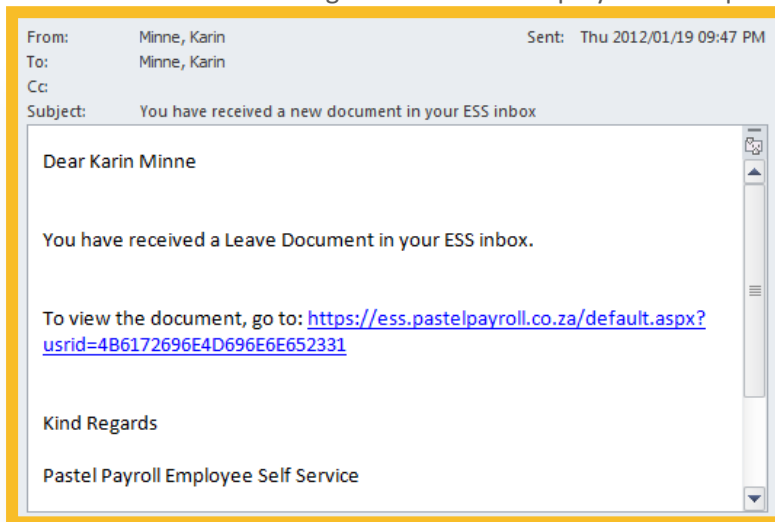


## ESS Leave Approval

### Leave Request Notification

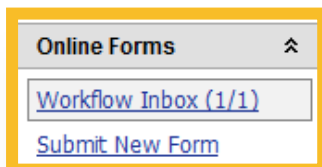
You will receive the following email once an employee has requested Leave



### ESS Website

Log onto the ESS Website as Administrator: <http://ess.pastelpayroll.co.za>

Go to **Online Forms / Workflow Inbox** – All requests will be listed there. You can then click on **Select** to either Approve or Decline the Leave Application



	Reference	Document Type	Actioned By	Date Actioned	Submitted by	Date Submitted	Attachments
Select	REF001	Leave Request Document	Cherize Coetzee		Cherize Coetzee	2012/01/19	No

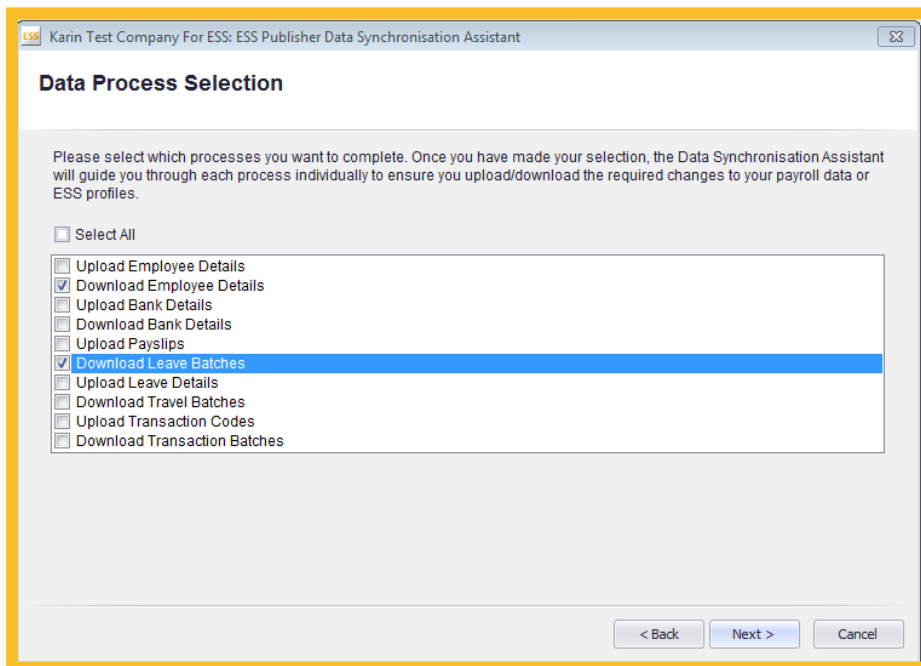


# Employee Self Service

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Go through the steps and select the Details and Batches you need to update  
E.g. Cherize changes her Personal Details and applied for Leave that was approved so you'll tick the boxes as indicated below.



