



MSS Leave – Manager User Guide

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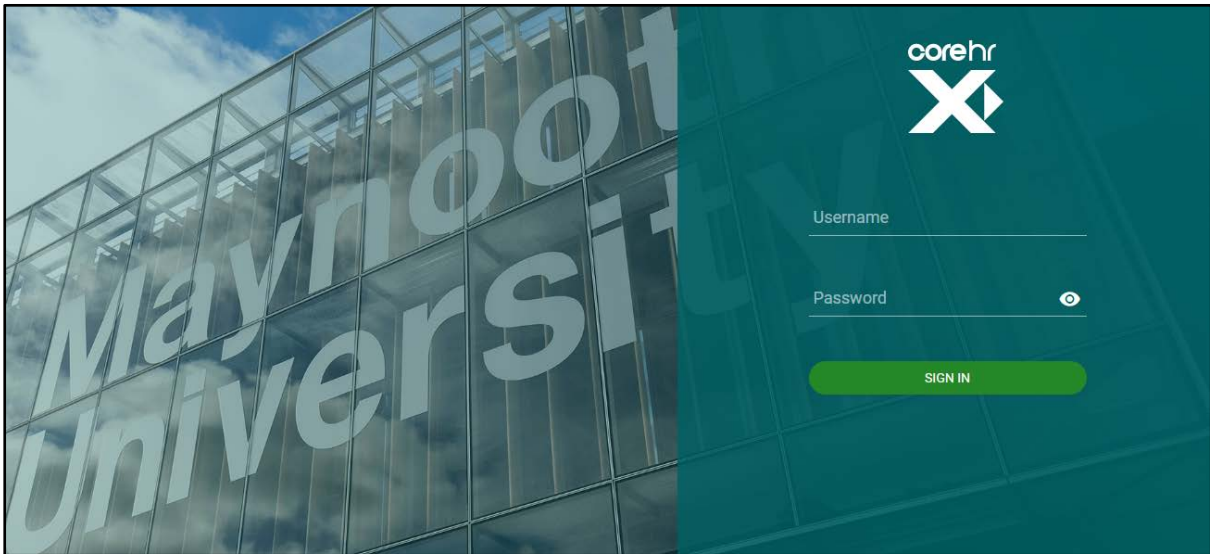
Maynooth University
National University
of Ireland Maynooth

Ollscoil Mhá Nuad
Ollscoil na hÉireann
Má Nuad

Login

Navigate to the Core Portal login page using the link below:
<http://mu.ie/hrportal>

You can also navigate to ESS from the Human Resources webpage:
<https://www.maynoothuniversity.ie/human-resources>

