



**UNIVERSITY OF CAPE TOWN**  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

# **UCT HR Employee Self-Service (ESS) guide**

**Issued by UCT Human Resources**  
**September 2022**

## **Contents: UCT HR Employee Self-Service (ESS) guide**

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

## Background

UCT HR Employee Self-Service (ESS) provides UCT staff members with access to leave, payslips, IRP5 tax certificates and some personal details. Ad hoc staff, paid-on-claim staff or those paid by a temp agency will unfortunately not have access to the service due to the temporary nature of their role.

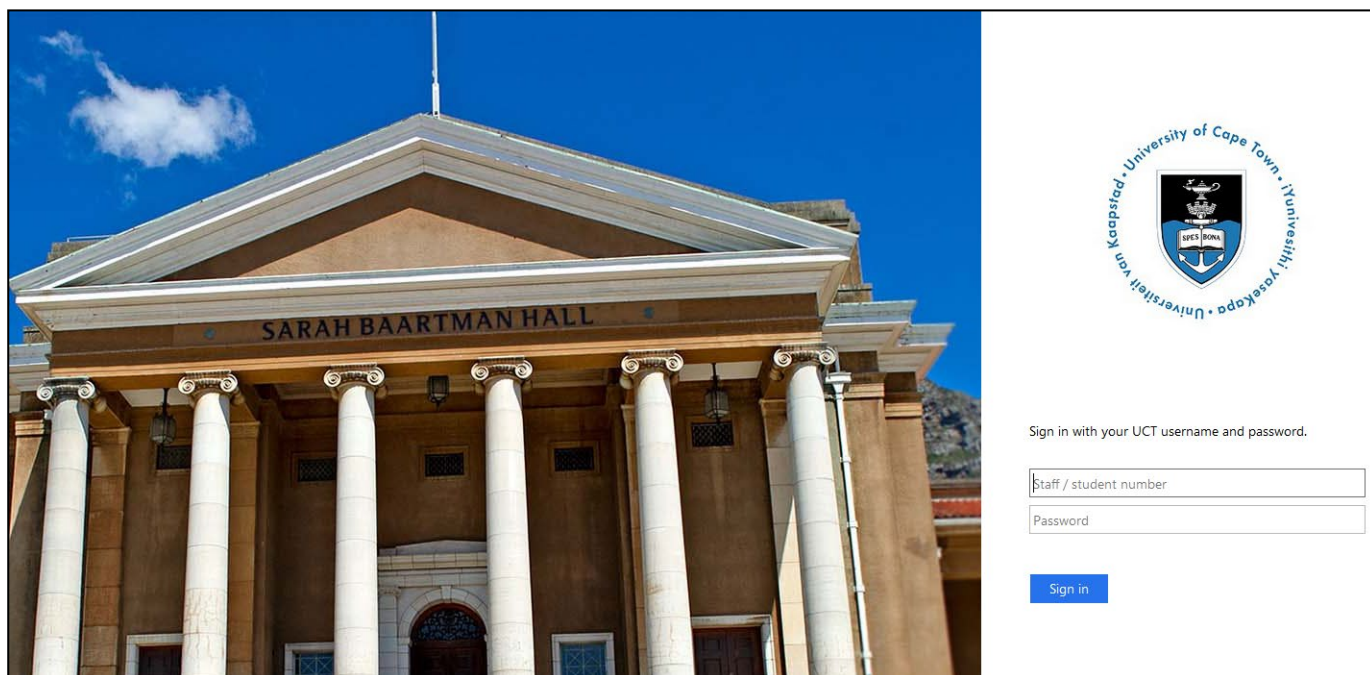
## Support

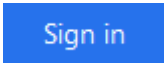
The [HR Employee Self-Service](#) page on the HR website contains instruction guides, Frequently Asked Questions and demonstration videos.

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 (e.g. about the content of your payslip), please contact the [HR Administrator for your area](#).

## Procedure

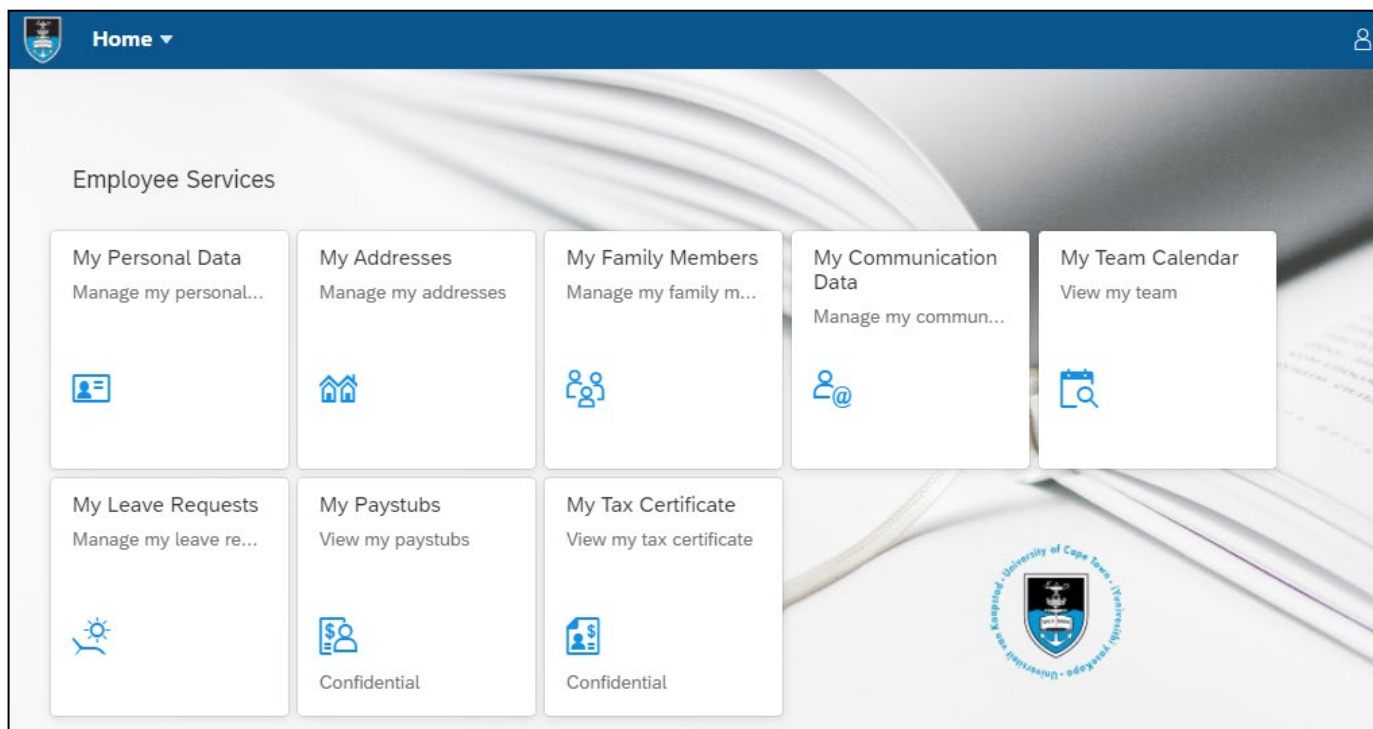
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to HR Employee Self-Service via <https://sapfiori.uct.ac.za>.  
**Note:** You can also access HR Employee Self-Service via the HR website by clicking *Login to HR Employee Self-Service* in the light purple bar.
3. If not already logged in, the *UCT sign in* page appears. If already logged in, the *Home* page immediately appears (see step 4).



- In the *Staff / student number* field, enter your 8-digit UCT staff number.  
**Note:** UCT staff number only, third party "T" accounts will not work.
- In the *Password* field, enter your network password.
- Click .

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

4. The *Home* page appears.



| If you want to..  | then..  |
|---|---|
| view your personal information (e.g. names, date of birth, country of birth, gender, ID number, nationality, marital status)  | Click <i>My Personal Data</i> .<br><b>Note:</b> To change any of the personal data on this page, please complete the <a href="#">HR101 (Personal Details) form</a> and submit to UCT Human Resources. |
| change your permanent residence address or emergency contact  | Click <i>My Addresses</i> . See:<br><a href="#">Changing permanent residence address</a><br><a href="#">Changing emergency contact</a>  |
| create, change or delete family member information  | Click <i>My Family Members</i> . See:<br><a href="#">Creating a new family member record</a><br><a href="#">Changing a family member record</a><br><a href="#">Deleting a family member record</a>    |
| create or change your private email address or cell phone number  | Click <i>My Communication Data</i> . See:<br><a href="#">Creating or changing private email address</a><br><a href="#">Creating, changing or deleting cell phone number</a>                           |
| view your team's pending and approved leave requests  | Click <i>My Team Calendar</i> .<br>See: <a href="#">Using the team calendar</a> .   |
| view your leave balances, create a leave request, view pending or approved leave requests or change an existing leave request | Click <i>My Leave Requests</i> . See:<br><a href="#">Viewing leave balances</a><br><a href="#">Creating a leave request</a><br><a href="#">Viewing, changing or deleting leave requests</a>           |
| view a paystub (payslip)  | Click <i>My Paystubs</i> .<br>See: <a href="#">Viewing a paystub (payslip)</a>  |
| view an IRP5 tax certificate  | Click <i>My Tax Certificate</i> .<br>See: <a href="#">Viewing an IRP5 tax certificate</a>   |

# Changing permanent residence address

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Addresses*.
2. The *My Addresses* page appears, displaying the *Permanent residence* address.

- To change the *Permanent residence* address, click [Edit](#).

3. The *Edit Permanent residence* page appears.

- Change the appropriate fields. The *Street*, *Postal Code* and *City* fields must be completed.
- If entering a *Telephone* number, it must be 10 digits.
- Click [Save](#).

## Changing permanent residence address

4. The *My Addresses* page reappears, displaying the changed permanent residence address. A message at the bottom of the page indicates that the record was saved.


Permanent residence

Emergency contact & address

Valid from Today

| Address                             | Additional Fields     |
|-------------------------------------|-----------------------|
| Unit / Complex: 3B Sunshine Place   | Country: South Africa |
| Suburb: Rondebosch                  |                       |
| Street Number / Street: 1 Main Road |                       |
| Telephone: 0211234567               |                       |
| Postal Code / City: 7700 Cape Town  |                       |


Record saved

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




# Changing emergency contact


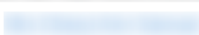
## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Addresses*.
2. The *My Addresses* page appears, displaying the *Permanent residence* address.

< **My Addresses** ▾ 

Ms Staff Member (01812345)  
Administrative Officer

 +27 (21650 )  +27 (82 )  @UCT.AC.ZA

Organizational Unit: Faculty Office  
Cost Center:   
Manager Name: 

[Permanent residence](#) [Emergency contact & address](#)

Valid from 26.08.2019 [Edit](#)

| Address                             | Additional Fields     |
|-------------------------------------|-----------------------|
| Unit / Complex: 1A Sunshine Place   | Country: South Africa |
| Suburb: Rondebosch                  |                       |
| Street Number / Street: 1 Main Road |                       |
| Telephone: 0211234567               |                       |
| Postal Code / City: 7700 Cape Town  |                       |

- Click [Emergency contact & address](#).

