EMPLOYEE SELF SERVICE

Annual Leave in ESS: Before you get started

This Quick Reference Guide is for staff in Schools/Departments who are using Employee Self Service (https://ess.reading.ac.uk) to record annual leave for the first time. These are the four things you need to check before you get started.

Checking Your Details

Annual leave recording within ESS uses a number of different items of personal data about your role and contract at the University of Reading. It is important to check that the information held is correct before starting to book leave.

ESS can be accessed anywhere and on any device, using your University staff username and password to login.

On the ESS homepage, click on the Employment tab and select your Current Job(s) from the cards displayed. Your current details will include the start date of your current job, your contractual hours, working pattern and reporting manager.

1) Check: Contractual Hours

What to check: Contractual Hours (this is displayed as a decimal, not hh:mm).
Why it matters: This is used to calculate your annual leave entitlement.
If it’s wrong: Please contact your School/Departmental Administrator (see Change of details).

2) Check: Working Pattern

What to check: Working Pattern (this is displayed as hours and minutes)
Why it matters: This is used to ensure that the correct deductions are made for personal holiday, bank holiday and closure days.
If it’s wrong: Please contact your School/Departmental Administrator (see Change of details).

3) Check: Reporting Manager

What to check: Reporting Manager
Why it matters: Your Reporting Manager is responsible for authorising your annual leave requests. If this is incorrect, your request will not be sent to the right person.
If it’s wrong: Please contact your School/Departmental Administrator who can make this change (see Change of details).
4. Check: Working Pattern Calendar

On the ESS homepage, click on the Absence tab and select My calendar.

What to check: My Calendar (this displays your working day in hours and minutes on each day, e.g. 7:12)

Why it matters: Your calendar shows your working hours and days, according to your working pattern. If this is not correct, either due to the days of the week you work or the total number of hours you work on each day, then deductions made for personal holiday, bank holiday and closure days may be incorrect for you.

If it’s wrong: Please contact your Reporting Manager or School/Departmental Administrator.

For further information on booking annual leave via Employee Self Service, please see the ESS Absence section of the HR Website which includes a selection of guides and FAQs http://www.reading.ac.uk/internal/humanresources/humres-absence.aspx