



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

UCT HR Employee Self-Service (ESS) guide for managers

**Issued by UCT Human Resources
August 2024**

Contents: UCT HR Employee Self-Service (ESS) guide for managers

Logging in to UCT HR Employee Self-Service (ESS)	3
Reviewing and processing a leave request	6
Creating a leave request on behalf of a team member	10
Approving PASS overtime, PASS standby and paid-on-claim hours	13
Adding a planned manager substitution	17
Adding an unplanned manager substitution	23
Accepting (activating) an unplanned manager substitution	27
Stopping (deactivating) an unplanned manager substitution	29
Reviewing all manager substitutions	31
Deleting a manager substitution	33

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

Background

Staff members in a management role have additional access in HR Employee Self-Service to allow them to manage their team's leave requests.

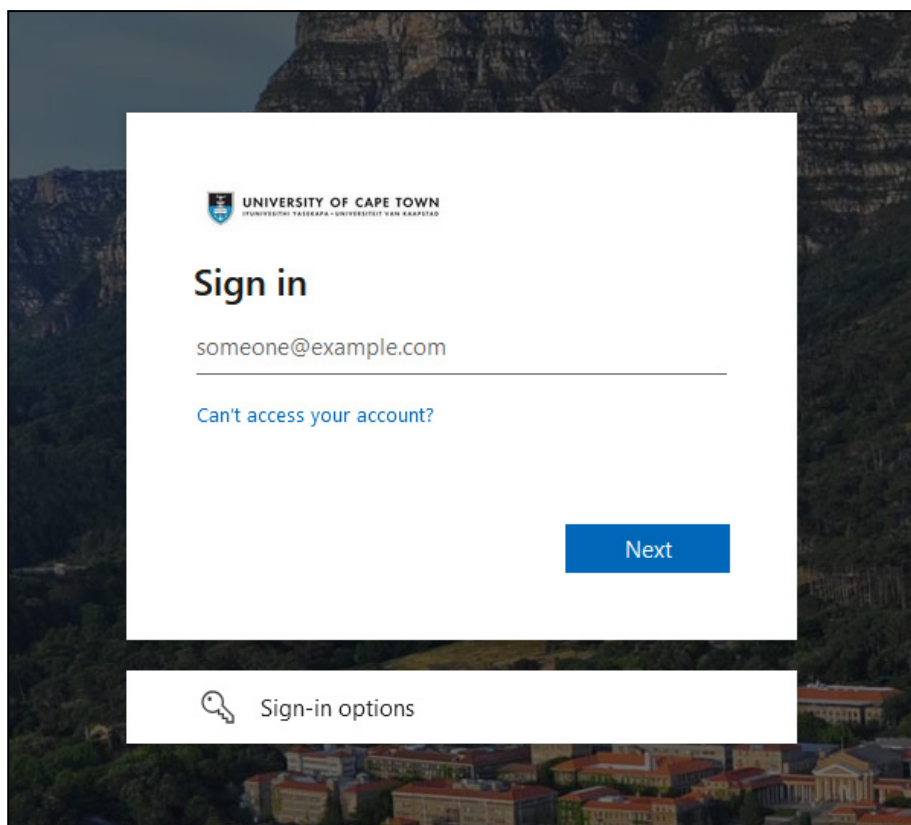
Support

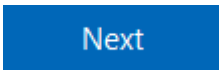
The [HR Employee Self-Service](#) page on the HR website contains instruction guides, Frequently Asked Questions and demonstration videos.

If you are unable to access HR Employee Self-Service or are experiencing other technical difficulties, please contact the [ICTS Helpdesk](#). If you have an HR-related query, please contact the [HR Administrator for your area](#).

Procedure

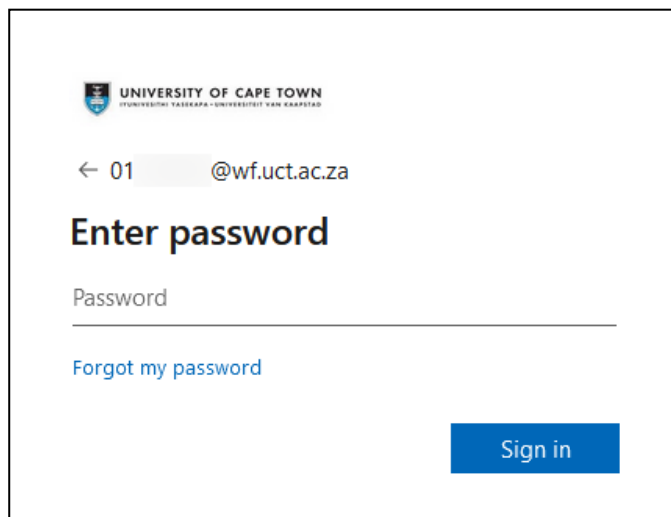
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to UCT HR Employee Self-Service via <https://sapfiori.uct.ac.za>.
Note: You can also access Employee Self-Service via the HR website by clicking *HR Employee Self-Service* at the top of the page.
3. If not already logged in, the *Sign in to your account* page appears. If already logged in, the *Home* page immediately appears (see step 5).



- Enter your UCT staff number followed by @wf.uct.ac.za, e.g. 01234567@wf.uct.ac.za.
Note: UCT staff number only, third party “T” accounts do not have access to HR Employee Self-Service.
- Click .

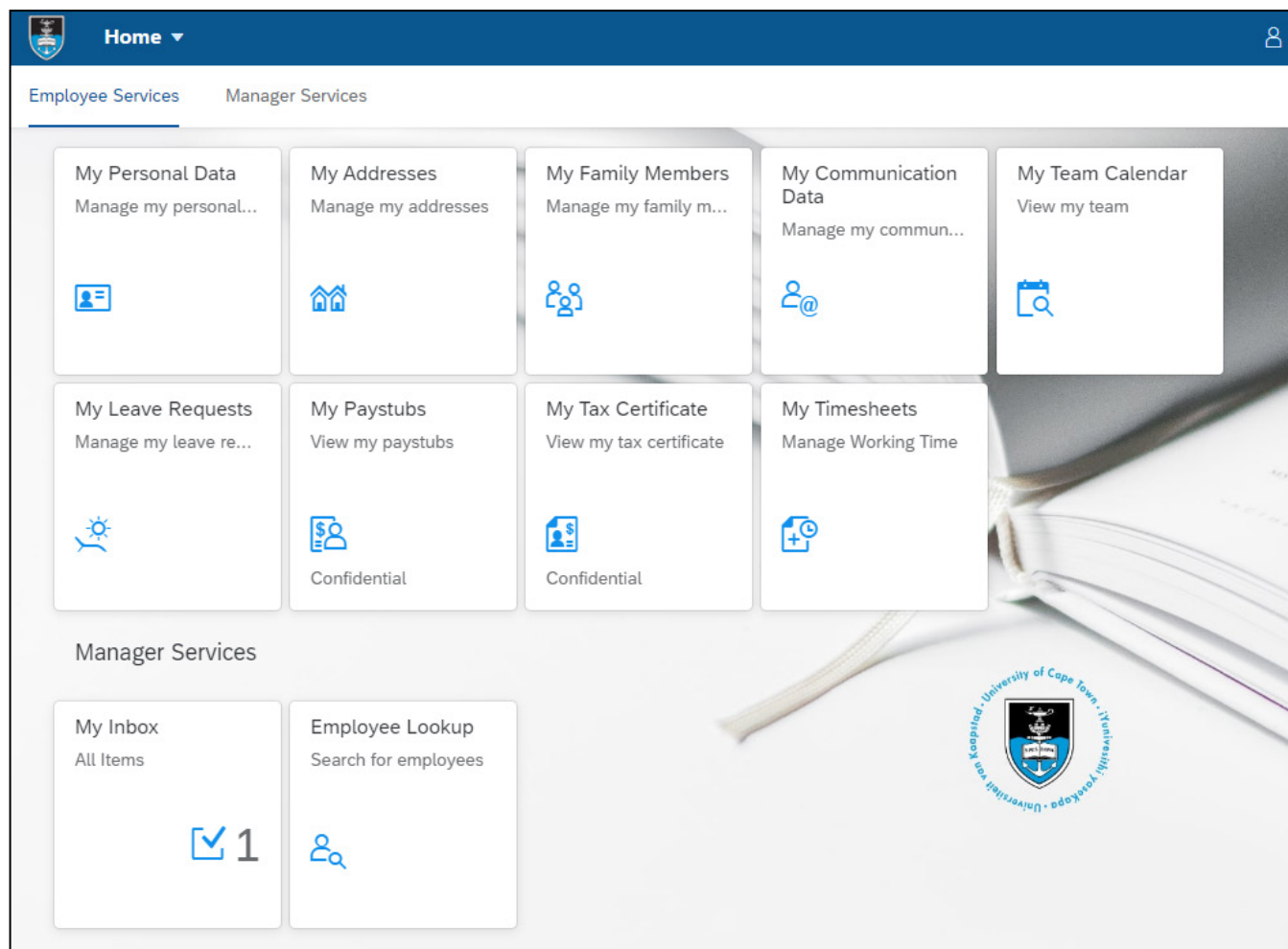
Logging in to UCT HR Employee Self-Service (ESS)

4. The *Enter password* page appears.



- In the *Password* field, enter your network password.
- Click .
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS.

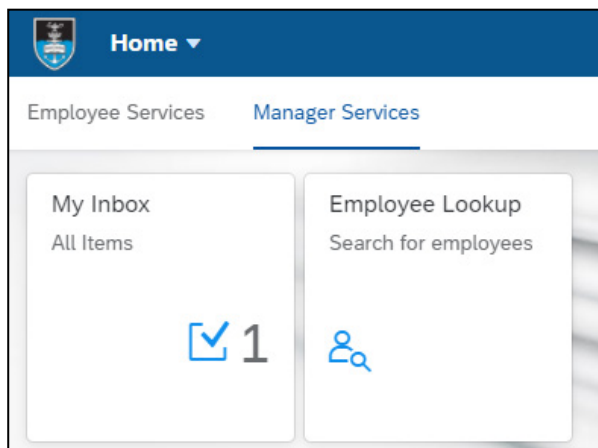
5. The *Home* page appears.



- For assistance with the features listed under *Employee Services*, view the [HR Employee Self-Service \(ESS\) guide](#).
- Click the **Manager Services** tab (or scroll down the current page).

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

6. The *Manager Services* page / section appears.



If you want to..	then..
Review and process a team member's leave request	Click <i>My Inbox</i> . See: Reviewing and processing a leave request
Create a leave request on behalf of a team member (including viewing a team member's leave balances and leave request history)	In the <i>Employee Services</i> tab, click <i>My Leave Requests</i> . See: Creating a leave request on behalf of a team member
Approve PASS overtime, PASS standby or paid-on-claim hours	Click <i>My Inbox</i> . See: Approving PASS overtime, PASS standby and paid-on-claim hours
Add a substitute manager to process leave requests on your behalf	Click <i>My Inbox</i> . See: Adding a planned manager substitution Adding an unplanned manager substitution
accept or activate an unplanned manager substitution	Click <i>My Inbox</i> . See: Accepting (activating) an unplanned manager substitution
stop or deactivate an unplanned manager substitution	Click <i>My Inbox</i> . See: Stopping (deactivating) an unplanned manager substitution
review your substitutions to others or substitutions from others to you	Click <i>My Inbox</i> . See: Reviewing all manager substitutions
delete an existing manager substitution	Click <i>My Inbox</i> . See: Deleting a manager substitution
Look up an employee	Click <i>Employee Lookup</i> . – Enter the employee's name (or part of their name) in the <i>Enter your search term</i> field and click <i>Search</i> .

Reviewing and processing 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)
Academic staff	Leave policy (including sick, parental and family responsibility leave) Leave FAQ (Frequently Asked Questions) Study & research and contact leave

Escalation of leave requests

Leave requests that are not approved within 10 calendar days will be escalated to the next level of management for approval.

Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Inbox*.
2. The *My Inbox* page appears, displaying any pending leave requests. If there are approvals of working time in the *Inbox*, see [Approving PASS overtime, PASS standby and paid-on-claim hours](#).

The screenshot displays the 'My Inbox' interface. On the left, there is a list of tasks under 'All Tasks (4)'. Three 'Leave Request' items are visible, each with a 'SAP Workflow' status and a 'Medium' priority. The first request is due on Oct 10, 2021, at 2:15 PM. The right pane shows the details for the selected request, including the employee ID (014), the requested period (05.11.2021 - 08.11.2021), and the leave type (Annual Leave). It also shows the requested duration (2 days), the available balance (2.50 days), and the total deduction (2.00 days). The contact information for the request is also displayed.

- Select the appropriate leave request on the left. The current leave request is indicated by blue shading.

Note: Leave requests that aren't processed by the *Due on* date will be escalated to the next level of management.

Reviewing and processing a leave request

- Details of the selected leave request appear on the right, including the staff member's *Available Balance*.

Leave Requests Escalation

Employee ID: 014

Period: 01.10.2021

@UCT.AC.ZA

+27 (21650)

1 day

27.09.2021

INFORMATION

Leave Type: Annual Leave

Requested: 1 day

Available Balance: 2,50 days

Total Deduction: 1,00 day

- If the leave request has comments, attachments or leave request overlaps, the applicable section/s appear below the *INFORMATION* section.