3. The *Emergency contact & address* section appears.

[Permanent residence](#) [Emergency contact & address](#)

Valid from 01.02.2018 [Edit](#)

| Address                             | Additional Fields     |
|-------------------------------------|-----------------------|
| c/o: Ms Emergency Contact           | Relationship: Mother  |
| Unit / Complex:                     | Country: South Africa |
| Suburb: Rondebosch                  |                       |
| Street Number / Street: 3 Main Road |                       |
| Telephone: 0711234567               |                       |
| Postal Code / City: 7700 Cape Town  |                       |

- To change the emergency contact information, click [Edit](#).

## Changing emergency contact

4. The *Edit Emergency contact & address* page appears.

[My Addresses](#) / Edit Emergency contact & address

---

Emergency contact & address

**Address**

\*c/o:

Unit / Complex:


\*Street Number / Street:

\*Postal Code / City:


\*Suburb:

\*Telephone:

**Additional Fields**

Relationship:  

Country:


- Change the appropriate fields. The *c/o* (care of), *Street*, *Postal Code*, *City*, *Suburb* and *Telephone* fields must be completed. The *Telephone* number must be 10 digits.
  - Click .
5. The *My Addresses* page reappears, displaying the changed emergency contact information. A message at the bottom of the page indicates that the record was saved.

[Permanent residence](#) [Emergency contact & address](#)

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Valid from Today

| Address                             | Additional Fields     |
|-------------------------------------|-----------------------|
| c/o: Ms Emergency Contact           | Relationship: Mother  |
| Unit / Complex:                     | Country: South Africa |
| Suburb: Rondebosch                  |                       |
| Street Number / Street: 3 Main Road |                       |
| Telephone: 07112345678              |                       |
| Postal Code / City: 7700 Cape Town  |                       |

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



## Creating a new family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health, Kaelo or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- Kaelo MyHealth Plus (primary healthcare): Dependents must be updated timeously as changes may require notice. Visit the [Primary Healthcare Policy page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

My Family Members

Head: Administrative Office

+27 (21650) Organizational Unit:   
+27 (72) Cost Center:   
@UCT.AC.ZA Manager Name:

Spouse Divorced spouse Domestic Partner Child of Domestic Partner Child Stepchild

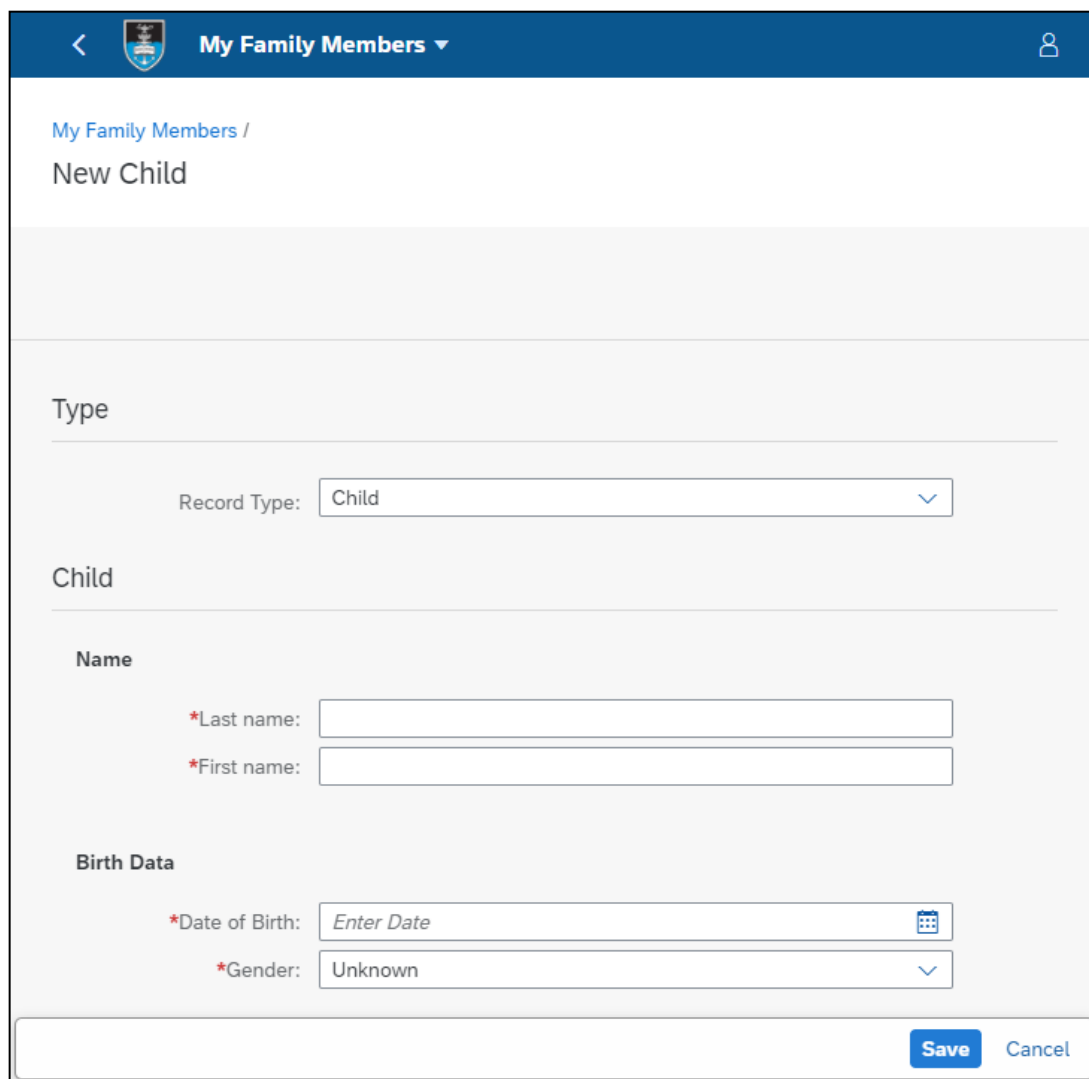
Valid from 01.08.2010 Edit Delete

| Name               | Birth Data                |
|--------------------|---------------------------|
| Last name: Spouse  | Date of Birth: 01.01.1985 |
| First name: Ayanda | Gender: Female            |


- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
  - Click [Create](#).
- Note:** This option is only available if there is no existing record or multiple records are allowed for the type of family member.

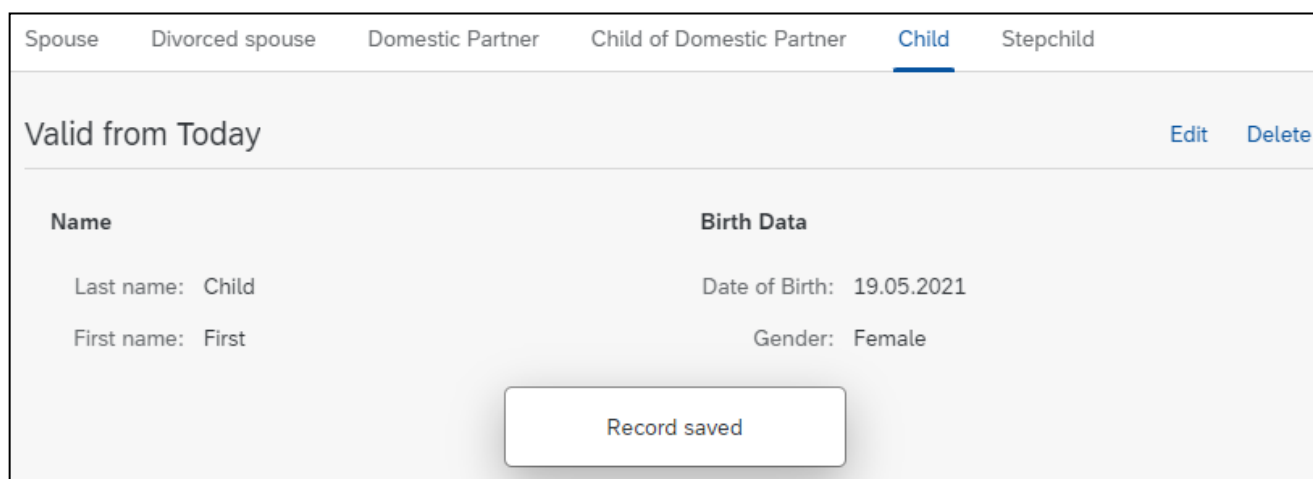
## Creating a new family member record

3. The *New* page appears for the selected type of family member.




The screenshot shows the 'My Family Members' page with a dropdown menu set to 'Child'. The form includes fields for 'Record Type' (set to 'Child'), 'Name' (with 'Last name' and 'First name' fields), and 'Birth Data' (with 'Date of Birth' and 'Gender' fields). The 'Date of Birth' field is set to 'Enter Date' and the 'Gender' field is set to 'Unknown'. There are 'Save' and 'Cancel' buttons at the bottom right.

- Complete all the *Last name*, *First name*, *Date of Birth* and *Gender* fields.
  - Click .
4. The selected family member page reappears, displaying the new family member details. A message at the bottom of the page indicates that the record was saved.



The screenshot shows the 'My Family Members' page with the 'Child' record selected. The record is 'Valid from Today'. The details displayed are: Last name: Child, First name: First, Date of Birth: 19.05.2021, and Gender: Female. There are 'Edit' and 'Delete' buttons at the top right. A 'Record saved' message is displayed at the bottom.

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

## Changing a family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health, Kaelo or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- Kaelo MyHealth Plus (primary healthcare): Dependents must be updated timeously as changes may require notice. Visit the [Primary Healthcare Policy page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

The screenshot displays the 'My Family Members' interface. At the top, there's a header with a back arrow, the UCT logo, and the title 'My Family Members'. Below this, a user profile section shows 'Head: Administrative Office' and various contact details: a landline (+27 21650), a mobile (+27 72), and an email address ending in @UCT.AC.ZA. Organizational details like 'Organizational Unit', 'Cost Center', and 'Manager Name' are also present. A horizontal tab bar includes 'Spouse', 'Divorced spouse', 'Domestic Partner', 'Child of Domestic Partner', 'Child', and 'Stepchild'. The 'Spouse' tab is active, showing a record 'Valid from 01.08.2010'. Below this, a table lists family member details:

| Name               | Birth Data                |
|--------------------|---------------------------|
| Last name: Spouse  | Date of Birth: 01.01.1985 |
| First name: Ayanda | Gender: Female            |

- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
- Click [Edit](#).


## Changing a family member record

3. The *Edit* page appears for the selected type of family member.

- Change the appropriate fields.

- Click .

4. The selected family member page reappears, displaying the changed family member details. A message at the bottom of the page indicates that the record was saved.

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

## Deleting a family member record

### Before you begin

Additions, changes or deletions of family members on HR Employee Self-Service are not passed to Discovery Health, Kaelo or the UCT Retirement Fund (UCTRF).

