



ESS User Manual



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Version control

Version	Date	Author	Comments	Section
1.0	15.06.2016	Venkat /Mastan /	ESS Requirements	

Version control begins once the document becomes final. This is utilized to help manage through scope and requirement changes. During the Draft stage the expectation is that there will be many changes to the document as it becomes ready to be signed off and called Final.



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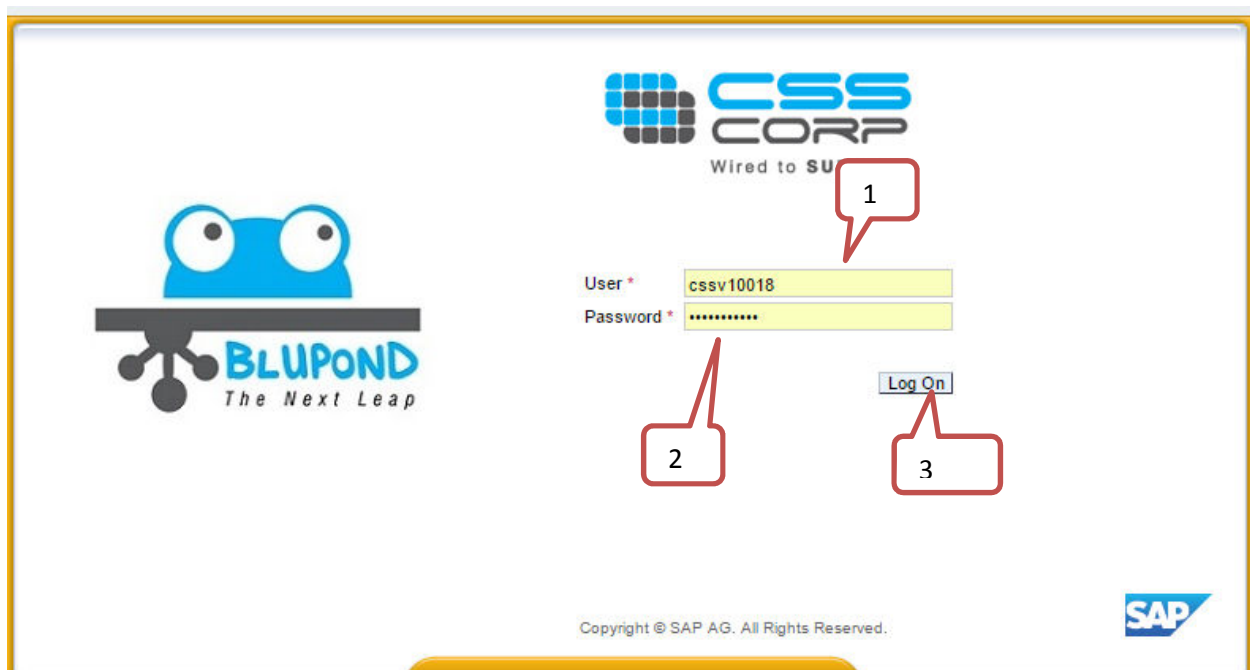
Purpose of the document:

This document will guide employee to perform the Attendance management activities (AMS) in the ESS portal.