INFORMATION COMMENTS ATTACHMENTS OVERLAP CALENDAR

Leave Type: Sick Leave - Full Pay

Requested: 5 days

Available Balance: 25,00 days

Total Deduction: 5,00 days

COMMENTS

: As discussed, minor surgery scheduled.

30.09.2021, 15:20:45

ATTACHMENTS

medical_certificate.pdf

30.09.2021, 15:20:46

OVERLAP CALENDAR

Search

Only employees with absences during November 8, 2021 – November 12, 2021 are shown.

1 Week 1 Month

< Today > November 7, 2021 - November 13, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13

Week 45

Administrative Officer

Sick Leave - Full Pay

November 8, 2021 – November 12, 2021

Administrative Assistant

Annual Leave

November 5, 2021 – November 8, 2021

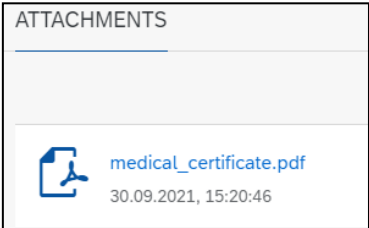
August 2024

UCT Human Resources

Page 7

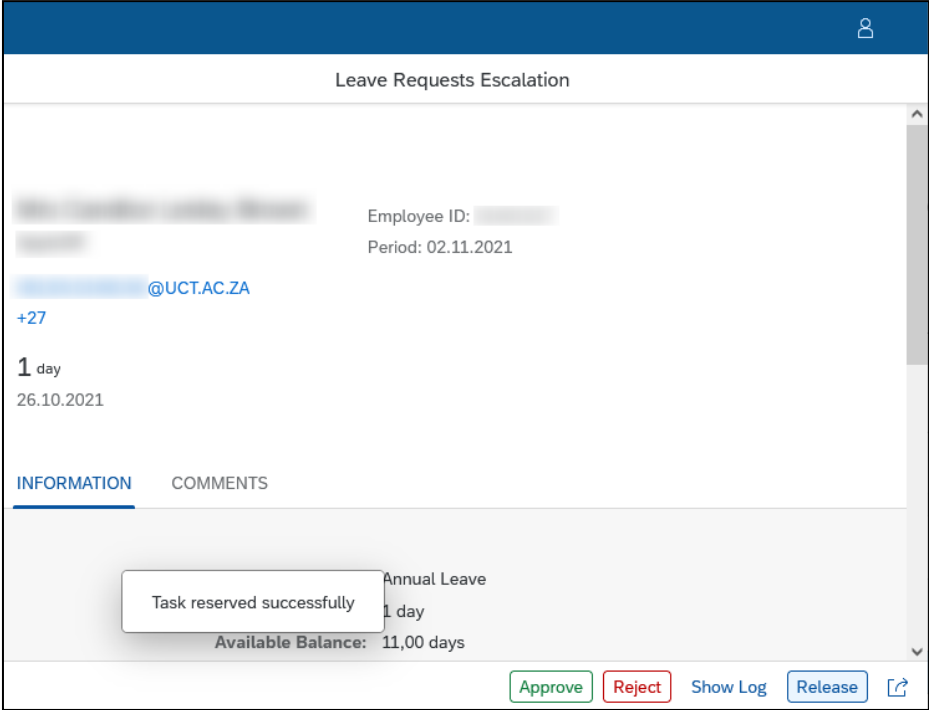
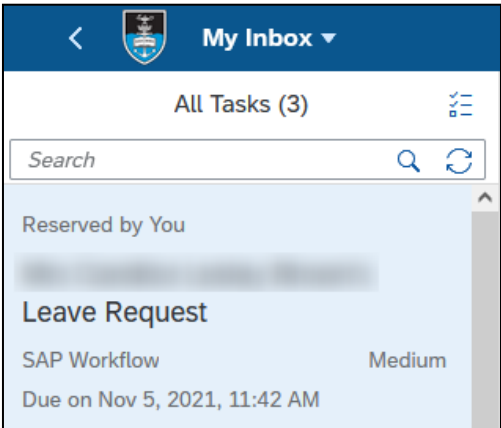
Reviewing and processing a leave request

- Review the leave request details.
- If there are attachments, click the blue hyperlinked text in the *ATTACHMENTS* section to open and view the attachment.



If you want to..	Then..
approve a leave request	- Click Approve. - The <i>Submit Decision</i> dialogue box appears. Submit Decision You selected "Approve". Decision Note: Add Note (Optional) Submit Cancel - If applicable, enter a note for the staff member in the <i>Decision Note</i> field. - Click Submit. - The approved leave request is removed from the inbox and a message at the bottom of the page indicates that the task was processed successfully.
reject a leave request	- Click Reject. - The <i>Submit Decision</i> dialogue box appears. Submit Decision You selected "Reject". Decision Note: Add Note (Optional) Submit Cancel - If applicable, enter a note for the staff member in the <i>Decision Note</i> field. - Click Submit. - The rejected leave request is removed from the inbox and a message at the bottom of the page indicates that the task was processed successfully.

Reviewing and processing a leave request

If you want to..	Then..
claim or release a leave request (only used with unplanned manager substitution)	If you have accepted (activated) an unplanned manager substitution, leave requests from that manager's team members will appear in both manager inboxes. The claim feature reserves a leave request and it will only appear in your inbox. The release feature removes the claim and the leave request will appear in both manager inboxes. - Click Claim.  - A message briefly appears at the bottom of the page to confirm the task was reserved successfully. - On the left, the <i>Reserved by You</i> message appears above the staff member's name.  - The leave request now only appears in your inbox. - To release a claim and return the leave request to all inboxes, click Release. A message briefly appears at the bottom of the page to confirm the task was released successfully.

- Click the  UCT crest to return to the *Home* page.

Creating a leave request on behalf of a team member

Procedure

1. After [logging in to HR Employee Self-Service](#), click *My Leave Requests* (in the *Employee Services* section).
2. The *My Leave Request* page appears, displaying your leave information.

The screenshot displays the 'My Leave Request' interface. At the top, there's a navigation bar with a back arrow, a logo, and the title 'My Leave Request'. Below this, the 'Entitlement' section is expanded, showing a table of leave types and their availability. A 'Show From' date selector is set to 04.10.2021. The 'Request Overview' section is also expanded, showing a table of requests with columns for Leave Type, Validity, Status, Approver, and Quota Used. It includes tabs for 'Calendar' and 'Items (10)', and a 'Show From' date selector set to 01.01.2021. At the bottom right, there is a 'Create Request' button with a user icon.

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	23 Days	3 Days	26 Days
	01.01.2021 – 31.12.2022	19,5 Days	0 Days	19,5 Days
Accumulative Annual Leave	01.01.2004 – 31.12.9999	42 Days	44 Days	86 Days
Sick Leave	01.02.2017 – 31.01.2023	83 Days	7 Days	90 Days
Sick Leave Half Pay	01.02.2017 – 31.01.2023	90 Days	0 Days	90 Days

[More](#)
[5 / 7]

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	10.06.2021	Approved	[Blurred]	1 Days
Annual Leave	07.05.2021	Approved	[Blurred]	1 Days
Annual Leave	01.03.2021	Approved	[Blurred]	1 Days

[Create Request](#)

- To act on behalf of a team member that reports to you, click *Act on behalf of another employee* (bottom right, next to *Create Request* button).

Creating a leave request on behalf of a team member

- The *Select Employee* dialogue box appears, listing all direct reports.

Note: Only team members that report directly to the manager are available to select.

- Select the appropriate team member.
3. The *My Leave Request* page reappears. The orange line at the top of the page indicates which team member you are acting on behalf of. A message briefly appears at the bottom of the page to confirm the selected team member.

Entitlement

Items (3) Show From 04.10.2021

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2021 – 30.06.2022	2,5 Days	1,75 Days	11,25 Days
Sick Leave	01.04.2021 – 31.07.2022	4 Days	1 Day	6 Days
Family Responsibility T1	01.08.2021 – 31.07.2022	2 Days	1 Day	3 Days

Request Overview

Calendar Items (13) Show From 01.01.2021

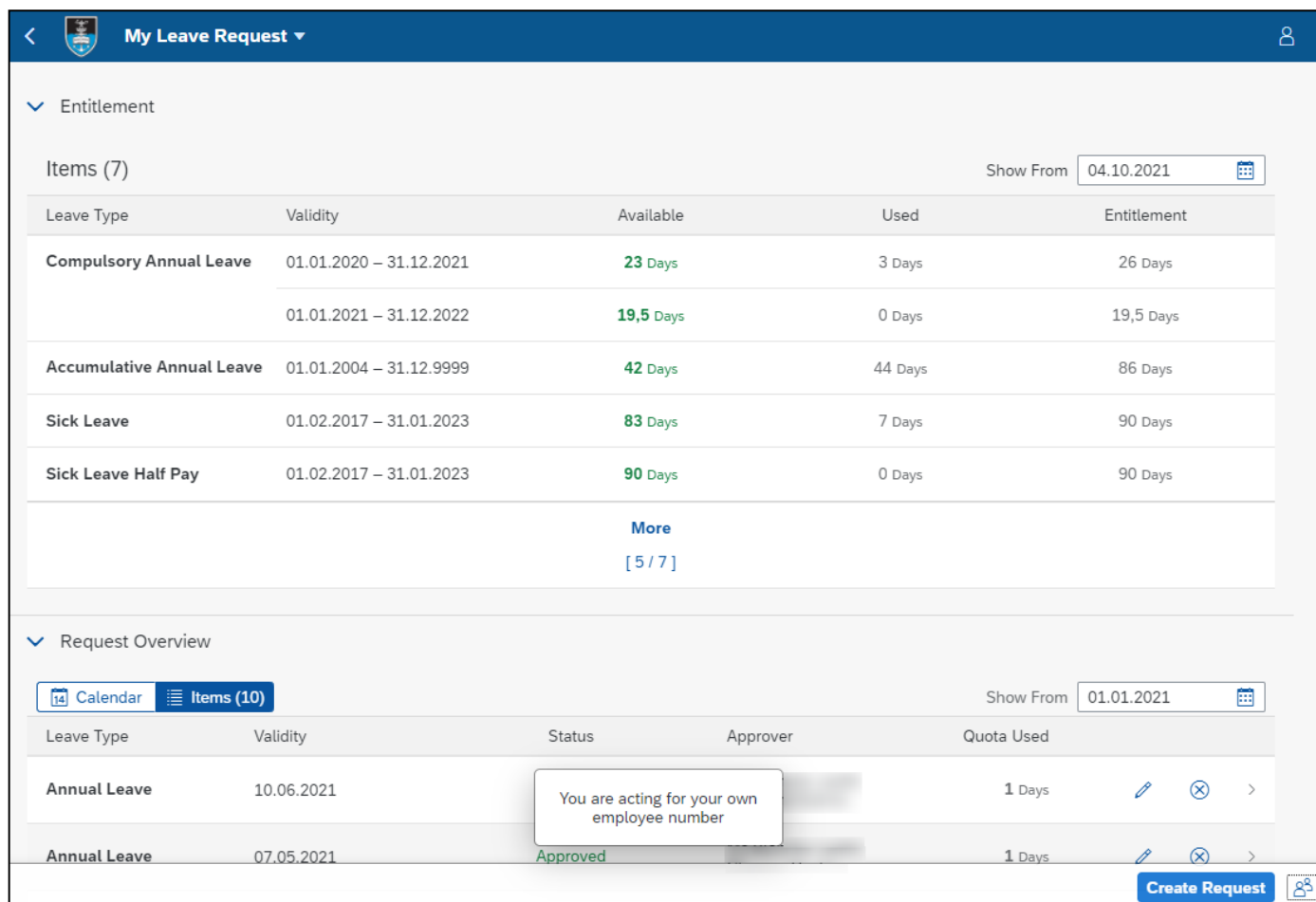
Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	20.01.2022			1 Days
Sick Leave - Full Pay	25.11.2021	Approved		1 Days

Create Request

- View leave balances, create leave requests, change leave requests or delete leave requests using the instructions in the [HR Employee Self-Service \(ESS\) guide](#).

Creating a leave request on behalf of a team member

- When finished working with the team member's leave, click  *Act as Yourself* (bottom right, next to *Create Request* button).
4. The *My Leave Request* page reappears, displaying your leave information. A message briefly appears at the bottom of the page to confirm you are acting for your own employee number.



My Leave Request

Entitlement

Items (7) Show From 04.10.2021

Leave Type	Validity	Available	Used	Entitlement
Compulsory Annual Leave	01.01.2020 – 31.12.2021	23 Days	3 Days	26 Days
	01.01.2021 – 31.12.2022	19,5 Days	0 Days	19,5 Days
Accumulative Annual Leave	01.01.2004 – 31.12.9999	42 Days	44 Days	86 Days
Sick Leave	01.02.2017 – 31.01.2023	83 Days	7 Days	90 Days
Sick Leave Half Pay	01.02.2017 – 31.01.2023	90 Days	0 Days	90 Days

[More](#)
[5 / 7]

Request Overview

Calendar Items (10) Show From 01.01.2021

Leave Type	Validity	Status	Approver	Quota Used
Annual Leave	10.06.2021	You are acting for your own employee number		1 Days
Annual Leave	07.05.2021			Approved

[Create Request](#)

- Click the  UCT crest to return to the *Home* page.