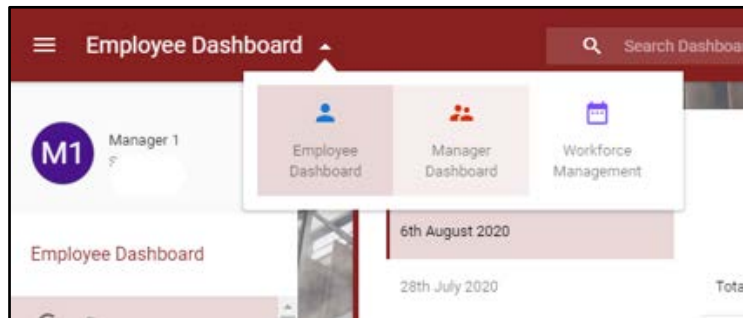


To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

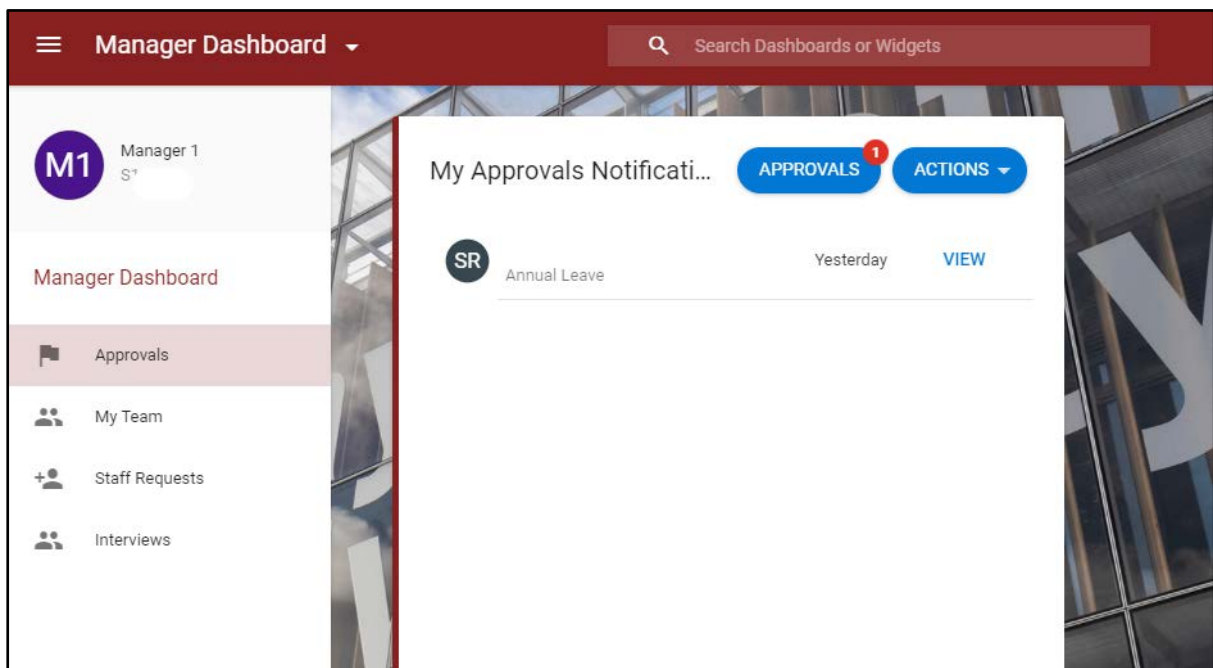


Manager Dashboard

Leave can be approved or rejected via the **Manager Dashboard** in the ESS Portal. You can navigate to the **Manager Dashboard** by selecting from the drop-down in the top toolbar:



The **Manager Dashboard** opens on the **Approvals > My Approvals Notifications** screen.