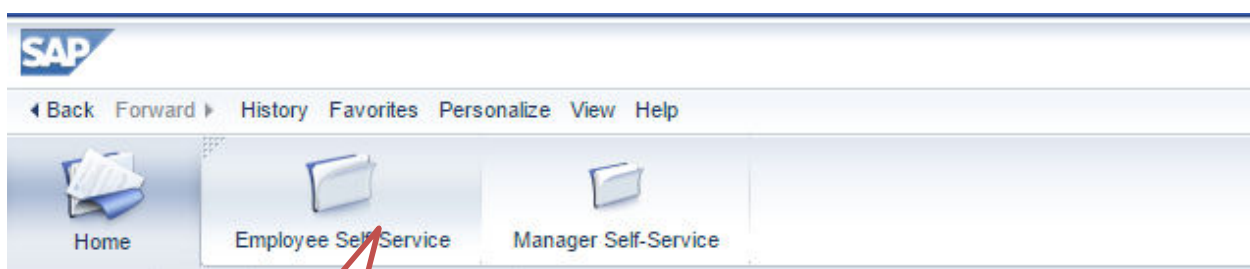
1. Login information

Portal Link: <https://blupond.csscorp.com/irj/portal>



The screenshot shows the login page of the CSS Corp portal. On the left is the BLUPOND logo with a blue frog character. On the right is the CSS CORP logo with the tagline 'Wired to SUPPORT'. Below the CSS logo is a callout box labeled '1'. The login form consists of two fields: 'User *' with the value 'cssv10018' and 'Password *' with masked characters. A callout box labeled '2' points to the password field. To the right of the password field is a 'Log On' button, with a callout box labeled '3' pointing to it. At the bottom, there is a copyright notice 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

2. Leave Request





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1. Click Employee Service
2. Click Working Time
3. Click on create leave request

Employee Self-Service > Overview

Employee Services

Map Directory Index



Working Time

In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.



Career and Development

You can maintain your appraisal documents, maintain your talent profile, and explore job opportunities.



Personal Information

In this area, you can use services to maintain and display your personal data.



Work Events

In this area, you can use services for the E-Separation process.



Benefits and Payments

Employee Self Service Area Page

Back



Time Recording

Record Working Time




You can record your working time here. In the last 32 days, there are 21 workdays for which you have recorded either not enough or too many hours.



Leave Request & Holidays

Create Leave Request

Leave Request: General Leave, 15.06.2016

 Send  Send and New  Cancel

▼ Leave Details

Check

Type of Leave

* Type of Leave:

Description: General Leave

General Data

* Start Date:

* End Date:

Begin Time:

End Time:

Absence hours:

New Note:

Note: Mandatory fields have been marked with *

Click on the send button it will pop up the below screen



Leave Request: New

☒ Absence encompasses planned working time -
Display Help

Type of Leave
Type of Leave: General Leave

General Data
Start Date: 15.06.2016
End Date: 15.06.2016
Begin Time: 00:00
End Time: 00:00
Absence hours: 9.00
Note: Personal Work
Used: General Leave: 1.00 Days

OK Cancel


Click on OK button, to save the leave request.


Half Day Leave





Employee need to specify the Begin Time and End Time for applying half day leave.