Approving PASS overtime, PASS standby and paid-on-claim hours

Background

PASS overtime and standby

PASS staff who worked overtime or standby hours can record these on Employee Self-Service (ESS). The captured hours are submitted to the staff member's manager for approval.

Note: Time off in lieu of overtime must be submitted as a leave request using the leave type *Time Off in Lieu Overtime*.

Paid-on-claim hours

Some departments have Time Administrators who capture paid-on-claim hours worked. These hours will also appear in ESS for the manager to approve.

Pay run deadline

Hours approved by the end of the 15th of the month will be included in the pay run.

Maximums

PASS overtime	PASS standby	Paid-on-claim hours worked
3 hours per working day	24 hours per day	12 hours per day
10 hours per non-working day		60 hours total per week
10 hours total per week		

See: [PASS overtime policy and guidelines](#) on the HR website.

Procedure

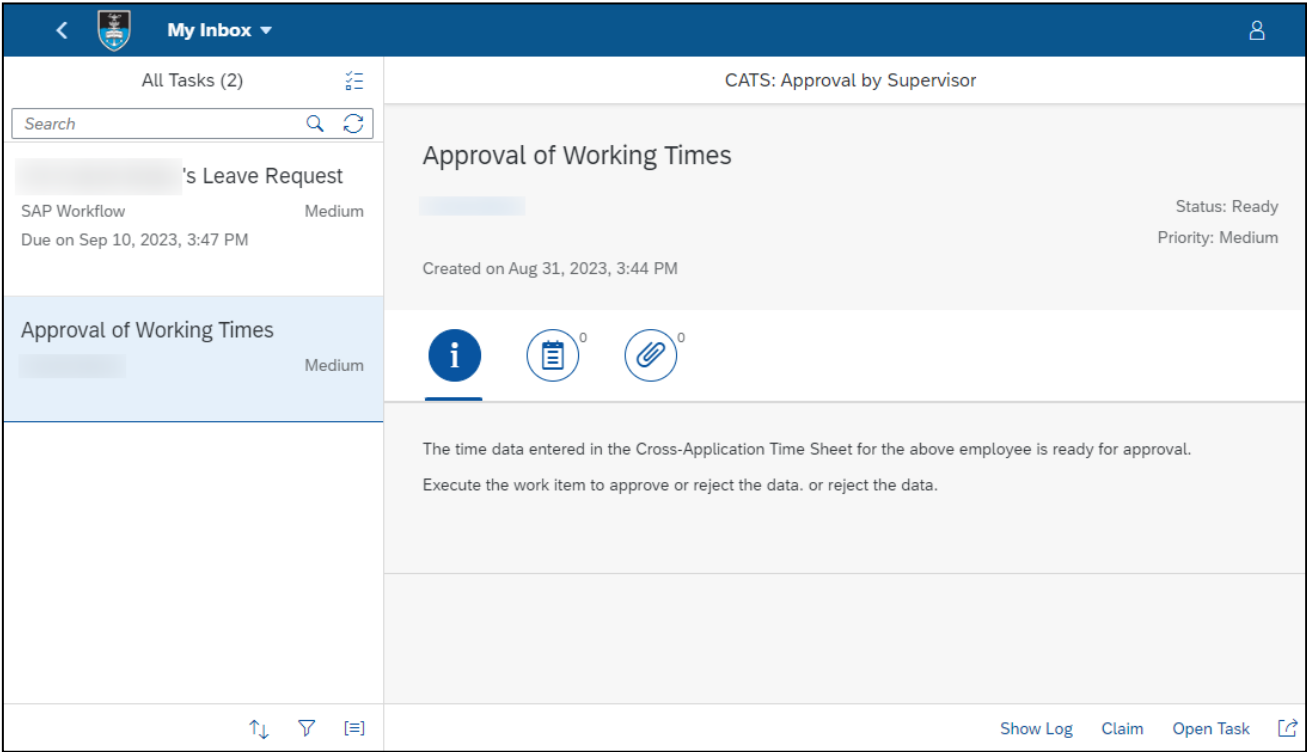
- After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
- The *My Inbox* page appears displaying working time approvals. If there is a leave request, see: [Reviewing and processing a leave request](#).

The screenshot displays the 'My Inbox' interface. On the left, under 'All Tasks (2)', the task 'Approval of Working Times' is highlighted. The main area shows details for a leave request from Ms. [redacted], Employee ID: 014, for the period 26.09.2023 to 29.09.2023, totaling 4 days. The leave type is 'Annual Leave'. The requested amount is 4 days, with an available balance of 60.58 days and a total deduction of 4.00 days. The due date is 31.08.2023. At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', 'Claim', and a link icon.

- Select the *Approval of Working Times* task on the left.

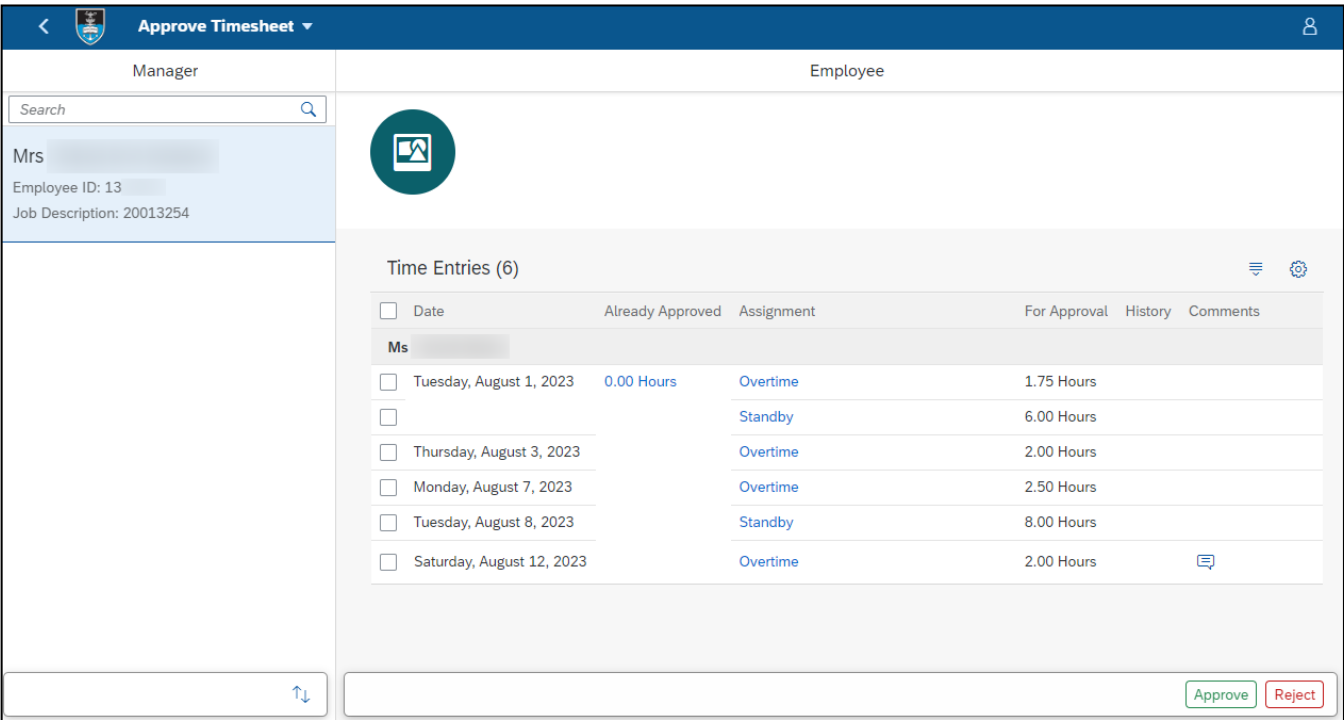
Approving PASS overtime, PASS standby and paid-on-claim hours

- Details of the selected approval appear on the right.



- Click [Open Task](#).

3. The *Approve Timesheet* page opens in a new browser tab.



- The hours for approval are grouped by employee with the type of hours (e.g. Overtime, Standby) shown in the *Assignment* column. Paid-on-claim hours will show as *No assignment*. Hours submitted for the same day will appear together with the date on the first line.

☐	Tuesday, August 1, 2023	0.00 Hours	Overtime	1.75 Hours
☐			Standby	6.00 Hours

Approving PASS overtime, PASS standby and paid-on-claim hours

- If applicable, click  *Comments* in the *Comments* column to read a comment from the staff member.
- To change the displayed columns, click  *Table Settings for Time Entries*.
- Select hours to approve or reject using the checkboxes on the left or click the top checkbox next to the *Date* column to select all hours.

☒	Date	Already Approved	Assignment	For Approval	History	Comments
Ms 						
☒	Tuesday, August 1, 2023	0.00 Hours	Overtime	1.75 Hours		
☒			Standby	6.00 Hours		
☒	Thursday, August 3, 2023		Overtime	2.00 Hours		
☒	Monday, August 7, 2023		Overtime	2.50 Hours		
☒	Tuesday, August 8, 2023		Standby	8.00 Hours		
☒	Saturday, August 12, 2023		Overtime	2.00 Hours		

- Approve or reject the hours by following the steps below:

Approving hours

- Click .
- A message at the bottom of the page confirms that the time entries were successfully approved.

Rejecting hours

- Click .
- The *Reject* dialogue box appears.

Reject

Optional Reasons for Rejection:

☐ No prior approval

☐ Change to Time off in Lieu

Reject

Cancel

- Select the appropriate rejection reason.
Note: If changing to time off in lieu, the staff member must complete a leave request on ESS for *Time off in Lieu Overtime*.
- Click .
- A message at the bottom of the page confirms that the time entries were successfully rejected.

Approving PASS overtime, PASS standby and paid-on-claim hours

- If the staff member views the hours in *My Timesheet* they will see approvals and rejections, with rejection reasons appearing as comments.

Assignment	Entered	Status	
Sunday, August 6, 2023			
	0,00 Hours		
Monday, August 7, 2023			
Overtime	2,50 Hours	Rejected	
Tuesday, August 8, 2023			
Standby	8,00 Hours	Approved	

Comments

Rejection Reason:
No prior approval

- Close *Approve Timesheet* tab in your browser to return to your *Inbox*.
- Click the  UCT crest to return to the *Home* page.

Adding a planned manager substitution

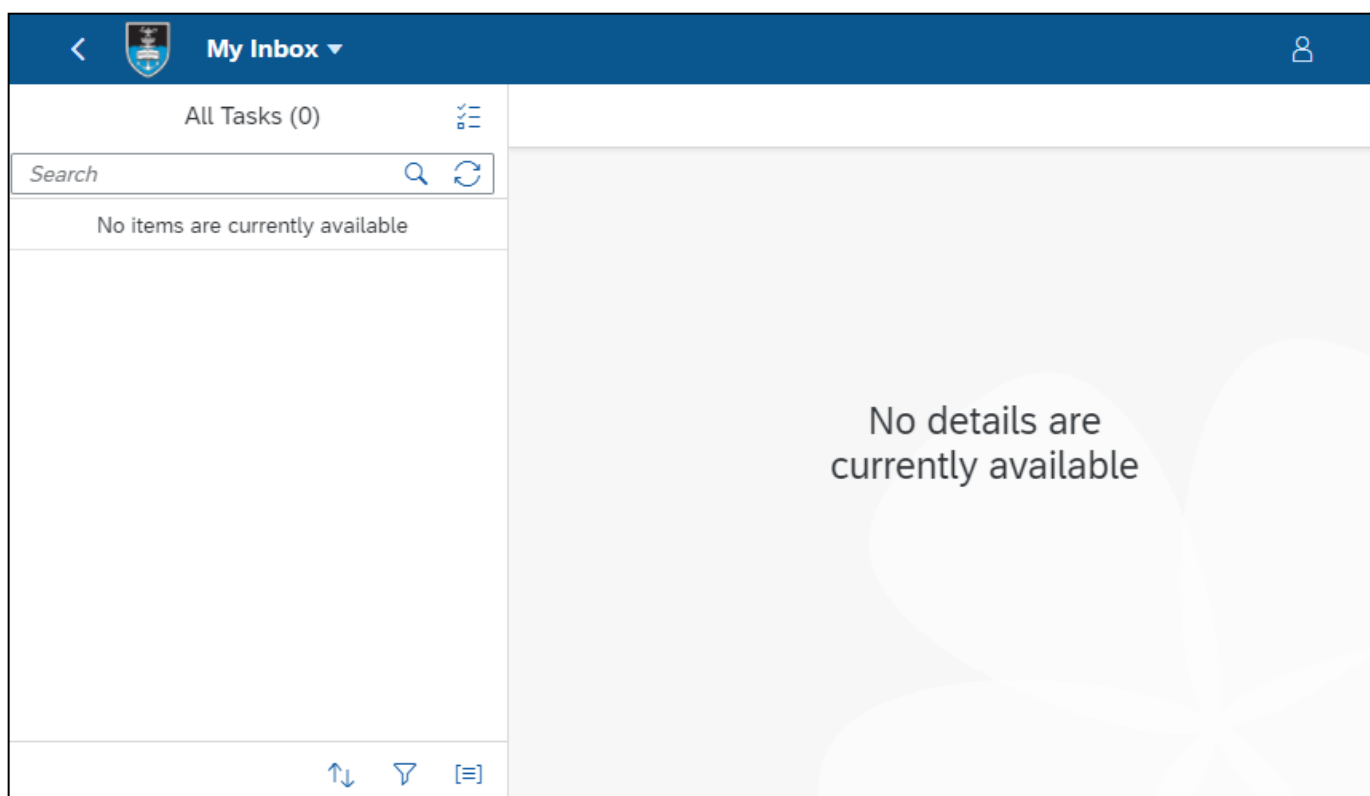
Background

A planned substitution can be set for a period or continuously with no end date. All pending leave requests in the inbox will move to the selected manager on the start date of the substitution. It is recommended that you process all existing leave requests before a substitution becomes active. Any leave requests submitted during the substitution period will go to the substitute manager and will not appear in your inbox.

