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)

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.

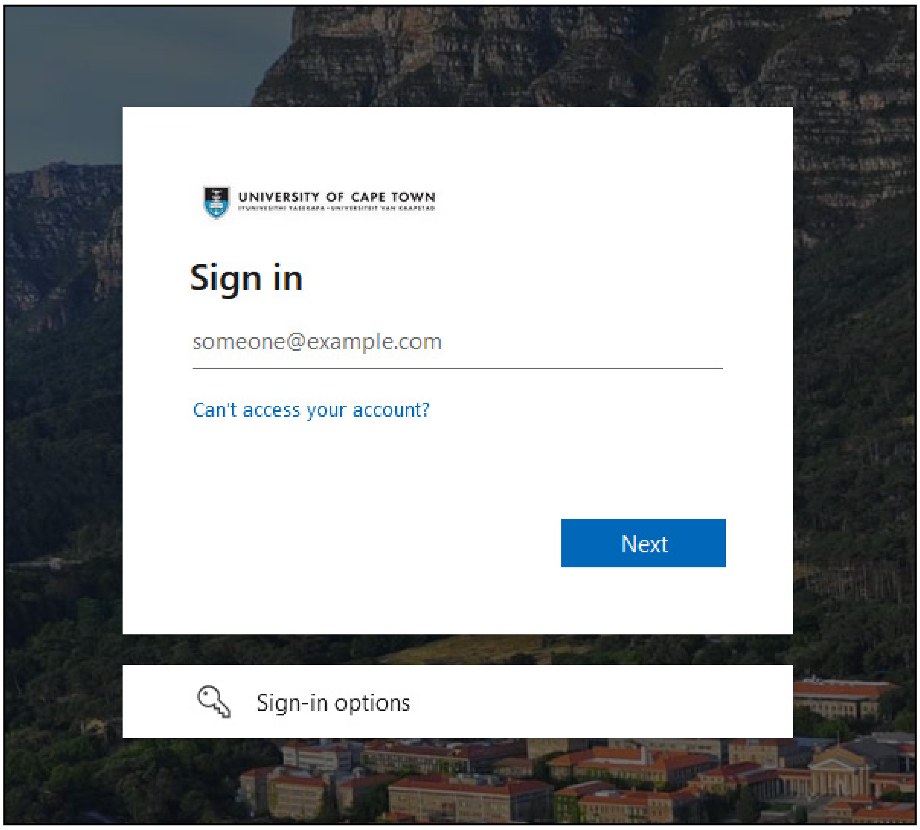
Support

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

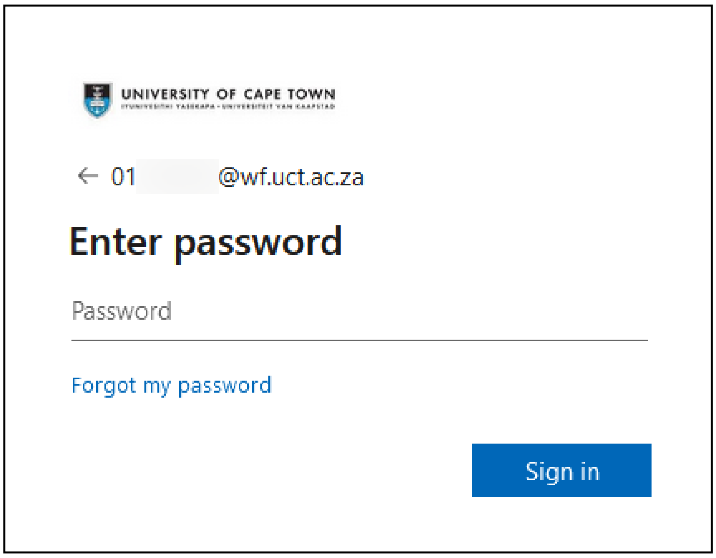
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to HR Employee Self-Service via https://sapfiori.uct.ac.za.
   Note: You can also access HR Employee Self-Service via the HR website by clicking *HR Employee Self-Service* at the top of the page.
3. If not already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

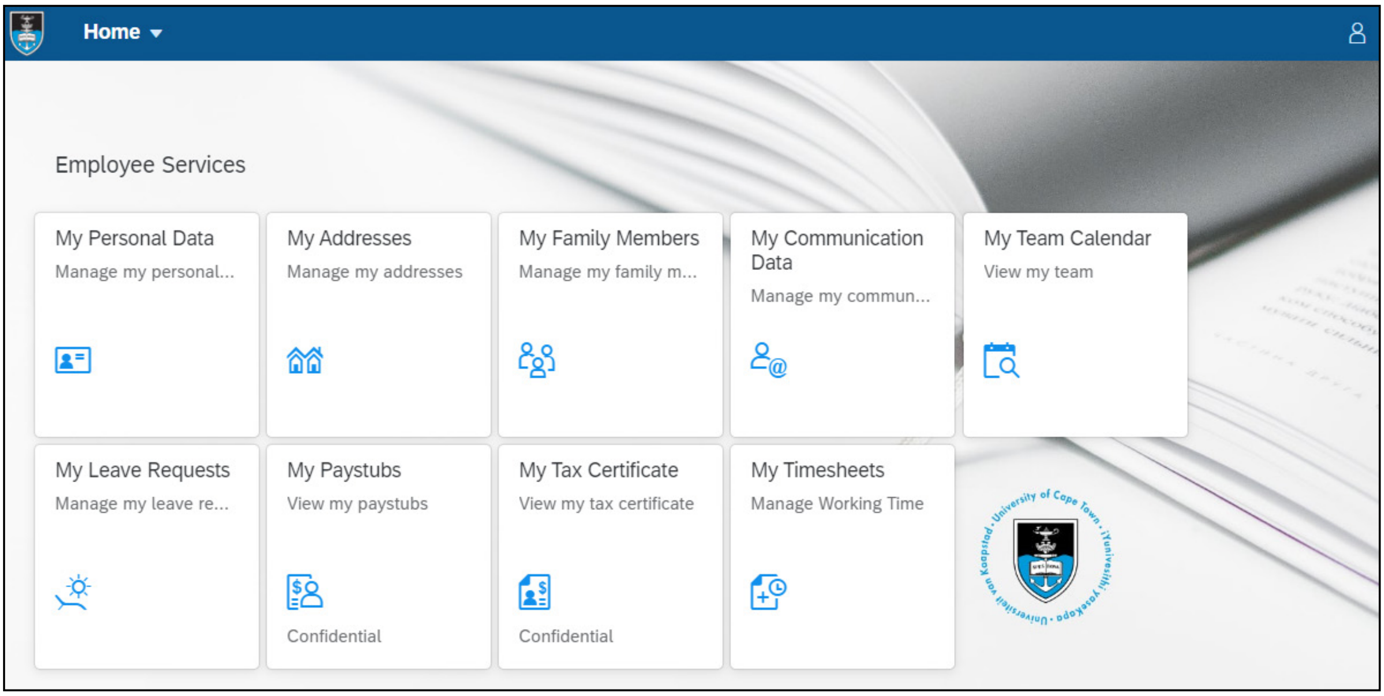
Logging in to UCT HR Employee Self-Service (ESS)

4. The *Enter password* page appears.



   - In the *Password* field, enter your network password.
   - Click Sign in.
   - 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 *My Personal Data*. **Note**: To change any of the personal data on this page, please complete the HR101 (Personal Details) form and submit to UCT Human Resources.

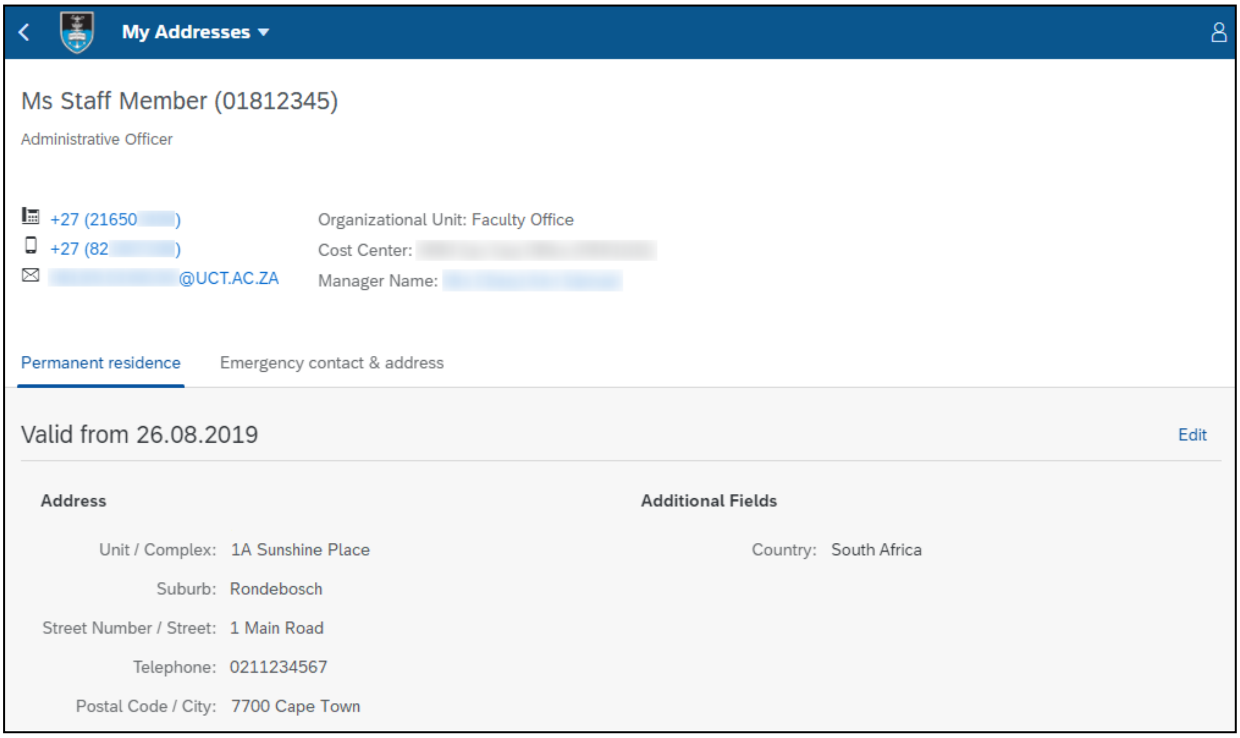
Logging in to UCT HR Employee Self-Service (ESS)

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

Changing permanent residence address

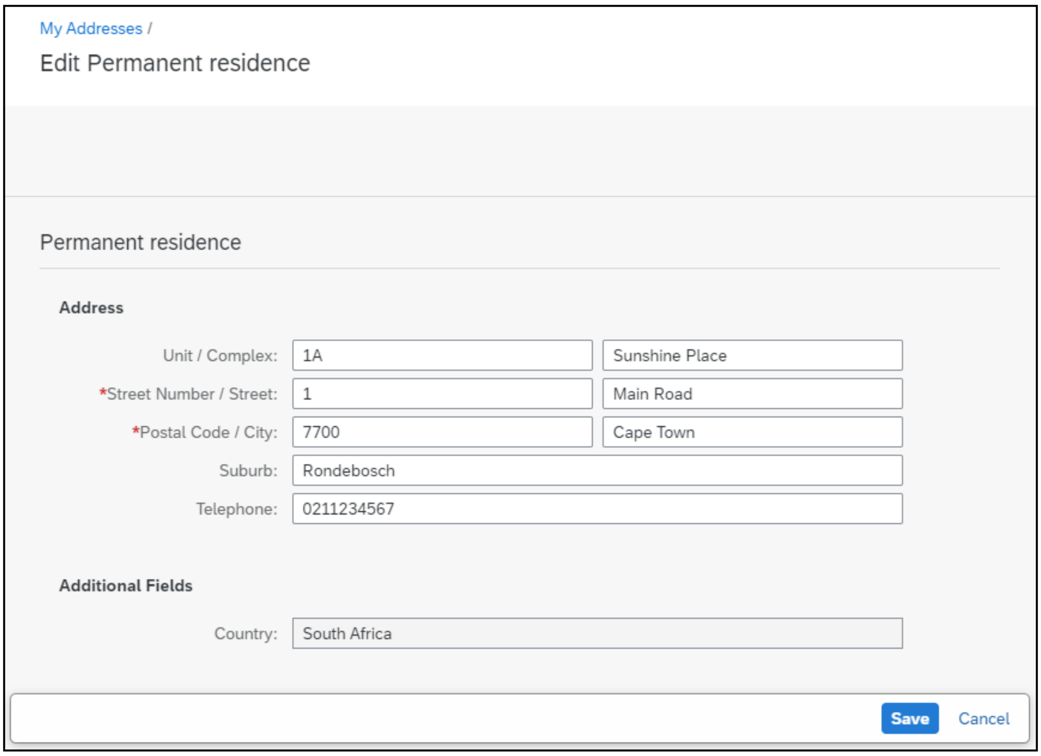
Procedure

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.



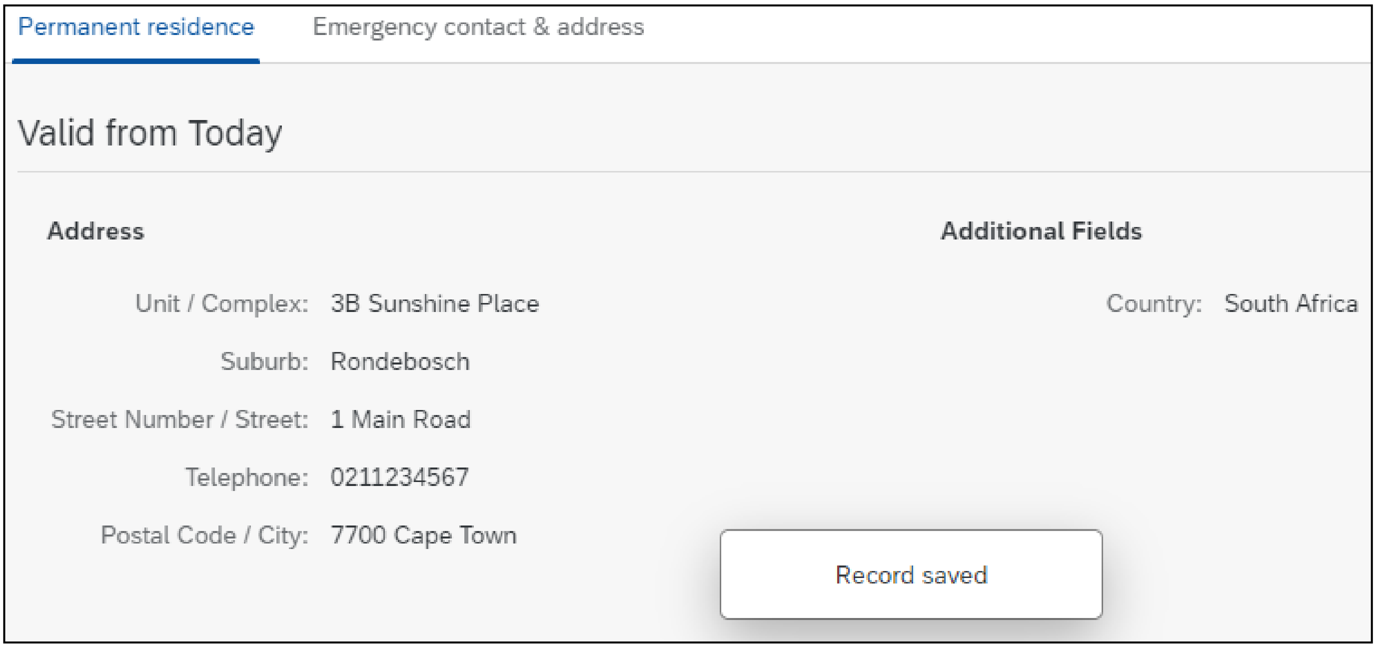
– Change the appropriate fields. The *Street*, *Postal Code* and *City* fields must be completed.

– If entering a *Telephone* number, it must be 10 digits.

– Click Save.

Changing permanent residence address

4. 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.

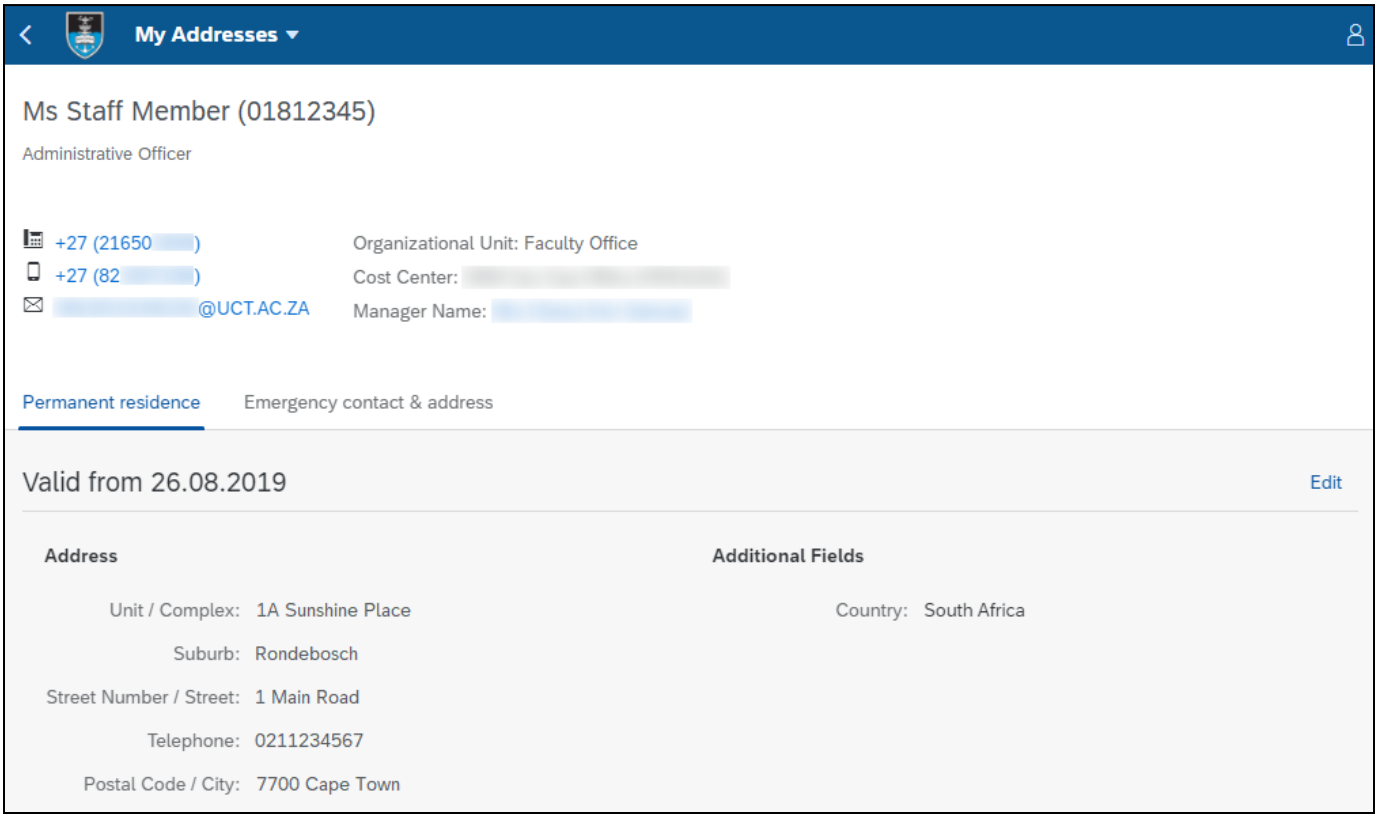


– Click the UCT crest to return to the *Home* page.

