



How to Guide : Accessing ESS

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How to access ESS

Launch Work Zone and select Employee Zone



The screenshot shows the BCX Work Zone intranet homepage. At the top right, there is a red callout box with the text "Launch Work Zone and select Employee Zone". Below this, the navigation bar includes a search bar, a magnifying glass icon, and several links: "1 Voice", "Employee Zone" (which is circled in red), "POWER OF", "Yammer", "OneDrive", and "Sites". The main content area features several news articles, organizational structure diagrams, and other intranet services.

BROWSE PAGE

BCX | Work Zone

SHARED SERVICES • **SALES CHANNELS** • **SOLUTIONS** • **SERVICE DELIVERY** • **TRANSFORMATIONAL SOLUTIONS & PRE-SALES** • **I-ZONE**

YOU ARE HERE: WORKZONE INTRANET HOME

NEWS ARTICLE

14 February 2018: Shutdown period and compulsory vacation leave- 2018
We know it seems like a long way away, but we're all about looking to the future and planning ahead. Thus this is a reminder that the year-end shutdown for 2018 will be from 24 December 2018 to 4 January 2019 (7 working days). The last working day will be

09 February 2018: Our Operating Model in Action
In last week's Project Re:Set RDO communication we explained that our strategy is informed by our ambition of being South Africa's #1 Digital Transformation Partner. We further explained that our strategy can only come to life through the implementation

07 February 2018: Declaration of interest – The Office of the Ombud for Financial Services Providers
BCX will be responding to The Office of the Ombud for Financial Services Providers (FAIS Ombud) RFQ's TOR/2017-18-11 ICT Support Services and TOR/2017-18-04 Servers for Disaster Recovery Site.

ORGANIZATIONAL STRUCTURE

New Organizational Structure


EXCHANGE RATE

Exchange Rate


BRAND TEMPLATES

SEARCH FOR CAREER OPPORTUNITIES

EMERGENCY COORDINATOR CONTACTS

In case of emergency please call:
Derek Doveton
081 317 2889
[Emergency Coordinator]

Click emergency action plan

LINK TO GIFT DECLARATION REGISTER

Gift Declaration Register


eRecruitment

How to access ESS

BCX | Employee Zone Log off

Home Employee Self-Service Master Data Management Business Process Enablement **Click on Employee Self- Service**

Home Full Screen Options ▾

Employee Zone Dashboard

Overview of Actions required

Actions Highlighted with the Warning Triangle require action. To access the application, select the Warning Triangle.

Employee Self Service

Hover over Icon for additional details

11:20:34

Time sheets **Skills Update** **Office Location** **Compliance** **Verify Assets**

news

self-help guides

Browse our help section to find answers to common **questions**

CONTACT US

If you did not find the answer you were looking for in the Self-Help section, send us your query

<4> BCX

Employee Self- Service Landing Page

File Edit View Favorites Tools Help

 Sign In  Citrix Receiver

Click on each icon to learn more about the action that you can perform.

Map

Directory

Index



Inbox

Alerts, Tasks, Notifications and Approvals
Approval of Leave Requests, Timesheets, Expense Claims, etc.



Employee Search

Search for colleagues and view basic contact and organisational information



Compliance

Commitment and acceptance of policies, standards and procedures



Personal Information

Review and / or change your personal information
It is BCX's policy that all personal information is up to date at all times



Employee Attachments

View documents attached to your employee record



Reports

View your information



Working Time

Capture timesheets, manage leave requests, view leave/absence quotas and annual public holidays



Benefits and Payment

View payslips and IRP5s and access links to benefits portals



i.Talent

Manage aspects of your career and development (performance, training, skills and talent profiles) and view all internal vacancies



Expense Claims

Manage Expense Claims



Organisational Chart

View the Organisational structure for BCX



Substitution

Manage assignment of substitution that will act on your behalf during your absence

Upcoming Birthdays and Anniversaries

Birthdays

No Birthdays in Selected Month

Anniversaries

No Anniversaries in Selected Month

Send E-Mail

Relate

Self-Help Guides Available here

HELP Employeeone Navigation

ESS Help Guides

MSS Help Guides

MDM Help Guide

Most Frequently Used

Create Leave Request

Skills Profile

Payslip

Quota Overview

Performance Inbox

Create Expense Claims

Maintain Timesheet

My Performance Contracts (2016 and before)