See also: [Adding an unplanned manager substitution](#).

Procedure

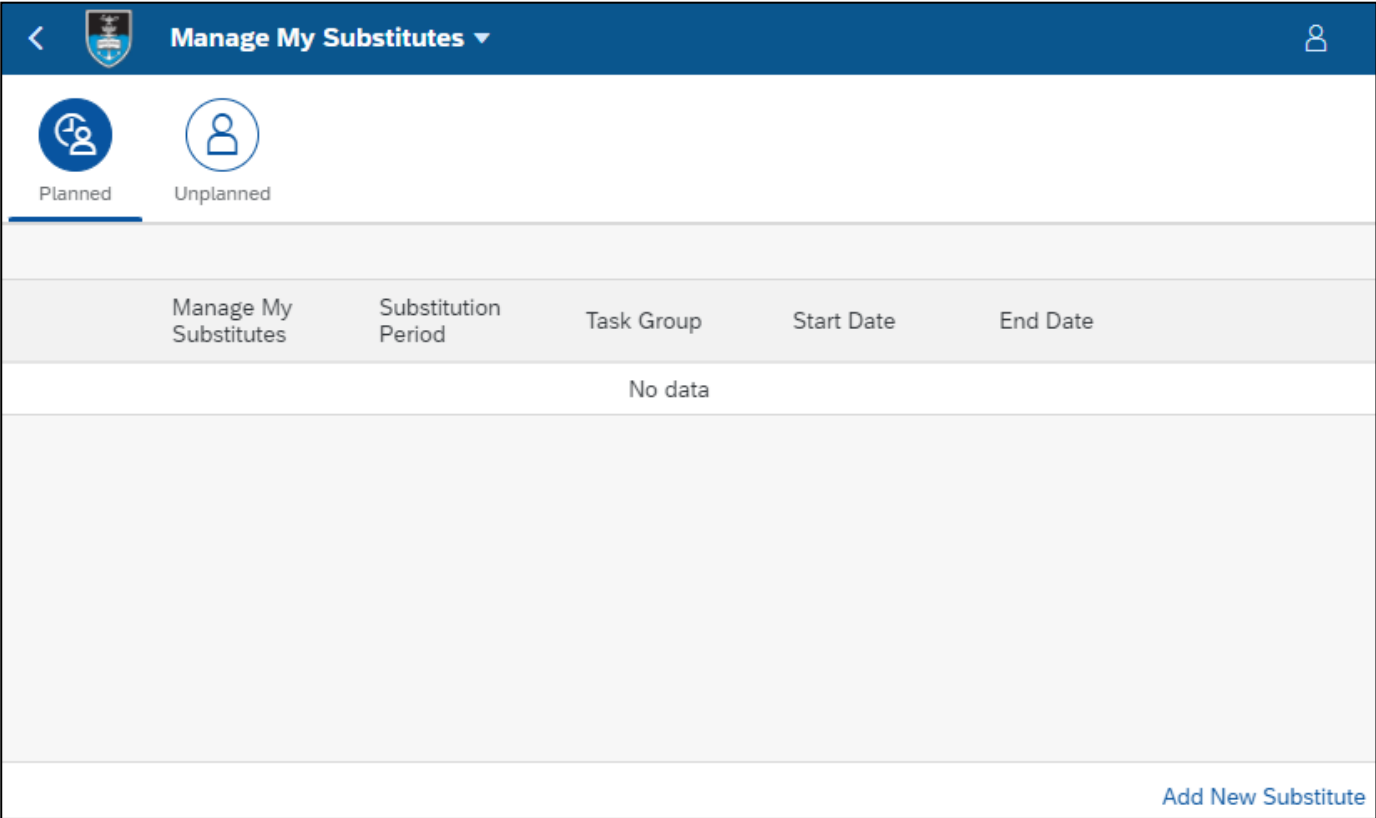
4. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
5. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



- Click  (top right) and choose  **Manage My Substitutes**.

Adding a planned manager substitution

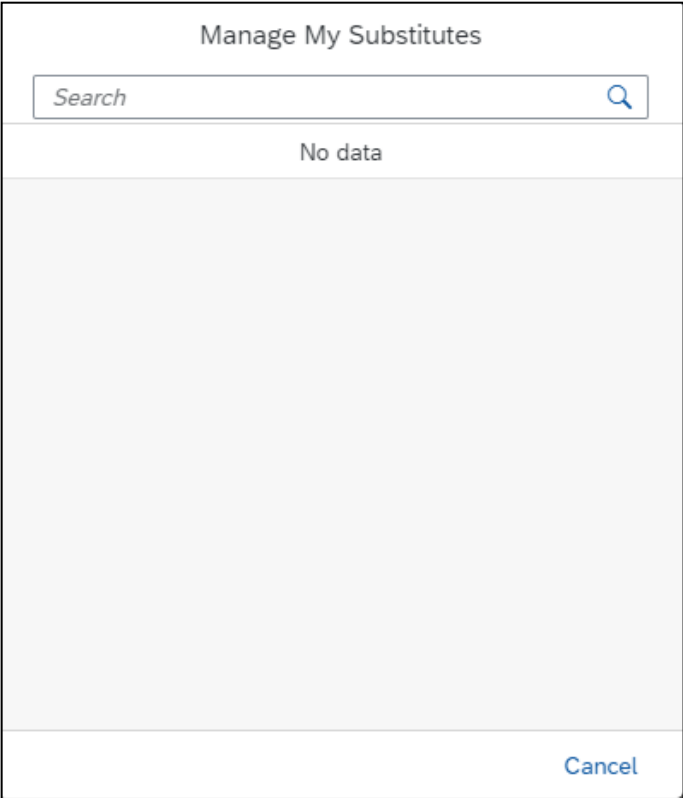
6. The *Manage My Substitutes* page appears.



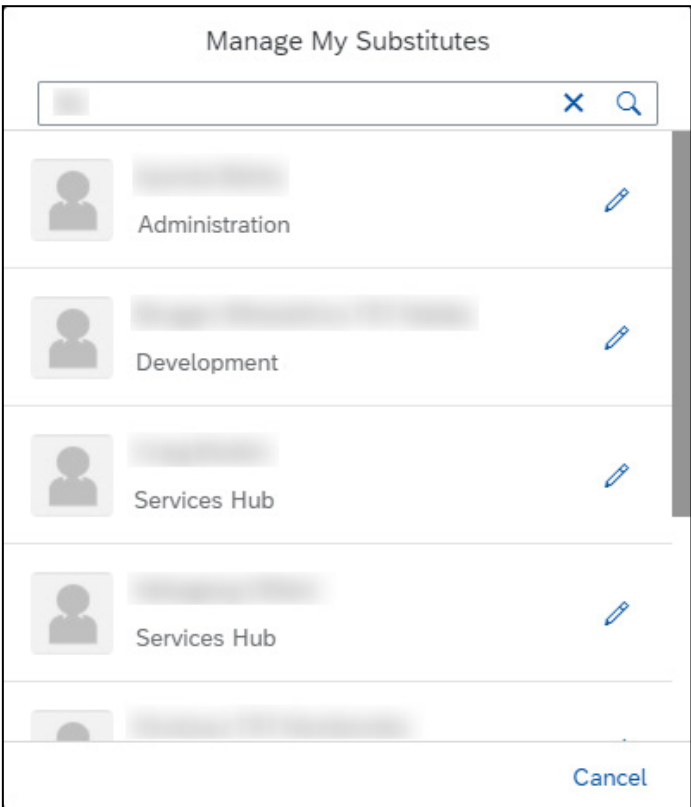
- Ensure *Planned* is selected.
- Click [Add New Substitute](#) (bottom right).

Adding a planned manager substitution

7. The *Manage My Substitutes* dialogue box appears.



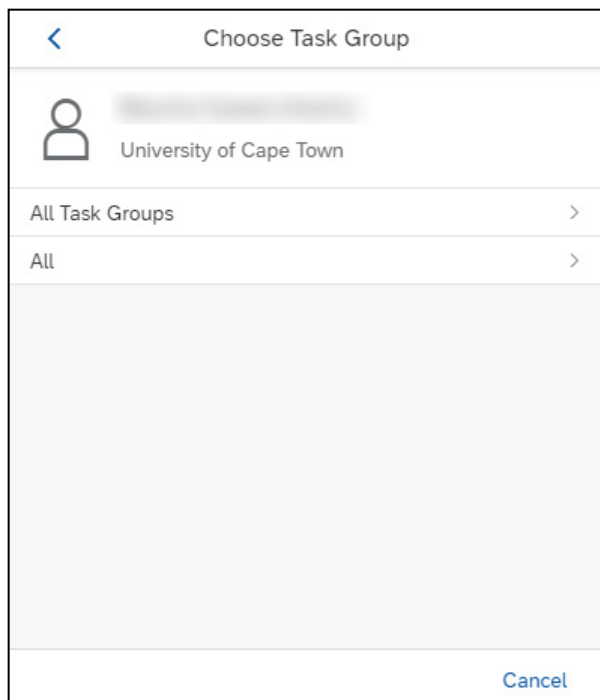
- Enter the manager’s first name, last name or staff number in the *Search* field.
Note: Only a staff member who is already a manager with the appropriate access can be selected as a substitute.
- Click  *Search*.
- Any staff members who match the search criteria are listed.



- Select the appropriate staff member by clicking their line.

Adding a planned manager substitution

8. The *Choose Task Group* dialogue box appears.



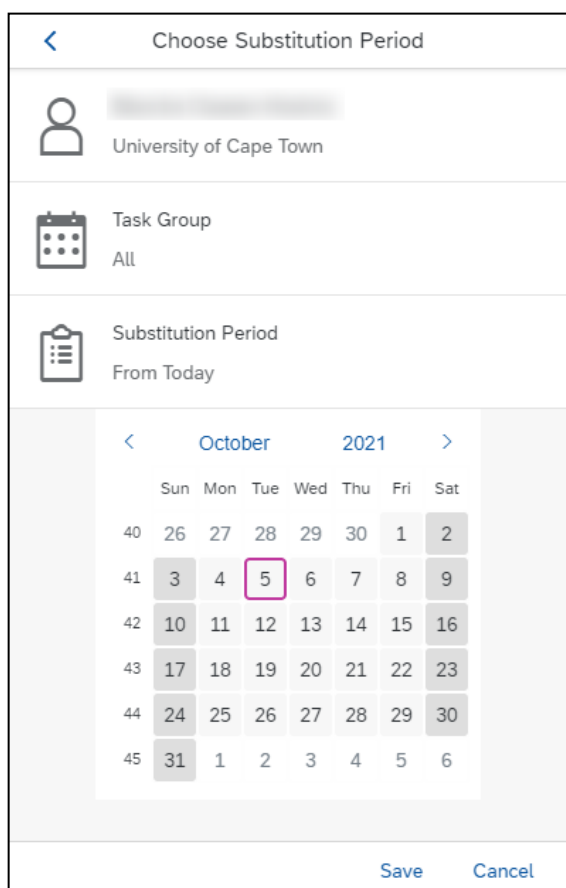
The 'Choose Task Group' dialog box shows the user's profile (University of Cape Town) and a list of task groups. The 'All' option is selected.

Task Group	Action
All Task Groups	>
All	>

Cancel

- Select *All*.

9. The *Choose Substitution Period* dialogue box appears.



The 'Choose Substitution Period' dialog box shows the user's profile (University of Cape Town), the selected task group (All), and a calendar for selecting the substitution period. The start date is set to 'From Today'.

Task Group: All

Substitution Period: From Today

Calendar: October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Save Cancel

- Select the start date from the calendar.
- If applicable, select the substitution end date on the calendar. If an end date is not selected, the substitution will be ongoing without no end date.
- Click [Save](#).