Changing emergency contact

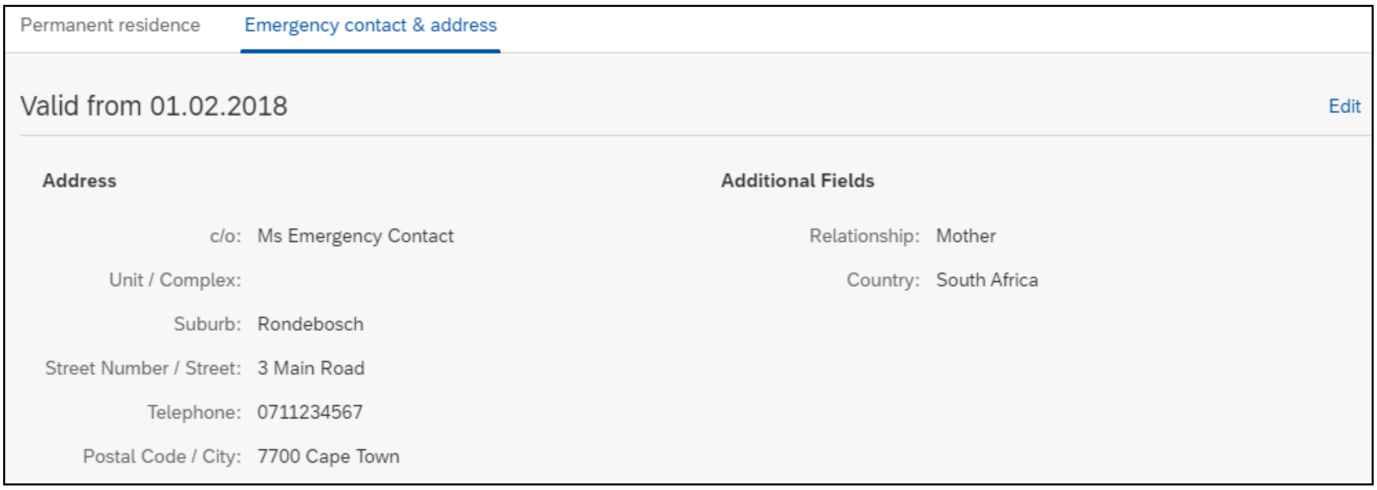
Procedure

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



   – Click Emergency contact & address.

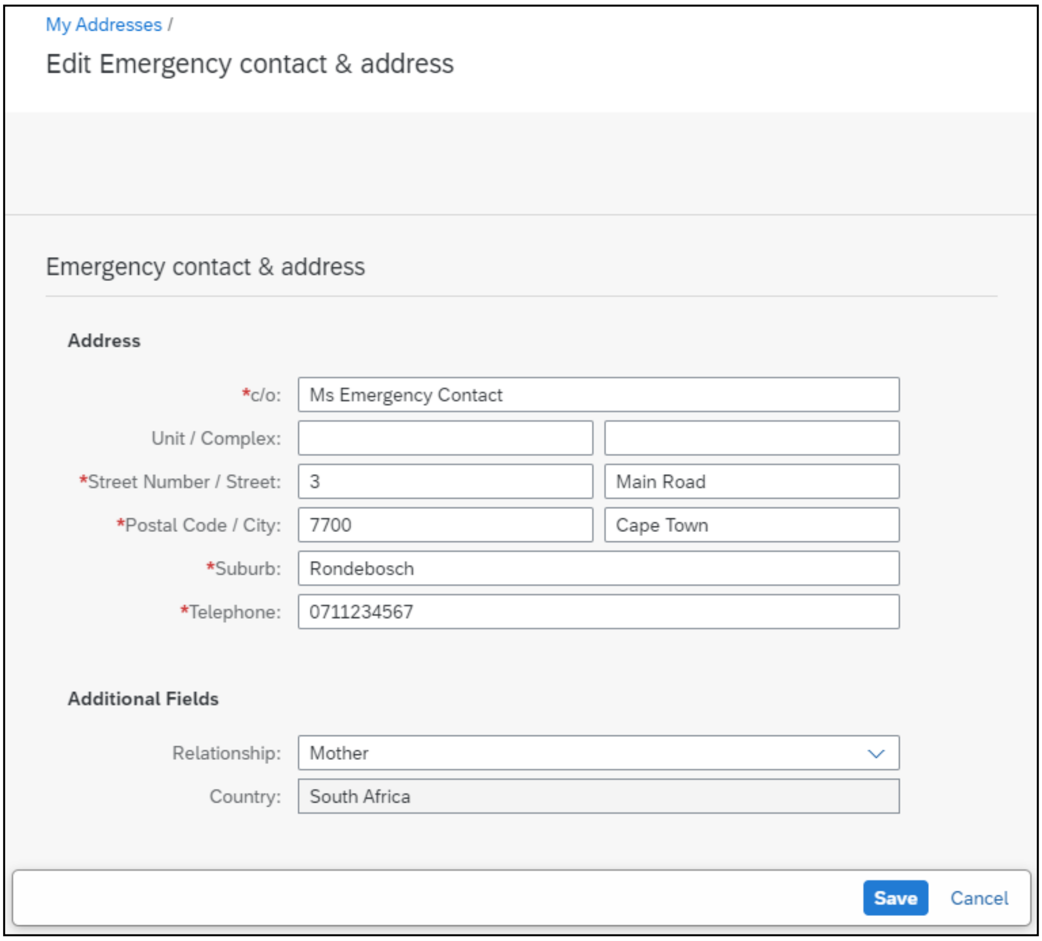
3. The *Emergency contact & address* section appears.



   – To change the emergency contact information, click Edit.

Changing emergency contact

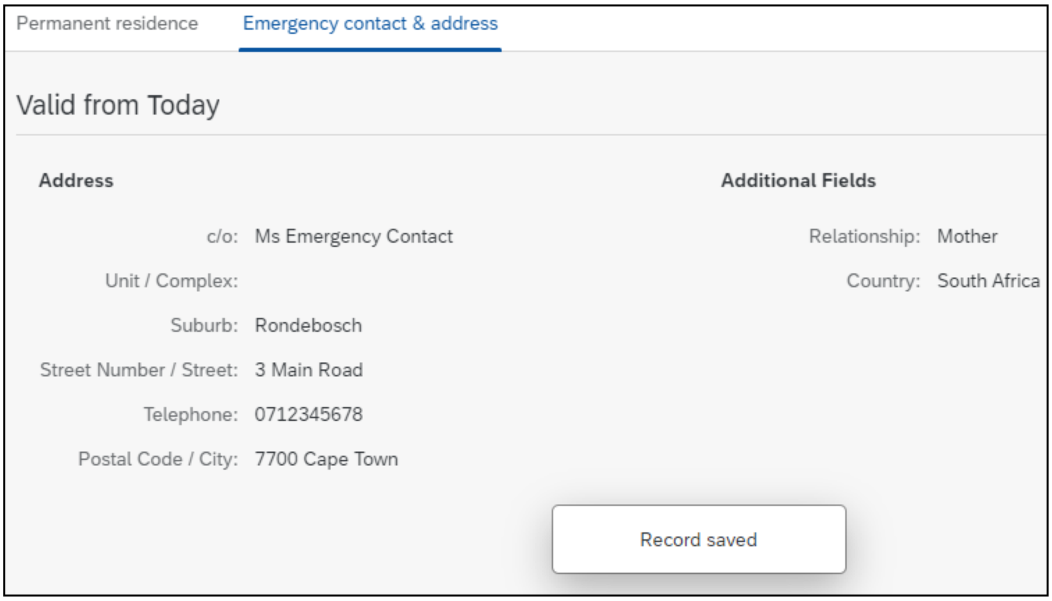
4. The *Edit Emergency contact & address* page appears.



– 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 **Save**.

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

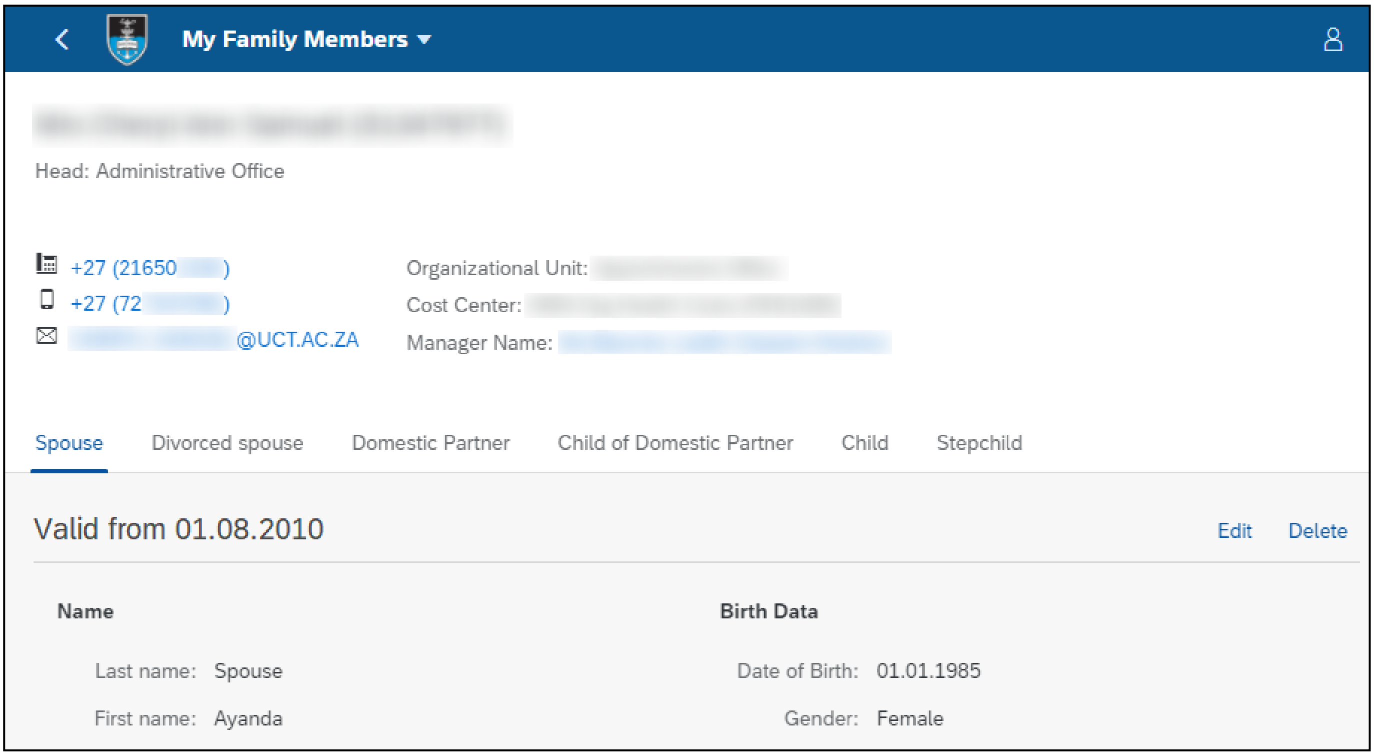
Before you begin

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

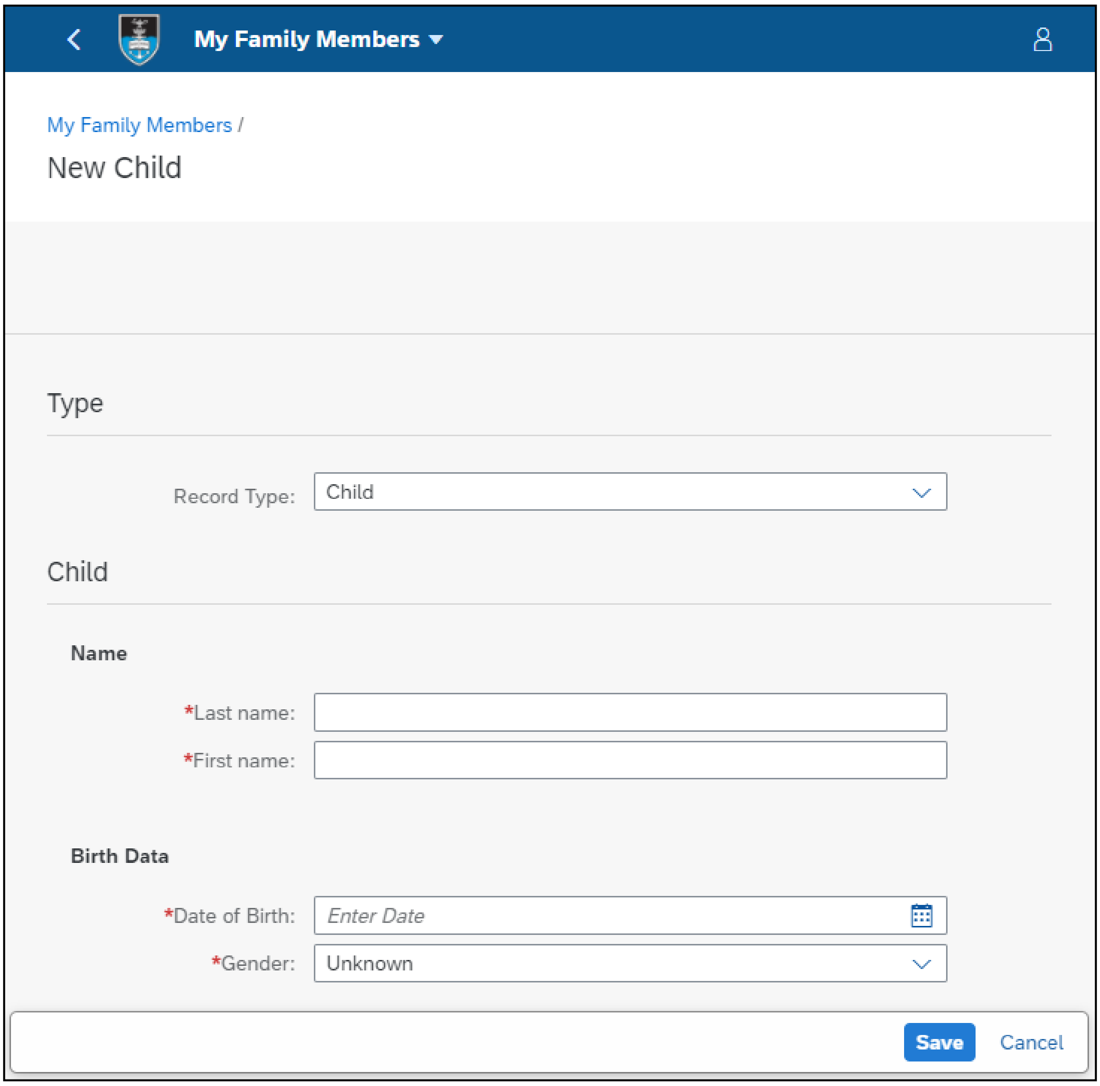
1. After logging in to HR Employee Self-Service (ESS), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.



- 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

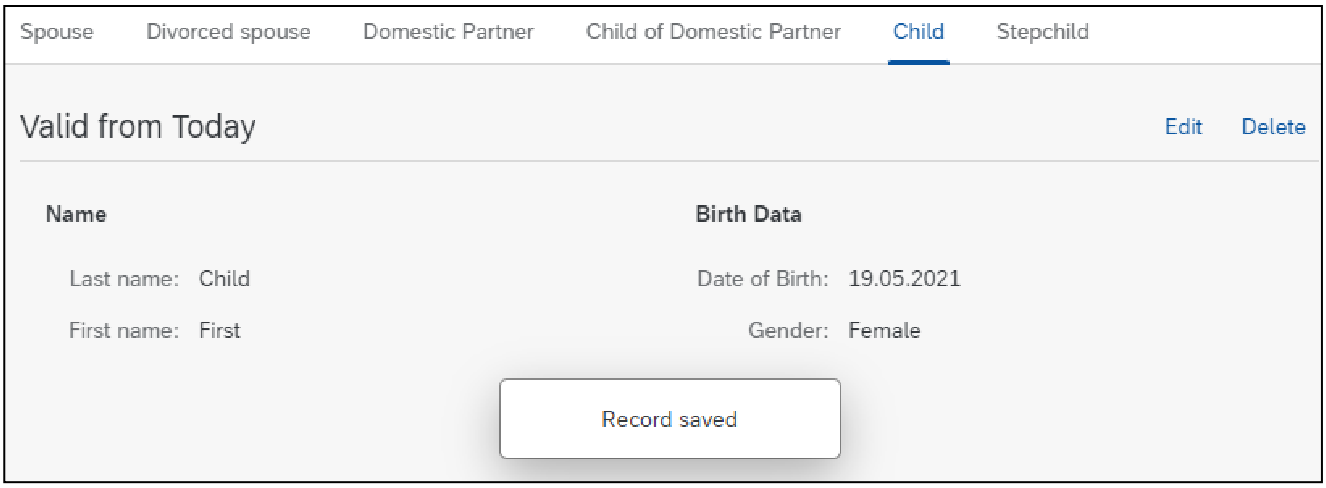
3. The *New* page appears for the selected type of family member.



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

– Click **Save**.

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.



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

Changing a family member record

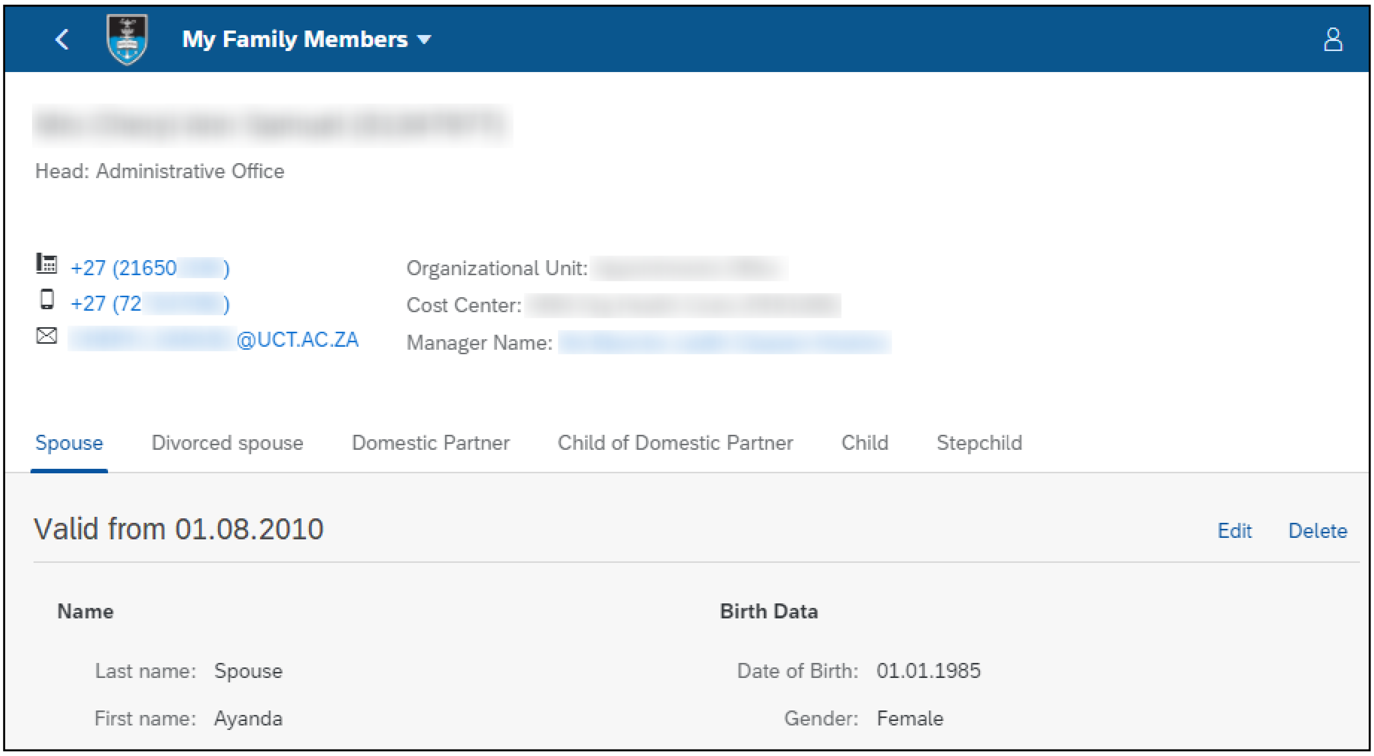
Before you begin

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.