- Discovery medical aid: Dependents must be updated timeously as changes may require notice or incur underwriting. Visit the [Discovery Health page](#) on the HR website for contact information.
- Kaelo MyHealth Plus (primary healthcare): Dependents must be updated timeously as changes may require notice. Visit the [Primary Healthcare Policy page](#) on the HR website for contact information.
- UCTRF: Visit the UCTRF website for instructions on [updating your beneficiaries](#).

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Family Members*.
2. The *My Family Members* page appears, displaying *Spouse* details. If there are no spouse details recorded, the *No records found* message appears in place of the spouse details.

My Family Members

Head: Administrative Office

+27 (21650) Organizational Unit:   
+27 (72) Cost Center:   
@UCT.AC.ZA Manager Name:

Spouse Divorced spouse Domestic Partner Child of Domestic Partner Child Stepchild


Valid from 01.08.2010 Edit Delete

| Name               | Birth Data                |
|--------------------|---------------------------|
| Last name: Spouse  | Date of Birth: 01.01.1985 |
| First name: Ayanda | Gender: Female            |

- If applicable, click the appropriate tab e.g. *Domestic Partner*, *Child*, *Stepchild*.
- Click [Delete](#).


## Deleting a family member record


3. The *Confirmation* dialogue box appears.

|  |
|--|
|  Confirmation |
| Do you want to delete the record?  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/>                        |

- Click .

4. The selected family members page reappears. A message at the bottom of the page indicates that the record was deleted.

|   |                 |                  |                           |       |           |
|---|-----------------|------------------|---------------------------|-------|-----------|
| Spouse  | Divorced spouse | Domestic Partner | Child of Domestic Partner | Child | Stepchild |
| <br><h3>No records found</h3> <p>Click the <b>Create</b> button to add a record</p> <div><p>Record deleted</p></div> |                 |                  |                           |       |           |

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

## Creating or changing private email address

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Communication Data*.
2. The *My Communication Data* page appears, displaying *Private E-Mail Address* details. If there are no private email details recorded, the *No records found* message appears in place of the email details.  
**Note:** A private email address can't be deleted because if you leave UCT your last IRP5 tax certificate will be sent to this address.

< My Communication Data ▾

Head: Administrative Office

+27 (21650 )      Organizational Unit:

+27 (82 )      Cost Center:

@UCT.AC.ZA      Manager Name:

Private E-Mail Address      Cell Phone

Valid from 01.03.2021 Edit

Communication Data

Private E-Mail Address: PERSON@GMAIL.COM

**Creating a new private email address** (see also: [Changing private email address](#) on the next page)

- To add a private email address for the first time, click .
- The *New Private E-Mail Address* page appears.

My Communication Data /  
New Private E-Mail Address

Type

Record Type: Private E-Mail Address ▾

Private E-Mail Address

Communication Data

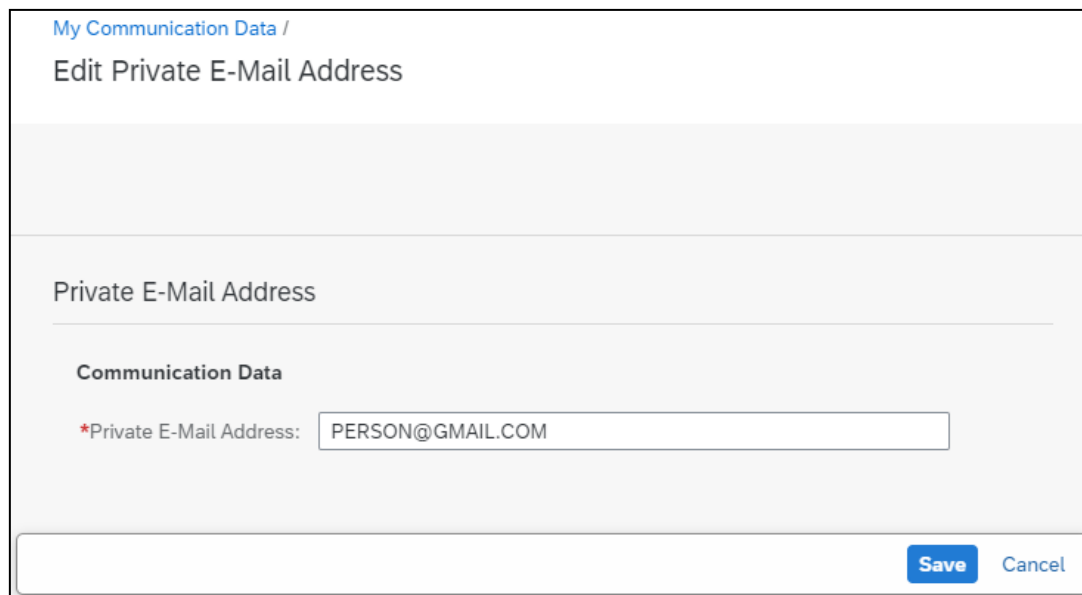
\*Private E-Mail Address:

- Enter your *Private E-Mail Address*.
- Click .
- The *My Communication Data* page reappears, displaying the new private email address. A message at the bottom of the page confirms the record was saved.

## Creating or changing private email address

**Changing private email address** (see also: [Creating a new private email address](#) on the previous page)

- Click **Edit**.
- The *Edit Private E-Mail Address* page appears.




My Communication Data /  
Edit Private E-Mail Address

Private E-Mail Address

Communication Data

\*Private E-Mail Address:

**Save** Cancel

- Change the *Private E-Mail Address*.
- Click **Save**.
- The *My Communication Data* page reappears, displaying the changed private email address. A message at the bottom of the page confirms the record was saved.
- Click the  UCT crest to return to the *Home* page.



# Creating, changing or deleting cell phone number

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Communication Data*.
2. The *My Communication Data* page appears, displaying *Private E-Mail Address* details.

The screenshot shows the 'My Communication Data' page. At the top, there's a header with a back arrow, the UCT logo, and the title 'My Communication Data'. Below this, the user's name is partially visible. The main content area shows 'Head: Administrative Office'. There are two columns of information: the left column contains a mobile phone icon with '+27 (21650 )', a mobile phone icon with '+27 (82 )', and an email icon with '@UCT.AC.ZA'; the right column contains 'Organizational Unit:', 'Cost Center:', and 'Manager Name:'. Below this, there are two tabs: 'Private E-Mail Address' (selected) and 'Cell Phone'. Under the 'Private E-Mail Address' tab, it says 'Valid from 01.03.2021' with an 'Edit' link. At the bottom, there's a section titled 'Communication Data' showing 'Private E-Mail Address: PERSON@GMAIL.COM'.

- Click **Cell Phone**.

3. The *Cell Phone* page appears, displaying *Cell Phone* details. If there is no cell phone number recorded, the *No records found* message appears in place of the cell phone details.


The screenshot shows the 'Cell Phone' page. At the top, there are two tabs: 'Private E-Mail Address' and 'Cell Phone' (selected). Below the tabs, it says 'Valid from 17.07.2018' with 'Edit' and 'Delete' links. At the bottom, there's a section titled 'Communication Data' showing 'Cell Phone: 0821234567'.

**Creating a cell phone number record** (see also: [Changing cell phone number](#), [Deleting cell phone number](#))

- Click **Create**.
- The *New Cell Phone* page appears.

The screenshot shows the 'New Cell Phone' page. At the top, there's a breadcrumb 'My Communication Data /' and the title 'New Cell Phone'. Below this, there's a section titled 'Type' with a dropdown menu labeled 'Record Type:' showing 'Cell Phone'. Below this, there's a section titled 'Cell Phone' with a text input field. At the bottom, there's a section titled 'Communication Data' with a text input field labeled '\*Cell Phone:'. At the very bottom, there are 'Save' and 'Cancel' buttons.

## Creating, changing or deleting cell phone number

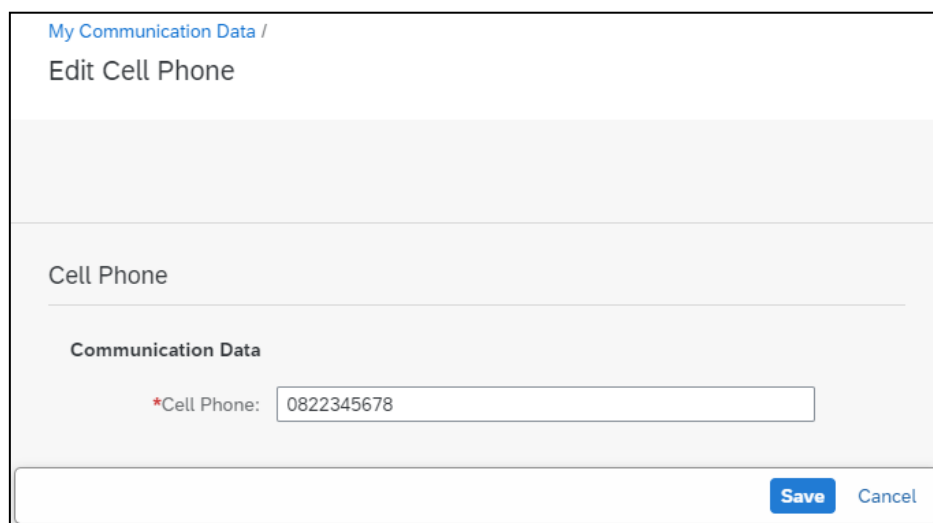
- Enter your *Cell Phone* number.
- Click .
- The *Cell Phone* page reappears, displaying the new cell phone number. A message at the bottom of the page confirms the record was saved.




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

**Changing cell phone number** (see also: [Creating a cell phone number record](#), [Deleting a cell phone number](#))

- Click [Edit](#).
- The *Edit Cell Phone* page appears.



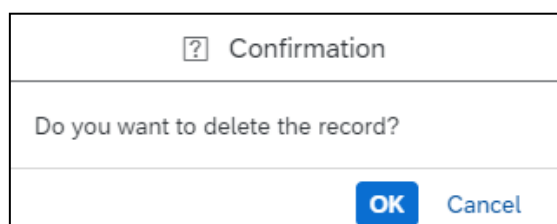
- Change the *Cell Phone* number.
- Click .
- The *Cell Phone* page reappears, displaying the changed cell phone number. A message at the bottom of the page confirms the record was saved.




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

**Deleting cell phone number** (see also: [Creating a cell phone number record](#), [Changing cell phone number](#))

- Click [Delete](#).
- The *Confirmation* dialogue box appears.



- Click .
- The *Cell Phone* page reappears. A message at the bottom of the page indicates that the record was deleted.

