Employee Self Service (ESS)

User Guide for Learning & Development tab

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Updated: July 2024

Recommended Browsers

Windows users are advised to use the Microsoft Edge browser. MAC users are advised to use the Firefox browser.
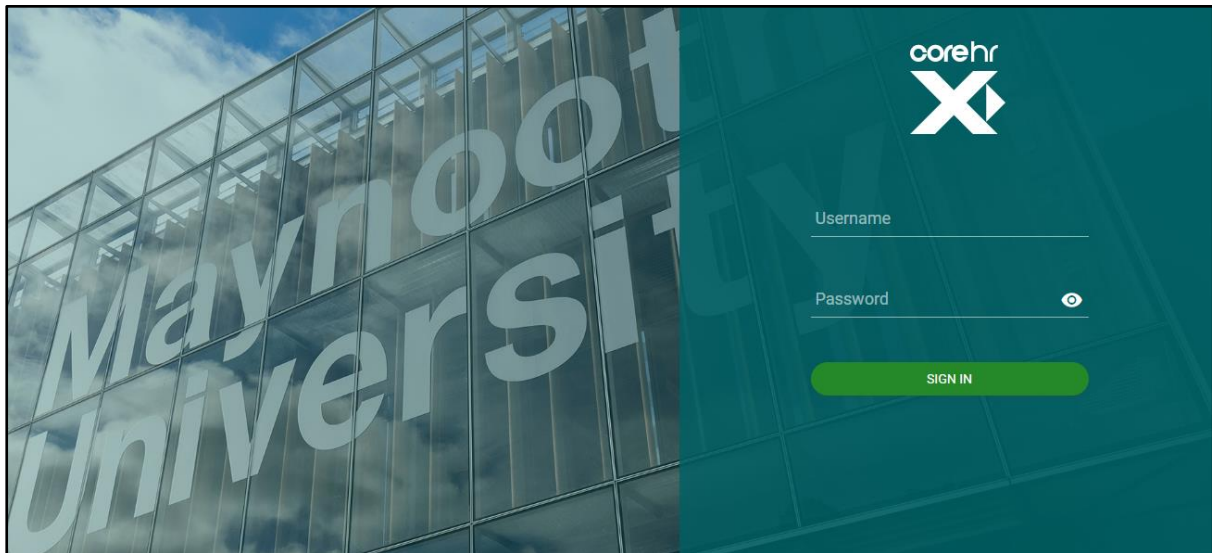
Contact Us

If you have further questions or need assistance, please contact People Development at the following email address learning.development@mu.ie

1. Login

Using the link below, login with your standard MU login details:
http://mu.ie/hrportal

You can also navigate to ESS from the Human Resources webpage

> ➤ To login, enter your Maynooth University username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

2. How to find a Course

Once you have successfully logged in you will be brought to your **Employee Dashboard** page. The Employee Dashboard opens on the **Pay** > **My Payslips** screen.
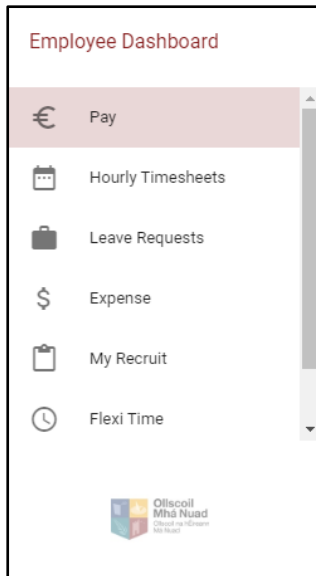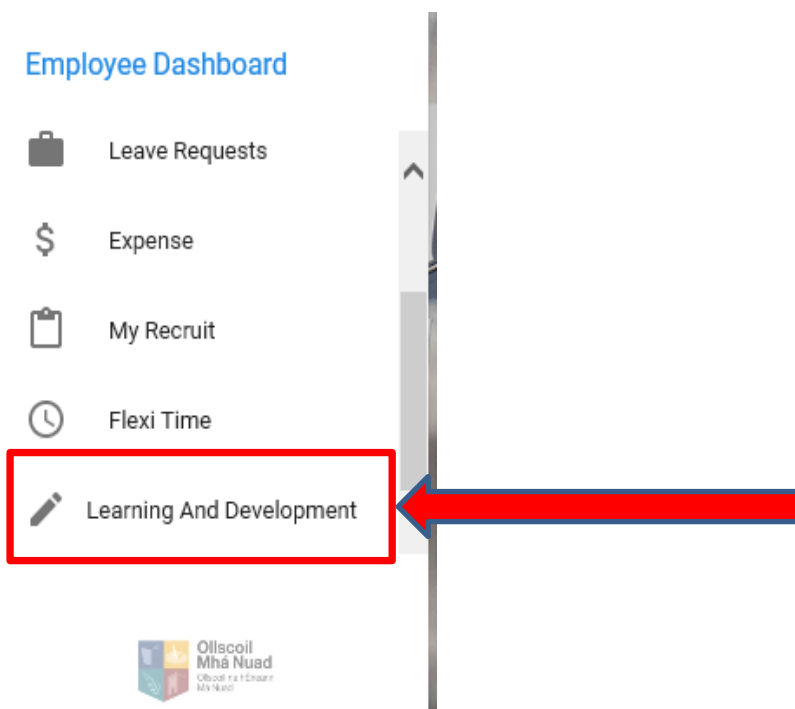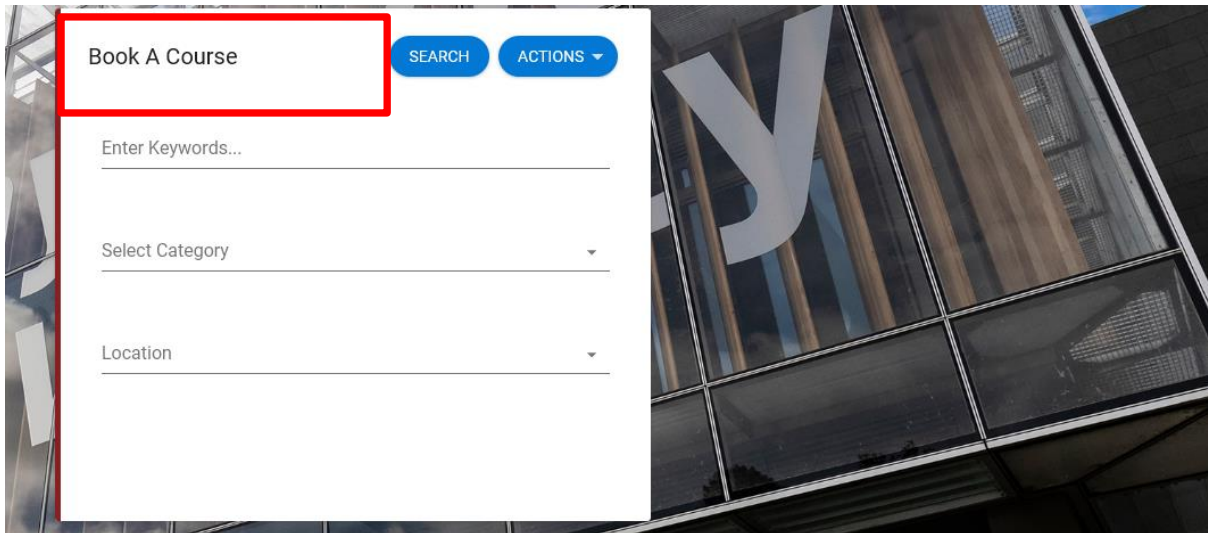