Adding a planned manager substitution

10. The *Manage My Substitutes* page reappears, displaying the new substitution. A message briefly appears at the bottom of the page to confirm the substitution rule was created. All pending leave requests in the inbox will move to the selected manager on the start date of the substitution

Note: If you have an [unplanned substitution](#) to the same manager, it will automatically adjust according to the end date selected for the planned substitution. If the planned substitution is ongoing, the unplanned substitution to the same manager will be deleted.

Example: Planned substitution from today until an end date.

Manage My Substitutes					
Planned Unplanned					
Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date	
 Active	Ends in 5 Days	All	05.10.2021	10.10.2021	

Example: Future planned substitution with start and end date specified.

Planned Unplanned					
Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date	
 Inactive	Starts in 6 Days	All	11.10.2021	17.10.2021	

Example: Planned substitution from today with no end date.

Planned Unplanned					
Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date	
 Active	No end date	All	05.10.2021		

Adding a planned manager substitution

- To create another planned substitution, repeat from step 3 above. This can be used to add multiple substitute managers to cover a longer absence.

	Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
	 Inactive	Starts in 6 Days	All	11.10.2021	17.10.2021
	 Inactive	Starts in 13 Days	All	18.10.2021	24.10.2021
	 Inactive	Starts in 20 Days	All	25.10.2021	29.10.2021

- Ensure that the manager is informed of the planned substitution. Any leave requests from your team members will automatically appear in their inbox from the start of the planned substitution.



- Click the UCT crest to return to the *Home* page.

Adding an unplanned manager substitution

Background

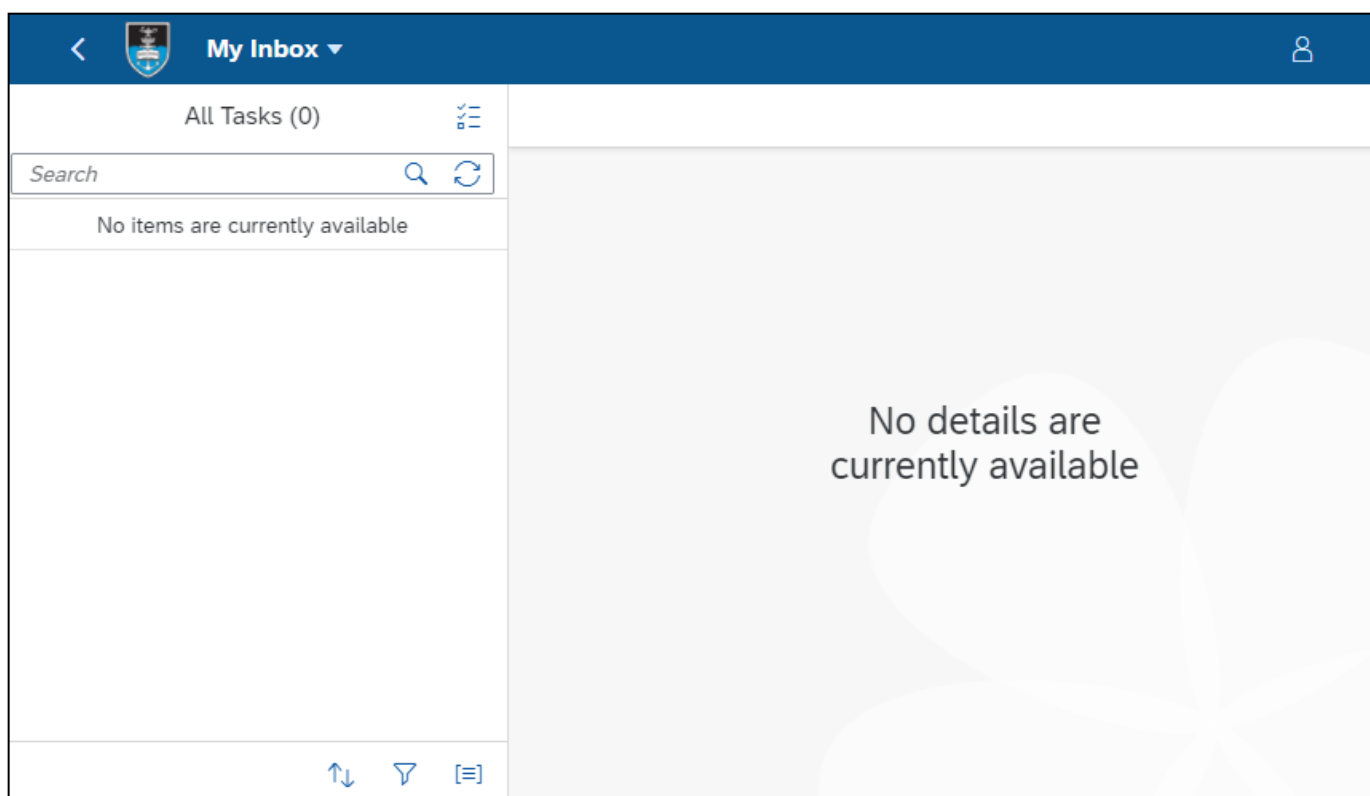
Unplanned manager substitutions can be set up ahead of time, allowing the substituted manager to use the feature when required (e.g. you are unexpectedly ill and unable to add a substitution).

An unplanned manager substitution is set from today onwards with no end date. The substituted manager must accept/activate the unplanned substitution to make it active. All pending and future leave requests will appear in both managers' inboxes while the unplanned substitution is active.

See also: [Adding a planned manager substitution](#).

Procedure

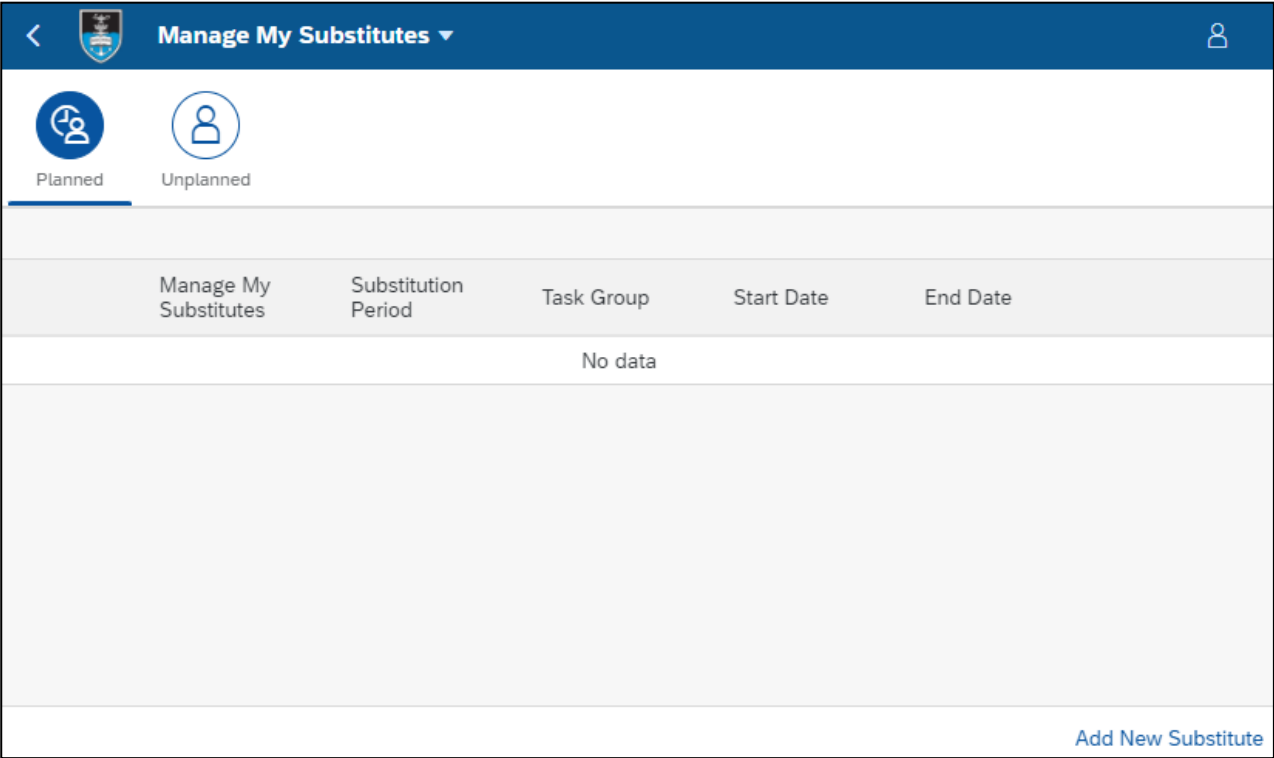
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



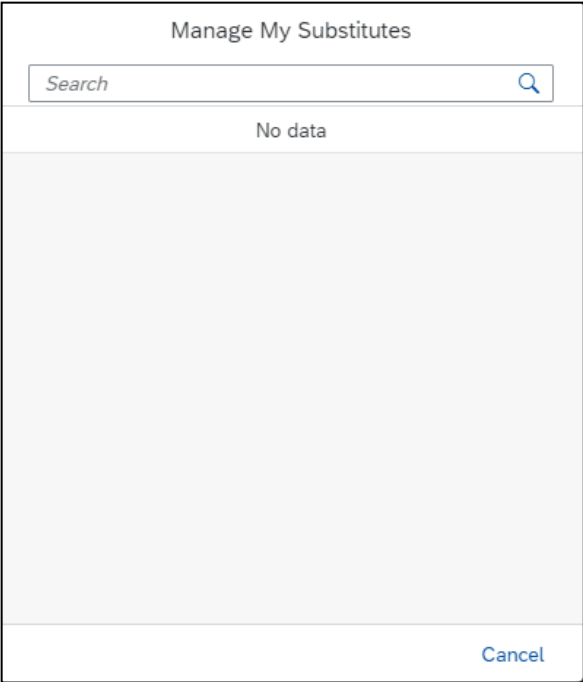
- Click  (top right) and choose  **Manage My Substitutes**.

Adding an unplanned manager substitution

3. The *Manage My Substitutes* page appears.



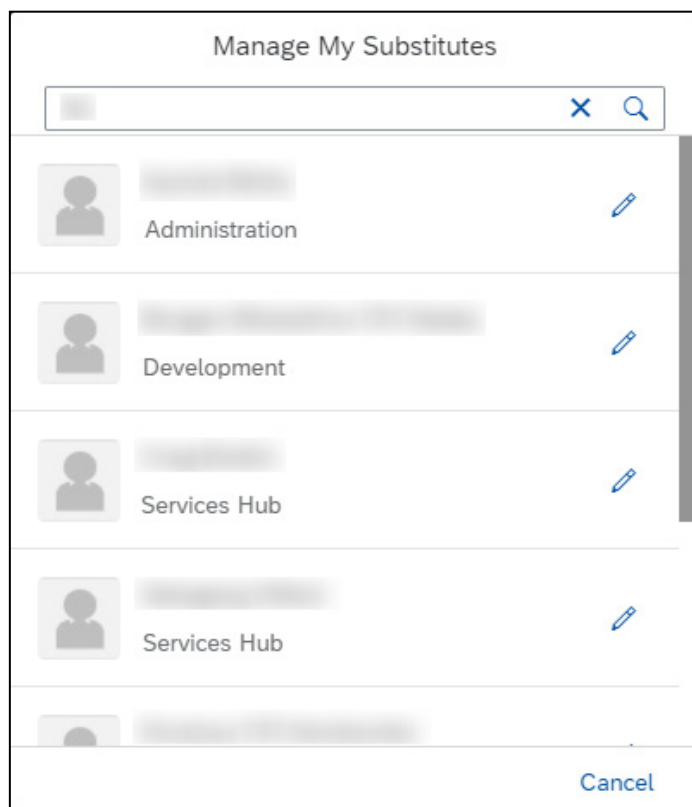
- Click *Unplanned*.
 - Click *Add New Substitute* (bottom right).
4. The *Manage My Substitutes* dialogue box appears.



- Enter the manager’s first name, last name or staff number in the *Search* field.
Note: Only a staff member who is already a manager with the appropriate access can be selected as a substitute.
- Click  *Search*.

Adding an unplanned manager substitution

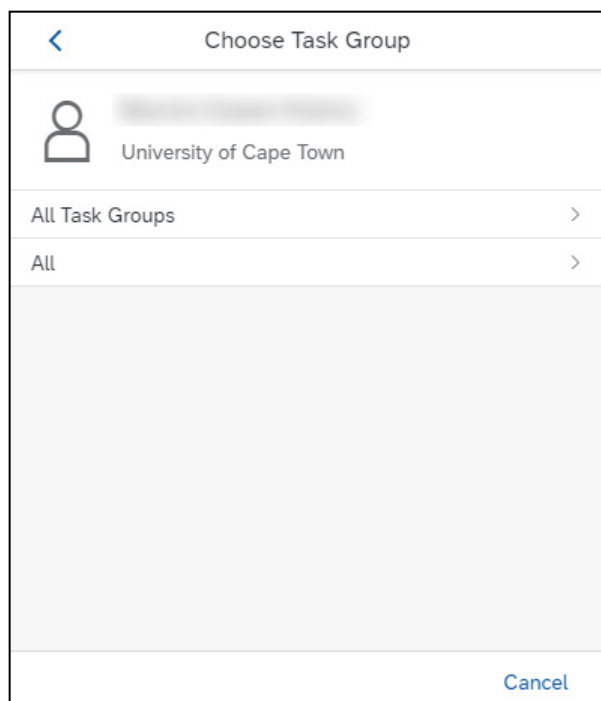
- Any staff members who match the search criteria are listed.