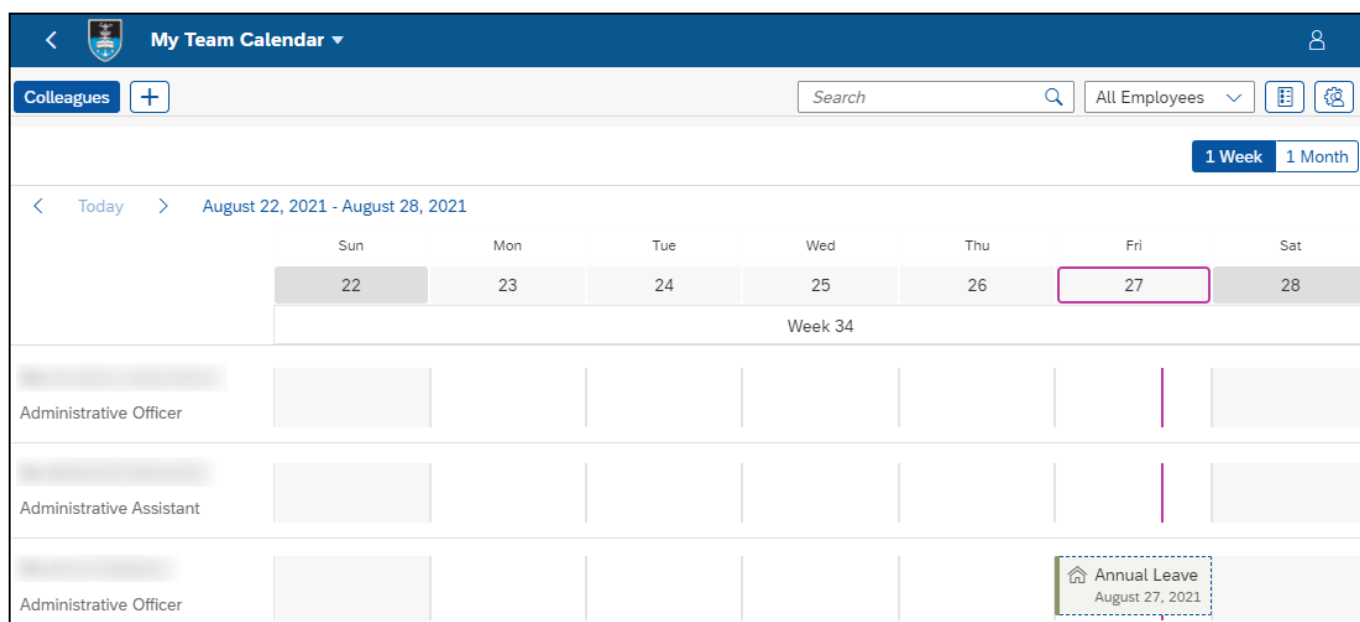


- Click the UCT crest to return to the *Home* page.

# Using the team calendar

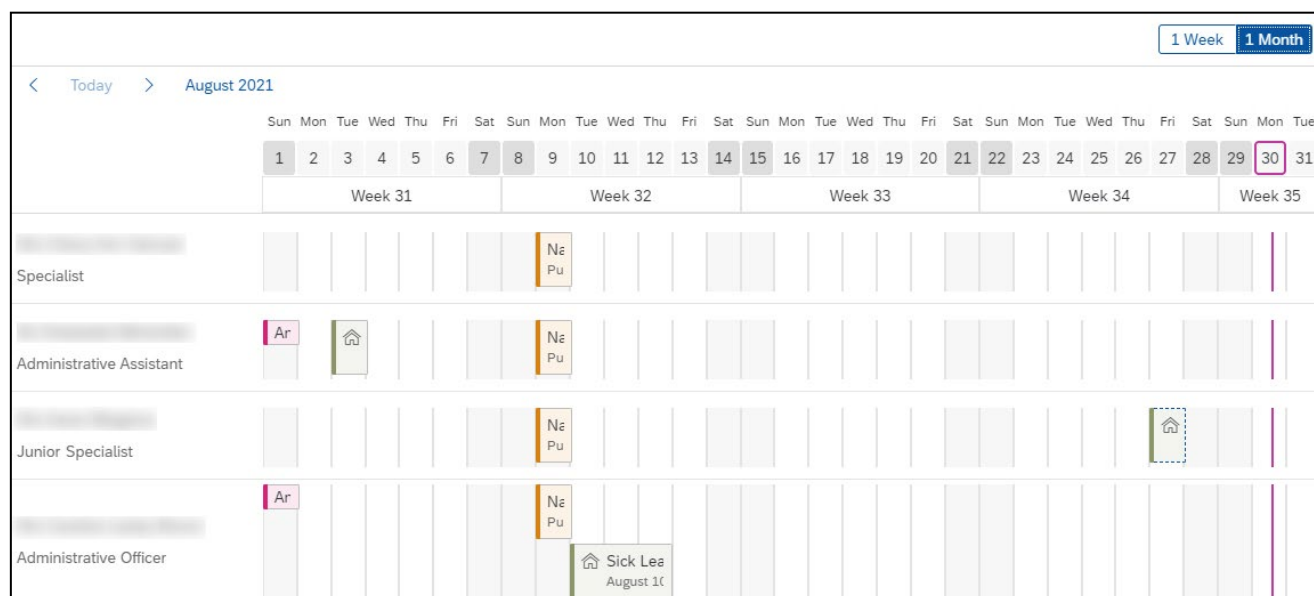
## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Team Calendar*.
2. The *My Team Calendar* page appears, displaying the current week for yourself and any colleagues.



- To change the displayed week, click [➤ Navigate forward](#) or [➤ Navigate backwards](#).

- Click [1 Month](#) to view the full month.



- Click [1 Week](#) to return to the week view. If applicable, click [➤ Navigate forward](#) to change the week shown.

## Using the team calendar

- Approved leave has a solid border line where unapproved leave has a dashed border. Click the leave to display further details. In the example below, the leave for October 25 has been approved while the leave for October 26 has been sent and not yet approved.


The screenshot shows the top of the team calendar interface. At the top, there are two leave entries for an 'Administrative Assistant': 'Annual Leave October 25, 2021' with a solid green border, and 'Annual Leave October 26, 2021' with a dashed blue border. Below this, a calendar view for 2021 shows a calendar grid with a sidebar on the left. The date October 25 is highlighted. To the right of the calendar, the 'Event Details' for the selected date are displayed. The details include: Employee Name (redacted), Job Title (Administrative Assistant), Leave Type (Annual Leave), Date (October 25, 2021), Status (Approved), and Category (Absence). A 'Close' button is at the bottom right of the details panel.

- To search for a leave type (e.g. annual, sick) or any displayed text (e.g. employee name), enter the search term in the *Search* field and click *Search*.
  - Employees who don't match the search term are hidden.

The screenshot shows the team calendar interface after a search for 'annual' has been performed. At the top, there are tabs for 'Colleagues' and 'Direct Reports', a search bar containing 'annual', and a dropdown menu set to 'All Employees'. Below the search bar, a message states: '4 employees hidden by search string 'annual''. The calendar view shows the week of August 8, 2021, to August 14, 2021. The calendar grid shows days 8 through 14. Below the calendar, two employees are listed: 'Junior Administrative Assis...' and 'Administrative Officer'. Both have leave entries for 'National Woman Public holiday' on August 9 and 'Annual Leave' from August 10 to August 13, 2021.

- When finished searching, click *Reset* to display the full list of employees.
- Click *All Employees* to change the displayed employees based on leave status e.g. absent, available.
- Click *Show Legend* for an explanation of the colours used.

## Using the team calendar





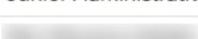
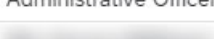
- To hide one or more employees in the calendar, click  *Show Personalization*.
- The *Adjust Colleagues* dialogue box appears, listing all visible colleagues.

Adjust "Colleagues"

Colleagues + ↶



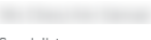
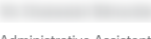

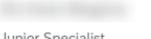

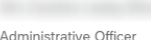

Name


Visible

|   |                     |
|---|---------------------|
|  Specialist                      | <span>⊖</span> Hide |
|  Junior Specialist               | <span>⊖</span> Hide |
|  Administrative Assistant        | <span>⊖</span> Hide |
|  Junior Administrative Assistant | <span>⊖</span> Hide |
|  Administrative Officer          | <span>⊖</span> Hide |
|  Administrative Officer         | <span>⊖</span> Hide |

OK Cancel

- Click ⊖ Hide in the appropriate line.
  - Click OK.
- If you are a manager, click Direct Reports to display the team members that report to you. Click Colleagues to return to the original display.

|  |                |  |        |   |               |     |   |   |
|--|----------------|--|--------|---|---------------|-----|---|---|
| Colleagues   | Direct Reports | +  | Search | Q   | All Employees | ▼   |  |  |
|  |                |  |        |   |               |     | 1 Week  | 1 Month   |
| <div> <span>&lt;</span> <span>Today</span> <span>&gt;</span> <span>August 29, 2021 - September 4, 2021</span> </div> |                |  |        |   |               |     |   |   |
|  | Sun            | Mon  | Tue    | Wed   | Thu           | Fri | Sat   |   |
|  | 29             | 30   | 31     | 1   | 2             | 3   | 4   |   |
|  | Week 35        |  |        |   |               |     |   |   |
|  Specialist                       |                |  |        |   |               |     |   |   |
|  Administrative Assistant         |                |  FR Illness Family<br>August 30, 2021 |        |   |               |     |   |   |
|  Junior Specialist                |                |  |        |  Annual Leave<br>September 1, 2021 – September 3, 2021 |               |     |   |   |
|  Administrative Officer           |                |  Sick Leave - Full<br>August 30, 2021 |        |   |               |     |   |   |

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

## Viewing leave balances

### 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     | <a href="#">Leave policy</a> (including annual, sick, parental and family responsibility leave)<br><a href="#">Study and examination leave</a><br><a href="#">Leave FAQ</a> (Frequently Asked Questions)<br><a href="#">Leave overview</a> (infographics) |
| Academic staff | <a href="#">Leave policy</a> (including sick, parental and family responsibility leave)<br><a href="#">Leave FAQ</a> (Frequently Asked Questions)<br><a href="#">Study &amp; research and contact leave</a>   |

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

| Leave Type                        | Validity                | Available  | Used      | Entitlement |
|-----------------------------------|-------------------------|------------|-----------|-------------|
| Compulsory Annual Leave           | 01.01.2020 – 31.12.2021 | 0 Days     | 19 Days   | 19 Days     |
|                                   | 01.01.2021 – 31.12.2022 | 3,15 Days  | 4,17 Days | 7,92 Days   |
| Accumulative Annual Leave         | 01.03.2008 – 31.12.9999 | 12,75 Days | 80 Days   | 92,75 Days  |
| Sick Leave                        | 01.03.2020 – 28.02.2026 | 89 Days    | 1 Day     | 90 Days     |
| Sick Leave Half Pay               | 01.03.2020 – 28.02.2026 | 90 Days    | 0 Days    | 90 Days     |
| <a href="#">More</a><br>[ 5 / 7 ] |                         |            |           |             |

- The *Entitlement* section shows your current leave information per leave type.
- Click [More](#) to view any additional leave types e.g. family responsibility, study & exam leave.

|                       |                         |        |        |         |
|-----------------------|-------------------------|--------|--------|---------|
| Family Responsibility | 01.08.2020 – 31.07.2021 | 5 Days | 0 Days | 5 Days  |
| Study & Exam Leave    | 01.08.2020 – 31.07.2021 | 1 Day  | 0 Days | 12 Days |

