EMPLOYEE SELF SERVICE (ESS)

Leave Request Entry in Serenic - for NWTTA Staff

Yellowknife Education District No.1

August 11, 2021

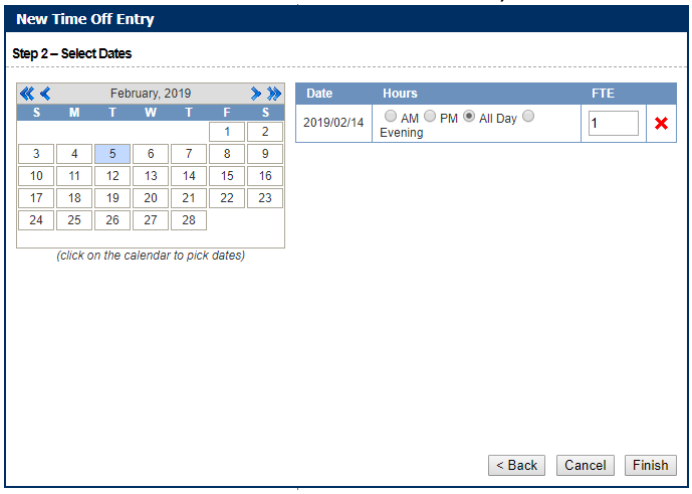
Leave Request Entry for Approval

To use this service, you must have an Employee Self Service (ESS) account set up. If you didn't receive the link to set up your ESS account, please contact payroll to have it emailed to you. Please note, it will be sent to the email address we have on file for you.

****Remember to keep your login and password in a safe place for future reference****

1. Login to the ESS Portal in your web browser: https://yk1.serenic.com/EmployeeSelfService/
    a. If you have forgotten your use name and password, follow the steps on How To Reset Your Password.
2. Click on the **'Time off Requests'** tab
3. Click on **'Add New Entry…'** a new screen will open
    a. Select the Reason Code from the drop down list

    b. Click **'Next'**
4. Select the dates on the calendar:
    a. To change the **MONTH** click on the **<** or **>** buttons
    b. To change the **YEAR** click on the **<<** or **>>** buttons
    c. Click on the date in the Calendar to select it
        i. You can select multiple days for the same reason code
    d. Enter the hours per day: AM, PM, ALL DAY or EVENING
    e. If there was a mistake with the entry, click on the **X** to delete it



5. Click on **'Finish'**. Your entry will generate on the Calendar
6. Submit and Notify your manager of your leave request:
    a. Select each day you want to send for approval or click on **'Select All'**
    b. A checked box will appear next to the days to be submitted
    c. Click on **'Submit & Notify'**

d. Select **ONLY** your manager from the drop down list, you may need to scroll to see your manager's name
e. Click on **'Notify'**, the system will email the manager you selected, letting them know you have leave for approval

7. Deleting a leave request:
    a. Select the day you want to delete, a check mark will appear next to the day selected
    b. Click on **'Delete Selected'**
    c. Your leave request will be removed from the calendar

Changing a leave request after it's approved

You can't change a leave request after it has been approved and the status color is blue. Your manager will have to reject the request or you will need to delete it. Once its status color is green (imported), the leave request can't be deleted. You will need to contact payroll to make any adjustments manually to you leave. Any manual adjustments will not show on the calendar, but will be on you pay stub.

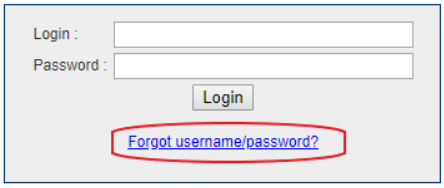
How to Reset Your Password

If you don't know your username or password, or you have forgotten your username or password, please follow these steps to have it reset:

1. Click on the ESS link:

   https://yk1.serenic.com/EmployeeSelfService/

2. When the window opens, click on **'forgot username/password?'**.

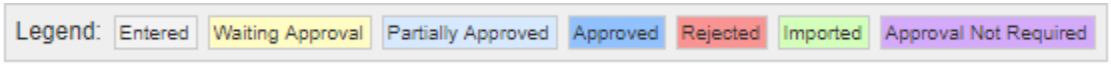


3. Enter your email address. This will be the email address associated with your payroll information, or the email you use to receive your pay stubs.
4. Click **'Submit'**
5. Open your email, there will be an email from '*Payroll@serenic.com - Employee Self Service password reset*'
    1. If you do not receive this email, check your spam folder
6. Click the link in the email and follow the instructions on the screen

If you are having any issues, accessing your ESS account or you're not receiving the password reset email, contact payroll for assistance.

Status of your leave request

As your leave is being processed, it will change color based on where it is in the approval process.



- Entered (grey) – this means you have entered leave but it hasn't been submitted to your manager yet
- Waiting for Approval (light yellow) – you have submitted your leave for approval
- Partially Approved (baby blue) – certain type of leave require School and Board approval, partially approved means that the first level of authority has approved it and it is waiting for the next level to approve it
- Approved (blue) – your leave is approved
- Rejected (red) – your leave was not approved or there was an error made with the entry, you will need to correct the error
- Imported (green) – payroll has imported and processed your leave
- Approval Not Required (purple) – approval is not required for this type of leave