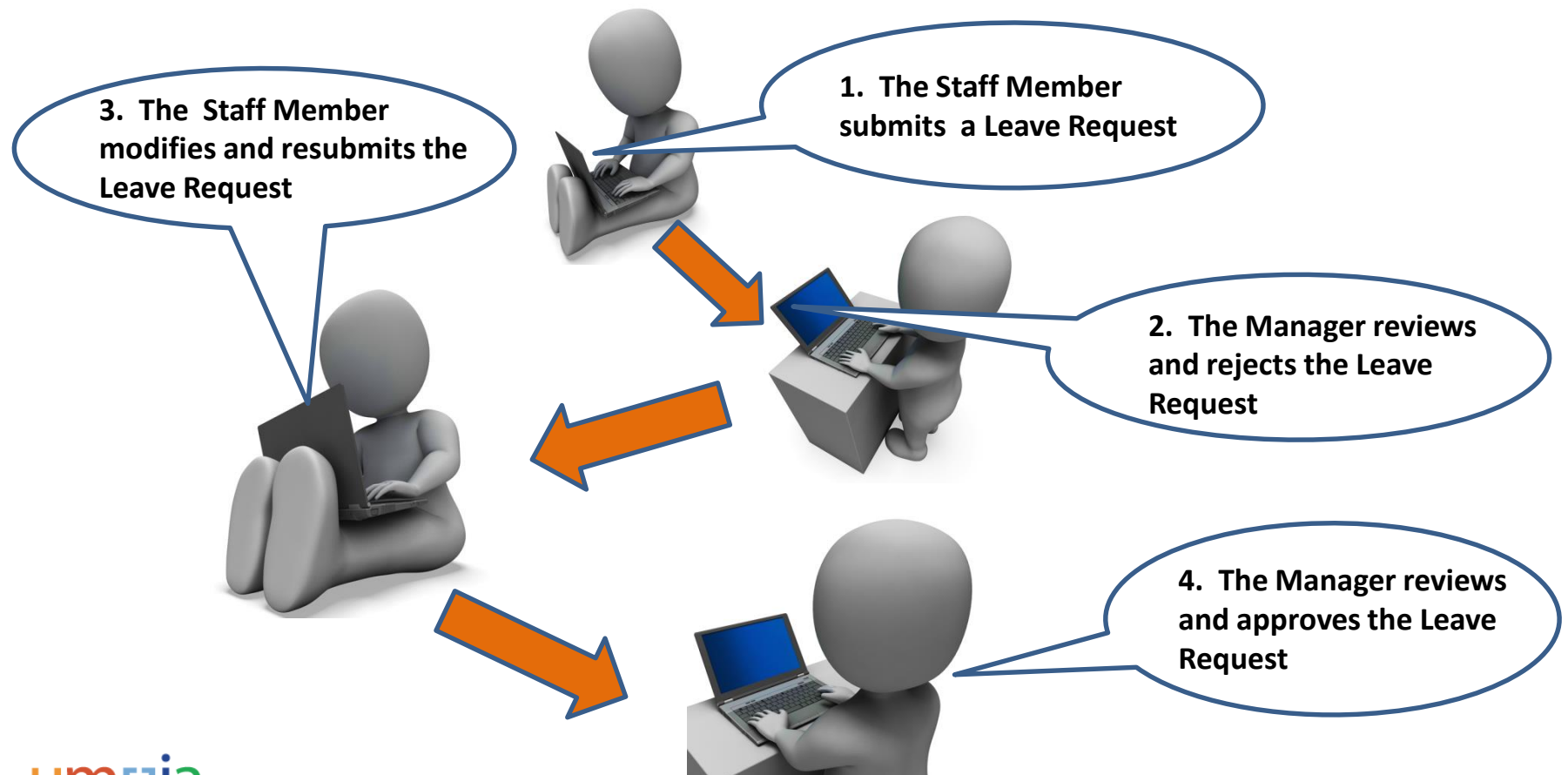


# Workflow in ESS Portal

- 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



# Workflow in ESS Portal

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



# 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.

The screenshot displays the ESS Portal interface for William TURNER. A modal dialog box titled "Leave Request: New" is open, showing the following details:

- Type of Absence:** Overtime (1.5)
- General Data:**
  - Start Date: 25.06.2014
  - End Date: 25.06.2014
  - Begin Time: 09:00:00
  - End Time: 17:00:00
  - Abs/Att hours: 8.00
  - Approver Name: Juan Carlos ARAUJO GALVEZ
  - Note:
- Additional Data:** Overtime worked oth dept\*:

The "OK" button at the bottom of the dialog is highlighted with a red box.

# 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.

**Approve Annual Leave , Ying OTILIA , New**

✓ Approve ✗ Reject ◀ Previous ▶ Next

View: February 2015 Apply

February 2015							March 2015							April 2015									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
5	26	27	28	29	30	1	9	23	24	25	26	27	28	1	14	30	31	1	2	3	4	5	
6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12
7	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19
8	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26
9	23	24	25	26	27	28	1	13	23	24	25	26	27	28	29	18	27	28	29	30	1	2	3
10	2	3	4	5	6	7	8	14	30	31	1	2	3	4	5	19	4	5	6	7	8	9	10

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested ■ Non-Working Day  
■ Holiday

▶ Attachments

▼ Leave Details

**\*\* Please, remember to use check button to calculate the days/hours\*\***

Type of Leave: Annual Leave  
Description: Annual Leave

**General Data**

Start Date: 02.03.2015  
End Date: 02.03.2015  
Att./abs. days: 0.00  
Last Note:   
New Note:

# 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).

**Approve Overtime (1.5) , William TURNER , New**

Close   Previous Next

Calendar Team Calendar Leave Requests Absence Balance

Personal Calendar

View: June 2014 Apply

June 2014							July 2014							August 2014									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
22	26	27	28	29	30	31	1	27	30	1	2	3	4	5	6	31	28	29	30	31	1	2	3
23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13	32	4	5	6	7	8	9	10
24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20	33	11	12	13	14	15	16	17
25	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27	34	18	19	20	21	22	23	24
26	23	24	25	26	27	28	29	31	28	29	30	31	1	2	3	35	25	26	27	28	29	30	31
27	30	1	2	3	4	5	6	32	4	5	6	7	8	9	10	36	1	2	3	4	5	6	7

Absent  Multiple Entries  Sent  Deletion Requested  Non-Working Day  
 Holiday

Attachments

Action	File Name	File Extension	Attachment File Size ( in KB)

Leave Details

**\*\* Please, remember to use check button to calculate the days/hours\*\***

Type of Leave:  Additional Data: Overtime worked oth dept

Description:

General Data

Start Date:

End Date:

Begin Time:

End Time:

Absence hours:

Last Note:

New Note: