



# Manager Self Service

## Quick Start Guide

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## Introduction

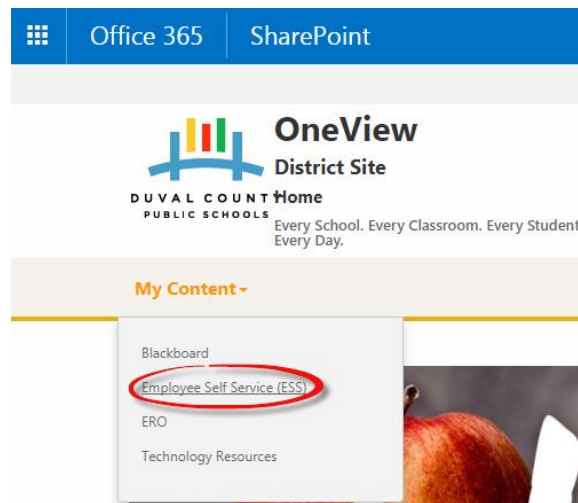
Manager Self-Service is a function within the Employee Self-Service (ESS) online application that allows Approvers (Managers, Supervisors, and/or Principals) to approve multiple leave requests at once (MASS Approval), key leave on behalf of an absent employee (On Behalf Of), and take over approval for Approvers they Supervise (Substitution)

## Accessing Manager Apps/SAP via ESS

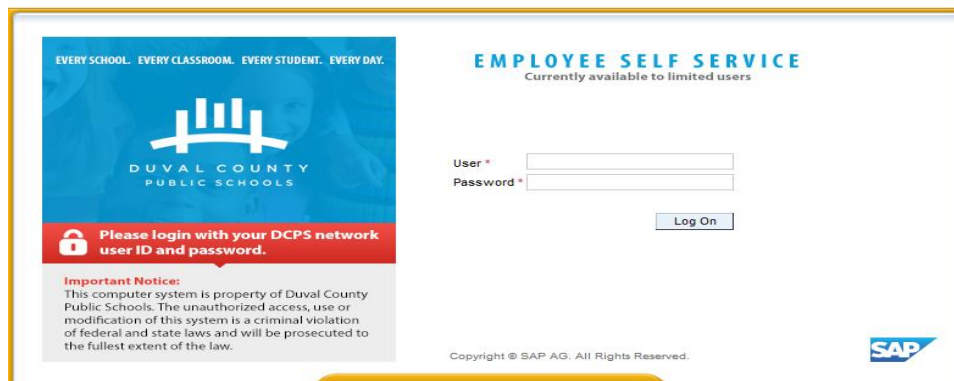
When logged onto the district network from a machine at a district location or from VPN, type **ess/** in the address bar of your Chrome browser and press enter.



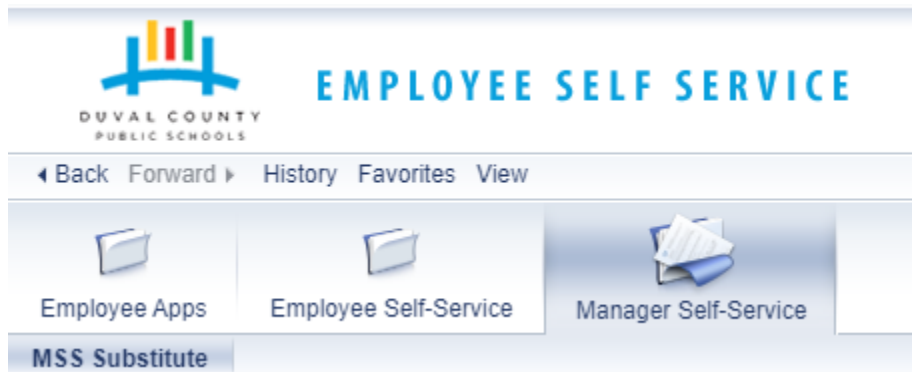
When logging in from a remote site and not on VPN, go to [oneview.duvalschools.org](http://oneview.duvalschools.org), and log in with your DCPS Login information. Once logged into the district network, hover over 'My Content' and click on 'Employee Self Service (ESS)'.



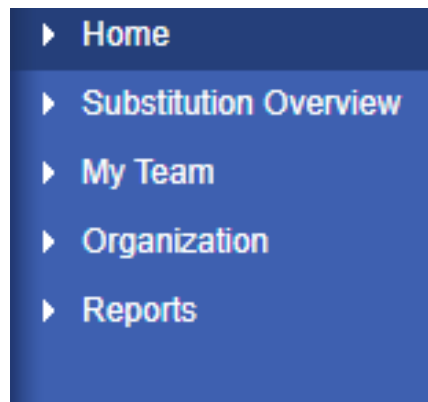
When the log on screen appears, log in using your **network** user id and password.



