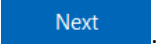





## HR Employee Self-Service (ESS) quick reference guide


### Logging in

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

### Viewing leave balances & leave history

- Click *My Leave Requests*.
- 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)

- Click *My Paystubs*.
- The *My Paystubs* page appears.
  - Select a payslip by clicking the appropriate line.
- 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




- Click *My Tax Certificate*.
- 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




- 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

- Click *My Leave Requests*.
- The *My Leave Request* page appears.
  - Click .
- 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 .
- The *My Leave Request* page reappears, the new leave request appears in the *Request Overview* section.

### Changing a leave request

- Click *My Leave Requests*.
- 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.
- The *Edit Request* page appears.
  - Make the necessary changes to the leave request.
  - Click .
- The *My Leave Request* page reappears. A message at the bottom of the page confirms the request was sent.

### Deleting a leave request

- Click *My Leave Requests*.
- 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

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



### 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 .

**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 , *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 , *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](#).