IRP5 Form

Talent Profile

Work Schedule

Employee Documents

Objectives Management

Manual Leave Application Form

Personal Profile

Net Pay Estimator

Office Details

eCare

<5>



Inbox

File Edit View Favorites Tools Help

 Sign In  Citrix Receiver

Click to open

Inbox
Alerts, Tasks, Notifications and Approvals
Approval of Leave Requests, Timesheets, Expense Claims, etc.

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Employee Self Service Area Page

Inbox
Alerts, Tasks and Notifications
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Unified Inbox
Perform approvals of requests assigned to you

Talent To Do List
View and action talent requests assigned to you

Timesheet Approval
Approval of Timesheets

Expense Claim Approvals
View and action expense claims assigned to you

Expense Management
Print Expense Claims

- Process Submitted for Approval Expense Claim entries to check and approve
- Reject foreign/incorrect entries to apply latest Master data to task another more current Appointed Approver/s
- Approve Expense Claim entries to allow the further processing to take place
- HR users only can Settle or Withdraw Settlement for Approved Expense Claim entries
- View all relevant weekly totals per week ending dates and view detail in Show Details (Export to Excel if required)
- Line Manager view available for all these Expense Claim entries.
- Create Expense Claim PDF Documents to Mail or Print
- Selectively Print or Mail Expense Claims by Client, Approver or All entries
- The Send Mail option can attach one or more PDF documents for E-Mail purposes

Leave Request Approvals
View and Action leave requests assigned to you

Profile
Edit Profile

Pay Estimator
View Pay Estimator

Office Details
View Office Details

eCare
View eCare

BCX

Find Employee Details

Map Directory Index

Inbox
Alerts, Tasks, Notifications and Approvals
Approval of Leave Requests

Employee Search  Click here to access
Search for colleagues and view basic contact and organisational information

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View documents attached to your employee record

Reports
View your information

BCX | Employee Zone

Home Employee Self-Service Master Data Management Business Process Enablement BI Launchpad

Overview

Employee Self Service Area Page

Back

Employee Search  Click here to search contact details for staff
Search for colleagues and view basic contact and organisational information
[Employee Search](#)
Search for colleagues and view basic contact and organisational information

Who's Who

Please enter the search criteria

Advanced search Mosia

Last name:
First name:

Result List

Last name	First name	Known as	Organizational unit	E-mail	Mobile telephone	Area code + local access code	Position	Personnel area
Mosia	Keke	Keke	HR	keke.mosia@bcx.co.za	083000000	011 266 5000	L&D	

Access Compliance Portal

Map Directory Index

Inbox
Alerts, Tasks, Notifications and Approvals
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Employee Search
Search for colleague

Compliance
Access the Compliance Portal here

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Compliance Dashboard
Overview of the status of my compliance to BCX policies, standards, procedures

Employee Compliance
If required, update your compliance status


BCX Policies are integral to mandate operations. Compliance means following rules and regulations which are prescribed in Policies, Standards or Codes (Rule-based conduct). The need for compliance is essential since Policies, Standards and Codes are aligned with relevant legislation. To ensure compliance, each Policy has to be read and acknowledged to indicate acceptance by you.

Compliance Status
If the status of the Compliance is Red, select the Compliance to read and acknowledge for the status to turn to Green.