The following main menu will appear:



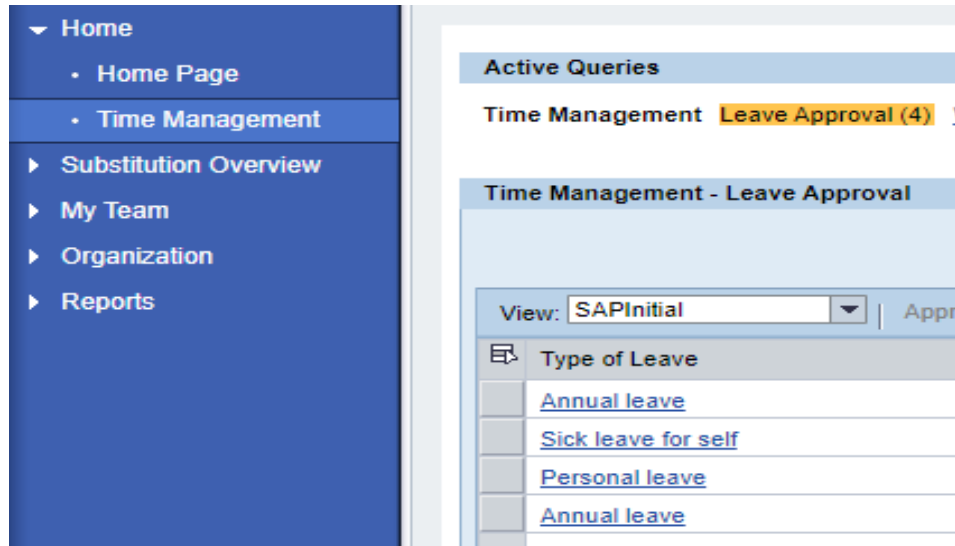
- Select the Manager Self-Service folder
- The following “tree” will appear. From here the MASS Approval, On Behalf Of, and Substitution can be performed



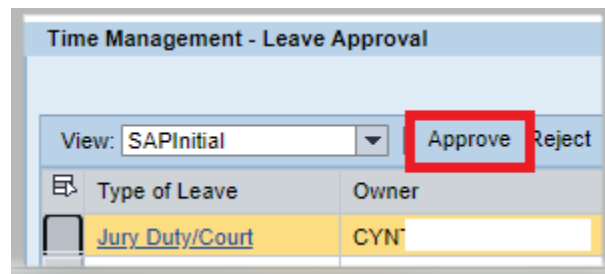
## MASS Approval

MASS Approval allows you to approve multiple leave requests at one time.

- From the HOME drop-down, select Time Management.
- This will display the number of leave requests pending Approval, and also lists all pending Leave Requests.



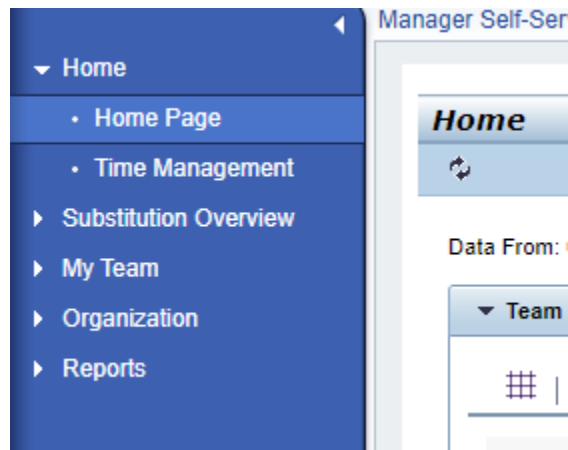
- Once all leave has been verified and is ready for approval, simply highlight the first request and while holding down the SHIFT key on your keyboard, click on the last request. All requests will be now highlighted. Click on the APPROVE button.










## Keying Leave On Behalf Of

Keying leave 'On Behalf Of' allows you to key leave on an employee who has leave available and is out for an extended period of time, but is unable to key leave by themselves.

