



**UNIVERSITY OF CAPE TOWN**  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

# **UCT HR Employee Self-Service (ESS) guide**

**Issued by UCT Human Resources**  
**August 2024**

## Contents: UCT HR Employee Self-Service (ESS) guide

Logging in to UCT HR Employee Self-Service (ESS)	3
Changing permanent residence address	6
Changing emergency contact	8
Creating a new family member record	10
Changing a family member record	12
Deleting a family member record	14
Creating or changing private email address	16
Creating, changing or deleting cell phone number	18
Using the team calendar	20
Viewing leave balances	23
Creating a leave request	25
Creating a leave request: Viewing the leave overlap calendar	30
Creating a leave request: Adding an attachment	32
Viewing, changing or deleting leave requests	33
Applying for PASS overtime and standby hours	35
Viewing a paystub (payslip)	38
Viewing an IRP5 tax certificate	42
HR Employee Self-Service error and warning messages	43

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

## Background

UCT HR Employee Self-Service (ESS) provides UCT staff members with access to leave, payslips, IRP5 tax certificates and some personal details. Ad hoc staff, paid-on-claim staff or those paid by a temp agency will unfortunately not have access to the service due to the temporary nature of their role.

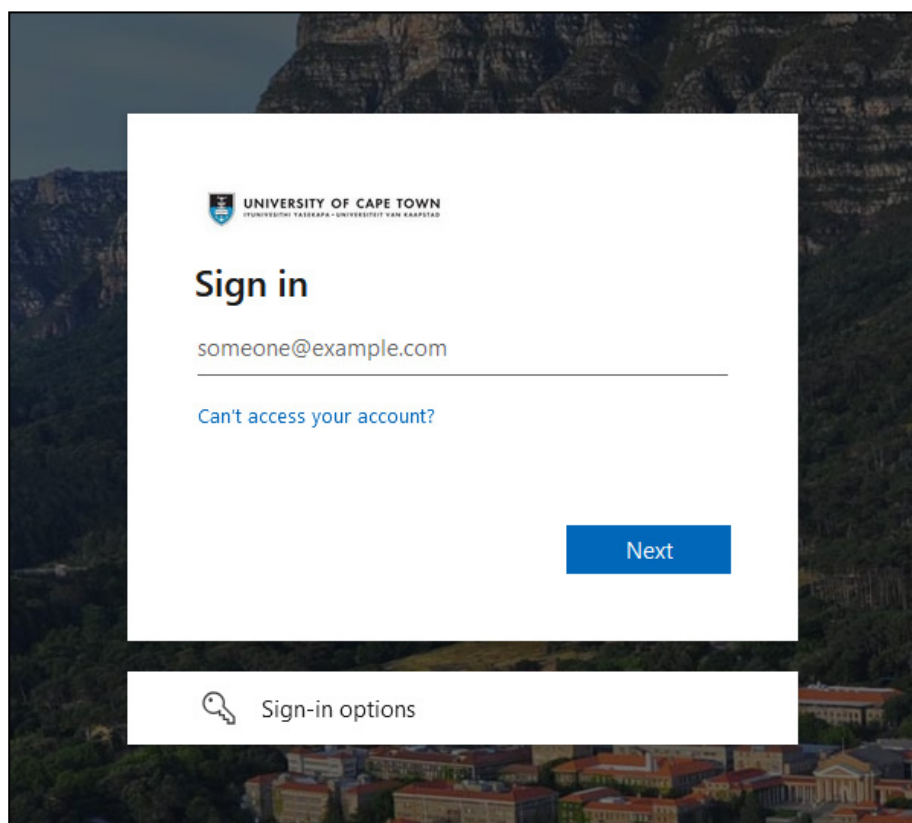
## Support

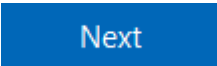
The [HR Employee Self-Service](#) page on the HR website contains instruction guides, Frequently Asked Questions and demonstration videos.

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 (e.g. about the content of your payslip), please contact the [HR Administrator for your area](#).

## Procedure

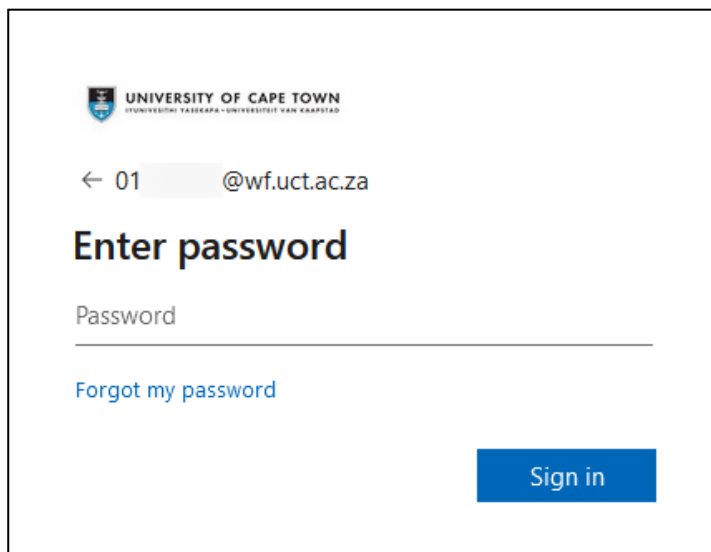
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to HR Employee Self-Service via <https://sapfiori.uct.ac.za>.  
**Note:** You can also access HR Employee Self-Service via the HR website by clicking *HR Employee Self-Service* at the top of the page.
3. If not already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

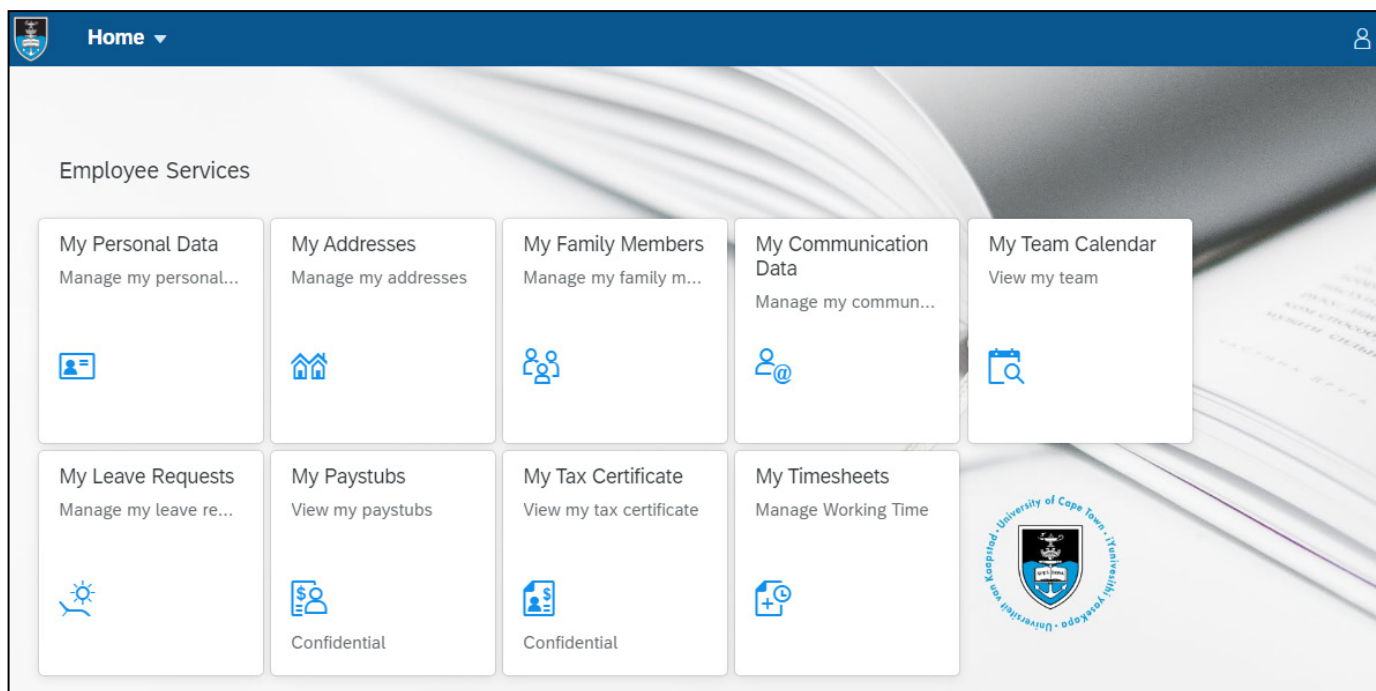
## Logging in to UCT HR Employee Self-Service (ESS)

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.



If you want to..	then..
view your personal information (e.g. names, date of birth, country of birth, gender, ID number, nationality, marital status)	Click <i>My Personal Data</i> . <b>Note:</b> To change any of the personal data on this page, please complete the <a href="#">HR101 (Personal Details) form</a> and submit to UCT Human Resources.

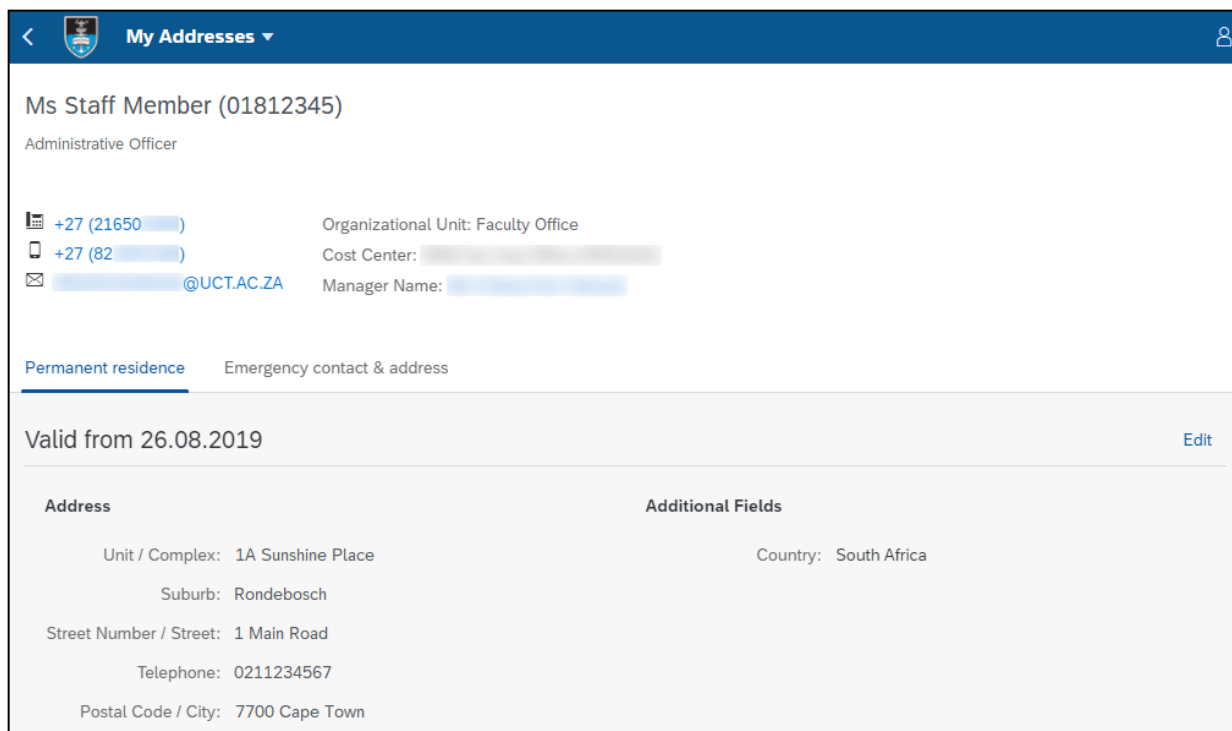
## Logging in to UCT HR Employee Self-Service (ESS)

If you want to..	then..
change your permanent residence address or emergency contact	Click <i>My Addresses</i> . See: <a href="#">Changing permanent residence address</a> <a href="#">Changing emergency contact</a>
create, change or delete family member information	Click <i>My Family Members</i> . See: <a href="#">Creating a new family member record</a> <a href="#">Changing a family member record</a> <a href="#">Deleting a family member record</a>
create or change your private email address or cell phone number	Click <i>My Communication Data</i> . See: <a href="#">Creating or changing private email address</a> <a href="#">Creating, changing or deleting cell phone number</a>
view your team's pending and approved leave requests	Click <i>My Team Calendar</i> . See: <a href="#">Using the team calendar</a> .
view your leave balances, create a leave request, view pending or approved leave requests or change an existing leave request	Click <i>My Leave Requests</i> . See: <a href="#">Viewing leave balances</a> <a href="#">Creating a leave request</a> <a href="#">Viewing, changing or deleting leave requests</a>
apply for PASS overtime and standby hours	Click <i>My Timesheets</i> . See: <a href="#">Applying for PASS overtime and standby hours</a>
view a paystub (payslip)	Click <i>My Paystubs</i> . See: <a href="#">Viewing a paystub (payslip)</a>
view an IRP5 tax certificate	Click <i>My Tax Certificate</i> . See: <a href="#">Viewing an IRP5 tax certificate</a>