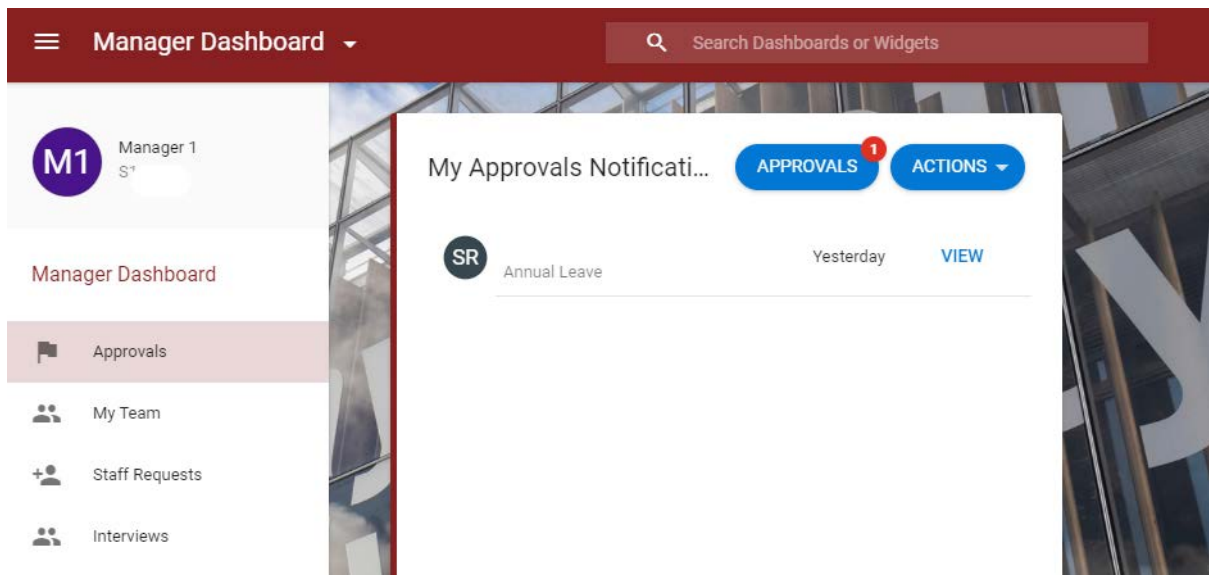


Approving Leave

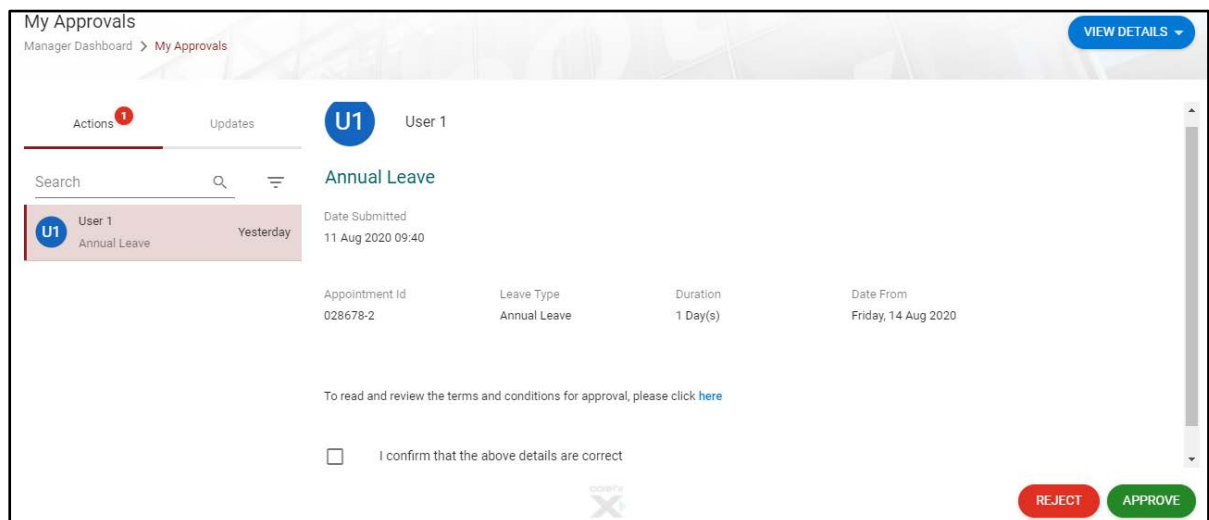
Managers can approve or reject leave requests submitted by their team members. There is also functionality available to view team member's leave balances in advance of approving / rejecting a leave request.

My Approvals Notifications

1. Click on **View** or **Approvals** in order to view the request



2. This will open up a new screen where you will be able to **Reject** or **Approve** a request:





- If you wish to view an employee's balance in advance of approving / rejecting a leave request, click on **View Details** and select **Balances**

Appointment ID	Appointment Name	Duration	Action
028678-2	Admin Pre14 AOII - 37Hrs	13.00 days	VIEW
028678-2	Force Majeure	5.00 days	VIEW
028678-2	Uncertified Sick Leave	3.00 days	VIEW

- To view the balances in detail, click **View**

My Balances
Manager Dashboard > My Approvals > Balances > My Balances

Balance Type*
Admin Pre14 AOII - 37Hrs

Entitlement 29 days Carried 2 days Taken 13 days Booked 5 days Balance 13 days

- To return to the approval page, click on My Approvals in the breadcrumb link: **Manager Dashboard > My Approvals > Balances**

Actions ¹ Updates

Annual Leave

Date Submitted: 11 Aug 2020 09:40

Appointment Id	Leave Type	Duration	Date From
028678-2	Annual Leave	1 Day(s)	Friday, 14 Aug 2020

To read and review the terms and conditions for approval, please click [here](#)

I confirm that the above details are correct

[REJECT](#) [APPROVE](#)

- To view the relevant University policy on the leave type, click on the **To read and review the terms and conditions for approval** and this will take you to the policies section of the University's HR webpage.



