



SAP HR Employee Self-Service (ESS) quick reference guide

Logging on

1. Open a web browser and visit www.hr.uct.ac.za.
2. Click the *Log in to SAP HR Employee Self-Service* link in the light purple bar (below images on front page).
3. On the *UCT sign in* page, enter your staff number in the *Staff / student number* field and your network password in the *Password* field.
 - Click .
4. The *SAP NetWeaver Business Client* page appears.

Viewing your leave requests and leave balances

1. In the *Working Time* section, click *Leave Overview*.
2. The *Leave Overview* page appears.
 - The *Leave Data Overview* section shows your leave requests for the current year. To view older leave requests, change the *Show from* date and click .
 - The *Time Accounts Overview* section shows your current leave balances. To see latest PASS annual leave balances, ensure the *Show on* date reflects the end of the current month and click .

Creating a leave request

1. In the *Working Time* section, click *Create Leave Request*.
2. The *Leave Request: New* page appears.
 - In the *Leave Details* section, select the *Type of Leave*.
 - In the *General Data* section, select the leave *Start Date* and *End Date*.
 - If applicable add a note.
 - Click  to display any warning or error messages towards the top of the page.
 - If applicable, click  *Attachment* in the *Attachments* section to add an attachment.
 - Click .
3. The *Leave Request: New* dialogue box appears.
 - Review the leave request and click  to submit.
4. The *Leave Overview* page appears indicating your leave request was sent successfully.

Editing or deleting a leave request

1. In the *Working Time* section, click *Leave Overview*.
2. The *Leave Overview* page appears.
 - To view older leave requests, change the *Show from* date and click .
 - Click  *Edit* or  *Delete* next to the appropriate leave request.
3. The *Leave Request* page appears.
 - In the *Leave Details* section, make the necessary changes to the leave request or enter a note explaining the reason for deletion.
 - Click  and review any messages at the top of the page.
 - Click .
 - Review the leave request summary.
 - If all information is correct, click .
4. The *Leave Overview* page reappears.

Viewing a payslip (salary statement)

1. In the *Benefits and Payment* section, click *Salary Statement*.
2. The *Salary Statement* page appears with the latest payslip displayed.
 - To view a different payslip, select the appropriate payslip by date in the *Overview and Selection* section.

Viewing an IRP5 tax certificate

1. In the *Benefits and Payment* section, click *IRP5 Form*.
2. 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.
 - The IRP5 tax certificate for the selected tax year appears in the *IRP5 Form* section of the page.