Wide View   **Narrow View**

**Scroll down and select Learning & Development**

The first screen you will see is the '**Book A Course'** screen. This screen also contains your '**My Training History**' scroll down under 'Book A Course'
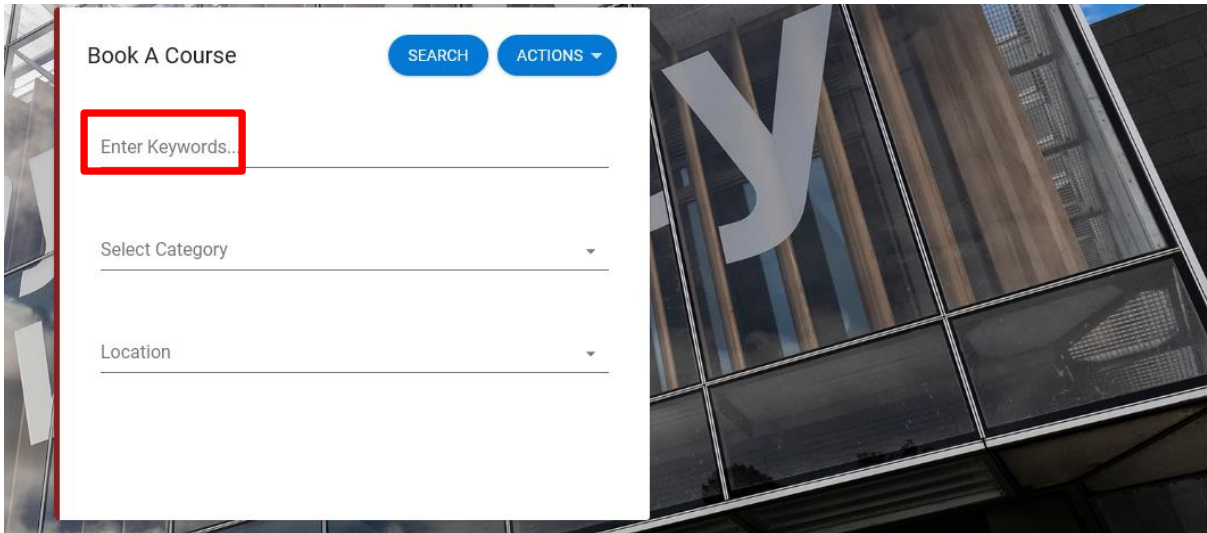

In this 'My Training History' you can see courses that you have completed, courses that you are scheduled to attend and any course pending approval to attend.

