EMPLOYEE SELF SERVICE (ESS) QUICK REFERENCE GUIDE

Home Overview

Employee Self Service (ESS) provides employees with access to information and services, including Personal Information, Leave & Time and Benefits and Payment.

Login

To login to ESS:

1 From the *RMIT Home Page* click the **Staff** link

2 Click the **Staff Central and ESS** button

3 Click **Launch ESS**

4 Complete the logon screen:

- **User ID**: Type your system login name (e and your employee number)
- **Password**: Type your password

5 Click the **Logon** button to display the *ESS Home* page

6 Click the **Employee Self Service** tab

Note: All RMIT employees will be given a user ID and password on the commencement of their employment.

Note: Initially, your password will use the letter **p** and your date of birth backwards, using YYYYMMDD! format.
E.g. 25 January 1976 would display as **p19760125!**

Note: New employees should change the temporary password when prompted to do so. ESS passwords are case-sensitive.

Personal Information

Personal Information allows you to manage your addresses, personal development and displays your bank details.

Addresses

To enter or change your addresses:

1 From the *Personal Information* screen, click **Addresses**

2 Click the **New** or **Edit** button according to the action you wish to take

3 Enter the data required

4 Click the **Review** button Review

5 Click the **Save** button Save

Note: The address history remains with new and changed addresses, effective from the current or future date.

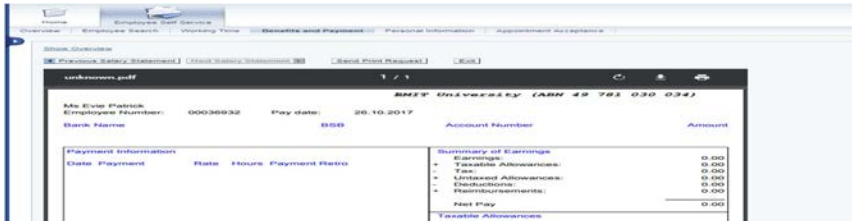
Benefits and Payment

Benefits and Payment allows you to display, print and save your Salary Statements and Payment Summaries (Group Certificates).

Salary Statement

To view your latest salary statement:

1 From the *Benefits and Payments* screen, click **Salary Statement**

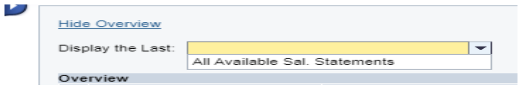


Note: To print, click the **Print** button on the Salary Statement.

To view previous salary statements:

1 From the *Salary Statement* screen, click **Show Overview**

2 Click the drop-down arrow to select **All Available Sal. Statements**



3 Click the required statement

Leave & Time

Leave & Time allows you to request or change leave, display leave information, request time in lieu credits and record Working Time for hours worked above your contracted time fraction.

Leave request

To create a leave request or other types of absences:

1 From the *Leave & Time* screen, click **Leave Request**

2 Select the **Type of Leave** from the drop-down list

Note: For any type of leave with certificates such as, **Carer's (Paid) - with cert.** or **Sick with cert. (Half Pay)** or **Sick with cert. (Full)**, the Medical Certificate(s) must be provided to your Manager/Approver for processing leave request.

3 Click the calendar to select the **Date** from and to

4 Click the **Review** button

5 Click the **Send** button

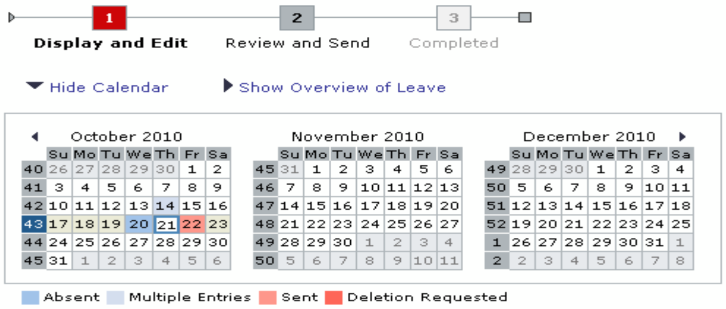
Note: A message is automatically generated to your delegated authorising officer for review and approval.

Delete or change a leave request

To delete a leave request:

1 From the *Leave & Time* screen, click **Leave Request**

2 Click the date to be deleted from the calendar



3 Click the **Delete** button

4 Click the **Review** button

5 Click the **Send** button

Note: If deleting a request that has not yet been authorised, you will see the **Delete** button instead of the **Send** button - as you are simply deleting the workflow request.

To change a leave request:

1 From the *Leave & Time* screen, click **Leave Request**

2 Click the date to be changed from the calendar

3 Click the **Change** button

4 Choose the following:

- Select the type of leave
- Select the dates you wish to change

5 Click the **Review** button

6 Click the **Send** button

Note: If required, you can type a **Note for Approver** and send with a leave request, change or deletion.

Note: You can also change or delete leave requests from the *Show Overview of Leave* screen.

Leave Overview

To display the Leave Overview for all of your requested leave:

1 From the *Leave & Time* screen, click **Leave Overview**

2 Click the **Search** button and select the date you want the leave to display from

3 Click **Display** button

Note: Initially, the *Leave Overview* screen will display leave requests and other absences you have submitted, from one month prior to today's date.

Note: You can also view the *Leave Overview* from the *Leave Request* screen.

Time in Lieu Credits

To create Time in Lieu Credits:

1 From the Leave & Time screen, click **Time In Lieu Credits**

2 Click the **Create** button

3 In the Attendance details screen, enter attendance date and times

4 Enter comments, if any

5 Click the **Check** button

6 Click **Submit** button

7 Confirming message appears " Your request has been submitted for approval

Note: A message is automatically generated to your delegated authorising officer for review and approval. If Manager rejects the TOIL request, it will not appear in staff TOIL overview list.

