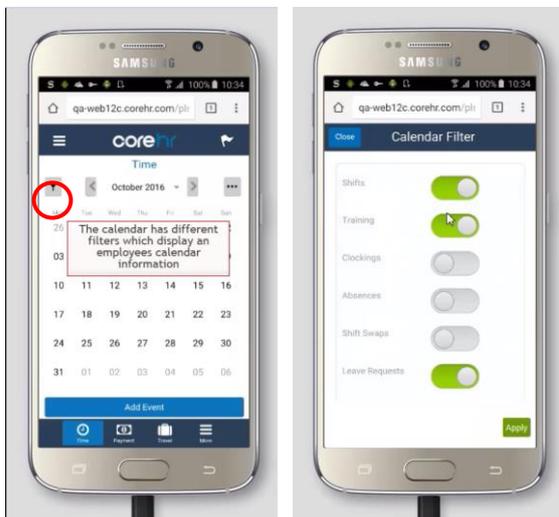
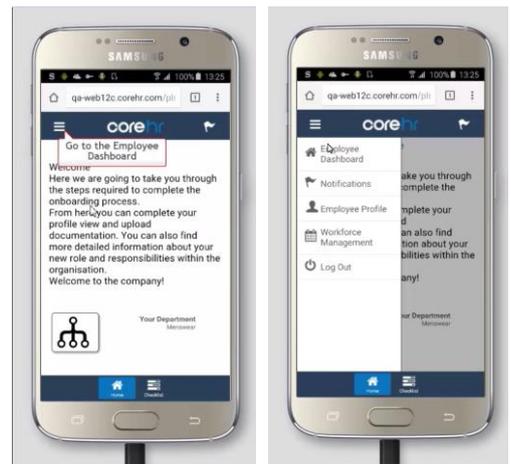


EMPLOYEE SELF SERVICE (ESS) USER GUIDE

VIEWING YOUR ROSTER BOOKING ANNUAL LEAVE SUBMITTING A SHIFT SWAP REQUEST

Calendar Overview

The calendar allows you to view your work schedule. Once you log in, go to the main menu at the top left and click on **Employee Dashboard**. From the employee dashboard, click on the **Time Widget** at the bottom of the screen. This will bring up the calendar.



Click on the filter to choose the information that you want to see or hide.

Each filter will display information such as clockings, shifts, any shift swaps requests and any leave requests.

As you click on each day you will see the details for that day.

Any days that you are working will be grey and any day where you are resting or absent will be marked as white.

The blue triangle in the top right-hand corner of the square for each day indicates that there is a calendar entry.



You can select to view the calendar by week or by month. (NB the day option is not available at Forterra). Click on the drop-down arrow next to the date and select which view you want to apply.

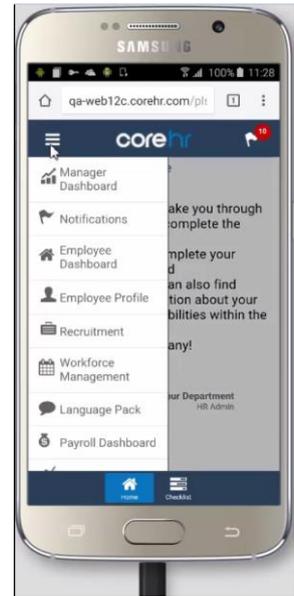
Click on the three dots icon (aka further information button) to access additional information such as co-workers leave/absence, co-workers roster, roster availability.



From here you can submit a request to your manager to change your roster availability or submit a missed clocking request.

Submitting a Leave Request

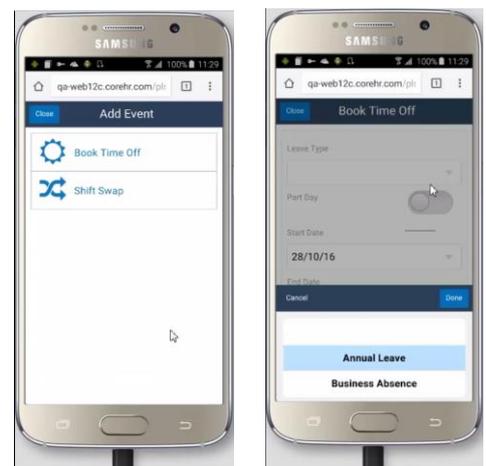
To submit a leave request from your mobile, you must first login to CoreHR and select the **Employee Dashboard**.

