

ESS USER MANUAL

PREPARED FOR: RWANDAIR

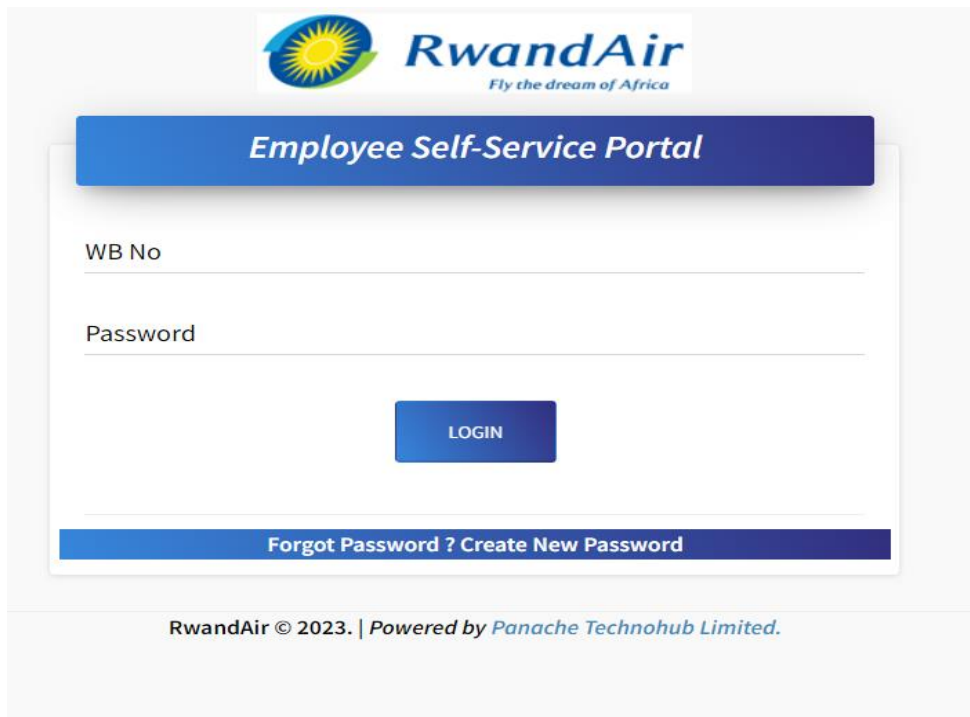
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1. User log in

The Employee Self-Service Portal is accessible via URL: <http://ess.rwandair.com/>

Log in page:



The screenshot shows the login interface for the RwandAir Employee Self-Service Portal. At the top, the RwandAir logo is displayed with the tagline "Fly the dream of Africa". Below the logo is a blue header bar with the text "Employee Self-Service Portal". The main login area contains two input fields: "WB No" and "Password". A blue "LOGIN" button is positioned below these fields. At the bottom of the login area, there is a link that says "Forgot Password ? Create New Password". The footer of the page states "RwandAir © 2023. | Powered by Panache Technohub Limited."

1. **WB NO:** Login NO.
2. **Password:** Login password.
3. To log into the system, enter your login NO in **WB NO** and login password in **Password** fields.
4. Click "**Login**".
5. You will be directed to the landing page once you have successfully logged into the system.
6. You will be prompted with error message when:
 1. **WB NO or Password** is blank.
 2. Incorrect user ID or password.

2. Portal Home Page

After you log in to ESS Portal you will see the main dashboard. The dashboard is displayed in the figure below:

Leave Balances

Leave Type	Balance(Days)
ANNUAL	9.19354838709677419
CARRY FORWARD	0

My Profile

More info

HR Services

More info

Payroll Services

More info

Performance Mgmt

More info

Proc. & Log.

More info

Approval Services

More info

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3.Employee profile

Once in the system, click on the dashboard module “My Profile” to view or edit your information.

The Tab allows the following activities to be handled:

1. Enter your personal information.
2. Maintaining your account personal information (Uploading your photo and signature)
3. Enter contact information.
4. Enter your employment information.
5. Enter your bank information.

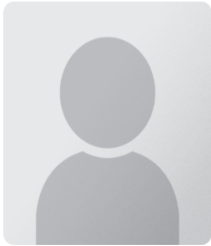
WB3683

Employee Profile

UPLOAD PASSPORT PHOTO

UPLOAD SIGNATURE

Personal Information



First_Name

IYAMARERE

Middle_Name

IVAN

Last_Name

No

WB3683

User_ID

RWANDAIR\IVAN.IYAMARERE

Search_Name

IYAMARERE IVAN

Gender

select

Marital_Status

select

Citizenship

select

upload signature and passport photo

WB3683

Employee Profile

Choose File

No file chosen

UPLOAD DOCUMENT

CANCEL

YAMARERE

No

WB3683

Gender

IVAN

User_ID

RWANDAIR\IVAN.IYAMARERE

Marital_Status

Last_Name

Search_Name

IYAMARERE IVAN

UPLOAD SIGNATURE

Contact Information

Home_Phone_Number

E_Mail

iyamarereivan@gmail.com

Mobile_Phone_No

Company_E_Mail

ivan.iyamarere@rwandair.com

Postal_Address

Post_Code2

select

Residential_Address

Employment Information

Position

IT Specialist Application & Database

Manager_No

WB2856:BYIRINGIRO PACIFIQUE

ID_Number

Pension No.

19676885K

Passport_Number

Medical No.