By clicking on the 3 dots beside a scheduled course you have the option to Cancel Course.
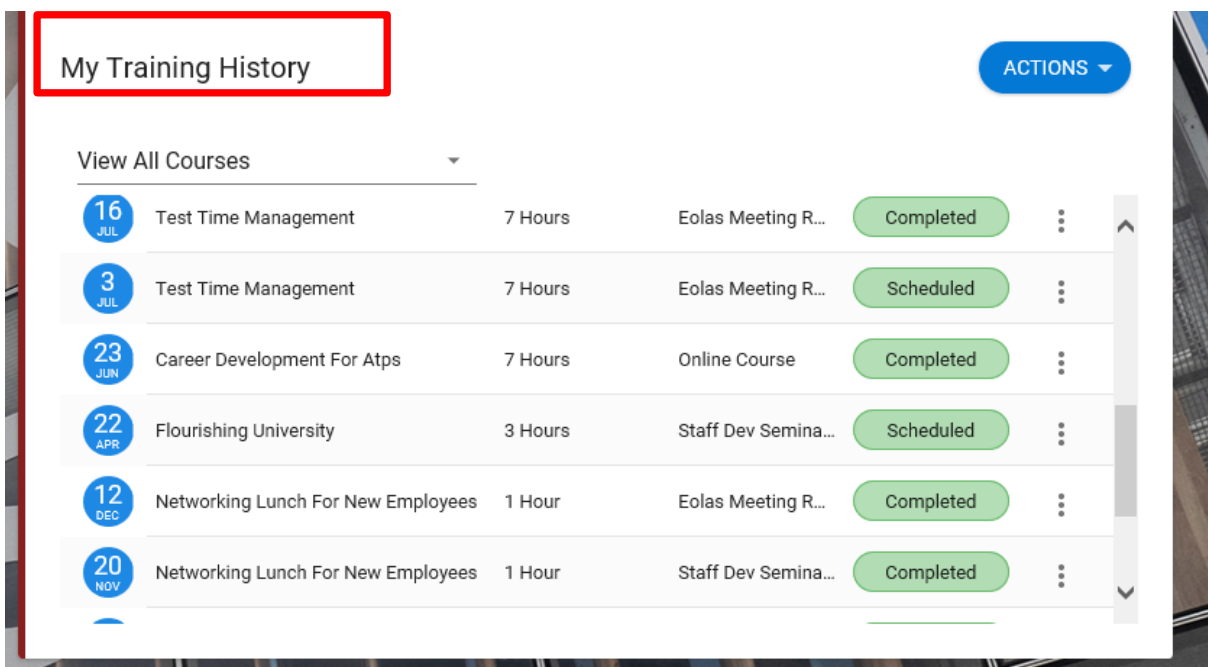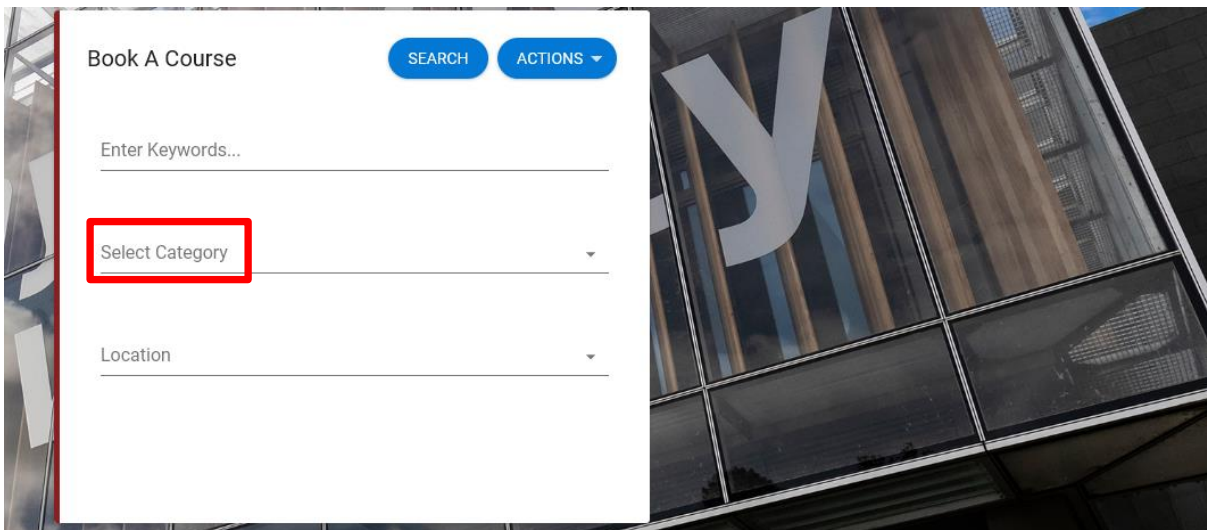
➤ You can find a particular course on the **Enter Keywords** line. These key words can be:

- The full course name e.g. Time Management

- Part of the course name e.g. Time

- The course code (located on the course outline) e.g. TM0001

- Click Search

If you wish to see the available courses in a particular category **'Select Category'** dropdown and click Search to view the different categories


If you wish to see all the available courses, leave the keyword, category, and location blank and click the **'Search'** button to view all the available courses.