The screenshot shows a mobile application interface titled "Manage My Substitutes". At the top, there is a search bar with a magnifying glass icon and a close button (X). Below the search bar, there is a list of staff members, each represented by a person icon, a name, and a department. The departments listed are "Administration", "Development", "Services Hub", and "Services Hub". To the right of each staff member's name is a blue pencil icon, indicating an edit function. At the bottom right of the dialog, there is a blue "Cancel" button.

- Select the appropriate staff member by clicking their line.

11. The *Choose Task Group* dialogue box appears.



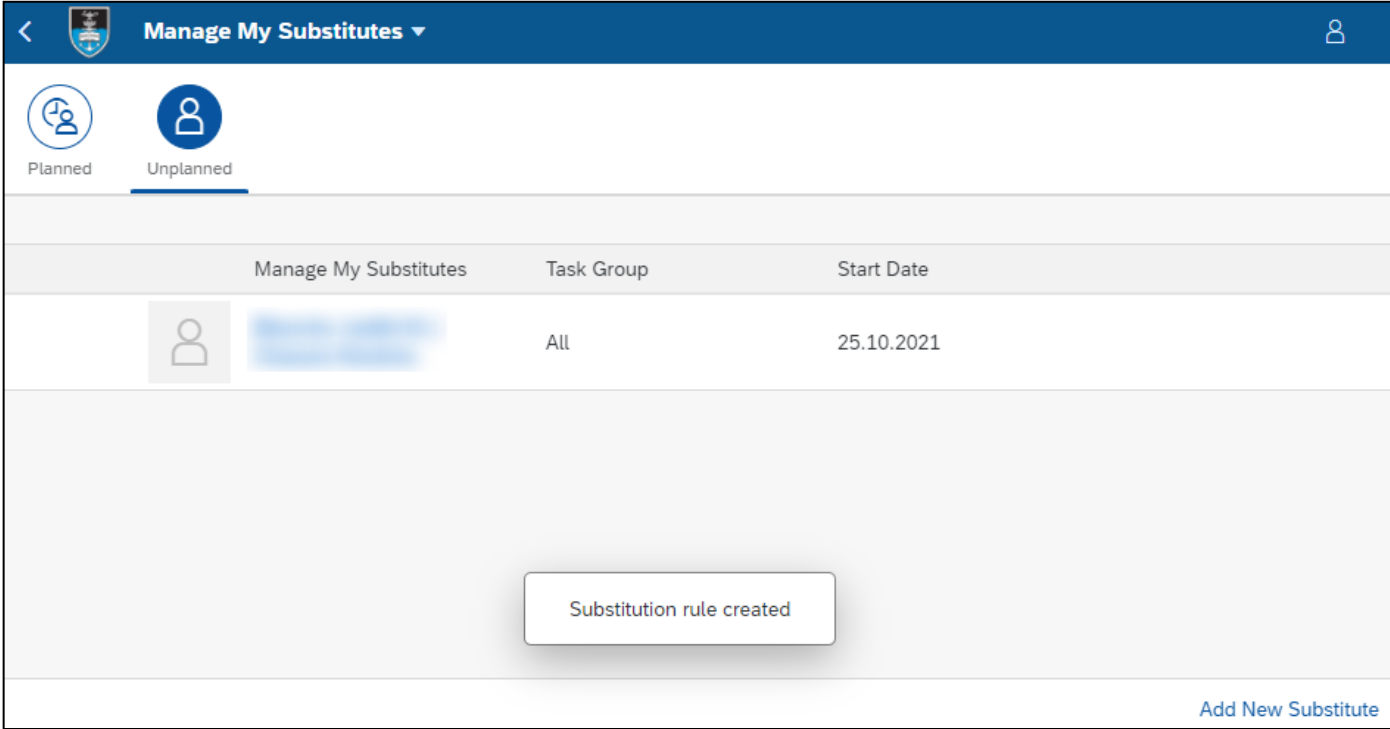
The screenshot shows a mobile application interface titled "Choose Task Group". At the top, there is a back arrow and the title. Below the title, there is a person icon and the text "University of Cape Town". Below this, there are two options: "All Task Groups" and "All", each with a right-pointing chevron (>). Below these options is a large, empty light gray area. At the bottom right of the dialog, there is a blue "Cancel" button.

- Select *All*.
- Click **Save** (button appears after selecting *All*).

Adding an unplanned manager substitution

12. The *Manage My Substitutes* page reappears, displaying the new substitution. A message briefly appears at the bottom of the page to confirm the substitution rule was created.

Note: If you have a planned substitution to the same manager, it will be deleted and replaced by the new unplanned manager substitution. The [planned substitution](#) can be recreated but the dates will determine which substitutions are active or deleted.



- To create another unplanned substitution, repeat from step 3 above.
- The substitute manager must [accept \(activate\) the unplanned substitution](#) when required. No leave requests will be sent to the substitute manager’s inbox without this step.
- Click the  UCT crest to return to the *Home* page.

Accepting (activating) an unplanned manager substitution

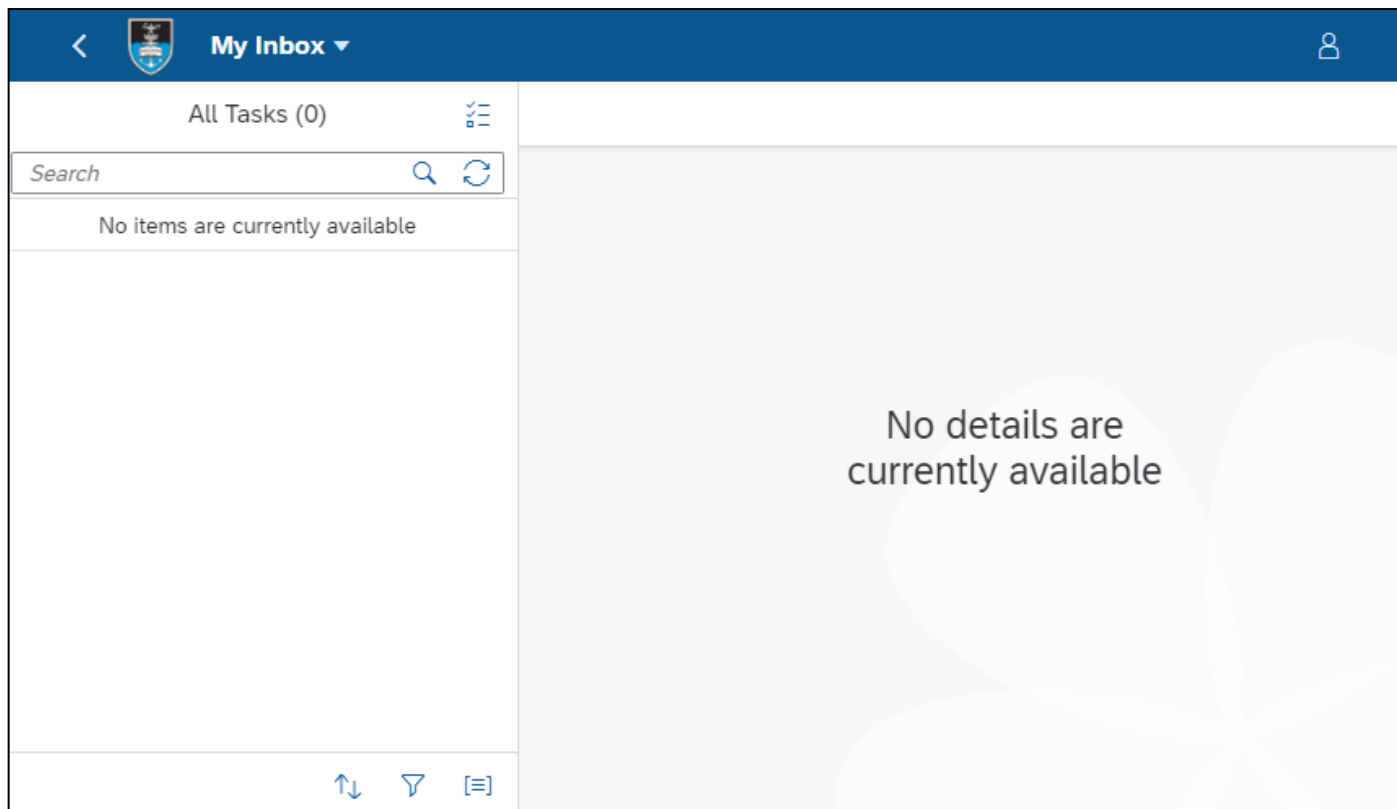
Background

The substituted manager must accept (activate) the unplanned substitution to make it active. All pending and future leave requests will appear in both managers' inboxes while the unplanned substitution is active. An unplanned substitution can be [stopped \(deactivated\)](#) until required again.

See also: [Adding an unplanned manager substitution](#).

Procedure

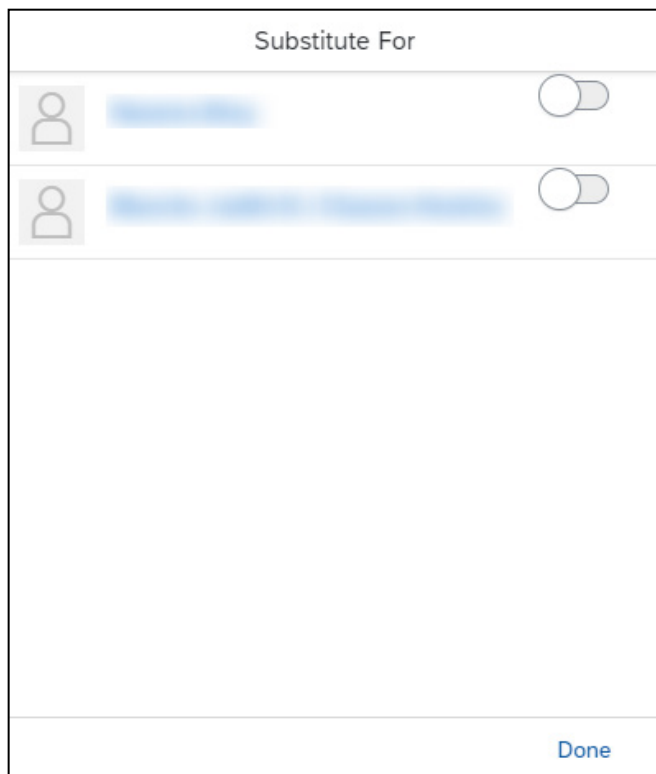
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



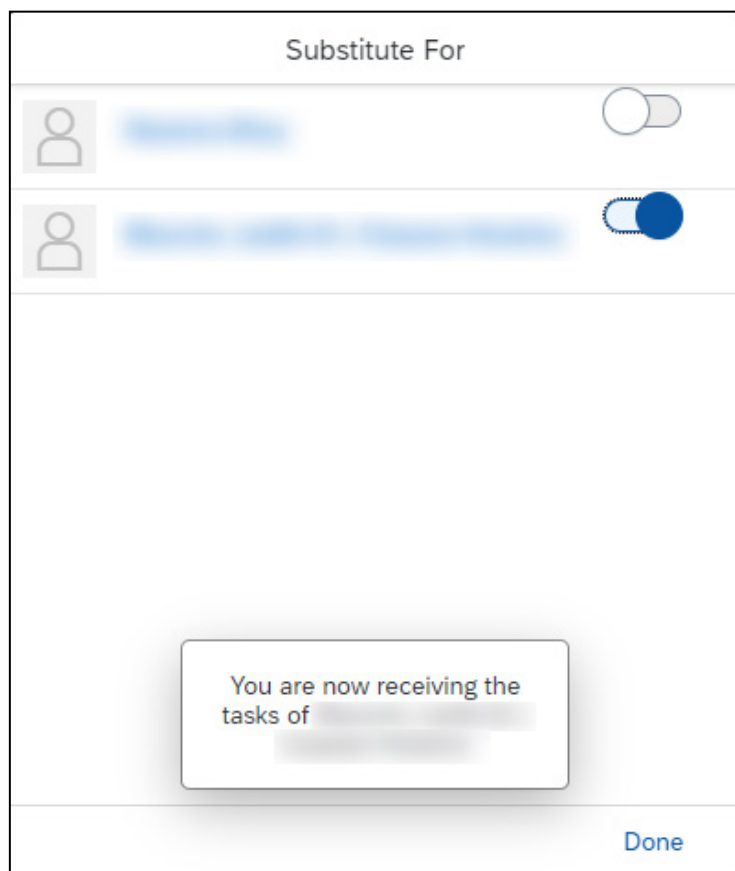
- Click  (top right) and choose  **Substitute For**.

Accepting (activating) an unplanned manager substitution

3. The *Substitute For* dialogue box appears, displaying any available unplanned substitutions.



- Use the button to accept (activate) an unplanned substitution. A message briefly appears at the bottom of the page to confirm you are now receiving tasks for the selected manager.



