Contents

Accessing Employee Apps/SAP Fiori via ESS ................................................................. 3
Navigating through Employee Apps ............................................................................. 4
Creating Leave Requests ............................................................................................. 4
Changing Leave Requests ......................................................................................... 9
Available Employee Apps .......................................................................................... 11
  Create Leave Request .............................................................................................. 11
  Leave Overview ........................................................................................................ 11
  My Benefits .................................................................................................................. 11
  My Paystubs .................................................................................................................. 12
  My Team Calendar ....................................................................................................... 12
  Employee Lookup ....................................................................................................... 12

Version 1.2 2020
Employee Apps is an SAP Fiori feature within the Employee Self-Service (ESS) online application that allows employees to request leave. In addition to leave requests, Fiori provides access to Paystubs and Benefits information.

**Accessing Employee Apps/SAP Fiori via ESS**
When logged onto the district network from a machine at a district location or from VPN, type `ess/` in the address bar of your Chrome browser and press enter.

When logging in from a remote site and not on VPN, go to `oneview.duvalschools.org`, and log in with your DCPS Login information. Once logged into the district network, hover over ‘My Content’ and click on ‘Employee Self Service (ESS)’.

When the log on screen appears, log in using your **network** user id and password.
Navigating through Employee Apps
  o Click on the app you want to navigate to.

Creating Leave Requests
  o Click on the Create Leave Request app or the Leave Overview app.

The following will appear when using the Create Leave Request app:
The following will appear when using the **Leave Overview** app:

<table>
<thead>
<tr>
<th>Leave Data Overview</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show from: 09/12/2018</td>
<td>Apply</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Type of Leave</th>
<th>Start Date</th>
<th>End Date</th>
<th>Processor</th>
<th>Status</th>
<th>Absence hours</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ ☑️</td>
<td>Annual leave</td>
<td>10/11/2018</td>
<td>10/11/2018</td>
<td></td>
<td>Approved</td>
<td>2.00</td>
<td>2 Hours</td>
</tr>
<tr>
<td>☑️ ☑️</td>
<td>Sick leave—Family</td>
<td>10/08/2018</td>
<td>10/08/2018</td>
<td></td>
<td>Approved</td>
<td>1.00</td>
<td>1 Hour</td>
</tr>
<tr>
<td>☑️ ☑️</td>
<td>Annual leave</td>
<td>10/04/2018</td>
<td>10/04/2018</td>
<td></td>
<td>Approved</td>
<td>2.00</td>
<td>2 Hours</td>
</tr>
<tr>
<td>☑️ ☑️</td>
<td>Sick leave for self</td>
<td>10/01/2018</td>
<td>10/01/2018</td>
<td></td>
<td>Approved</td>
<td>2.50</td>
<td>2.50 Hours</td>
</tr>
<tr>
<td>☑️ ☑️</td>
<td>Annual leave</td>
<td>09/27/2018</td>
<td>09/27/2018</td>
<td></td>
<td>Approved</td>
<td>2.00</td>
<td>2 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Accounts Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show from: 10/12/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Account</th>
<th>Deduction from</th>
<th>Deduction to</th>
<th>Entitlement</th>
<th>Entitlement Minus Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL-Annual Leave</td>
<td>07/01/2004</td>
<td>12/31/9999</td>
<td>1,758.96 Hours</td>
<td>257.46 Hours</td>
</tr>
<tr>
<td>SC-Sick Leave</td>
<td>07/01/2004</td>
<td>12/31/9999</td>
<td>48.00 Hours</td>
<td>0.00 Hours</td>
</tr>
<tr>
<td>SE-Sick Leave 04/05</td>
<td>10/16/2004</td>
<td>12/31/9999</td>
<td>48.00 Hours</td>
<td>0.00 Hours</td>
</tr>
<tr>
<td>SE-Sick Leave 05/06</td>
<td>07/01/2005</td>
<td>12/31/9999</td>
<td>96.00 Hours</td>
<td>0.00 Hours</td>
</tr>
<tr>
<td>SE-Sick Leave 06/07</td>
<td>07/01/2006</td>
<td>12/31/9999</td>
<td>96.00 Hours</td>
<td>0.00 Hours</td>
</tr>
</tbody>
</table>

Using the **Leave Overview** app allows the employee to view remaining leave balances in the **Time Accounts Overview** section, along with previous leave requests made through ESS in the **Leave Data Overview** section. Once leave is submitted in ESS, the leave balance will be updated. Administrators who have multiple sick leave buckets will need to scroll through the Time Accounts to see the most recent leave bucket, which will be at the bottom of the list.