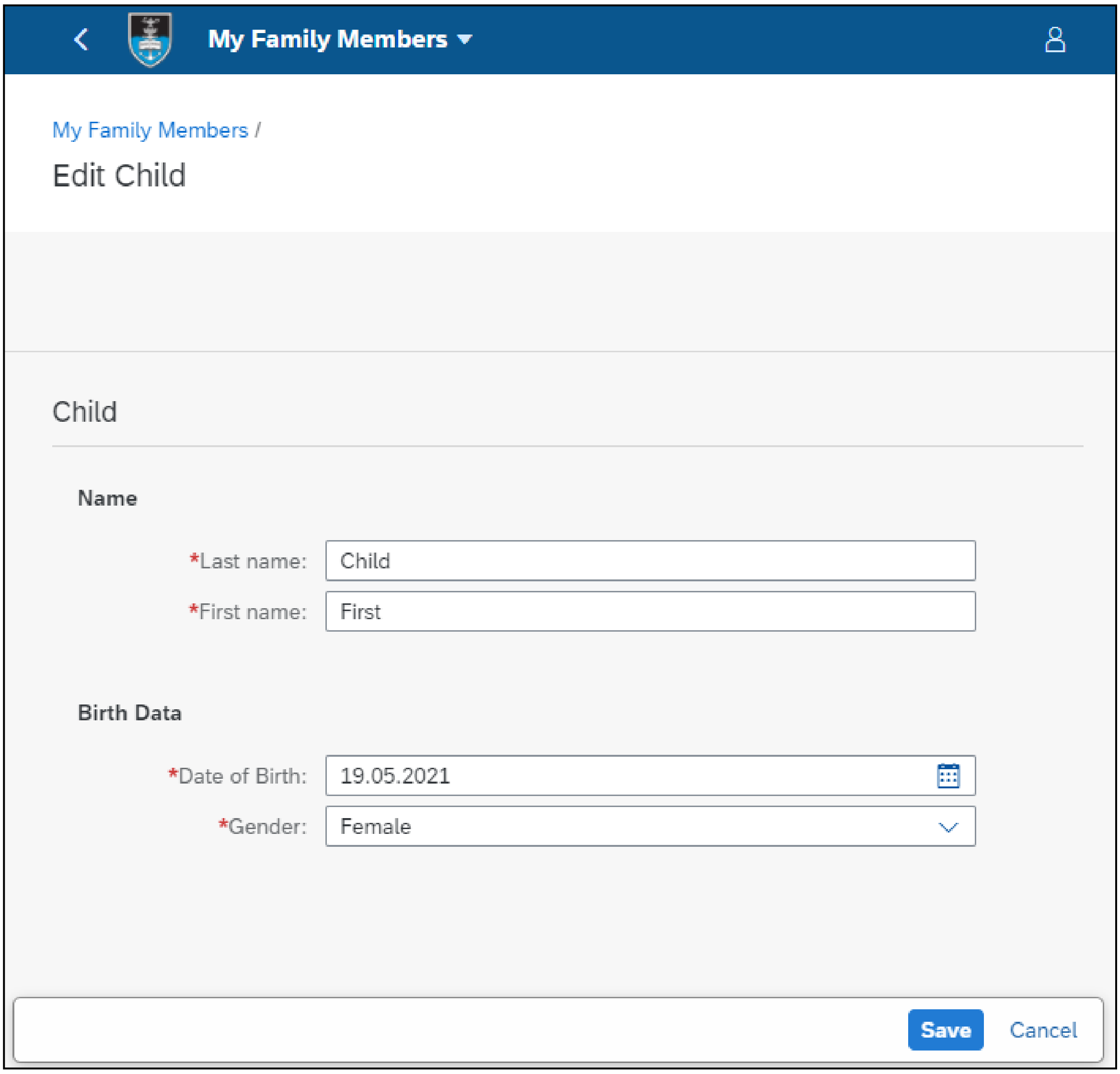


– If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.

– Click Edit.

Changing a family member record

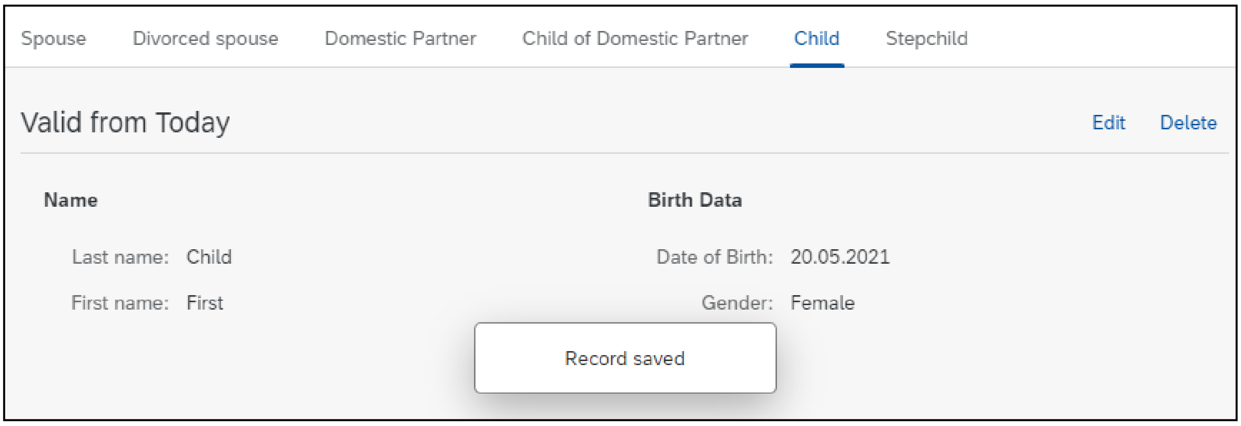
3. The *Edit* page appears for the selected type of family member.



– Change the appropriate fields.

– Click Save.

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.



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

Deleting a family member record

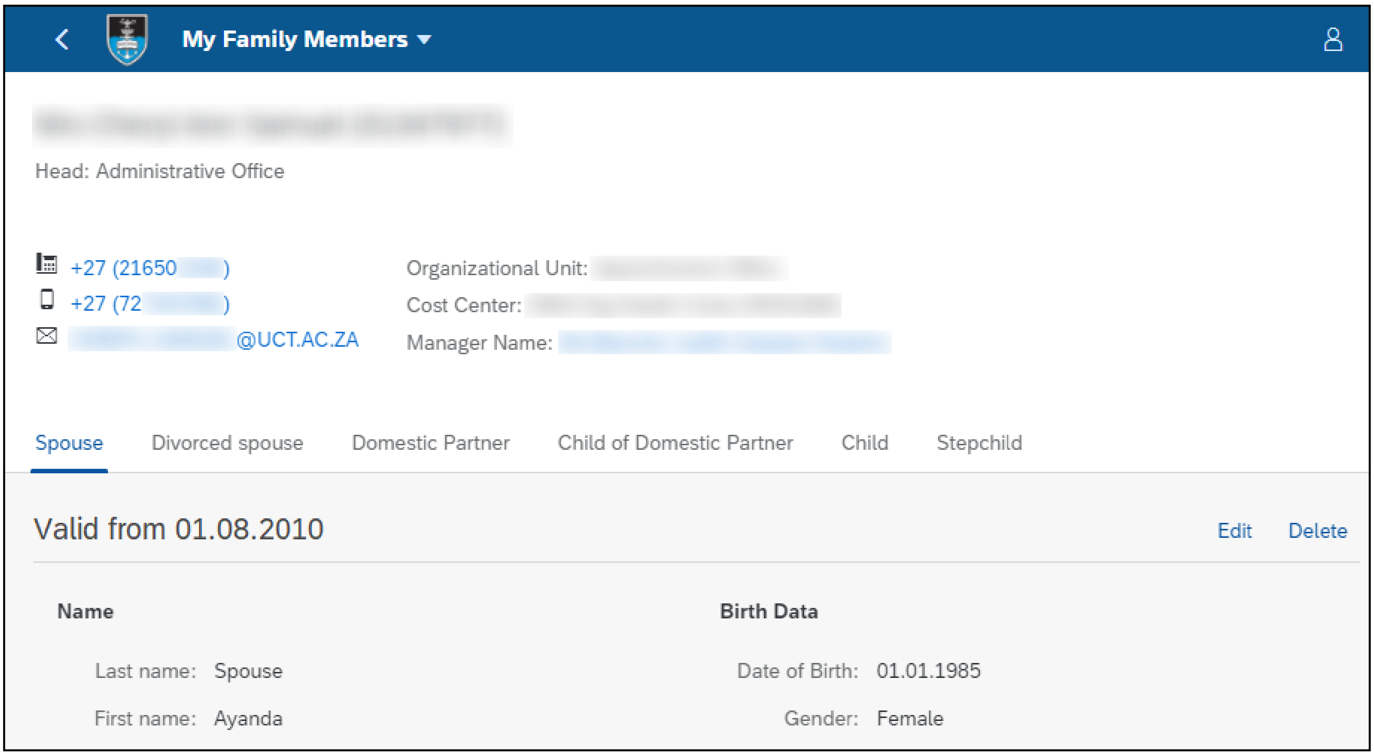
Before you begin

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.

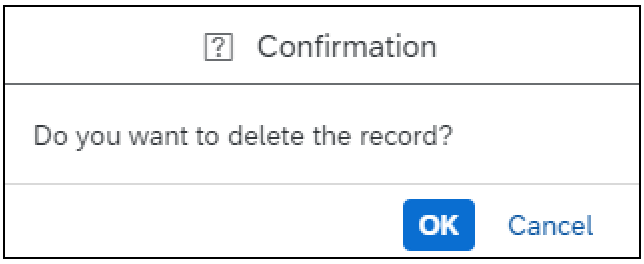


– If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.

– Click Delete.

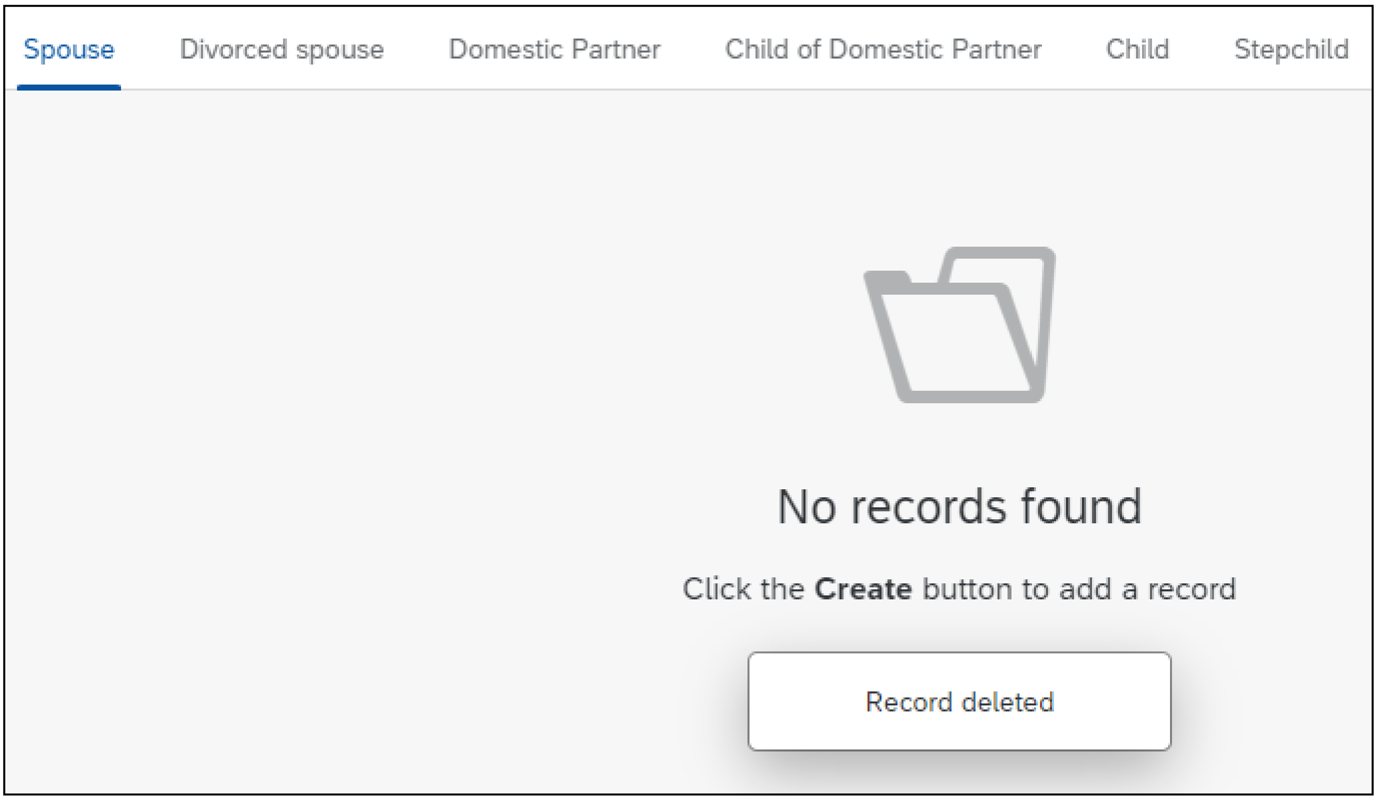
Deleting a family member record

3. The *Confirmation* dialogue box appears.



   – Click OK.

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

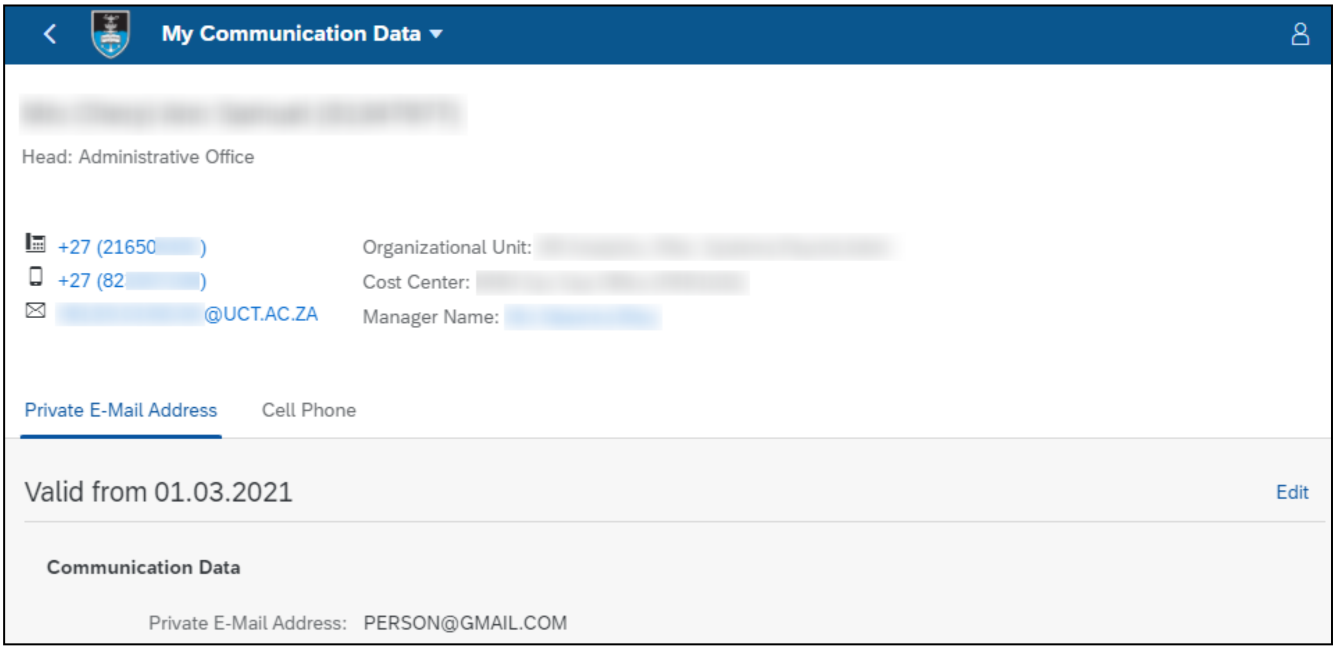


   – Click the UCT crest to return to the *Home* page.

Creating or changing private email address

Procedure

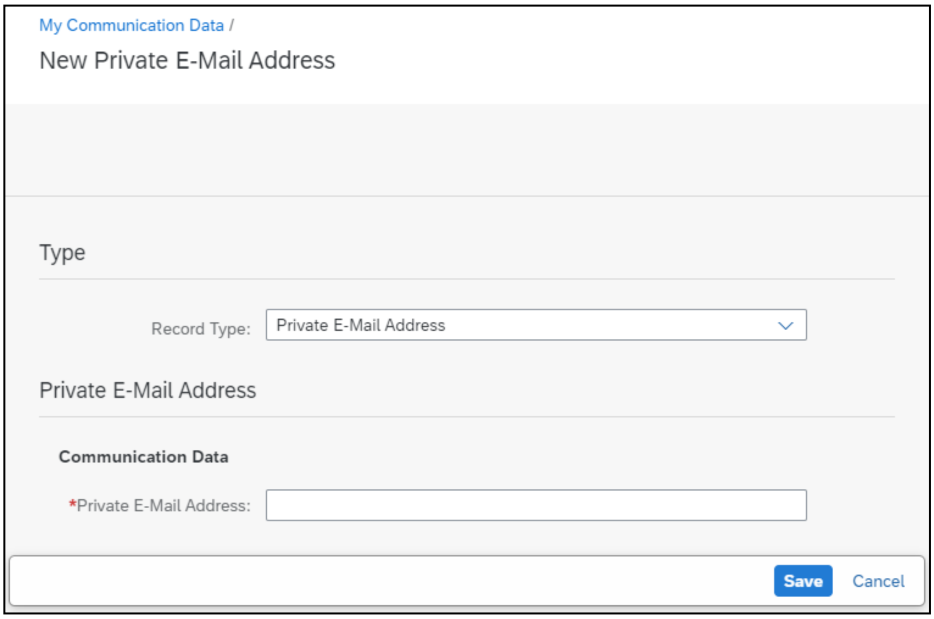
1. After [logging in to HR Employee Self-Service (ESS)](), click *My Communication Data*.
2. The *My Communication Data* page appears, displaying *Private E-Mail Address* details. If there are no private email details recorded, the *No records found* message appears in place of the email details.
   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.



