

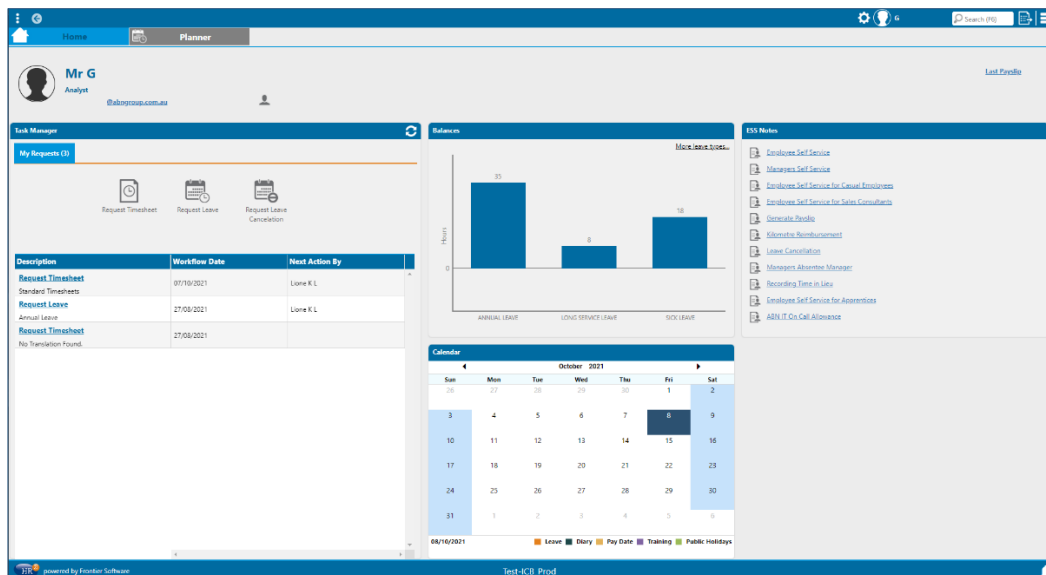
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

LOGIN AND TUTORIALS

- Click the following link to access the **Employee Self Service** login page from within ABN Network.
<https://hr21-prod.abngroup.com.au/Prod-HR21v5/hr21/>
- Enter your Windows **login ID** and Windows **password** to login.



- Once logged in you will see the following **Home** screen.



- For detailed training videos on how to use ESS please login to iLearn through the link below.
[iLearn: Log in to the site \(abngroup.com.au\)](https://abngroup.com.au)

Select **All Courses** from the Home menu or click on **Course Catalogue** and search for:

ESS All Users

Tutorial for employees

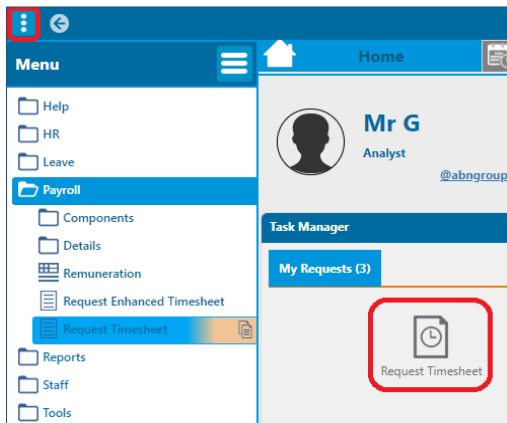
ESS Manager View

Tutorial for managers

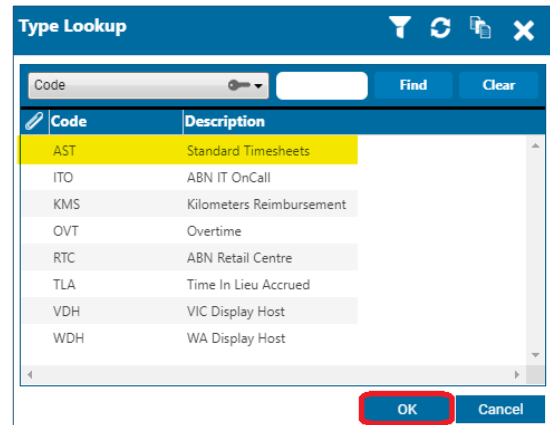
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

TIMESHEET APPLICATION

- 1) Click the **Request Timesheet** option.
(Can be accessed from **Home** page or the **Ellipsis** (three dots) -> **Payroll** -> **Request Timesheet**.)