- Click [Done](#) to return to the *My Inbox* page.
- Click the  UCT crest to return to the *Home* page.

Stopping (deactivating) an unplanned manager substitution

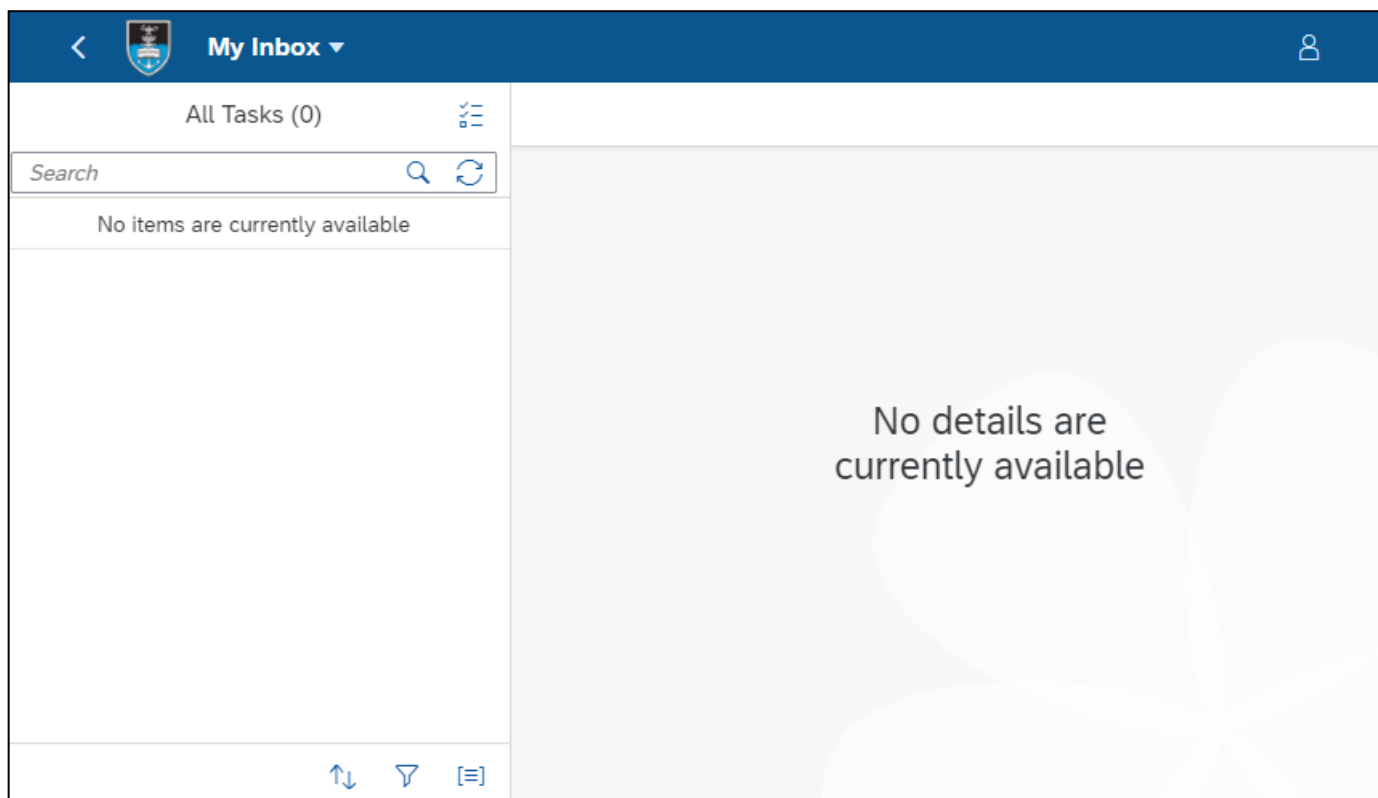
Background

An unplanned manager substitution can be stopped (deactivated) until required again. This procedure is completed by the substitute manager.

If the unplanned manager substitution should be deleted, see: [Deleting a manager substitution](#).

Procedure

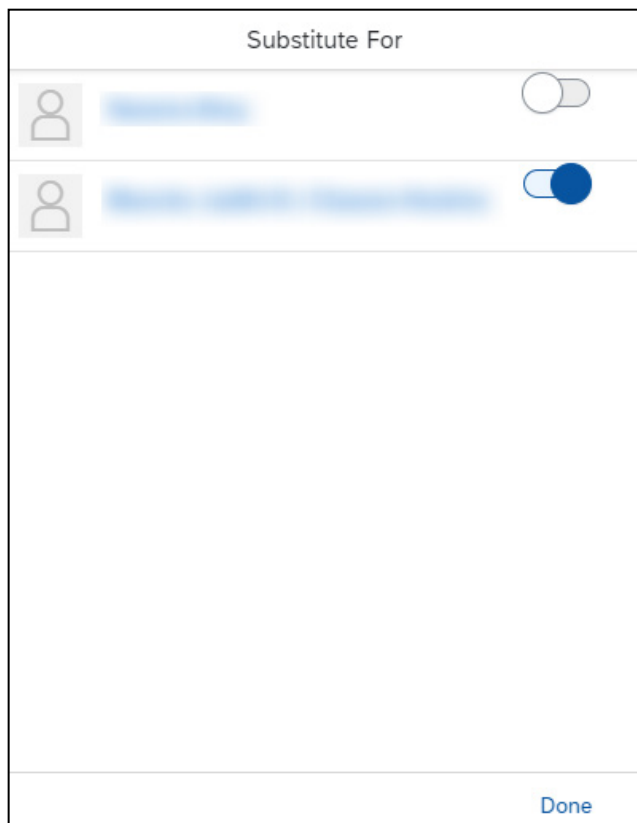
1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



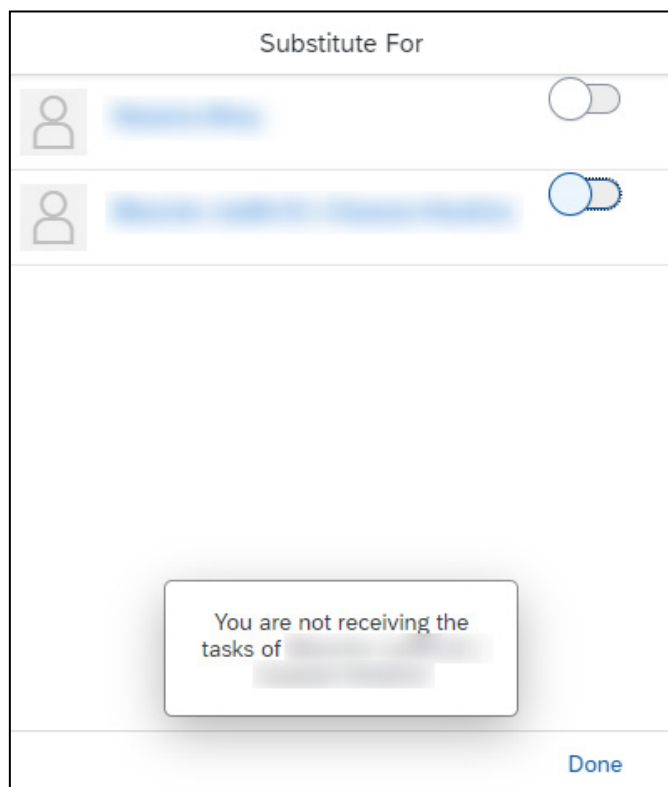
- Click  (top right) and choose  **Substitute For**.

Stopping (deactivating) an unplanned manager substitution

3. The *Substitute For* dialogue box appears.



- Use the button to stop (deactivate) an unplanned substitution. A message briefly appears at the bottom of the page to confirm you are not receiving tasks for the selected manager. Any pending leave requests will be removed from the substitute manager’s inbox.

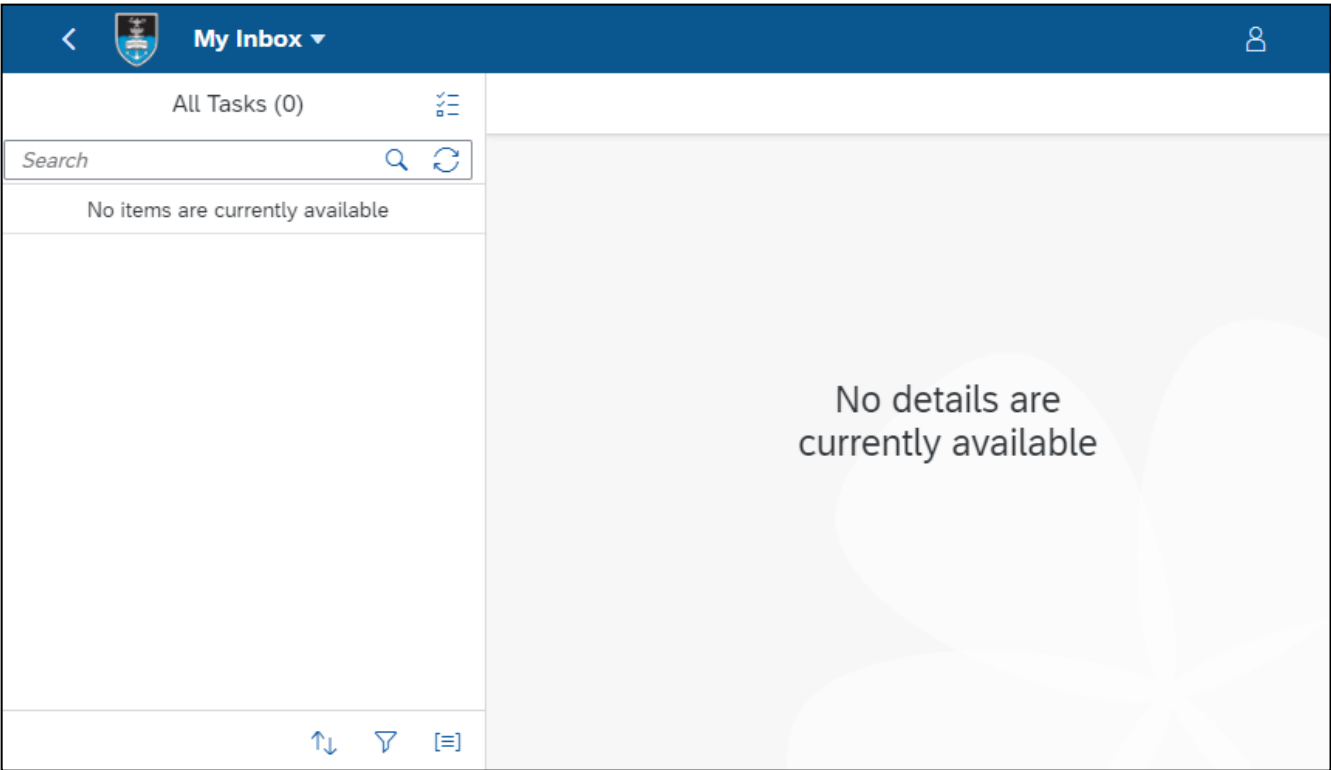


- Click [Done](#) to return to the *My Inbox* page.
- Click the  UCT crest to return to the *Home* page.