## Viewing leave balances

| Leave Type                       | Validity                | Available  | Used      | Entitlement |
|----------------------------------|-------------------------|------------|-----------|-------------|
| <b>Compulsory Annual Leave</b>   | 01.01.2020 – 31.12.2021 | 0 Days     | 19 Days   | 19 Days     |
|                                  | 01.01.2021 – 31.12.2022 | 3,15 Days  | 4,17 Days | 7,92 Days   |
| <b>Accumulative Annual Leave</b> | 01.03.2008 – 31.12.9999 | 12,75 Days | 80 Days   | 92,75 Days  |
| <b>Sick Leave</b>                | 01.03.2020 – 28.02.2026 | 89 Days    | 1 Day     | 90 Days     |
| <b>Sick Leave Half Pay</b>       | 01.03.2020 – 28.02.2026 | 90 Days    | 0 Days    | 90 Days     |


| Column name        | Description  |
|--------------------|--|
| <i>Leave Type</i>  | Type of leave e.g. compulsory annual leave, sick leave, family responsibility.                 |
| <i>Validity</i>    | Period during which the leave is valid. Annual leave will be lost if not used by the end date. |
| <i>Available</i>   | Current number of leave days available (leave balance) to use for each leave type.             |
| <i>Used</i>        | Current number of days taken for each leave type.  |
| <i>Entitlement</i> | Current accrued leave days for each leave type.  |

### Notes:

- Leave accrues on the last day of the month.
- PASS staff members will see two lines for compulsory annual leave when the previous year's compulsory annual leave is still valid in the current year. If the days have already been taken, the *Available* column will show 0 Days.
- PASS staff should add any compulsory or accumulative annual leave balances to calculate the total available annual leave balance (e.g. 0 + 3.15 + 12.75 = 15.9 days available).
- Study & research leave balances are reflected in days and can be converted to months by dividing the available balance by 30.42.

| Leave Type                        | Validity                | Available  | Used   | Entitlement |
|-----------------------------------|-------------------------|------------|--------|-------------|
| <b>Sick Leave Half Pay</b>        | 15.03.2020 – 14.03.2026 | 0 Days     | 0 Days | 0 Days      |
| <b>Study &amp; Research Leave</b> | 15.03.2020 – 31.12.9999 | 73,76 Days | 0 Days | 73,76 Days  |
| <b>Sick Leave</b>                 | 15.03.2020 – 14.03.2026 | 60 Days    | 0 Days | 60 Days     |
| <b>Family Responsibility</b>      | 15.03.2021 – 14.03.2022 | 5 Days     | 0 Days | 5 Days      |



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

# Creating 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     | <a href="#">Leave policy</a> (including annual, sick, parental and family responsibility leave)<br><a href="#">Study and examination leave</a><br><a href="#">Leave FAQ</a> (Frequently Asked Questions)<br><a href="#">Leave overview</a> (infographics) |
| Academic staff | <a href="#">Leave policy</a> (including sick, parental and family responsibility leave)<br><a href="#">Leave FAQ</a> (Frequently Asked Questions)<br><a href="#">Study &amp; research and contact leave</a>   |

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

The screenshot displays the 'My Leave Request' interface. At the top, there's a navigation bar with a back arrow, the UCT logo, and the title 'My Leave Request'. Below this, a section titled 'Entitlement' is expanded, showing a list of items (7). A 'Show From' date picker is set to 28.06.2021. The main table lists various leave types with their validity periods, available and used days, and total entitlements. The 'Available' column highlights current balances in green. At the bottom, there's a 'Request Overview' section and a prominent 'Create Request' button.

| Leave Type                | Validity                | Available  | Used      | Entitlement |
|---------------------------|-------------------------|------------|-----------|-------------|
| Compulsory Annual Leave   | 01.01.2020 – 31.12.2021 | 0 Days     | 19 Days   | 19 Days     |
|                           | 01.01.2021 – 31.12.2022 | 3,15 Days  | 4,17 Days | 7,92 Days   |
| Accumulative Annual Leave | 01.03.2008 – 31.12.9999 | 12,75 Days | 80 Days   | 92,75 Days  |
| Sick Leave                | 01.03.2020 – 28.02.2026 | 89 Days    | 1 Day     | 90 Days     |
| Sick Leave Half Pay       | 01.03.2020 – 28.02.2026 | 90 Days    | 0 Days    | 90 Days     |

More  
[ 5 / 7 ]

Request Overview Create Request

- The *Entitlement* section displays your current leave balances in the *Available* column. See: [Viewing your leave balances](#).
- Click Create Request.



## Creating a leave request

3. The *Create Request* page appears.

In the *Leave Type Selection* section:

- Select the *Leave Type* to request using the dropdown list e.g. Annual Leave, Sick Leave – Full Pay.
- The number of *Days available* appears below the selected leave type.

**Requesting more than one day of leave** (see also: [Requesting one day of leave or a ½ day annual leave](#))

In the *General Data* section:

- Select ☒ **More than 1 day**.
- Click *Open Picker* to show the calendar.

- If applicable, change the month using the *Previous* and *Next* buttons.
- Click to select the first leave day. The selected day is marked by blue shading.

## Creating a leave request

\*Start/End Date: 27.07.2021 - 27.07.2021

Approver:

New Note:

The calendar shows August 2021. The date 10th is selected and highlighted with a blue border. The calendar is displayed over a grid with days of the week (Sun to Sat) and dates (1 to 31).

- If applicable, use the > Next button to change the month.
- Click to select the last leave day. The selected day is briefly marked by blue shading before the calendar automatically closes.
- The selected leave dates are displayed in the *Start/End Date* field. The number of days appears below the dates.

☒ More than 1 day ☐ One day or less

\*Start/End Date: 10.08.2021 - 13.08.2021

4 Days will be consumed

**Note:** If the leave available does not cover the number of days requested, a *No deduction possible* message appears below the leave dates. Make the necessary changes to the leave request following the steps above.

- If one or more team members have requested leave during the same period, a message appears at the top of the page. Click [Show Absent](#) to view the *Overlap Calendar*, see: [Viewing the leave overlap calendar](#).

1 team member has requested absence during this period. [Show Absent](#)

- If applicable, enter a note for the manager in the *New Note* field.
- In the *Attachments* section (only appears for leave types that may require an attachment e.g. sick leave):
  - Click to upload a file (or drag and drop the file into the *Attachments* section). For full instructions see: [Creating a leave request: Adding an attachment](#).
- When the leave request is complete, click **Save**.
- The *My Leave Request* page reappears. A message at the bottom of the page indicates that the request was sent successfully. The new leave request appears in the *Request Overview* section with a *Sent* status.

Request Overview

Calendar Items (3) Show From 01.01.2021

| Leave Type   | Validity                | Status   | Approver | Quota Used            |  |
|--------------|-------------------------|----------|----------|-----------------------|--|
| Annual Leave | 10.08.2021 – 13.08.2021 | Sent     |          | 4 Days                |  |
| Annual Leave | 26.04.2021              | Approved |          | 1 Days                |  |
| Annual Leave | 17.12.2020 – 08.01.2021 |          |          | 10,17 Days, 4.83 Days |  |


Request sent successfully

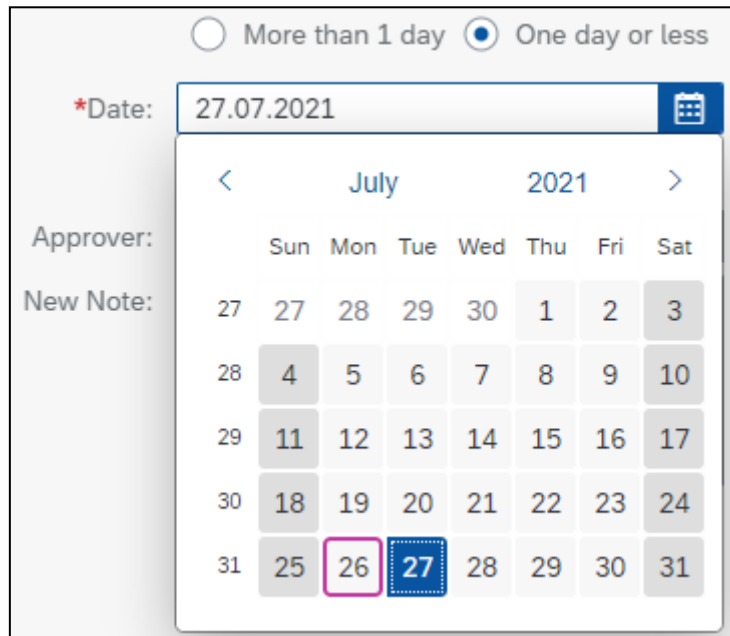
- Click the UCT crest to return to the Home page.



## Creating a leave request

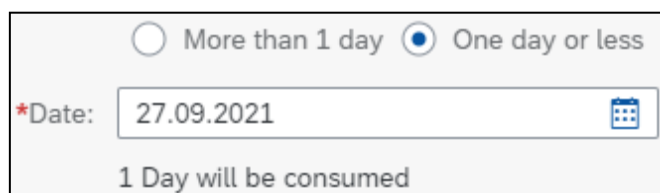
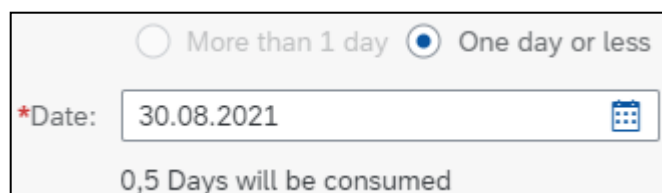
**Requesting one day of leave or a ½ day annual leave** (see also: [Requesting more than one day of leave](#))

In the *General Data* section:


- Select ☒ One day or less.
- Click  *Open Picker* to show the calendar.





- If applicable, change the month using the  *Previous* and  *Next* buttons.
- Click to select the leave day. The selected day is briefly marked by blue shading before the calendar automatically closes.
- The selected leave date is displayed in the *Date* field. Confirmation of number of days to be used appears below the date.

- If one or more team members have requested leave during the same period, a message appears at the top of the page. Click [Show Absent](#) to view the *Overlap Calendar*. For full instructions, see: [Viewing the leave overlap calendar](#).

 1 team member has requested absence during this period. [Show Absent](#)







- If applicable, enter a note for the manager in the *New Note* field.
- In the *Attachments* section (only appears for leave types that may require an attachment e.g. sick leave):
  - Click  to upload a file (or drag and drop the file into the *Attachments* section). For full instructions see: [Creating a leave request: Adding an attachment](#).
- When the leave request is complete, click .

## Creating a leave request


- The *My Leave Request* page reappears. A message at the bottom of the page indicates that the request was sent successfully. The new leave request appears in the *Request Overview* section with a *Sent* status.

Request Overview

Calendar Items (4) Show From 01.01.2021

| Leave Type   | Validity                | Status | Approver | Quota Used |   |
|--------------|-------------------------|--------|----------|------------|---|
| Annual Leave | 27.09.2021              | Sent   |          | 1 Days     |   > |
| Annual Leave | 10.08.2021 – 13.08.2021 | Sent   |          | 4 Days     |   > |
| Annual Leave | 26.04.2021              |        |          | 1 Days     |   > |

Request sent successfully

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

# Creating a leave request: Viewing the leave overlap calendar

## Procedure

1. [Create a leave request](#).
2. On the *Create Request* page, a message appears if one or more team members have requested leave during the same period.

