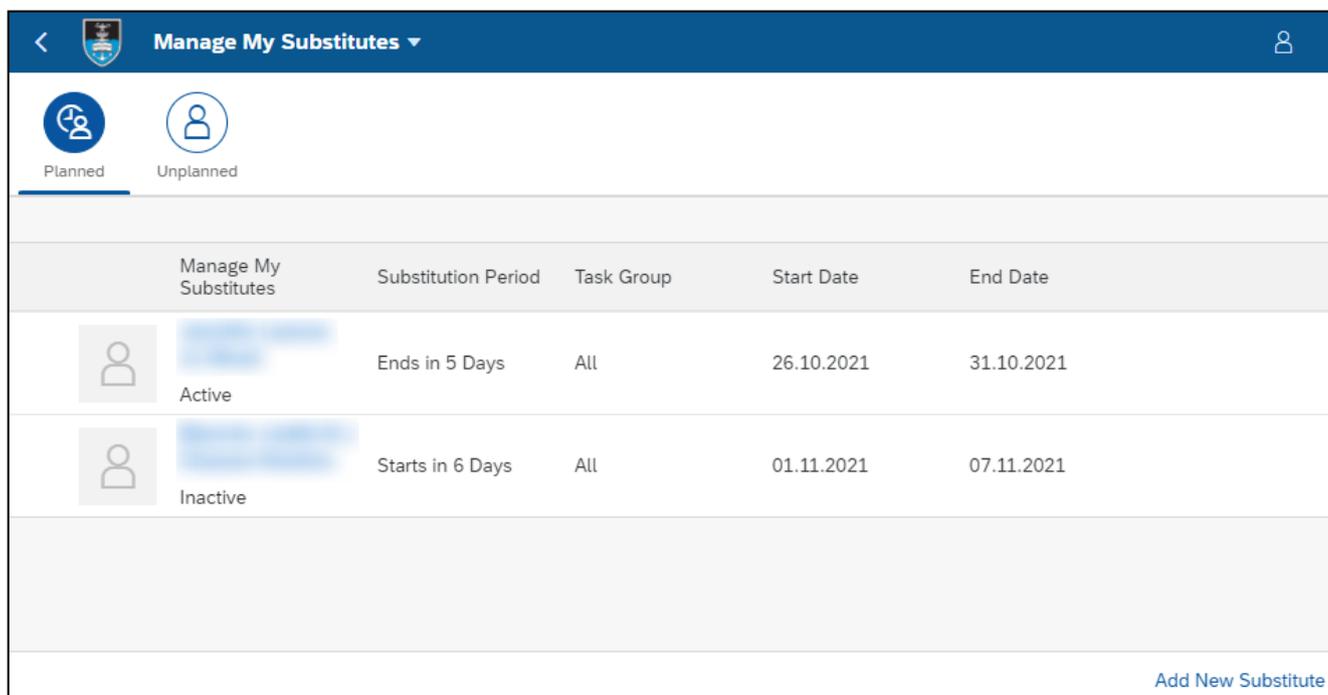
Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



- Click  (top right) and choose  **Manage My Substitutes**.