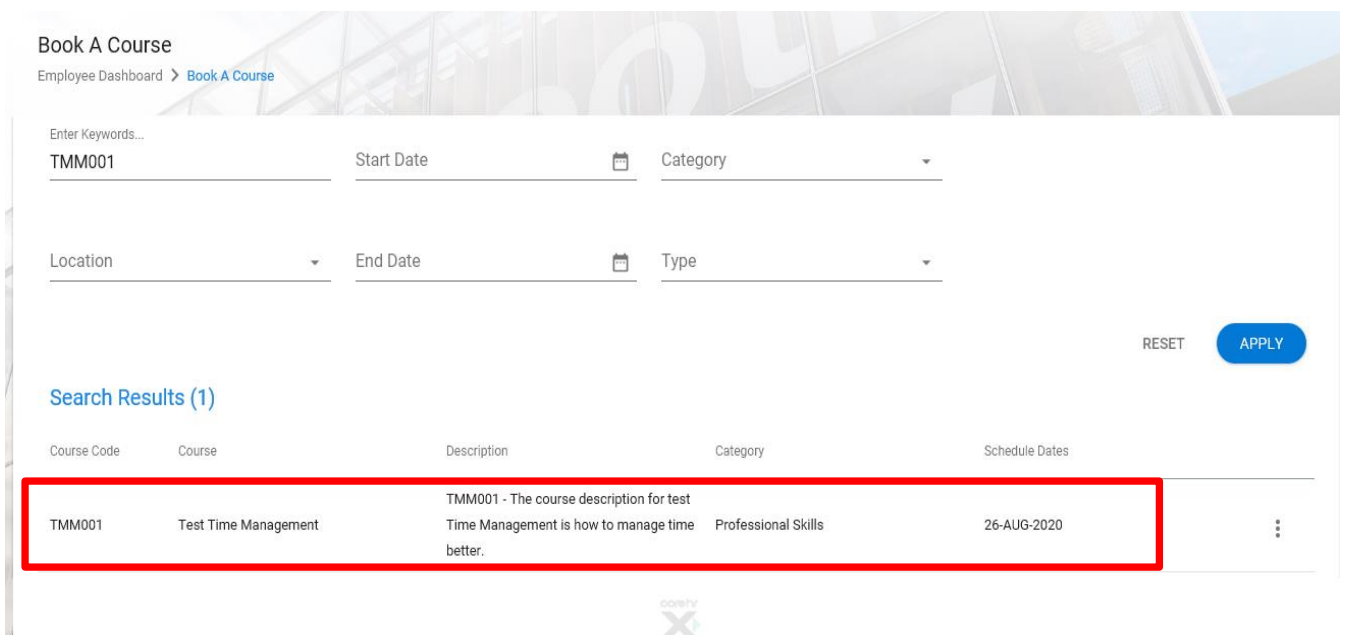## 3. How to request a place on a course

Always ensure you have read the course outline on the Employee Course Directory in advance so you know the content of the course. a brief description is provided on the booking system.

➢ Search for the course you wish to book on to.
➢ Click **Search**
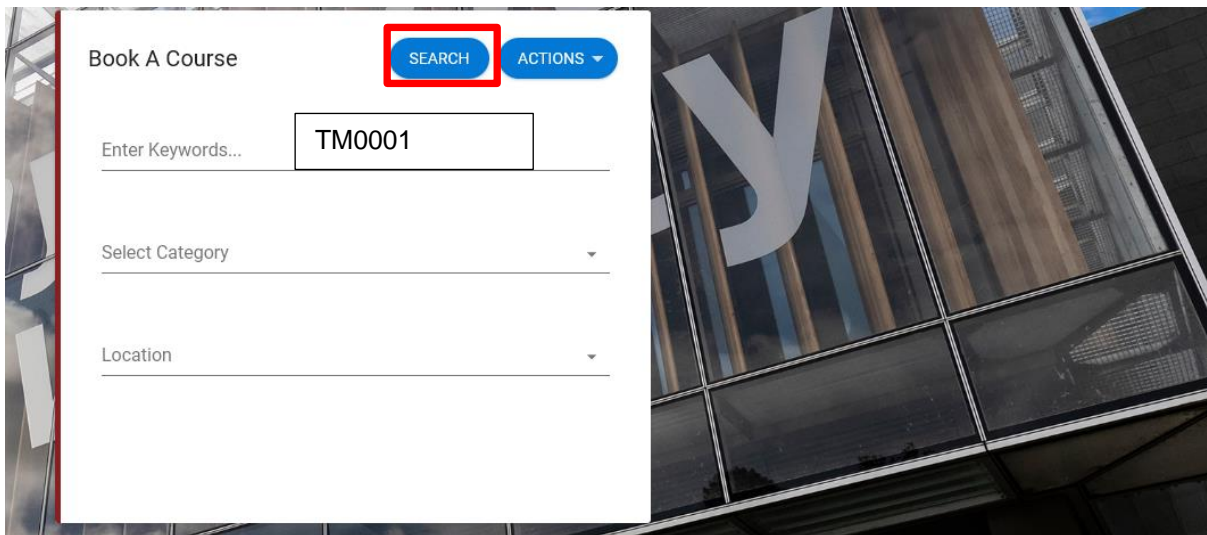
This brings you to a screen with details of the course and scheduled dates for that course.

You can *view the course details and/or request to attend a course* by selecting the **3 dots menu**
on the right-hand side.

To view course details, select *View Course Details*. This will allow you to see the course description, start date, end date and location. You can book a place on the course from here by clicking on *Book This Course*. From here you will see if the course is fully booked or has spaces available. Highlight the course you wish to attend (if there are a number of date options).

It will then look for Your Request Details. Select a *Reason* Employee Request.

You only need to complete the Comments area if you have any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.

Select the green *Submit* button.
An alternative way of booking on a course is...

Having selected the course, you wish to attend.

> ➢ To request a place on a course
>> • Click on the 3 dots menu beside the course and choose '***request to attend course***'
>> Or
>> • Select the blue **'Apply'** icon, you can view the course detail, and you can book on to the course by selecting **'Request to attend course'** from the **3 dots menu**

When you *request to attend course,* you will be brought to the **Request a Course Booking** screen.

On this screen you can see if there are spaces available on the course.