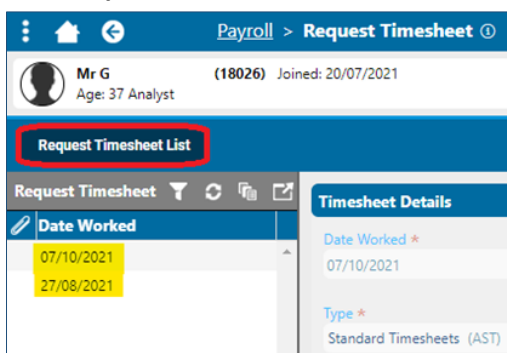


- 5) Select from the list below and select **OK**.

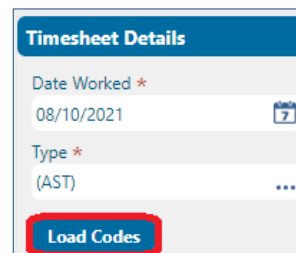


*See next page **Timesheet Codes** for entries to use.

- 2) Click **Request Timesheet List** to view/hide entries.



- 6) Click the **Load Codes** button to list items.

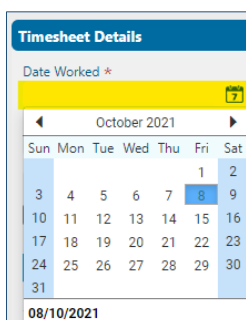


- 7) Enter the **Start Time**, **End Time** and total **Hours** splitting the shift for breaks.

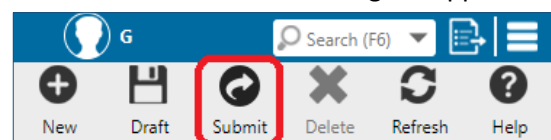
Allowance	Description	Start Time	End Time	Hours	Department	Job Number
ORD	Ordinary Hours	8:00 AM	12:00 AM	4.00		
ORD	Ordinary Hours	12:30 PM	4:30 PM	4.00		
PTEX	Part Time Extra Hrs	12:00 AM	12:00 AM	0.00		
PTEX	Part Time Extra Hrs	12:00 AM	12:00 AM	0.00		

* Include **Department** if working for another brand and **Job Number** for apprentices.

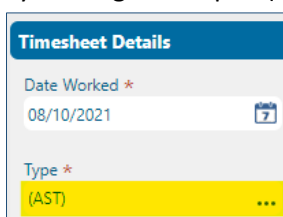
- 3) Enter the **Date Worked** or select from calendar.



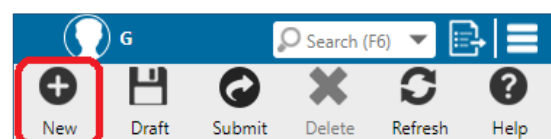
- 8) Click **Submit** to send for manager's approval.



- 4) Under **Timesheet Details** choose **Type** of timesheet by clicking the ellipsis (three dots).



- 9) Click **New** for additional entries.