If using the **Leave Overview** app, click on the **New** icon.
Requesting leave from either the **Create Leave Request** or **Leave Overview** app both require the following data to be completed:

- Select the type of leave you are requesting from the drop down of the **Type of Leave** field. Use the scroll bar to view all available leave types.
- Enter the start and end date of your leave request in the **Start Date** and **End Date** fields. If one day of leave is being requested, this date will be the same.
- If requesting a full day of leave, click on the **Full Day** check box. This will automatically populate the number of hours in your work day in the **Absence Hours** field after all data has been entered and **Check** is complete.
- If requesting a partial day of leave, enter the number of hours being requested in the **Absence Hours** field (i.e. 2.5).
- Your approving supervisor’s name will automatically be populated in the **Approver** field.
- If you are requesting a partial day of leave, type in the hours you will be absent (i.e. 8 a.m. to 10:30 a.m.) in the **New Note** field. This field is also used to enter any additional information necessary for your supervisor.

**NOTE** for teachers and employees on a 7.33 hour work schedule:
If requesting more than one leave type to cover a whole day of leave (7.33 hours), please ensure the total of the hours requested is equal to 7.32 hours.
Example: Sick leave request equals 3.65 hours and Personal leave request equals 3.67 hours. If the total hours do not equal 7.32 hours, an error will occur and you will not be able to save the record.

Example of correct way to enter multiple types of leave to total 7.32 hours:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Type of Leave</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence hours</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICK</td>
<td>Sick leave for self</td>
<td>08/03/2020</td>
<td>08/03/2020</td>
<td>3.65</td>
<td>3.65 Hours</td>
</tr>
<tr>
<td>IQUE</td>
<td>Personal leave</td>
<td>08/03/2020</td>
<td>08/03/2020</td>
<td>3.67</td>
<td>3.67 Hours</td>
</tr>
</tbody>
</table>

- Certain types of leave require attachments, such as a doctor’s note, military orders, or letter from Clerk of Courts (see Appendix). If the leave being requested requires documentation, scroll down to the Attachments section and click on Attachment.

- Add the proper documentation to your request; click on the document previously saved to a folder, and click Open.

*Note: Attachments must be .PDF, .JPG, .JPEG, or .PNG documents. The system uses a virus scanner to identify potentially harmful documents. Documents deemed at risk will not be allowed as an attachment.*

* If you need to save the document to your local computer, please use the scanner available at your work location. All locations are equipped with copy machines which serve as scanners as well. When using this function, the document will be emailed to your district email address, and can then be saved on a local machine.

- Click on the Check box to verify all fields have been completed appropriately.

A message will appear at the bottom of the screen if successful:

- Check of leave request was successful

Or if anything needs to be fixed in the request:

- Attachment is mandatory for this leave request type

- Once the request is ready for approval, click on the Send icon at the top of the screen.
A confirmation box will appear, showing who the request is being sent to (your manager's name will appear as the **Processor**), leave type, date(s), and the total hours requested. Click **OK**.

If leave is submitted successfully, an email will automatically be generated to your manager for approval. Once action is taken by the manager, an email confirmation will be sent to your district email address showing the approval or rejection. This email will be generated once per day at 9 p.m. If you multiple requests have been submitted and area approved in the same day by your manager, all requests will appear in the same email that evening. If leave is rejected, your manager will include a note in the message stating the reason for their decision, which will appear in the email.

Certain leave types will require approval by a second level in Human Resources or Payroll after your manager approves the leave request. See **Appendix** for types of leave which require a second level of approval.
Note: It is possible leave will be rejected due to missing documentation. Your manager or the second level approver will make note of this. At this time, you may submit the leave request again by adding the proper documentation.

If there is a problem with the leave request, such as missing documentation or hours, the leave will not submit when ‘Send’ is clicked, and an error message will appear in the bottom left corner of the screen:

Attachment is mandatory for this leave request …

Once the leave request is submitted successfully or cancelled, the system will automatically take you to Leave Overview which shows all leave requests made by you in ESS. The Show From date may be changed to view fewer or more requests. Each request will also show the Status (Sent, Approved, Rejected, or Withdrawn).

To return to the ESS Home page, click on the Home icon at the top of the screen.

Note: Insufficient Leave Balance to Cover Absence

Reporting absences is each employee’s responsibility. Absences must be reported whether or not an adequate balance is available to cover an employee’s absence. Misrepresentation or omission of reporting absences may lead to disciplinary action. If you do not have enough leave balance to cover your absence, enter your absence with the amount of current available leave then notify your timekeeper, immediate supervisor, or Principal of the time that will not be covered by leave.

Changing Leave Requests

Leave requests may be changed after they are submitted, both before and after approval. If changed after approval is granted, the manager will need to approve the request again. Leave that has not yet been approved may also be deleted.

To change leave:

- Select the Leave Overview app.
Select the pencil icon next to the leave request to be changed. If you do not see the leave request which requires a change, ensure the Show from date box is set to capture the date of the request, and change if necessary.