- To either Approve or Reject the leave request, tick to confirm that you have checked the submitted leave request and then click either **Reject** or **Approve**
- Maternity Leave, Maternity Leave Unpaid, Adoptive Leave, Adoptive Leave Unpaid, Career Break, Parental Leave Block, Parental Leave Fragmented, Paternity Leave, Shorter Working Year and Force Majeure will need to be submitted to HR for a second line of approval.

This is to ensure that the detail of the request is in line with statutory legislation. In addition, HR will need to prepare documentation for the employee to confirm the details of the leave. When approving one of these types of leave, you select **Other Options** then **Approval Recommended**

The screenshot shows a web interface for leave request approval. A central white dialog box titled "Enter Details" contains a green checkmark icon and the text "Approval recommended". Below this are "CANCEL" and "OK" buttons. The background is a grey form with the following fields: "Date Submitted" (12 Aug 2020 15:10), "Appointment Id" (028678-2), "Date To" (Friday, 16 Oct 2020), and "Date From" (Monday, 12 Oct 2020). A link "To read and review the terms and conditions for approval, please click [here](#)" is present. A checkbox is checked with the text "I confirm that the above details are correct". At the bottom right, there are "OTHER OPTIONS" and "REJECT" buttons.

The request will then be sent to HR for review. If HR are satisfied, they will approve the request and the employee will be notified that the leave has been approved. If there is an issue with the request, it will be rejected by HR back to the employee to amend the request accordingly and will then need to go through the same approval process as the original request.

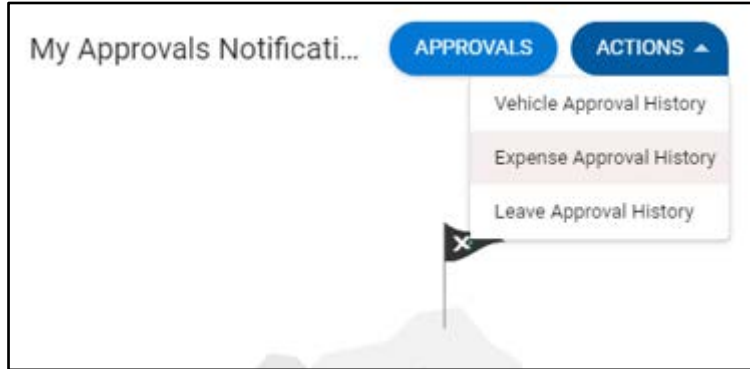
- If you reject the request, a pop-up window requesting comments will need to be completed.

The screenshot shows a white dialog box titled "Enter Details". It contains a "Comments" label followed by a horizontal line for text input. At the bottom, there are "CANCEL" and "OK" buttons.

- Once the leave request has been approved / rejected, the item will then disappear from the **My Approvals** screen. The employee will receive an email confirming the status of the requested leave.



11. To view previous leave approvals / rejections, click on **Actions**



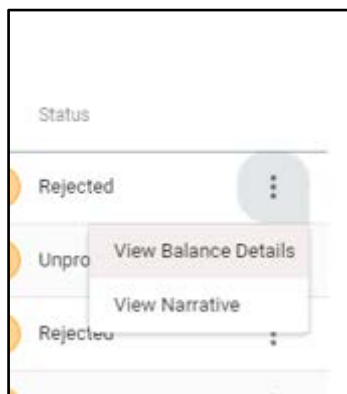
12. Click on **Leave Approval History**

Leave Approval History
Manager Dashboard > Leave Approval History

Historic Leave Approvals

Employee	Appointment	Date Approved	Start Date	End Date	Leave Type	Duration	Documentation	Status
User 1	028678-2	12-Aug-2020	12-Oct-2020	16-Oct-2020	Parental Leave Blo...	5	Not Received	Rejected
User 1	028678-2	N/A	12-Oct-2020	16-Oct-2020	Parental Leave Blo...	5	Not Received	Unprocessed
User 1	028678-2	24-Jul-2020	01-Sep-2020	31-Aug-2021	Career Break	252	Not Received	Rejected
User 1	028678-2	N/A	01-Sep-2020	31-Aug-2021	Career Break	252	Not Received	Unprocessed
User 1	028678-2	N/A	01-Sep-2020	31-Aug-2021	Career Break	252	Not Received	Unprocessed
User 1	028678-2	21-Jul-2020	26-Aug-2020	26-Aug-2020	Annual Leave	1	Not Received	Cancelled

