Use this procedure to:

1. Learn how to use UC Flex - Employee Self-Service (ESS) to submit a request for time off from work.

2. View your vacation and sick balances (i.e. quota/leave balances).

**Important items to remember:**

1. Employees will be required to enter comments for every type of sick leave requested. Due to HIPAA's privacy rule, please be advised NOT to include sensitive material in your comments.

2. If you work a flexible schedule (FLEX08 or FLEX10) and submitting a request where the start/end dates encompass an off day, it is recommended that you add comments specifying the actual dates you are requesting so your timekeeper can record your time off correctly.

3. If you are requesting partial absences for consecutive dates (i.e. 3 hours SCK for 3 straight days for 9 hours total), enter start/end dates and 9 hours duration, plus it is recommended you add comments stating 3 hours each day so your timekeeper can record your time off correctly.

**Prerequisites**

- Employee must be benefit eligible.
- Internet browser must be supported by ESS

**Menu Path**

Go to [https://www.ucflex.uc.edu/irj/portal](https://www.ucflex.uc.edu/irj/portal)

**Transaction Code**

N/A

**Helpful Hints**

- Ensure your internet browser is supported by ESS by logging into the UC Flex portal and under the "Home" tab there is a "Note" section, located on the left side of the screen, listing all supported browsers.
- To learn how to track your request, delete your request before it is approved, or to change/delete a request after it has been rejected, please refer to "ESS Track/Maintain TOFW Request" Work Instruction and/or Simulation.
1. Start the transaction using the menu path or transaction code.

   To log on to UC Flex portal, open an Internet Explorer Session and enter web address...

   https://www.ucflex.uc.edu/irj/portal
2. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username (6+2)</td>
<td>Required</td>
<td>Employee's central logon ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> username</td>
</tr>
<tr>
<td>Password</td>
<td>Required</td>
<td>User's strong UC password</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> password</td>
</tr>
</tbody>
</table>

3. Click the Log on button.
Welcome - UC Flex Enterprise Portal - Windows Internet Explorer

To use ESS:
- Click the "Employee Self-Service" tab near the top of the page right below the welcome bar displaying "University of Cincinnati".
- Use the "Back" and "Forward" links in the right hand corner of each page for navigation, not the browser back and forward arrows.
- If instructions are needed after clicking the ESS tab, click the "Help" link found in the upper right corner of any page (next to "Log Off") then click "Employee Self-Service (ESS)" in the left column.
- Please try again later if the "Employee Self-Service" tab does not appear.

With ESS, you can take the following actions on and off campus, 24x7:
- display and print your pay statements
- update your direct deposit bank information
- update your tax withholding (Form W-4 and various State forms)
- update your HR mailing address and phone number, emergency contact, and family member and dependant information
- if eligible, enroll in Benefits or display your current participation
- lock up your personal data

Note: The browsers currently supported by ESS are:
- Internet Explorer 7, 8, 9 (x64)
- Edge (x64)

4. Click the Employee Self-Service tab to access the Time Off From Work site.
5. Click Time Off From Work Request [Time Off From Work Request] to request Time Off From Work.

If you have 2 or more active assignments in UC Flex, a pop-up window will appear after you click on "Time Off From Work" requesting that you select an assignment before proceeding.
UC Time Off From Work

6. Click Show Time Accounts to view your leave balances (i.e. vacation and sick) Calendar view is the default view, to hide, simply click "Hide Calendar".
7. Click Show Overview of Leave to see your Time Off From Work requests already submitted in a table format.

- **Current Balance** - Represents balance since last payroll run.

- **Pending** - Represents number of hours requested via ESS and hours manually entered by your Hourly Timekeeper or Salary Leave Administrator in advance of receiving a formal request via ESS. These hours have not been processed by Payroll Operations.

- **Available** - Number of hours remaining after Pending Hours are subtracted from Current Balance.

- **Note** - Available hours can be negative since future dated time off request are allowed.
8. Click Show Calendar to return to calendar view.

   The "Overview of Leave" display enables you to quickly see details of all requests as of a certain date.
9. Click on the icon that is located on the right side of the "Type of Leave" field to view allowable entries.

10. Click "Vacation" from the list to request a vacation day.

11. If an item located to the right of "Type of Leave" is applicable, click in the box to add a check mark. Check all that apply.

Note: Only hourly employees will see "Work Through Meal". Not all options will appear for each Type of Leave.

Although it is NOT necessary to indicate vacation leave as "Personal", for illustration purposes, click in the for Personal.

12. Click on the icon to view dates in a calendar format and click on a date to select. If known, you can type in the date instead.

If you are submitting a request for an extended period of time that covers multiple pay periods. It is suggested to submit a request for each pay period.

Check with your Hourly Timekeeper or Salary Leave Administrator on how you should proceed.
13. Select date to be entered. Click 19, to select the date of the absence to continue.

   The "To" date that designates the end of the leave request does not need to be filled in when requesting a single day.

   If you don't work on weekends and you're requesting Friday and Monday off, enter Monday's date in the "To" field.

14. Click in the Duration: field to enter number of hours you are requesting.

   Hourly employees will be able to request Comp Time Pay Out using the TOFW process by:

   1. Selecting Comp Time Pay Out in the "Type of Leave" field.
   2. Select a date you are scheduled to work.
   3. Enter number of hours to be paid out.

15. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9/24/2013  ESS_Request_Time_Off_From_Work.udc  © University of Cincinnati

Important items to remember:

1. If you work a flexible schedule (FLEX08 or FLEX10) and submitting a request where the start/end dates encompass an off day, it is recommended that you add comments specifying the actual dates you are requesting so your timekeeper can record your time off correctly.

2. If you are requesting partial absences for consecutive dates (i.e. 3 hours SCK for 3 straight days for 9 hours total), enter start/end dates and 9 hours duration, plus it is recommended you add comments stating "3 hours each day" so your timekeeper can record your time off correctly.

16. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note for Approver:</td>
<td>Conditional</td>
<td>Comments for either the approving supervisor or the Hourly Timekeeper/Salary Leave Administrator.</td>
</tr>
</tbody>
</table>

Employees will be required to enter comments for every type of sick leave requested. Due to HIPAA's privacy rule, please be advised **NOT** to include sensitive material in your comments.

"Note for Approver" field allows you to provide comments for either your approving supervisor or your timekeeper.

17. Click the Review button to review request before sending.
UC Time Off From Work

18. Click the Send button [Send] to send request to supervisor for approval.

An email will be sent:

- To you and your approving supervisor(s) stating the request has been sent/submitted.

- To you when your supervisor approves or rejects your request. If rejected, supervisor must include reasons for rejection.

- To you, if your Hourly Timekeeper or Salary Leave Administrator changes or rejects your request. Reasons must be stated for the change/rejection and if changed, email will inform you of what was entered on your timesheet. If no changes are made, no email is sent.
19. Here you can Log off (located in top-right corner), Request Another Absence, or Go To Employee Self-Serve (ESS) Homepage.

   Click Request Another Absence Request Another Absence.
20. Click the Log off link to log out of UC Flex portal.

Notice the request on August 19th is now "blue" indicating the status is "sent" and awaiting approval.
21. Click the Yes button to Log off.
You have successfully submitted a request for time off via UC Flex Employee Self-Service (ESS).