# Employee Self Service

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It will once again give you all the details of the Employees Personal Details that was changed where you can either Approve and include them in the Sync or you can exclude certain updates.

Karin Test Company For ESS: ESS Publisher Data Synchronisation Assistant

### Download Employee Details

The following approved changes were applied by employees to their individual ESS profiles and will be applied to your payroll data.

Drag a column header here to group by that column

Name	Surname	EmployeeCode	Field Name	Old	New	Approved
Cherize	Coetzee	M002	Title	Mej	Mev	<input checked="" type="checkbox"/>
Cherize	Coetzee	M002	Marital Status	Single	Married	<input checked="" type="checkbox"/>
I. Cherize	Coetzee	M002	Mobile Number		0715645235	<input checked="" type="checkbox"/>

< Back   Next >   Cancel

Next screen will reflect the next option you've selected to Download to Payroll which was the leave that was applied for and approved.

Karin Test Company For ESS: ESS Publisher Data Synchronisation Assistant

### Download Leave Batches

The following leave applications were approved and will be downloaded to your payroll data. The ESS Publisher will create a Leave Batch in your payroll application which you need to post to the employees' payslips once you are ready to apply the changes.

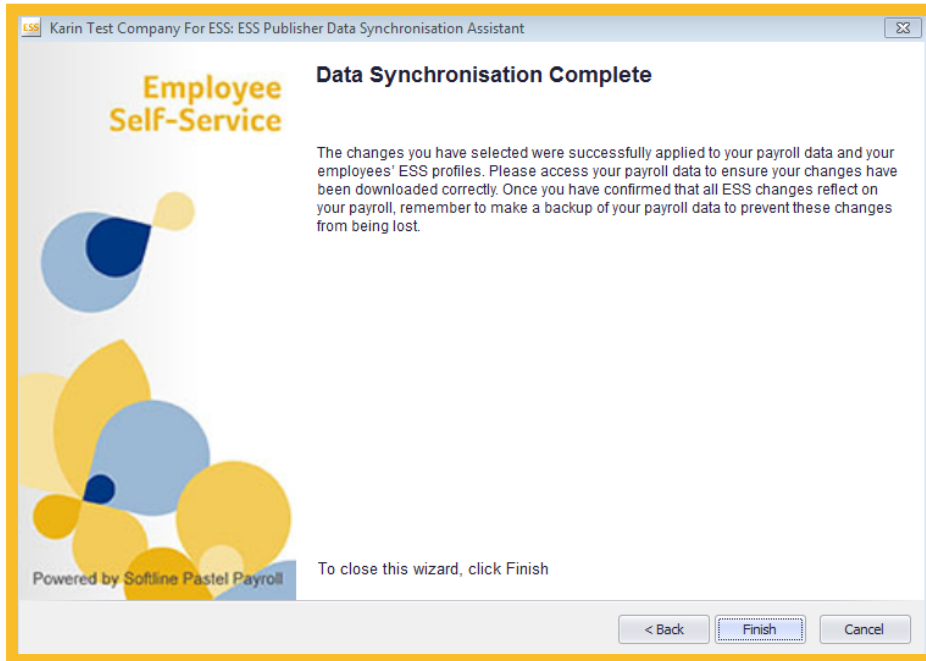
Drag a column header here to group by that column

Name	Surname	Employee Code	Leave Type	Date From	Date To	Days
▶ Cherize	Coetzee	M002	Annual Leave	2011/03/02	2011/03/02	1