# Changing permanent residence address

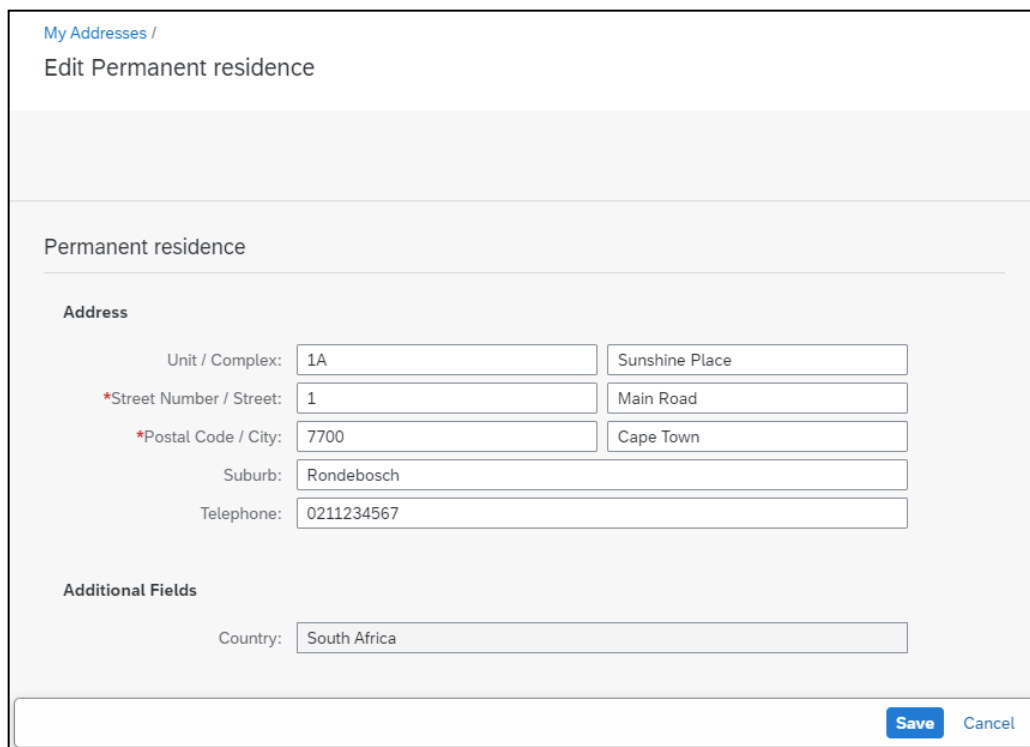
## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Addresses*.
2. The *My Addresses* page appears, displaying the *Permanent residence* address.



- To change the *Permanent residence* address, click [Edit](#).

3. The *Edit Permanent residence* page appears.




- Change the appropriate fields. The *Street*, *Postal Code* and *City* fields must be completed.
- If entering a *Telephone* number, it must be 10 digits.
- Click [Save](#).

## Changing permanent residence address

- The *My Addresses* page reappears, displaying the changed permanent residence address. A message at the bottom of the page indicates that the record was saved.

Permanent residence	Emergency contact & address
Valid from Today	
<b>Address</b>	<b>Additional Fields</b>
Unit / Complex: 3B Sunshine Place	Country: South Africa
Suburb: Rondebosch	
Street Number / Street: 1 Main Road	
Telephone: 0211234567	
Postal Code / City: 7700 Cape Town	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Record saved</div>	

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

# Changing emergency contact

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Addresses*.
2. The *My Addresses* page appears, displaying the *Permanent residence* address.

**My Addresses**

Ms Staff Member (01812345)  
Administrative Officer

+27 (21650 )      Organizational Unit: Faculty Office  
+27 (82 )      Cost Center:   
@UCT.AC.ZA      Manager Name:

Permanent residence    Emergency contact & address

Valid from 26.08.2019 Edit

Address	Additional Fields
Unit / Complex: 1A Sunshine Place	Country: South Africa
Suburb: Rondebosch	
Street Number / Street: 1 Main Road	
Telephone: 0211234567	
Postal Code / City: 7700 Cape Town	

– Click **Emergency contact & address** .

3. The *Emergency contact & address* section appears.

Permanent residence    Emergency contact & address

Valid from 01.02.2018 Edit

Address	Additional Fields
c/o: Ms Emergency Contact	Relationship: Mother
Unit / Complex:	Country: South Africa
Suburb: Rondebosch	
Street Number / Street: 3 Main Road	
Telephone: 0711234567	
Postal Code / City: 7700 Cape Town	

– To change the emergency contact information, click **Edit** .




## Changing emergency contact

4. The *Edit Emergency contact & address* page appears.

– Change the appropriate fields. The *c/o* (care of), *Street*, *Postal Code*, *City*, *Suburb* and *Telephone* fields must be completed. The *Telephone* number must be 10 digits.

– Click .

5. The *My Addresses* page reappears, displaying the changed emergency contact information. A message at the bottom of the page indicates that the record was saved.

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

## Creating a new family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

My Family Members

Head: Administrative Office

+27 (21650 )  
+27 (72 )  
@UCT.AC.ZA

Organizational Unit:  
Cost Center:  
Manager Name:

Spouse Divorced spouse Domestic Partner Child of Domestic Partner Child Stepchild

Valid from 01.08.2010 [Edit](#) [Delete](#)

Name	Birth Data
Last name: Spouse First name: Ayanda	Date of Birth: 01.01.1985 Gender: Female

- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
  - Click [Create](#).
- Note:** This option is only available if there is no existing record or multiple records are allowed for the type of family member.

## Creating a new family member record

3. The *New* page appears for the selected type of family member.


The screenshot shows a web interface for 'My Family Members'. The breadcrumb trail is 'My Family Members / New Child'. The form is titled 'Type' and contains a 'Record Type' dropdown menu set to 'Child'. Below this is a section titled 'Child' with a 'Name' sub-section containing two text input fields: '\*Last name:' and '\*First name:'. The 'Birth Data' sub-section contains two fields: '\*Date of Birth:' with a calendar icon and the placeholder 'Enter Date', and '\*Gender:' with a dropdown menu set to 'Unknown'. At the bottom right of the form are 'Save' and 'Cancel' buttons.

- Complete all the *Last name, First name, Date of Birth* and *Gender* fields.

- Click .

4. The selected family member page reappears, displaying the new family member details. A message at the bottom of the page indicates that the record was saved.

The screenshot shows the 'My Family Members' page with the 'Child' tab selected. The breadcrumb trail is 'Valid from Today'. The details for the child are displayed in two columns: 'Name' (Last name: Child, First name: First) and 'Birth Data' (Date of Birth: 19.05.2021, Gender: Female). At the bottom center, a white box contains the message 'Record saved'. 'Edit' and 'Delete' links are visible in the top right corner.

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

## Changing a family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

My Family Members

Head: Administrative Office

+27 (21650 ) Organizational Unit: [redacted]  
 +27 (72 ) Cost Center: [redacted]  
 @UCT.AC.ZA Manager Name: [redacted]

Spouse Divorced spouse Domestic Partner Child of Domestic Partner Child Stepchild

Valid from 01.08.2010 [Edit](#) [Delete](#)

Name	Birth Data
Last name: Spouse	Date of Birth: 01.01.1985
First name: Ayanda	Gender: Female

- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
- Click [Edit](#).

## Changing a family member record

3. The *Edit* page appears for the selected type of family member.


The screenshot shows the 'My Family Members' interface. At the top, there is a navigation bar with a back arrow, the UCT crest, and the text 'My Family Members'. Below this, the breadcrumb 'My Family Members / Edit Child' is visible. The main content area is titled 'Child' and contains two sections: 'Name' and 'Birth Data'. Under 'Name', there are two text input fields: '\*Last name:' with the value 'Child' and '\*First name:' with the value 'First'. Under 'Birth Data', there is a date picker for '\*Date of Birth:' set to '19.05.2021' and a dropdown menu for '\*Gender:' set to 'Female'. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

- Change the appropriate fields.

- Click .

4. The selected family member page reappears, displaying the changed family member details. A message at the bottom of the page indicates that the record was saved.

The screenshot shows the 'My Family Members' interface with the 'Child' tab selected. At the top, there are tabs for 'Spouse', 'Divorced spouse', 'Domestic Partner', 'Child of Domestic Partner', 'Child', and 'Stepchild'. Below the tabs, the text 'Valid from Today' is displayed, followed by 'Edit' and 'Delete' links. The main content area shows the details for the selected family member, organized into two columns: 'Name' and 'Birth Data'. Under 'Name', there are two text input fields: 'Last name: Child' and 'First name: First'. Under 'Birth Data', there are two text input fields: 'Date of Birth: 20.05.2021' and 'Gender: Female'. At the bottom center of the page, there is a white box with the text 'Record saved'.

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

## Deleting a family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

My Family Members

Head: Administrative Office

+27 (21650 ) Organizational Unit: [redacted]  
 +27 (72 ) Cost Center: [redacted]  
 @UCT.AC.ZA Manager Name: [redacted]

Spouse Divorced spouse Domestic Partner Child of Domestic Partner Child Stepchild

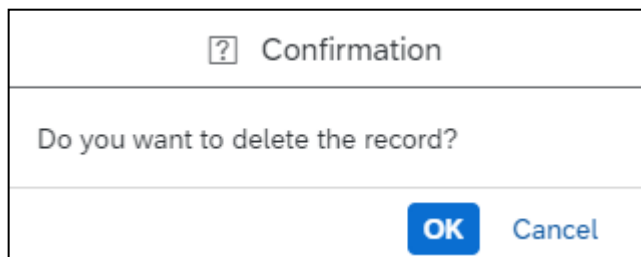
Valid from 01.08.2010 [Edit](#) [Delete](#)

Name	Birth Data
Last name: Spouse	Date of Birth: 01.01.1985
First name: Ayanda	Gender: Female

- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
- Click [Delete](#).

## Deleting a family member record

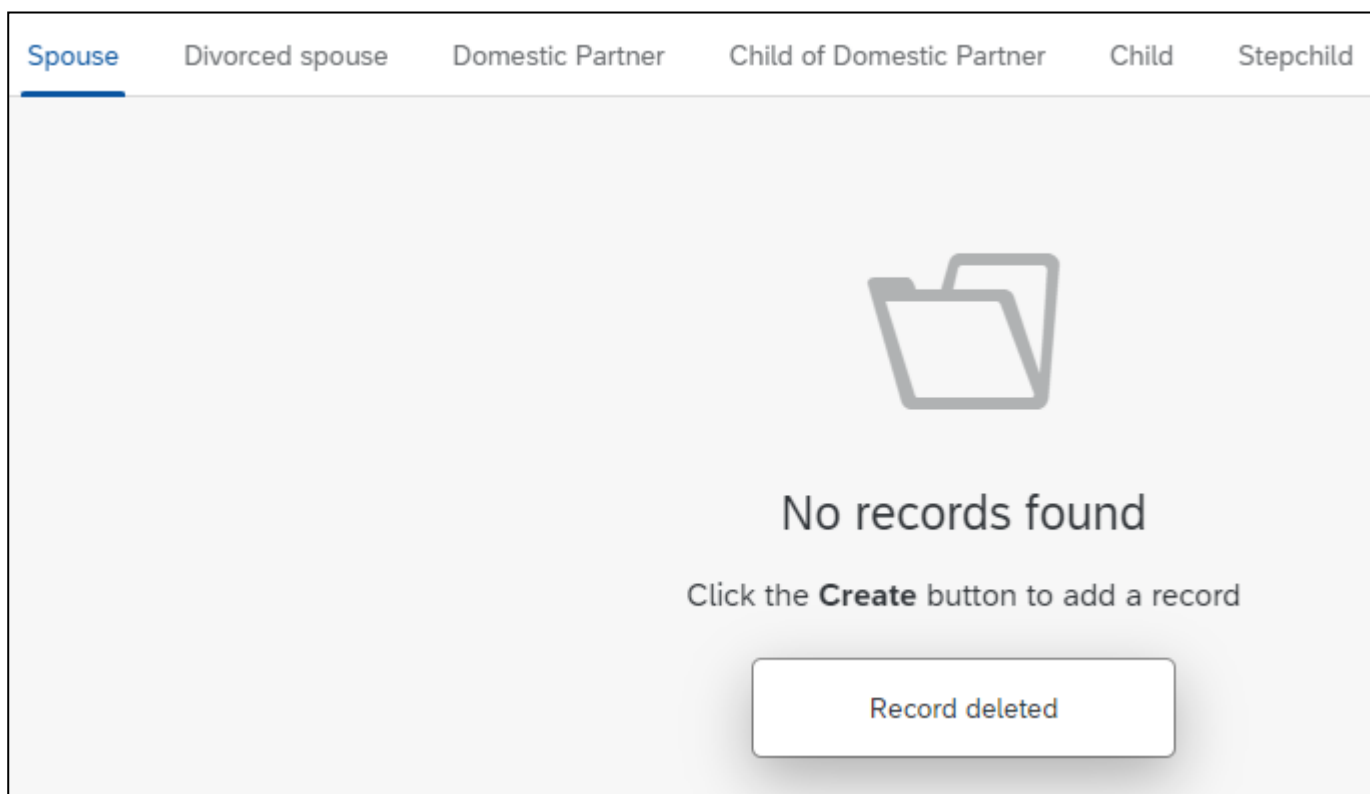
3. The *Confirmation* dialogue box appears.




