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SAP HR Employee Self-Service (ESS) guide

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Logging in to SAP HR Employee Self-Service (ESS)

Background

SAP HR Employee Self-Service (ESS) provides UCT staff members with access to electronic payslips and IRP5 tax certificates. Employee Self-Service can also be used to view current leave balances, view previous leave requests and to submit leave applications. Ad hoc staff, paid-on-claim staff or those paid by a temp agency will unfortunately not have access to the service due to the temporary nature of their role.

Support

If you are unable to access Employee Self-Service or are experiencing other technical difficulties, please contact the ICTS Helpdesk via email at icts-helpdesk@uct.ac.za or on extension 4500.

If you have an HR-related query (e.g. about the content of your payslip), please contact the [HR Administrator for your area](#).

Procedure

1. Open a web browser (e.g. Microsoft Edge, Internet Explorer, Google Chrome).
Note: SAP HR Employee Self-Service is available off-campus, but is not yet available on mobile devices.
2. Log in to SAP HR Employee Self-Service via <https://sapprd.uct.ac.za/sap/bc/nwbc/ess>.
Note: You can also access Employee Self-Service via the HR website by using the Quick Links drop-down list (in the light purple bar on every web page) and selecting *Log in to SAP HR Employee/Manager Self-Service (payslip, IRP5, online leave)*. You may need to allow browser pop-ups to use this option.
3. If not already logged on to single sign-on, the UCT sign in page appears. If already logged in to single sign-on, the *SAP NetWeaver Business Client* page immediately appears (see step 4).

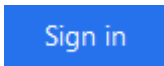


Sign in with your UCT username and password.

Staff / student number
Password

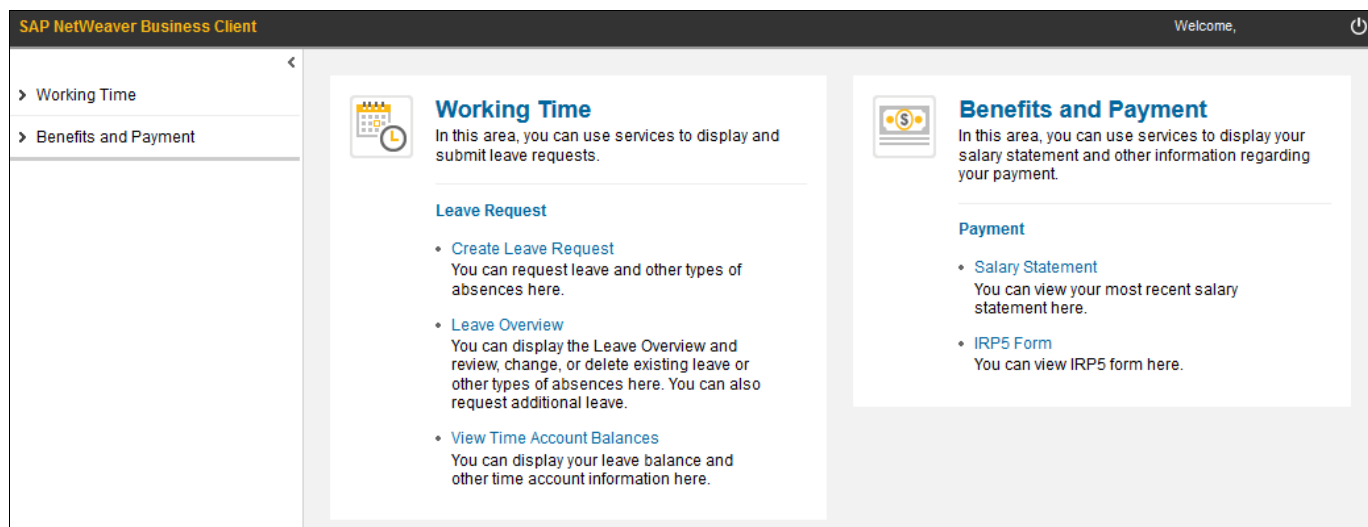
Sign in

© 2016 Microsoft

- In the *Staff / student* number field, enter your UCT staff number.
Note: UCT staff number only, third party "T" accounts will not work.
- In the *Password* field, enter your network password.
- Click .

Logging in to SAP HR Employee Self-Service (ESS) (continued)

4. The *SAP NetWeaver Business Client* page appears.



If you want to..	then..
create a leave request	in the <i>Working Time</i> section, click <i>Create Leave Request</i> . See: Creating a leave request
view your pending and approved leave requests	in the <i>Working Time</i> section, click <i>Leave Overview</i> . See: Leave Overview: Viewing your leave requests and leave balances
view your leave balances	in the <i>Working Time</i> section, click <i>Leave Overview</i> or <i>View Time Account Balances</i> . See: Leave Overview: Viewing your leave requests and leave balances
edit or delete a leave request	in the <i>Working Time</i> section, click <i>Leave Overview</i> . See: Leave Overview: Editing or deleting a leave request
view a payslip	in the <i>Benefits and Payment</i> section, click <i>Salary Statement</i> . See: Viewing a payslip (salary statement)
view an IRP5 tax certificate	in the <i>Benefits and Payment</i> section, click <i>IRP5 form</i> . See: Viewing an IRP5 tax certificate

Creating a leave request

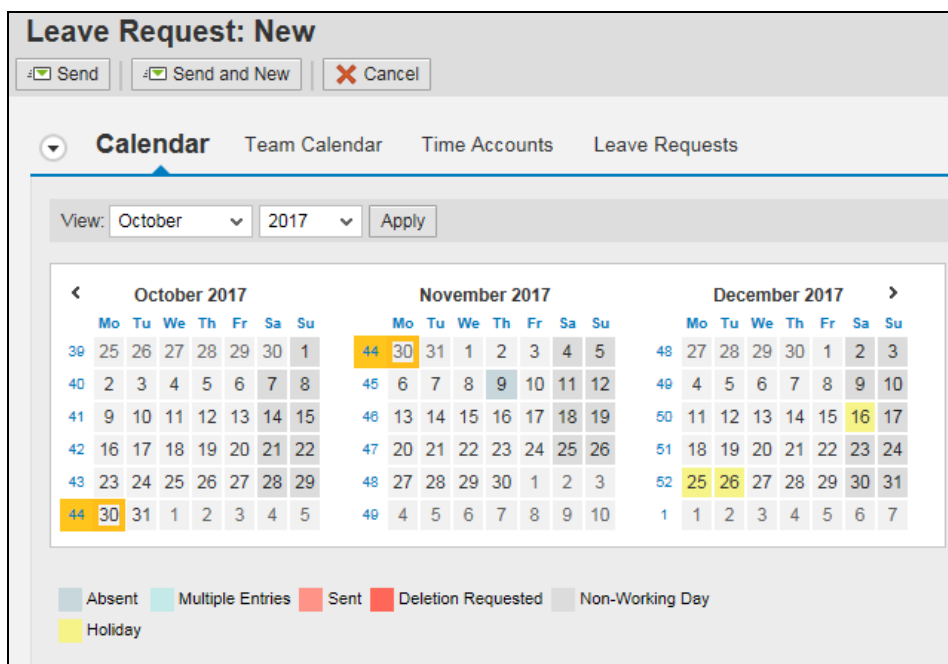
Background

The HR website outlines the types of leave available to UCT staff members, how each leave type accrues and the circumstances under which the leave may be taken.

Staff category	Leave information
PASS staff	Leave policy (including annual, sick, parental and family responsibility leave) Study and examination leave Leave FAQ (Frequently Asked Questions) Leave overview (infographics)
Academic staff	Leave policy (including sick, parental and family responsibility leave) Leave FAQ (Frequently Asked Questions)

Procedure

- After [logging in to Employee Self-Service](#) and clicking *Create Leave Request*, the *Leave Request: New* page appears with the *Calendar* view displayed (or the last view you chose previously e.g. *Team Calendar*).




Calendar Team Calendar Time Accounts Leave Requests	
If you want to view..	then..
your team's pending and approved leave requests, non-working days and public holidays in order to identify any clashes with your leave request	click Team Calendar on the <i>Leave Request: New</i> page. See: Using the Team Calendar .
your current leave balances (e.g. compulsory and accumulative annual leave)	Click Time Accounts on the <i>Leave Request: New</i> page.
your pending and approved leave requests for the current year	click Leave Requests on the <i>Leave Request: New</i> page.


Creating a leave request (continued)

- In the *Leave Details - Type of Leave* section, select the *Type of leave* to request using the dropdown list e.g. Annual Leave, Sick Leave – Full Pay.

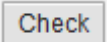
The screenshot shows the 'Leave Details' form with the 'Type of Leave' dropdown menu open. The dropdown list includes the following options: Annual Leave, Annual Leave 0.5 half day, FR Death Family, FR Illness Child, FR Illness Family, Parent Lve Partner(5days), Parental Leave (Primary), Sick Leave - Full Pay, Sick Leave - Half Pay, and Study & Exam 0.5 half day. The 'Annual Leave' option is currently selected.

- In the *General Data* section, select the leave *Start Date* and *End Date* by clicking the date button  in each field and selecting the appropriate date from the calendar.

Notes:

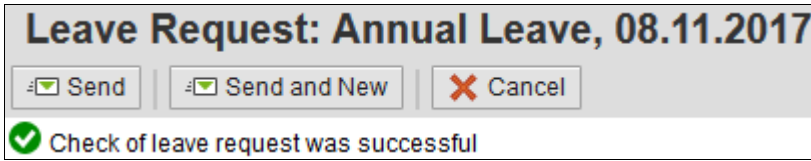
- You may only apply for leave that has already accrued. To check your leave balances, click [Time Accounts](#).
- If displaying PASS annual leave balances, ensure the end date of the current month appears in the *Show On* field and click .
- If applying in advance for PASS annual leave that hasn't yet accrued (but will accrue by the time the leave starts), please contact your [HR Administrator](#) for assistance.

The screenshot shows the 'Leave Details' form with the 'Start Date' field set to 07.11.2017 and the 'End Date' field open to a calendar for November 2017. The calendar shows the 7th of November is selected. The 'Type of Leave' is set to 'Annual Leave'.


- In the *Leave Details* section, click .

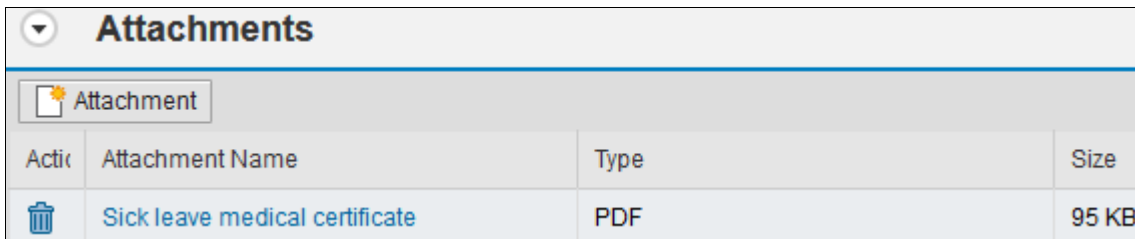
Creating a leave request (continued)

5. Any information, warning or error messages will appear towards the top of the page, just below the page title and leave request buttons.

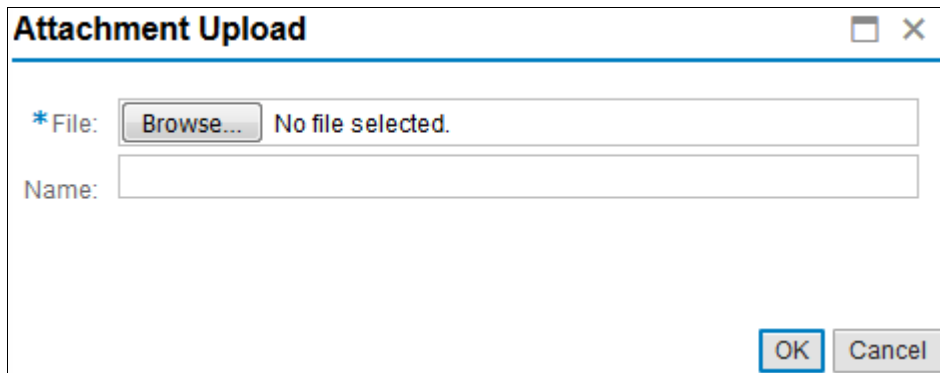


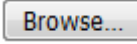

Symbol	Description	Example
✓	Information message	✓ Check of leave request was successful
⚠	Warning message	⚠ Last day 04.11.2017 of attendance/absence is a day off (att./absence type 0200)
!	Error message	! Attachment is mandatory for this leave request type ! System locked, as payroll is being finalised for current month For a day and a half of the month the system is locked to finalise the payroll. Leave applications for the current month or for a past date cannot be processed until the system is unlocked. Leave applications for the following month onwards are not affected.

6. Attachments are required for some types of leave (e.g. sick leave of more than 2 days). To add an attachment, click  Attachment in the *Attachments* section at the bottom of the page.




- The *Attachment Upload* dialogue box appears.



- Click  to select your attachment in the *File Upload* dialogue box, select the appropriate file and click .

Note: Attachments with the PNG (Portable Network Graphics) file extension are not accepted.

- Enter the attachment name in the *Name* field e.g. Sick leave medical certificate. If the attachment is not named, the file name will be used.
- Click .

Creating a leave request (continued)

Attachments			
Acti	Attachment Name	Type	Size
	Sick leave medical certificate	PDF	95 KB

- If you have uploaded an attachment in error, click *Delete* and click *OK* to delete the attachment.
- 7. When the leave request is complete, click or click if you want to create a new leave request after this one is submitted.
- 8. The *Leave Request: New* dialogue box appears displaying a summary of the leave request.

Leave Request: New □ ×

Type of Leave

Type of Leave: Sick Leave - Full Pay

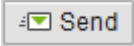
General Data

Start Date: 25.10.2017
 End Date: 27.10.2017
 Absence hours: 22.50
 Processor: Mrs S
 Note:
 Used: Sick Leave: 3.00 Days

Attachment Name	Type	Size
Sick leave medical c...	PDF	112 KB


- Review the leave request to ensure it is correct.
Note: If applying for PASS annual leave and you don't have enough compulsory annual leave to cover the entire leave application, your leave days applied for will be split between compulsory and accumulative annual leave.
- Click to submit to the *Processor* for approval.



Creating a leave request (continued)





9. If you previously clicked , the *Leave Overview* page appears. Your leave balance is immediately reduced on Employee Self-Service and an information message appears towards the top of the page indicating the leave request was successfully sent. When the leave request is processed by your Line Manager, you will receive an email notification.

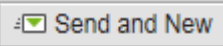
Leave Overview

✔ Leave request was sent successfully

▼ **Leave Data Overview** 

Show from: 07.11.2016  

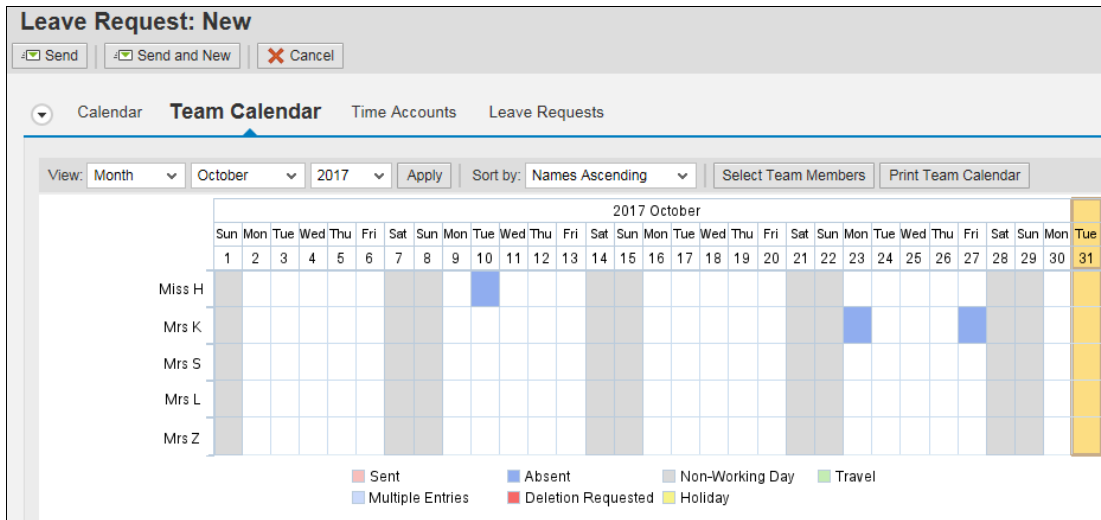
Acti...	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status
 	Sick Leave -...	15.11.2017	00:00:00	15.11.2017	00:00:00	Mrs S	Sent
 	Sick Leave -...	13.11.2017	00:00:00	14.11.2017	00:00:00	Mrs S	Sent

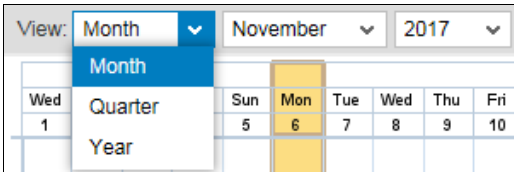
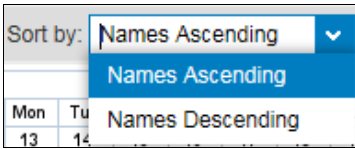

- If you previously clicked , the *Leave Request: New* page reappears. Your leave balance is immediately reduced and an information message appears towards the top of the page indicating the leave request was successfully sent. When the leave request is processed, you will receive an email notification. To continue with creating a new leave request, return to [step 1](#) in this procedure.

Leave Request: Using the Team Calendar

Procedure

1. In the *Leave Request: New* page, click **Team Calendar**.
 - The team calendar appears, showing team absences for the current month.



If you want to..	then..
Change the team calendar layout	<ul style="list-style-type: none"> - Make the necessary selections using the dropdown lists in the <i>View</i> section e.g. Month, Quarter, Year  <ul style="list-style-type: none"> - Click Apply.
Change the alphabetical order of listed team members	<ul style="list-style-type: none"> - Select <i>Names Ascending</i> or <i>Names Descending</i> in the <i>Sort by</i> section. 
View specific team members in the calendar	<ul style="list-style-type: none"> - Click Select Team Members. - In the <i>Select Team Members</i> dialogue box, either use the <input checked="" type="checkbox"/> <i>Show</i> checkboxes to decide which team members to display in the calendar or select <input checked="" type="checkbox"/> <i>Show only Employees with Absences in this Period</i>. - Click OK.
Print the team calendar	<ul style="list-style-type: none"> - Click Print Team Calendar. - In the <i>Print Team Calendar</i> dialogue box, click the <i>Print</i> button e.g.  - In the <i>Print</i> dialogue box, make the necessary selections and click the <i>OK</i> or <i>Print</i> button.

Leave Overview: Viewing your leave requests and balances

Background

The HR website outlines the types of leave available to UCT staff members, how each leave type accrues and the circumstances under which the leave may be taken.

Staff category	Leave information
PASS staff	Leave policy (including annual, sick, parental and family responsibility leave) Study and examination leave Leave FAQ (Frequently Asked Questions) Leave overview (infographics)
Academic staff	Leave policy (including sick, parental and family responsibility leave) Leave FAQ (Frequently Asked Questions)

Procedure

1. After [logging in to Employee Self-Service](#) and clicking *Leave Overview*, the *Leave Overview* page appears.

2. The *Leave Data Overview* section shows your leave requests for the current year.

Leave Overview: Viewing your leave requests & balances (cont)

If you want to..	then..
View older leave requests	<ul style="list-style-type: none"> - Change the date in the <i>Show from</i> field and click <input type="button" value="Apply"/>.  <ul style="list-style-type: none"> - Newest leave requests appear first in the list, scrolling down will reveal older leave requests going back in time towards the date you selected.
Create a new leave request	<ul style="list-style-type: none"> - Click <input type="button" value="New"/>. See: Creating a leave request.

3. The *Time Accounts Overview* section shows your current leave balances.

Time Accounts Overview			
Time Account:	All Types	Show on:	28.02.2018 <input type="button" value="Apply"/>
Time Account	Expiry Date	Accruals	Balance
Compulsory Annual Leave	31.12.2018	19.00 Days	0.00 Day
Compulsory Annual Leave	31.12.2019	1.58 Days	0.00 Day
Accumulative Annual Leave	31.12.9999	69.42 Days	3.83 Days
Family Responsibility	28.02.2018	5.00 Days	5.00 Days
Study & Exam Leave	28.02.2018	12.00 Days	12.00 Days

Column name	Description
<i>Time Account</i>	Indicates the type of leave e.g. compulsory annual leave, Family Responsibility.
<i>Expiry Date</i>	Indicates when the leave expires, the leave will be lost if not taken by that date.
<i>Accruals</i>	Indicates the current accrual amount for each type of leave.
<i>Balance</i>	Indicates the current amount of leave remaining for each leave type.

Notes:

- PASS staff members will see two lines for compulsory annual leave when the previous year's compulsory annual leave is still valid in the current year. If that leave has already been taken, the *Balance* column will show 0.00.
- **PASS staff:** To see your latest annual leave balances, including the current month's accruals, ensure the *Show On* field contains the end date of the current month and click . If is not clicked, you may see a negative figure in the *Balance* column (as shown below).

Time Accounts Overview			
Time Account:	All Types	Show on:	28.02.2018 <input type="button" value="Apply"/>
Time Account	Expiry Date	Accruals	Balance
Compulsory Annual Leave	31.12.2018	19.00 Days	0.00 Day
Compulsory Annual Leave	31.12.2019	1.58 Days	1.58- Day
Accumulative Annual Leave	31.12.9999	69.42 Days	3.42 Days

- Academic annual leave is not reflected on Employee Self-Service. Study & research leave balances are reflected in days and can be converted to months by dividing the balance by 30.42.

Leave Overview: Editing or deleting a leave request

Procedure

1. After [logging in to Employee Self-Service](#) and clicking *Leave Overview*, the *Leave Overview* page appears.

Leave Overview

Leave Data Overview

Show from: 01.01.2018

Act...	Type of Leave	Start Date	End Date	Status	Absence hours	Used
	Sick Leave - Full Pay	26.02.2018	28.02.2018	Sent	22.50	3 Days
	Annual Leave	02.01.2018	05.01.2018	Approved	30.00	1.58 Days, 2.42 Days

Time Accounts Overview

Time Account: All Types

Time Account	Expiry Date	Accruals	Balance
Compulsory Annual Leave	31.12.2018	19.00 Days	0.00 Day
Compulsory Annual Leave	31.12.2019	1.58 Days	0.00 Day
Accumulative Annual Leave	31.12.9999	69.42 Days	3.83 Days
Family Responsibility	28.02.2018	5.00 Days	5.00 Days
Study & Exam Leave	28.02.2018	12.00 Days	12.00 Days

2. The *Leave Data Overview* section shows your leave requests for the current year.


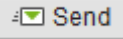

Leave Data Overview

Show from: 01.01.2018

Act...	Type of Leave	Start Date	End Date	Status	Absence hours	Used
	Sick Leave - Full Pay	26.02.2018	28.02.2018	Sent	22.50	3 Days
	Annual Leave	02.01.2018	05.01.2018	Approved	30.00	1.58 Days, 2.42 Days

If you want to..	then..
Edit an existing leave request	<ul style="list-style-type: none"> - Click <i>Edit</i> in the line containing the leave request to edit. - The <i>Leave Request</i> page appears. - In the <i>Leave Details</i> section, make the necessary changes to the leave request e.g. type of leave, start or end date, note field. - Click <input type="button" value="Check"/>. - Review any information, warning or error messages at the top of the page. - Click <input type="button" value="Send"/>. - Review the leave request summary. - If all information is correct, click <input type="button" value="OK"/>. - The <i>Leave Overview</i> page reappears.

Leave Overview: Editing or deleting a leave request (cont)

If you want to..	then..
Delete an existing leave request	<ul style="list-style-type: none"> - Click  <i>Delete</i> in the line containing the leave request to delete. - The <i>Leave Request</i> page appears. - In the <i>Leave Details</i> section, enter an explanation for the leave deletion in the <i>New Note</i> field. - Click . - Review the leave request summary and if all information is correct, click .

Viewing a payslip (salary statement)

Background

Employee Self-Service provides access to your payslips on a rolling 4 year period, determined by the current month. For example, if the current payslip is March 2018 you will be able to view payslips as far back as April 2014.

Procedure

1. After [logging in to Employee Self-Service](#) and clicking *Salary Statement*, the *Salary Statement* page appears with the latest payslip displayed.

Salary Statement: 25.10.2017


< Previous Statement Next Statement >

Overview and Selection

Show: All Available

Payment Date	Payroll Type
25.10.2017	Regular payroll run
22.09.2017	Regular payroll run
25.08.2017	Regular payroll run
25.07.2017	Regular payroll run
25.06.2017	Regular payroll run

Salary Statement

 **UNIVERSITY OF CAPE TOWN**
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EMPLOYEE NAME: Ms University Staff Member			EMPLOYEE NUMBER: 01234567	
Tax Ref Number	ID Number	Department	Medical Aid Dependants	Payment Date
1122334455	8007115566778	Centre for Research	Adults: 00 Children: 00	25.10.2017

EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT
Cash Salary		10,650.77	Total Tax	104.99
			UIF EE Contribution	107.26
			MA Discovery Health - EE	2,444.00
			Parking UCT	76.00
			NEHAWU Union	57.00
			NEHAWU Burial Scheme	553.00

If you want to..

View a different payslip

then..

- In the *Overview and Selection* section, select the appropriate payslip.