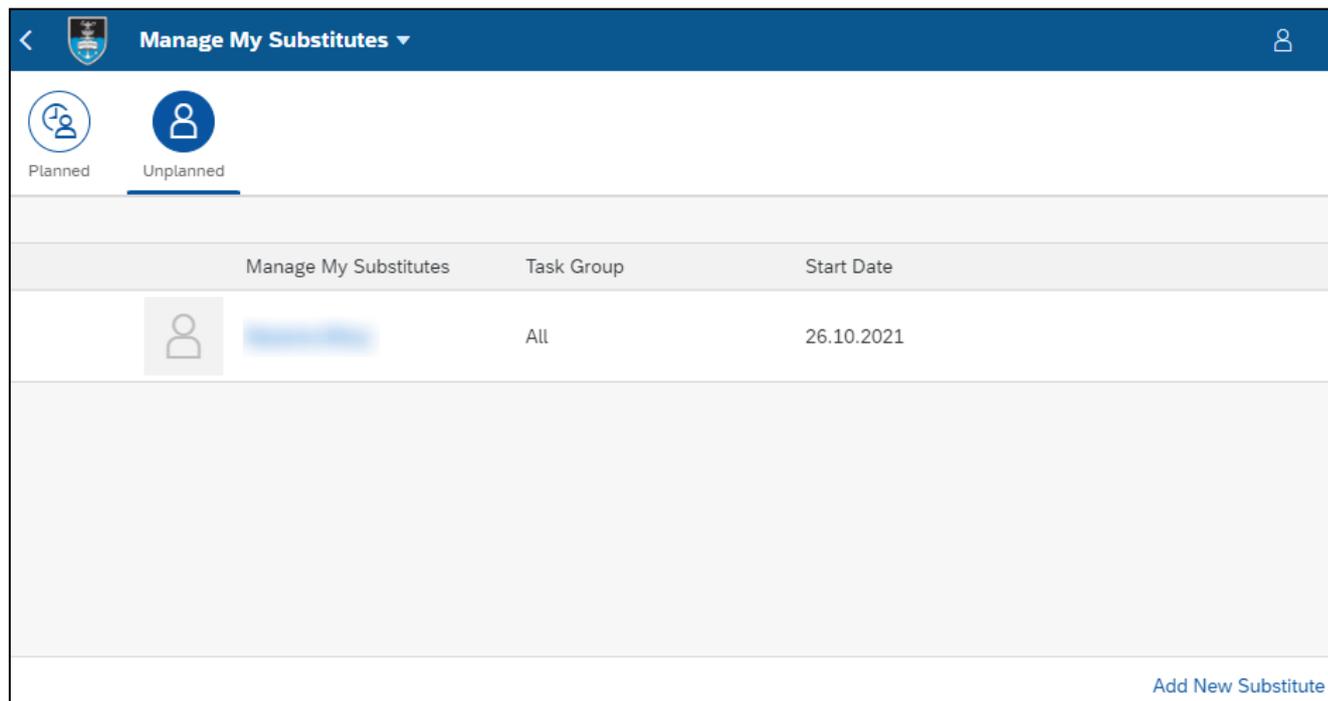
3. The *Manage My Substitutes* page appears, displaying any *Planned* substitutions you've added.



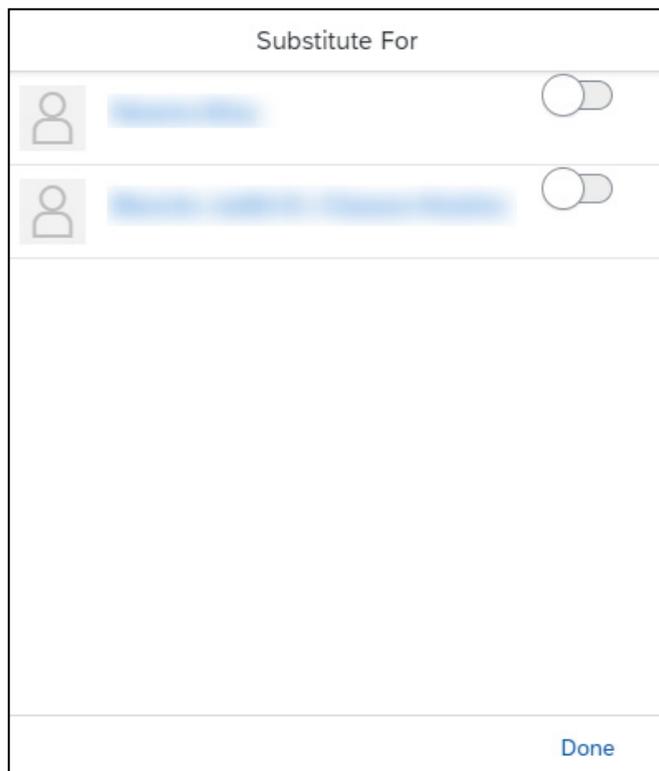
- Click **Unplanned** to display any unplanned substitutions you've added.

Reviewing all manager substitutions

- Unplanned substitutions are displayed.



- To see who has created an unplanned substitution to you, click  (top right) and choose  **Substitute For**.
4. The *Substitute For* dialogue box appears, displaying any unplanned substitutions you can accept (activate).
Note: It is not possible to display any planned substitutions set to you by other managers, the leave requests will automatically appear in your inbox during the substitution period.