A confirmation dialog box with a title bar containing a question mark icon and the text "Confirmation". The main area contains the question "Do you want to delete the record?". At the bottom right, there are two buttons: "OK" (highlighted in blue) and "Cancel".

- Click .

4. The selected family members page reappears. A message at the bottom of the page indicates that the record was deleted.



The screenshot shows a web interface for family members. At the top, there are navigation tabs: "Spouse" (underlined), "Divorced spouse", "Domestic Partner", "Child of Domestic Partner", "Child", and "Stepchild". The main content area is empty, featuring a large folder icon and the text "No records found". Below this, it says "Click the **Create** button to add a record". At the bottom center, there is a white button with the text "Record deleted".

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

## Creating or changing private email address

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Communication Data*.
2. The *My Communication Data* page appears, displaying *Private E-Mail Address* details. If there are no private email details recorded, the *No records found* message appears in place of the email details.  
**Note:** A private email address can't be deleted because if you leave UCT your last IRP5 tax certificate will be sent to this address.

The screenshot shows the 'My Communication Data' page. At the top, there is a navigation bar with a back arrow, the UCT logo, and the text 'My Communication Data'. Below this, the user's name is partially visible. The page displays the following information:

- Head: Administrative Office
- Phone numbers: +27 (21650 ) and +27 (82 )
- Organizational Unit: [Redacted]
- Cost Center: [Redacted]
- Manager Name: [Redacted]
- Email: [Redacted]@UCT.AC.ZA

There are two tabs: 'Private E-Mail Address' (which is selected) and 'Cell Phone'. Below the tabs, it says 'Valid from 01.03.2021' with an 'Edit' link. A section titled 'Communication Data' shows 'Private E-Mail Address: PERSON@GMAIL.COM'.

**Creating a new private email address** (see also: [Changing private email address](#) on the next page)

- To add a private email address for the first time, click **Create**.
- The *New Private E-Mail Address* page appears.

The screenshot shows the 'New Private E-Mail Address' form. The breadcrumb is 'My Communication Data / New Private E-Mail Address'. The form has the following fields:

- Type: [Redacted]
- Record Type: Private E-Mail Address (dropdown menu)
- Private E-Mail Address: [Redacted]
- Communication Data:
  - \*Private E-Mail Address: [Redacted]

At the bottom right, there are 'Save' and 'Cancel' buttons.

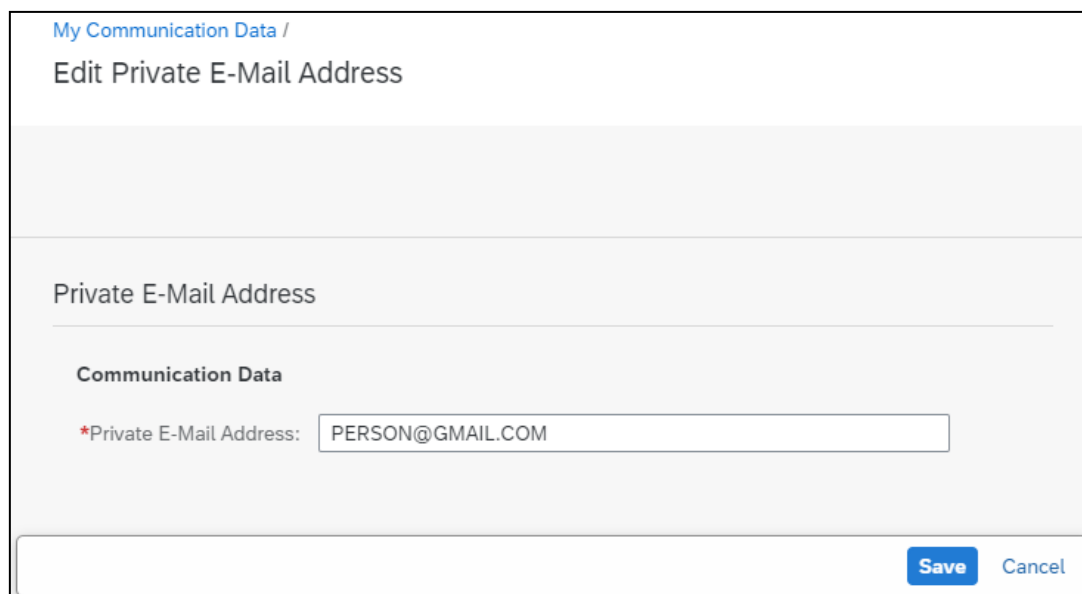
- Enter your *Private E-Mail Address*.
- Click **Save**.
- The *My Communication Data* page reappears, displaying the new private email address. A message at the bottom of the page confirms the record was saved.



## Creating or changing private email address

**Changing private email address** (see also: [Creating a new private email address](#) on the previous page)

- Click **Edit**.
- The *Edit Private E-Mail Address* page appears.




My Communication Data /  
Edit Private E-Mail Address

Private E-Mail Address

Communication Data

\*Private E-Mail Address: PERSON@GMAIL.COM

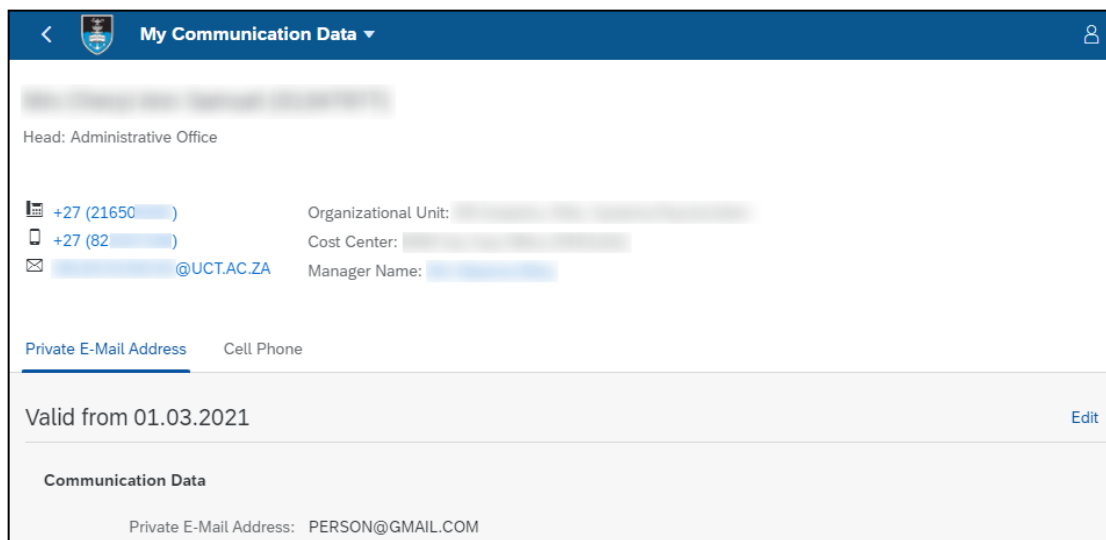
Save Cancel

- Change the *Private E-Mail Address*.
- Click **Save**.
- The *My Communication Data* page reappears, displaying the changed private email address. A message at the bottom of the page confirms the record was saved.
- Click the  UCT crest to return to the *Home* page.

# Creating, changing or deleting cell phone number

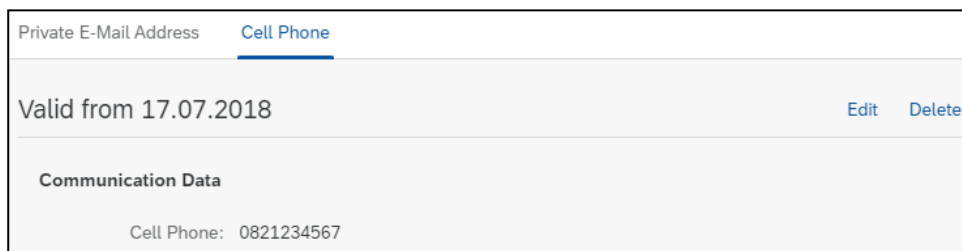
## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Communication Data*.
2. The *My Communication Data* page appears, displaying *Private E-Mail Address* details.



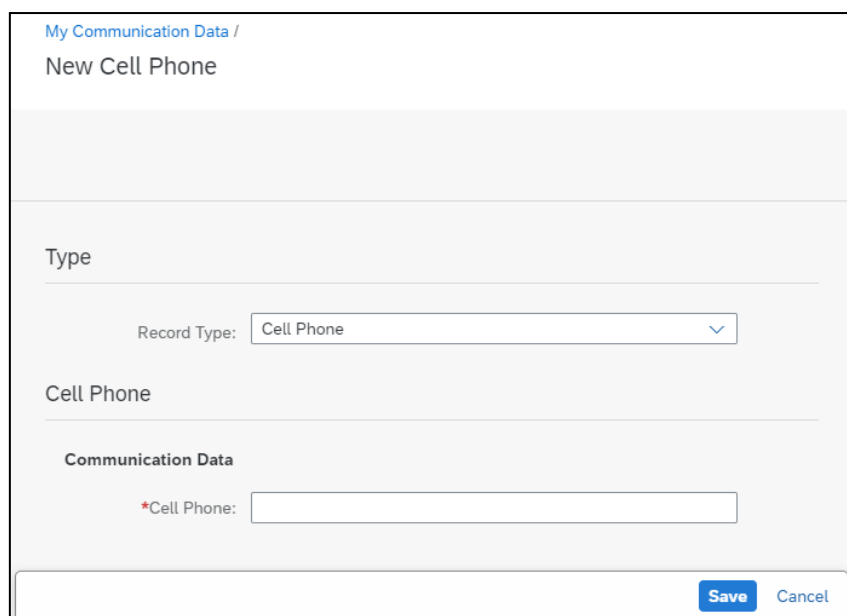
- Click **Cell Phone**.

3. The *Cell Phone* page appears, displaying *Cell Phone* details. If there is no cell phone number recorded, the *No records found* message appears in place of the cell phone details.




**Creating a cell phone number record** (see also: [Changing cell phone number](#), [Deleting cell phone number](#))

- Click **Create**.
- The *New Cell Phone* page appears.



## Creating, changing or deleting cell phone number

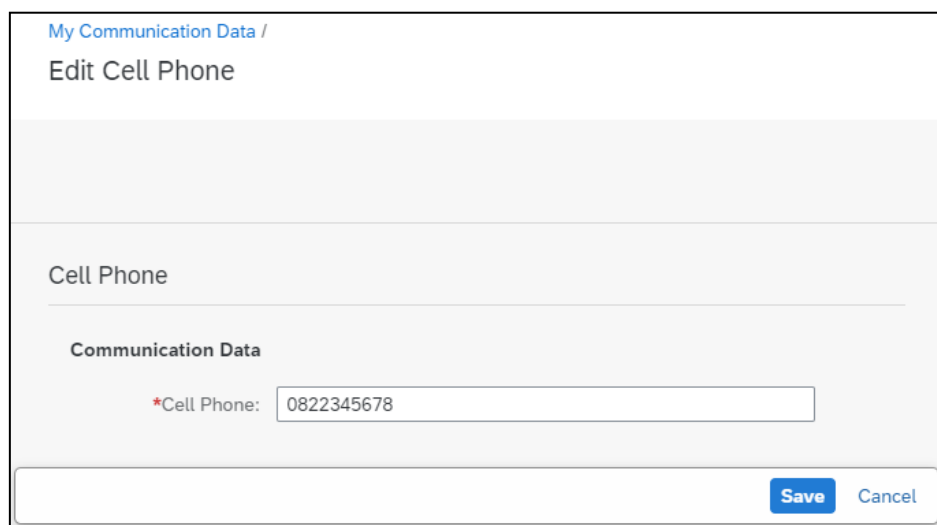
- Enter your *Cell Phone* number.
- Click .
- The *Cell Phone* page reappears, displaying the new cell phone number. A message at the bottom of the page confirms the record was saved.




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

### Changing cell phone number (see also: [Creating a cell phone number record](#), [Deleting a cell phone number](#))

- Click [Edit](#).
- The *Edit Cell Phone* page appears.



