

# EMPLOYEE SELF SERVICE

## Annual Leave in ESS: Before you get started

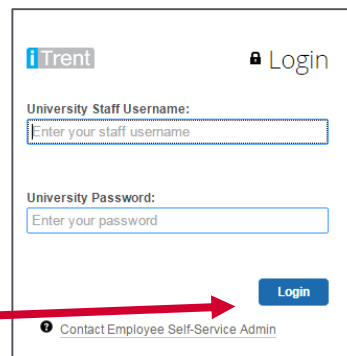
This Quick Reference Guide is for staff in Schools/Departments who are using Employee Self Service (<https://ess.reading.ac.uk>) to record annual leave for the first time. These are the four things you need to check before you get started.

### 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.

<https://ess.reading.ac.uk>



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

#### Contractual hours

36.00

**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

#### Work pattern

36:00 total (M7:12 Tu7:12 W7:12 Th7:12 F7:12 Sa0 Su0)

The total number of working hours per week and number of working hours (excluding breaks) each day.

**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

#### Reporting manager and job title

Mr Ed Self Service - Director of Systems

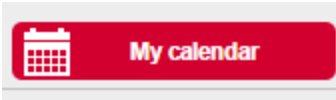
**What to check:** Reporting Manager

**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.

✕
My calendar

Peer group Me only

Calendar filters

Day Week Month Today

Previous
December 2015
Next

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 HR Administrator Working day 7:12	1 HR Administrator Working day 7:12	2 HR Administrator Working day 7:12	3 HR Administrator Working day 7:12	4 HR Administrator Working day 7:12	5	6
7 HR Administrator Working day 7:12	8 HR Administrator Working day 7:12	9 HR Administrator Working day 7:12	10 HR Administrator Working day 7:12	11 HR Administrator Working day 7:12	12 HR Administrator Working day 7:12	13 HR Administrator Working day 7:12
14 HR Administrator Working day 7:12	15 HR Administrator Working day 7:12	16 HR Administrator Working day 7:12	17 HR Administrator Working day 7:12	18 HR Administrator Working day 7:12	19 HR Administrator Working day 7:12	20 HR Administrator Working day 7:12
21 HR Administrator Working day 7:12	22 HR Administrator Working day 7:12	23 HR Administrator Working day 7:12	24 Miss Bar Good* - Bank holiday	25 Miss Bar Good* - Bank holiday	26	27
28 Miss Bar Good* - Bank holiday	29 Miss Bar Good* - Bank holiday	30 Miss Bar Good* - Bank holiday	31 Miss Bar Good* - Bank holiday	1 Miss Bar Good* - Bank holiday	2	3

This view of December 2015 is for a Grade 1-5 staff member, contracted for 36 hours a week, working 7 hrs and 12 mins per day across a M-F pattern. Bank Holidays (which also incorporate closure days) are appropriately deducted (shown in green).

Book a holiday
Cancel

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>