

# Employee Self Service (ESS)



## Security and Permissions

Allow users to manage settings, process requests, or access different features of ESS with custom roles.



## User Groups

Create custom groups and assign managers to oversee them.



## Request Routing

Route employee requests to supervisors for approval. Notify employees via email once changes are approved.



## No Duplication

Update your Harris software with approved changes.



## Everything You Need at a Glance

See how much time off you have available, who's out this week, assigned tasks, and your recent ESS activity.



## KEY FEATURES

- Create customized groups, roles, and routing requests.
- Send and process leave requests quickly and easily.
- Review and request changes to payroll and personal information.
- Automatically update Harris software with changes.



## KEY BENEFITS

- Manage HR and Payroll related tasks all in one place.
- Increase productivity and reduce paperwork with automated request workflows.
- Provide faster, more efficient service to employees.

**Dashboard | ESS**

Christopher Johnson | Sign out

### Dashboard

**Christopher Johnson**  
Deputy Administrator  
Water Department

**Time Off Available**

PERSONAL BUSINESS	8 h
SICK	210.44 h
VACATION	30.78 h

[Request Leave](#)

#### Tasks

Task	Date
Leave Request from James W. (2 days (7/21, 7/22) - Going out of town)	Wed 7/9
Leave Request from Cindy H. (1 day (7/10))	Tue 7/8
Leave Request from Keith S. (5 days (8/4, 8/5, 8/6, 8/7, 8/8) - Vacation)	Tue 7/8
Leave Request from Mark J. (1 day (8/29))	Tue 7/8
Leave Request from Craig A. (2 days (7/14, 7/15))	Tue 7/9

#### Who's Out This Week

Employee	7/27	7/28	7/29	7/30	7/31	8/1	8/2
Sally Bryant							4 h
Christina Carpenter							8 h
Jane Carroll							8 h
Tommy Casillo							8 h
Johnny Coleman							8 h
Florence Cooper							8 h
Wallace Freeman							8 h
Renu Grahani							4 h
Thomas Jackson							8 h
Chloe Kim							2 h

[Activity](#)