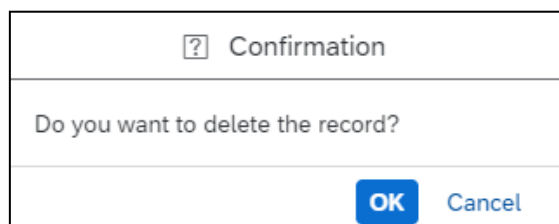
- Change the *Cell Phone* number.
- Click .
- The *Cell Phone* page reappears, displaying the changed cell phone number. A message at the bottom of the page confirms the record was saved.




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

### Deleting cell phone number (see also: [Creating a cell phone number record](#), [Changing cell phone number](#))

- Click [Delete](#).
- The *Confirmation* dialogue box appears.



- Click .
- The *Cell Phone* page reappears. A message at the bottom of the page indicates that the record was deleted.

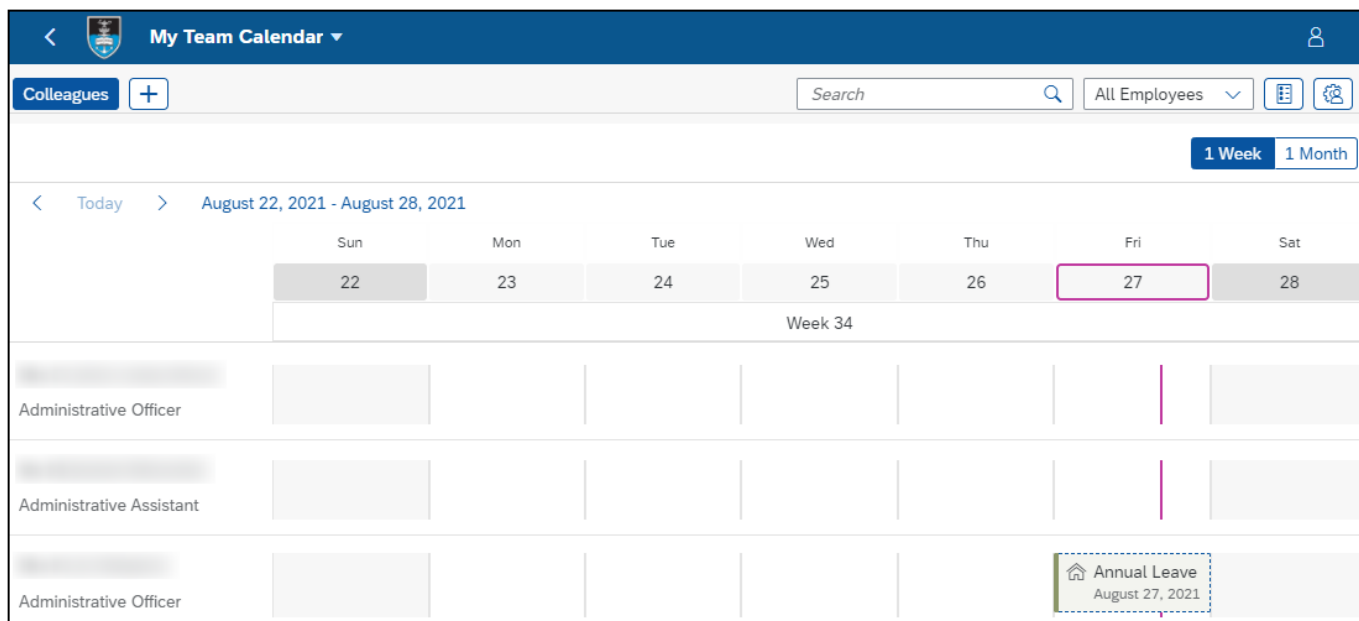


- Click the UCT crest to return to the *Home* page.

# Using the team calendar

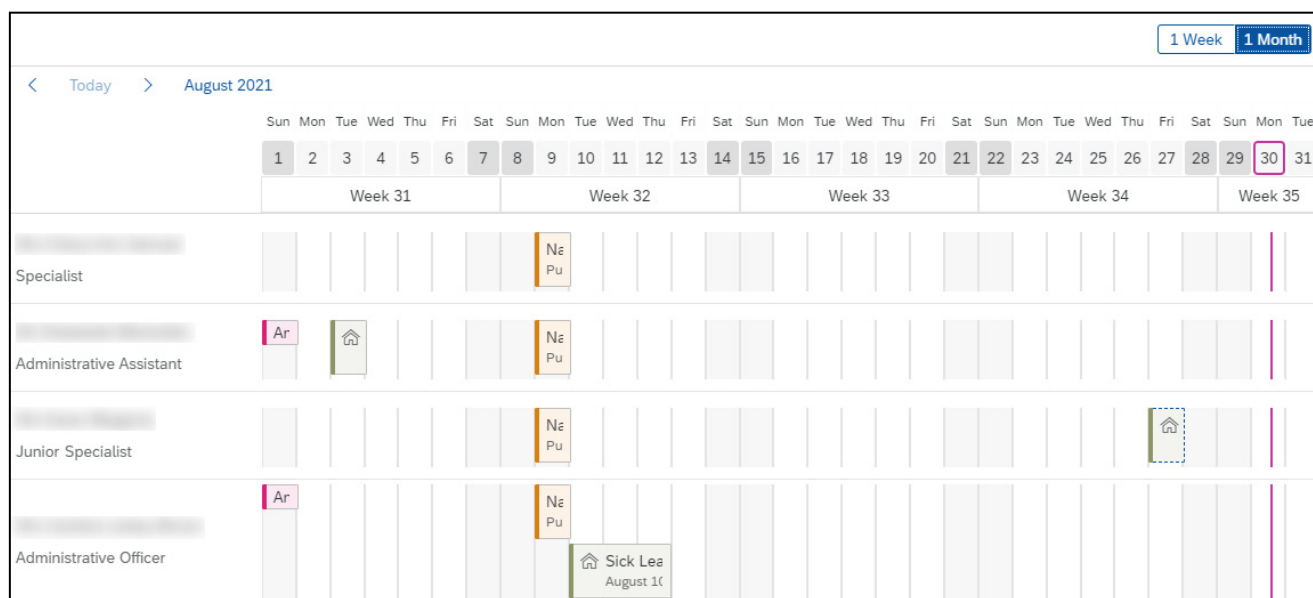
## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Team Calendar*.
2. The *My Team Calendar* page appears, displaying the current week for yourself and any colleagues.



– To change the displayed week, click [> Navigate forward](#) or [< Navigate backwards](#).

– Click [1 Month](#) to view the full month.



– Click [1 Week](#) to return to the week view. If applicable, click [> Navigate forward](#) to change the week shown.

## Using the team calendar

- Approved leave has a solid border line where unapproved leave has a dashed border. Click the leave to display further details. In the example below, the leave for October 25 has been approved while the leave for October 26 has been sent and not yet approved.


The screenshot shows a calendar interface for an Administrative Assistant. At the top, there are two event cards for 'Annual Leave' on October 25, 2021 (with a solid border) and October 26, 2021 (with a dashed border). Below, a detailed view for the October 25 event is shown. The 'Event Details' section includes the employee name, role, and event title. The 'Details' section lists: Leave Type: Annual Leave; Date: October 25, 2021; Status: Approved; and Category: Absence. A 'Close' button is at the bottom right.

- To search for a leave type (e.g. annual, sick) or any displayed text (e.g. employee name), enter the search term in the *Search* field and click *Search*.
  - Employees who don't match the search term are hidden.

The screenshot shows the search interface. At the top, there are tabs for 'Colleagues' and 'Direct Reports'. A search bar contains 'annual' with a search icon. To the right, a dropdown menu shows 'All Employees'. Below the search bar, a message states '4 employees hidden by search string 'annual''. The calendar view is set to '1 Week' and shows dates from August 8 to August 14, 2021. Two employees are visible: 'Junior Administrative Assis...' with a 'National Woman's Day' public holiday on August 9 and 'Annual Leave' from August 12-13; and 'Administrative Officer' with a 'National Woman's Day' public holiday on August 9 and 'Annual Leave' from August 10-13.

- When finished searching, click *Reset* to display the full list of employees.
- Click  to change the displayed employees based on leave status e.g. absent, available.
- Click *Show Legend* for an explanation of the colours used.

## Using the team calendar

- To hide one or more employees in the calendar, click  *Show Personalization*.
- The *Adjust Colleagues* dialogue box appears, listing all visible colleagues.

Adjust "Colleagues"

---


Colleagues + ↶




Name


**Visible**

Specialist	⊖ Hide
Junior Specialist	⊖ Hide
Administrative Assistant	⊖ Hide
Junior Administrative Assistant	⊖ Hide
Administrative Officer	⊖ Hide
Administrative Officer	⊖ Hide

OK Cancel

- Click  **Hide** in the appropriate line.
  - Click OK.
- If you are a manager, click Direct Reports to display the team members that report to you. Click Colleagues to return to the original display.

Colleagues	Direct Reports	+	Search	All Employees	1 Week	1 Month	
<span>&lt;</span> Today <span>&gt;</span> August 29, 2021 - September 4, 2021							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3	4
	Week 35						
Specialist							
Administrative Assistant		 FR Illness Family August 30, 2021					
Junior Specialist				 Annual Leave September 1, 2021 – September 3, 2021			
Administrative Officer		 Sick Leave - Full August 30, 2021					

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

## Viewing leave balances

### 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	<a href="#">Leave policy</a> (including annual, sick, parental and family responsibility leave) <a href="#">Study and examination leave</a> <a href="#">Leave FAQ</a> (Frequently Asked Questions)
Academic staff	<a href="#">Leave policy</a> (including sick, parental and family responsibility leave) <a href="#">Leave FAQ</a> (Frequently Asked Questions) <a href="#">Study &amp; research and contact leave</a>

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

The screenshot shows the 'My Leave Request' page with a table of entitlements. The table has the following data:

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	0 Days	19 Days	19 Days
	01.01.2021 – 31.12.2022	3,15 Days	4,17 Days	7,92 Days
Accumulative Annual Leave	01.03.2008 – 31.12.9999	12,75 Days	80 Days	92,75 Days
Sick Leave	01.03.2020 – 28.02.2026	89 Days	1 Day	90 Days
Sick Leave Half Pay	01.03.2020 – 28.02.2026	90 Days	0 Days	90 Days

Below the table, there is a 'More' link with '[ 5 / 7 ]' indicating more items are available. At the bottom right of the screenshot, there is a 'Create Request' button.

- The *Entitlement* section shows your current leave information per leave type.
- Click **More** to view any additional leave types e.g. family responsibility, study & exam leave.

Family Responsibility	01.08.2020 – 31.07.2021	5 Days	0 Days	5 Days
Study & Exam Leave	01.08.2020 – 31.07.2021	1 Day	0 Days	12 Days

## Viewing leave balances

Leave Type	Validity	Available	Used	Entitlement
<b>Compulsory Annual Leave</b>	01.01.2020 – 31.12.2021	0 Days	19 Days	19 Days
	01.01.2021 – 31.12.2022	3,15 Days	4,17 Days	7,92 Days
<b>Accumulative Annual Leave</b>	01.03.2008 – 31.12.9999	12,75 Days	80 Days	92,75 Days
<b>Sick Leave</b>	01.03.2020 – 28.02.2026	89 Days	1 Day	90 Days
<b>Sick Leave Half Pay</b>	01.03.2020 – 28.02.2026	90 Days	0 Days	90 Days

Column name	Description
<i>Leave Type</i>	Type of leave e.g. compulsory annual leave, sick leave, family responsibility.
<i>Validity</i>	Period during which the leave is valid. Annual leave will be lost if not used by the end date.
<i>Available</i>	Current number of leave days available (leave balance) to use for each leave type.
<i>Used</i>	Current number of days taken for each leave type.
<i>Entitlement</i>	Current accrued leave days for each leave type.

### Notes:

- Leave accrues on the last day of the month.
- PASS staff members will see two lines for compulsory annual leave when the previous year's compulsory annual leave is still valid in the current year. If the days have already been taken, the *Available* column will show 0 Days.
- PASS staff should add any compulsory or accumulative annual leave balances to calculate the total available annual leave balance (e.g.  $0 + 3.15 + 12.75 = 15.9$  days available).
- Study & research leave balances are reflected in days and can be converted to months by dividing the available balance by 30.42.