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.



– Enter your *Private E-Mail Address*.

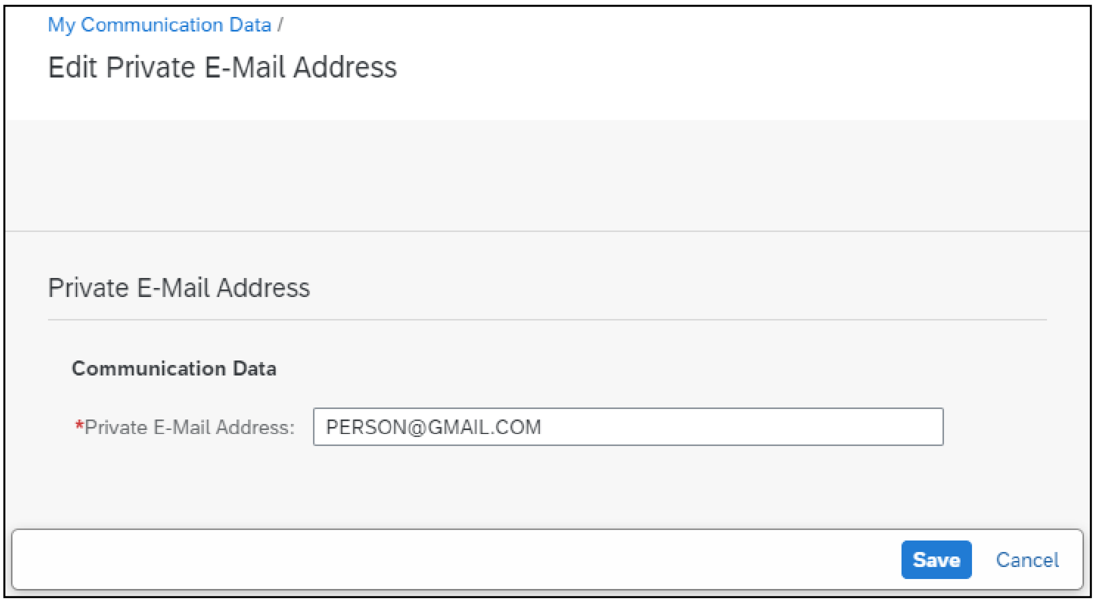
– Click **Save**.

– 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.

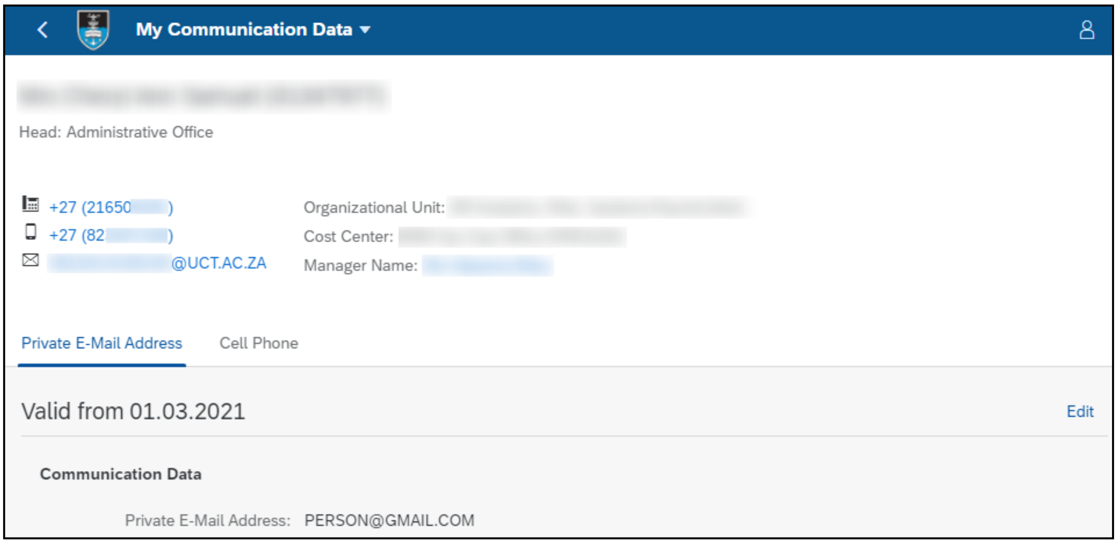


- Change the *Private E-Mail Address*.
- Click Save.
- The *My Communication Data* page reappears, displaying the changed private email address. A message at the bottom of the page confirms the record was saved.
- Click the UCT crest to return to the *Home* page.

Creating, changing or deleting cell phone number

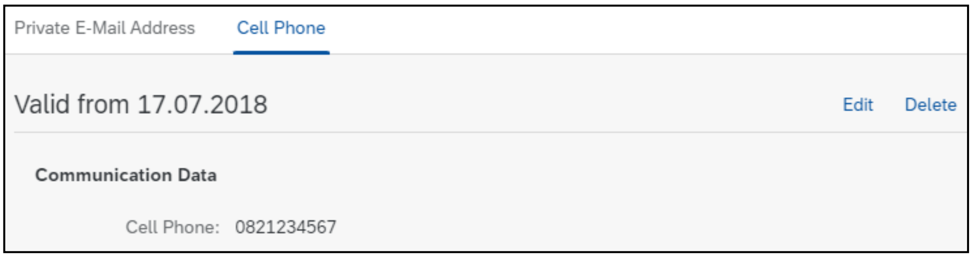
Procedure

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.

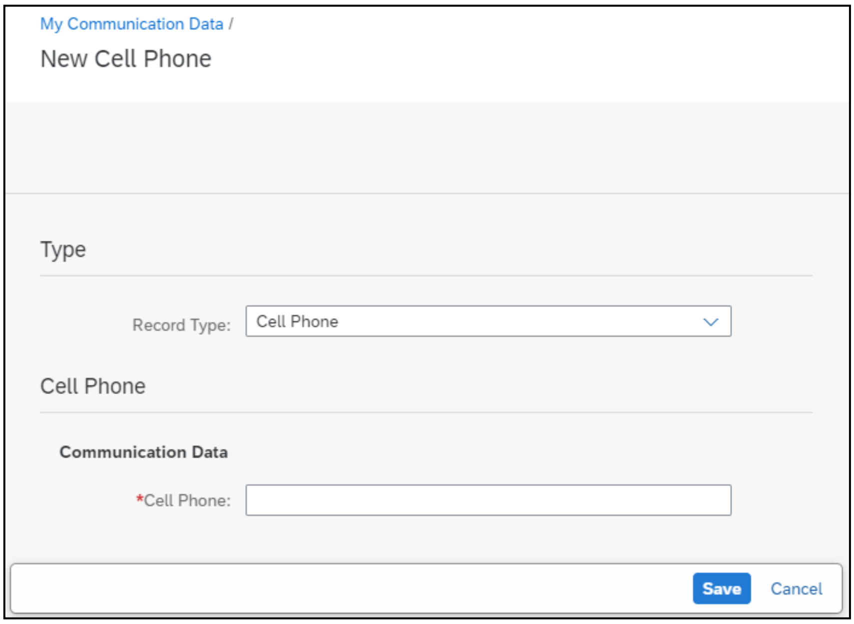
3. The *Cell Phone* page appears, displaying *Cell Phone* details. If there is no cell phone number recorded, the *No records found* message appears in place of the cell phone details.



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

– Click Create.

– The *New Cell Phone* page appears.

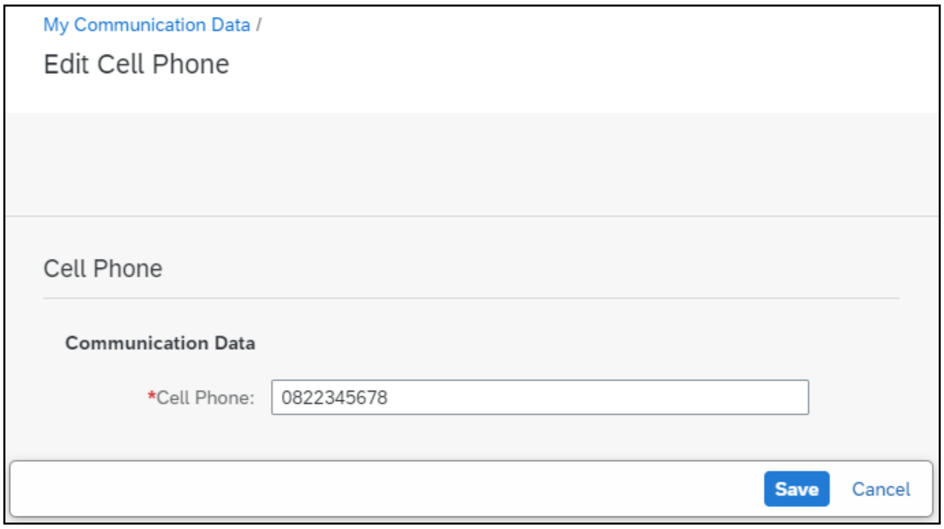


Creating, changing or deleting cell phone number

- Enter your *Cell Phone* number.
- Click Save.
- 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)

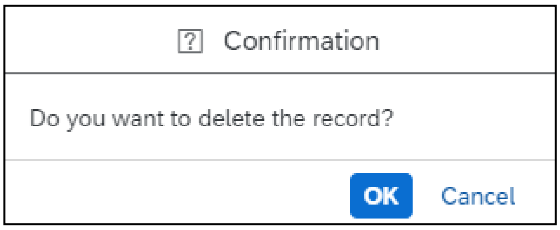
- Click Edit.
- The *Edit Cell Phone* page appears.



- Change the *Cell Phone* number.
- Click Save.
- 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.

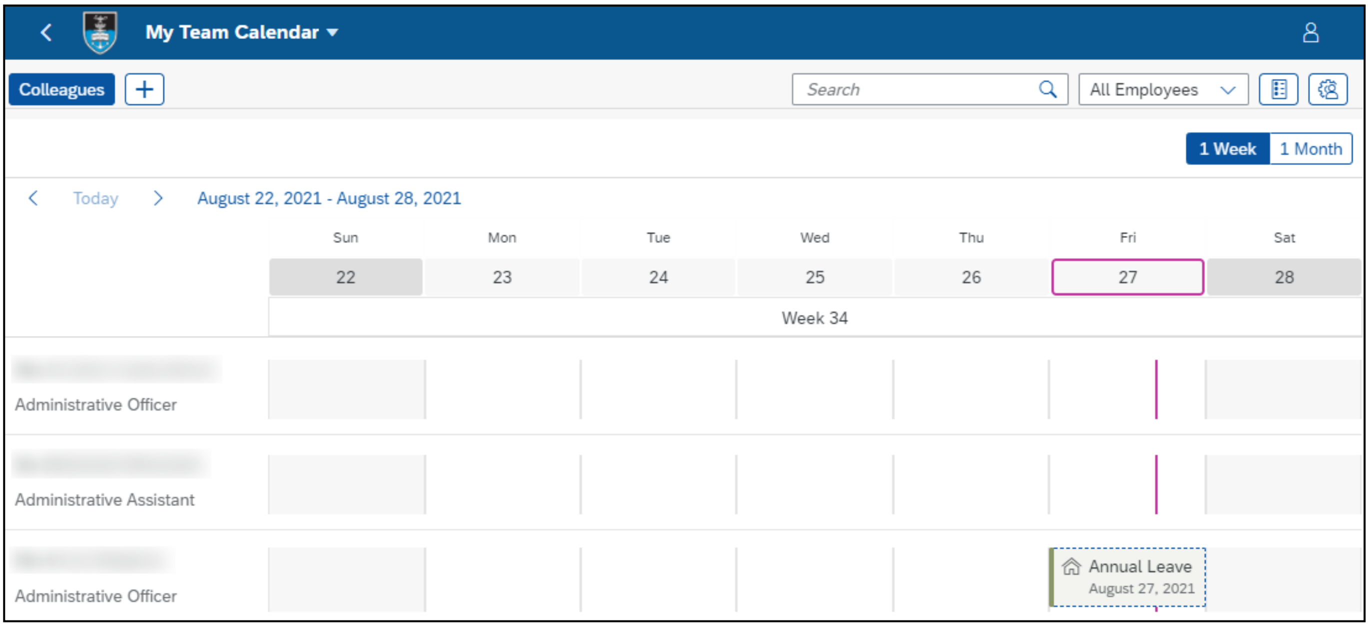


- Click OK.
- The *Cell Phone* page reappears. A message at the bottom of the page indicates that the record was deleted.
- Click the UCT crest to return to the Home page.

Using the team calendar

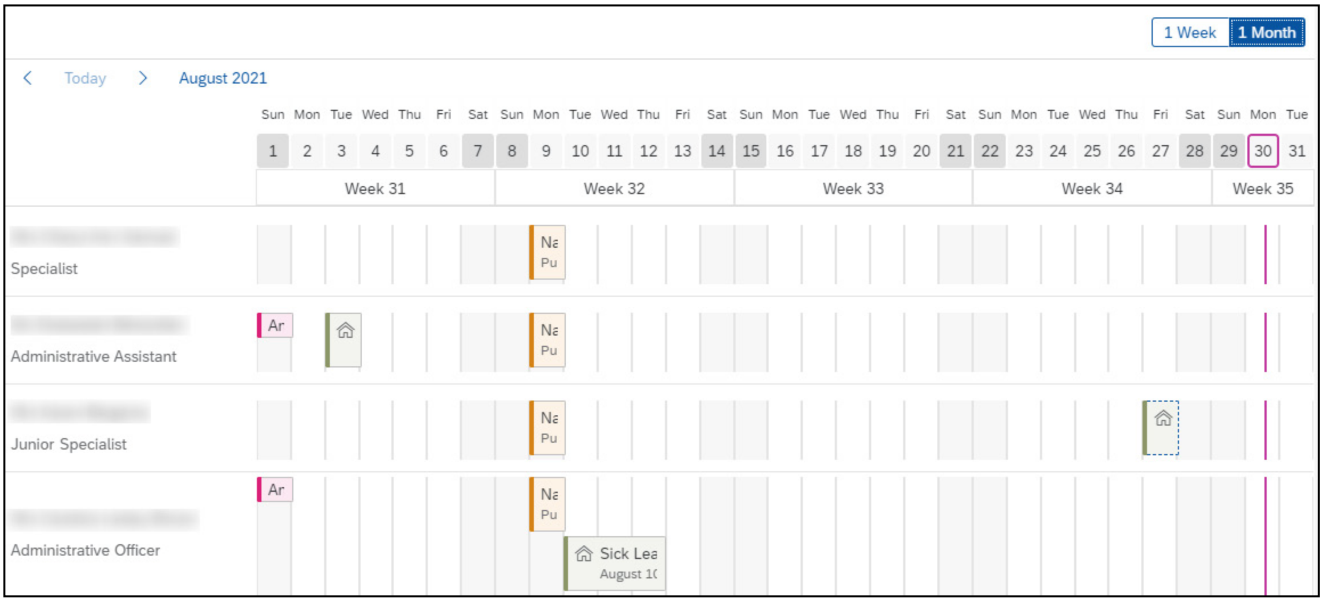
Procedure

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*.

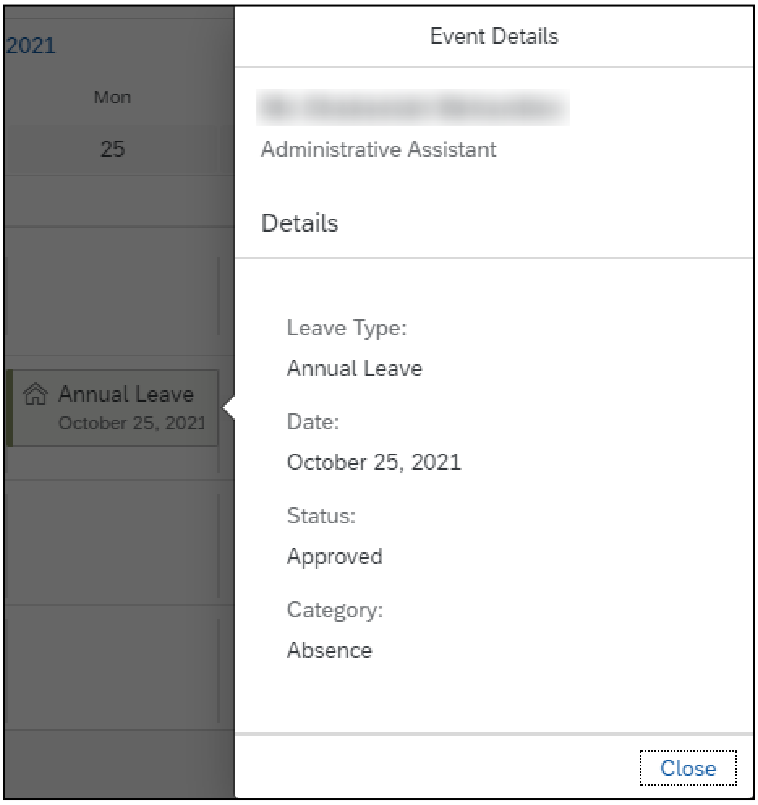
– Click 1 Month to view the full month.



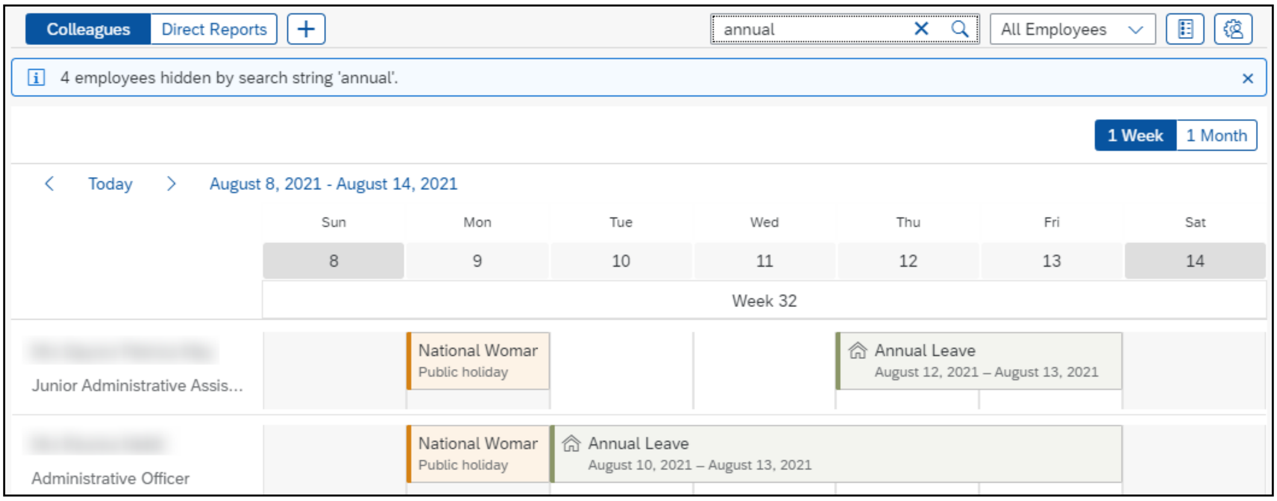
– Click 1 Week to return to the week view. If applicable, click > *Navigate forward* to change the week shown.