Leave Overview

☒ Leave request was sent successfully

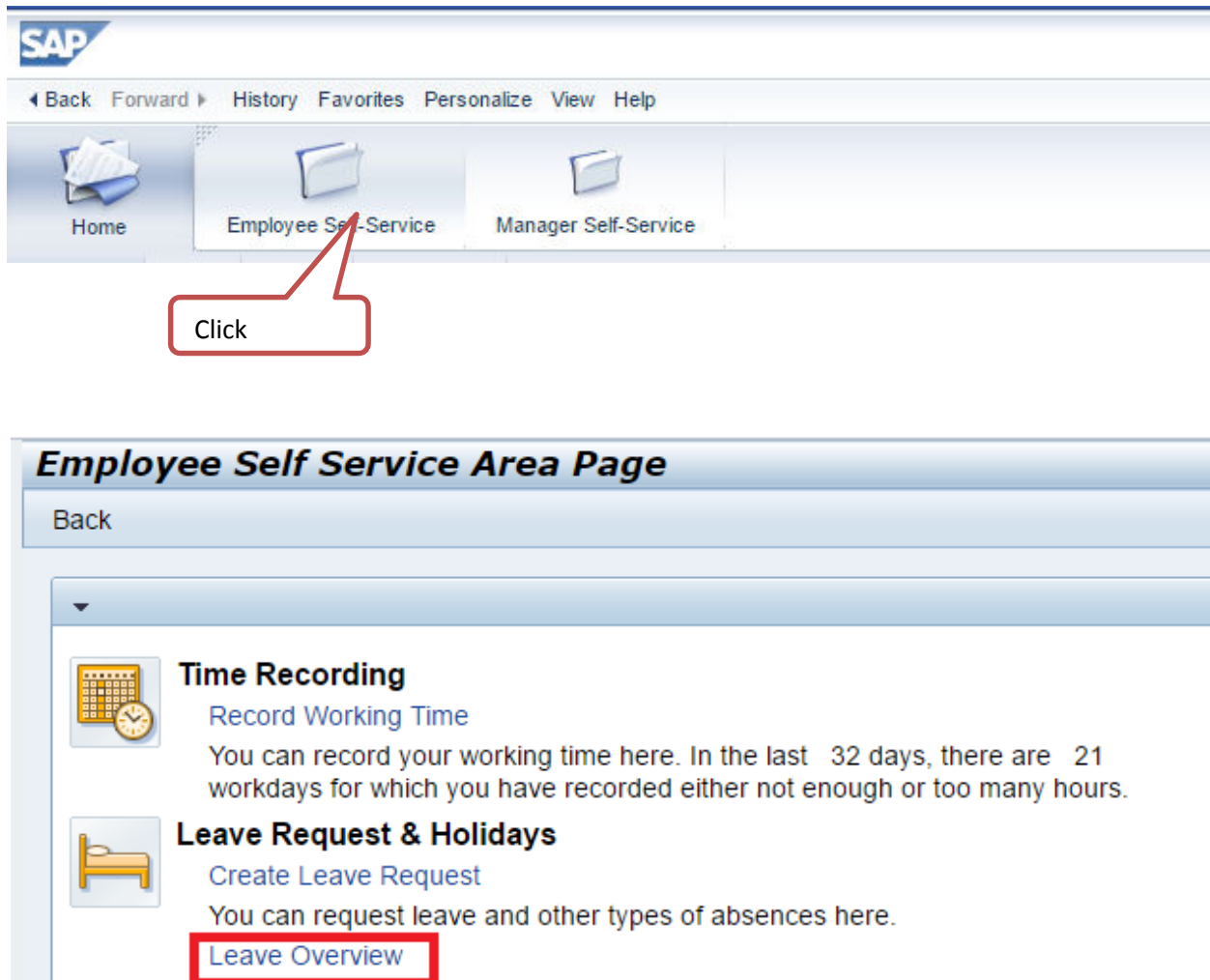
▼ Leave Data Overview 

Show from: 01.01.2016  Apply

Actions	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
 	On duty	16.06.2016	00:00:00	16.06.2016	00:00:00	Lop Auto	Sent	9.00	
 	General Leave	15.06.2016	00:00:00	15.06.2016	00:00:00	Lop Auto	Sent	9.00	1 Days



3. Leave Overview



The screenshot shows the SAP Employee Self-Service interface. At the top, there is a navigation bar with the SAP logo and links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are three main menu items: Home, Employee Self-Service, and Manager Self-Service. A red callout box with the word "Click" points to the Employee Self-Service icon. Below the navigation bar, the page title "Employee Self Service Area Page" is displayed, followed by a "Back" link. The main content area is divided into two sections: "Time Recording" and "Leave Request & Holidays". The "Time Recording" section includes a calendar icon, the title "Time Recording", a link "Record Working Time", and a description: "You can record your working time here. In the last 32 days, there are 21 workdays for which you have recorded either not enough or too many hours." The "Leave Request & Holidays" section includes a bed icon, the title "Leave Request & Holidays", a link "Create Leave Request", and a description: "You can request leave and other types of absences here." Below the description, the link "Leave Overview" is highlighted with a red rectangular box.

Time Recording
[Record Working Time](#)
You can record your working time here. In the last 32 days, there are 21 workdays for which you have recorded either not enough or too many hours.

Leave Request & Holidays
[Create Leave Request](#)
You can request leave and other types of absences here.
[Leave Overview](#)



ESS User Manual



Leave Data Overview New									
Show from: 01.01.2016 Apply									
Actions	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
	General Leave	15.06.2016	00:00:00	15.06.2016	00:00:00		Approved	9.00	1 Days
	General Leave	14.06.2016	00:00:00	14.06.2016	00:00:00		Approved	9.00	1 Days
	Permission	04.05.2016	14:00:00	04.05.2016	18:00:00		Approved	4.00	
	On duty	03.05.2016	09:00:00	03.05.2016	18:00:00		Approved	9.00	
	General Leave	27.04.2016	00:00:00	27.04.2016	00:00:00		Approved	9.00	
Time Accounts Overview									
Time Account: All Types Show from: 14.06.2016 Apply									
Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned					
General Leave	01.01.2016	31.12.2016	22.00 Days	18.00 Days					
Wedding/Birthday Annivers	01.01.2016	31.12.2016	1.00 Days	1.00 Days					

1: Here employee can see the leave Approval Status/Ratification Approval Status

2: Leave entitlement

3: Leave Balance

4. Leave/ Quota Balance



Employee Self Service Area Page

[Back](#)



Time Recording

[Record Working Time](#)

You can record your working time here. In the last 32 days, there are 21 workdays for which you have recorded either not enough or too many hours.



Leave Request & Holidays

[Create Leave Request](#)

You can request leave and other types of absences here.

[Leave Overview](#)

You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

[View Time Account Balances](#)

Details of total entitlement and current balance can be seen.

Time Account

Time Account:	All Types	Show On:	14.06.2016	Apply
Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
General Leave	01.01.2016	31.12.2016	22.00 Days	18.00 Days
Wedding/Birthday Annivers	01.01.2016	31.12.2016	1.00 Days	1.00 Days

5. Holiday Calendar



Employee Self Service Area Page

[Back](#)

You can record your working time here. In the last 32 days, there are 21 workdays for which you have recorded either not enough or too many hours.



Leave Request & Holidays

[Create Leave Request](#)

You can request leave and other types of absences here.

[Leave Overview](#)

You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

[View Time Account Balances](#)

You can display your leave balance and other time account information here.

[Public Holidays](#)

Retrieve the list of public holidays for the current year. You can import these holidays into your desktop calendar.

Public holidays for the year are displayed.

Public Holiday Calendar

Year: [View Additional Holiday Calendars](#)

Export ▾			
Month	Date	Day	My Public Holidays
January	01.01.2016	Friday	New Year's Day
	15.01.2016	Friday	Pongal
	26.01.2016	Tuesday	Republic Day
May	01.05.2016	Sunday	Maharashtra Day
September	04.09.2016	Sunday	TET
	17.09.2016	Saturday	Ganesh Chathurthi
	24.09.2016	Saturday	Id-UL-Zuha
October	02.10.2016	Sunday	Gandhi jayanthi
November	10.11.2016	Thursday	Diwali
December	25.12.2016	Sunday	Christmas



6. Attendance/Clock in-out correction



Clock-In / Out Corrections

Clock-In / Out Corrections

You can correct errors that originated due to incorrect entries at the time recording terminal. For example, you can correct duplicate clock-ins or enter missing entries and account assignment data.

Here employee can do the clock in /clock out correction. If employee miss to clock in and clock out for the day. He/she can create ratification for the missed clock in and clock out based on the mail notification from SAP

Clock-In/Out Corrections

Save

Messages Balances

Last Day PY Was Run: 20.04.2016
Flextime balance: 9.00- Hours
Rem. Leave w/o Requested Leave: 0.00 Days

Recorded Working Times: Calendar View

Previous Week Next Week Week From: 13.06.2016 Apply View: Calendar Edit New Delete Display

	Mo, 13.06.2016	Tu, 14.06.2016	We, 15.06.2016	Th, 16.06.2016	Fr, 17.06.2016	Sa, 18.06.2016	Su, 19.06.2016
Time	09:00 - 18:00	General Leave	General Leave	09:00 - 18:00	09:00 - 18:00	Off	Off
08:00:00							
09:00:00	09:00 Clock-in						
10:00:00							
11:00:00							



Clock-In/Out

Date: 14.06.2016

Time: 15:07:12


Clock-In/Out: Clock-in P10

* Approver: Clock-out P20


Note:


Ok Cancel

Clock-In/Out Corrections

 Save

Clock-In/Out Corrections

 Save

 Data saved successfully

Messages Balances

Last Day PY Was Run: 20.04.2016
Flextime balance: 9.00- Hours
Rem. Leave w/o Requested Leave: 0.00 Days