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TIMESHEET CODES

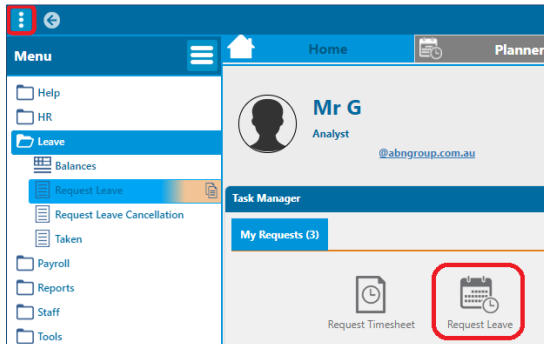
AST – Standard Timesheets			
ORD	Casual Hours	PTEX	Part Time extra hours
ITO – ABN IT OnCall			
OC45	OnCall Mon-Fri \$45 p/day	OC55	OnCall Sat-Sun PH \$55 p/day
OCPH	OnCall public holiday worked		
KMS – Kilometres Reimbursement			
KMAS	Kilometre claim < 1.6L Engine	KMAM	Kilometre Claim 1.6L to 2.7L
KMAL	Kilometre claim > 2.7L Engine		
OVT – Overtime			
OT10	Overtime at base rate	OT15	Overtime at time and ½ rate
OT20	Overtime at double rate		
RTC – ABN Retail Centre			
SATA	Saturday 7am to 12pm	SATP	Saturday 12pm onward
SUND	Sunday all hours worked		
TLA – Time In Lieu Accrued			
TILA	Time in Lieu hours accrued		
VDH – VIC Display Host			
VH30	VIC Display Host \$30 Sat-Sun		
WDH – WA Display Host			
DH30	WA Display Host \$30	DH35	WA Display Host \$35

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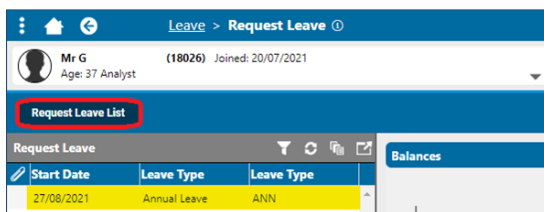
LEAVE APPLICATION

- 1) Click the **Request Leave** option.

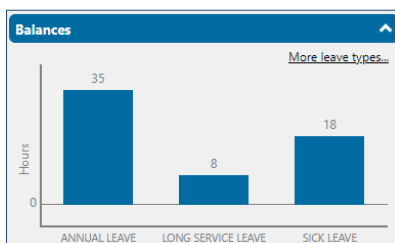
(Can be accessed from **Home** page or the **Ellipsis** (three dots) -> **Leave** -> **Request Leave**.)



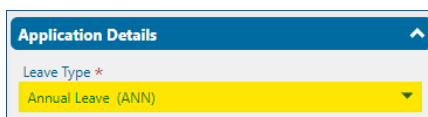
- 2) Click **Request Leave List** to view/hide entries.



- 3) Leave **Balances** are shown for today's date.

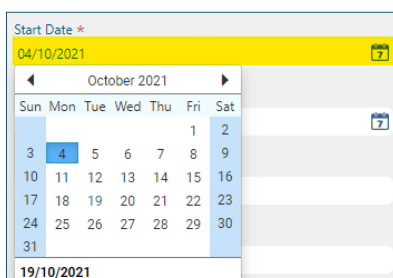


- 4) Under **Application Details** select **Leave Type**.

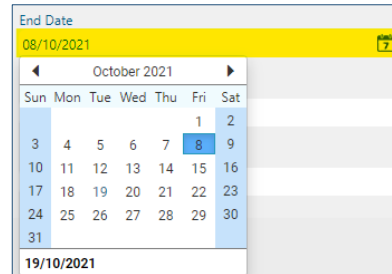


*See next page **Leave Codes** for entries to use.

- 5) Enter **Start Date** or select from calendar.



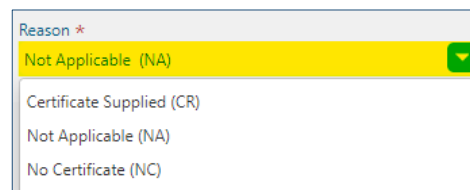
- 6) Enter **End Date** or select from calendar.



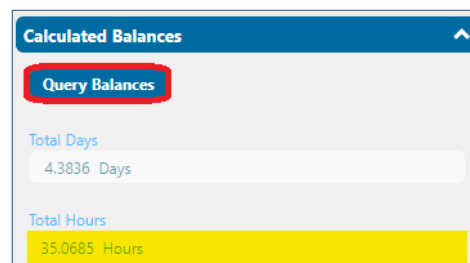
*End date is your last day of leave taken.

(If last day is a public holiday end on the work day prior)

- 7) Under **Calculated Balances** select **Reason** from list.