Leave Type	Validity	Available	Used	Entitlement
<b>Sick Leave Half Pay</b>	15.03.2020 – 14.03.2026	0 Days	0 Days	0 Days
<b>Study &amp; Research Leave</b>	15.03.2020 – 31.12.9999	73,76 Days	0 Days	73,76 Days
<b>Sick Leave</b>	15.03.2020 – 14.03.2026	60 Days	0 Days	60 Days
<b>Family Responsibility</b>	15.03.2021 – 14.03.2022	5 Days	0 Days	5 Days



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



# Creating 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	<a href="#">Leave policy</a> (including annual, sick, parental and family responsibility leave) <a href="#">Study and examination leave</a> <a href="#">Leave FAQ</a> (Frequently Asked Questions)
Academic staff	<a href="#">Leave policy</a> (including sick, parental and family responsibility leave) <a href="#">Leave FAQ</a> (Frequently Asked Questions) <a href="#">Study &amp; research and contact leave</a>


## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

The screenshot shows the 'My Leave Request' page. At the top, there is a navigation bar with a back arrow, the UCT logo, and the text 'My Leave Request'. Below this, there is a section for 'Entitlement' with a dropdown arrow. Underneath, it says 'Items (7)' and 'Show From 28.06.2021'. The main content is a table with the following data:

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	0 Days	19 Days	19 Days
	01.01.2021 – 31.12.2022	3,15 Days	4,17 Days	7,92 Days
Accumulative Annual Leave	01.03.2008 – 31.12.9999	12,75 Days	80 Days	92,75 Days
Sick Leave	01.03.2020 – 28.02.2026	89 Days	1 Day	90 Days
Sick Leave Half Pay	01.03.2020 – 28.02.2026	90 Days	0 Days	90 Days

Below the table, there is a 'More [5 / 7]' link. At the bottom of the page, there is a 'Request Overview' section and a prominent blue 'Create Request' button.

- The *Entitlement* section displays your current leave balances in the *Available* column. See: [Viewing your leave balances](#).
- Click .

## Creating a leave request

3. The *Create Request* page appears.

The screenshot shows the 'Create Request' form. At the top, there is a blue header with a back arrow, the UCT logo, the text 'Create Request', and a user profile icon. Below the header, the form is divided into two main sections: 'Leave Type Selection' and 'General Data'. In the 'Leave Type Selection' section, there is a dropdown menu for 'Leave Type' currently set to 'Annual Leave', with '48,19 Days available' displayed below it. The 'General Data' section contains radio buttons for 'More than 1 day' (unselected) and 'One day or less' (selected). A date field is set to '27.07.2021' with a calendar icon to its right, and the text '1 Day will be consumed' is shown below. There are also fields for 'Approver' (blurred) and 'New Note' (empty). At the bottom right, there are 'Save' and 'Cancel' buttons.

In the *Leave Type Selection* section:

- Select the *Leave Type* to request using the dropdown list e.g. Annual Leave, Sick Leave – Full Pay.
- The number of *Days available* appears below the selected leave type.

**Requesting more than one day of leave** (see also: [Requesting one day of leave or a ½ day annual leave](#))

In the *General Data* section:

- Select  **More than 1 day**.
- Click *Open Picker* to show the calendar.

This close-up shows the date picker interface. At the top, there are radio buttons for 'More than 1 day' (selected) and 'One day or less'. Below this, the date range is shown as '27.07.2021 - 27.07.2021' with a calendar icon. The main part of the image is a calendar for July 2021. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The 27th of July is highlighted with a blue square, indicating it is the selected date. The 26th is highlighted with a pink square. The 27th is also highlighted with a blue dashed border. The 28th, 29th, 30th, and 31st are also visible.

- If applicable, change the month using the *< Previous* and *> Next* buttons.
- Click to select the first leave day. The selected day is marked by blue shading.

## Creating a leave request

\*Start/End Date: 27.07.2021 - 27.07.2021

Approver:

New Note:

- If applicable, use the > Next button to change the month.
- Click to select the last leave day. The selected day is briefly marked by blue shading before the calendar automatically closes.
- The selected leave dates are displayed in the *Start/End Date* field. The number of days appears below the dates.

More than 1 day  One day or less

\*Start/End Date: 10.08.2021 - 13.08.2021

4 Days will be consumed

**Note:** If the leave available does not cover the number of days requested, a *No deduction possible* message appears below the leave dates. Make the necessary changes to the leave request following the steps above.

- If one or more team members have requested leave during the same period, a message appears at the top of the page. Click [Show Absent](#) to view the *Overlap Calendar*, see: [Viewing the leave overlap calendar](#).

1 team member has requested absence during this period. [Show Absent](#)

- If applicable, enter a note for the manager in the *New Note* field.
- In the *Attachments* section (only appears for leave types that may require an attachment e.g. sick leave):
  - Click **+** to upload a file (or drag and drop the file into the *Attachments* section). For full instructions see: [Creating a leave request: Adding an attachment](#).
- When the leave request is complete, click **Save**.
- The *My Leave Request* page reappears. A message at the bottom of the page indicates that the request was sent successfully. The new leave request appears in the *Request Overview* section with a *Sent* status.

Request Overview

Calendar Items (3) Show From 01.01.2021

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	10.08.2021 – 13.08.2021	Sent		4 Days
Annual Leave	26.04.2021	Approved		1 Days
Annual Leave	17.12.2020 – 08.01.2021			10,17 Days, 4.83 Days


Request sent successfully

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

## Creating a leave request


**Requesting one day of leave or a ½ day annual leave** (see also: [Requesting more than one day of leave](#))



In the *General Data* section:

- Select  One day or less .
- Click  *Open Picker* to show the calendar.

- If applicable, change the month using the *< Previous* and *> Next* buttons.
- Click to select the leave day. The selected day is briefly marked by blue shading before the calendar automatically closes.
- The selected leave date is displayed in the *Date* field. Confirmation of number of days to be used appears below the date.

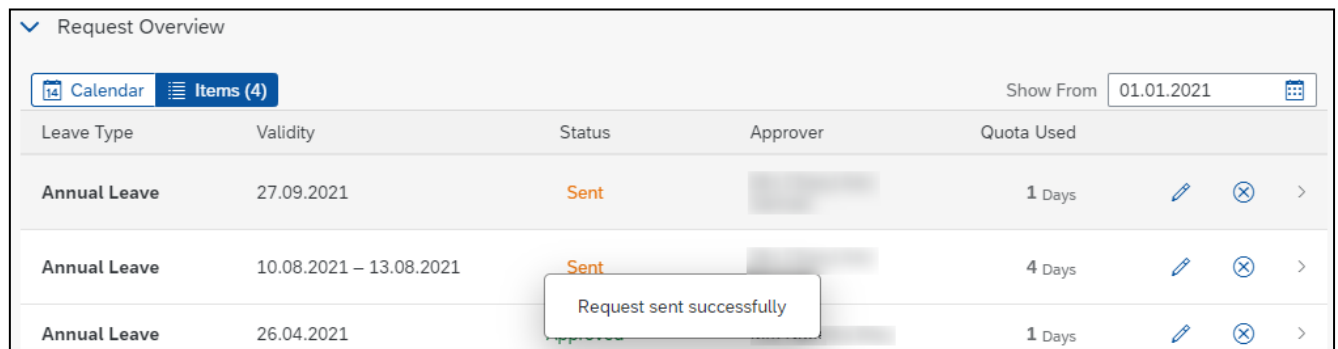
- If one or more team members have requested leave during the same period, a message appears at the top of the page. Click [Show Absent](#) to view the *Overlap Calendar*. For full instructions, see: [Viewing the leave overlap calendar](#).

 1 team member has requested absence during this period. [Show Absent](#)

- If applicable, enter a note for the manager in the *New Note* field.
- In the *Attachments* section (only appears for leave types that may require an attachment e.g. sick leave):
  - Click  to upload a file (or drag and drop the file into the *Attachments* section). For full instructions see: [Creating a leave request: Adding an attachment](#).
- When the leave request is complete, click .


## Creating a leave request

- The *My Leave Request* page reappears. A message at the bottom of the page indicates that the request was sent successfully. The new leave request appears in the *Request Overview* section with a *Sent* status.



The screenshot shows the 'Request Overview' section of the HR system. It features a table with columns for Leave Type, Validity, Status, Approver, and Quota Used. Three 'Annual Leave' requests are listed, all with a 'Sent' status. A notification box in the center of the table reads 'Request sent successfully'.

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	27.09.2021	Sent	[Redacted]	1 Days
Annual Leave	10.08.2021 – 13.08.2021	Sent	[Redacted]	4 Days
Annual Leave	26.04.2021	Sent	[Redacted]	1 Days

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

# Creating a leave request: Viewing the leave overlap calendar

## Procedure


1. [Create a leave request.](#)
2. On the *Create Request* page, a message appears if one or more team members have requested leave during the same period.

The screenshot shows the 'Create Request' form. At the top, there is a navigation bar with a back arrow, the UCT logo, and the text 'Create Request'. Below this, a blue notification bar states: '1 team member has requested absence during this period. [Show Absent](#)'. The main form is divided into sections: 'Leave Type Selection' with a dropdown menu set to 'Annual Leave' and '50,35 Days available'; 'General Data' with radio buttons for 'More than 1 day' (selected) and 'One day or less'; a date field for '\*Start/End Date:' set to '10.08.2021 - 13.08.2021' with a calendar icon, and the text '4 Days will be consumed'; an 'Approver:' field with a blurred name; and a 'New Note:' field.

– Click [Show Absent.](#)

3. The *Overlap Calendar* appears, displaying your planned absence and your colleagues' leave requests in the same period.

The screenshot shows the 'Overlap Calendar' interface. At the top, it says 'Overlap Calendar'. There is a 'Colleagues' button with a plus sign, a search bar, and a legend icon. Below this are buttons for '1 Week' (selected) and '1 Month'. The calendar shows the week of 'September 19, 2021 - September 25, 2021'. The days of the week are listed at the top: Sun (19), Mon (20), Tue (21), Wed (22), Thu (23), Fri (24), Sat (25). Below the calendar, there are two rows of leave requests for 'Administrative Officer'. The first row shows 'Planned Absence' from Monday to Friday, and 'Heritage Day (Zi Public holiday)' on Friday. The second row shows 'Annual Leave' from Wednesday to Friday, and 'Heritage Day (Zi Public holiday)' on Friday. A 'Close' button is at the bottom right.

– Click  *Show Legend* for an explanation of the colours used.

– Click [1 Month](#) to view the full month.

## Creating a leave request: Viewing the leave overlap calendar

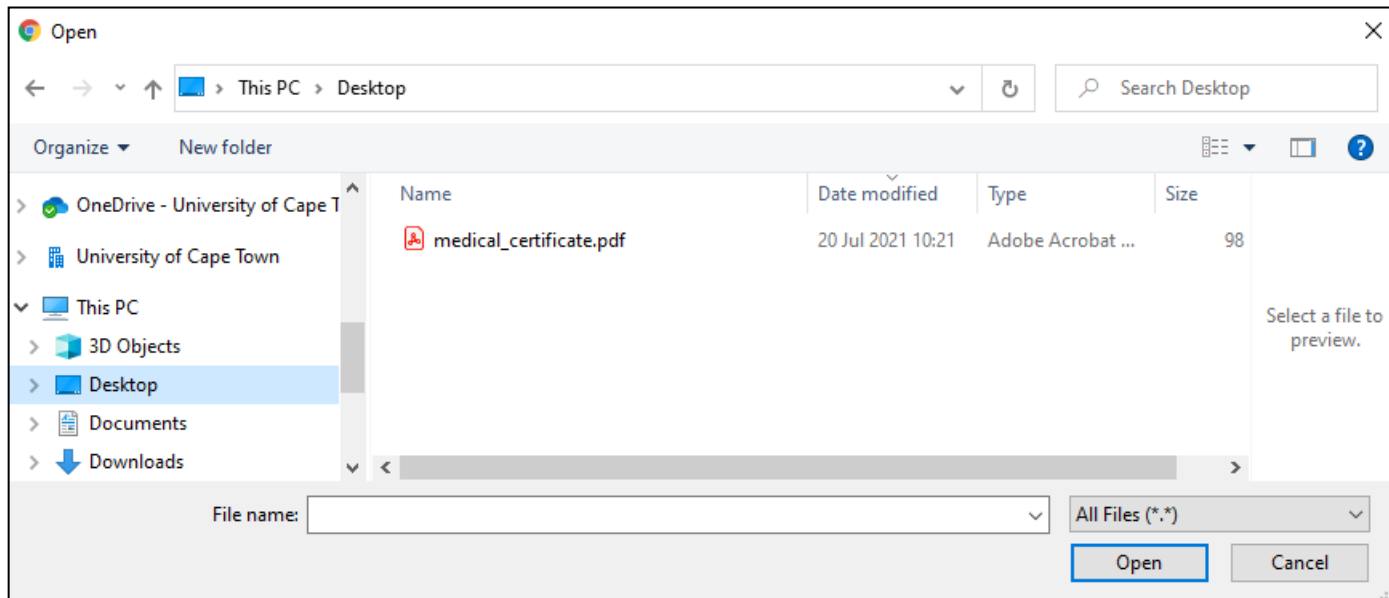
The screenshot shows the 'Overlap Calendar' interface. At the top, there is a search bar and a '+ Colleague' button. Below this, there are navigation buttons for '1 Week' and '1 Month'. The main area displays a calendar for 'September 2021', with days of the week (Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri) and dates (1 to 30). The calendar is divided into five weeks: Week 35, Week 36, Week 37, Week 38, and Week 39. Two rows of 'Administrative Officer' are visible. The first row has a pink 'An' block on the 4th and 5th, and a green 'Planned At' block on the 18th and 19th. The second row has a green 'Ar Se' block on the 18th and 19th, and an orange 'He Pu' block on the 25th and 26th. A 'Close' button is located at the bottom right of the calendar.