 
BCX Ethics Compliance Programme

 
BCX Information Security Compliance

Update Personal Information

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Alerts, Tasks, Notifications and Approvals
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Search for colleagues and view basic contact and organisational information

 **Compliance**
Commitment and a...
Click here to access

 **Personal Information**
Review and / or change your personal information
It is BCX's policy that all personal information is up to date at all times

 **Employee Attachments**
View documents attached to your employee record

 **Reports**
View your information

 **Personal Information**
Review and / or change your personal information
It is BCX's policy that all personal information is up to date at all times

Personal Profile
Maintain your personal information and contact details

Office Details
Maintain your office location and contact numbers

Change Banking Details
Changes to banking details must be done via the "Change Existing Banking Details" form and sent to erc@bcx.co.za with the relevant accompanying docs

 **Out of Office**

Find my Attachments

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View documents attached to your employee record

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Self-Service Master Data Management Business Process Enablement

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 **Employee Attachments**
View documents attached to your employee record

[Employee Documents](#)
[View your documents](#)

View all your HR documentation here



Find my Reports

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BCX | Employee Zone

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Reports
View your information
Click here to open

Report Selection
Open the tray and select the report that you want to run

Working Time
 [Absence Quotas](#)
 [Absences](#)
 [Annual Leave Analysis](#)
 [Overtime Accrue Time Off](#)

Skills
 [Skills Profile Overview](#)

Learning and Development
 [Training and Cost](#)

Report Selection

Working Time

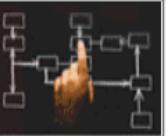
Click here to access

- Working Time**


Capture timesheets, manage leave requests, view leave/absence quotas and annual public holidays
- Benefits and Payment**


View payslips and IRP5s and access links to benefits portals
- i.Talent**


Manage aspects of your career and development (performance, training, skills and talent profiles) and view all internal vacancies
- Expense Claims**


Manage Expense Claims
- Organisational Chart**


View the Organisational structure for BCX
- Substitution**


Manage assignment of substitution that will act on your behalf during your absence

Back

Timesheets
Manage your working time
Maintain Timesheet
- Create or change your working time using My Timesheet
- Check Appointed Approver show n and Correct Rejected Time entries
- Saved entries needs to be Submitted for checking and approvals to follow
- View previously captured working time and Auto-captured Leave entries

Print Timesheet
- Capture Timesheet - Variable daily hours
- Create Timesheets PDF Documents to Mail or Print
- View all Role Players in Show Details
- Selectively Print by Client, Approver or All entries
- Send Mail option will attach one or more PDF documents

Leave Request and Holidays
Manage your leave and public holidays
Create Leave Request
Manage certain leave/absence requests - apply, cancel/change
Note: To request leave against leave types not available here, complete the Manual Leave Form (show n below)
All leave must be requested, approved and processed in accordance with Business Connexion's policy and process. For any queries regarding leave, contact your HR Business Partner or mail erc@bcx.co.za
Quota Overview
View leave balances per leave type

Leave on Behalf
Process leave on behalf for one of your colleagues

Public Holidays
View the list of public holidays for this year with the option to import these to your calendar

Work Schedule
View your work schedule with working time and leave/absences

Manual Leave Application Form
Manual Leave Application Form
Complete the Manual Leave Form to manage leave/absence types not catered for in the Create Leave Request application (show n above) and email to erc@bcx.co.za
All leave must be requested, approved and processed in accordance with Business Connexion's policy and process. For any queries regarding leave, contact your HR Business Partner or mail erc@bcx.co.za

Access Timesheet portal ←

Access Leave portal ←

View my Payslip

Overview

Employee Services

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Inbox
Alerts, Tasks, Notifications and Approvals
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Employee Search
Search for colleagues and view basic contact and organisational information

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Review and / or change your personal information
It is BCX's policy that all personal information is up to date at all times

Employee Attachments
View documents attached to your employee record

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Capture timesheets, manage holidays

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Upcoming Birthdays and Anniversaries

Birthdays
No Birthdays in Selected Month

Anniversaries
No Anniversaries in Selected Month
Send E-Mail to Update Calendar

Related Links

HELP Employeeone Navigation
ESS Help Guides
MSS Help Guides
MDM Help Guide

Most Frequently Used

Create Leave Request
Skills Profile
Payslip
Quota Overview
Create Expense Claims
Performance Inbox
Maintain Timesheet
My Performance Contracts (2016 and before)
IRP5 Form
Talent Profile
Net Pay Estimator
Work Schedule
Employee Documents
Objectives Management
Employee Organisational Chart

Select Benefits and Payment

View my Payslip

File Edit View Favorites Tools Help

Sign In Citrix Receiver

EMPLOYEE NUMBER
120123
INVOICE NUMBER
106335588
DATE ENGAGED
9999/01/01
BANK ACCOUNT NUMBER
000007654321
BRANCH CODE
JSOAP

Overview

Employee Self Service Area Page

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Payment

View payslips and IRP5s

Payslip

Select Payslip to view

View and print your payslip

IRP5 Form

Access and print your IRP5

Net Pay Estimator

Utilise the Net Pay Estimator (PTN replacement) to model potential changes to your current pay slip until the request is submitted and processed by the payroll department.