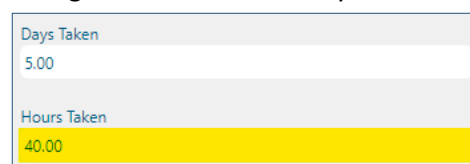


- 8) Under **Calculated Balances** click **Query Balances**.



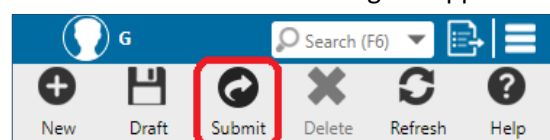
*Ensure you have enough **Hours** to cover leave.

- 9) **DO NOT** adjust **Days Taken** or **Hours Taken** unless taking hours under a full day's leave.



*If taking less than a full day, ensure a separate leave application is made for the part day.

- 10) Click **Submit** to send for manager's approval.



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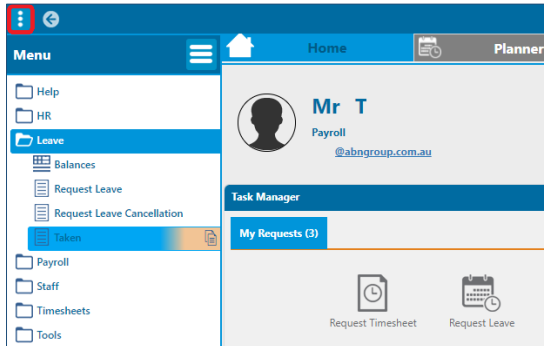
LEAVE CODES

Type	Description	Accrual	Period	Remarks
FREQUENTLY PAID				
ANN	Annual Leave	4 Weeks	Yearly	
CARE	Carers Leave	10 Days	Yearly	From SIC entitlement below.
SIC	Sick/Personal Leave	10 Days	Yearly	More than one day or either side of weekend needs medical certificate.
LSL	Long Service Leave	8.67 Weeks	10 Years	
OTHER PAID				
CMP	Compassionate Leave	2 Days	Instance	Death or injury/illness of immediate family/household member.
JURY	Jury Duty	NIL	Instance	Per period of Jury Duty.
PHOL	Public Holiday Leave	NIL	NIL	Rostered to work public holiday.
STND	Stand Down Leave	NIL	NIL	Provided per instance.
STUD	Study Leave	1 Day	Instance	Provided per unit per semester.
TIL	Time in Lieu	Work Hours	Instance	Extra hours worked for TOIL accrued.
PARENTAL LEAVE				
PP01	Parental Leave 1w	1 Week	Instance	Secondary Carer.
PP10	Parental Leave 10w	10 Weeks	Instance	Primary Carer at full pay.
PP20	Parental Leave 20w	20 Weeks	Instance	Primary Carer at half pay.
PARE	Unpaid Parental Leave	NIL	NIL	Unpaid parental leave.
UNPAID CODES				
USIC	Unpaid Sick Leave	NIL	N/A	No sick leave entitlement.
UCAR	Unpaid Carers Leave	NIL	N/A	No sick leave entitlement.
EMRG	Emergency Voluntary Unpaid	NIL	N/A	Unpaid leave for community or volunteer emergency services.
LWP	Leave Without Pay	NIL	N/A	Any unpaid leave taken.
DEF	Defence Force Leave	NIL	N/A	Unpaid leave for Defence Force.
URN	Rained Off Unpaid	NIL	N/A	Unpaid leave for rain days.
WORKERS COMPENSATION				
AWCP	Annual Leave – W/C Pending	NIL	NIL	Annual Leave for pending claim.
SWCP	Sick Leave – W/C Pending	NIL	NIL	Sick Leave for pending claim.
UWCP	Unpaid Leave – W/C Pending	NIL	NIL	Unpaid Leave for pending claim.
WCM	Workers Comp – Not Worked	NIL	NIL	Not worked under approved claim.
WCMS	Workers Comp – Worked	NIL	NIL	Worked under approved claim.