> ➤ Select **Reason for Training** under the dropdown and click on **Submit**

The reason options are Employee Request or Manager Request. In most cases this will be an employee request

When you click on submit you will see a pop-up box indicating **'Your booking request was received and is pending approval.** This means your application has been submitted to People Development in HR and is pending approval by them. You will receive an email firstly to confirm your application is pending approval and then an email to confirm when your request is approved, and you have a place on the course.

When you are in the **'Book A Course'** screen and you wish to view or register to attend a subsequent course, you can go back to the main page by clicking on the arrow next to the Employee Dashboard

4. Special Requirements

➤ Complete the *Comments* area if you have any special requirements (physical, dietary where catering is provided or other specific requirements you may have). This will be accommodated where possible.

Select a Course

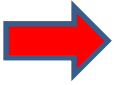Course Name

Project Management - Advanced

Your Request Details

Reason *

This field is required

Comments

Please note any special requirements here   0/200

5. How to request to go on a waiting list

If the course you wish to attend is fully booked, you can request to go on the waiting list.

Request a Course Booking

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Recruitment Skills	24-Aug-2020 - 24-A...	Eolas Meeting Ro...		TRS001 The Objectives for Test Recruitment Skill... - The Recruitment and Selection policy in Maynooth	C00828	Fully Booked
Test Recruitment Skills	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

Your Request Details

Reason *

Employee Request

Select reason for training

SUBMIT

➢ If the course is on ESS but is not currently scheduled, you can add your name to the waitlist for when the course runs again. **To add you name to a waitlist** click on waitlist option for course and complete *Your Request Details*.

➢ Select **Reason for Training** under the dropdown.

The reason options are Employee Request or Manager Request. In most cases this will be an employee request.

➢ You only need to complete the *Comments* area if you have and any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.

➢ Click on **Submit**

6. How to cancel from a course

Please note that each place we provide represents a cost to the University.

If an employee is unable to attend an activity, they should let People Development know at least 3 working days beforehand by cancelling the place online through the Employee Self-Service (ESS) so that efforts can be made to fill the place.

If an employee needs to cancel within 3 working days, they will need to contact People Development directly by email learning.development@mu.ie, as a cancellation fee may apply. If sufficient notice is not given (more than 3 working days), €150 will be charged to the employee's Department to reimburse the cost of their non-attendance. Extenuating circumstances will be taken into consideration.

➢ Choose the course you wish to cancel from **My Training History** on the People Development employee dashboard page
➢ Select the three dots menu on the right-hand side of the course and select **Cancel Course**
➢ Select **'Cancelled'** as **Reason for Cancelling** from the course and you must enter a comment in the **Enter Comments** line e.g. can no longer attend

Delete Training Course

Select a Reason for Canceling

Cancelled   ✕   ▾

Enter Comments...

CANCEL   OK

7. View the status of your course requests

All your current training history and requests are displayed on the employee dashboard of the Learning & Development tab.

The matrix below explains the different status types of the filter/funnel:

Status	Description
Scheduled Courses	Any scheduled course that you have been approved to attend
Pending Courses	Any course that you have applied to go on to or any mandatory course you are added to waiting list for
Requested Courses	When requires online approval is on and manager needs to approve this request, this will show as requested here – not currently in use
Rejected Courses	Any course requested where approval has been rejected
Completed Courses	Scheduled courses attended where status has been updated to completed
Ad Hoc Courses	N/A
Repeat Training	You will be added to this if you have been added to a waiting list to repeat training for a course previously completed

8. Certificate of Completion

You can view your *Course Certificate of Completion* for the course you have attended in full, within 2 working days after the course has taken place. The attendance at each course requires checking by People Development, when that is completed your *Certificate of Completion* will be available to download.

To *print* your Certificate of Completion,

> ➢ Go to the ESS portal http://mu.ie/hrportal and sign into your account
> ➢ Click on your initials on the top right corner of the screen and then select the **My Profile** section
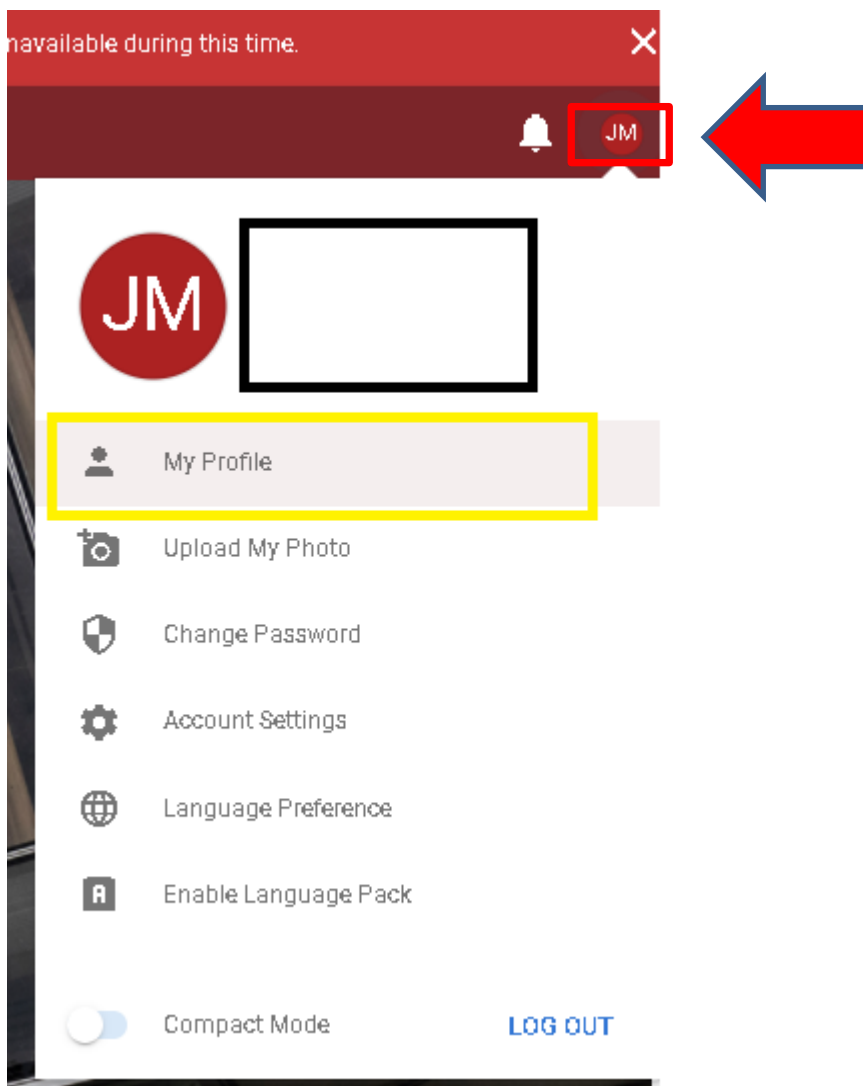
> ➢ Select **Documents** on the left-hand side. A list of all your certificates will be displayed by the title of the course.
> ➢ Select the certificate you wish to print and click **Download.**