19676885K

Workstation_Country

Station

Contract_Type

Category

0

Current_Contract_End_Date_x003E_

01/01/0001

Department

SUPPORTS SERVICES

Duration_In_Position

4 Months 21 Days

Section

Retirement_Date

01/01/0001

Bank Information

Bank_Code

select

Bank_Account_No

20078172001

UPDATE DETAILS

4.General Overview

The Employee Self Service portal entail the following modules:

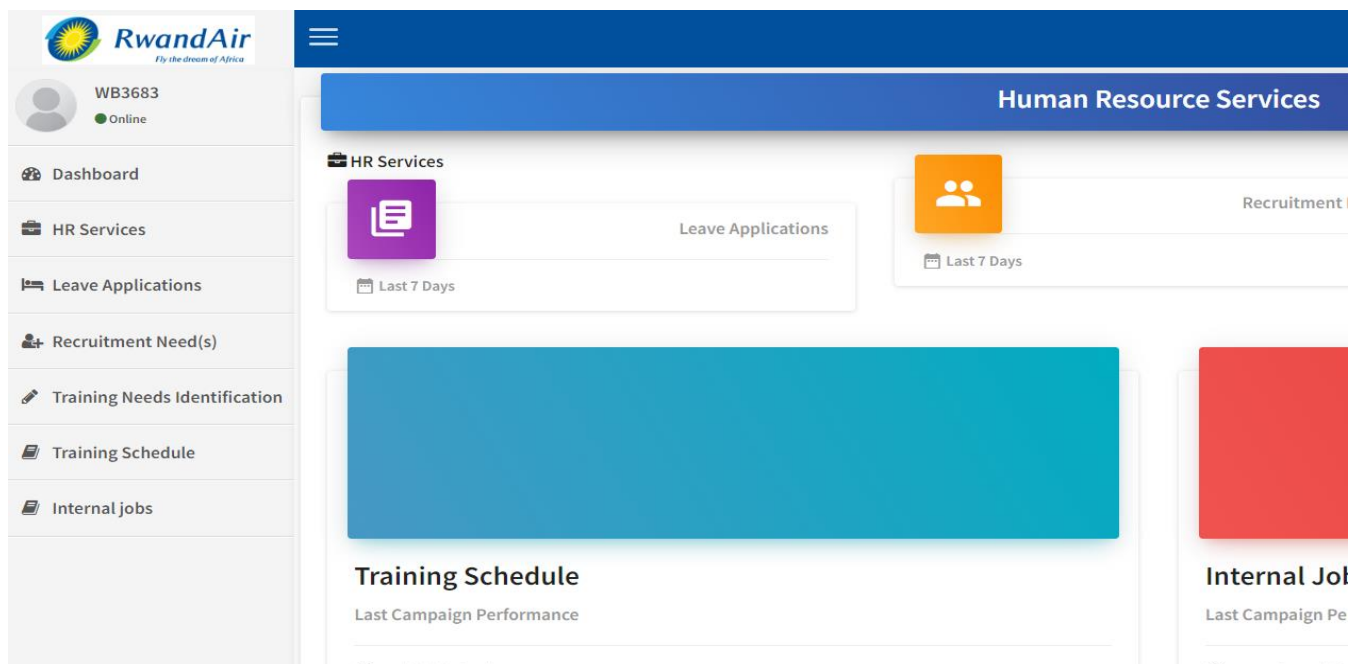
1. Human Resource Services
2. Payroll Services
3. Procurement and Logistics
4. Approval Services
5. Performance Management

4.1 Human Resource Services

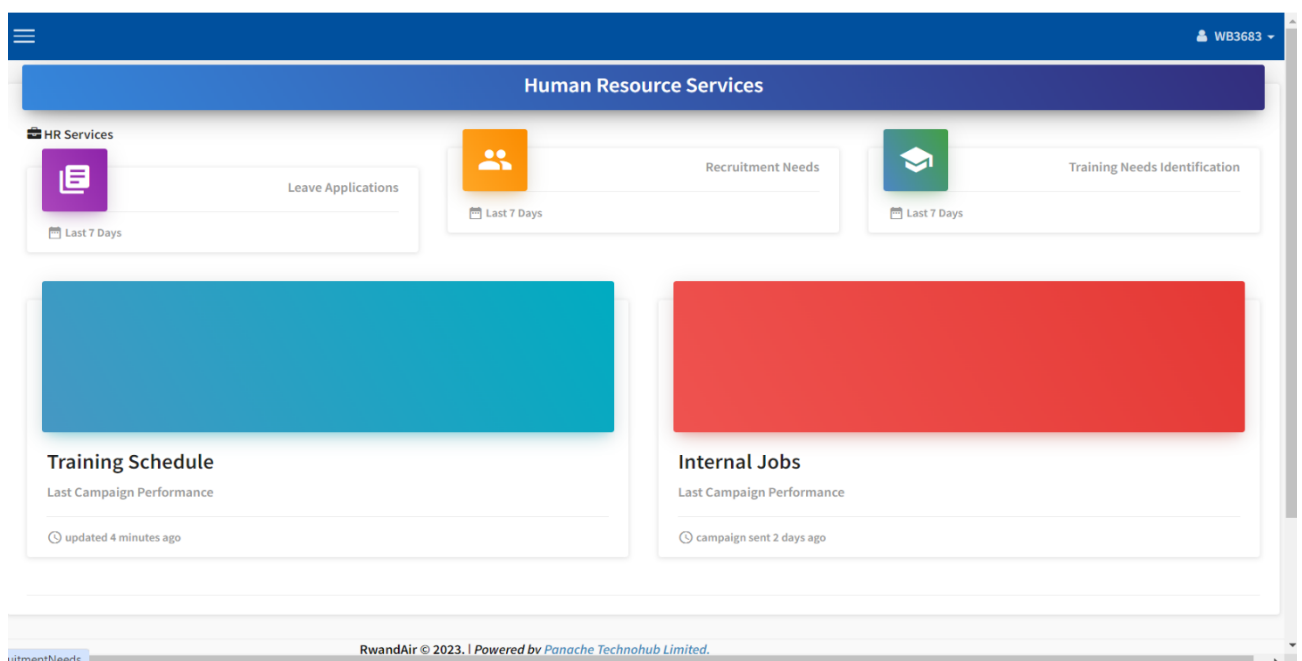
To access the human resource module, you can go back to the dashboard and click on dashboard module “HR services” to access the page.

