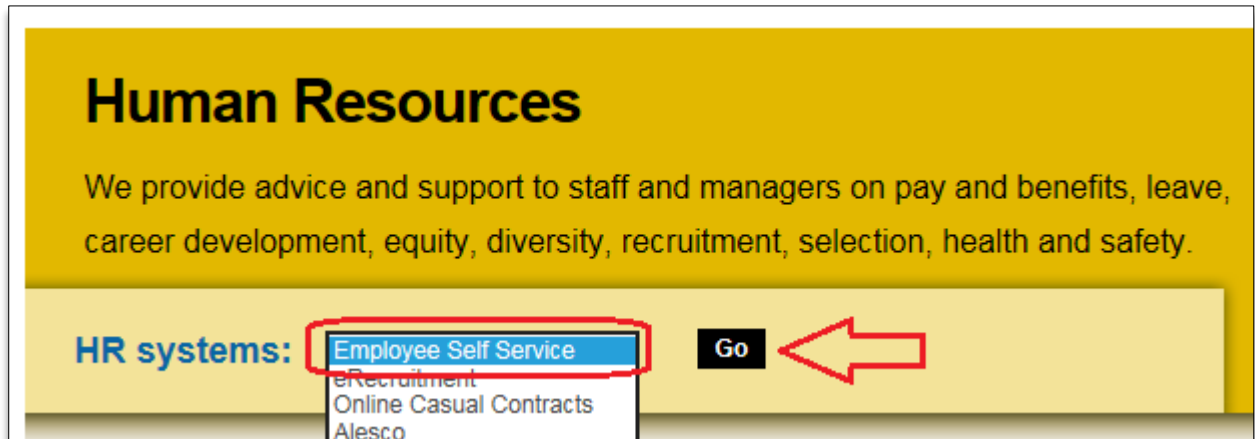


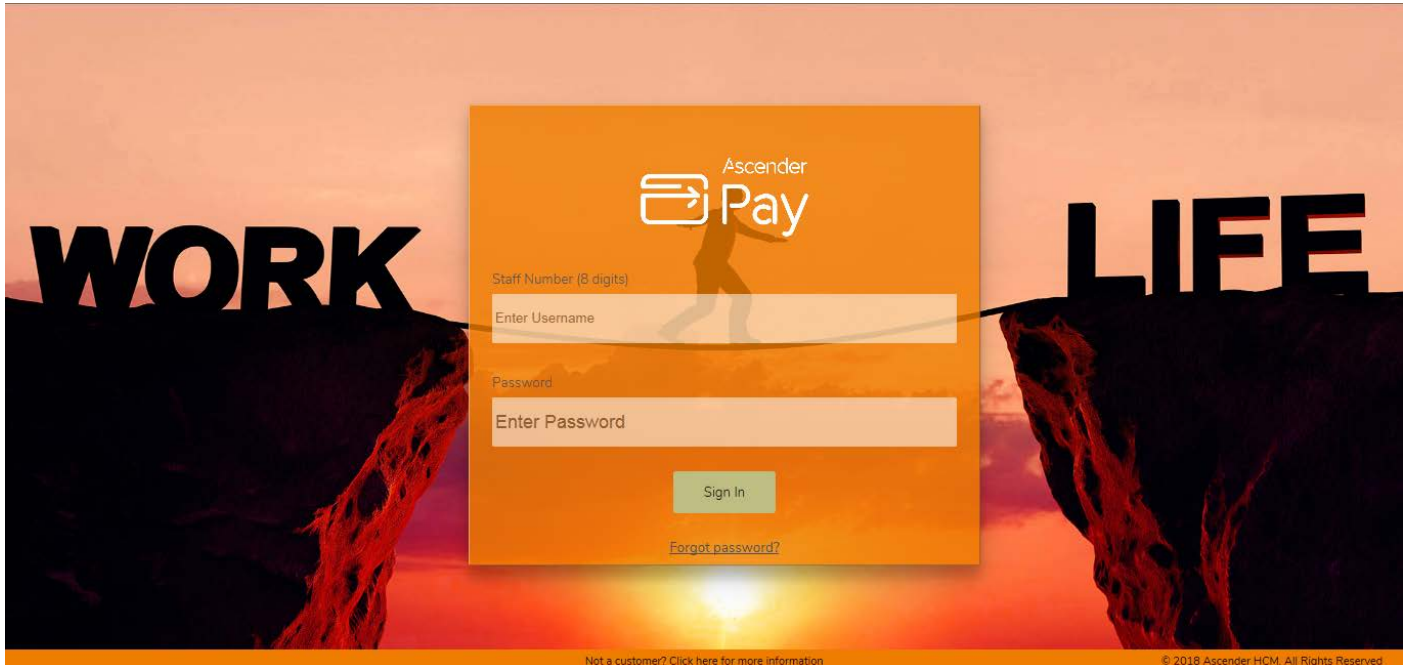
Employee Self-Service (ESS) Quick Start Guide