- ➢ Your certificate will open up in a new browser window. **Note the print options screen may differ slightly depending on your browser and printer**.
- ➢ Click on **Print** and when the print window opens click on the **More Settings/Page Setup** option.
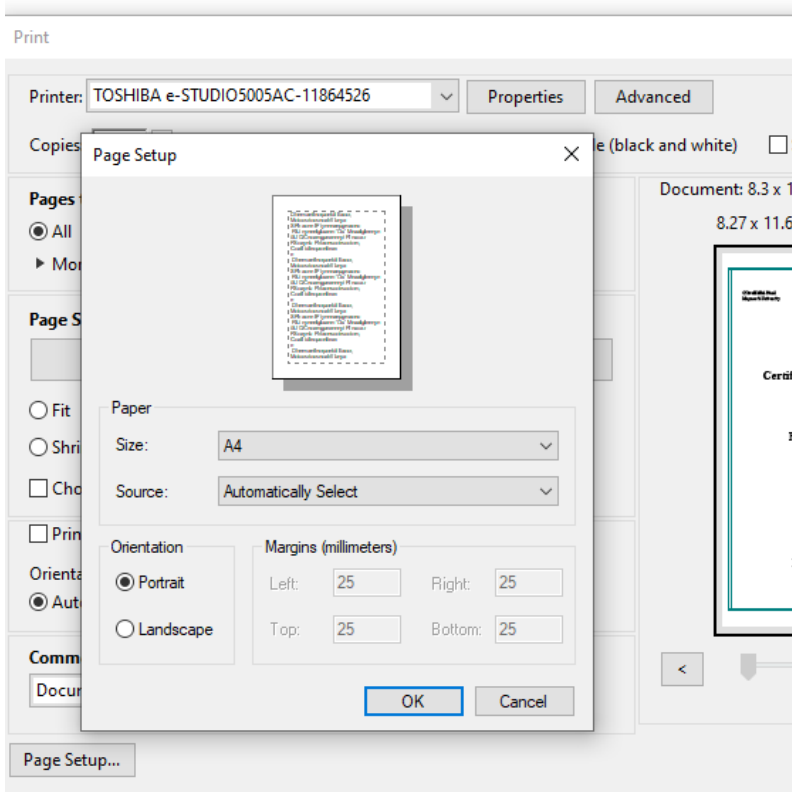
> ➢ Ensure that the following is selected, these may already be set as the default on your printer
>> o Document type is A4
>> o Print size is Actual size/scale is set to 100%
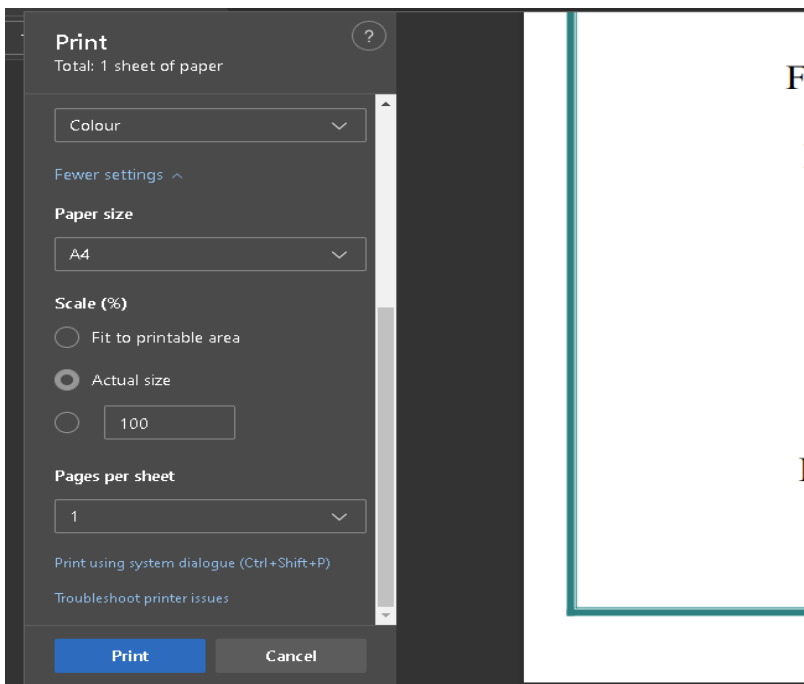
Alternatively, you can download and save the certificate to your PC/Laptop.
> ➢ Select the certificate you wish to save and click **Download.**