**Create Request**

1 team member has requested absence during this period. [Show Absent](#)

**Leave Type Selection**

Leave Type: Annual Leave 50,35 Days available

**General Data**

☒ More than 1 day ☐ One day or less

\*Start/End Date: 10.08.2021 - 13.08.2021

4 Days will be consumed

Approver:

New Note:

- Click [Show Absent](#).

3. The *Overlap Calendar* appears, displaying your planned absence and your colleagues' leave requests in the same period.

**Overlap Calendar**

[Colleagues](#) [+](#)  [🔍](#) [📅](#)

[1 Week](#) [1 Month](#)

< Today > September 19, 2021 - September 25, 2021

| Sun     | Mon | Tue | Wed | Thu | Fri | Sat |
|---------|-----|-----|-----|-----|-----|-----|
| 19      | 20  | 21  | 22  | 23  | 24  | 25  |
| Week 38 |     |     |     |     |     |     |

**Administrative Officer** Planned Absence Heritage Day (Zi Public holiday)


**Administrative Officer** Annual Leave September 22, 2021 – September 23, 2021 Heritage Day (Zi Public holiday)

[Close](#)

- Click [📅](#) *Show Legend* for an explanation of the colours used.
- Click [1 Month](#) to view the full month.

## UCT Human Resources

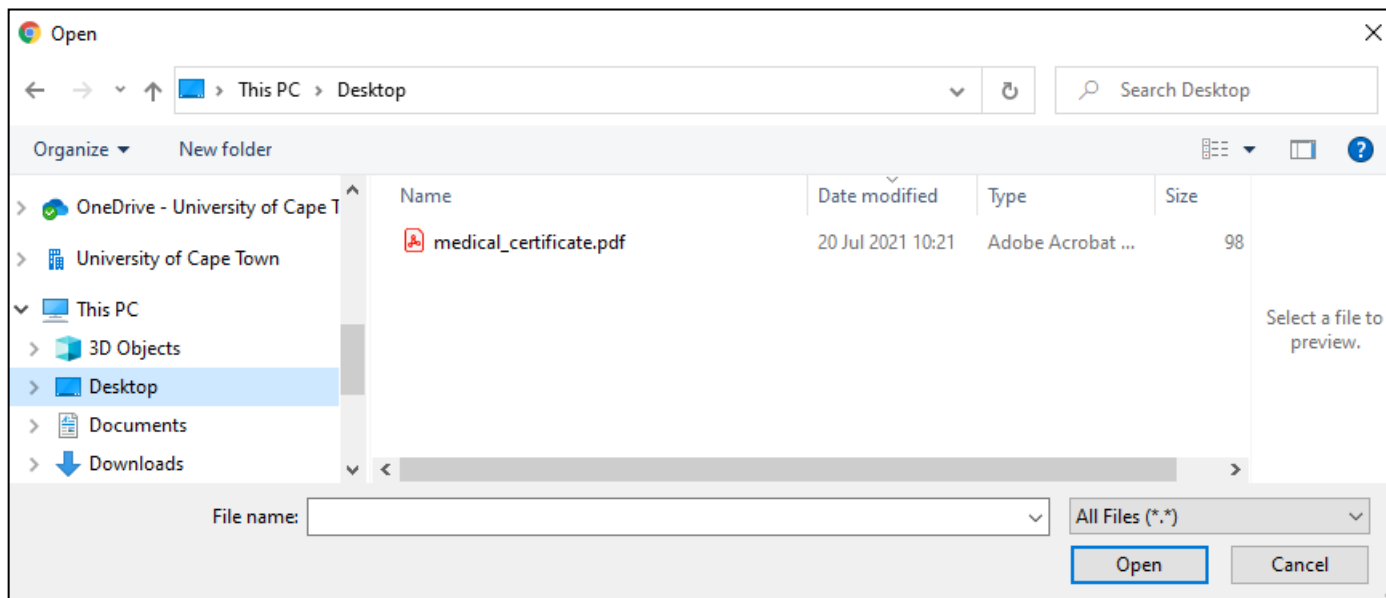
Page 30

- Click **1 Week** to return to the week view. If applicable, click  to change the week shown.
- Click **Close** to return to the [leave request](#).

## Creating a leave request: Adding an attachment

### Procedure

1. [Create a leave request](#).
2. In the *Attachments* section, click **+** to upload a file (or drag and drop the file into the *Attachments* section).
3. Depending on your web browser, the *Open* or *File Upload* dialogue box appears.



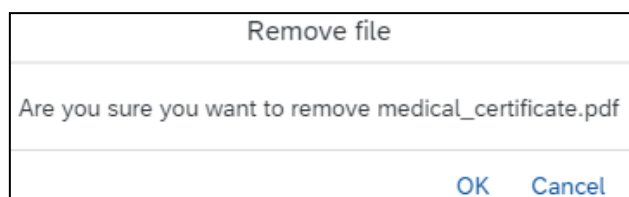
- Select the file to attach.
  - Click **Open**.
  - The selected file appears in the *Attachments* section.
- Note:** The file will remain as pending until the leave request is saved.



- To rename the file, click **Edit**. Change the file name in the space provided and click **Rename**.



- If you have uploaded a file in error, click **Remove** and click **OK** to remove the file.



- Return to [Creating a leave request](#).

# Viewing, changing or deleting leave requests

## Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Leave Requests*.
2. The *My Leave Request* page appears.

**My Leave Request**

Entitlement

Items (7) Show From 28.06.2021

| Leave Type                        | Validity                | Available  | Used      | Entitlement |
|-----------------------------------|-------------------------|------------|-----------|-------------|
| Compulsory Annual Leave           | 01.01.2020 – 31.12.2021 | 0 Days     | 19 Days   | 19 Days     |
|                                   | 01.01.2021 – 31.12.2022 | 3,15 Days  | 4,17 Days | 7,92 Days   |
| Accumulative Annual Leave         | 01.03.2008 – 31.12.9999 | 12,75 Days | 80 Days   | 92,75 Days  |
| Sick Leave                        | 01.03.2020 – 28.02.2026 | 89 Days    | 1 Day     | 90 Days     |
| Sick Leave Half Pay               | 01.03.2020 – 28.02.2026 | 90 Days    | 0 Days    | 90 Days     |
| <a href="#">More</a><br>[ 5 / 7 ] |                         |            |           |             |

[Request Overview](#) Create Request

- The *Entitlement* section displays your current leave balances in the *Available* column. See: [Viewing your leave balances](#).
- Scroll down the page to display the *Request Overview* section.

**Request Overview**










Calendar Items (3) Show From 01.01.2021


| Leave Type            | Validity                | Status   | Approver | Quota Used            |
|-----------------------|-------------------------|----------|----------|-----------------------|
| Sick Leave - Full Pay | 21.06.2021 – 25.06.2021 | Sent     | Mrs S    | 5 Days                |
| Annual Leave          | 26.04.2021              | Approved | Mrs N    | 1 Days                |
| Annual Leave          | 17.12.2020 – 08.01.2021 | Approved | Mrs N    | 10,17 Days, 4.83 Days |

- All leave requests for the current year are displayed. Newest requests appear first in the list, scrolling down will show older leave requests. Change the date in the *Show From* field or click *Open picker* to change the date via the calendar. **Note:** You can only view leave requests for the last 3 years.
- Click **Calendar** to view your leave request history in calendar view, starting with the current month. Click **Items** to return to the list view.
- To view additional details (e.g. attachments, comments/notes) for a leave request, click anywhere in the leave request line.
  - The *Show Request Details* page appears.
  - Click **Back** to return to the *Request Overview* section.



## Viewing, changing, or deleting leave requests

| If you want to..                 | then..  |
|----------------------------------|---|
| change an existing leave request | <ul style="list-style-type: none"> <li>Click  <i>Edit Request</i> next to the appropriate request.<br/><b>Note:</b> If leave request recently approved, it can take up to 4 hours for the <i>Edit Request</i> button to be available.</li> <li>The <i>Edit Request</i> page appears.</li> </ul> <div data-bbox="461 434 1238 1169"> <p><b>Leave Type Selection</b></p> <p>Leave Type: <span>Annual Leave</span> </p> <p>48,52 Days available</p> <p><b>General Data</b></p> <p><input checked="" type="radio"/> More than 1 day <input type="radio"/> One day or less</p> <p>*Start/End Date: <span>10.08.2021 - 13.08.2021</span> </p> <p>4 Days will be consumed</p> <p>Approver: <span></span></p> <p>New Note: <div></div></p> </div> <ul style="list-style-type: none"> <li>Make the necessary changes to the leave request e.g. <i>Leave Type</i>, <i>Start or End Date</i>, <i>New Note</i> field.</li> <li>Click .</li> <li>The <i>My Leave Request</i> page reappears. A message briefly appears near the bottom of the page, confirming that that request was sent successfully.</li> </ul> |
| delete an existing leave request | <ul style="list-style-type: none"> <li>Click  <i>Delete Request</i> next to the appropriate request.</li> <li>The <i>Confirmation</i> dialogue box appears.</li> </ul> <div data-bbox="461 1568 1045 1809"> <p> <b>Confirmation</b></p> <p>Do you really want to delete this request?</p> <p> </p> </div> <ul style="list-style-type: none"> <li>Click .</li> <li>A message briefly appears near the bottom of the page, confirming that the request was deleted successfully. The deletion request is sent to your manager if it requires approval.</li> </ul>   |

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

## Viewing a paystub (payslip)



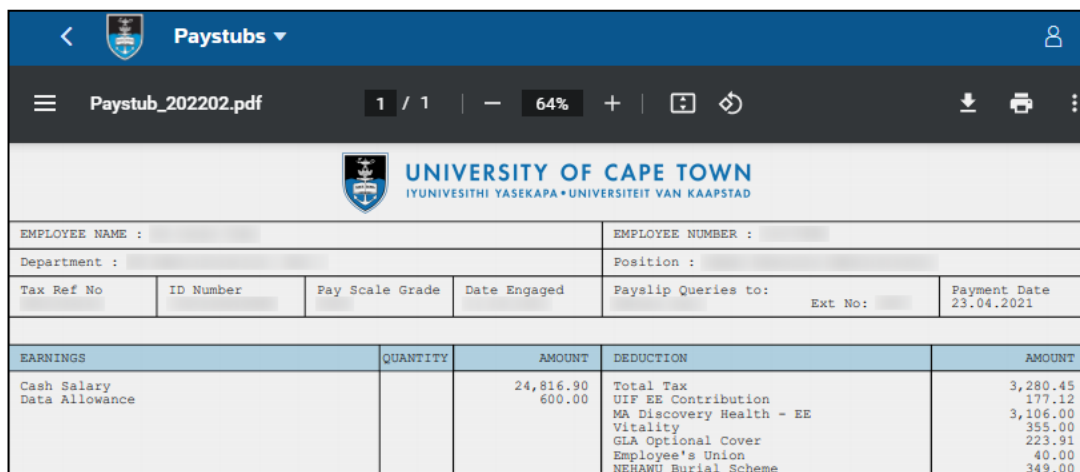





### Background

HR Employee Self-Service provides access to your paystubs (payslips) for a rolling 4-year period, determined by the current month. E.g. if the current month is October 2021, you will be able to view paystubs as far back as November 2017.