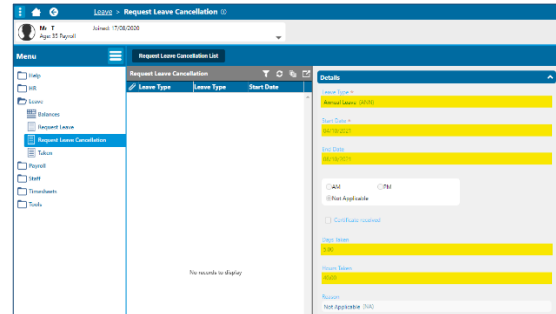
EMPLOYEE SELF SERVICE (ESS) USER GUIDE

CANCEL LEAVE APPLICATION

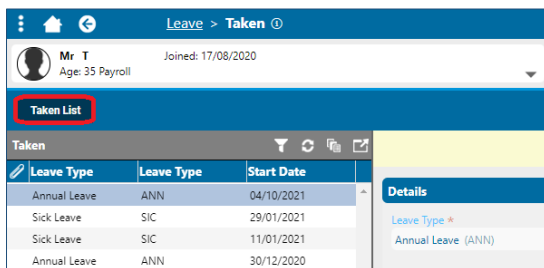
- 1) Click the **Ellipsis** (three dots) -> **Leave** -> **Taken**.



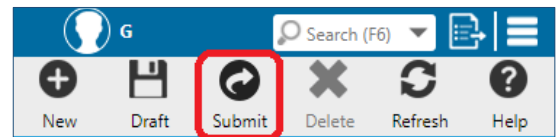
- 5) Review leave on **Request Leave Cancellation**.



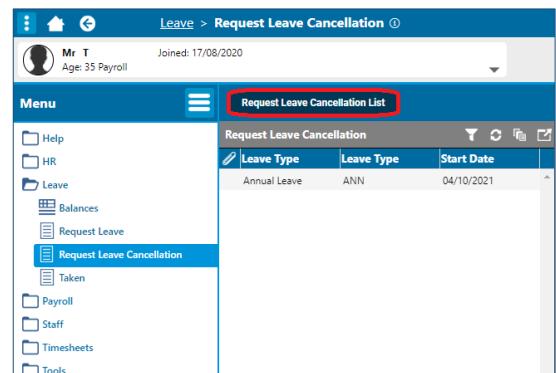
- 2) Click **Taken List** to view/hide leave entries.



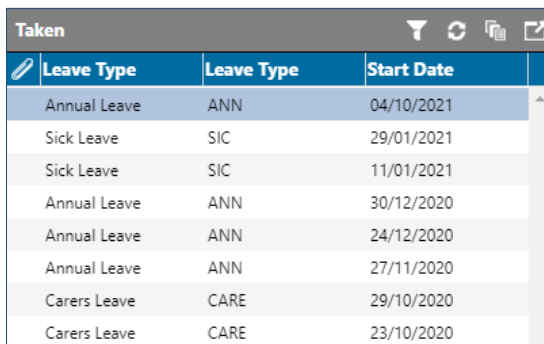
- 6) Click on **Submit** for manager's approval.



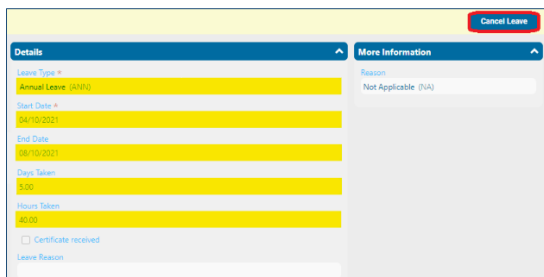
- 7) Click on **Request Leave Cancellation List** to view/hide all leave entries to be cancelled.



- 3) Select the leave application to cancel from the list.



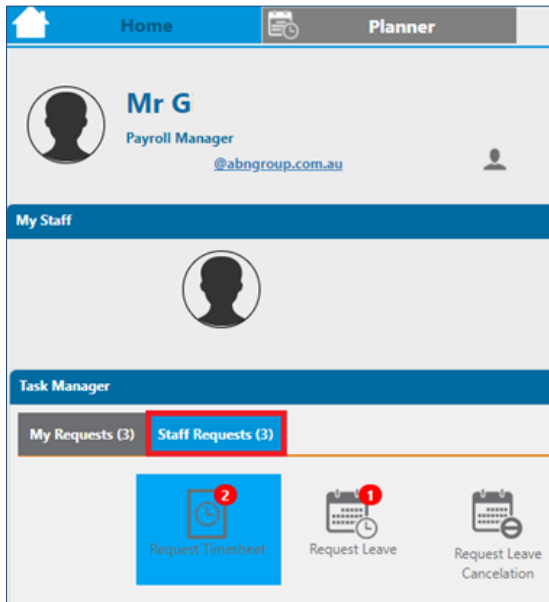
- 4) Confirm the **Details** and click on **Cancel Leave**.