➢ **Save as** to save to your PC/laptop (different browsers may require you to save as a pdf first)
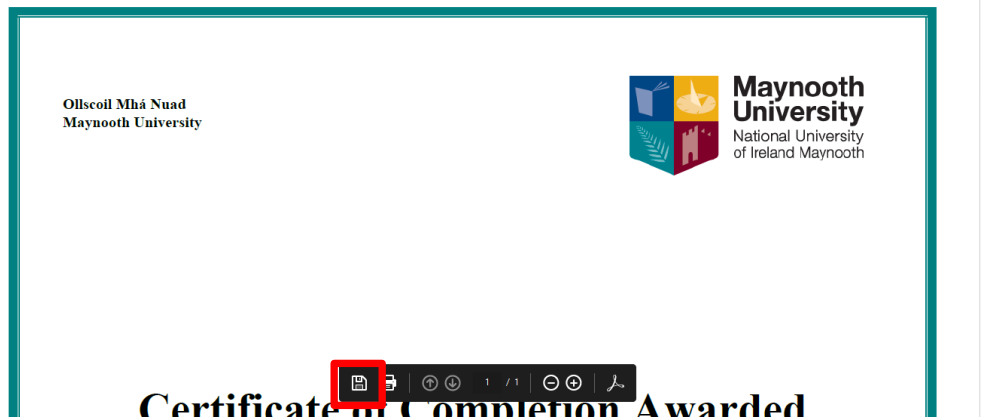
An Irish Language version of the Certificate of Completion can be requested by emailing learning.development@mu,ie

9. Add Qualifications in 'My Profile' Record

You can view and update your Qualifications in **'My Profile'** on the **Employee Dashboard**

➢ Select the **My Profile** button

My Profile Button
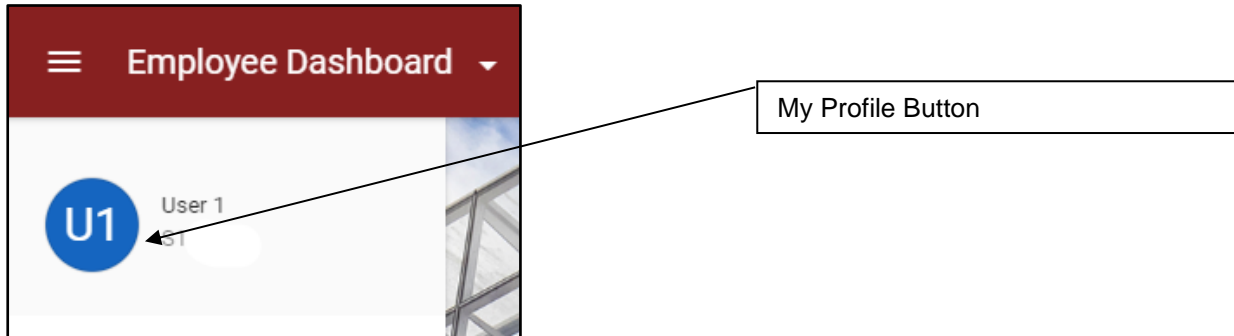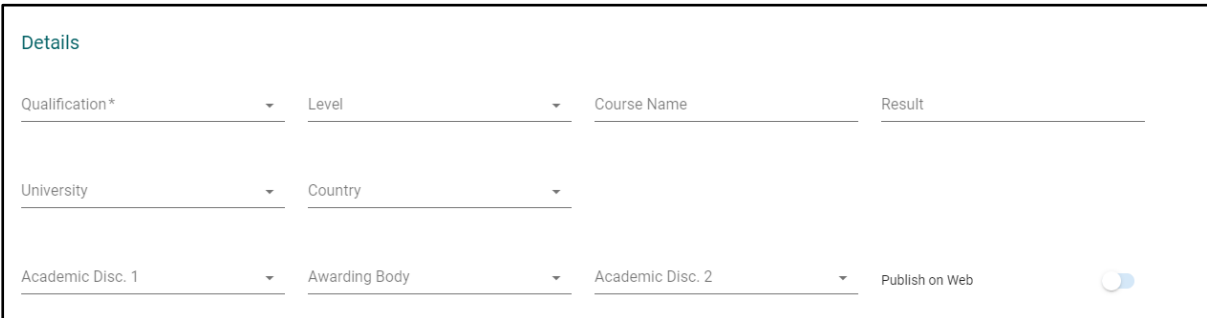
➢ Click on Learning & Development on the left-hand side
➢ Click on **Qualifications** on the **Learning & Development** menu. Here you can add details of your qualifications
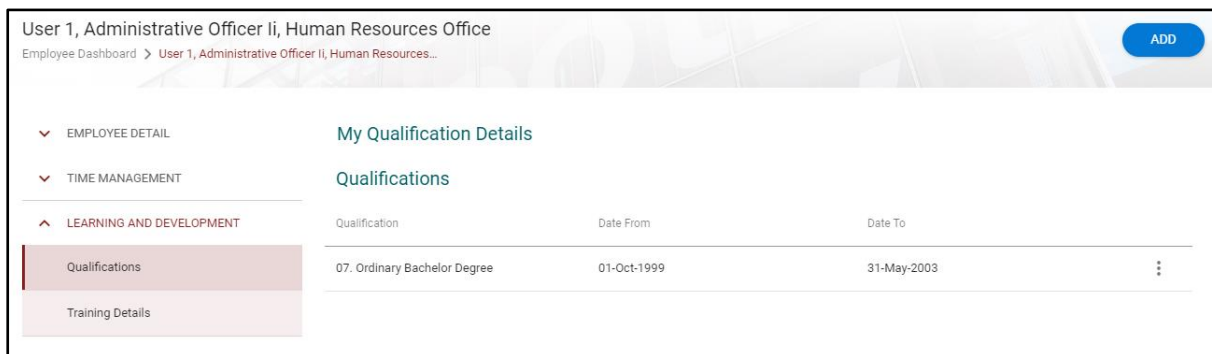
➢ To add a qualification, click on **Add**.