The sidebar tab allows the following activities to be handled:

1. Human resource services
2. Leave applications
3. Recruitment needs
4. Training Needs Identification
5. Training Schedule
6. Internal Jobs



4.1.1 Human resource services



4.1.2 Leave applications

Create a New leave application by clicking on CREATE NEW LEAVE APPLICATION.

The screenshot shows a web application interface for managing leave applications. At the top, there is a blue header bar with a hamburger menu icon on the left and a user profile icon labeled 'WB3683' on the right. Below the header, a blue banner contains the text 'Leave Applications' and a button labeled '+ CREATE NEW LEAVE APPLICATION'. Underneath the banner, there is a search bar and a table. The table has columns: No., LeaveType, StartDate, AppliedDays, ApprovedDays, EndDate, ReturnDate, Comments, and Status. A single entry is visible with No. 'LV00022', StartDate '12/14/23', AppliedDays '0', ApprovedDays '0', EndDate '12/15/23', ReturnDate '12/16/23', Status 'Open', and a red 'Approval Workflow' icon. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for 'Previous', '1', and 'Next'. At the bottom of the page, there is a footer that reads 'RwandAir © 2023. | Powered by Panache Technohub Limited.'

After creating the leave application, **Send for Approval.**

Edit Leave Application

The screenshot displays the 'Edit Leave Application' form and a side panel for 'Leave Balances'. The form has a blue header with 'Edit Leave Application', 'SUBMIT FOR APPROVAL', and 'CLOSE' buttons. The form fields include: No. (LV00022), Leave Type (dropdown), Leave Start Date (14-12-23), Applied Days (0), Leave End Date (15-12-23), Return Date (16-12-23), Reliever Name (dropdown), and Handover Notes. At the bottom of the form is an 'ADD ATTACHMENT' button. The side panel, titled 'Leave Balances', shows a table with columns 'Leave Type' and 'Balance(Days)'. It lists 'ANNUAL' with a balance of 9.19354838709677419 and 'CARRY FORWARD' with a balance of 0.

View Leave Application

WB3683

View Leave Application

VIEW ATTACHMENT

CLOSE

No.

LV00022

select

Leave Start Date

14-12-23

Applied Days

0

Leave End Date

15-12-23

Return Date

16-12-23

select

Handover Notes

Comments

Name	File Extension	Document Type	Action
No Files Found			

Leave Balances

Leave Type	Balance(Days)
ANNUAL	9.19354838709677419
CARRY FORWARD	0

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4.1.3 Recruitment needs

Create a New Recruitment need by clicking on CREATE RECRUITMENT NEED, then **send for approval**.

WB3683

Recruitment needs

CREATE NEW RECRUITMENT NEED

No.	Job Id	Date	Description	Reason_for_Recruitment	Requested_By	Status	Start_Date	End_Date	
RN000001		2023-12-15			RWANDAIR\PANACHE	Open	0001-01-01	0001-01-01	View
RN000002		2023-12-15			RWANDAIR\PANACHE	Open	0001-01-01	0001-01-01	View

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View Recruitment Need

WB3683

View recruitment Need

SAVESEND APPROVAL REQUESTCLOSE

No

RN000001

select

Description

Appointment_Type

select

select

Positions

0

Status

Open

Requisition_Type

Open

Reason_for_Recruitment

select

ACADEMIC & PROFESSIONAL QUALIFICATION

+ ADD ACADEMIC & PROFESSIONAL QUALIFICATION

Qualification_Type	Education_Level_Name	Course_Name	Mandatory	
			False	edit delete
Academic	Bachelor degree		False	edit delete

Skills

+ ADD SKILLS

Name	Description	Remarks	Mandatory	
engineering	df		True	edit delete
writing			False	edit delete

Job Responsibility

+ ADD JOB RESPONSIBILITY

Responsibility	
----------------	--

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4.1.4 Training Needs Identification

Create a New training need identification by clicking on CREATE NEW TRAINING NEED APPLICATION, then **send for approval**.

WB3683

Training Need Applications

+ NEW TRAININGNEED APPLICATION

Training_No.	Employee_Name	Request_Date	Status	Department_Name	
TRARN00004	INDEKWE CHRISTELLE	2023-12-15	Open		View

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View Training Need Application

WB3683

View Training Evaluations

SEND FOR APPROVAL

CLOSE

General Details

Request_No

TRARN00004

Employee_Name

INDEKWE CHRISTELLE

Request_Date

01/01/0001 00:00:00

Department_Code

+ ADD PARTICIPANT

Employee No	Employee Name	Training course	Trainer	Venue	Start date	End date	Tuition fee	Air ticket	Travel Docs Fee	Ground transport	total cost	Action
-------------	---------------	-----------------	---------	-------	------------	----------	-------------	------------	-----------------	------------------	------------	--------

4.1.5 Training Schedule

WB3683

Training Schedule responses

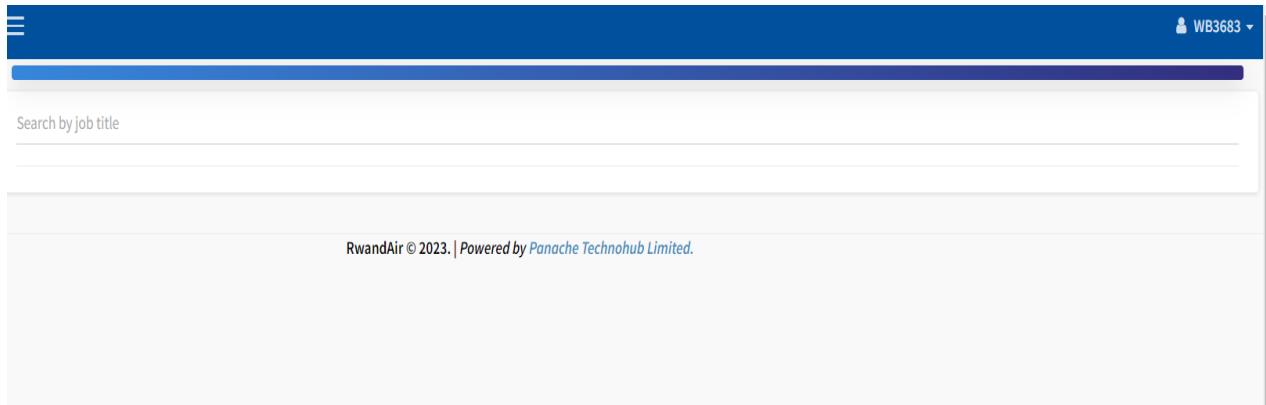
Show 10 entries

Search:

Schedule_No.	Emp_No	Employee_Name	Training_Report
--------------	--------	---------------	-----------------

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4.1.6 Internal Jobs

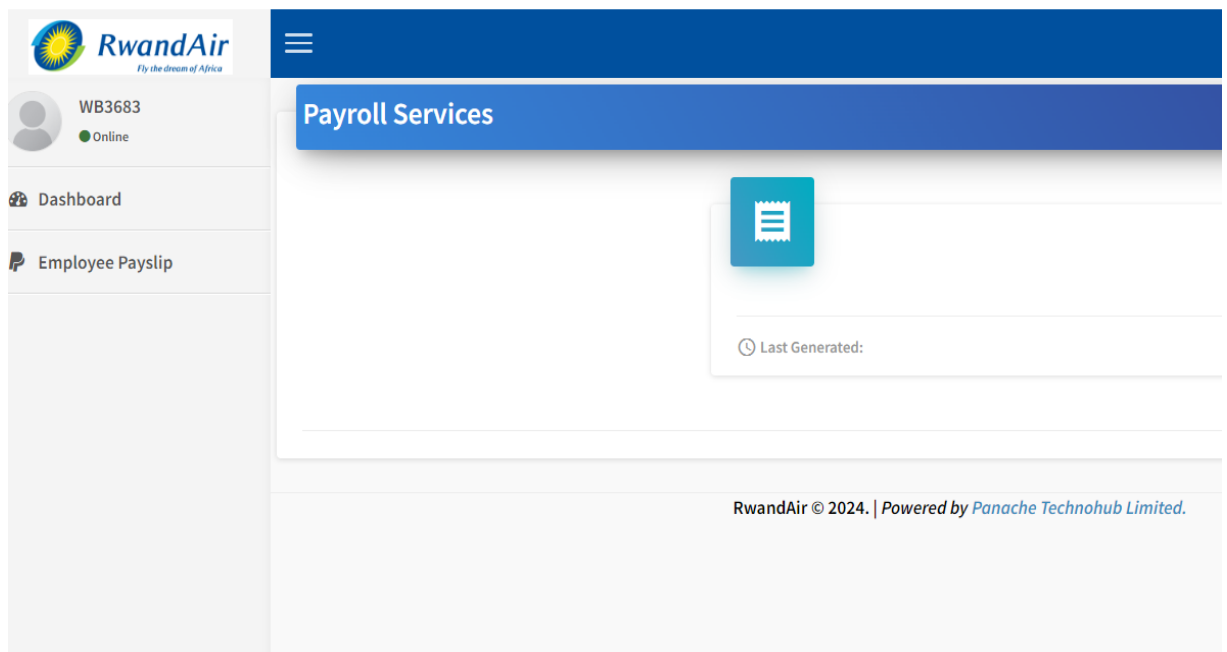


4.2 Payroll Services

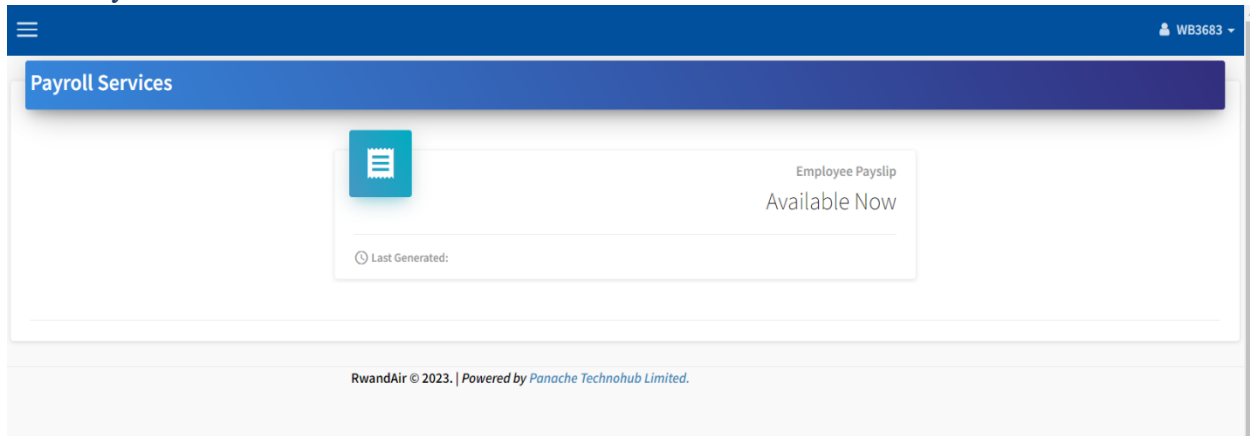
To access the payroll services module, you can go back to the dashboard and click on dashboard module “Payroll Services” to access the page.