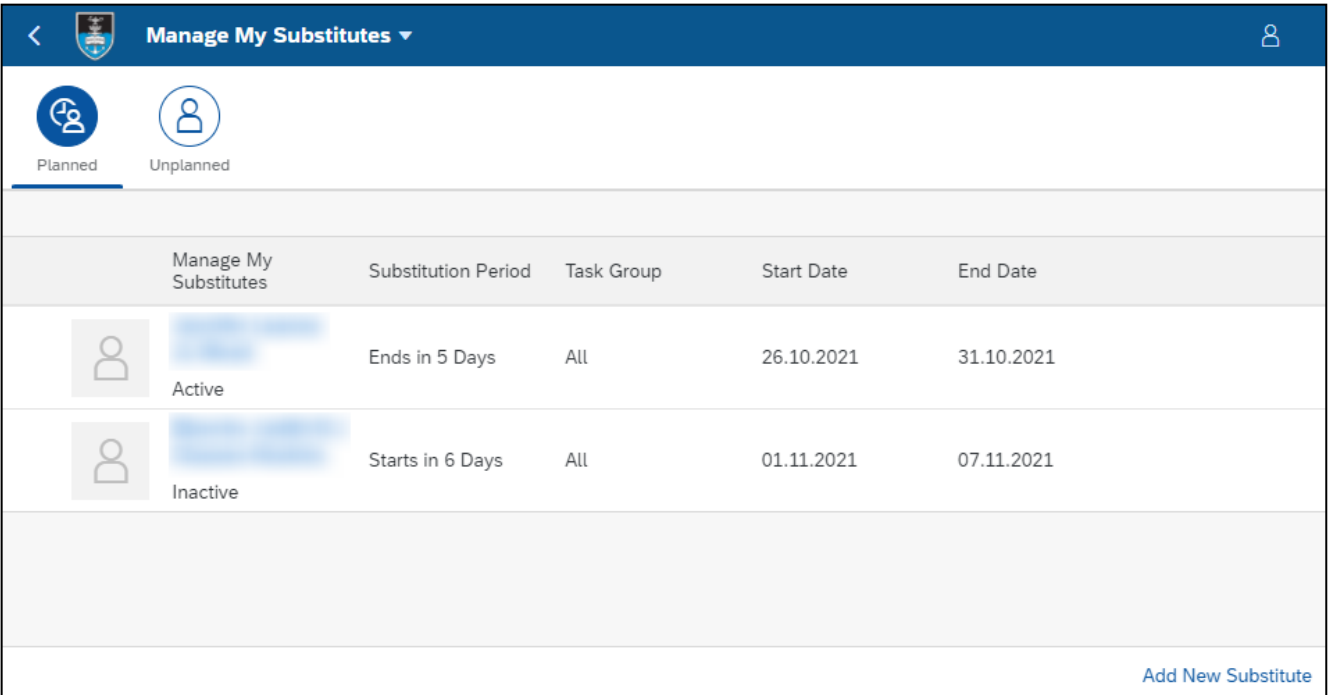
Reviewing all manager substitutions

Procedure

- 1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
- 2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



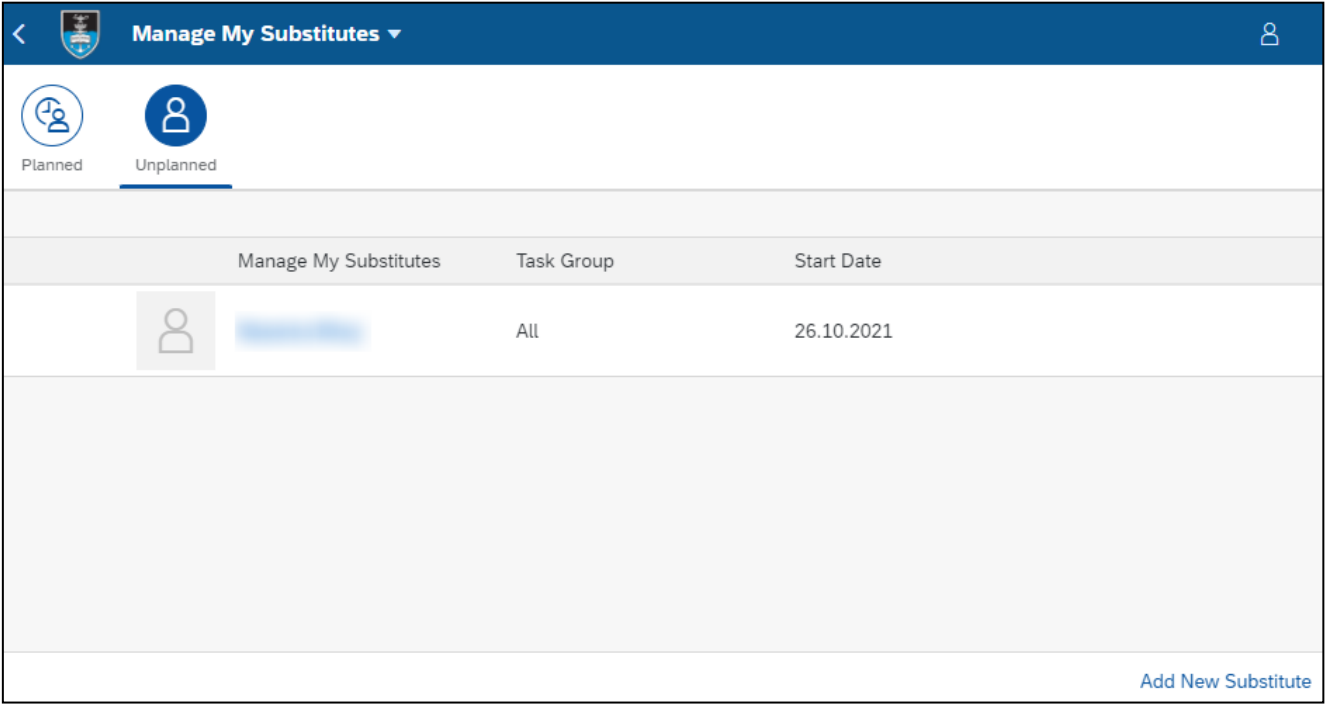
- Click  (top right) and choose  **Manage My Substitutes**.
- 3. The *Manage My Substitutes* page appears, displaying any *Planned* substitutions you’ve added.



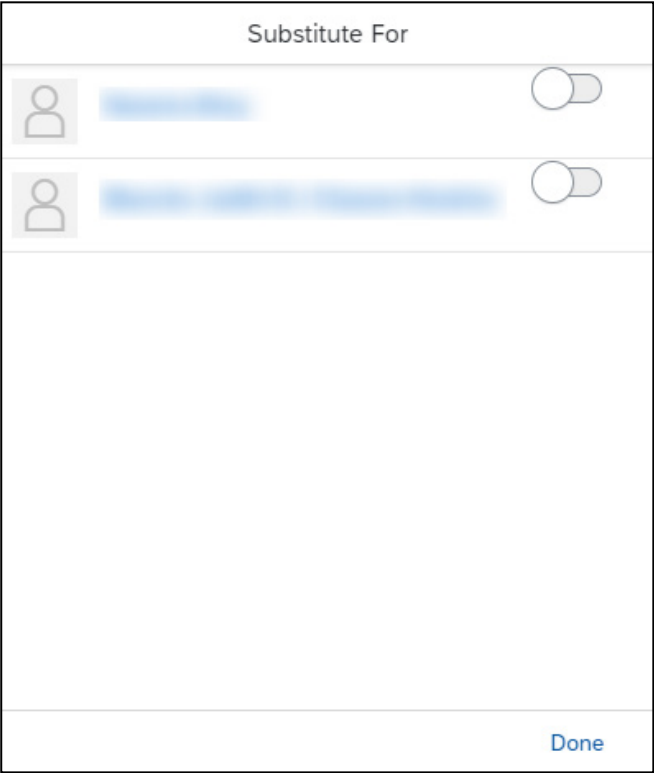
- Click **Unplanned** to display any unplanned substitutions you’ve added.

Reviewing all manager substitutions

- Unplanned substitutions are displayed.



- To see who has created an unplanned substitution to you, click  (top right) and choose  **Substitute For**.
4. The *Substitute For* dialogue box appears, displaying any unplanned substitutions you can accept (activate).
- Note:** It is not possible to display any planned substitutions set to you by other managers, the leave requests will automatically appear in your inbox during the substitution period.

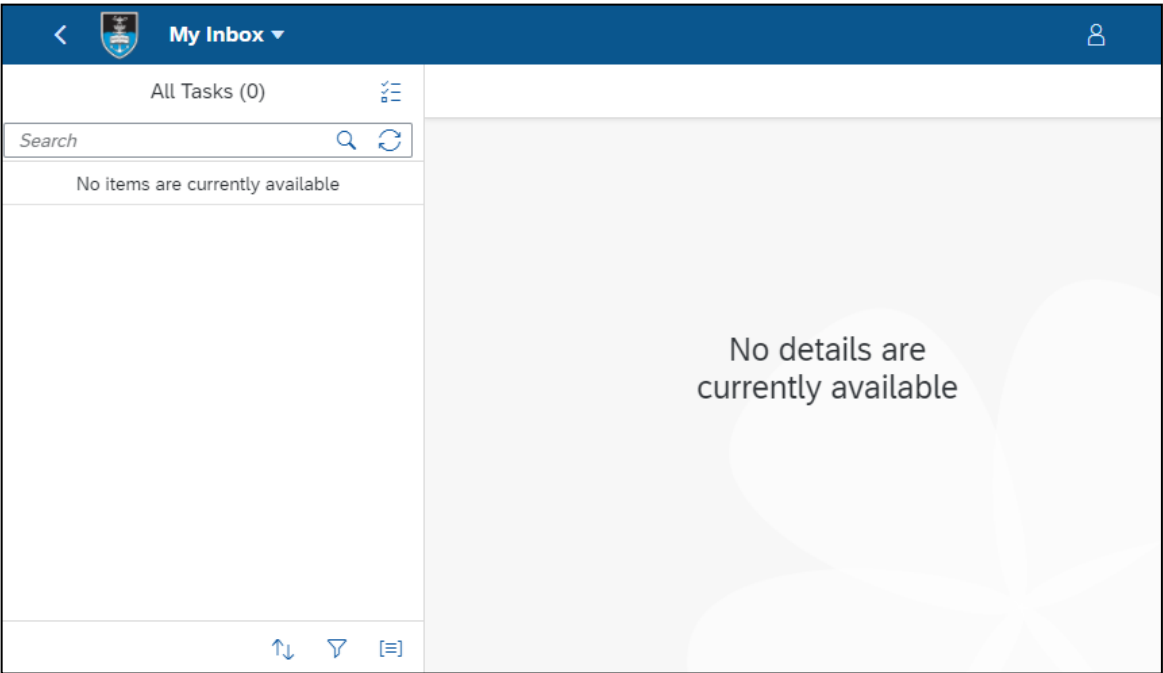


- Click **Done** to return to the *Manage My Substitutes* page.
- Click the  UCT crest to return to the *Home* page.

Deleting a manager substitution

Procedure

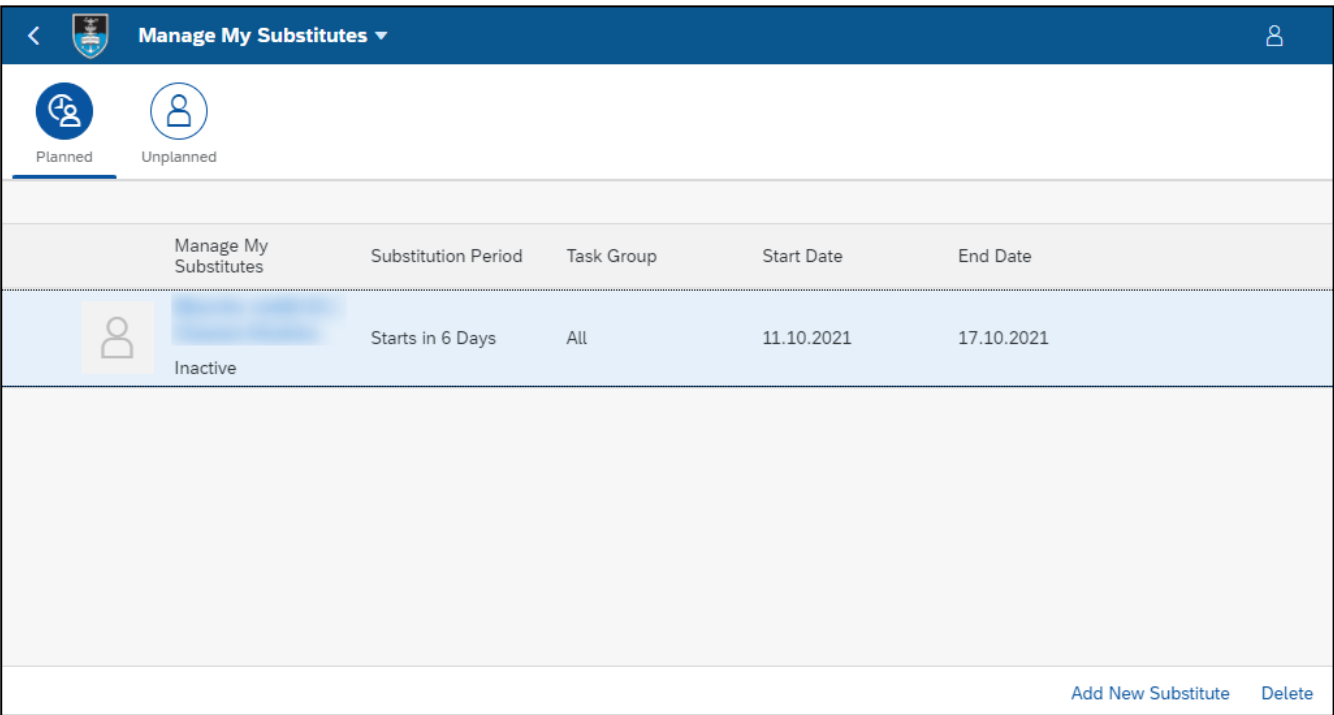
- 1. After [logging in to HR Employee Self-Service](#), click *My Inbox* (in the *Manager Services* section).
- 2. The *My Inbox* page appears. If applicable, any pending leave requests will be listed.



- Click  (top right) and choose  **Manage My Substitutes**.
- 3. The *Manage My Substitutes* page appears, displaying any *Planned* substitutions.



- If deleting an unplanned substitution, click **Unplanned**.
- Select the substitution line to delete.



- Click **Delete**.

Deleting a manager substitution

4. The *Delete Rule* dialogue box appears.

Delete Rule

Are you sure you want to delete this rule?

OKCancel

– Click **OK**.

5. The *Manage My Substitutes* page reappears. A message briefly appears at the bottom of the page to confirm the substitution rule was deleted.

<

UCT Crest

Manage My Substitutes

>

Planned

Unplanned

Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
No data				

Substitution rule deleted

Add New Substitute

– Click the  UCT crest to return to the *Home* page.