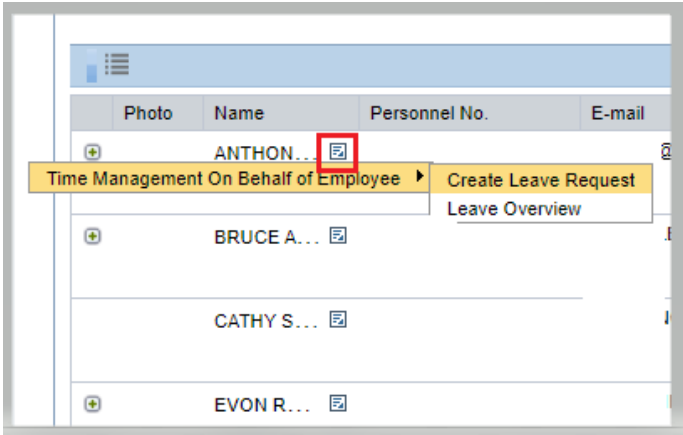
- From the HOME drop-down, select "Home Page"



- From here your team (all employees who are Direct Reports to you) will appear.  
**NOTE: You may need to enable Adobe Flash Player and ALLOW access to display team members.**

Photo	Name	Pe
	ANTHON...	 000
	BRUCE A...	 000
	CATHY S...	 000
	EVON R...	 000

- Choose the employee you need to key leave on by selecting the small button to the right of the employee's name/picture.
- Select Time Management On Behalf of Employee > Create Leave Request



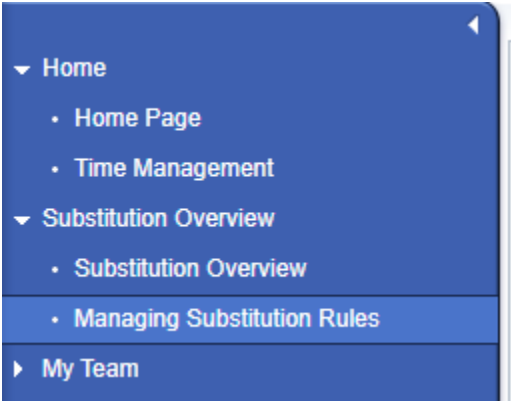
- Key the employee's leave as if you were keying it on yourself, by following the same procedures for keying your own leave.  
NOTE: Keying Leave "On Behalf of" an employee is typically used for employees who may be out for extended periods of time, but are unable to key leave on their own. This should NOT be used as a practice to key your staff's leave on a regular basis.

### Manager Substitution

Manager Substitution allows an Executive Director, Director, or higher manager to "takeover" approval rights for a manger who reports to them and approve their payroll.

Example: A Director is out on vacation for two weeks. Their manager, (the Executive Director) can "takeover" and be the Substitute Approver for the Director's department, approving payroll (leave) for that department.

- From the tree, select Substitution Overview, then click on Manage Substitution Rules.



- A list of your Managers that report to you with a "Substitution Take Over" button listed next to each will appear. Click on the "Take Over" button. The pending Leave requests for that Manager's Department will be displayed.

Task Owner	Substitution Type	Status	Substitution Take Over
ESSTEST1 -	Fill In	Ongoing	<a href="#">Take Over</a>

- If all Leave is verified and ready for approval, you may simply follow the MASS Approval instructions for approving, or approve each request individually.

## Ending the session

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



## FAQ's

### ➤ 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

Leave Type	Documentation Required	Second Level Approval
Annual Leave		
A/L in lieu of sick		
Sick leave for self	Doctor's note if more than 6 consecutive days	
Sick leave-Family Member	Doctor's note if more than 6 consecutive days	
Sick leave-Death of Relative	Obituary/Funeral program	
Personal leave		
Bereavement	Obituary/Funeral program	
TDE-Training/Workshop	Support document such as itinerary, email, program	
TDE-Ofc Travel/Conf.	Support document such as itinerary, email, program	
TDE-Other	Support document such as itinerary, email, program	
Jury Duty/Court	Proof letter from court	Payroll
OJI/Illness in line of duty	1. Original incident report 2. Leave Election form 3. OJI Dr's note, or if therapy proof of attendance	Payroll
Sick-OJI/Illness	1. Original incident report 2. Leave Election form 3. OJI Dr's note, or if therapy proof of attendance	Payroll
Annual lv-OJI/Illness	1. Original incident report 2. Leave Election form 3. OJI Dr's note, or if therapy proof of attendance	Payroll
FMLA-Intermittent - Self	Approval document from HR	Human Resources
FMLA-Intermittent - Family	Approval document from HR	Human Resources
Military Leave-Active Duty	Military orders	Human Resources
Military Leave-Training	Military orders	Human Resources
A/L-Military-Active Duty	Military orders	Human Resources
A/L-Military-Training	Military orders	Human Resources
P/L-Military-Active Duty	Military orders	Human Resources
P/L-Military-Training	Military orders	Human Resources
LWOP-Military-Active Duty	Military orders	Human Resources
LWOP-Military-Training	Military orders	Human Resources
Sick leave from Pool	Approval document from HR	Human Resources