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.



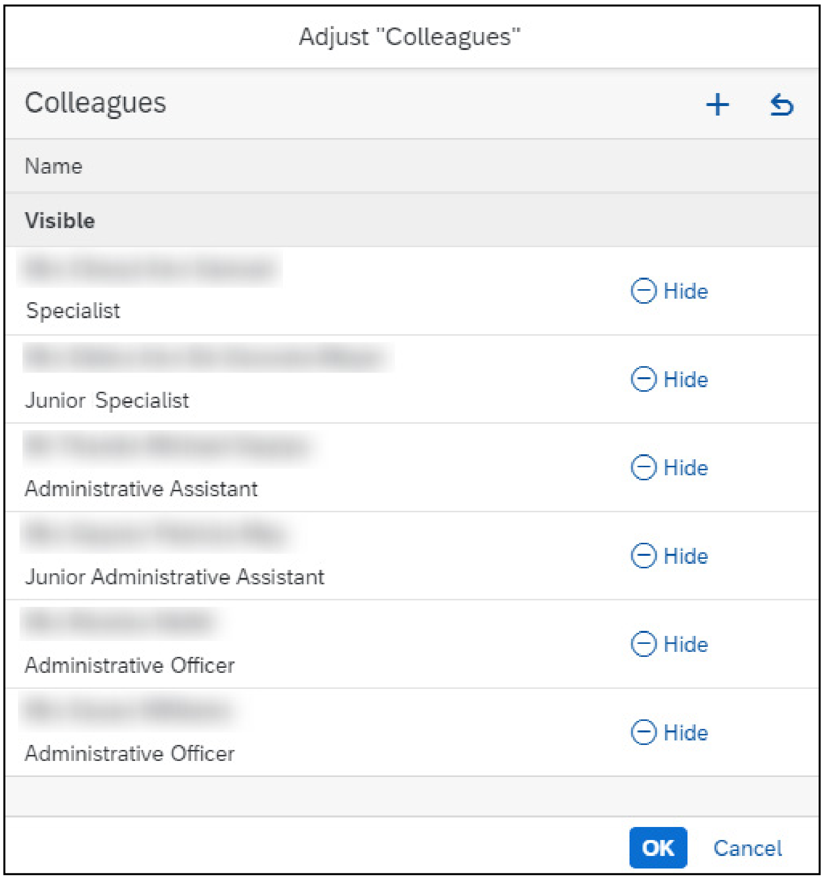
- To search for a leave type (e.g. annual, sick) or any displayed text (e.g. employee name), enter the search term in the *Search* field and click *Search*.
    - Employees who don't match the search term are hidden.



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

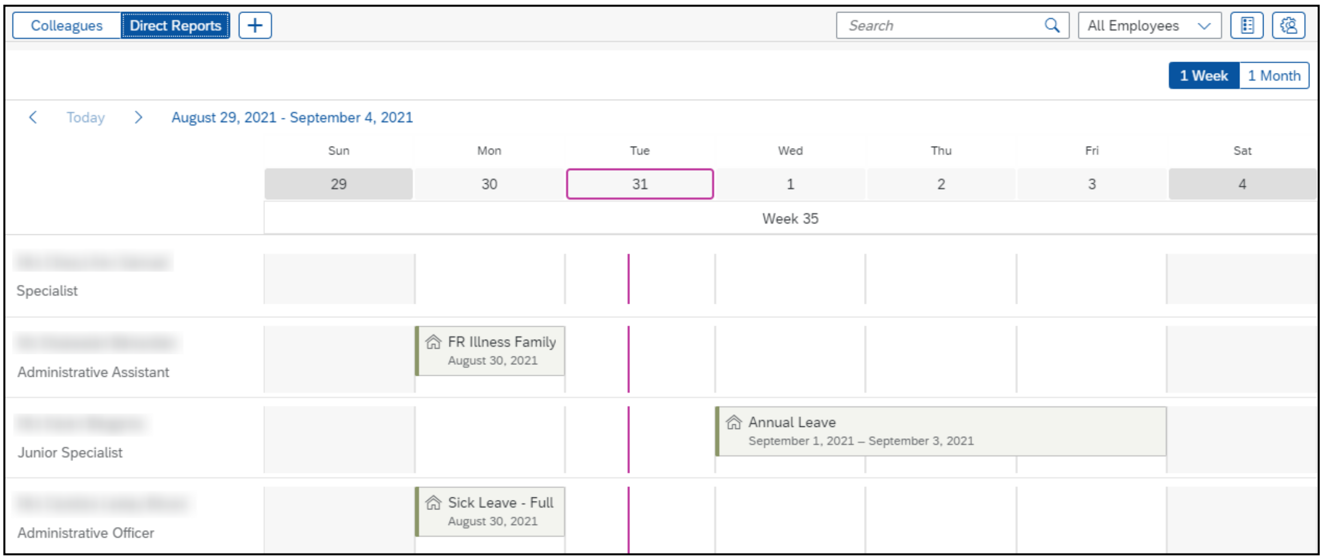
Using the team calendar

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



  - 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.



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

Viewing leave balances

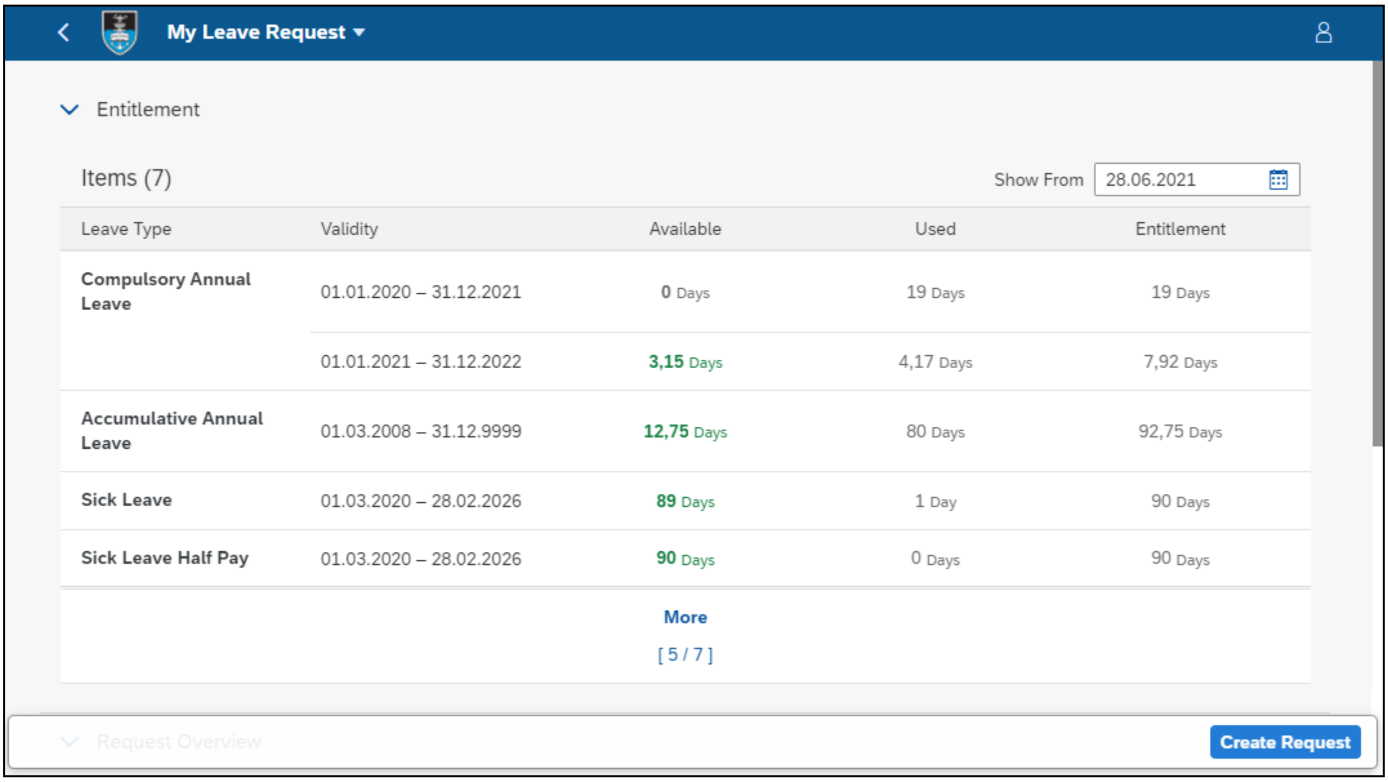
Background

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	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

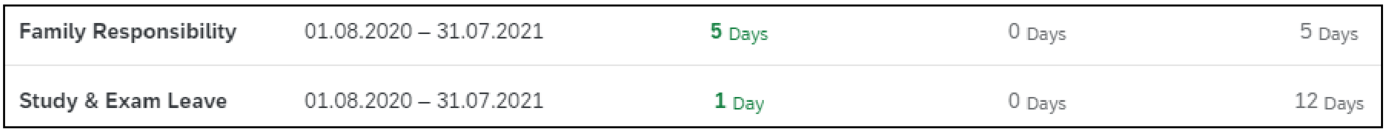
Procedure

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



– 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
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

Column name	Description
Leave Type	Type of leave e.g. compulsory annual leave, sick leave, family responsibility.
Validity	Period during which the leave is valid. Annual leave will be lost if not used by the end date.
Available	Current number of leave days available (leave balance) to use for each leave type.
Used	Current number of days taken for each leave type.
Entitlement	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
Sick Leave Half Pay	15.03.2020 – 14.03.2026	**0** Days	0 Days	0 Days
Study & Research Leave	15.03.2020 – 31.12.9999	**73,76** Days	0 Days	73,76 Days
Sick Leave	15.03.2020 – 14.03.2026	**60** Days	0 Days	60 Days
Family Responsibility	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

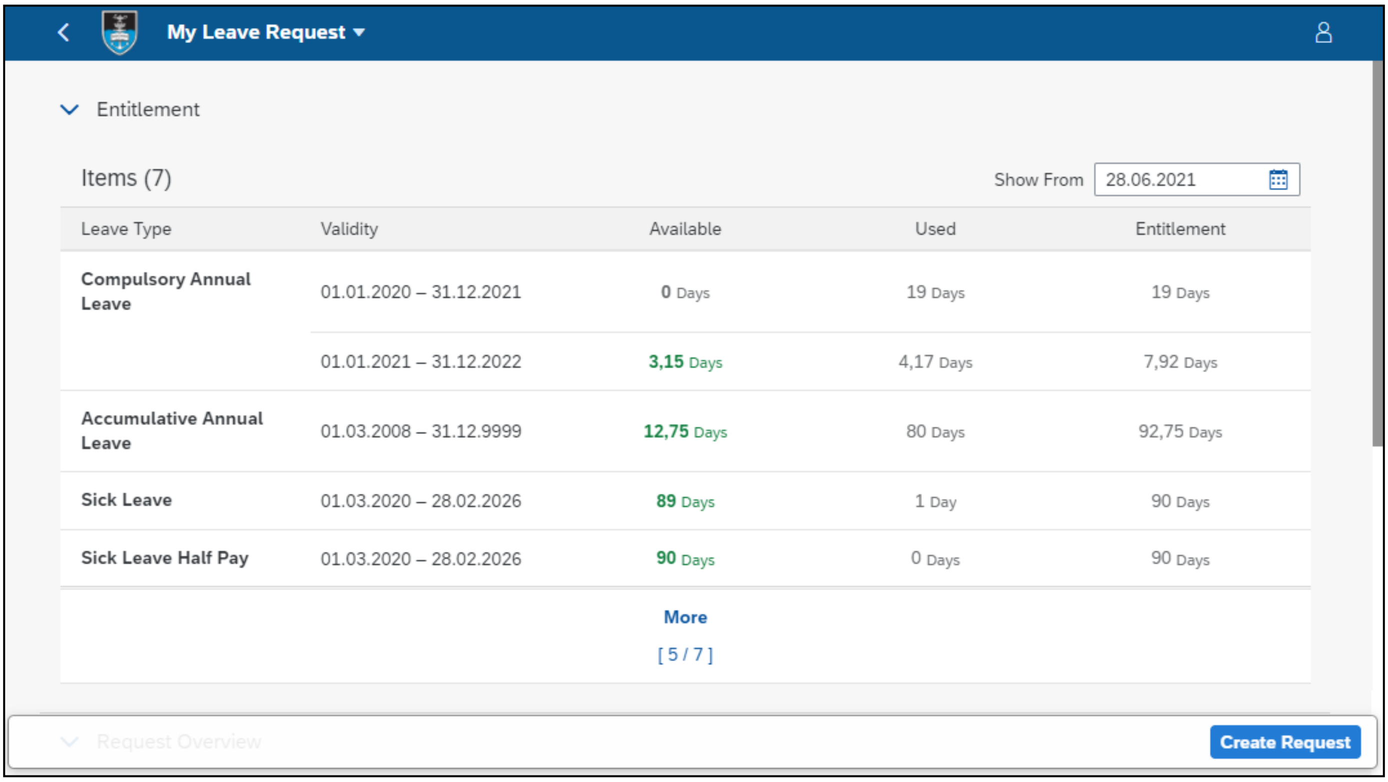
Background

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	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

Procedure

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



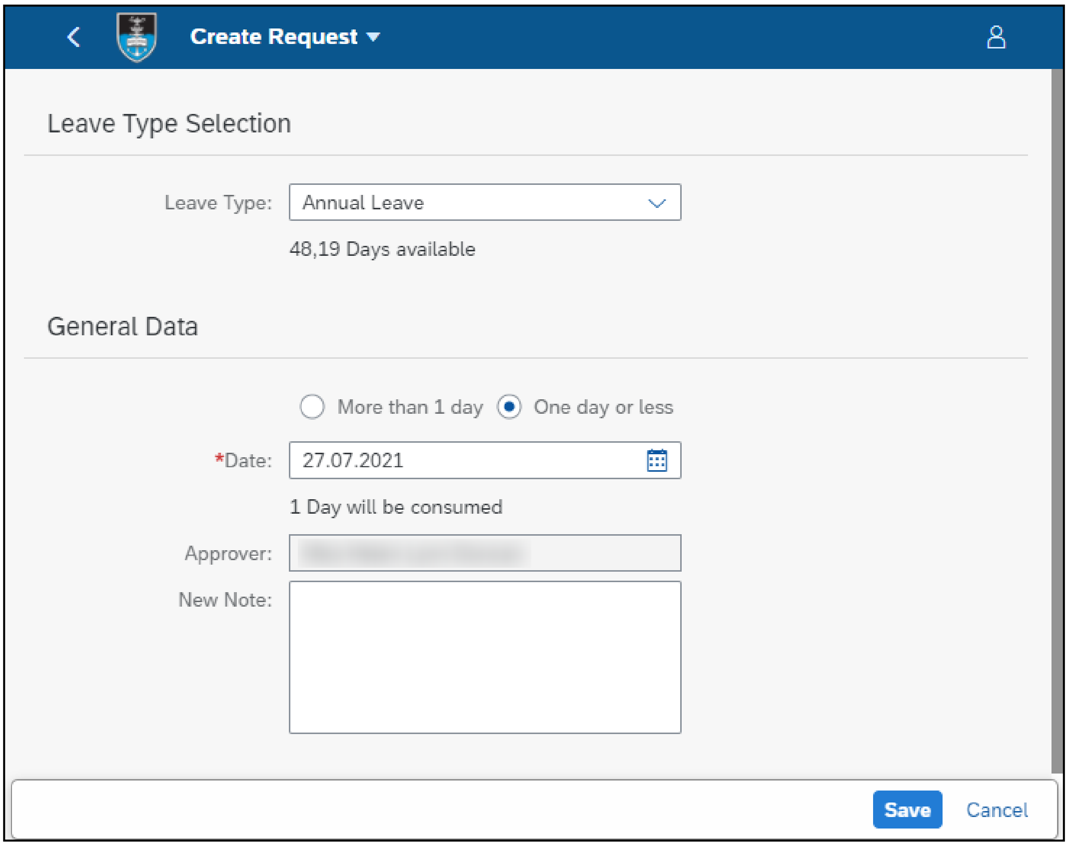
– The *Entitlement* section displays your current leave balances in the *Available* column. See: Viewing your leave balances.

– Click 

.

Creating a leave request

3. The *Create Request* page appears.



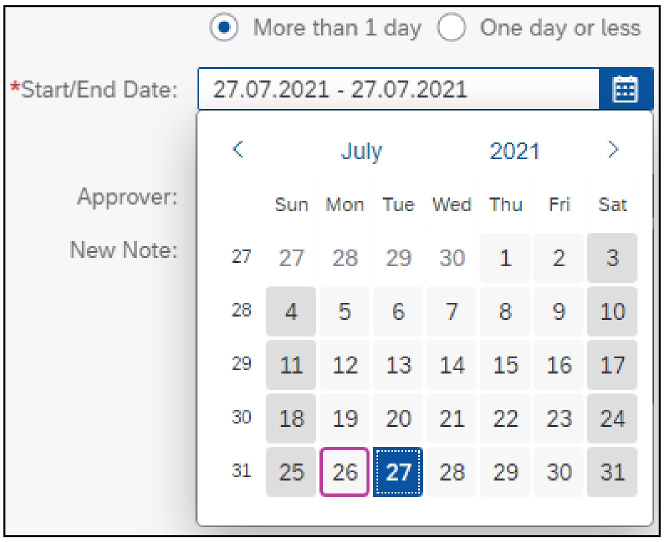
In the *Leave Type Selection* section:

- 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)

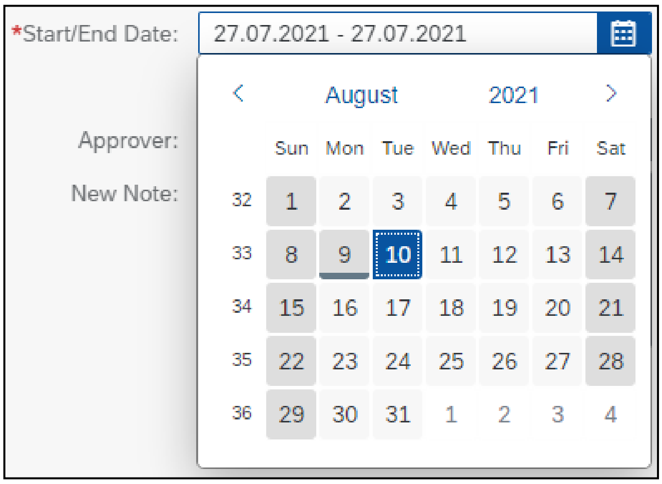
In the *General Data* section:

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

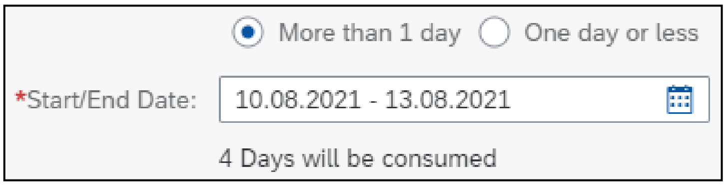


- If applicable, change the month using the *Previous* and *Next* buttons.
- Click to select the first leave day. The selected day is marked by blue shading.

Creating a leave request



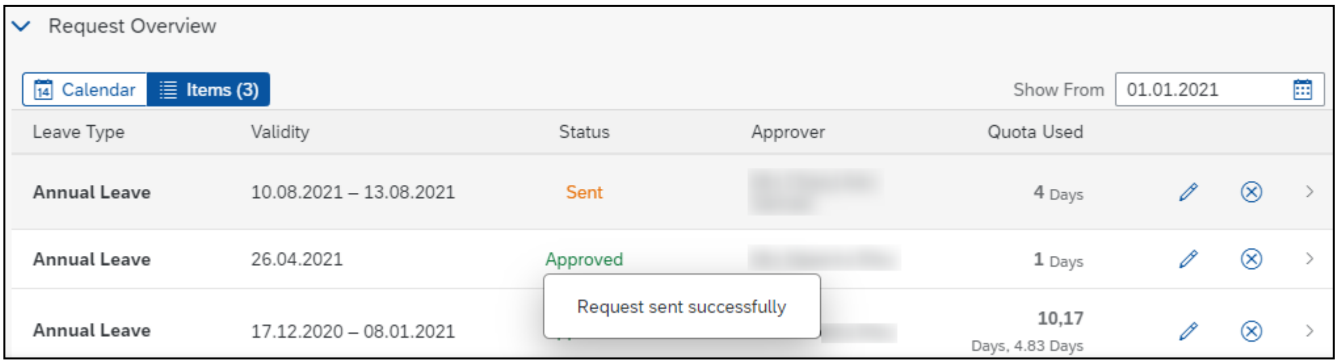
- If applicable, use the > *Next* button to change the month.
- Click to select the last leave day. The selected day is briefly marked by blue shading before the calendar automatically closes.
- The selected leave dates are displayed in the *Start/End Date* field. The number of days appears below the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



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](#).

- 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.



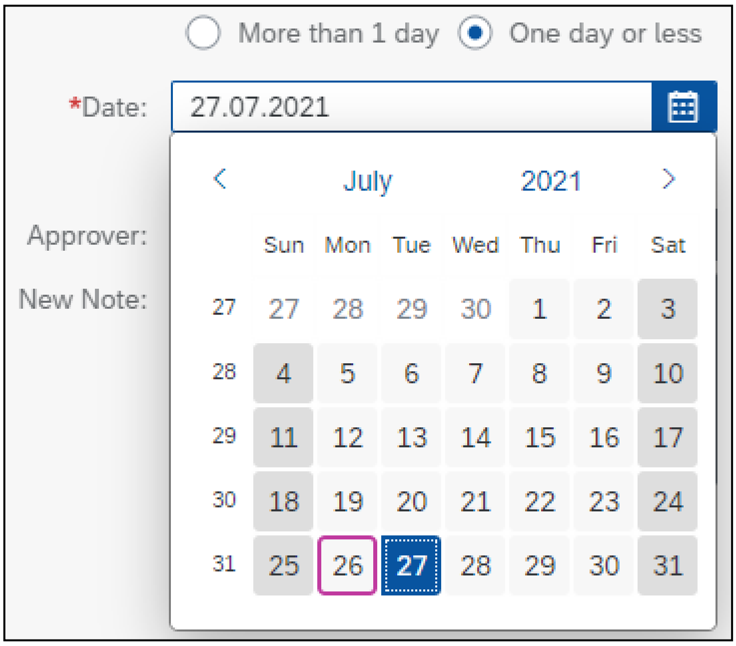
- Click the UCT crest to return to the Home page.

Creating a leave request

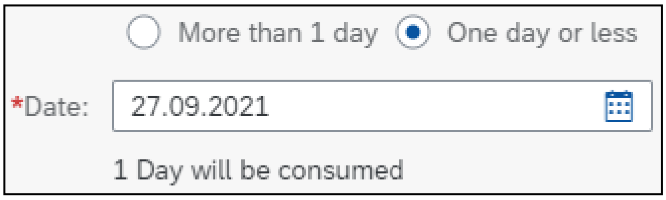
Requesting one day of leave or a ½ day annual leave (see also: Requesting more than one day of leave)

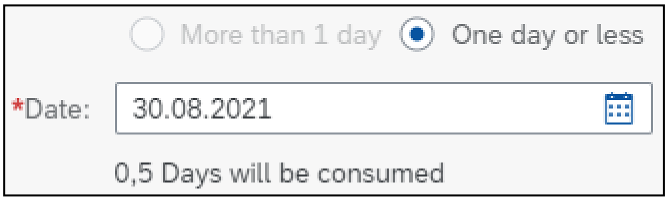
In the *General Data* section:

- 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.



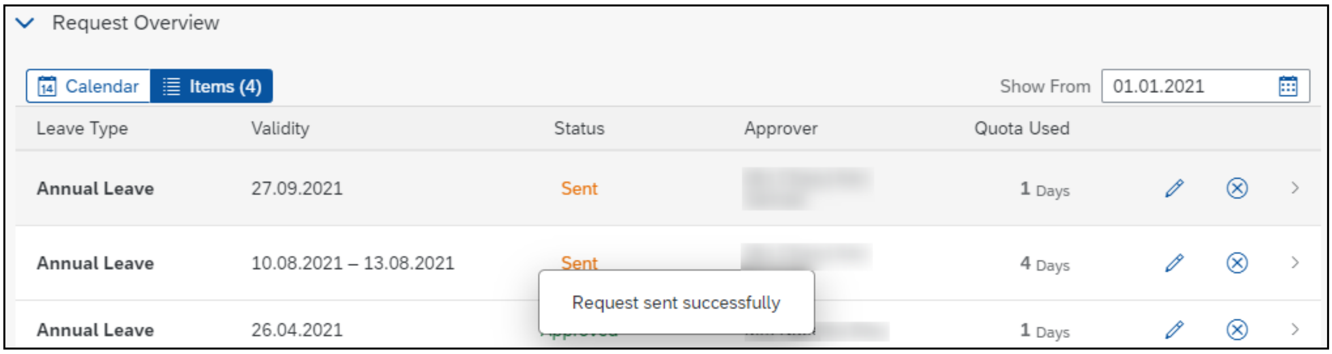


- If one or more team members have requested leave during the same period, a message appears at the top of the page. Click Show Absent to view the *Overlap Calendar*. For full instructions, see: Viewing the leave overlap calendar.

- 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.

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.

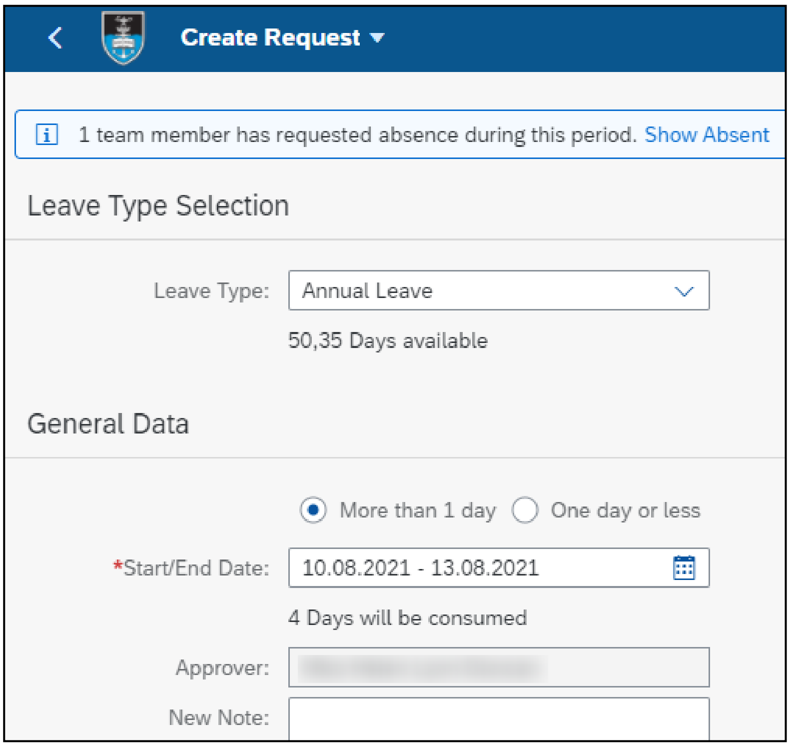


- Click the UCT crest to return to the *Home* page.

Creating a leave request: Viewing the leave overlap calendar

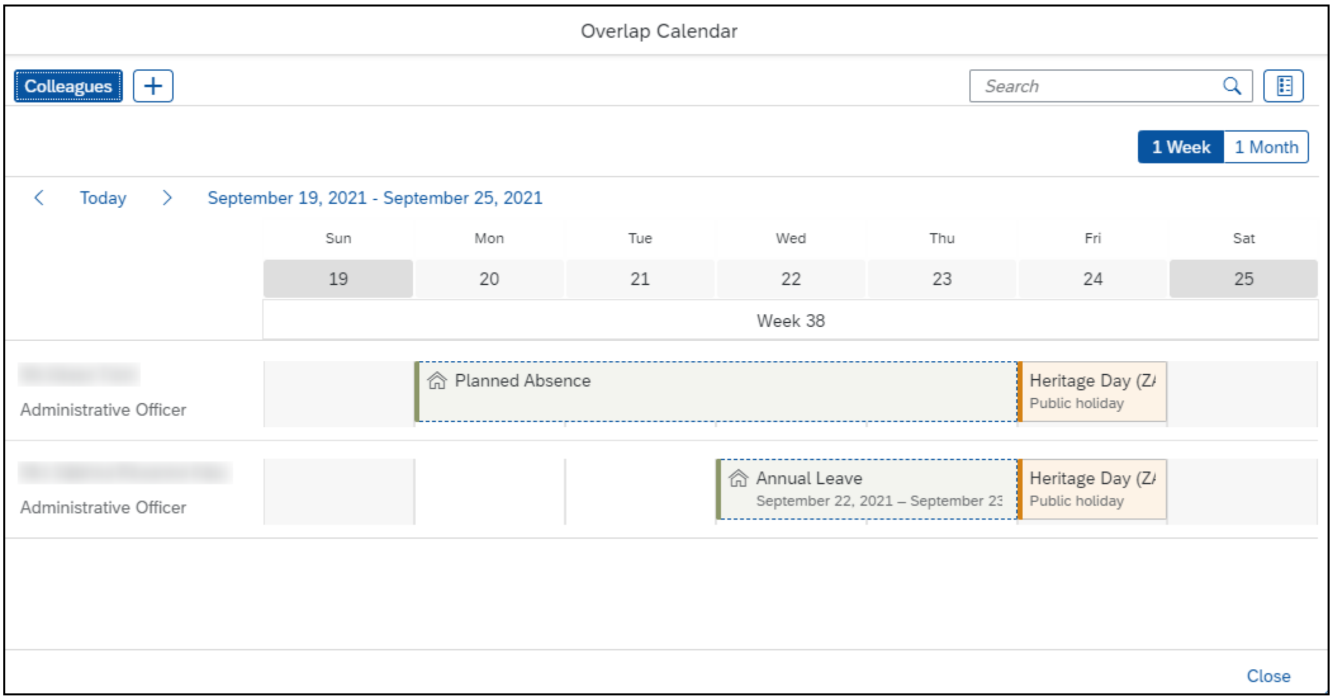
Procedure

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.



   – Click Show Absent.

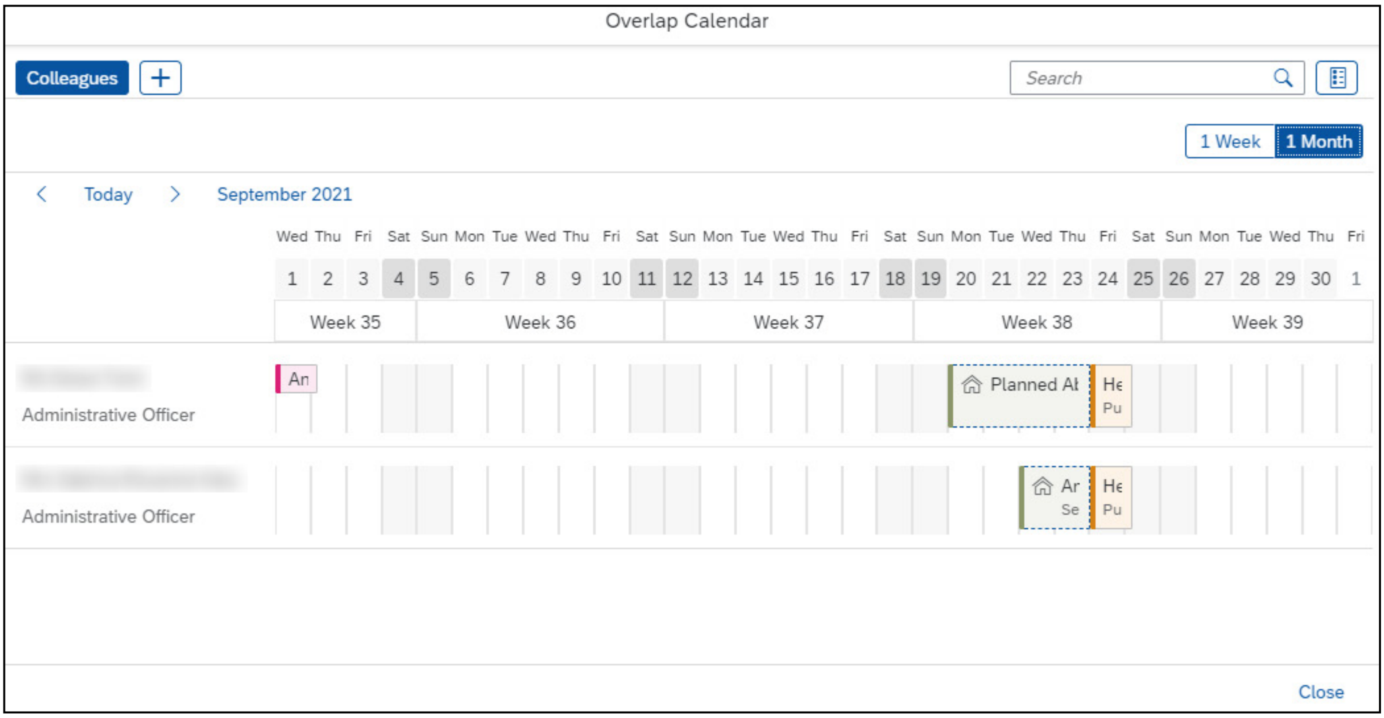
3. The *Overlap Calendar* appears, displaying your planned absence and your colleagues' leave requests in the same period.



   – 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

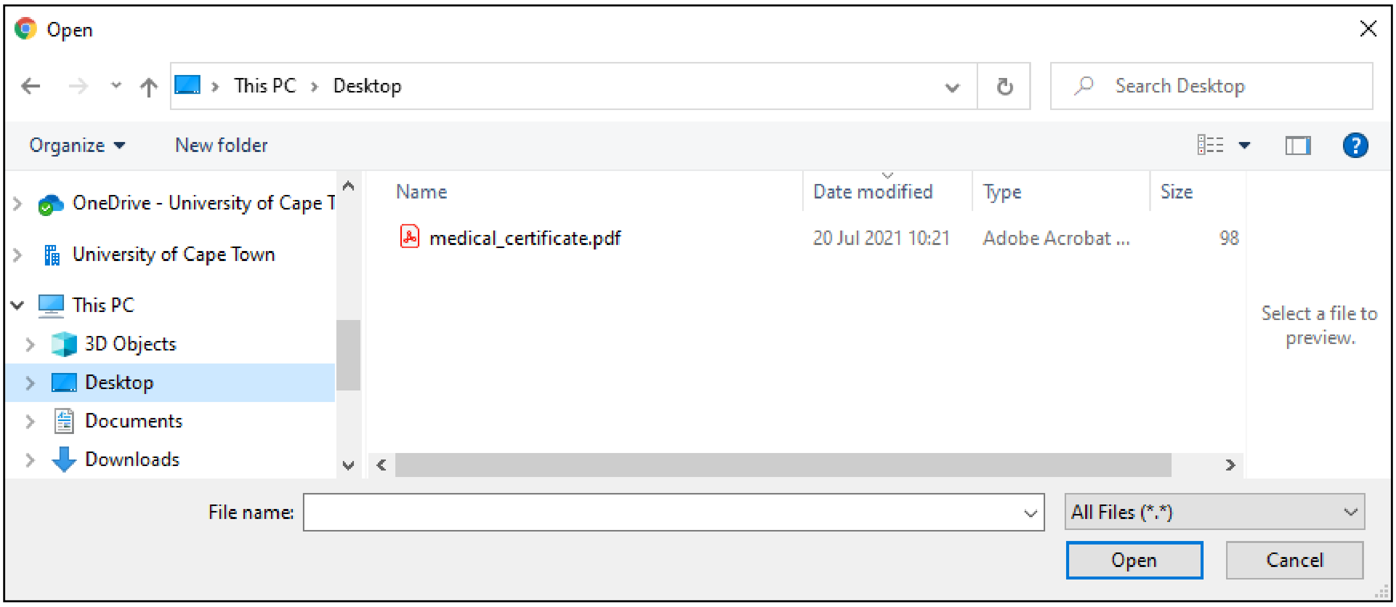


- Click 1 Week to return to the week view. If applicable, click > to change the week shown.
- Click Close to return to the leave request.

Creating a leave request: Adding an attachment

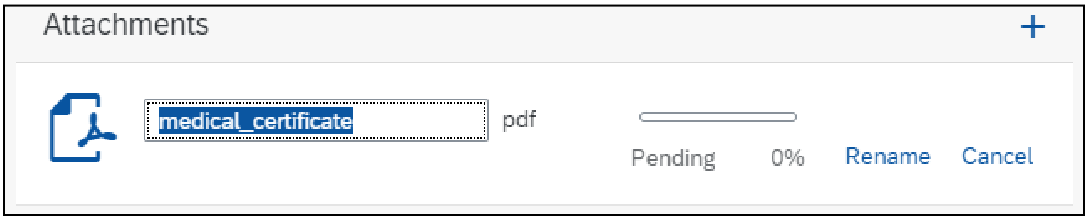
Procedure

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.

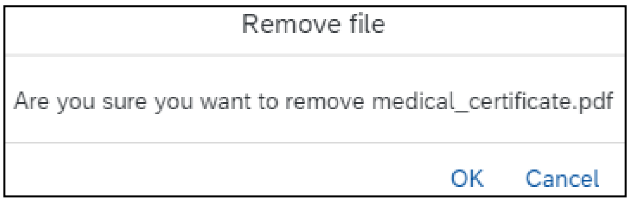


- Select the file to attach.
- Click Open.
- The selected file appears in the *Attachments* section.
  Note: The file will remain as pending until the leave request is saved.

- 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.