The recommended way to launch the ESS is from the HR System selector on the HR Home page - www.hr.uwa.edu.au:



Note: When logging into the ESS access via iPhone/iPad the screen will go blank and appear unresponsive. Refresh the browser at this point to successfully proceed with the login process.

Chrome or Firefox are the recommended browsers for the best user experience on the new ESS. Both IE and Edge are known to exhibit some issues with scrolling and image refresh at the time of writing.



Log in using your UWA Staff ID and ESS password.

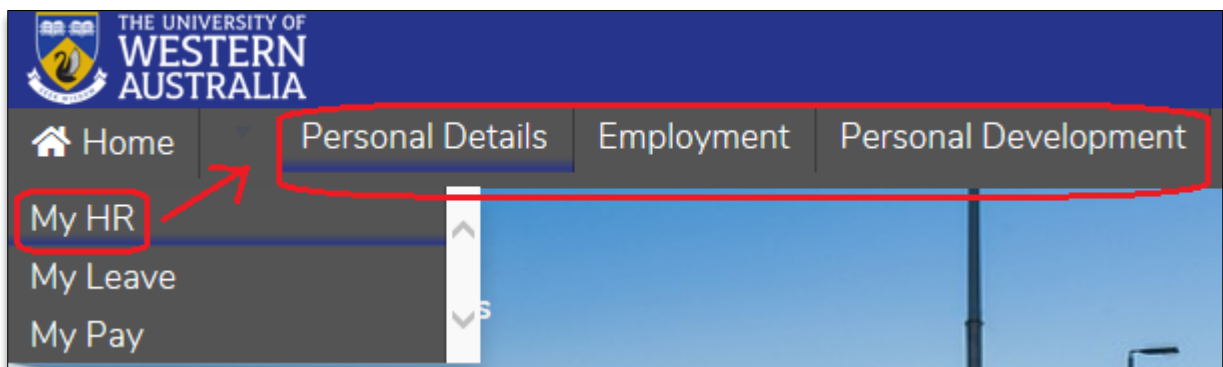
Note: Your ESS password is a completely different password to your PHEME password. Changing one password does not affect the other. You may, of course, choose to use the same password on both systems for convenience.

Navigation menus:

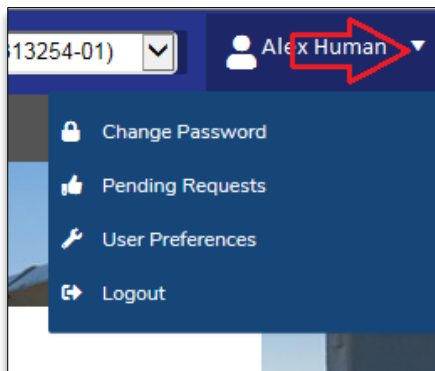
Main menu



Sub-menus

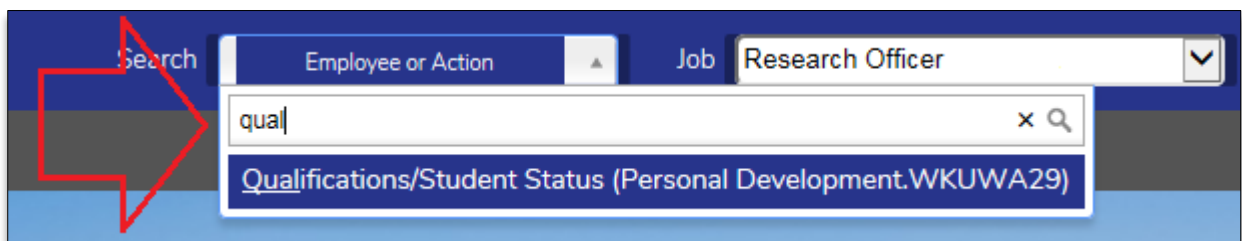


Global menu

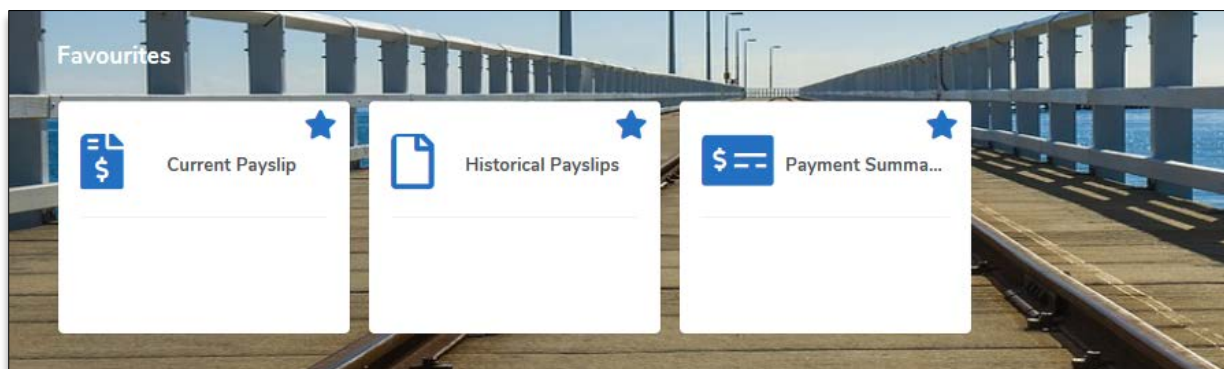


Note: Always logout using the Logout option on the Global menu to securely end your session

Use the Global Search for people or actions/screens:



Programs you have saved as a 'favourite':

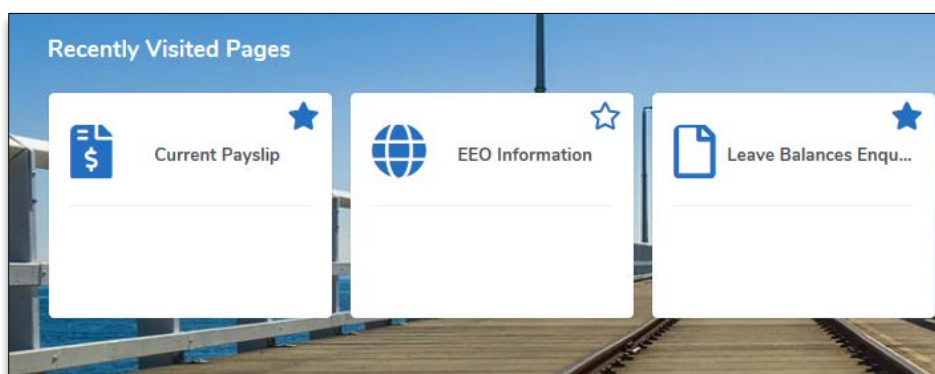


Click on the tile's icon to navigate to the page

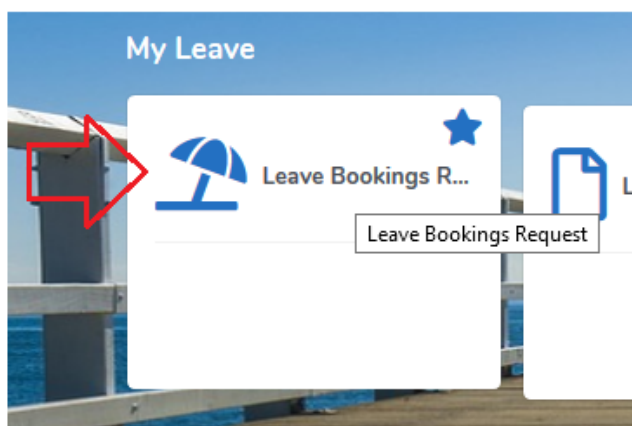
Select job context if you have multiple jobs:



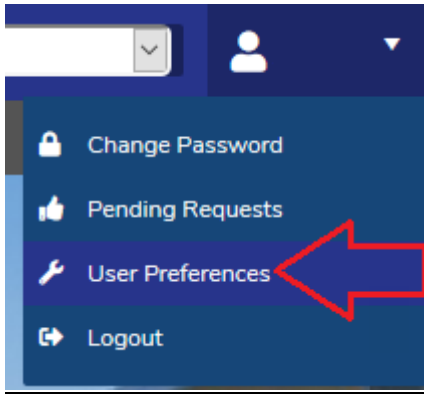
The last 5 visited pages appear at the base of the page:



To make a leave booking:

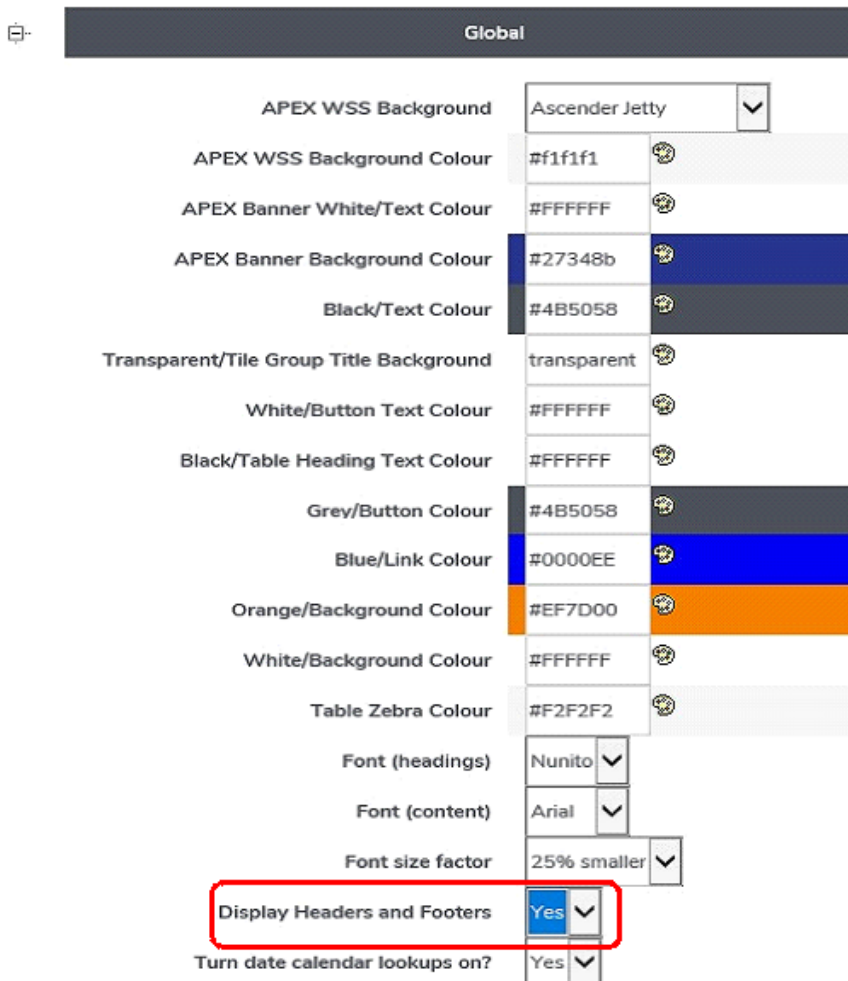


To add name to Payslip:




User Preferences

[Expand All](#) | [Collapse All](#) | [Restore System Defaults for These Preferences](#)