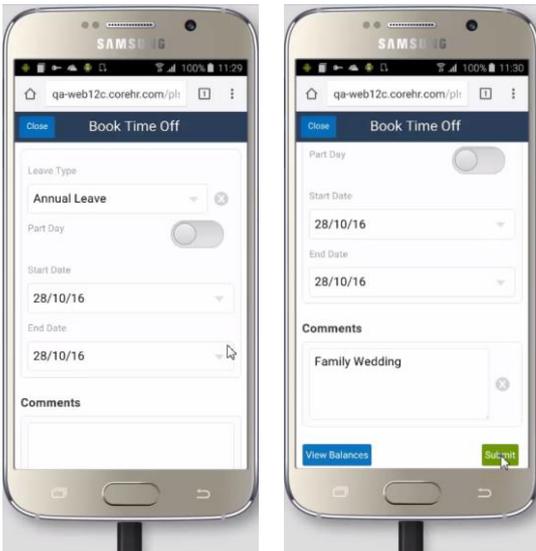


Select the date that you want to request the leave for and then click on the **Add Event** button at the bottom of the screen.

Select the option to **Book Leave Off** option.

Select the type of leave you want to book, in this example it is Annual Leave.





Enter in the dates and the times and whether it is a part day leave request. Add a comment to help your line manager when it comes to authorising your leave.

You can also view your annual leave balances from the **View Balances** button.

When they are finished entering the details they can press the Submit button to send off their request.

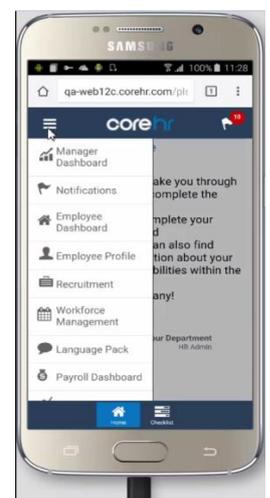
You will receive a confirmation message that the request was submitted successfully.

The leave request can now be seen on from the calendar view for that day.



Submitting a Shift Swap

To submit a shift swap request from your mobile, login to CoreHR and select the **Employee Dashboard**.

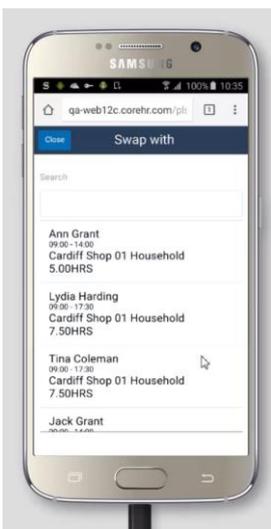
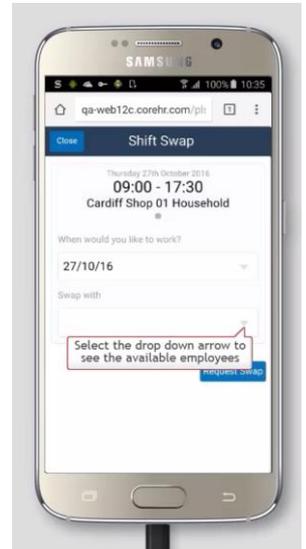
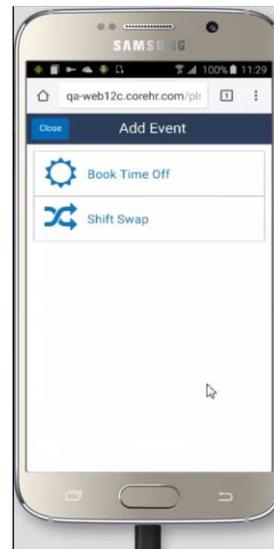




Select the date that you want to request the leave for and then click on the **Add Event** button at the bottom of the screen.

Select the **Shift Swap** option from the menu.

The day that was selected in the calendar will default to the day you want to submit the request for.

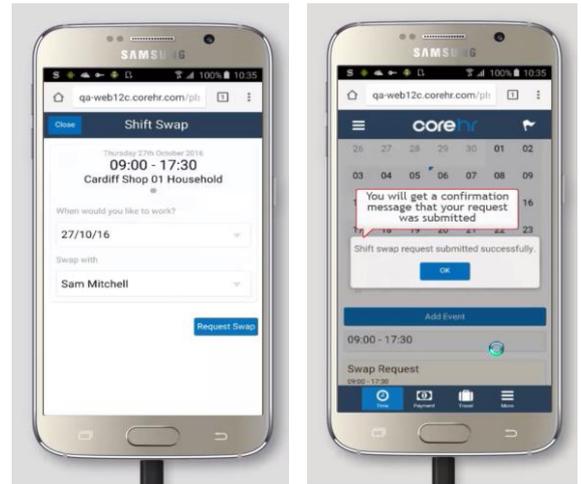


Select from the list of available employees in your Team Area, who you want to swap the shift with.

Once you select the employee you want to swap the shift with you can click the **Request Swap** button.

A confirmation message that they request has been submitted successfully will appear.

NB – before you submit any such request, you should first discuss your desire for a shift swap with the relevant team member.



You will then see the details of the pending request.

It shows the date and length of time for the request, who it is from and who it has been submitted to.

From the Calendar Overview page, you can see the details appear as an item for that day – scroll down to the bottom of the screen.

End.