

Employee Self Service

Powered by Softline Pastel Payroll

ESS Leave Requests

ESS Website – Leave Requests

Web Address: <http://ess.pastelpayroll.co.za>

Use the login details that's been emailed to you to access your profile

Employee Self Service
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Welcome to ESS, powered by Softline Pastel Payroll

Employee Self Service (ESS) is a web-based application which provides employees with 24/7 access to important job related tasks and information. The ESS system allows employees to update personal details, download copies of payslips, apply for leave online and submit expense claims without unnecessary paperwork. Using an online system like ESS streamlines your company's HR processes and provides employees with the information they need instantly.

The ESS system is set up according to your company's policies and procedures which ensures that any information submitted online reaches only the persons authorised to view your details.

Login

Username: CherizeC
Password: ●●●●●●
Image Text: 70458

The Image Numbers is a Security Precaution which has been added to prevent inappropriate use of our site. This is not your password nor will it change your account information. Please enter the Image Numbers in the box above and click Login.

Installs

Download ESS Publisher
Download ESS Documentation

Prerequisites

Download Dot.Net Framework 3.5 SP1
Download SQL Express 2005

Go to Online Forms / Submit New Form/ Leave Request

Logged in as Cherize Coetzee | Staff Member (KARIN TEST COMPANY FOR ESS)

ESS Home ▾
Personal Profile ▾
Online Forms ▲

Workflow Inbox (0/0)
Submit New Form
Travel Claims

Documents

Title	Description
Leave Request	Apply for Leave.
Leave Recall	Cancel a leave that has been requested but not yet approved.
Leave Reversal	Cancel a leave that has been requested and already approved.

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Complete the form with your leave details e.g. Type of Leave (Sick, Annual), the date from and to and a reason. You can attach documents e.g. doctors note to the application and Submit.

Documents
Leave Request

[Play video](#)

Full Name

Employee Code **M002**

Leave Days Available **06.29**

Leave Type

Leave Requested From

To

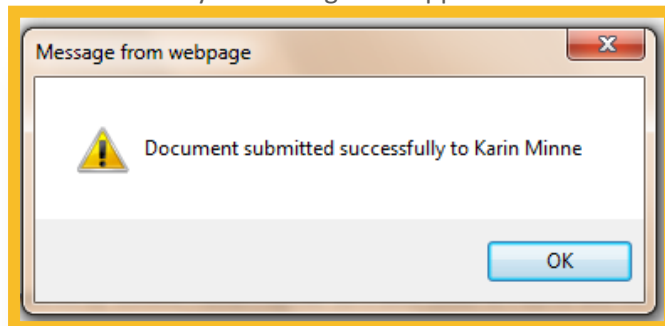
Leave Days Requesting

Return Date **2012-01-23**

Reason

Attach Documents

Once you've submitted the form, the following message will appear to notify you that the request has been sent to your manager for approval.



Once your leave has been approved, you can view your leave on your ESS Profile:

[Play video](#)

Leave Details

Leave Type	Entitlement	Days Accrued	Days Taken	Days Due
Sick Leave	30.00	0.00	2.00	28.00
Annual Leave	15.00	0.29	0.00	5.29

Leave Documents Submitted

Employee Code	Leave Type	Reference	Status	Leave From	Leave To	Back at Work	Days Taken
M002	Annual Leave	REF001	Approve and Closed by Admin	2012/01/20	2012/01/20	2012/01/23	1