

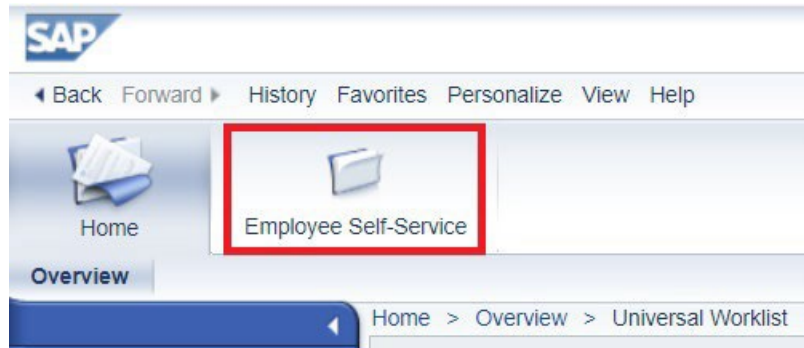
Donate Hours to Shared Leave Bank in ESS

This document will give instructions on changing your addresses and phone numbers using Employee Self Service (ESS).

Here is a direct link to log in to ESS: <https://ess.seattleschools.org/irj/portal>. You can also navigate to ESS from MySPS (staff website).

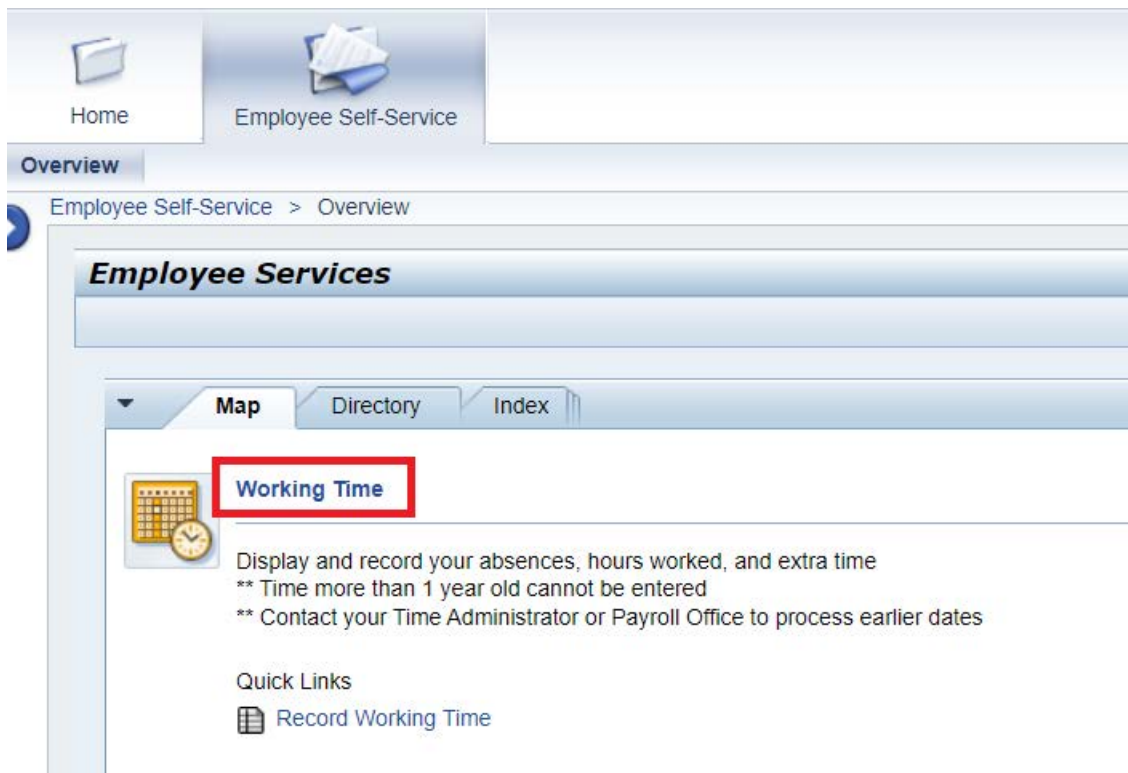
Navigating to Employee Self-Service

1. To access the ESS home page, select the **Employee Self-Service** tab.



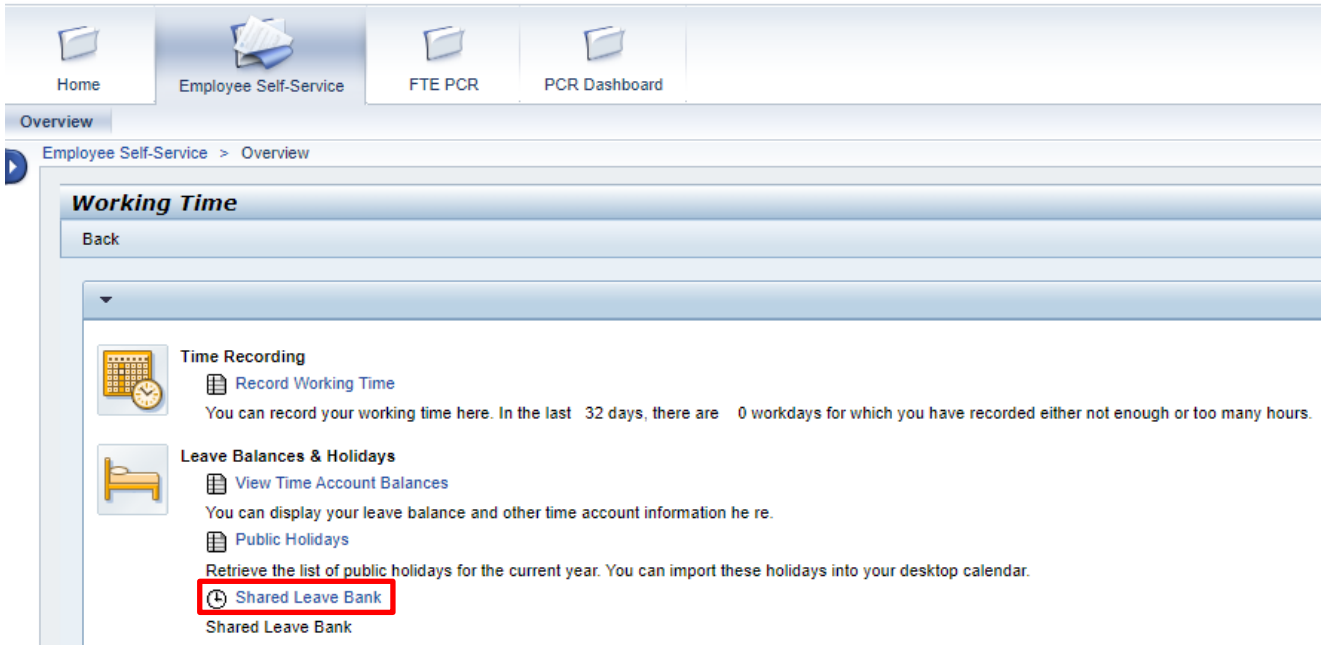
Navigating to Working Time

1. Select **Working Time**.



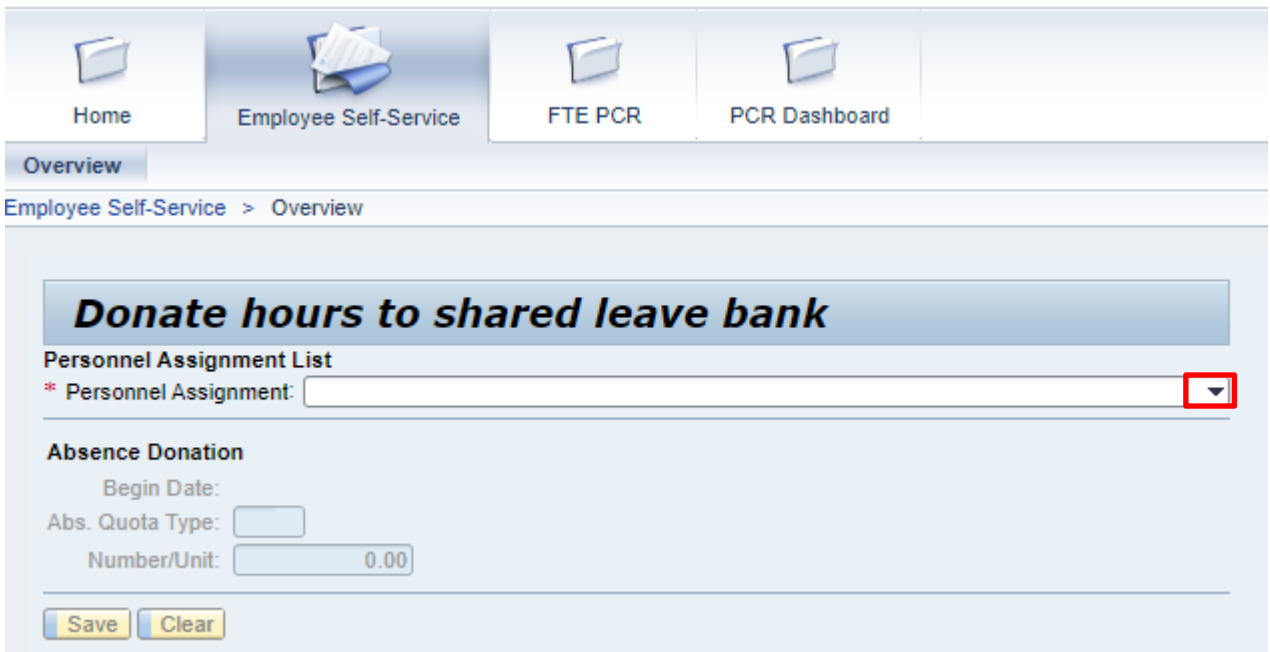
Navigating to Shared Leave Bank

1. From the Working Time screen select **Shared Leave Bank**



Donating to Shared Leave Bank

1. From the Donate hours to shared leave bank screen, open the drop down by clicking the arrow next to **Personnel Assignment** and select the assignment you wish to donate from.