Change the necessary field(s) by following the same steps as creating a leave request. If changing the type of leave, you may need to add an attachment if the leave requested required documentation (see Appendix).

To delete leave:

Select the Leave Overview app.

Select the trash can icon next to the leave request to be changed. If you do not see the leave request you would like to delete, ensure the Show from date box is set to capture the date of the request, and change if necessary.

A confirmation to cancel leave will appear. Click on Yes.
A confirmation message will appear in the lower left corner of the screen.

Your leave request is canceled

If leave was still in Sent status, the leave request will be deleted, and your manager will not need to take action on the request. Hours removed from your available leave when the request was initially made will be added back into the total leave balance. If leave was already Approved, the request will be routed to your manager for approval to delete.

Available Employee Apps

Under each app you can access the following:

Create Leave Request
- Request Leave
- View Leave Entitlements
  - Administrators may have multiple sick leave buckets

Leave Overview
- View Leave Entitlements
  - Administrators may have multiple sick leave buckets
- View Leave Request History
  - View Status (Sent, Approved, Rejected)
  - View notes from manager and/or second level approver (HR or Payroll)
  - Change or Withdraw leave request

My Benefits
- View Benefits Participation Overview
• View benefit plans, coverage level and covered dependents

My Paystubs
  o View current and past **Salary Statements** up to 5 years
    ▪ Salary Statements/Pay Stubs are available to view one day prior to payday

My Team Calendar
  o View your own org unit **Peers**
    ▪ Requested time off by peers will be visible
    ▪ Public holidays and non-working days will be visible

Employee Lookup
  o Search District **Employees**
    ▪ Search results will include district email addresses
  o View **Hierarchy**
    ▪ Managers will see their direct reports

My Profile
  o **What’s New**
    ▪ Notifications
    ▪ Timesheet & Absences
      ▪ Recent leave requests
  o **Talent**
    ▪ Previous **positions** on the ‘Progression’ timeline
  o **Compensation**
    ▪ View **Payslip** net
    ▪ View past five years **annual salary**
  o **Notes**
    ▪ View **personal notes**
  o **Personal Information**
    ▪ View **Date of Birth** and **Marital Status**
    ▪ View **Emergency Contact**
    ▪ View **Bank Details**
Ending the Session

- Log off from the session upon completion of tasks to protect your personal information.

Frequently Asked Questions

- **Can I access Employee Self Service (ESS) using Internet Explorer or Edge?**
  The preferred browser is Chrome.
- **Can I change my picture?**
  Pictures will be the same as your photo id and cannot be changed.
- **Who do I call if I need further assistance?**
  Please contact your Payroll Technician for additional assistance. If you do not know your Payroll Technician's name and/or number, please contact the Payroll Department at (904)390-2022.
# Appendix

## Types of Leave that can be requested through Employee Apps via ESS, and documentation required if applicable

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Documentation Required</th>
<th>Second Level Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/L in lieu of sick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick leave for self</td>
<td>Doctor’s note if more than 5 consecutive days</td>
<td></td>
</tr>
<tr>
<td>Sick leave-Family Member</td>
<td>Doctor’s note if more than 5 consecutive days</td>
<td></td>
</tr>
<tr>
<td>Sick leave-Death of Relative</td>
<td>Obituary/Funeral program</td>
<td></td>
</tr>
<tr>
<td>Personal leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bereavement</td>
<td>Obituary/Funeral program</td>
<td></td>
</tr>
<tr>
<td>TDE-Training/Workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDE-Ofc Travel/Conf.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDE-Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jury Duty/Court</td>
<td>Letter from Clerk of Courts for all days in attendance</td>
<td>Payroll</td>
</tr>
<tr>
<td>OJI/Illness in line of duty</td>
<td>1. Original ‘First Notice of Injury’ report 2. Leave Option form 3. OJI Dr’s note, or if therapy proof of attendance</td>
<td>Payroll</td>
</tr>
<tr>
<td>Sick-OJI/Illness</td>
<td>1. Original ‘First Notice of Injury’ report 2. Leave Option form 3. OJI Dr’s note, or if therapy proof of attendance</td>
<td>Payroll</td>
</tr>
<tr>
<td>Annual lv-OJI/Illness</td>
<td>1. Original ‘First Notice of Injury’ report 2. Leave Option form 3. OJI Dr’s note, or if therapy proof of attendance</td>
<td>Payroll</td>
</tr>
<tr>
<td>Military Leave-Active Duty</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Military Leave-Training</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>A/L-Military-Active Duty</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>A/L-Military-Training</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>P/L-Military-Active Duty</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>P/L-Military-Training</td>
<td>Military orders</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Sick leave from Pool</td>
<td>Approval document from HR</td>
<td>Payroll</td>
</tr>
</tbody>
</table>