Craggy Range Employee Self Service

Log onto Internet, on the Intranet home page go to the "Quicklinks" section and click once on the "Employee Self Service – New Zealand Employees"

Passwords
It is important that you do not share your password with others.
Always Log-out of your ESS account and close your internet browser after using ESS.

Logging onto Employee Self Service (ESS)
Your username is given to you or your Manager from Human Resources.
If you are a first time user a password will have been generated for you and when signing in for the first time the system will force you to change your password before you can proceed any further.

Home Page
Once you have logged on you will go to the ESS Home Page.
From here you can see:
- When you last logged on to ESS
- Messages
- The Navigation Menu on the left of the page
- The Tab Page Navigation Menu in the middle of the page

Note: You should not use the browsers Back button while you are logged onto ESS instead use the ESS buttons and navigation menu to move around ESS.

My Details
There are some fields with ESS that you can update and amend for example Next-of-Kin details and Address details. If the text box is white you can amend this area yourself, if the text box is grey you have to submit changes via your Manager.

My Time
Double click on the week that you wish to enter your daily hours for.

Enter the Allowance code required:
101   Ordinary Hours
104   Public Holiday (Not Worked)
105   Public Holiday Worked @ T1.5

You do not need to enter a cost centre unless you are working in a different department to normal, or for the vineyards if you are working in specific costed area's.
During the week use "Save Timesheet. Once your entire week's hours have been entered use "Submit Timesheet" to send the timesheet to your manager for approval.

Please note, any leave taken must be entered before you submit your timesheet.

My Leave
The Balances page displays some of the leave balances that you are entitled to.

• Leave Type	Displays the type of leave and the units the balance is displayed in.
• Balance (as at close of last pay)	Your current leave balance for the relevant leave type. The database updates the leave entitlements at the close of each pay period. The current balance will not include deductions for leave awaiting approval or approved leave that you have not yet taken.
• Leave approved not paid	Units approved by your Manager that you have not taken or been paid for.
• Applied not yet approved	Units awaiting approval by your Manager.

<u>**New Leave Request**</u>
Completing a New Leave Form

- Length of Leave

    Select whether you want to apply for leave for one or more full days or for a partial day:
    The options are:
    ➢ 1 or more full days
    ➢ Less than 1 day.

- Leave reason

    Select the type of leave that you want to apply for such as "Annual Leave" or "Sick Leave".

- Additional Information

    Type any additional information or comments that may assist your Manager with your leave request.

- Next

    Click Next to go to the leave calendar page. The leave calendar settings are controlled by the Length of Leave field above.

After you have selected your required days your leave details will be displayed on the New Request tab. If the details are correct, click the submit request key. Your request will now have been sent to your Manager for approval. Until the leave has been approved the leave request will now be displayed under the View Requests tab.
If the details are incorrect, click the Calendar button to return to the calendar page to correct them.

Your Manager will now receive an email notifying them that you have submitted a leave request, this appears in their Active Items as well as your Active Items.

<u>**My Payslips**</u>
Once the payrun has been completed, your payslip will appear in this folder. You can choose to print your payslip or just view onscreen.

If you need to print off current or historical payslips, you can access the ESS portal from home using the following link:

<p align="center">https://ess.myobpayglobal.com/CraggyRangeNZ</p>

NB: Always remember to logout of ESS as it contains your personal information