Approving Leave (ESS)

Once you have entered ESS, click on the Office triangle. This will open the folder and give you two options.

Click on Inbox

Once you have clicked on your inbox, the above screen will appear. It will list all of your documents.

To look at an entry double click on the line.
The following will now be displayed, double click on Execute

This screen will appear;
Outlines the leave application
Overview of the Leave balances available
Option to approve or reject the application
Reminder emails and Automatic Leave Approval

If annual leave applications are not approved 14 days after being created, you will receive a reminder email. If the annual leave application is not approved 21 days after creation, it will be automatically approved.