HR Employee Self-Service (ESS) quick reference guide

Logging in

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

Viewing leave balances & leave history

1. 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 see any additional leave types.
- The balance for each leave type is shown in the *Available* column. Leave accrues on the last day of the month.
- Scroll down to view your leave history in the *Request Overview* section.

Viewing a paystub (payslip)

1. Click *My Paystubs*.
2. The *My Paystubs* page appears.
- Select a payslip by clicking the appropriate line.
3. The *Paystubs* page appears, displaying the selected paystub.
- To view a different payslip, click *Back* to return to the *My Paystubs* page.

Viewing an IRP5 tax certificate

1. Click *My Tax Certificate*.
2. The *Employee Documents* page appears.
- Click the required tax year to view the IRP5 tax certificate.
- The IRP5 tax certificate opens on the right.

Personal information

1. Click *My Personal Data* to view your personal information (e.g. names, date of birth, gender, ID number, marital status).

Note: To change this information, please complete the HR101 (Personal Details) form and submit to Human Resources.

Creating a leave request

1. Click *My Leave Requests*.
2. The *My Leave Request* page appears.
- Click Create Request.
3. The *Create Request* page appears.
- Select the *Leave Type*.
- The number of *Days available* (leave balance) appears below the selected leave type.
- Depending on the number of days leave required, select either *More than 1 day* or *One day or less*.
- If there is a leave overlap with a team member, a message appears. Click Show Absent to view the overlap.
- Click *Open Picker* to select the leave dates.
- If applicable, add a *Note*.
- If applicable, click + to add an attachment.
- Click Save.
4. The *My Leave Request* page reappears, the new leave request appears in the *Request Overview* section.

Changing a leave request

1. Click *My Leave Requests*.
2. The *My Leave Request* page appears.
- To view older leave requests, click *Open Picker* to change the date.
- Click *Edit Request* next to the leave request.
3. The *Edit Request* page appears.
- Make the necessary changes to the leave request.
- Click Save.
4. The *My Leave Request* page reappears. A message at the bottom of the page confirms the request was sent.

Deleting a leave request

1. Click *My Leave Requests*.
2. The *My Leave Request* page appears.
- To view older leave requests, click *Open Picker* to change the date.
- Click *Delete Request* next to the leave request.

Permanent residence & emergency contact

1. To view or change your permanent residence address or emergency contact details, click *My Addresses*.
2. Select *Permanent residence* or *Emergency contact & address* tab.
- Click Edit to change existing information.

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

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Applying for PASS overtime and standby hours

Overtime maximums: 3 hours per working day, 10 hours on a non-working day and 10 hours total per week.

1. 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: You can only enter hours for 4 weeks in the past and any previous days in the current week.
- 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.
- 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*.
- 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, review the details, and make any applicable corrections before re-submitting.
- 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.

Family members

1. To view or change family member records, click *My Family Members*.
2. Select appropriate family member tab e.g. *Domestic Partner*, *Child*

- Use **Create**, Edit or Delete to add new records or change existing records.

Note: Additions, changes or deletions of family members are not passed to [Discovery Health]() or the [UCT Retirement Fund](). Please ensure you update or notify them of changes.

Private email address & cell phone number

1. To view or change your private email address or cell phone number, click *My Communication Data*.
2. Select *Private E-Mail Address* or *Cell Phone* tab.

- Use **Create**, Edit or Delete to add new records or change existing records.

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.

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