- Click **1 Week** to return to the week view. If applicable, click > to change the week shown.
- Click **Close** to return to the [leave request](#).

## Creating a leave request: Adding an attachment

### Procedure

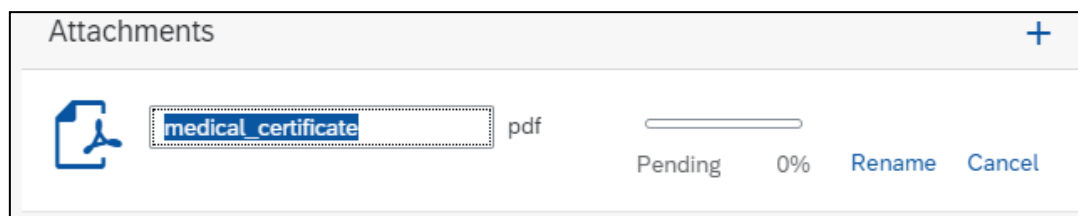
1. [Create a leave request](#).
2. In the *Attachments* section, click **+** to upload a file (or drag and drop the file into the *Attachments* section).
3. Depending on your web browser, the *Open* or *File Upload* dialogue box appears.



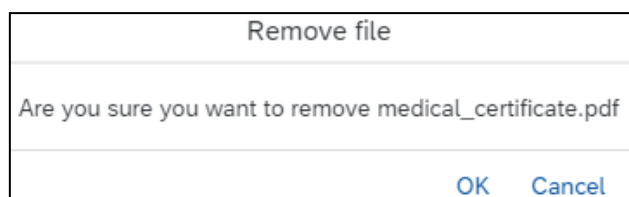
- Select the file to attach.
  - Click **Open**.
  - The selected file appears in the *Attachments* section.
- Note:** The file will remain as pending until the leave request is saved.



- To rename the file, click **Edit**. Change the file name in the space provided and click **Rename**.



- If you have uploaded a file in error, click **Remove** and click **OK** to remove the file.



- Return to [Creating a leave request](#).



# Viewing, changing or deleting leave requests

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

**My Leave Request**

Entitlement

Items (7) Show From 28.06.2021

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	0 Days	19 Days	19 Days
	01.01.2021 – 31.12.2022	3,15 Days	4,17 Days	7,92 Days
Accumulative Annual Leave	01.03.2008 – 31.12.9999	12,75 Days	80 Days	92,75 Days
Sick Leave	01.03.2020 – 28.02.2026	89 Days	1 Day	90 Days
Sick Leave Half Pay	01.03.2020 – 28.02.2026	90 Days	0 Days	90 Days

[More \[ 5 / 7 \]](#)

Request Overview Create Request

- The *Entitlement* section displays your current leave balances in the *Available* column. See: [Viewing your leave balances](#).
- Scroll down the page to display the *Request Overview* section.










**Request Overview**


Calendar Items (3) Show From 01.01.2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave - Full Pay	21.06.2021 – 25.06.2021	Sent	Mrs S	5 Days
Annual Leave	26.04.2021	Approved	Mrs N	1 Days
Annual Leave	17.12.2020 – 08.01.2021	Approved	Mrs N	10,17 Days, 4,83 Days

- All leave requests for the current year are displayed. Newest requests appear first in the list, scrolling down will show older leave requests. Change the date in the *Show From* field or click *Open picker* to change the date via the calendar. **Note:** You can only view leave requests for the last 3 years.
- Click **Calendar** to view your leave request history in calendar view, starting with the current month. Click **Items** to return to the list view.
- To view additional details (e.g. attachments, comments/notes) for a leave request, click anywhere in the leave request line.
  - The *Show Request Details* page appears.
  - Click **Back** to return to the *Request Overview* section.

## Viewing, changing, or deleting leave requests

If you want to..	then..
<p>change an existing leave request</p>	<ul style="list-style-type: none"> <li>– Click  <i>Edit Request</i> next to the appropriate request. <b>Note:</b> If leave request recently approved, it can take up to 4 hours for the <i>Edit Request</i> button to be available.</li> <li>– The <i>Edit Request</i> page appears.</li> </ul> <div data-bbox="461 434 1236 1167" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Leave Type Selection</b></p> <p>Leave Type: <input type="text" value="Annual Leave"/> </p> <p>48,52 Days available</p> <hr/> <p><b>General Data</b></p> <p><input checked="" type="radio"/> More than 1 day <input type="radio"/> One day or less</p> <p>*Start/End Date: <input type="text" value="10.08.2021 - 13.08.2021"/> </p> <p>4 Days will be consumed</p> <p>Approver: <input type="text" value=""/></p> <p>New Note: <input type="text" value=""/></p> </div> <ul style="list-style-type: none"> <li>– Make the necessary changes to the leave request e.g. <i>Leave Type</i>, <i>Start or End Date</i>, <i>New Note</i> field.</li> <li>– Click .</li> <li>– The <i>My Leave Request</i> page reappears. A message briefly appears near the bottom of the page, confirming that that request was sent successfully.</li> </ul>
<p>delete an existing leave request</p>	<ul style="list-style-type: none"> <li>– Click  <i>Delete Request</i> next to the appropriate request.</li> <li>– The <i>Confirmation</i> dialogue box appears.</li> </ul> <div data-bbox="461 1568 1045 1809" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> <b>Confirmation</b></p> <p style="text-align: center;">Do you really want to delete this request?</p> <p style="text-align: right;"> </p> </div> <ul style="list-style-type: none"> <li>– Click .</li> <li>– A message briefly appears near the bottom of the page, confirming that the request was deleted successfully. The deletion request is sent to your manager if it requires approval.</li> </ul>

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

# Applying for PASS overtime and standby hours

## Background

PASS staff who worked overtime or standby hours can record these on Employee Self-Service. 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*. See: [Creating a leave request](#).

### Pay run deadline

Hours approved by the manager by the end of the 15<sup>th</sup> of the month will be included in the pay run.

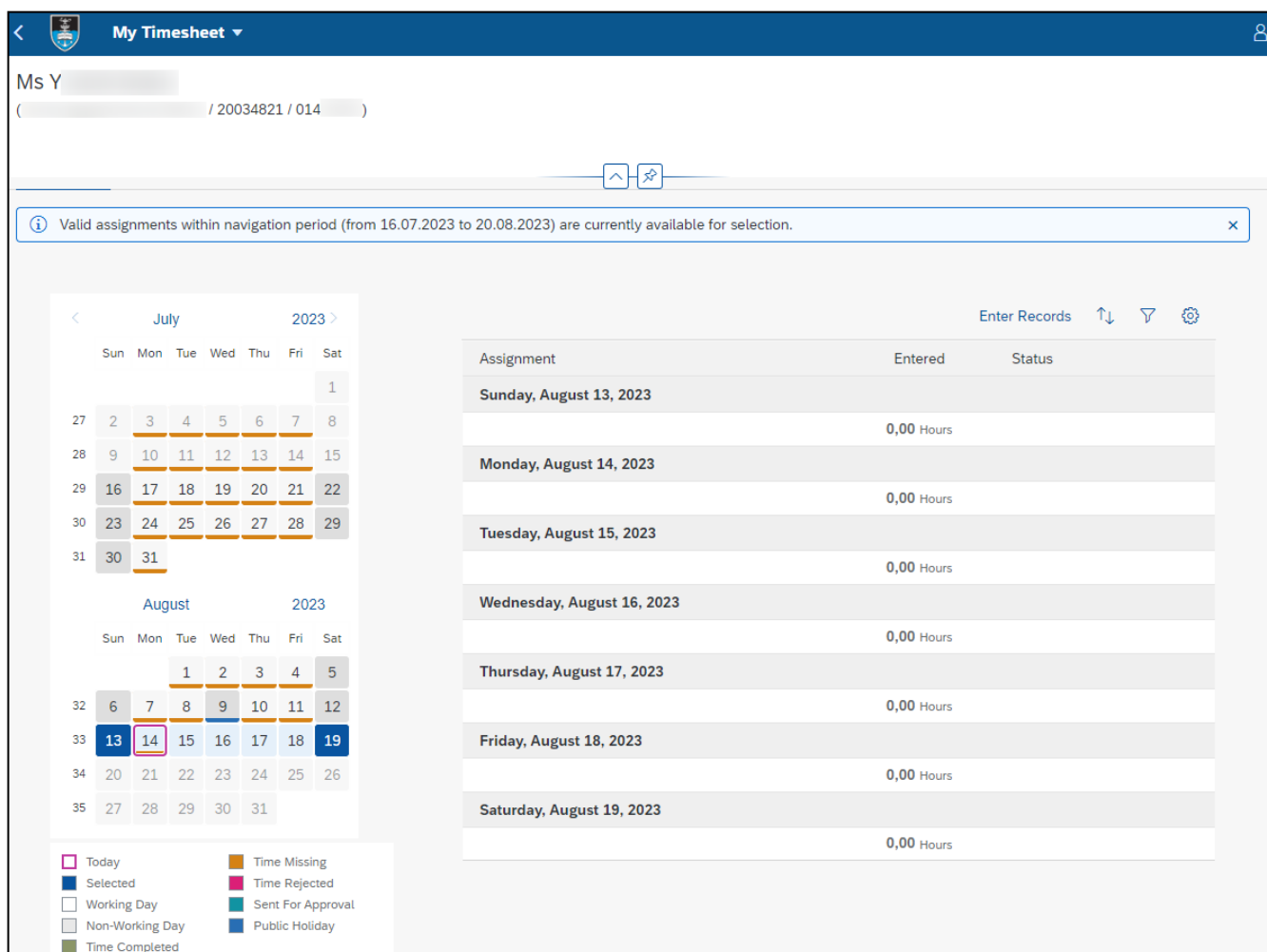
### Maximums

PASS overtime	PASS standby
3 hours per working day	24 hours per day
10 hours per non-working day	
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 \(ESS\)](#), click *My Timesheets*.
2. The *My Timesheet* page appears.



- In the calendar on the left, select the appropriate week by clicking any day in that week.
- Note:** Hours can only be entered for 4 weeks in the past and any previous days in the current week. Future hours can't be submitted as they will appear in draft.

## Applying for PASS overtime and standby hours

- The selected week appears on the right.

The screenshot shows a calendar interface with a table of assignment records. The calendar highlights the week of August 1-5, 2023. The table below shows the assignment details for each day in that week.

Assignment	Entered	Status
Sunday, July 30, 2023	0,00 Hours	
Monday, July 31, 2023	0,00 Hours	
Tuesday, August 1, 2023	0,00 Hours	
Wednesday, August 2, 2023	0,00 Hours	
Thursday, August 3, 2023	0,00 Hours	
Friday, August 4, 2023	0,00 Hours	
Saturday, August 5, 2023	0,00 Hours	

- Click *Enter Records*.
- The assignment and hours information appears below each day in the selected week.

This screenshot shows the detailed form for entering assignment records for each day of the week. Each row corresponds to a day from Sunday, July 30, 2023, to Saturday, August 5, 2023. Each row contains a dropdown menu for 'Select Assignment', an information icon, a numeric input field for hours (currently set to 0,00), and three action icons: edit, delete, and confirm.

Assignment	Info	Entered	Status
Sunday, July 30, 2023		0,00 Hours	
Monday, July 31, 2023		0,00 Hours	
Tuesday, August 1, 2023		0,00 Hours	
Wednesday, August 2, 2023		0,00 Hours	
Thursday, August 3, 2023		0,00 Hours	
Friday, August 4, 2023		0,00 Hours	
Saturday, August 5, 2023		0,00 Hours	

- Choose a day and click *Select Assignment* to choose *Overtime* or *Standby*.
- Enter the hours for the day. If part hours, use 15-minute increments i.e. 0.25 for 15 minutes, 0.5 for 30 minutes, and 0.75 for 45 minutes.

## Applying for PASS overtime and standby hours

Tuesday, August 1, 2023				
Overtime		- 1,75 +	Hour	

- To add a comment for a day, click *Comment*.
- To add a second type of hours to a day that already has hours entered, click *Add. Select Assignment* and enter *Hours* in the new line.

Tuesday, August 1, 2023				
Overtime		- 1,75 +	Hour	
Standby		- 6,00 +	Hours	

- To remove entered hours, click *Delete Row*.
- If applicable, repeat *Select Assignment* and enter *Hours* for any other days in the current week.
- Click **Submit**.
- Note:** If a *Warnings* or *Errors* dialogue box appears after submitting, see [Error and warning messages](#).
- A message at the bottom of the page confirms that the time entries were saved successfully. The application is sent to your manager for approval.
- Repeat from step 2 if there are hours to enter for other weeks.
- Click the UCT crest to return to the *Home* page.