13. To view the balance details or the Narrative, click on the 3 Dot menu and select either **View Balance Details** or **View Narrative**





Delegation

If a Manager is going on leave, they can delegate approval access to a nominated person, for the period that they will be absent. Please note the nominated person must also be a manager.

1. Navigate to **Delegation** on the **Approvals** tab

Delegation ADD DELEGATION

Search Approvers

Approver	Type	Date
----------	------	------

2. Click on **Add Delegation**

Add Approver Delegation
Manager Dashboard > Add Approver Delegation

Type* From Date*

Delegate To* To Date

Reason

I authorise this individual to approve on my behalf

SAVE

3. Complete the required details


Note: **Type** is **Org Role**, if the person you wish to delegate to is not on the drop-down list, please contact essquires@mu.ie



4. You can view the list of staff members that will be delegated by clicking on **Show Employees**

I authorise this individual to approve on my behalf


Org Role Name	Number Of Employees	
Reports To	7	SHOW EMPLOYEES

 [SAVE](#)

5. To complete the delegation, tick the authorisation box, select **Reports To** and click **Save**

I authorise this individual to approve on my behalf


Org Role Name	Number Of Employees	
Reports To	7	SHOW EMPLOYEES

 [SAVE](#)

6. Your delegates appear on your **Manager Dashboard**

Delegation [ADD DELEGATION](#)

Search Approvers

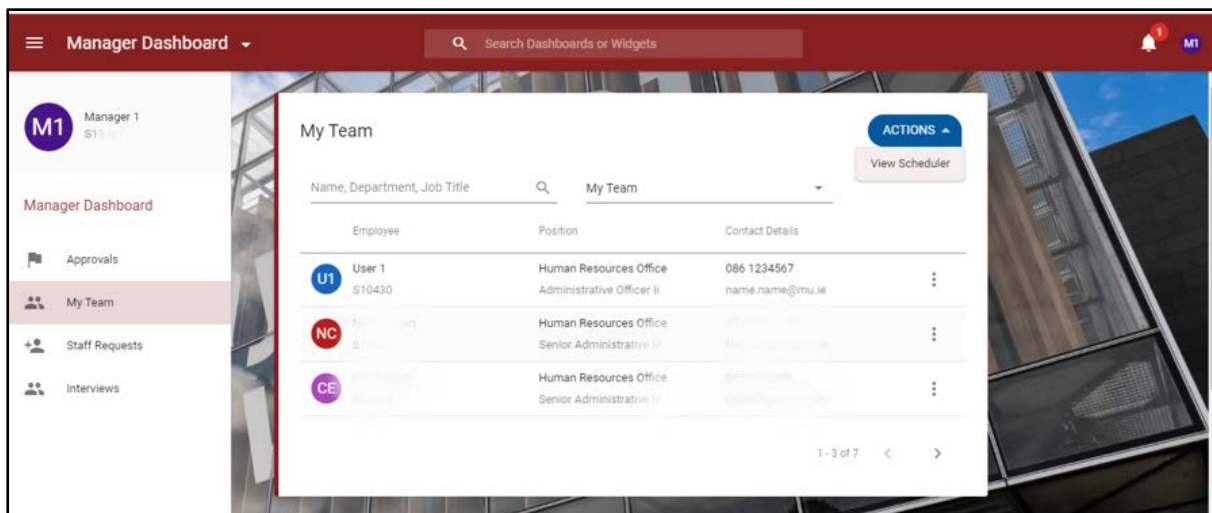
Approver	Type	Date	
 F.	Reports To	18 Aug 2020 - 28-Aug-2020	<input type="button" value="⋮"/>