The sidebar tab allows the following activities to be handled:

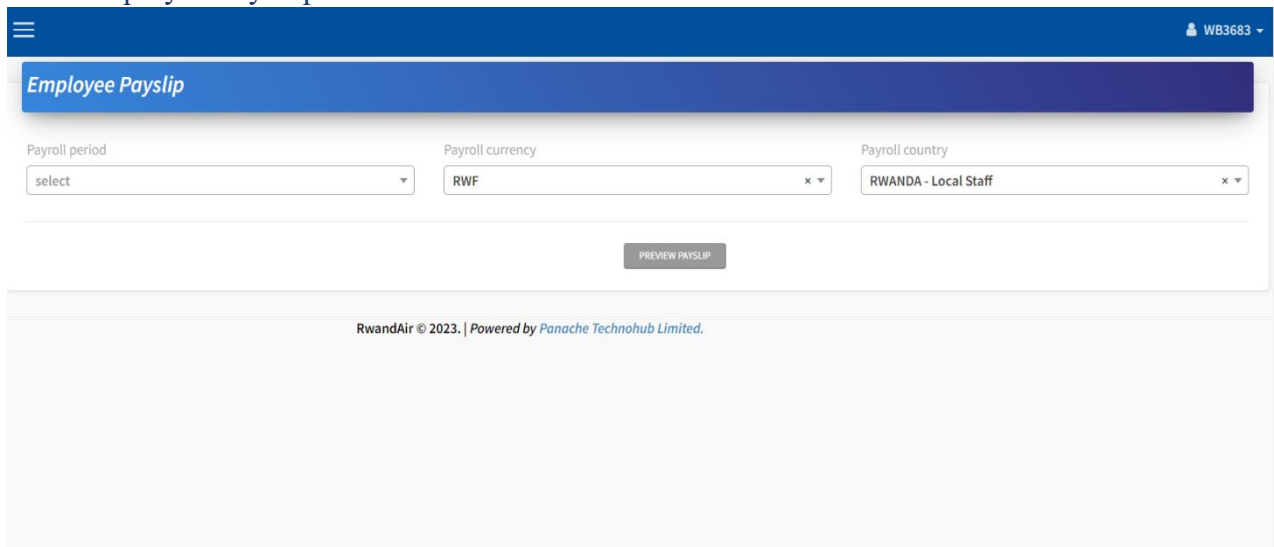
1. Employee Pay slip



4.2.1 Payroll services



4.2.2 Employee Pay slip

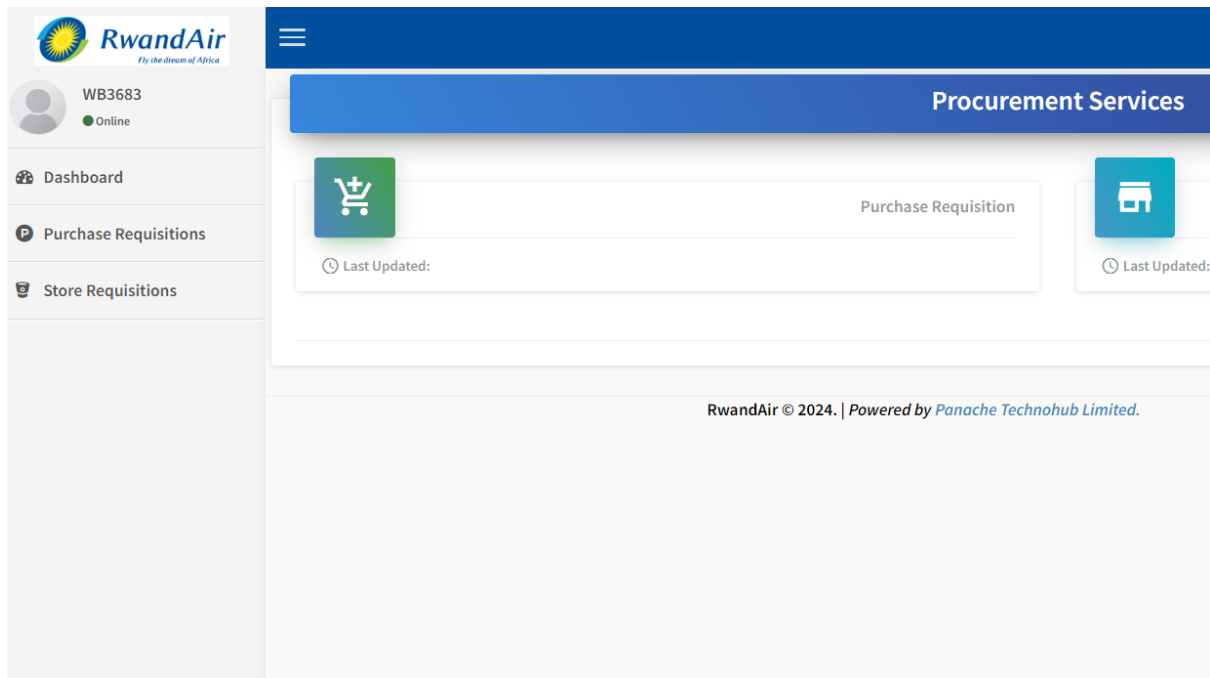


4.3 PROCUREMENT AND LOGISTICS

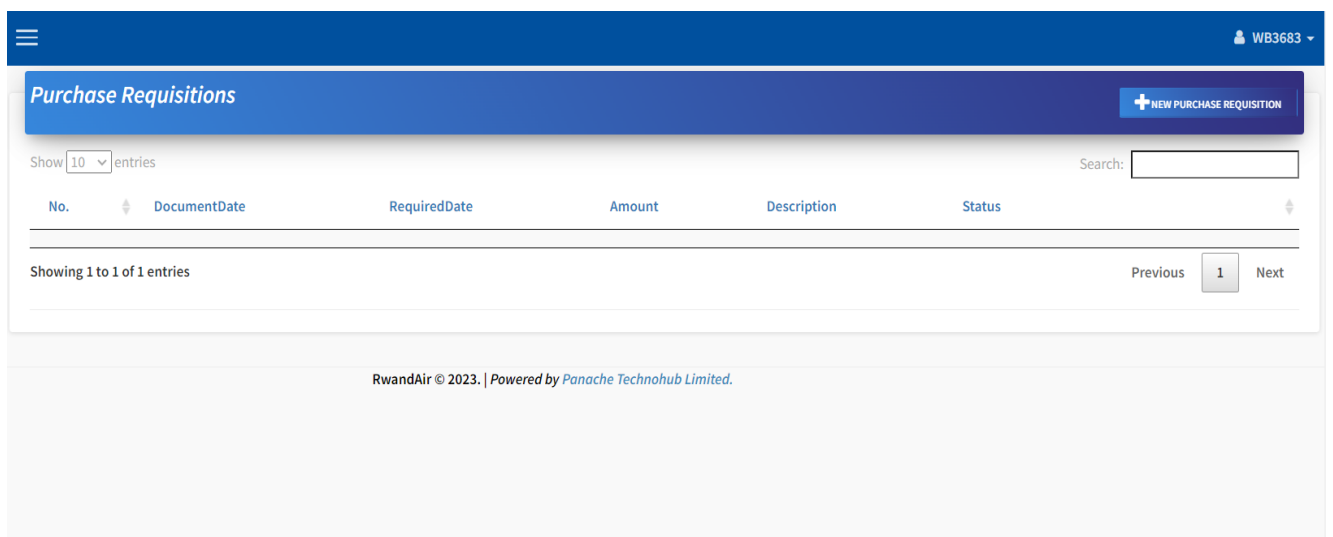
To access the Procurement and Logistics module, you can go back to the dashboard and click on dashboard module “Proc. & Log.” to access the page.

The sidebar tab allows the following activities to be handled:

1. Purchase Requisitions
2. Store Requisitions



4.3.1 Purchase Requisitions



Create New Purchase Requisitions

WB3683

Purchase Requisitions

+ NEW PURCHASE REQUISITION

Show 10 entries

Search:

No.	DocumentDate	RequiredDate	Amount	Description	Status
-----	--------------	--------------	--------	-------------	--------

Showing 1 to 1 of 1 entries

Previous1Next

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WB3683

New Purchase Requisition

SUBMIT FOR APPROVALREQUISITION REPORTVIEW ATTACHMENTCLOSE

General Details

No
PRQ00002

Expected Receipt Date

select

Description

Required Document

ADD ATTACHMENT

Document Description	Action
SUPPORTING DOCUMENT	<input type="checkbox"/>

+ ADD PURCHASE REQUISITION LINE

Requisition Type	Code	Description	Quantity	Unit Of Measure	Unit Cost	Total Cost	
							Edit Delete

Add Purchase Requisition Line

Purchase Requisition Line

Requisition Type

Requisition Code

Description

Quantity

Unit of Measure

0

\$

0

+ ADD LINE

✕ CANCEL

Add attachment

Upload Document

Document Description

Choose File

No file chosen

📎 UPLOAD DOCUMENT

✕ CANCEL

4.3.2 Store Requisition

WB3683

Stores Requisitions

+ NEW STORE REQUISITIONS

No.	Date Applied	Required Date	Description	Status

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Create New Store Requisition

WB3683

Stores Requisitions

+ NEW STORE REQUISITIONS

No.Date AppliedRequired DateDescriptionStatus

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WB3683

Edit Store Requisition

SUBMIT FOR APPROVALVIEW ATTACHMENTCLOSE

NoSRQ00020Required Date12/22/23

Reason

UPDATE HEADER

ADD STORE REQUISITION LINE

Item No.	Item Description	UOM	Quantity Requested	Comment	Issued Quantity	

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Add Requisition Lines

ADD STORE REQUISITION LINE

Item No.	Item Description	UOM	Quantity Requested	Comment	Issued Quantity	

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Then Submit for Approval

WB3683

Edit Store Requisition

SUBMIT FOR APPROVALVIEW ATTACHMENTCLOSE

NoSRQ00020Required Date12/22/23

Reason

UPDATE HEADER

4.4 Approval Services

To access the Approval Services module, you can go back to the dashboard and click on dashboard module “Approval Services” to access the page.

The sidebar tab allows the following activities to be handled:

1. Requests to Approve
2. Rejected Requests
3. Approved Requests

The screenshot shows the RwandAir dashboard. The left sidebar contains the user profile (WB3683, Online) and navigation links: Dashboard, Requests To Approve (selected), Rejected Requests, and Approved Requests. The main content area is titled 'Requests To Approve' and features a table with columns: Document Type, Document No., Description, and Quantity. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries'. The footer indicates 'RwandAir © 2024. | Powered by Panache'.

4.4.1 Requests to Approve

This screenshot provides a more detailed view of the 'Requests To Approve' page. It includes a search bar and additional table columns: Status, Approval Request Date, Sender Name, and Approver Name. The table is empty with the message 'No data available in table'. Navigation links 'Previous' and 'Next' are visible at the bottom right of the table area. The footer states 'RwandAir © 2023. | Powered by Panache Technohub Limited.'.

All requests to be approved will appear on this page.

4.4.2 Rejected Requests

Document Type	Document No.	Description	Quantity	Status	ApprovalrequestDate	SenderName	ApproverName
Showing 1 to 1 of 1 entries							

All rejected requests will appear on this page.