# Viewing a paystub (payslip)

## Background

HR Employee Self-Service provides access to your paystubs (payslips) for a rolling 4-year period, determined by the current month. E.g. if the current month is October 2021, you will be able to view paystubs as far back as November 2017.















































## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Paystubs*.
2. The *My Paystubs* page appears. Paystubs are grouped by *Payroll Year* (tax year). The tax year runs from 1 March to end February the following year. The name of the tax year is determined by the year in which it ends e.g. tax year 2022 runs from 1 March 2021 to 28 February 2022.



Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
<b>Payroll Year: 2022</b>					
23.04.2021	Regular payroll run	01.04.2021 – 30.04.2021	25,416,90 ZAR	7,531,48 ZAR	17,885,42 ZAR
25.03.2021	Regular payroll run	01.03.2021 – 31.03.2021	25,416,90 ZAR	7,531,49 ZAR	17,885,41 ZAR
<b>Payroll Year: 2021</b>					
25.02.2021	Regular payroll run	01.02.2021 – 28.02.2021	25,416,90 ZAR	7,659,57 ZAR	17,757,33 ZAR

If you want to..	then..																																								
Save or download a paystub	– Click <i>Download PDF</i> .																																								
Print a paystub	– Click <i>Print PDF</i> . <b>Note:</b> If the print option is not available on the <i>My Paystubs</i> page, you can print when viewing a paystub.																																								
View a paystub	<ul style="list-style-type: none"> <li>– Click anywhere in the paystub line.</li> <li>– The <i>Paystubs</i> page appears, displaying the selected paystub.</li> </ul> <table border="1"> <thead> <tr> <th>EARNINGS</th> <th>QUANTITY</th> <th>AMOUNT</th> <th>DEDUCTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Cash Salary</td> <td></td> <td>24,816.90</td> <td>Total Tax</td> <td>3,280.45</td> </tr> <tr> <td>Data Allowance</td> <td></td> <td>600.00</td> <td>UIF EE Contribution</td> <td>177.12</td> </tr> <tr> <td></td> <td></td> <td></td> <td>MA Discovery Health - EE</td> <td>3,106.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Vitality</td> <td>355.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>GLA Optional Cover</td> <td>223.91</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Employee's Union</td> <td>40.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>NEHAWU Burial Scheme</td> <td>349.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>– Download or print using the buttons available in the top right    . The button names and design will vary according to the web browser used.</li> <li>– Click  <i>Back</i> to return to the <i>My Paystubs</i> page.</li> </ul>	EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT	Cash Salary		24,816.90	Total Tax	3,280.45	Data Allowance		600.00	UIF EE Contribution	177.12				MA Discovery Health - EE	3,106.00				Vitality	355.00				GLA Optional Cover	223.91				Employee's Union	40.00				NEHAWU Burial Scheme	349.00
EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT																																					
Cash Salary		24,816.90	Total Tax	3,280.45																																					
Data Allowance		600.00	UIF EE Contribution	177.12																																					
			MA Discovery Health - EE	3,106.00																																					
			Vitality	355.00																																					
			GLA Optional Cover	223.91																																					
			Employee's Union	40.00																																					
			NEHAWU Burial Scheme	349.00																																					

## Viewing a paystub (payslip)


If you want to..	then..																																																						
<p>Search for a paystub</p>	<ul style="list-style-type: none"> <li>– Enter the search term (e.g. March) in the  field.</li> <li>– All paystubs matching the search term are automatically listed.</li> </ul> <div data-bbox="480 398 1485 846"> <p>Items (4) <span style="float: right;">March <input type="text"/>      </span></p> <table border="1"> <thead> <tr> <th>Pay Date</th> <th>Payroll Type</th> <th>Gross Pay</th> <th>Deductions</th> <th>Take Home Pay</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="6"><b>Payroll Year: 2022</b></td> </tr> <tr> <td>25.03.2021</td> <td>Regular payroll run</td> <td>25.416,90 ZAR</td> <td>7.531,49 ZAR</td> <td>17.885,41 ZAR</td> <td>  </td> </tr> <tr> <td colspan="6"><b>Payroll Year: 2021</b></td> </tr> <tr> <td>25.03.2020</td> <td>Regular payroll run</td> <td>24.816,90 ZAR</td> <td>7.582,75 ZAR</td> <td>17.234,15 ZAR</td> <td>  </td> </tr> <tr> <td colspan="6"><b>Payroll Year: 2020</b></td> </tr> <tr> <td>25.03.2019</td> <td>Regular payroll run</td> <td>27.674,32 ZAR</td> <td>7.975,52 ZAR</td> <td>19.698,80 ZAR</td> <td>  </td> </tr> <tr> <td colspan="6"><b>Payroll Year: 2019</b></td> </tr> <tr> <td>23.03.2018</td> <td>Regular payroll run</td> <td>21.941,75 ZAR</td> <td>6.214,24 ZAR</td> <td>15.727,51 ZAR</td> <td>  </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>– Click  <i>Reset</i> in the search field to clear the search.</li> </ul>	Pay Date	Payroll Type	Gross Pay	Deductions	Take Home Pay		<b>Payroll Year: 2022</b>						25.03.2021	Regular payroll run	25.416,90 ZAR	7.531,49 ZAR	17.885,41 ZAR	  	<b>Payroll Year: 2021</b>						25.03.2020	Regular payroll run	24.816,90 ZAR	7.582,75 ZAR	17.234,15 ZAR	  	<b>Payroll Year: 2020</b>						25.03.2019	Regular payroll run	27.674,32 ZAR	7.975,52 ZAR	19.698,80 ZAR	  	<b>Payroll Year: 2019</b>						23.03.2018	Regular payroll run	21.941,75 ZAR	6.214,24 ZAR	15.727,51 ZAR	  
Pay Date	Payroll Type	Gross Pay	Deductions	Take Home Pay																																																			
<b>Payroll Year: 2022</b>																																																							
25.03.2021	Regular payroll run	25.416,90 ZAR	7.531,49 ZAR	17.885,41 ZAR	  																																																		
<b>Payroll Year: 2021</b>																																																							
25.03.2020	Regular payroll run	24.816,90 ZAR	7.582,75 ZAR	17.234,15 ZAR	  																																																		
<b>Payroll Year: 2020</b>																																																							
25.03.2019	Regular payroll run	27.674,32 ZAR	7.975,52 ZAR	19.698,80 ZAR	  																																																		
<b>Payroll Year: 2019</b>																																																							
23.03.2018	Regular payroll run	21.941,75 ZAR	6.214,24 ZAR	15.727,51 ZAR	  																																																		
<p>Sort your paystubs</p>	<p>The sort function organises paystubs within each <i>Payroll year</i> group.</p> <ul style="list-style-type: none"> <li>– Click  <i>Sort your paystubs</i>.</li> <li>– The <i>Sort</i> dialogue box appears.</li> </ul> <div data-bbox="480 1099 1077 1906"> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Sort</p> <hr/> <p><b>Sort Order</b></p> <p><input type="radio"/> Ascending</p> <p><input checked="" type="radio"/> Descending</p> <hr/> <p><b>Sort By</b></p> <p><input checked="" type="radio"/> Pay Date</p> <p><input type="radio"/> Payroll Type</p> <p><input type="radio"/> Gross Pay</p> <p><input type="radio"/> Deductions</p> <p><input type="radio"/> Take Home Pay</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">OK</span> <span style="margin-left: 10px; padding: 5px 10px; border: 1px solid #0070c0;">Cancel</span> </div> </div> </div> <ul style="list-style-type: none"> <li>– Change the <i>Sort Order</i> or <i>Sort By</i> options.</li> <li>– Click .</li> </ul>																																																						


## Viewing a paystub (payslip)

If you want to..	then..
<p>Group your paystubs</p>	<p>The group function reorganises all paystubs based on your selections.</p> <ul style="list-style-type: none"> <li>– Click  <i>Group your paystubs</i>.</li> <li>– The <i>Group</i> dialogue box appears.</li> </ul> <div data-bbox="480 412 1110 1263" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Group</p> <hr/> <p><b>Group Order</b></p> <p><input checked="" type="radio"/> Ascending</p> <p><input type="radio"/> Descending</p> <hr/> <p><b>Group By</b></p> <p><input checked="" type="radio"/> Payroll Year</p> <p><input type="radio"/> Payroll Type</p> <p><input type="radio"/> None</p> <hr/> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> <li>– Change the <i>Group Order</i> or <i>Group By</i> options.</li> <li>– Click <input type="button" value="OK"/>.</li> </ul>
<p>Export your paystub list to a spreadsheet</p>	<ul style="list-style-type: none"> <li>– Click  <i>Export to Spreadsheet</i>. <b>Note:</b> This exports the list of paystubs only.</li> <li>– A <i>Confirmation</i> dialogue box appears.</li> </ul> <div data-bbox="480 1541 1316 1774" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">? Confirmation</p> <hr/> <p>Do you actually want to export the table content to a spreadsheet?</p> <hr/> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> <li>– Click <input type="button" value="OK"/>.</li> <li>– Depending on the web browser used, the spreadsheet file appears at the bottom of the browser window or a prompt to save the file appears.</li> </ul>



## Viewing a paystub (payslip)

If you want to..	then..
<p>Choose columns to display in the table</p>	<ul style="list-style-type: none"> <li>- Click  <i>Personalize the table appearance.</i></li> <li>- The <i>Columns</i> dialogue box appears.</li> </ul> <div data-bbox="480 367 1043 1122" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Columns</p> <p style="text-align: center;"> <span>↑</span> <span>↓</span> <input type="text" value="Search"/> <span>🔍</span> </p> <p><input type="checkbox"/> All <span style="float: right;">↻</span></p> <p><input checked="" type="checkbox"/> Pay Date</p> <p><input checked="" type="checkbox"/> Payroll Type</p> <p><input checked="" type="checkbox"/> Payroll Period</p> <p><input type="checkbox"/> For-Period for Payroll</p> <p><input checked="" type="checkbox"/> Gross Pay</p> <p><input checked="" type="checkbox"/> Deductions</p> <p><input checked="" type="checkbox"/> Take Home Pay</p> <p><input checked="" type="checkbox"/> Download</p> <p><input checked="" type="checkbox"/> Print</p> <p style="text-align: right;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px;">OK</span> <span style="margin-left: 20px;">Cancel</span> </p> </div> <ul style="list-style-type: none"> <li>- Use the checkboxes to select which columns are displayed.</li> <li>- Click <span style="background-color: #0056b3; color: white; padding: 2px 5px;">OK</span>.</li> <li>- The <i>My Paystubs</i> page reappears, displaying or hiding selected columns.</li> </ul>

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

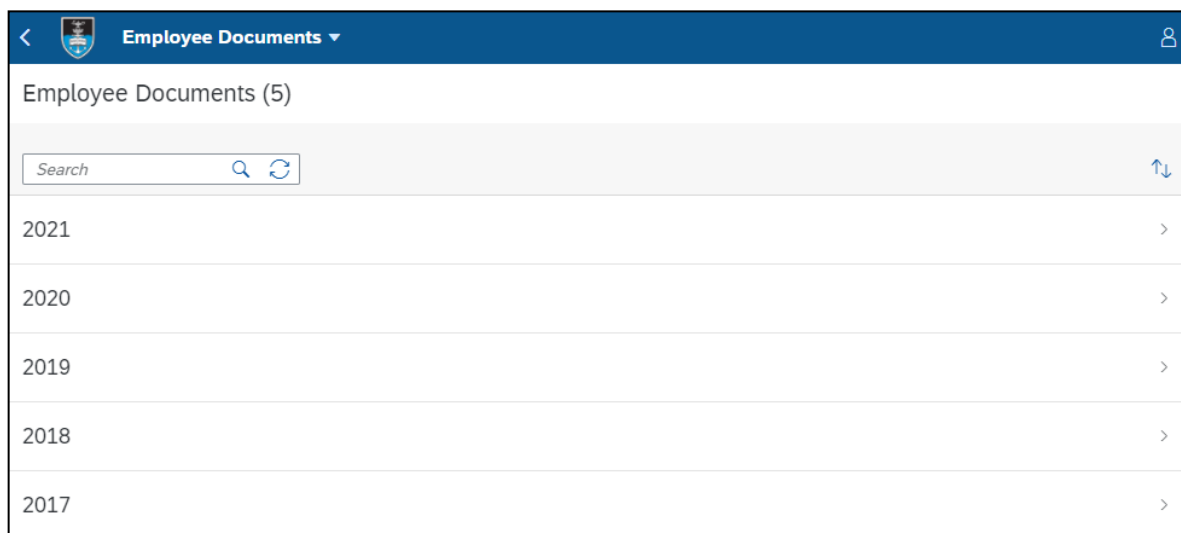
## Viewing an IRP5 tax certificate

### Background

HR Employee Self-Service provides access to your IRP5 tax certificates for at least the last 5 years, assuming you have been employed at UCT for that long.