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Paystubs*.
2. The *My Paystubs* page appears. Paystubs are grouped by *Payroll Year* (tax year). The tax year runs from 1 March to end February the following year. The name of the tax year is determined by the year in which it ends e.g. tax year 2022 runs from 1 March 2021 to 28 February 2022.


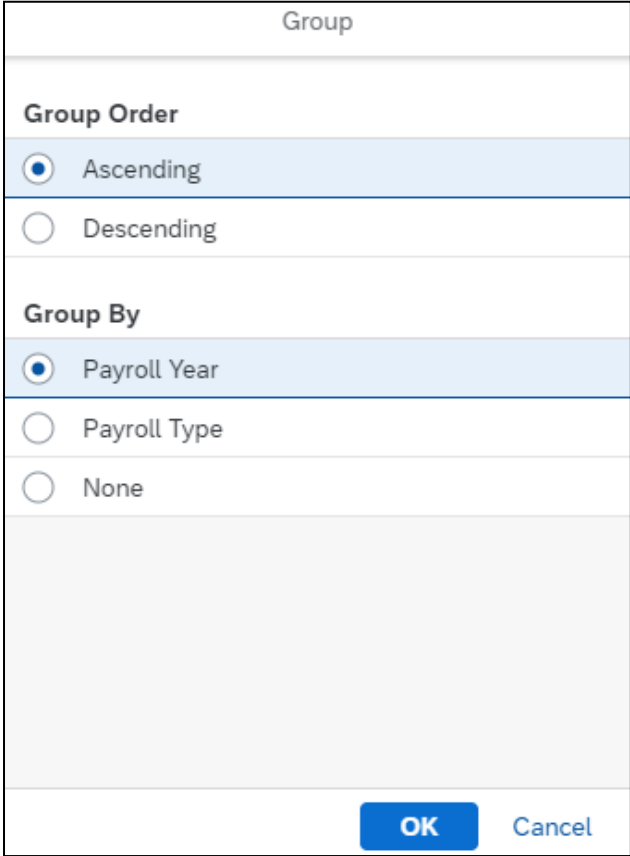


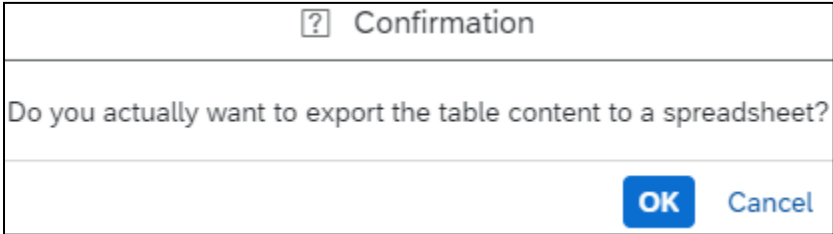

| My Paystubs ▾              |                     |                         |               |              |               |
|----------------------------|---------------------|-------------------------|---------------|--------------|---------------|
| Items (48)                 |                     |                         |               |              |               |
| <div>Search Paystubs</div> |                     |                         |               |              |               |
| Pay Date                   | Payroll Type        | Payroll Period          | Gross Pay     | Deductions   | Take Home Pay |
| Payroll Year: 2022         |                     |                         |               |              |               |
| 23.04.2021                 | Regular payroll run | 01.04.2021 – 30.04.2021 | 25.416,90 ZAR | 7.531,48 ZAR | 17.885,42 ZAR |
| 25.03.2021                 | Regular payroll run | 01.03.2021 – 31.03.2021 | 25.416,90 ZAR | 7.531,49 ZAR | 17.885,41 ZAR |
| Payroll Year: 2021         |                     |                         |               |              |               |
| 25.02.2021                 | Regular payroll run | 01.02.2021 – 28.02.2021 | 25.416,90 ZAR | 7.659,57 ZAR | 17.757,33 ZAR |

| If you want to..           | then..  |
|----------------------------|---|
| Save or download a paystub | – Click  <i>Download PDF</i> .   |
| Print a paystub            | – Click  <i>Print PDF</i> . <b>Note:</b> If the print option is not available on the <i>My Paystubs</i> page, you can print when viewing a paystub.  |
| View a paystub             | <p>– Click anywhere in the paystub line.</p> <p>– The <i>Paystubs</i> page appears, displaying the selected paystub.</p> <div data-bbox="389 1460 1474 1930">  </div> <p>– Download or print using the buttons available in the top right     . The button names and design will vary according to the web browser used.</p> <p>– Click  <i>Back</i> to return to the <i>My Paystubs</i> page.</p> |


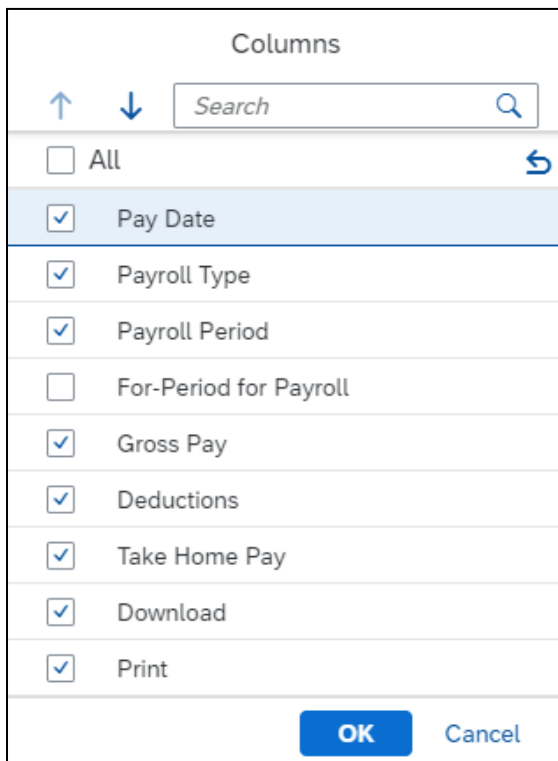

## Viewing a paystub (payslip)


| If you want to..     | then..   |               |              |               |                        |                        |                        |  |  |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |   |
|----------------------|--|---------------|--------------|---------------|------------------------|------------------------|------------------------|--|--|--------------------|--|--|--|--|--|--|--|------------|---------------------|---------------|--------------|---------------|------------------------|------------------------|------------------------|--------------------|--|--|--|--|--|--|--|------------|---------------------|---------------|--------------|---------------|------------------------|------------------------|------------------------|--------------------|--|--|--|--|--|--|--|------------|---------------------|---------------|--------------|---------------|------------------------|------------------------|------------------------|--------------------|--|--|--|--|--|--|--|------------|---------------------|---------------|--------------|---------------|------------------------|------------------------|------------------------|--------------------|---|
| Search for a paystub | <div><div><div><div>Search Paystubs</div><div><div><div></div><div></div></div></div></div><div>field.</div></div><div><div><div><div>–</div><div>Enter the search term (e.g. March) in the</div></div><div><div>–</div><div>All paystubs matching the search term are automatically listed.</div></div></div><div><div><div>Items (4)</div><div>March</div><div><div><div></div><div></div><div></div><div></div><div></div></div></div></div><table><thead><tr><th>Pay Date</th><th>Payroll Type</th><th>Gross Pay</th><th>Deductions</th><th>Take Home Pay</th><th></th><th></th><th></th></tr></thead><tbody><tr><td colspan="8">Payroll Year: 2022</td></tr><tr><td>25.03.2021</td><td>Regular payroll run</td><td>25.416,90 ZAR</td><td>7.531,49 ZAR</td><td>17.885,41 ZAR</td><td><div><div></div></div></td><td><div><div></div></div></td><td><div><div></div></div></td></tr><tr><td colspan="8">Payroll Year: 2021</td></tr><tr><td>25.03.2020</td><td>Regular payroll run</td><td>24.816,90 ZAR</td><td>7.582,75 ZAR</td><td>17.234,15 ZAR</td><td><div><div></div></div></td><td><div><div></div></div></td><td><div><div></div></div></td></tr><tr><td colspan="8">Payroll Year: 2020</td></tr><tr><td>25.03.2019</td><td>Regular payroll run</td><td>27.674,32 ZAR</td><td>7.975,52 ZAR</td><td>19.698,80 ZAR</td><td><div><div></div></div></td><td><div><div></div></div></td><td><div><div></div></div></td></tr><tr><td colspan="8">Payroll Year: 2019</td></tr><tr><td>23.03.2018</td><td>Regular payroll run</td><td>21.941,75 ZAR</td><td>6.214,24 ZAR</td><td>15.727,51 ZAR</td><td><div><div></div></div></td><td><div><div></div></div></td><td><div><div></div></div></td></tr></tbody></table></div><div><div>–</div><div>Click <div><div></div></div> Reset in the search field to clear the search.</div></div></div><tr><td>Sort your paystubs</td><td><div><div>The sort function organises paystubs within each <i>Payroll year</i> group.</div><div><div><div>–</div><div>Click <div><div></div></div> Sort your paystubs.</div></div><div><div>–</div><div>The Sort dialogue box appears.</div></div></div><div><div><div>Sort</div><div><div>Sort Order</div><div><div><div></div>Ascending</div><div><div><div></div>Descending</div></div></div><div><div>Sort By</div><div><div><div><div><div></div>Pay Date</div></div><div><div><div></div>Payroll Type</div></div><div><div><div></div>Gross Pay</div></div><div><div><div></div>Deductions</div></div><div><div><div></div>Take Home Pay</div></div></div></div><div><div>OK</div><div>Cancel</div></div></div></div><div><div>–</div><div>Change the Sort Order or Sort By options.</div></div><div><div>–</div><div>Click <div><div>OK</div></div>.</div></div></div></div></div></td></tr></div> | Pay Date      | Payroll Type | Gross Pay     | Deductions             | Take Home Pay          |                        |  |  | Payroll Year: 2022 |  |  |  |  |  |  |  | 25.03.2021 | Regular payroll run | 25.416,90 ZAR | 7.531,49 ZAR | 17.885,41 ZAR | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Payroll Year: 2021 |  |  |  |  |  |  |  | 25.03.2020 | Regular payroll run | 24.816,90 ZAR | 7.582,75 ZAR | 17.234,15 ZAR | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Payroll Year: 2020 |  |  |  |  |  |  |  | 25.03.2019 | Regular payroll run | 27.674,32 ZAR | 7.975,52 ZAR | 19.698,80 ZAR | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Payroll Year: 2019 |  |  |  |  |  |  |  | 23.03.2018 | Regular payroll run | 21.941,75 ZAR | 6.214,24 ZAR | 15.727,51 ZAR | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Sort your paystubs | <div><div>The sort function organises paystubs within each <i>Payroll year</i> group.</div><div><div><div>–</div><div>Click <div><div></div></div> Sort your paystubs.</div></div><div><div>–</div><div>The Sort dialogue box appears.</div></div></div><div><div><div>Sort</div><div><div>Sort Order</div><div><div><div></div>Ascending</div><div><div><div></div>Descending</div></div></div><div><div>Sort By</div><div><div><div><div><div></div>Pay Date</div></div><div><div><div></div>Payroll Type</div></div><div><div><div></div>Gross Pay</div></div><div><div><div></div>Deductions</div></div><div><div><div></div>Take Home Pay</div></div></div></div><div><div>OK</div><div>Cancel</div></div></div></div><div><div>–</div><div>Change the Sort Order or Sort By options.</div></div><div><div>–</div><div>Click <div><div>OK</div></div>.</div></div></div></div></div> |
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| Payroll Year: 2022   |  |               |              |               |                        |                        |                        |  |  |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |   |
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| Payroll Year: 2021   |  |               |              |               |                        |                        |                        |  |  |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |  |  |  |  |  |  |  |            |                     |               |              |               |                        |                        |                        |                    |   |
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## Viewing a paystub (payslip)