Overview and Selection









Show: All Available

Payment Date	Payroll Type
25.10.2017	Regular payroll run
22.09.2017	Regular payroll run
25.08.2017	Regular payroll run
25.07.2017	Regular payroll run
25.06.2017	Regular payroll run

- The selected payslip appears in the *Salary Statement* section.







Viewing a payslip (salary statement) (continued)

Salary Statement

EMPLOYEE NAME: Ms University Staff Member			EMPLOYEE NUMBER: 01234567	
Tax Ref Number	ID Number	Department	Medical Aid Dependants	Payment Date
1122334455	8007115566778	Centre for Research	Adults: 00 Children: 00	25.10.2017

EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT
Cash Salary		10,650.77	Total Tax	104.99
			UIF EE Contribution	107.26
			MA Discovery Health - EE	2,444.00
			Parking UCT	76.00
			NEHAWU Union	57.00
			NEHAWU Burial Scheme	553.00

If you want to..	then..
Save a payslip	<ul style="list-style-type: none"> - In the <i>Salary Statement</i> section where the payslip is displayed, click the <i>Save</i> or <i>Download</i> button. Note: The button name, design and position will vary according to the web browser you are using e.g.    - When prompted, rename Form.pdf and save the file on your computer.
Print a payslip	<ul style="list-style-type: none"> - In the <i>Salary Statement</i> section where the payslip is displayed, click the <i>Print</i> button e.g.   . - Make the appropriate selections in the <i>Print</i> dialogue box and click the <i>Print</i> or <i>OK</i> button.

Viewing an IRP5 tax certificate

Background

Employee Self-Service provides access to your IRP5 tax certificates for at least the last 5 years, assuming you have been employed at UCT for that long.

Procedure

1. After [logging in to Employee Self-Service](#) and clicking *IRP5 Form*, the *IRP5 Form* page appears without loading an IRP5 tax certificate.

- In the *Overview and Selection* section, select the appropriate year in the *Tax Year* field.

Viewing an IRP5 tax certificate (continued)

- The IRP5 tax certificate for the selected tax year appears in the *IRP5 Form* section of the page.

IRP5 Form: 2017

◀ Previous Tax Form ▶ Next Tax Form

IRP5 : This form contains the summary of an employee's tax contributions.

Overview and Selection

Tax Year: 2017

Reconciliation Date
28.02.2017

IRP5 Form

Employee Income Tax certificate (IRP5/IT5(a))

Transaction Year (CCYY): 2017

Form: [] Certificate No.: [] Type of Certificate: IRP5

Employee Information

Surname / Trading Name: [] Home Tel No.: []

First Two Names: [] Tax No.: 0216509111

Initials: [] Nature of Person (A): [] Date of Birth (CCYYMMDD): [] ID No.: [] Fax No.: []

Alternate Identification Type: [] Cell No.: []

Alternate Identification Number: []

Passport No.: [] Passport Country of Issuance (e.g. South Africa): [] Income Tax Ref No.: []

Employee Address Details-Residential

Unit No.: [] Complex (if applicable): []

Street No.: [] Street Name of Farm: []

Suburb/ District: []

City/Town: Cape Town Postal Code: [] Country Code: ZA

Employee Remuneration Bank Account Details

Mark here with an "X" if not paid electronically: Account No.: [] Branch No.: 025009

Bank Name: Standard Bank of S.A. Ltd.

Branch Name: []

Account Holder: []

Bank Account Type

Account Holder Relationship: Own Joint 3rd Party







Account Type: Cheque/Cur. Acc. Bond Acc. Savings Credit Card Acc. Transmission Acc. Subscription Share Acc.

Employer Reference Numbers

PAYE Ref No.: []

SDL Ref No.: []

UIF Ref No.: []

If you want to..	then..
Save an IRP5 tax certificate	<ul style="list-style-type: none"> - In the <i>IRP5 Form</i> section where the IRP5 is displayed, click the <i>Save</i> or <i>Download</i> button. Note: The button name, design and position will vary according to the web browser you are using e.g.    - When prompted, rename Form.pdf and save the file on your computer.
Print an IRP5 tax certificate	<ul style="list-style-type: none"> - In the <i>IRP5 Form</i> section where the IRP5 is displayed, click the <i>Print</i> button e.g.    - Make the appropriate selections in the <i>Print</i> dialogue box and click the <i>Print</i> or <i>OK</i> button.