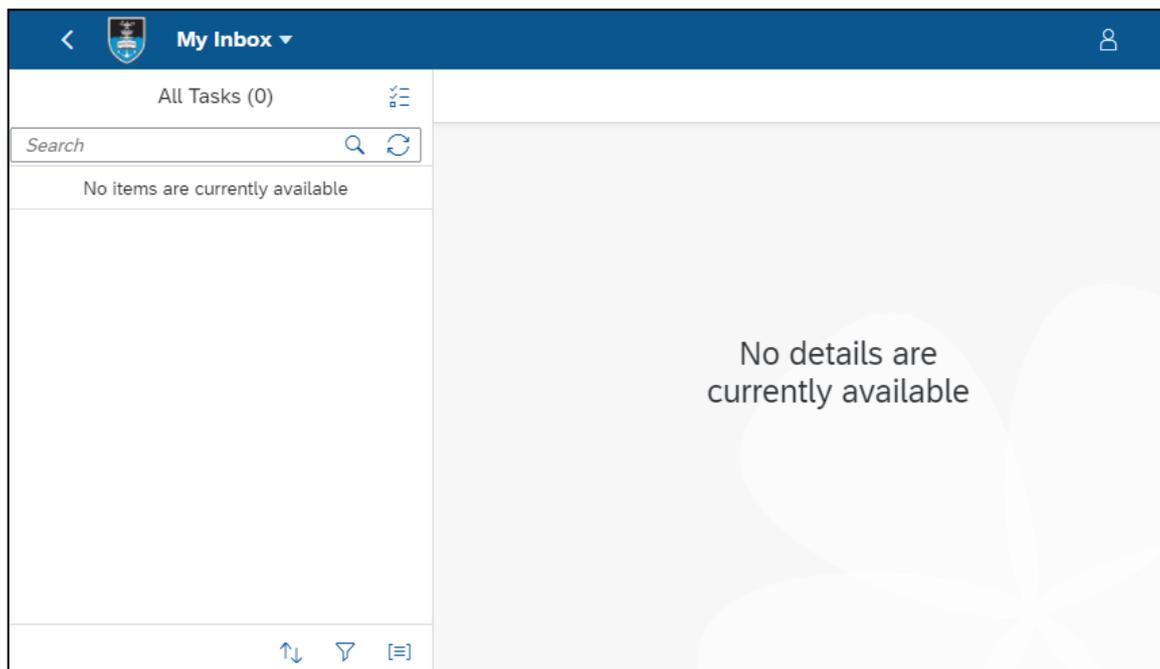
- Click **Done** to return to the *Manage My Substitutes* page.

- Click the  UCT crest to return to the *Home* page.

Deleting a manager substitution

Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.

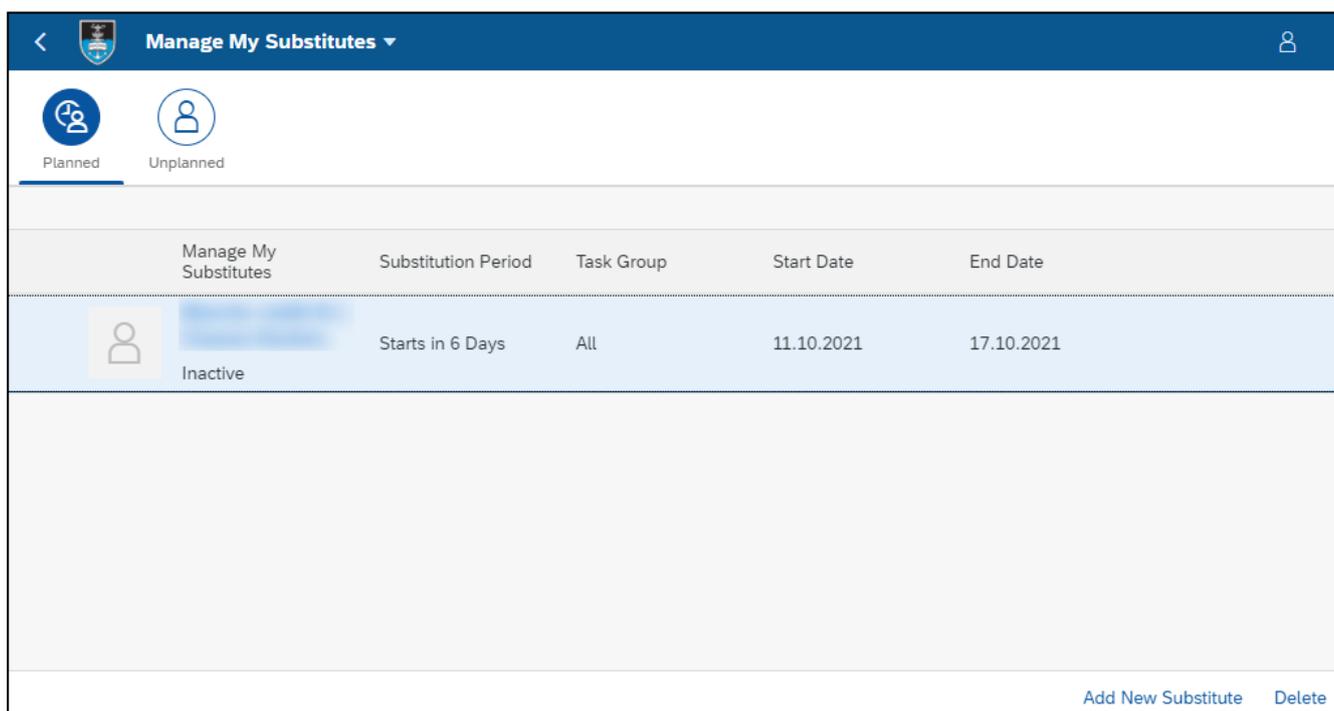


- Click  (top right) and choose  **Manage My Substitutes**.

