Workflow in ESS Portal

- Workflows in ESS always start when a request is submitted by an employee.
- Some actions do not require any approval by a Manager or HR Partner.
- If the activity requires an approval, then the request is sent, via workflow, to the appropriate approver for his/her action.

1. The Staff Member submits a Leave Request
2. The Manager reviews and rejects the Leave Request
3. The Staff Member modifies and resubmits the Leave Request
4. The Manager reviews and approves the Leave Request
Workflow in ESS Portal

- Some workflows require a 2-level approval or approval by an external entity (e.g. Medical Service).

1. The Staff Member submits a Special Leave w/pay Request
2. The Manager reviews and approves the Request
3. The HR Partner reviews the request, verifies the eligibility and approves it.
Workflow in ESS Portal - Example

• In this example the employee submits a request for an attendance (Overtime).
• After clicking the OK button, the request will be routed to the appropriate Manager for his/her action.
Workflow in ESS Portal

- Workflows that require approval are routed to the approver’s Approver Work Center (Employee Self Service ➔ Home ➔ Approver Work Center ➔ Time Pending Items).
- A number of approvers may be mapped to an org unit and requests will appear in the Work Center of all approvers. When an approver accesses the task it will disappear from the worklist of the other approvers.

![Image: Approve Annual Leave, Ying Otilia, New](image-url)
Workflows in ESS Portal

• From the **Approve** request screen, the Approver can either Approve or Reject the request.

• For **1-level** approval workflow, the process is completed when the Approver approves the request.

• For **2-level** approvals workflow, the first approval will automatically route the document to the next approver. The approval may also be required from an external entity (e.g. Medical Service through interface with the EarthMed system).