Benefits

Links to benefits portals and forms

BCX AF Retirement Fund

Access and view your fund savings as well as the portfolios that your pension and provident funds are invested in. Your Retirement Fund statement will display your additional voluntary contributions, if applicable.

BCX AF Retirement Fund – Beneficiary Nomination Form

Update the beneficiaries that will receive your Pension and Provident Fund benefit in the event of your passing while in service. Download, complete and print the form. Once signed by you and witnessed, scan the form and save it to your computer. To upload the form on the system, Go to ESS->Employee Attachments->Employee Documents->Add Attachment. Select Attachment Type BCX AFRF – Beneficiary Nomination Form. Click on Browse, find the saved Beneficiary Nomination Form, double click on the name of the document and then click on Add Attachment next to Browse.

BCX Group Life Assurance – Benefit Disposal Instruction

Update the beneficiaries that will receive your Group Life Assurance benefit in the event of your passing while in service. Download, complete and print the form. Once signed by you and witnessed, scan the form and save it to your computer. To upload form onto system, Go to ESS->Employee Attachments->Employee Documents->Add Attachment. Select Attachment Type BCX GLA – Benefit Disposal Instruction Form. Click on Browse, find the saved Benefit Disposal Instruction, double click on the name of the document and then click on Add Attachment next to Browse.

eCare

YEAR-TO-DATE SUMMARY

ANNUAL TAX INCOME	PROV INV + ADD	ADMIN FEE	TRAVEL/CAR ALLOWANCE	OVERTIME EARNINGS	LEAVE PAID OUT	NET
XXX	XXX	XXX	XXX	XXX	XXX	XXX

Health Medical Aid: KeyCare Plus M
Technical Support

ID NO. 1234567890

NET

Access my IRP5 & Benefits Page

Working Time
Capture timesheets, manage leave requests, view leave balances, accrues and annual/public holidays

Select Benefits and Payment

Benefits and Payment



View payslips and IRP5s and access links to benefits portals

i.Talent
Manage aspects of your career and development (performance, training, skills and talent profiles) and view all internal vacancies

Expense Claims
Manage Expense Claims

Organisational Chart
View the Organisational structure for BCX

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Manage assignment of substitution that will act on your behalf during your absence

Employee Self Service Area Page

Payment
View payslips and IRP5s

Payslip
View and print your payslip

IRP5 Form
Access and print your IRP5



Net Pay Estimator
Utilise the Net Pay Estimator (PTN replacement) to model potential changes to your current package NOTE: Changes modelled will NOT be effected on payroll until the request is submitted and processed by the payroll department.

Benefits
Links to benefits portals and forms

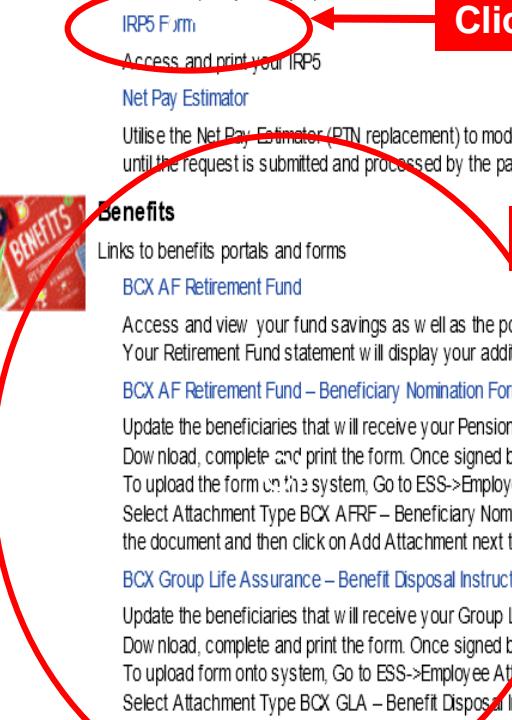
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eCare