My Team

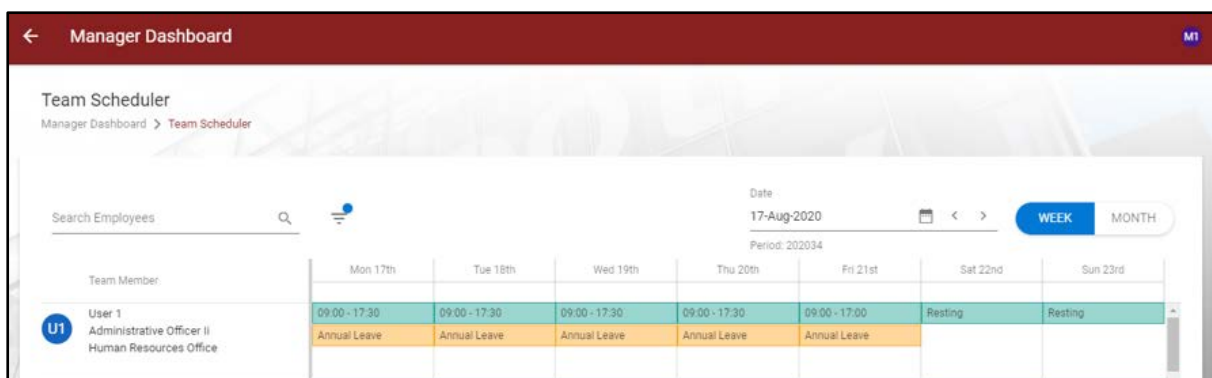
The details of your team can be accessed via **My Team**.

To get to **My Team**, click on **My Team** on the menu to the left of the via the **Manager Dashboard** screen. From here you can view the members of your team, including viewing their teams.



Team Scheduler

You can also access the **Team Scheduler** via **My Team** screen, to view your team's work schedule, view/edit/delete an absence and add an absence. To access the **Team Scheduler**, click on **Actions** and select **View Scheduler**.



Use the You can filter the dates through the calendar icon in the top right-hand corner.



View / Edit an Absence

The screenshot shows a user interface for managing absences. At the top, there is a search bar for employees and a date selector set to 17-Aug-2020. Below this is a calendar grid for the week of August 17th to 23rd, 2020. A team member, 'User 1 Administrative Officer II Human Resources Office', is selected. The calendar shows several days of 'Annual Leave' (orange) and 'Resting' (green). A tooltip labeled 'Person Absences' is overlaid on the calendar grid.

1. Click on the team member and select on **Person Absences**

Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs	
Annual Leave	17-Aug-2020	21-Aug-2020	5.00		37.00	1.00	0	⋮
Annual Leave	14-Aug-2020	14-Aug-2020	1.00		7.00	0.14	0	⋮
Authorised Absence	12-Aug-2020	12-Aug-2020	1.00		7.50	0.14	0	⋮
Certified Sick Leave	04-Aug-2020	06-Aug-2020	3.00		22.50	0.43	0	⋮
Certified Sick Leave	30-Jul-2020	31-Jul-2020	2.00		14.50	0.29	0	⋮
Certified Sick Leave	24-Jul-2020	24-Jul-2020	1.00		7.00	0.20	0	⋮

2. Click on 3 Dot menu of the absence you wish to view / edit and select **View / Edit Absence Details**

The screenshot shows the 'Absence Detail' form. On the left, there is a sidebar with navigation options: 1 Absence Details (selected), 2 More, 3 Document Uploads, and 4 Balances. The main form area contains the following fields:

- Leave Type***: Annual Leave (dropdown)
- Start Date***: 17-Aug-2020 (calendar icon)
- End Date**: 21-Aug-2020 (calendar icon)
- Part Day Leave**:
- Open Ended**:
- Enter Duration**:
- Segments**: (dropdown)
- Time of day**: (dropdown)
- Hours**: 37 (spinners)
- Minutes**: 0 (spinners)

3. Edit the absence as applicable and click **Save**

Note: The team member's balance can be reviewed before editing, by clicking on **Balances**