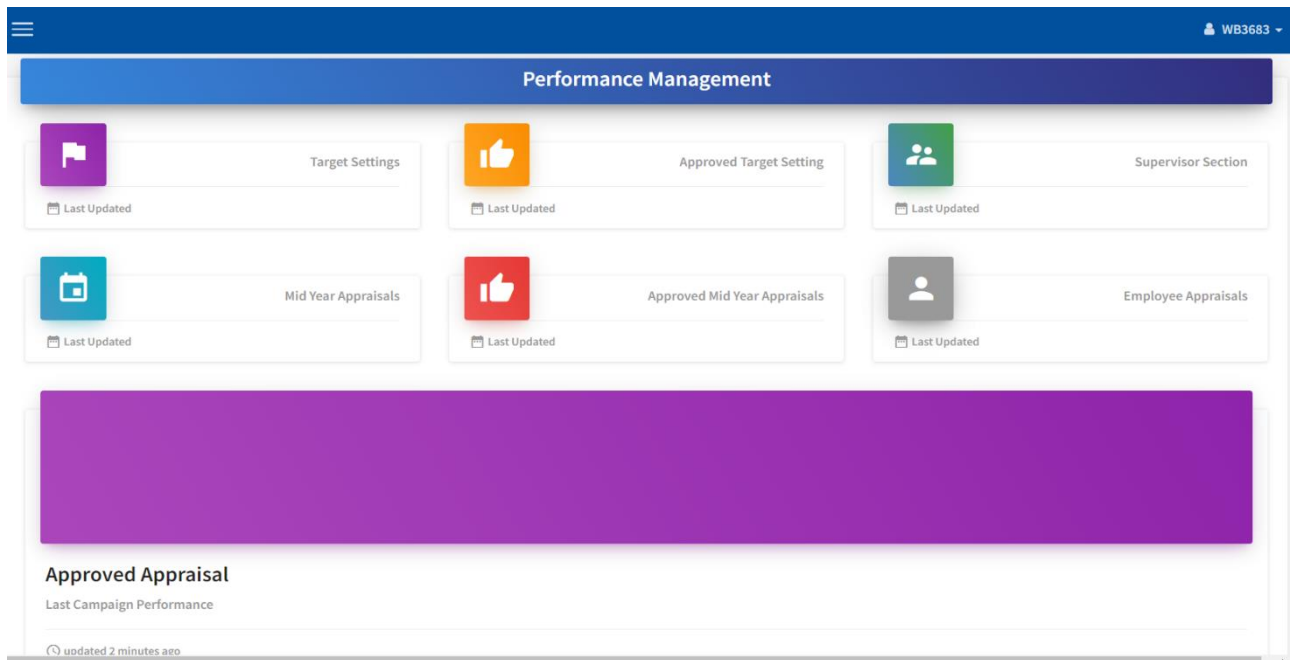
4.4.3 Approved Requests

Document Type	Document No.	Description	Quantity	Status	ApprovalrequestDate	SenderName	ApproverName
Showing 1 to 1 of 1 entries							

All approved requests will appear on this page.

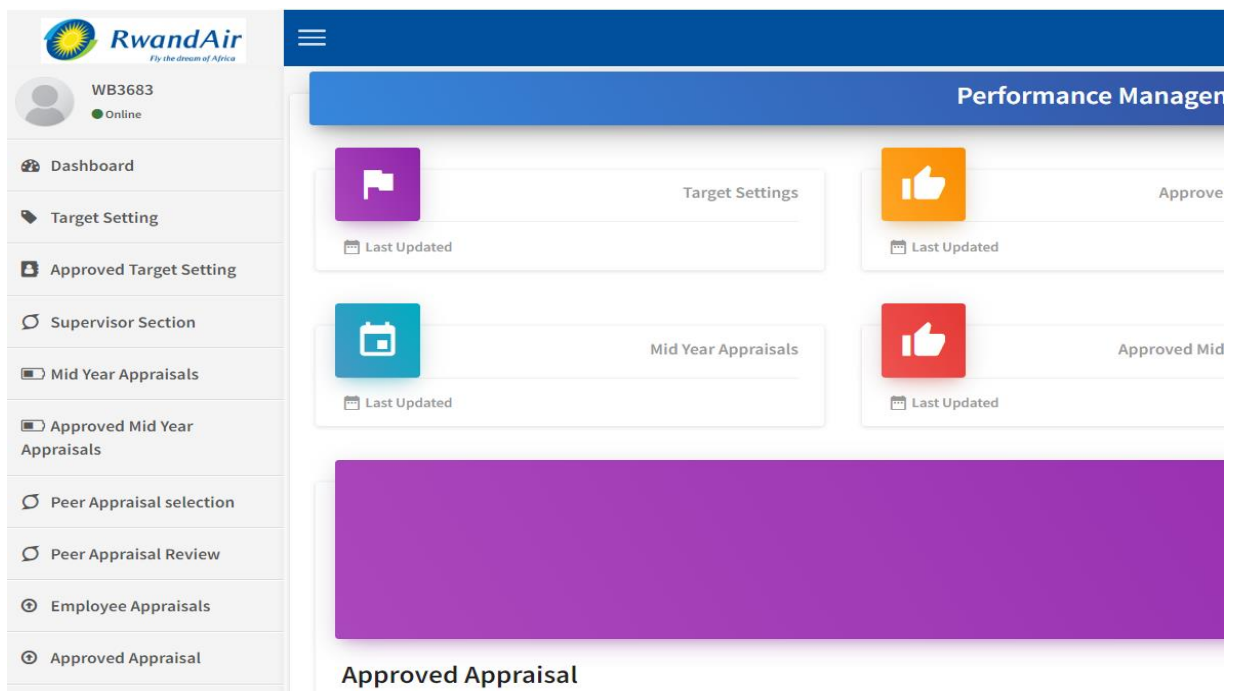
4.5 Performance Management

To access the Performance Management module, you can go back to the dashboard and click on dashboard module “Performance Management” to access the page.



The sidebar tab allows the following activities to be handled:

1. *Target Settings*
2. *Approved Target settings*
3. *Supervisor section*
4. *Mid-year Appraisals*
5. *Approved Mid-Year Appraisals*
6. *Peer Appraisal Selection*
7. *Peer Appraisal Review*
8. *Employee Appraisal*
9. *Approved Appraisal*



4.5.1 Target settings

WB3683

Target Settings

+ NEW TARGET SETTING

Show 10 entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

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Create New Target setting

WB3683

Target Settings

+ NEW TARGET SETTING

Show 10 entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

WB3683

Edit/View Target Settings

Sent to Supervisor: False

Approved By Supervisor: False

PERFORMANCE PLANNING

SEND TO SUPERVISOR

CLOSE

Number

STAFFOBJ-002

StaffNo

WB3683

StaffName

IYAMARERE IVAN

Period

2023

Type

Annual

SupervisorComment

SAVE HEADER

ADD PLANNING

No	Objective_Code	Objective	Success_Measure	Specific_Action_Plan	Due_Date	Due_Date_Description
----	----------------	-----------	-----------------	----------------------	----------	----------------------

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Add/edit planning.