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2. Choose the type of leave to donate using the **Abs. Quota Type** dropdown.

The screenshot shows the SAP HR ESS interface for donating hours to a shared leave bank. At the top, there are navigation tabs for Home, Employee Self-Service, and FTE PCR. Below these is an 'Overview' tab and a breadcrumb trail 'Employee Self-Service > Overview'. The main heading is 'Donate hours to shared leave bank'. Underneath, there is a 'Personnel Assignment List' section with a dropdown menu showing '00023264 Custodial - Washington Custodial Engineer K'. The 'Absence Donation' section includes a 'Begin Date' of 11/29/2023 and an 'Abs. Quota Type' dropdown menu that is currently open, displaying three options: '49 Vacation Leave Carry Over (160.00000 Hours)', '50 Vacation Leave (0.00000 Hours)', and '52 Sick Leave (0.00000 Hours)'. There are 'Save' and 'Clear' buttons at the bottom of the form.

3. Enter the number of hours to donate to the shared leave bank and click **Save**.

This screenshot shows the same SAP HR ESS interface as the previous one, but with the 'Number/Unit' field in the 'Absence Donation' section highlighted with a red circle. The value '0.00' is entered in this field. The 'Abs. Quota Type' dropdown is now closed. The 'Save' and 'Clear' buttons are still visible at the bottom.

4. Once you have clicked Save you should receive a confirmation message stating the hours have been saved successfully.

Hours Donation to Shared Pool Saved Successfully!

Return to the main ESS landing page

1. To return to the main ESS landing page, click **Overview**. To log out of ESS click **Log off**. To protect user data and privacy, it is always recommended to click **Log off** when done using ESS.

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