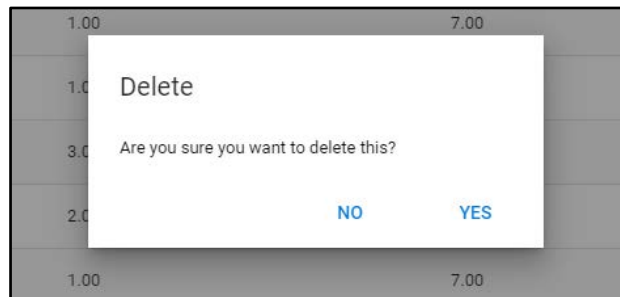
To Delete an Absence



1. Click on the team member and select on **Person Absences**

Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs	
Annual Leave	17-Aug-2020	21-Aug-2020	5.00		37.00	1.00	0	⋮
Annual Leave	14-Aug-2020	14-Aug-2020	1.00		7.00	0.14	0	⋮
Authorised Absence	12-Aug-2020	12-Aug-2020	1.00		7.50	0.14	0	⋮
Certified Sick Leave	04-Aug-2020	06-Aug-2020	3.00		22.50	0.43	0	⋮
Certified Sick Leave	30-Jul-2020	31-Jul-2020	2.00		14.50	0.29	0	⋮
Certified Sick Leave	24-Jul-2020	24-Jul-2020	1.00		7.00	0.20	0	⋮

2. Click on 3 Dot menu of the absence you wish to delete and select **Delete Absence** and select **No** or **Yes**



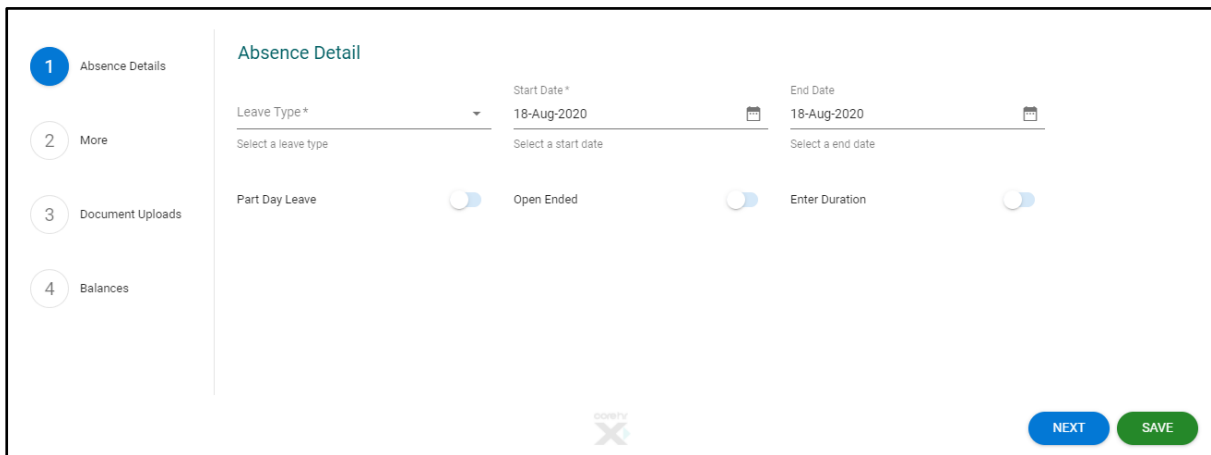


To Create a New Absence

1. Click the **Add Absence**



2. Complete the absence as applicable and click **Save**



Note: The team member's balance can be reviewed before editing, by clicking on **Balances**



Appendix A – List of Leaves

Adoptive Leave **
Adoptive Leave Unpaid **
Annual Leave
Authorised Absence
Authorised Leave Unpaid
Career Break **
Carer's Leave **
Certified Sick
Compassionate Leave
Emergency Closure
Exam Leave
Force Majeure **
Jury Service Leave
Maternity Leave **
Maternity Leave Unpaid **
Parents Leave
Parental Leave Block **
Parental Leave Fragmented **
Paternity Leave **
Pregnancy Related Illness
Shorter Working Year **
Study Leave
Time in Lieu
Uncertified Sick
University Business / Training

Leave types indicated by ** require two levels of approval and will be routed to HR following approval by your manager.