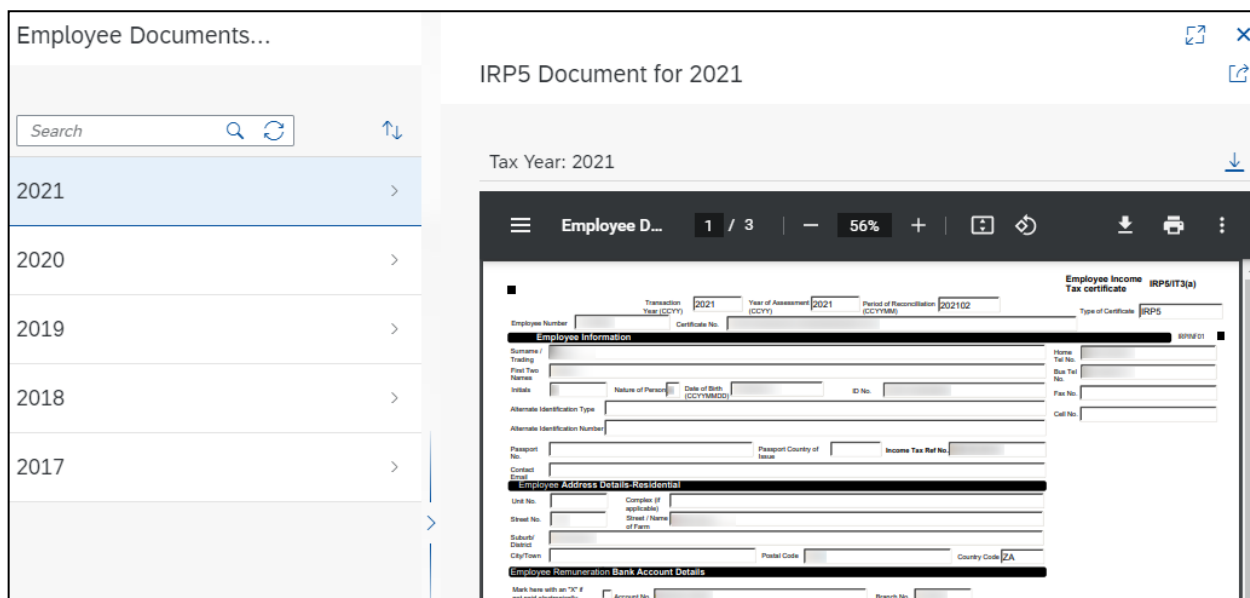
### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Tax Certificate*.
2. The *Employee Documents* page appears. IRP5 tax certificates are listed by tax year.



- Click the required tax year to view the IRP5 tax certificate.

3. The IRP5 tax certificate opens on the right.



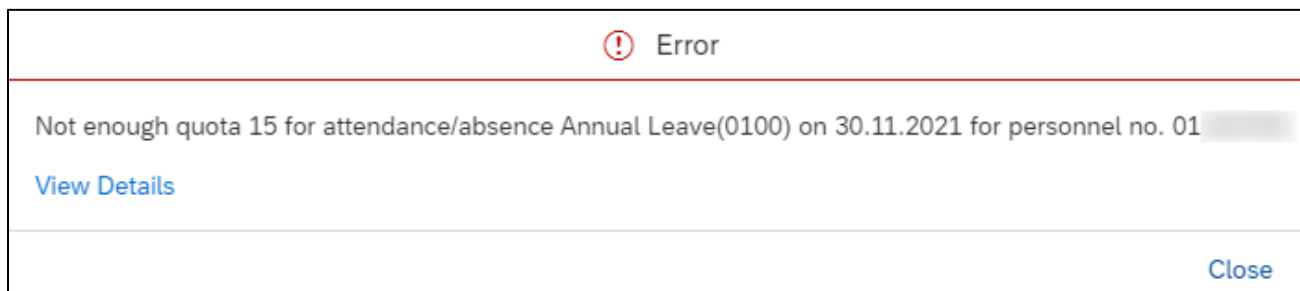
- Click Full Screen to view only the IRP5 tax certificate. Click Exit Full Screen Mode to return.
- To view a different IRP5 tax certificate, click the required tax year on the left.
- Download or print using the buttons available in the top right . The button names and design will vary according to the web browser used.
- Click Close to close the IRP5 tax certificate and the right section of the page.

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

## HR Employee Self-Service error and warning messages

### Leave: Not enough quota

Example screenshot:

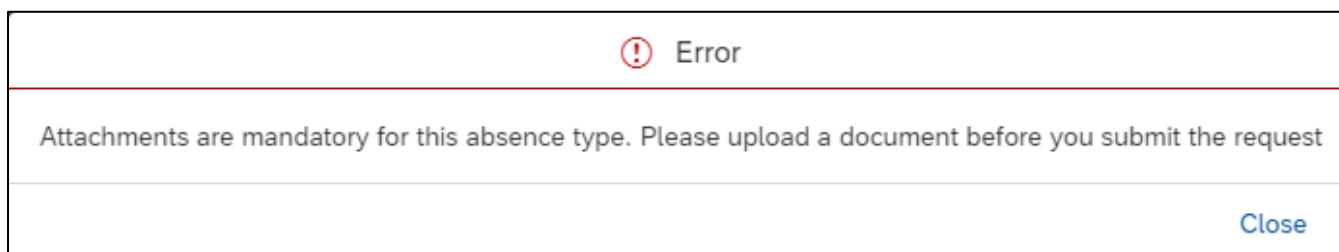


Explanation:

There are not enough days available (quota) for the selected leave type. Change the leave request so that it doesn't exceed the allowed number of days for the selected leave type.

### Leave: Mandatory attachment

Example screenshot:

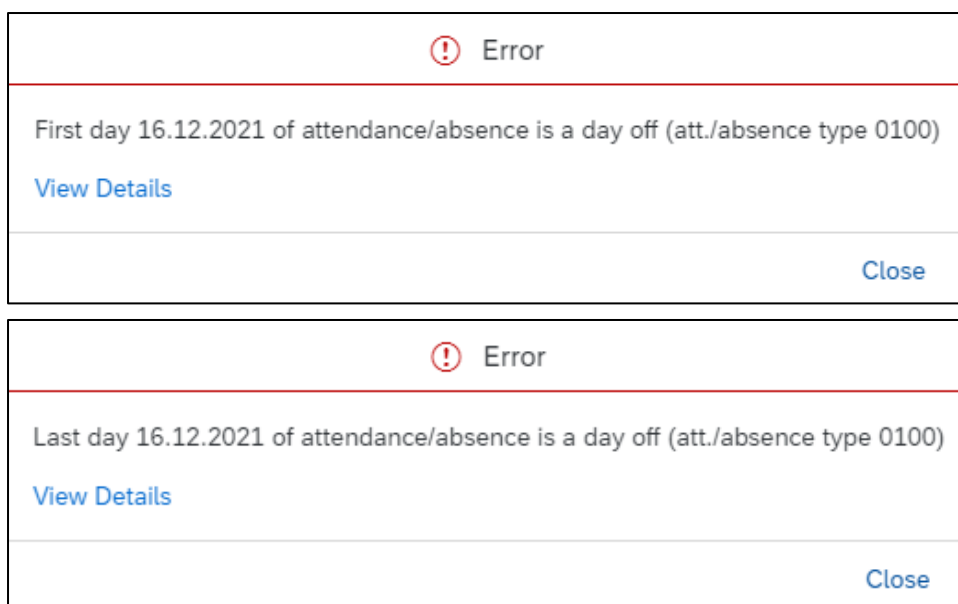


Explanation:

An attachment is required for the selected leave type.

### Leave: Day off

Example screenshot:



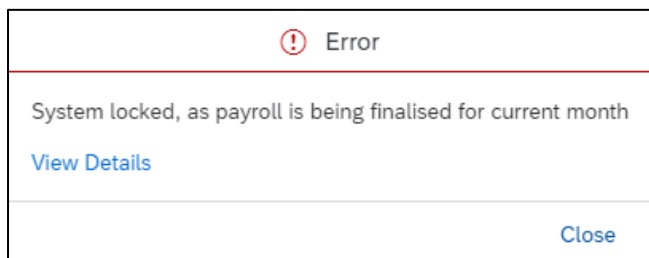
Explanation:

The first or last day of the leave request includes a day off (e.g. public holiday, weekend). Change the leave request start or end date.

## HR Employee Self-Service error and warning messages

### Leave: System locked

Example screenshot:



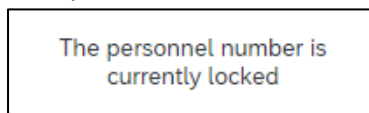
Explanation:

For a day and a half of the month, the system is locked to finalise the payroll.

Leave applications for the current month or a past date cannot be submitted until the system is unlocked. Leave applications for dates in the following month onwards will not be affected and can be submitted.

### Personnel number locked

Example screenshot:

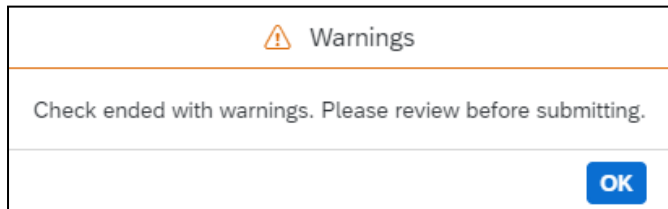



Explanation:

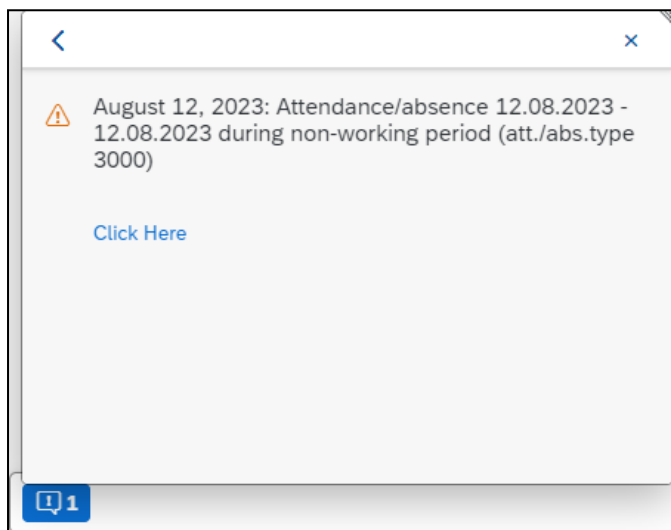
An HR staff member is currently accessing your staff record. Wait for HR to exit the record and try again.

### PASS overtime and standby hours: Absence during non-working period


Example screenshots:



Click  *Message Popup* in the bottom left to view the warning details.

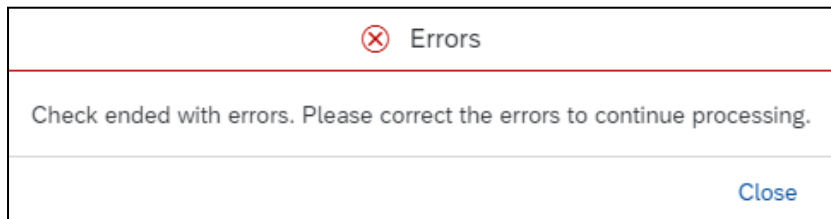



Explanation:

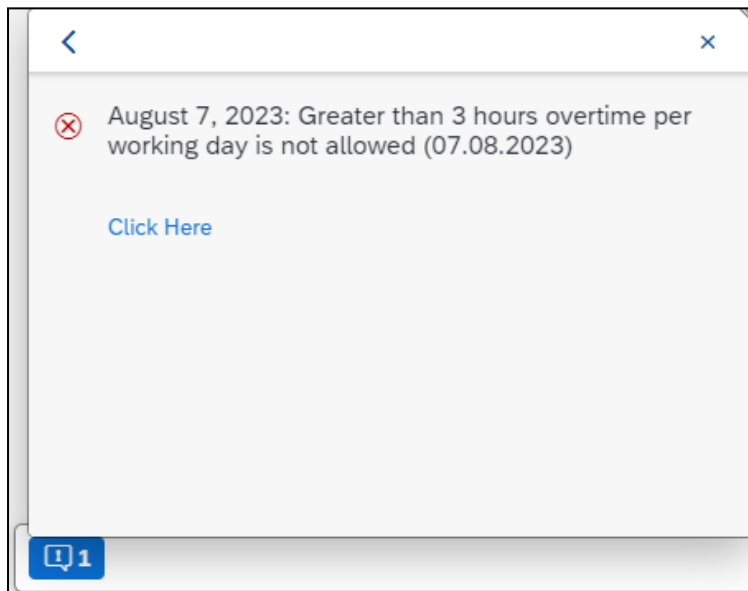
Any overtime or standby hours entered on a non-working day (weekend or public holiday) will produce this warning message. Check your entries are correct and click  to re-submit the application.

**PASS overtime:**

Example screenshots:



Click  *Message Popup* in the bottom left to view the error details.



Explanation:

Any overtime hours that exceed the allowed maximums will produce an error message.

Make the necessary corrections and click  to re-submit the application.