

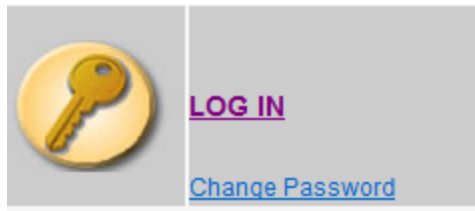
Quick Reference Guide

ESS Leave Entry

Please reference Internet Explorer Basics Quick Reference Guide for more information about the commands listed in this guide.

Login

1. Open Internet Explorer (IE) by double clicking on the shortcut.
2. Type the URL (<http://www.wcupa.edu/hr/ess>) into the IE address bar and press the "Enter" key.



3. Click **log in**.
4. Enter your username (full email address) and password in the account information area and press "Enter Portal."

ENTER YOUR ACCOUNT INFORMATION

Username:

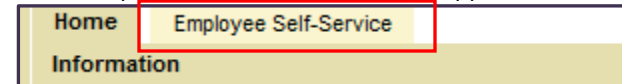
Password:

Lagon Problems?
[Account Self-Service Portal](#)

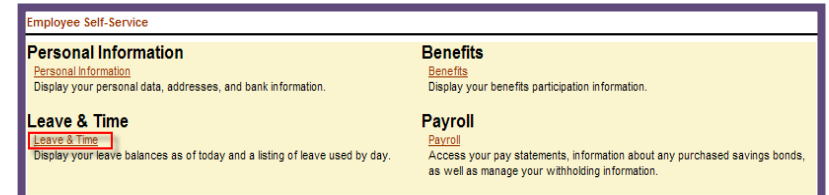
Note: Login to the ESS portal using your full email address (see example at left) and the same password that you use for network login and email. These passwords are synchronized.

Leave Entry

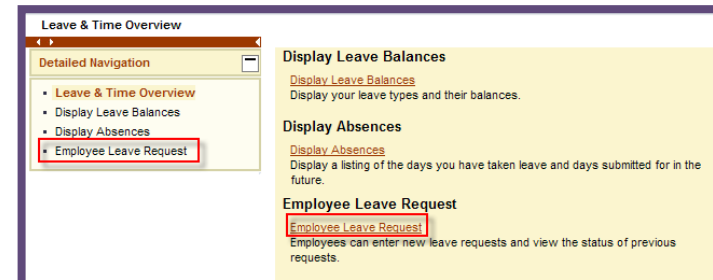
1. Select the Employee Self-Service tab in the upper left corner.



2. Select the Leave & Time link.



3. Select "Employee Leave Request" from Detailed Navigation or main menu links.



4. Select "Create New Leave Request" and press "Continue."

Employee Leave Request - Main Menu

Employee Name:

Employee Number:

Select an option and click "Continue"

Create New Leave Request

View Status of Submitted Requests

Cancel A Leave Request

Quick Reference Guide

ESS Leave Entry

5. Enter leave type and date and time requested.

Employee Leave Request - Create New Request

Leave Request

Name (Last, First, MI): [] [] []
Employee Number: [] [] [] [] [] []

1. Select the type of leave you are requesting. [Display Leave Balances](#)
Leave Type: Sick Leave Available Leave Balance (hours): 185.50

2. Enter the date / time range for your leave request
Start Date: 8/25/2009 Start Time (24 Hour Format): 08 : 00
End Date: 8/25/2009 End Time (24 Hour Format): 16 : 30

3. Click the "Calculate Hours" button to check your time.
Hours: 7.50 [Calculate Hours](#)

6. Press "Calculate Hours" [Calculate Hours](#) and the number of requested leave hours will be calculated **7.50**.

7. Enter additional information if appropriate.

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

Medical Appointment Start Time: : Enter in 24 hour format

Medical Certificate Available:

8. Press "Submit Leave Request" if all information is correct.

- The request can also be cleared if necessary. [Clear Request](#)

9. A confirmation message appears that describes the approval process when a submitted request is successful.

Leave Request Creation Summary

Your leave request has been submitted. Your supervisor will receive an email shortly with details about your leave request. When he/she approves or denies your request you will be notified by email. You may then check your updated leave balances in ESS as well.

Other Options

- Leave requests can be cancelled.

Employee Leave Request - Main Menu

Employee Name: Wood, Kristina L
Employee Number: 00077927

Select an option and click "Continue"

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

[Continue](#)

- Request status can be viewed at any time.

Employee Leave Request - Main Menu

Employee Name: Wood, Kristina L
Employee Number: 00077927

Select an option and click "Continue"

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

[Continue](#)

- Detailed navigation allows you to view leave balances, absences, or navigate to the leave request area.

Detailed Navigation

- Leave & Time Overview
- Display Leave Balances
- Display Absences
- Employee Leave Request