Record Working Time

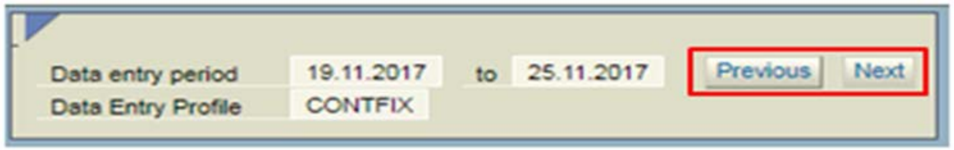
Fixed Term and Continuing Staff may be required to work hours over their contracted hours, for instance as Overtime, Above Load Marking or Teaching, Excess Teaching, or Additional Hours in another School or work area.

Refer to the *Time Entry Guide for Fixed Term and Continuing Staff* for a complete list of Time Entry Types available.

To Record Working Time

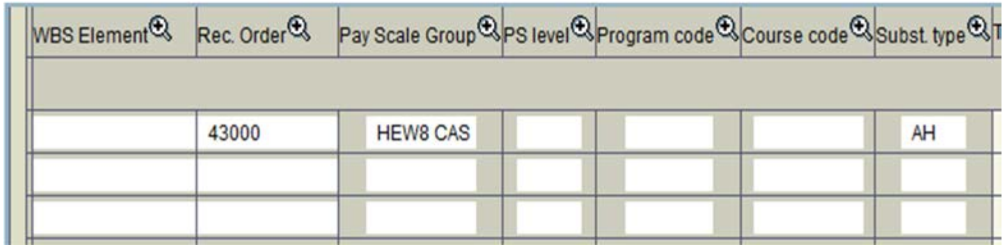
1 From the Leave & Time screen, click **Record Working Time**

2 Record Working Time is displayed one week at a time and will automatically default to the current week. To scroll to a previous week click on the **Previous** button at the top right hand of the screen. Staff cannot enter times in the future. Staff can record times up to 6 weeks in the past.

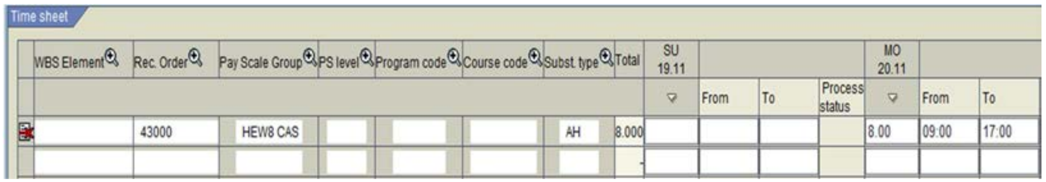


3 Enter the following as applicable

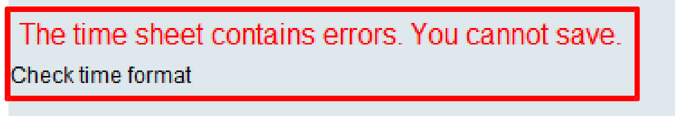
Field	Action Required
Rec.Order or WBS Element	Enter the Internal Order number or WBS Element for the relevant School or work area if it is different from your usual work area. **IF** you are selecting Subst. type "Additional Hours", this field is **mandatory**.
Pay Scale Group	**IF** you are selecting a Subst. type that requires a payscale, enter the applicable Casual Payscale or select it from the list by clicking the **Find** button This field is mandatory for certain Subst. types, as detailed in the Time Entry Guide. **OTHERWISE** leave it blank.
PS level	Always leave this field blank
Program code	**IF** the hours worked related to a specific Program code, enter the applicable Program Code. **OTHERWISE** leave it blank.
Course code	**IF** the hours worked related to a specific Course code, enter the applicable Course Code. **OTHERWISE** leave it blank.
Subst. type	Enter the applicable code for the work performed or select it from the list by clicking the **Find** button. Only Time Entry Types applicable to your conditions of employment will display. Refer to the **Time Entry Guide for Fixed Term and Continuing Staff** for a complete list of Time Entry Types available



5. Using the scroll bar, enter the start time and end time for the date you have worked. If you have taken a lunch break, you will need to create another line to exclude the time you have taken for lunch. Note, you must use a 24 hours clock, e.g. 2:00 pm is 14:00.
You can enter start and end times as 4 digits (e.g., 1400) or 2 digits colon 2 digits (e.g. 09:00). Do not use a decimal point as this will error.



6 When you have completed entering your hours, click on the **Check Entries** button. This will identify any errors in your submission. Error messages will display on the bottom left of your screen.



7 Once all errors have been corrected (if any) you can either **Save** to come back and work later or **Save and Release** for approval.

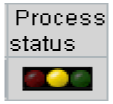
To **Save** and come back:

- Click on **Save - t**his will not submit the time entries for approval, but rather hold the information for future release.

If the time entries are ready for submission:

- Click **Save and release -** only hours that have been worked can be released for Approval. You cannot submit hours for a future date for approval.

A yellow traffic light will appear next to your hours to indicate that your time sheet has been released for approval.



This will change to a green traffic light once your supervisor or Time Approver has approved your hours.

Further Information

For further information on Employee Self Service, please view the ESS web page http://www.rmit.edu.au/staff/it/ess or contact HR Assist.

Note: Ensure you are using a supported browser for ESS. Refer to the ESS webpage for a list of all browsers that are supported: http://www1.rmit.edu.au/browse;ID=fbwf7k0ngmjk

Note: When navigating within ESS, ensure that you only use options within ESS. Do not use browser navigation buttons, as they may exit you from ESS.