On the **Qualifications** screen you can enter **Details**, **Course Dates** and **Subjects** of your qualifications.

Details:

➢ Select your qualification i.e., Masters Degree etc. from the **Qualification** drop-down menu

- Select the level of your qualification i.e. NFQ (National Framework of Qualifications*) Level 07 etc. **Level** drop-down menu
- Enter the **Course Name** of your qualification i.e. Computer Science
- Enter the **Result** you achieved i.e. 2.1 etc.
- Select the Institute you attended from the **University** drop-down menu
- Select the Country of the Institute you attended from the **Country** drop-down menu
- Select the **Academic Disc. 1**, **Awarding Body** and **Academic Disc. 2** from the drop-down menus

Note: Where a drop-down menu has many entries, if you type the first letters of the item you are searching for, you will then see a shortened drop-down containing the letters you have entered, i.e. entering 'may' in the University drop-down menu will allow you to find Maynooth University more quickly.

* Appendix 1 illustrates the National Framework of Qualifications which may help you with this field.

Note: If your **University**, **Academic Discipline** or **Awarding Body** are not listed, please contact the HR Office at essqueries@mu.ie and the list will be amended.

Course Dates:

- Enter the **Date From** and **Date To** of your course
- Enter the **Graduation Date** and **Conferral Date** of your course
- Select the **Duration** of your course (numeral) and then **Duration Type** (Days, Months, Years)
- Add comments (if appropriate)

Subjects:

You can also add specific **Subjects** which you studied either in **First Year** or **Final Year**, by clicking on **Add Subject**, selecting a subject from the **Subject** drop-down menu, clicking the tick-box for **First Year** or **Final Year** and clicking on **OK**.

Add Subjects

Subject

First Year

Final Year

CANCEL   OK

➢ Once you have completed the **Details**, **Course Dates** and **Subjects Details**, click **Save** and you will be brought back to the **My Qualifications** screen, where the details you have entered are displayed.

User 1, Administrative Officer Ii, Human Resources Office
Employee Dashboard > User 1, Administrative Officer Ii, Human Resources...   ADD

∨ EMPLOYEE DETAIL   My Qualification Details

∨ TIME MANAGEMENT   Qualifications

∧ LEARNING AND DEVELOPMENT | Qualification | Date From | Date To |

Qualifications   07. Ordinary Bachelor Degree   01-Oct-1999   31-May-2003   ⋮

Training Details

To edit or delete the details of an existing **Qualification**, click on the 3 dots **Menu** icon ⋮ and select **Edit or Delete**.

You can add further **Qualifications** by clicking on **Add** and repeating the steps outlined above.

10.   Access your Training Details
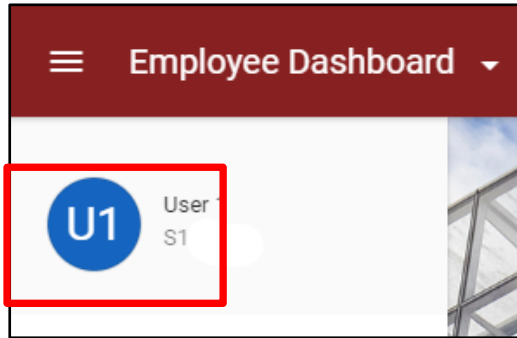
You can view your Training Details in **'My Profile'** on the **Employee Dashboard**

➢ Select the **My Profile** button

➢ Click on Learning & Development on the left-hand side
➢ Click on **Training Details** on the **Learning & Development** menu. Here you can view your training record/details

Training Details

Course Name	Course Id	Category	Start Date	End Date	Status
Test Recruitment Skills	C00828	Working In Maynooth ...	24-Aug-2020	24-Aug-2020	Scheduled
Test Intro to Project ...	C00770	Professional Skills	17-Jul-2020	18-Jul-2020	Scheduled
Test Time Managem...	C00769	Professional Skills	16-Jul-2020	16-Jul-2020	Completed
Test Time Managem...	C00888	Professional Skills	03-Jul-2020	03-Jul-2020	Scheduled
Career Development f...	C00473	Professional Skills	23-Jun-2020	23-Jun-2020	Completed