Recorded Working Times: Calendar View

Previous Week Next Week Week From: 13.06.2016 Apply View: Calendar Edit New Delete Display

	Mo, 13.06.2016	Tu, 14.06.2016	We, 15.06.2016	Th, 16.06.2016	Fr, 17.06.2016	Sa, 18.06.2016	Su, 19.06.2016
Time	09:00 - 18:00	General Leave	General Leave	09:00 - 18:00	09:00 - 18:00	Off	Off
10:00:00							
11:00:00							
12:00:00							
13:00:00							
14:00:00							
15:00:00							
16:00:00	R 16:00 Clock-out						



Note: The clock in/ clock out ratification can be initiated only if employee missed to clock in and clock out otherwise if employee wants to change the check in or check out time then it can be done through permission.

Leave Request: Permission, 16.06.2016

Send | Send and New | Cancel

▼ Leave Details Check

Type of Leave

* Type of Leave: Permission ▼
Description: Permission

General Data

* Start Date: 16.06.2016
* End Date: 16.06.2016
Begin Time: 17:00
End Time: 19:00
Absence hours: 0,00
Processor: Sampath Kumar Balaji
New Note:

7. Clock in/out view, pending approvals



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Clock-In / Out Corrections

Clock-In / Out Corrections

You can correct errors that originated due to incorrect entries at the time recording terminal. For example, you can correct duplicate clock-ins or enter missing entries and account assignment data.

Clock-In / Out Corrections - SAP NetWeaver Portal - Google Chrome

awserpsles003.ad.csscorp.com:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.p

Clock-In/Out Corrections

Save

Messages Balances

Last Day PY Was Run: 20.04.2016
Flextime balance: 9.00- Hours
Rem. Leave w/o Requested Leave: 0.00 Days

Recorded Working Times: Calendar View

Previous Week Next Week Week From: 13.06.2016 Apply View: Calendar List Edit New Delete Display

	Mo, 13.06.2016	Tu, 14.06.2016	We, 15.06.2016	Th, 16.06.2016	Fr, 17.06.2016	Sa, 18.06.2016	Su, 19.06.2016
Time	09:00 - 18:00	General Leave	General Leave	09:00 - 18:00	09:00 - 18:00	Off	Off
08:00:00							
09:00:00	09:00 Clock-in						
10:00:00							
11:00:00							
12:00:00							

Here employee can see the clock in/ clock out entries. And also employee can see his approved comp off, sixth day, holiday pay and comp pay.



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Messages | **Balances**

Last Day PY Was Run: 20.04.2016
Flextime balance: 9.00- Hours
Rem. Leave w/o Requested Leave: 0.00 Days

▼ Recorded Working Times: Calendar View

Previous Week | Next Week | Week From: 13.06.2016 | Apply | View: List | Insert Row | Display

Actions	Date	Planned	Time	Clock-In/Out	Note	Status
	13.06.2016	09:00 - 18:00	09:00:00	Clock-in		
	13.06.2016	09:00 - 18:00	16:00:00	Clock-out		Sent
	13.06.2016	09:00 - 18:00				
	14.06.2016					
	14.06.2016	General Leave				
	15.06.2016					
	15.06.2016	General Leave				
	16.06.2016	09:00 - 18:00				
	17.06.2016	09:00 - 18:00				
	18.06.2016	Off				

Clock-In/Out Corrections

Save

Last Day PY Was Run: 31.03.2016
Flextime balance: 9.00- Hours
Rem. Leave w/o Requested Leave: 0.00 Days

▼ Recorded Working Times: Calendar View

Previous Week | Next Week | Week From: 13.06.2016 | Apply | View: Calendar | Edit | New | Delete | Display

	Mo, 13.06.2016	Tu, 14.06.2016	We, 15.06.2016	Th, 16.06.2016	Fr, 17.06.2016	Sa, 18.06.2016	Su, 19.06.2016
Time	09:00 - 18:00	Permission	Sixth Day Pay App...	Comp Pay Approv...	09:00 - 18:00	Off	Off
14:00:00							
15:00:00							
16:00:00							



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The End