| If you want to..                          | then..   |
|---|--|
| Group your paystubs                       | <p>The group function reorganises all paystubs based on your selections.</p> <ul style="list-style-type: none"> <li>– Click  <i>Group your paystubs</i>.</li> <li>– The <i>Group</i> dialogue box appears.</li> </ul> <div data-bbox="480 412 1112 1265">  <p>The 'Group' dialogue box has a title bar 'Group'. It contains two sections: 'Group Order' with radio buttons for 'Ascending' (selected) and 'Descending'; and 'Group By' with radio buttons for 'Payroll Year' (selected), 'Payroll Type', and 'None'. At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <ul style="list-style-type: none"> <li>– Change the <i>Group Order</i> or <i>Group By</i> options.</li> <li>– Click .</li> </ul>             |
| Export your paystub list to a spreadsheet | <ul style="list-style-type: none"> <li>– Click  <i>Export to Spreadsheet</i>. <b>Note:</b> This exports the list of paystubs only.</li> <li>– A <i>Confirmation</i> dialogue box appears.</li> </ul> <div data-bbox="480 1541 1316 1774">  <p>The 'Confirmation' dialogue box has a title bar with a question mark icon and the text 'Confirmation'. The main text asks 'Do you actually want to export the table content to a spreadsheet?'. At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <ul style="list-style-type: none"> <li>– Click .</li> <li>– Depending on the web browser used, the spreadsheet file appears at the bottom of the browser window or a prompt to save the file appears.</li> </ul> |

## Viewing a paystub (payslip)

| If you want to..                       | then..  |
|--|---|
| Choose columns to display in the table | <ul style="list-style-type: none"> <li>Click  <i>Personalize the table appearance.</i></li> <li>The <i>Columns</i> dialogue box appears.</li> </ul> <div data-bbox="477 362 1037 1120">  <p>The screenshot shows a 'Columns' dialog box with a search bar and a list of columns. The columns are: All, Pay Date, Payroll Type, Payroll Period, For-Period for Payroll, Gross Pay, Deductions, Take Home Pay, Download, and Print. The 'Pay Date' column is selected. There are 'OK' and 'Cancel' buttons at the bottom.</p> </div> <ul style="list-style-type: none"> <li>Use the checkboxes to select which columns are displayed.</li> <li>Click .</li> <li>The <i>My Paystubs</i> page reappears, displaying or hiding selected columns.</li> </ul> |

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

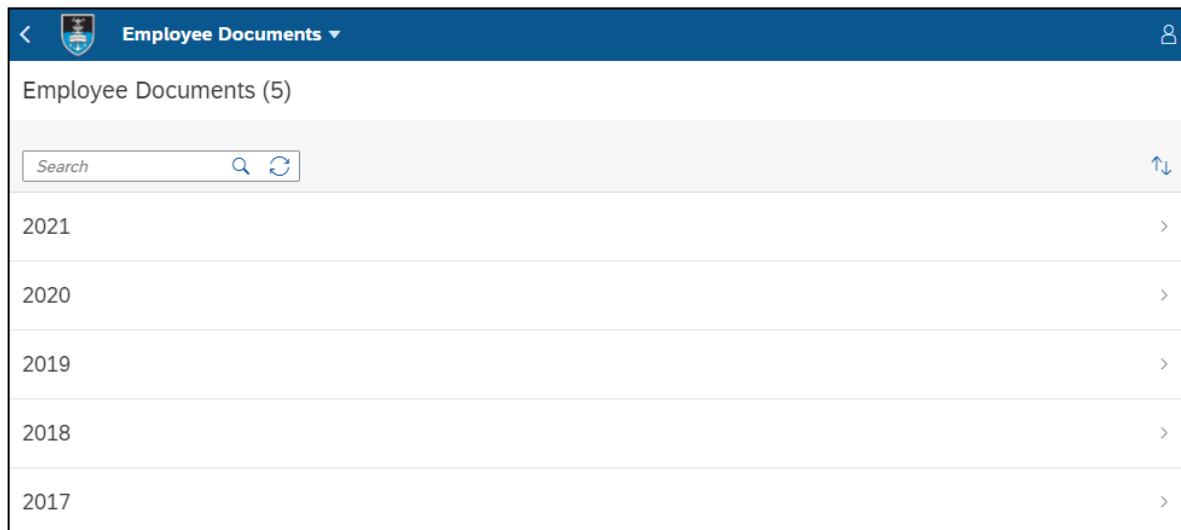
## Viewing an IRP5 tax certificate

### Background

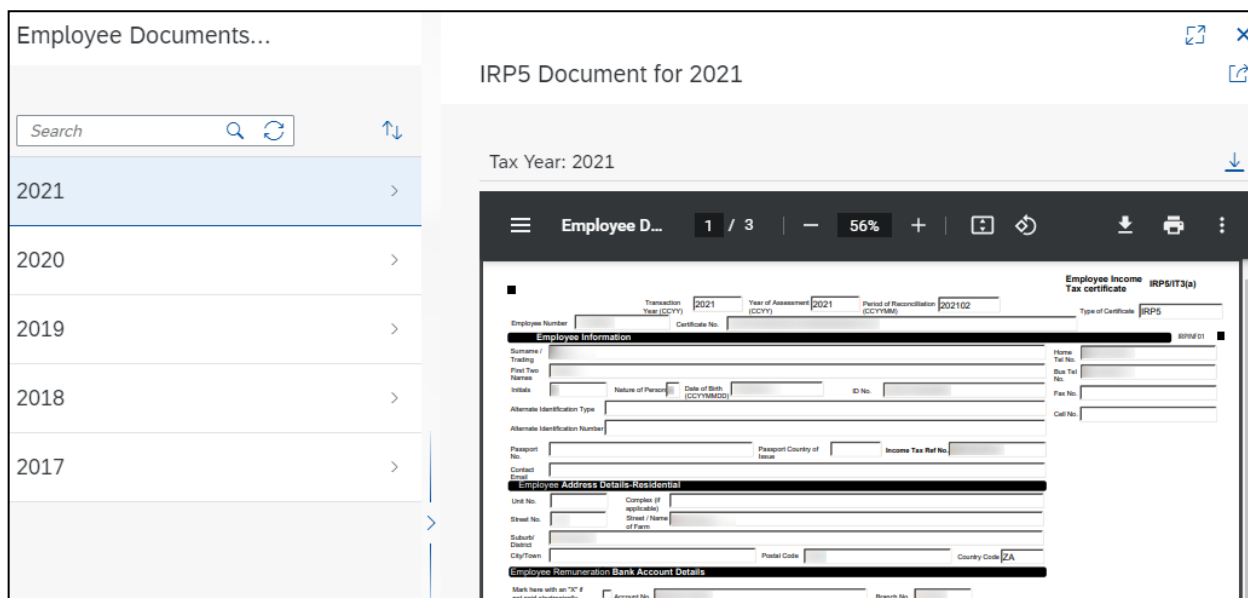
HR Employee Self-Service provides access to your IRP5 tax certificates for at least the last 5 years, assuming you have been employed at UCT for that long.

### Procedure

1. After [logging in to HR Employee Self-Service \(ESS\)](#), click *My Tax Certificate*.
2. The *Employee Documents* page appears. IRP5 tax certificates are listed by tax year.



- Click the required tax year to view the IRP5 tax certificate.
3. The IRP5 tax certificate opens on the right.




- Click Full Screen to view only the IRP5 tax certificate. Click Exit Full Screen Mode to return.
- To view a different IRP5 tax certificate, click the required tax year on the left.
- Download or print using the buttons available in the top right . The button names and design will vary according to the web browser used.
- Click Close to close the IRP5 tax certificate and the right section of the page.
- Click the UCT crest to return to the Home page.

## HR Employee Self-Service error messages

### Not enough quota

Example screenshot:


|  |
|--|
|  Error  |
| Not enough quota 15 for attendance/absence Annual Leave(0100) on 30.11.2021 for personnel no. 01 <span style="background-color: #cccccc; padding: 0 20px;"></span> |
| <a href="#">View Details</a>   |
| <a href="#">Close</a>  |

Explanation:

There are not enough days available (quota) for the selected leave type. Change the leave request so that it doesn't exceed the allowed number of days for the selected leave type.

### Mandatory attachment

Example screenshot:


|   |
|---|
|  Error                 |
| Attachments are mandatory for this absence type. Please upload a document before you submit the request |
| <a href="#">Close</a>   |

Explanation:


An attachment is required for the selected leave type.

### Day off

Example screenshot:

|   |
|---|
|  Error |
| First day 16.12.2021 of attendance/absence is a day off (att./absence type 0100)          |
| <a href="#">View Details</a>  |
| <a href="#">Close</a>   |

|   |
|---|
|  Error |
| Last day 16.12.2021 of attendance/absence is a day off (att./absence type 0100)           |
| <a href="#">View Details</a>  |
| <a href="#">Close</a>   |

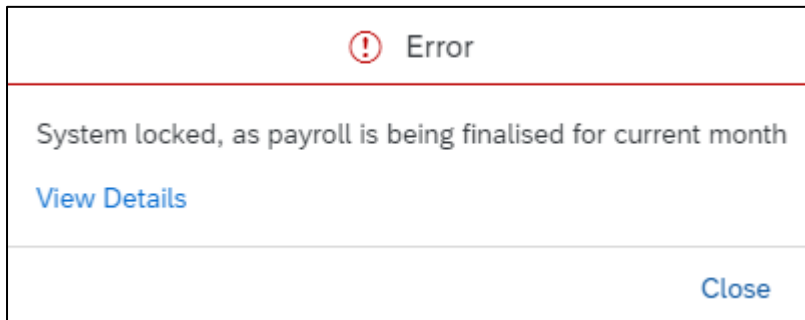
Explanation:

The first or last day of the leave request includes a day off (e.g. public holiday, weekend). Change the leave request start or end date.

## Employee Self-Service error messages

### System locked

Example screenshot:

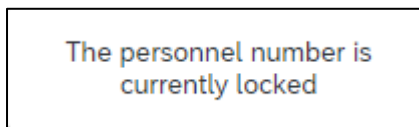


Explanation:

For a day and a half of the month, the system is locked to finalise the payroll.

Leave applications for the current month or a past date cannot be submitted until the system is unlocked. Leave applications for dates in the following month onwards will not be affected and can be submitted.

### Personnel number locked



An HR staff member is currently accessing your staff record. Wait for HR to exit the record and try again.