UNIVERSITY OF CAPE TOWN
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HR Employee Self-Service (ESS) quick reference guide for managers

Logging in

1. In any web browser, open https://sapfiori.uct.ac.za.
2. The *Sign In to your account* page appears.
- Enter your UCT staff number followed by @wf.uct.ac.za.
- Click Next.
3. The *Enter password* page appears.
- Enter your network password.
- Click Sign in.
- Verify your login either via Microsoft Authenticator or code sent via SMS to your phone.
4. The *Home* page appears.

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

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
- Select the *Approval of Working Times* task on the left.
- Click Open Task.
3. The *Approve Timesheet* page appears in a new browser tab.
- The hours for approval are grouped by employee with the type of hours shown in the *Assignment* column. Paid-on-claim hours will show as *No assignment*.
- If applicable, click *Comments* 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.

Approving hours

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

Rejecting hours

- Click Reject.
- The *Reject* dialogue box appears.
- 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 Reject.
- A message at the bottom of the page confirms that the time entries were successfully rejected.

Reviewing and processing a leave request

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
- Select the leave request on the left.
- Review the leave request details on the right.
- If there are attachments, click the blue hyperlinked text to open and view an attachment.
- Click Approve or Reject.
3. The *Submit Decision* dialogue box appears.
- If applicable, enter a note in the *Decision Note* field.
- Click Submit.

Creating a leave request on behalf of a team member

1. In the *Employee Services* tab/section, click *My Leave Requests*.
2. The *My Leave Request* page appears, displaying your leave information.
- Click *Act on behalf of another employee* (bottom right).
3. The *Select Employee* dialogue box appears.
- Select a team member.
4. The *My Leave Request* page reappears. The orange line at the top of the page confirms which team member you are acting on behalf of.
- View leave balances and create/change/delete leave requests using the HR ESS quick reference guide.
- When finished working with the team member's leave, click *Act as Yourself* (bottom right).

Visit the HR website for Frequently Asked Questions and a detailed Employee Self-Service instruction guide for managers.

Adding a planned manager substitution

Any pending leave requests in the *Inbox* will move to the selected manager on the start date. All leave requests submitted during the substitution period will go to the selected manager and will not appear in your *Inbox*.

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Manage My Substitutes.
3. The *Manage My Substitutes* page appears.
   - Ensure the *Planned* tab is selected.
   - Click Add New Substitute (bottom right).
4. The *Manage My Substitutes* dialogue box appears.
   - Enter the manager's name/s in the *Search* field.
   - Click *Search* to display a list of staff members.
   - Select the manager from the list by clicking their line.
5. The *Choose Task Group* dialogue box appears.
   - Select *All*.
6. The *Choose Substitution Period* dialogue box appears.
   - Select the substitution start date on the calendar.
   - If applicable, select the substitution end date. If no end date selected, the substitution will be ongoing.
   - Click Save.
7. The *Manage My Substitutes* page reappears, displaying the new substitution.

Reviewing all manager substitutions

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Manage My Substitutes.
3. The *Manage My Substitutes* page appears, displaying any *Planned* substitutions you've added.
   - Select the *Unplanned* tab to view any unplanned substitutions you've added.
   - To see who has added an unplanned substitution to you, click (top right) and choose Substitute For. Click Done to return to the *Manage My Substitutes* page.

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.

Adding an unplanned manager substitution

Unplanned manager substitutions can be set up ahead of time so the substitute manager can activate the substitution during your unexpected absence.

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Manage My Substitutes.
3. The *Manage My Substitutes* page appears.
   - Select the *Unplanned* tab.
   - Click Add New Substitute (bottom right).
4. The *Manage My Substitutes* dialogue box appears.
   - Enter the manager's name/s in the *Search* field.
   - Click *Search* to display a list of staff members.
   - Select the manager from the list by clicking their line.
5. The *Choose Task Group* dialogue box appears.
   - Select *All*.
   - Click Save.
6. The *Manage My Substitutes* page reappears, displaying the new substitution.

Note: A planned substitution to the same manager will be deleted and replaced by the new unplanned substitution. The planned substitution can be recreated but the dates will determine which one is active or deleted.

Accepting (activating) an unplanned manager substitution

The substituted manager must accept (activate) an unplanned substitution to make it active. All leave requests will appear in both managers' inboxes.

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Substitute For.
3. The *Substitute For* dialogue box appears, displaying any available unplanned substitutions.
   - Use the button to accept (activate) an unplanned substitution.
   - Click Done.

Deleting a manager substitution

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Manage My Substitutes.
3. The *Manage My Substitutes* page appears.
   - Select the *Planned* or *Unplanned* tab depending on the substitution to be deleted.
   - Select the substitution line to delete.
   - Click Delete (bottom right).
4. The *Delete Rule* dialogue box appears.
   - Click OK.
5. The *Manage My Substitutes* page reappears.

Stopping (deactivating) an unplanned manager substitution

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

1. In the *Manager Services* tab/section, click *My Inbox*.
2. The *My Inbox* page appears.
   - Click (top right) and choose Substitute For.
3. The *Substitute For* dialogue box appears, displaying all available unplanned substitutions.
   - Use the button to stop (deactivate) an unplanned substitution.
   - Click Done.

Visit the HR website for [Frequently Asked Questions] and a [detailed Employee Self-Service instruction guide for managers].