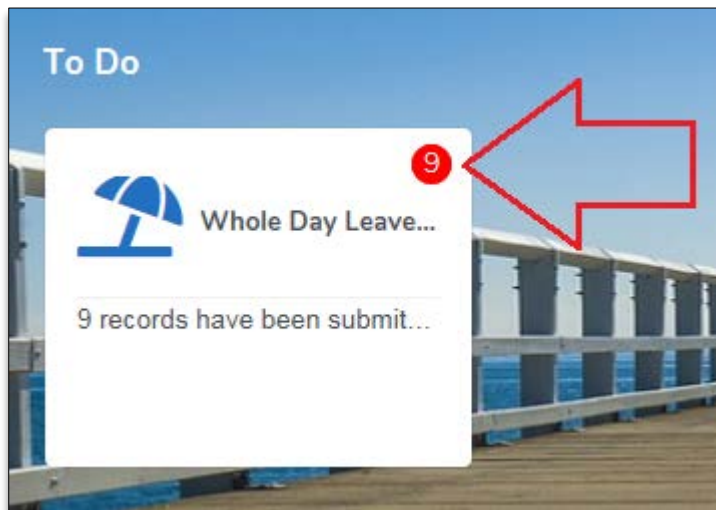
Display Headers and Footers	Yes	▼
Turn date calendar lookups on?	Yes	▼
Date range selection method	Range selection	▼
Date calendar theme	XP Calendar theme	▼
In Context menu tree background colour	<input type="text"/>	
Matrix Days Displayed	90	
Matrix Rows per Page	50	
Show Team List by Admin Access	Yes	▼
Visibility Impaired?	No	▼
Hierarchy Drill Down Levels	1 Hierarchy Level Down	▼



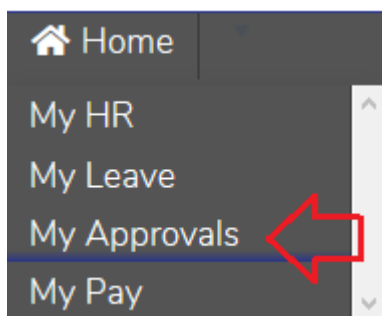
Save Preferences

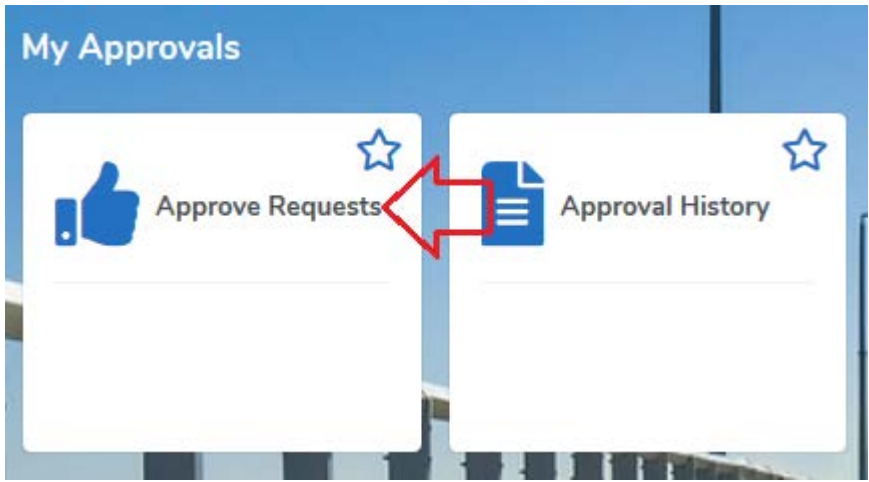
Supervisors/Managers

Outstanding approvals will appear in the 'To Do' section:



If it's not appearing then follow the steps below:





Should you get the following screen just click on Find (this screen is displayed based on individual User Preferences):


[HELP - ESS User Guide \(PDF, 3.1Mb\)](#) [Leave Overview \(Web\)](#)