ADD PLANNING

No	Objective_Code	Objective	Success_Measure	Specific_Action_Plan	Due_Date	Due_Date_Description	
----	----------------	-----------	-----------------	----------------------	----------	----------------------	--

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Then send it to supervisor.

WB3683

Edit/View Target Settings

Sent to Supervisor: False
Approved By Supervisor: False

PERFORMANCE PLANNING

SEND TO SUPERVISOR

CLOSE

Number
STAFFOBJ-002

StaffNo
WB3683

StaffName
IYAMARERE IVAN

Approved Target settings

WB3683

Target Settings

NEW TARGET SETTING

Show 10 entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
STAFFOBJ-002	2023-12-22	WB3683	IYAMARERE IVAN	2023	SUPPORTS SERVICES		View

Showing 1 to 1 of 1 entries

Previous1Next

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Edit/View Target Settings

WB3683

Edit/View Target Settings

Sent to Supervisor: False

Approved By Supervisor: False

PERFORMANCE PLANNING

SEND TO SUPERVISOR

CLOSE

Number

STAFFOBJ-002

StaffNo

WB3683

StaffName

IYAMARERE IVAN

Period

2023

Type

Annual

SupervisorComment

SAVE HEADER

ADD PLANNING

No	Objective_Code	Objective	Success_Measure	Specific_Action_Plan	Due_Date	Due_Date_Description

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4.5.2 Supervisor Section

Consists of:

1. Supervisor Target Approval.
2. Supervisor Mid-Year Comment.
3. Supervisor Appraisal.
4. Approved Target Appraisal.
5. Approved Mid-Year Appraisal.
6. Approved Supervisor Appraisal.

4.5.2.1 Supervisor Target Approval.

WB3683

Target Settings

Show 10 entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

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4.5.2.2 Supervisor Mid Year Comment

WB3683

MidYear Appraisal

Show entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
-----	---------------	----------	------------	--------	-------------	------------------	---------

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4.5.2.3 Supervisor Appraisals

WB3683

Supervisor Appraisal

Show entries

Search:

No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions
-----	---------------	----------	--------	-------------	------------------	---------

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4.5.2.4 Approved Target Appraisal

WB3683

Target Settings

Show entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

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4.5.2.5 Approved Mid Year Appraisal

WB3683

MidYear Appraisal

Show 10 entries

Search:

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
-----	---------------	----------	------------	--------	-------------	------------------	---------

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4.5.2.6 Approved Supervisor Appraisal

WB3683

Supervisor Appraisal

Show 10 entries

Search:

No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions
-----	---------------	----------	--------	-------------	------------------	---------

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4.5.3 Mid-Year Appraisal

WB3683

MidYear Appraisal

+ NEW MIDYEAR APPRAISAL

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
MDAPPR-001	0001-01-01	WB3683	IYAMARERE IVAN	2023	SUPPORTS SERVICES		View
MDAPPR-003	2023-10-22	WB3683	IYAMARERE IVAN		SUPPORTS SERVICES		View

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Create New Mid-Year Appraisal

WB3683

MidYear Appraisal

NEW MIDYEAR APPRAISAL

No.	Workplan Date	Staff No	Staff Name	Period	Directorate	Staff Department	Actions
MDAPPR-001	0001-01-01	WB3683	IYAMARERE IVAN	2023	SUPPORTS SERVICES		View
MDAPPR-003	2023-10-22	WB3683	IYAMARERE IVAN		SUPPORTS SERVICES		View

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WB3683

View MidYear Appraisal

Sent to Supervisor: False

Approved By Supervisor: False

MID YEAR CHECKIN FORM

SEND TO SUPERVISOR

CLOSE

No

MDAPPR-001

Staff_No

WB3683

Staff_Name

IYAMARERE IVAN

Period

2023

Type

Annual

Date

11/10/2023

Employee_Comments

hdhd

Supervisor_Comments

dhhd

SAVE HEADER

Add quarterly check-in agenda, add concerns Raised (If Any) and Add agreed Actions plan

ADD QUARTLY CHECK-IN AGENDA

ItemDescription.	success measure	achievements	Supervisor Comment	.
sds	wdsd	wdsd		Edit
test1	test2	test3		Edit

ADD CONCERN RAISED

Item Description.	Proposed solution	.
test		Edit Delete

ADD AGREED ACTION PLAN

Item Description.	.
few	Edit Delete


Then Send it to Supervisor.

WB3683

View MidYear Appraisal

Sent to Supervisor: False
Approved By Supervisor: False

MID YEAR CHECKIN FORM

SEND TO SUPERVISOR

CLOSE

No

MDAPPR-001

Staff_No

WB3683

Staff_Name

IYAMARERE IVAN

Period

Type

Approved Mid-Year Appraisals

WB3683

MidYear Appraisal

Show

10

 entries

Search:

No.	Staff No	Staff Name	Directorate	Department	Period	Created On	Created By	Supervisor	Sent To Supervisor	Approved By Supervisor
No data available in table										

Showing 0 to 0 of 0 entries

PreviousNext

4.5.4 Peer Appraisal Selection

WB3683

Peer Appraisal selection

Show

10

 entries

Search:

No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions

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Peer Appraisal Review

WB3683

Peer Appraisal review

Show 10 entries

Search:

No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions
-----	---------------	----------	--------	-------------	------------------	---------

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4.5.5 Employee Appraisal


Create New

WB3683

Approved Appraisal

Show 10 entries

Search:



No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions
-----	---------------	----------	--------	-------------	------------------	---------

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Approved Appraisal

WB3683

Approved Appraisal

Show 10 entries

Search:

No.	Workplan Date	Staff No	Period	Directorate	Staff Department	Actions
-----	---------------	----------	--------	-------------	------------------	---------

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