Click here to access



Click here to access benefits info

Access i.Talent



Working Time
Capture timesheets, manage leave requests, view leave/absence quotas and annual public holidays

Benefits and Payment
View payslips and

i.Talent

Click here to access i.Talent portal

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Manage Expense Claims

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View the Organisational structure for BCX

Substitution
Manage assignment of substitution that will act on your behalf during your absence



i.Talent
Manage aspects of your career and development (performance, training, skills and talent profiles) and view all internal vacancies

Talent Profile
Create your internal BCX CV (previous experience, internal projects, achievements, languages, leadership experience etc)

BCX Job Vacancies
Access, view and apply for any current job vacancies within Business Connexion

Objectives Management
Manage your objectives and monitor continuous performance against these objectives throughout the year (Status reports, objectives watchlists, objective alignment, set up regular 1:1 performance discussions)

Performance Inbox
Access your i.Talent Performance Inbox and manage your Mid-Year and Final-Year Performance Reviews

Skills Profile
Manage your skills profile. By inputting and submitting your skills, you consent to them being visible across the organisation. Contact erc@bcx.co.za for assistance or queries regarding the skills and qualifications catalogue. Skills captured will feed into your Talent Profile

My Performance Contracts (2016 and before)
View and access your historic MPCs and Talent Profiles

PDM Assessment
View your assessment for 2016/2017

Access Expense Claims



Working Time

Capture timesheets, manage leave requests, view leave/absence quotas and annual public holidays



Benefits and Payment

View payslips and IRP5s and access links to benefits portals



i.Talent

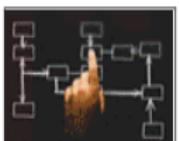
Manage aspects of your career and development (performance, training, skills profiles) and view all int

Click here to access claims portal



Expense Claims

Manage Expense Claims



Organisational Chart

View the Organisational structure for BCX



Substitution

Manage assignment of substitution that will act on your behalf during your absence



Expense Claims

Capture your expense claims

Create Expense Claims

- Capture your Expenses using 'Create Expense Claims' module
- Attach all relevant documentation that forms part of Approval process when required
- Check Appointed Approver when submitting
- Saved entries needs to be Submitted for checking and approvals to follow

Expense Claims Work Centre

- Capture your Expense Claims
- Change your Expense Claims
- Correct Rejected Expense Claim entries
- View previously captured Expense Claims and their Statuses.

Print Expense Claims

- Create your Expense Claim PDF Document to Mail or Print
- View all Role Players in Show Details (Can Export to Excel)
- Selectively Print Expense Claim by Client, Approver or All entries
- Send Mail option can attach one or more PDF document/s for E-Mail purposes

View your Organizational Chart



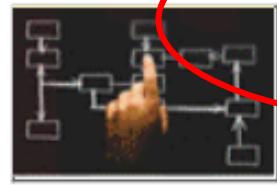
i.Talent

Manage aspects
profiles) and vie



Expense Claim

Manage Expenses



Organisational Chart

View the Organisational structure for BCX

Organisational Chart

View the Organisational structure for BCX

Employee Organisational Chart

View the Organisational structure for BCX

15/03/2018



Substitution



Working Time

Capture timesheets, manage leave requests, view leave/absence quotas and annual public holidays



Benefits and Payment

View payslips and IRP5s and access links to benefits portals



i.Talent

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Expense Claims

Manage Expense Claims



Organisational Chart

View the Organisational Chart

Click here to access



Substitution

Manage assignment of substitution that will act on your behalf during your absence

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Manage Substitution

Create and maintain rules for substitutions to manage your team and associated tasks in your absence

[Manage Substitution Rules](#)

Create and maintain rules for substitutions



Substitution Overview

Manage teams and tasks where you are the substitute for another Manager

[Substitution Overview](#)

Manage teams and tasks where you are the substitute for another Manager