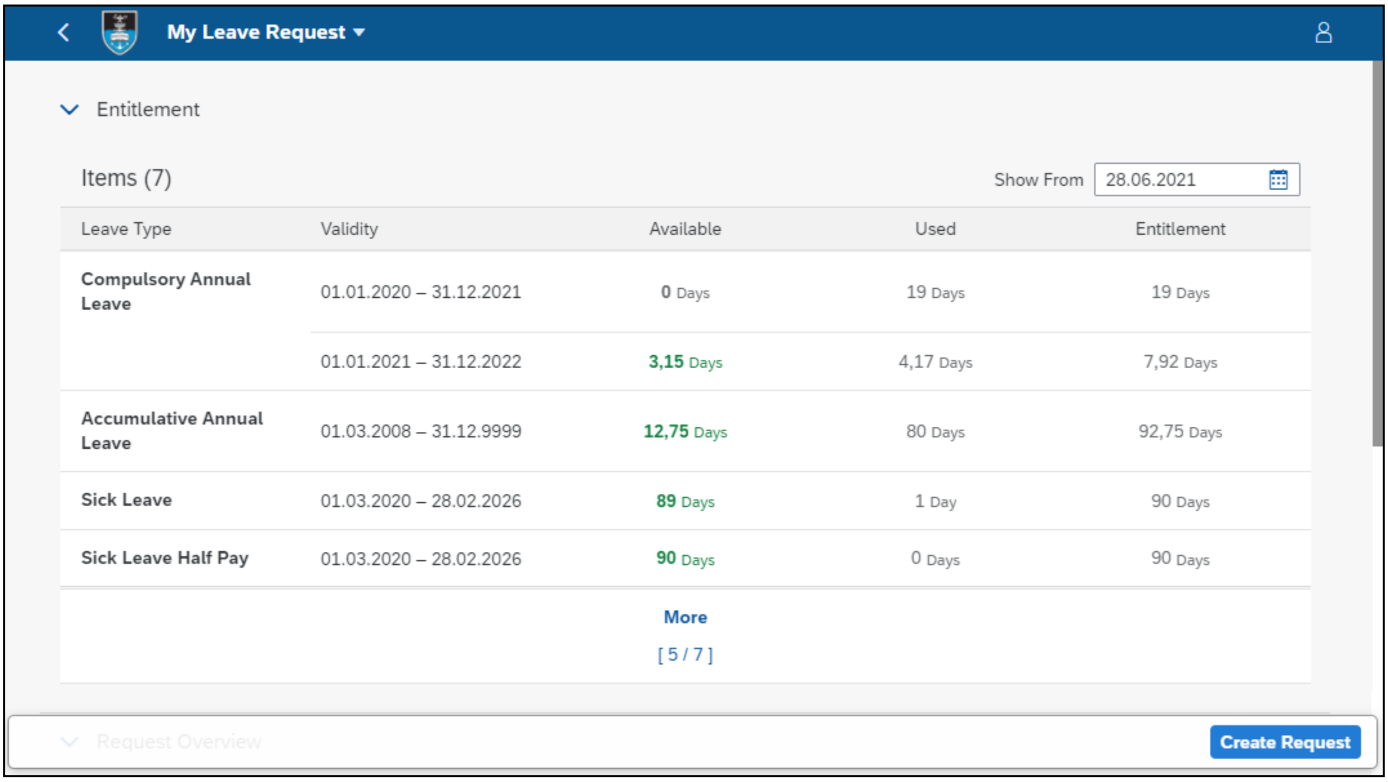


- Return to Creating a leave request.

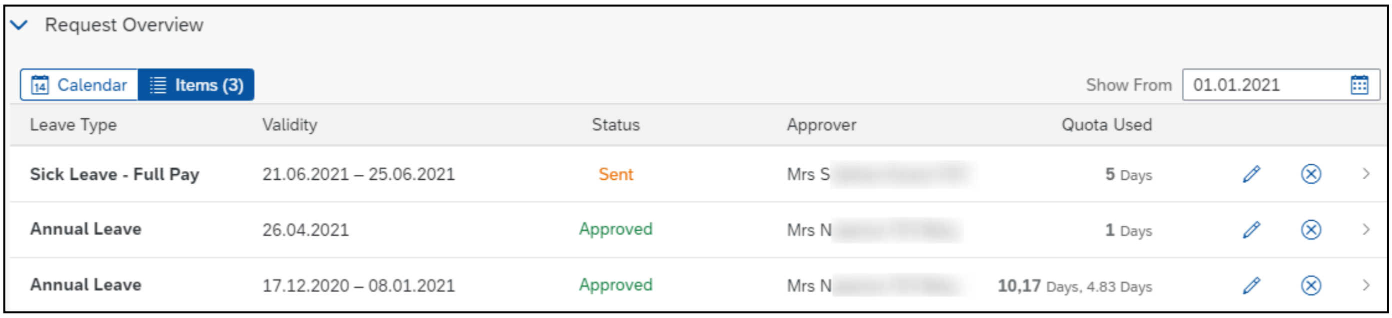
Viewing, changing or deleting leave requests

Procedure

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

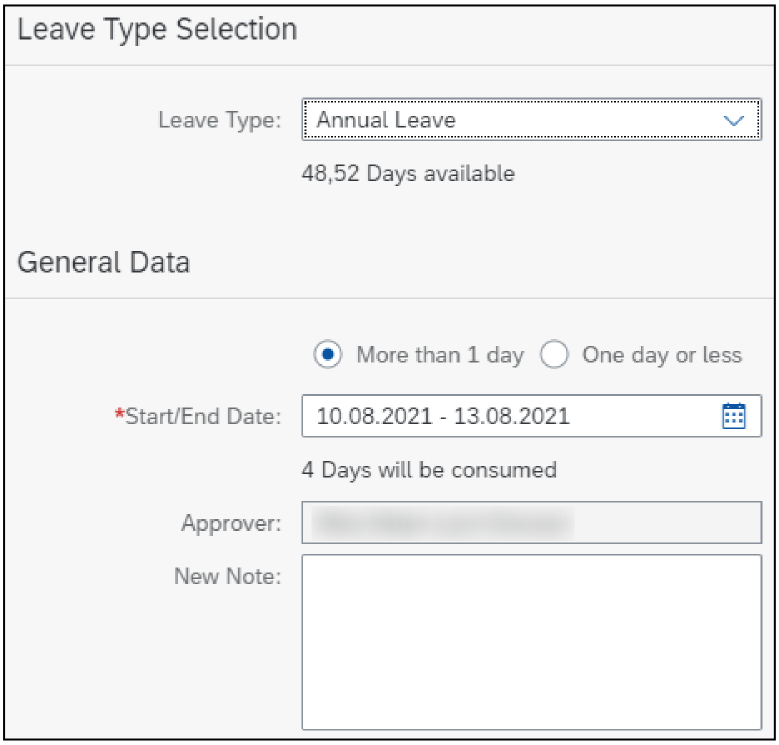
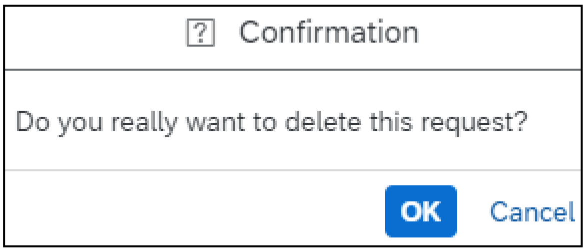


- The *Entitlement* section displays your current leave balances in the *Available* column. See: Viewing your leave balances.
- Scroll down the page to display the *Request Overview* section.



- 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..
change an existing leave request	– Click *Edit Request* next to the appropriate request. **Note**: If leave request recently approved, it can take up to 4 hours for the *Edit Request* button to be available. – The *Edit Request* page appears.  – Make the necessary changes to the leave request e.g. *Leave Type*, *Start* or *End Date*, *New Note* field. – Click **Save**. – The *My Leave Request* page reappears. A message briefly appears near the bottom of the page, confirming that that request was sent successfully.
delete an existing leave request	– Click *Delete Request* next to the appropriate request. – The *Confirmation* dialogue box appears.  – Click **OK**. – 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.

– 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 15th of the month will be included in the pay run.

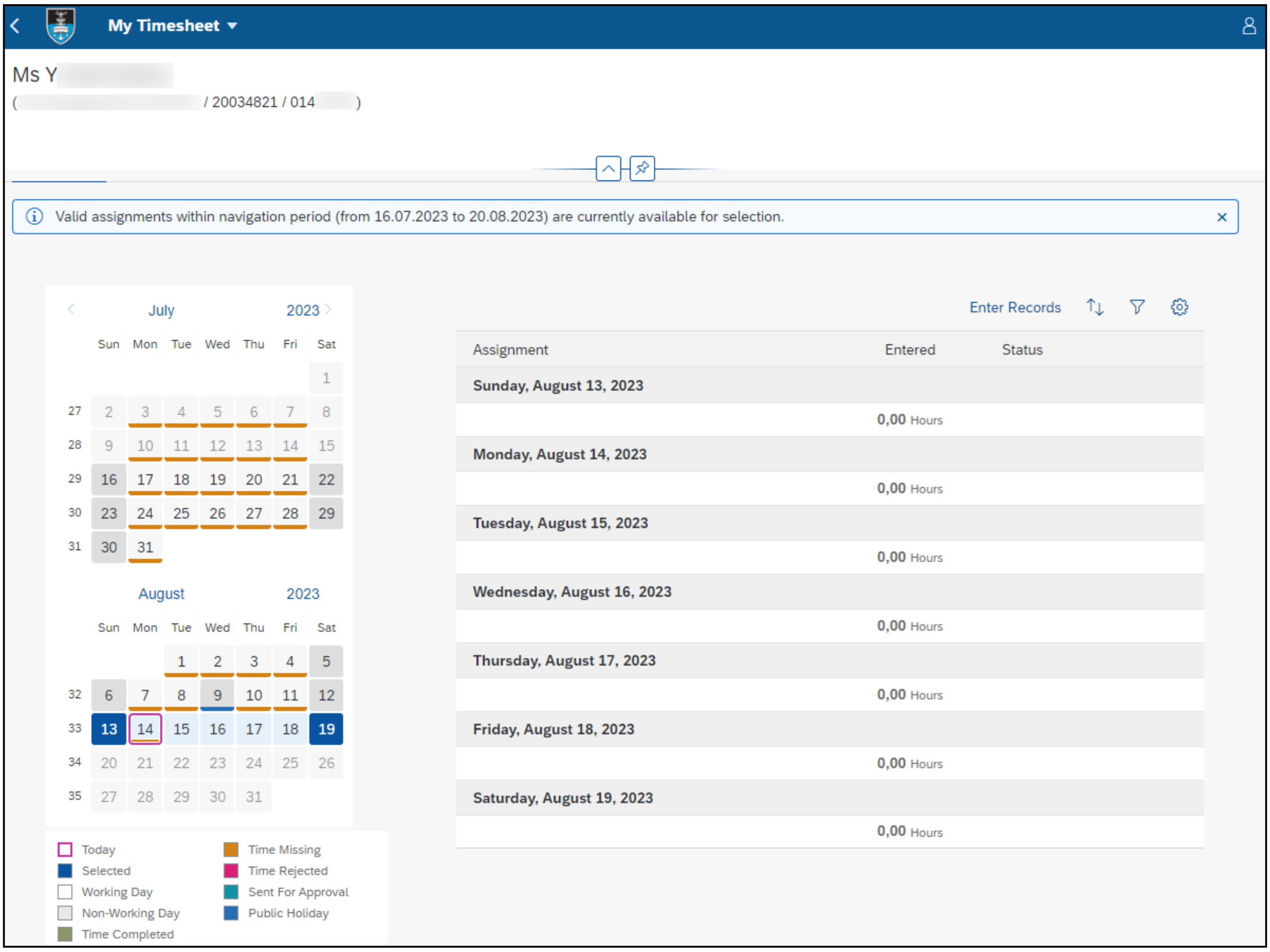
Maximums

PASS overtime	PASS standby
3 hours per working day 10 hours per non-working day 10 hours total per week	24 hours per day

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.

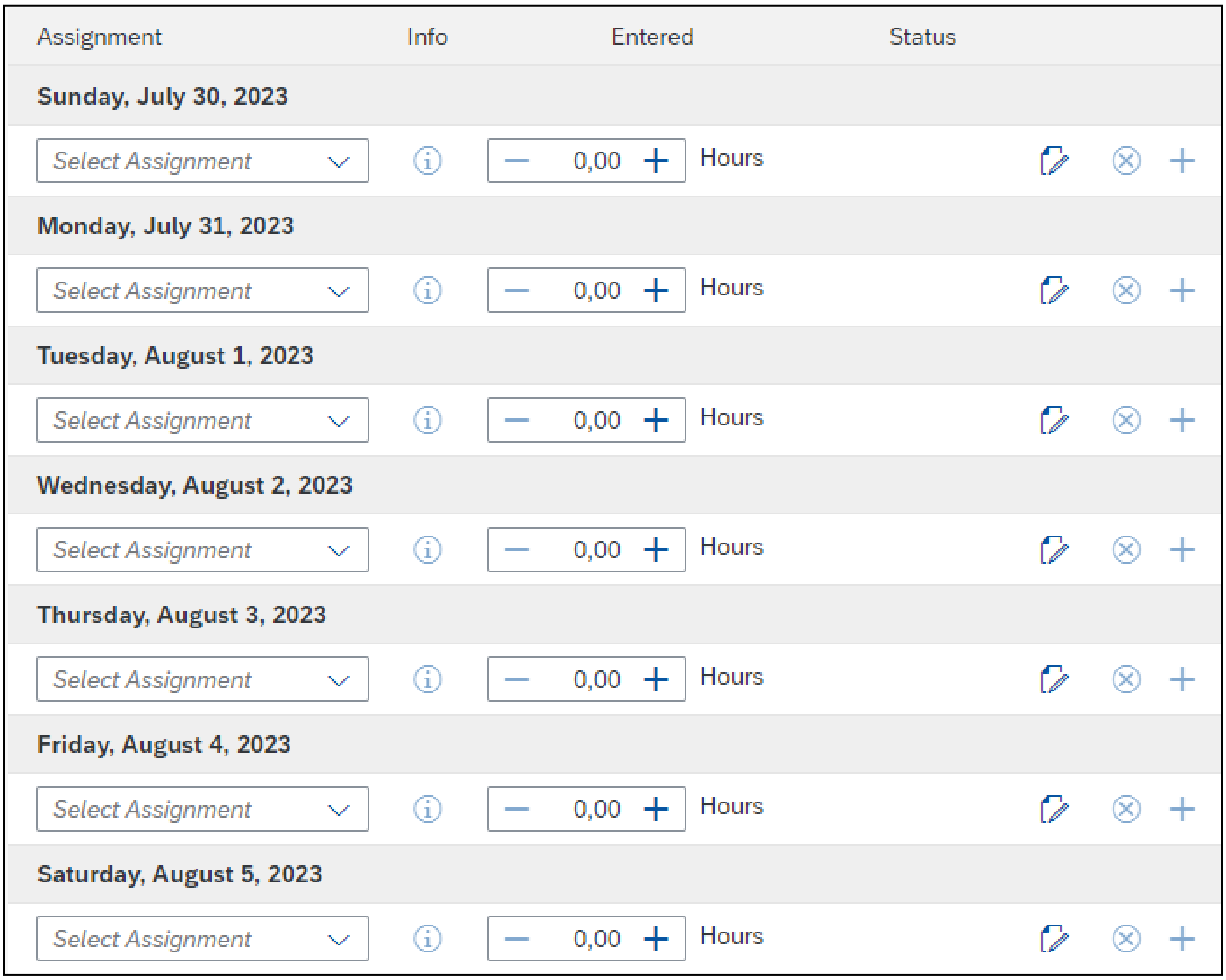


– In the calendar on the left, select the appropriate week by clicking any day in that week.
Note: Hours can only be entered for 4 weeks in the past and any previous days in the current week. Future hours can't be submitted as they will appear in draft.

Applying for PASS overtime and standby hours

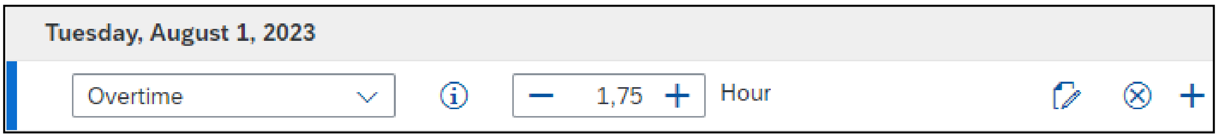
- The selected week appears on the right.

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



- 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



- 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.

- 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.

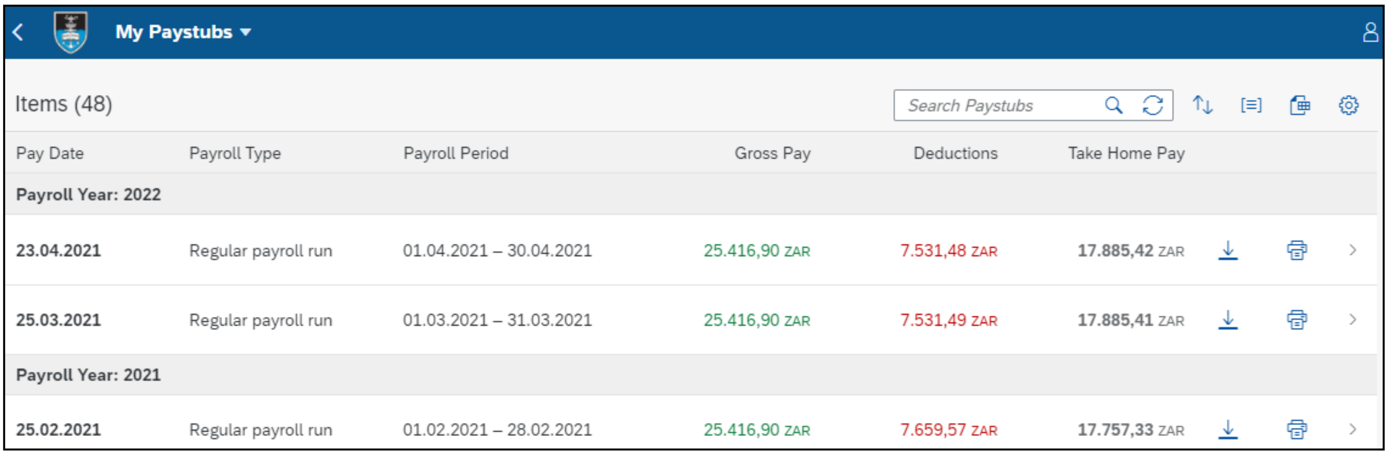
Viewing a paystub (payslip)

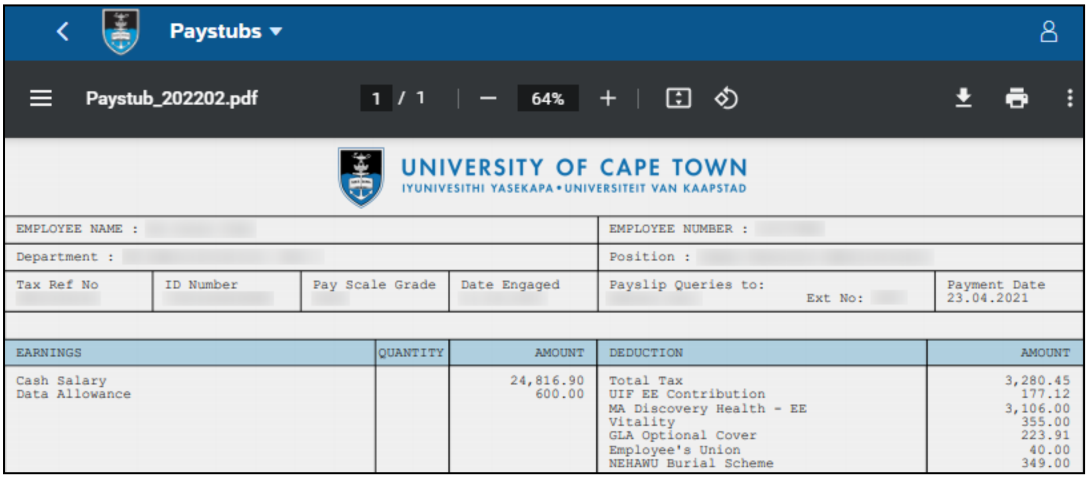
Background

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

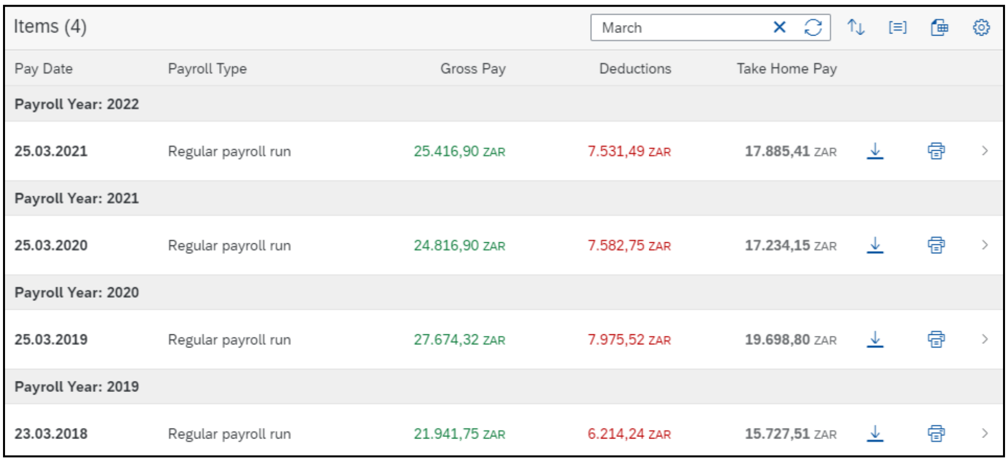
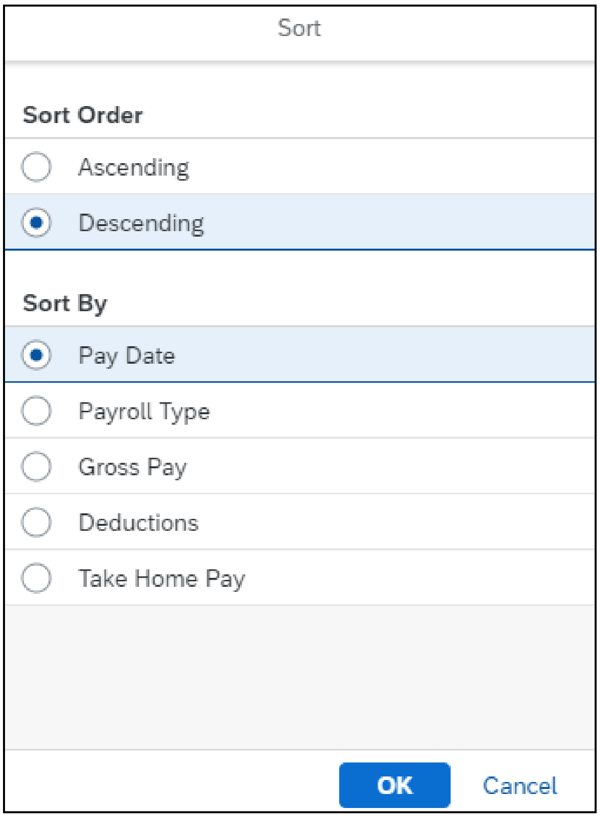
1. After [logging in to HR Employee Self-Service (ESS)](), click *My Paystubs*.
2. The *My Paystubs* page appears. Paystubs are grouped by *Payroll Year* (tax year). The tax year runs from 1 March to end February the following year. The name of the tax year is determined by the year in which it ends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



<table>
<tr><th>If you want to..</th><th>then..</th></tr>
<tr><td>Save or download a paystub</td><td>– Click Download PDF.</td></tr>
<tr><td>Print a paystub</td><td>– Click Print PDF. Note: If the print option is not available on the My Paystubs page, you can print when viewing a paystub.</td></tr>
<tr><td>View a paystub</td><td>– Click anywhere in the paystub line.
– The Paystubs page appears, displaying the selected paystub.


– 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 Back to return to the My Paystubs page.</td></tr>
</table>

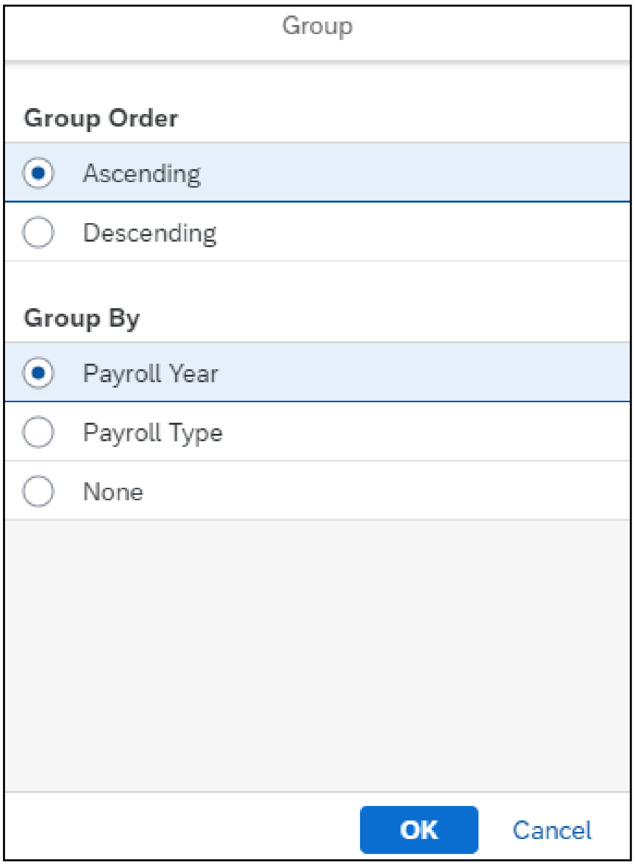
Viewing a paystub (payslip)

If you want to..	then..
Search for a paystub	– Enter the search term (e.g. March) in the  field. – All paystubs matching the search term are automatically listed.  – Click ✕ *Reset* in the search field to clear the search.
Sort your paystubs	The sort function organises paystubs within each *Payroll year* group. – Click ⇅ *Sort your paystubs*. – The *Sort* dialogue box appears.  – Change the *Sort Order* or *Sort By* options. – Click .

Items (4) — March

Pay Date	Payroll Type	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2022				
25.03.2021	Regular payroll run	25.416,90 ZAR	7.531,49 ZAR	17.885,41 ZAR
Payroll Year: 2021				
25.03.2020	Regular payroll run	24.816,90 ZAR	7.582,75 ZAR	17.234,15 ZAR
Payroll Year: 2020				
25.03.2019	Regular payroll run	27.674,32 ZAR	7.975,52 ZAR	19.698,80 ZAR
Payroll Year: 2019				
23.03.2018	Regular payroll run	21.941,75 ZAR	6.214,24 ZAR	15.727,51 ZAR

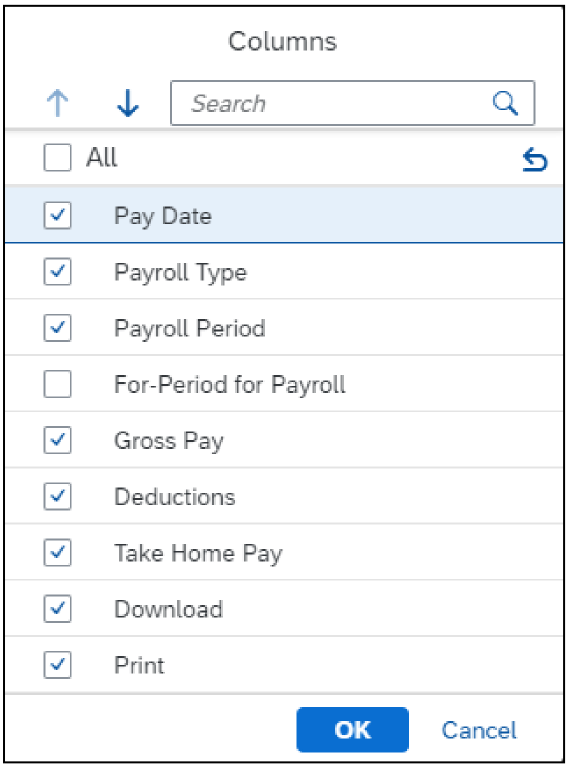
Viewing a paystub (payslip)

<table>
<tr><th>If you want to..</th><th>then..</th></tr>
<tr><td>Group your paystubs</td><td>The group function reorganises all paystubs based on your selections.
– Click Group your paystubs.
– The Group dialogue box appears.


– Change the Group Order or Group By options.
– Click 
.</td></tr>
<tr><td>Export your paystub list to a spreadsheet</td><td>– Click Export to Spreadsheet. Note: This exports the list of paystubs only.
– A Confirmation dialogue box appears.


– Click 
.
– 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.</td></tr>
</table>

Viewing a paystub (payslip)

If you want to..	then..
Choose columns to display in the table	– Click *Personalize the table appearance*. – The *Columns* dialogue box appears.  – Use the checkboxes to select which columns are displayed. – Click OK. – The *My Paystubs* page reappears, displaying or hiding selected columns.

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

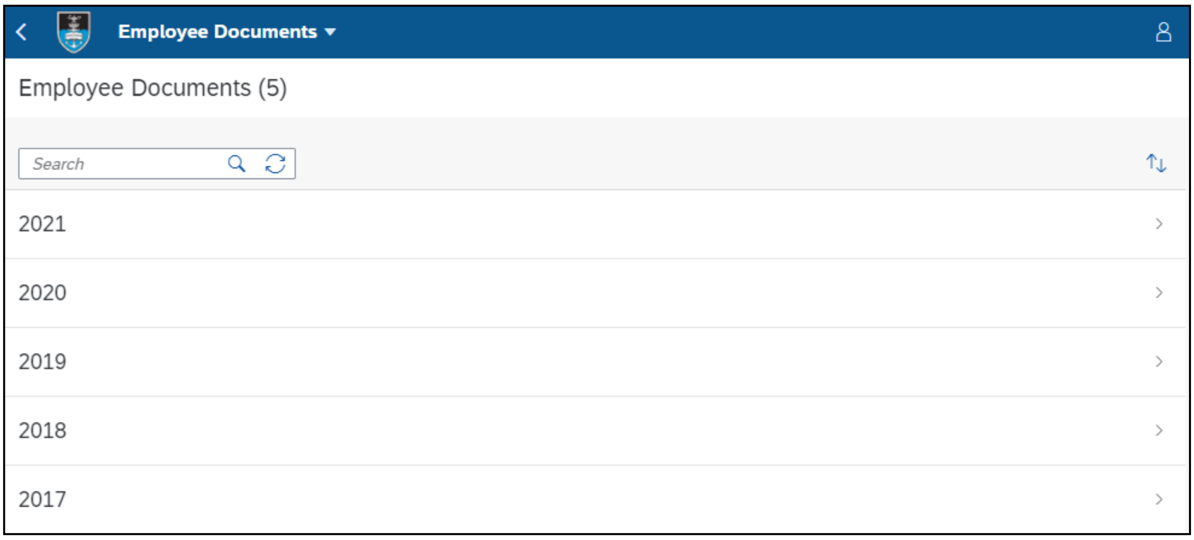
Viewing an IRP5 tax certificate

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.

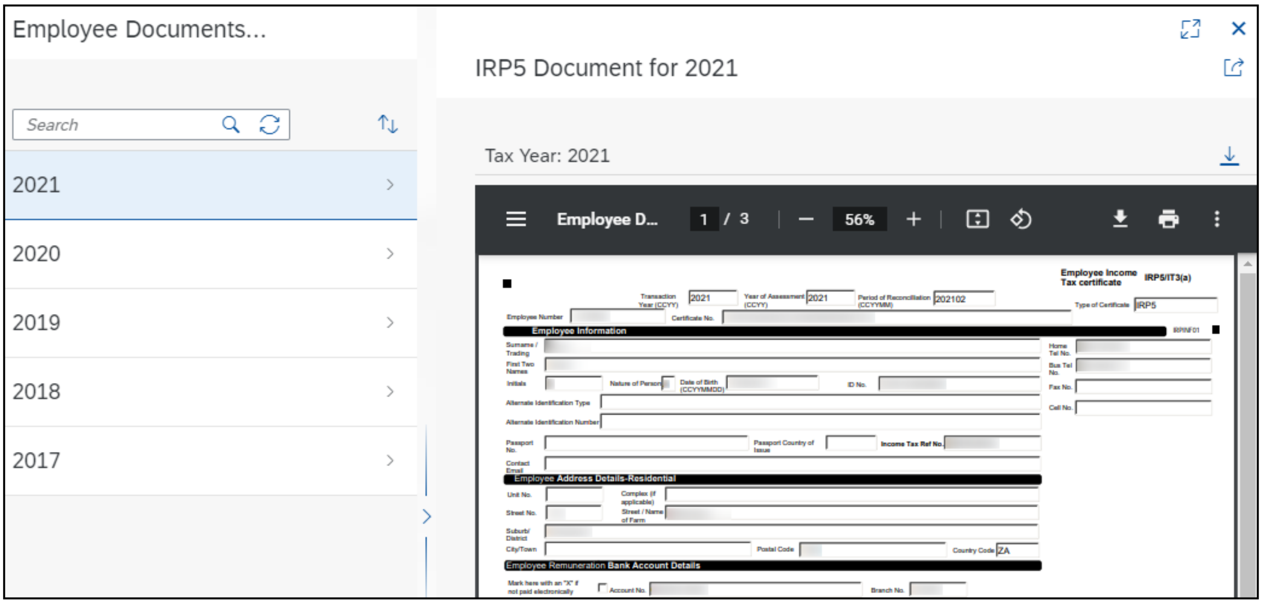
Procedure

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:

> Error
>
> Not enough quota 15 for attendance/absence Annual Leave(0100) on 30.11.2021 for personnel no. 01
>
> View Details
>
> Close

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:

> Error
>
> Attachments are mandatory for this absence type. Please upload a document before you submit the request
>
> Close

Explanation:

An attachment is required for the selected leave type.

Leave: Day off

Example screenshot:

> Error
>
> First day 16.12.2021 of attendance/absence is a day off (att./absence type 0100)
>
> View Details
>
> Close

> Error
>
> Last day 16.12.2021 of attendance/absence is a day off (att./absence type 0100)
>
> View Details
>
> Close

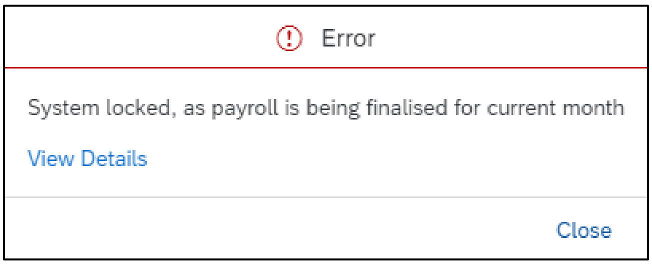
Explanation:

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:



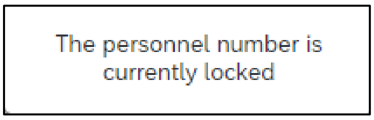
Explanation:

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

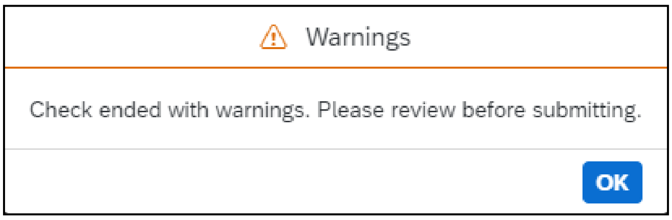
Example screenshot:



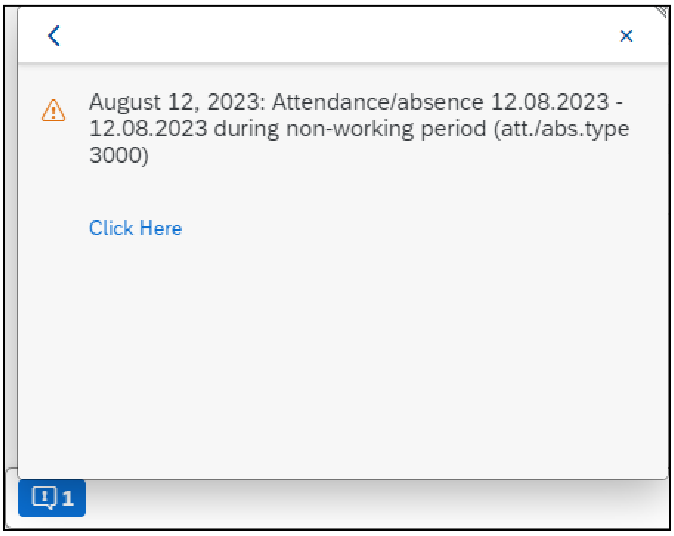
Explanation:
An HR staff member is currently accessing your staff record. Wait for HR to exit the record and try again.

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

Example screenshots:



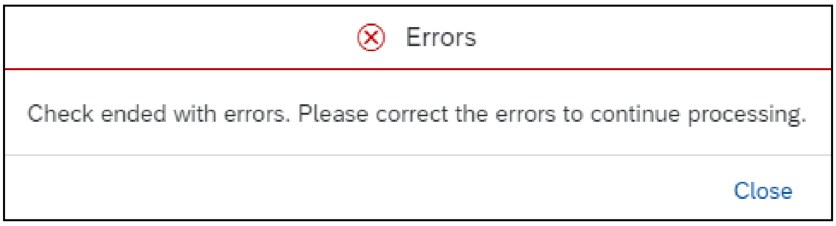
Click 1 *Message Popup* in the bottom left to view the warning details.



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 **Submit** to re-submit the application.

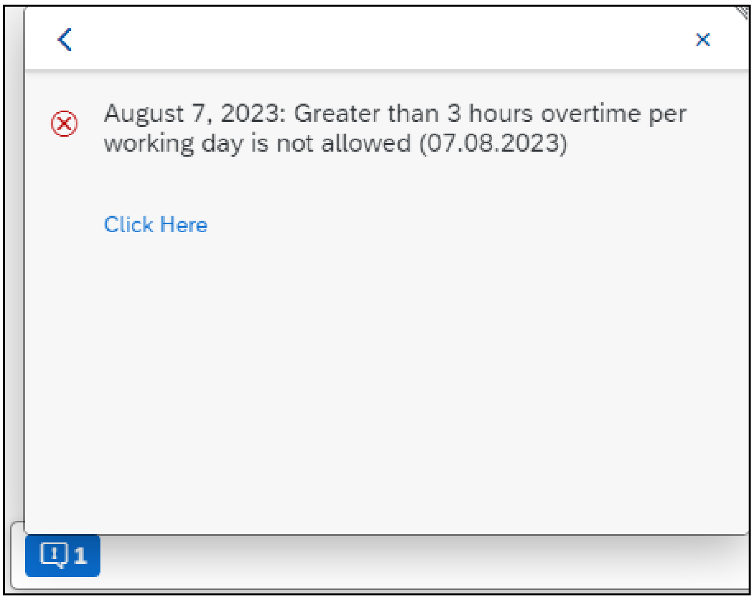
PASS overtime:

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.