

Self Service Leave Applications

Disclaimer:

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



Important Note

- The information contained in these articles should be treated as guidelines.
- Some articles are **software** version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or support.pastelpayroll@sage.com.

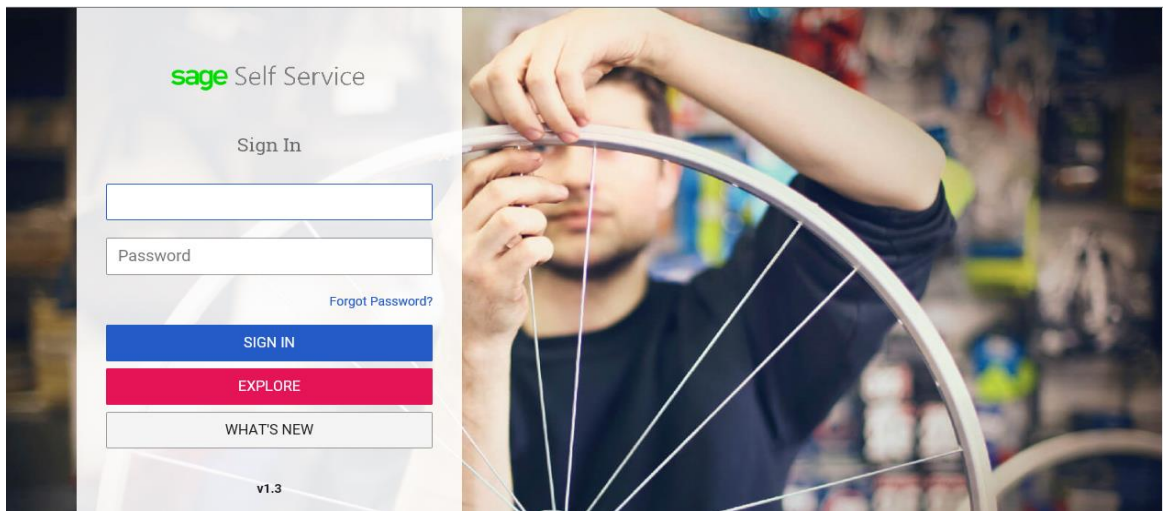
Product Guide

Question:

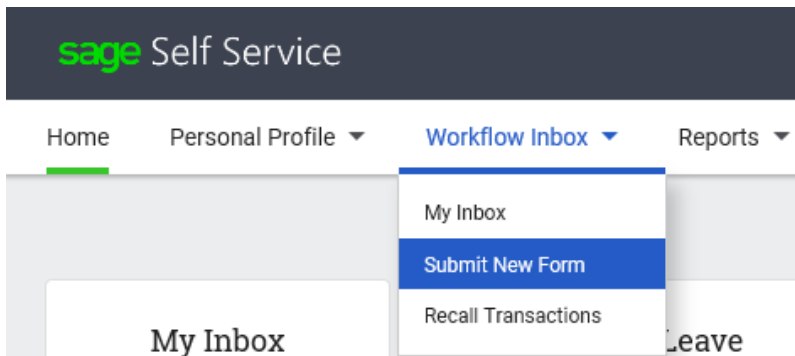
How to apply for leave on Sage HR & Payroll Self Service?

Solution:

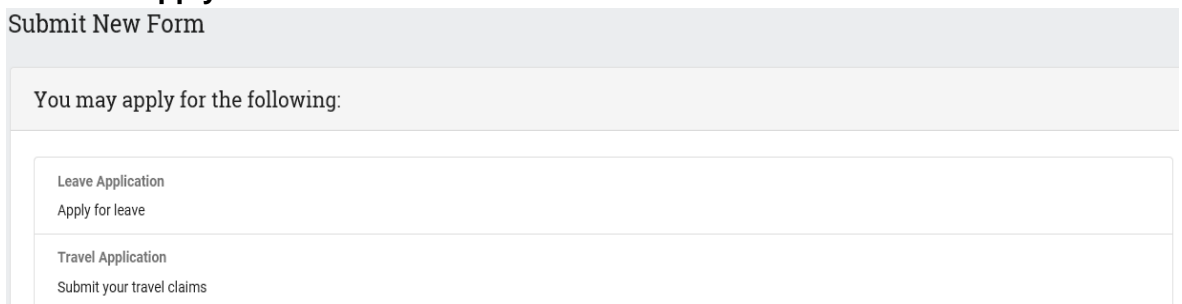
1. Please log in to the Website <https://ess.sagesouthafrica.co.za> and enter in your **Username** and **Password**.



2. Go to **Workflow Inbox.... Submit New Form**.



3. Select on **Apply for leave**.
Submit New Form



- In the drop down for **Leave type** select the leave type that you would like to apply for.
- Select the date range in the **From Date** and **To Date** options.

Leave Type:
Annual Leave

From Date:
2018-04-03

To Date:
2018-04-03

Include Partial Day

Total Days Requested
1.00

Note: If you would like to take half a day you can select on the Include Partial Day and select or enter in 0.5 in the number of days field and then select if you would like to take it in the beginning or in the end.

Leave Type:
Annual Leave

From Date:
2018-04-03

To Date:
2018-04-03

Include Partial Day

Custom 0.5

To be taken on:
the last day of leave (2018-04-03)

6. Attach any attachments that you would like to send with the leave application and select **Submit**.

First Approver

Admin Admin

Reason

Attachments

Choose file... Browse

Max file size is 3Mb. Valid extensions (pdf, doc, docx, xls,xlsx, rtf, txt, odt, bmp, jpg, jpeg, png, tif, tiff).

File Name	File Size
No Attachments	

REMOVE ALL ATTACHMENTS

SUBMIT

7. Once submitted it will advise on you **Reference number**.