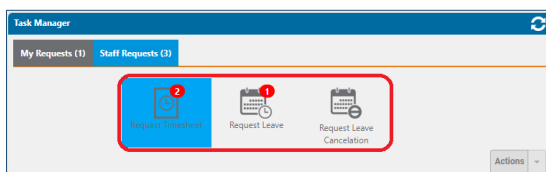
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APPROVING REQUESTS

- 1) Click the **Staff Requests** option.



- 2) Click **Request Timesheet/Leave/Leave Cancellation** to view different staff requests.



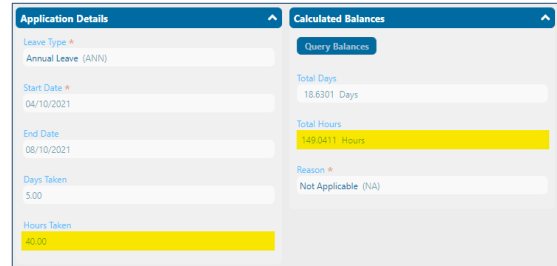
- 3) Click on each request to view the full detail.

	Description	Surname & Initials	Date Worked	Total Hours
☐	Request Timesheet	T L	12/10/2021	8.00
	Standard Timesheets			
☐	Request Timesheet	T L	12/10/2021	2.00
	Overtime			

- 4) Click **Request Timesheet/Leave/Leave Cancellation List** to view/hide all requests from the employee.

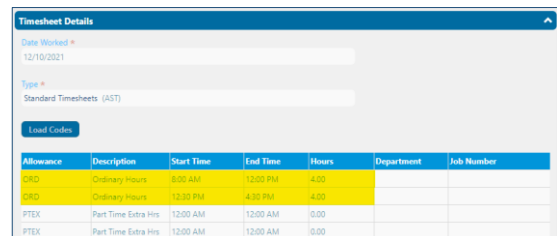
Request Timesheet List		Request Leave List	
Date Worked		Start Date	Leave Type
12/10/2021		04/10/2021	Annual Leave ANN
12/10/2021		19/02/2021	Sick Leave SIC
		17/02/2021	Sick Leave SIC

- 5) For any **Leave Requests** check employee has sufficient balance of hours for the hours taken.



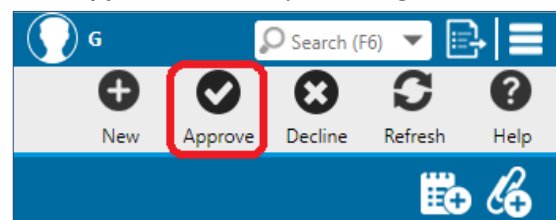
Application Details		Calculated Balances	
Leave Type *	Annual Leave (ANN)	Query Balances	
Start Date *	04/10/2021	Total Days	18,6301 Days
End Date *	08/10/2021	Total Hours	149,0411 Hours
Days Taken	5.00	Reason *	Not Applicable (NA)
Hours Taken	40.00		

- 6) For any **Timesheet Requests** check correct codes have been used and start/finish times match the number of hours claimed.



Allowance	Description	Start Time	End Time	Hours	Department	Job Number
ORD	Ordinary Hours	8:00 AM	12:00 PM	4.00		
ORD	Ordinary Hours	12:00 PM	4:00 PM	4.00		
PTEK	Part Time Extra Hrs	12:00 AM	12:00 AM	0.00		
PTEK	Part Time Extra Hrs	12:00 AM	12:00 AM	0.00		

- 7) Click **Approve** if the request is legitimate.



- 8) Click **Decline** if there are errors and advise employee of corrections and to resubmit.

