UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

HR Employee Self-Service (ESS) quick reference guide

Logging in

1. In any web browser, open https://sapfiori.uct.ac.za.
2. On the UCT *Sign In* page, enter your 8-digit staff number in the *Staff / student number* field and your *Password*.
– Click Sign in.
3. 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.

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.

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.

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.
3. Click Edit to change existing information.

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*
3. 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.

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.
3. The *Confirmation* dialogue box appears.
– Click OK.
– A message at the bottom of the page confirms the deletion. The deletion request is sent to your manager if it requires approval.

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.

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.