3. The *Manage My Substitutes* page appears, displaying any *Planned* substitutions.



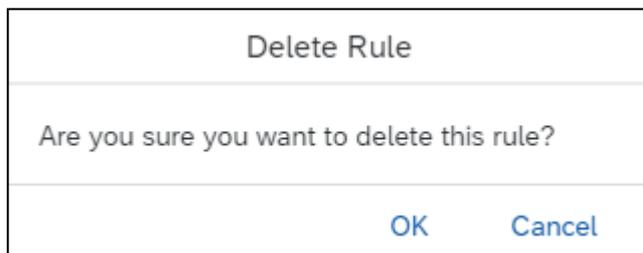
- If deleting an unplanned substitution, click **Unplanned**.
- Select the substitution line to delete.



- Click **Delete**.

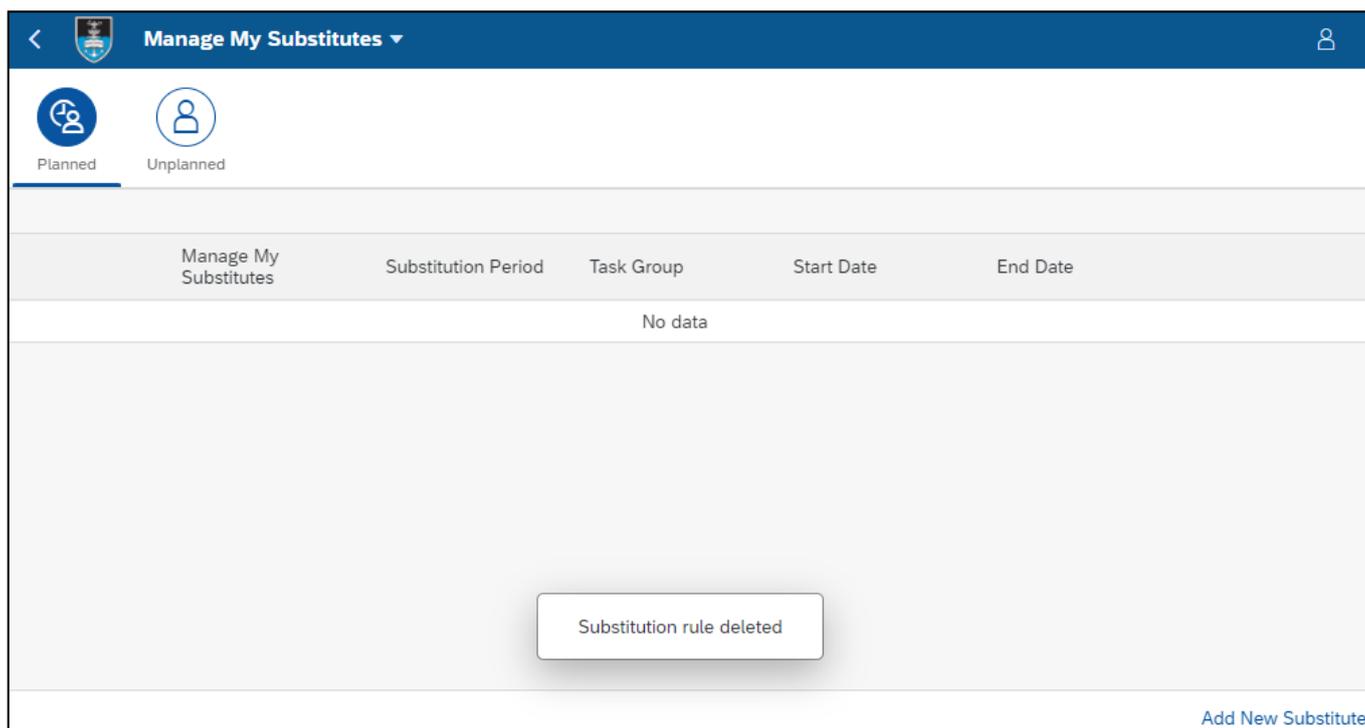
Deleting a manager substitution

4. The *Delete Rule* dialogue box appears.



– Click **OK**.

5. The *Manage My Substitutes* page reappears. A message briefly appears at the bottom of the page to confirm the substitution rule was deleted.



– Click the  UCT crest to return to the *Home* page.