< Back   Next >   Cancel

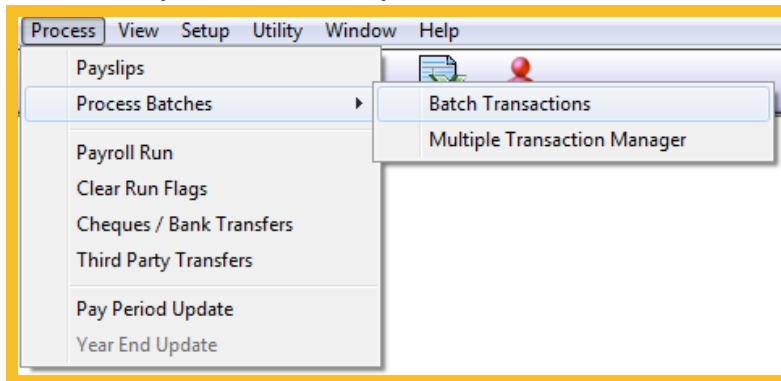
# Employee Self Service

Powered by Softline Pastel Payroll



## Pastel Payroll – Leave Batch Update

Go to **Process / Process Batches / Batch Transaction**



# Employee Self Service

Powered by Softline Pastel Payroll

The import will be listed there, Click on Update Payslip and then on Yes

The screenshot shows the 'Process Batch Transactions' window. At the top, there are fields for 'Batch Number' (1), 'Batch Name' (ESS Leave Batch: 19-01-2012), 'Batch Type' (Leave Batch), and a checkbox for 'Recurring Batch'. Below this is a table with the following data:

Employee Code	Transaction Code	Pay Out	Date From	Date To	Days Taken	Days Due	Remarks
M002	0001	<input type="checkbox"/> <input type="checkbox"/>	02/03/2011	02/03/2011	1.00	6.29	REF002

A modal dialog box is displayed in the center with the text: 'You have selected to update this batch. Do you want to continue?' with 'Yes' and 'No' buttons.

At the bottom right of the main window, there is a 'Batch Total' field showing 0.00. Below the table are buttons for 'Delete Line <Ctrl-D>' and 'Restore Columns'. A summary table is also present:

Employee Name	Transaction Description	Job Code Description	Cost Centre Description
Coetzee , Cherize	Annual Leave		

At the bottom of the window are buttons for 'Print Batch', 'Update Payslip', 'Batch', 'Settings', 'Multiple Transaction Manager', and 'Close'.

You have then updated the payslips

The screenshot shows a smaller modal dialog box with the text: 'The batch has been successfully updated.' and an 'OK' button.

# Employee Self Service

Powered by Softline Pastel Payroll

Under Process / Payslips, you'll now see the batch has been imported into the payslip with all the additional mandatory transactions.

Process Payslips

Employee Code: M002    Coetzee - Cherize    Status: New

Salary Structuring

Income		Deductions		Benefits		Contributions		Leave		Default	
Tran Code	Pay Out	Date From	Date To	Days Taken	Days Accrued	Days Due	Period Amount				
0020	<input type="checkbox"/>	01/03/2011	07/03/2011		0.00	28.00	0.00				0.00
0001	<input type="checkbox"/>	01/03/2011	07/03/2011		0.29	5.29	754.00				754.00
0001	<input type="checkbox"/>	02/03/2011	02/03/2011	1.00			2,600.00				2,600.00
	<input type="checkbox"/>										
	<input type="checkbox"/>										

Annual Leave: \_\_\_\_\_    Pay Frequency: Weekly

Total Gross Income: 13,000.00    Total Deductions: 3,796.00    Total Nett Pay: 9,204.00

Process Payslips

Employee Code: M002    Coetzee - Cherize    Status: New

Salary Structuring

Income		Deductions		Benefits		Contributions		Leave		Default	
Tran Code	Job Code	Cost Centre	Quantity	Rate	Period Amount	Override	MTD Amount	YTD Amount			
5002			32.0000	325.0000	10,400.00	<input type="checkbox"/>	10,400.00	10,400.00			
5012			1.0000	2,600.0000	2,600.00	<input type="checkbox"/>	2,600.00	2,600.00			
						<input type="checkbox"/>					
						<input type="checkbox"/>					

BCEA Leave Taken: \_\_\_\_\_    Pay Frequency: Weekly

Total Gross Income: 13,000.00    Total Deductions: 3,796.00    Total Nett Pay: 9,204.00