Approve Requests

Enter query criteria

Transaction Type  

Employee 

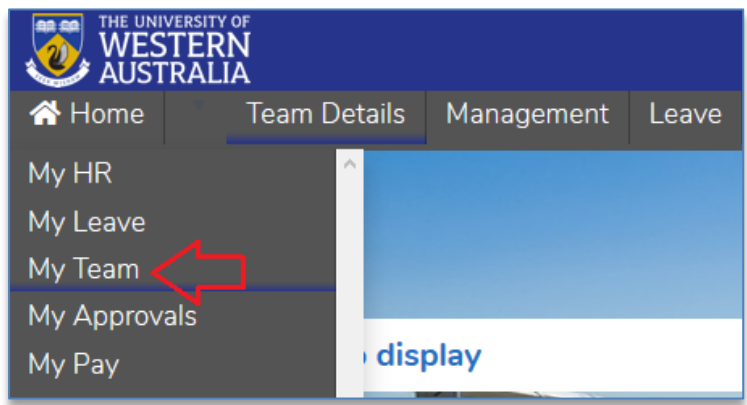
Created Date  to 

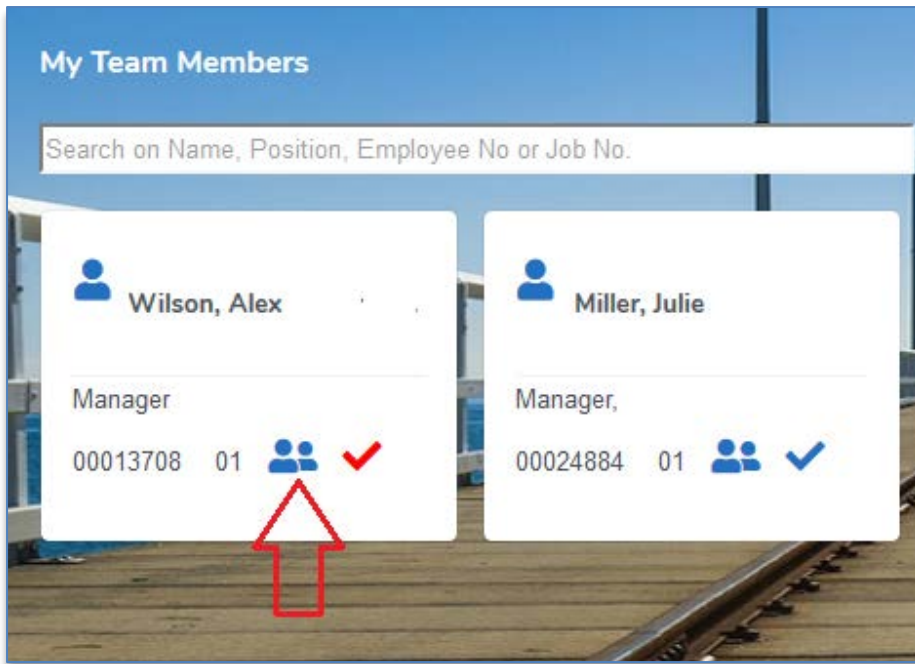


This page was produced March 16, 2020 11:29 am by program WK8031 (revision 17.2)

[User Preferences](#)

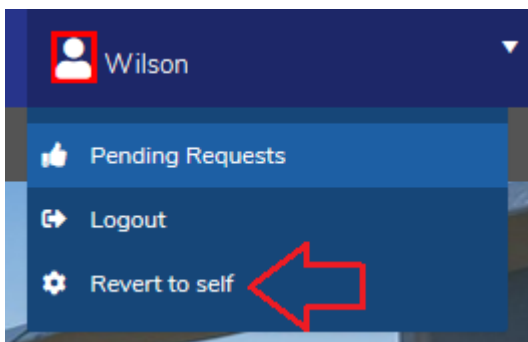
Change context to assume the identity of one of your team members:





Click on the 'Change Context' icon. **Note:** The red ✓ icon indicates the team member has outstanding approvals.

The name of the selected team member appears at the top of the page and the user icon has a red square around it.



To return to your own context, click on the Global Menu and select 'Revert to self'

Check the leave balance of your team members:

