Quick Reference Guide

ESS Leave Entry

Login
1. Open Internet Explorer (IE) by clicking on the shortcut.
2. Type the URL (http://www.kutztown.edu/facultystaff.asp) into the IE address bar and press the “Enter” key.
3. Press the Employee Self-Serve Quick Link.
4. The login screen can also be accessed directly at: https://portal.passhe.edu/irj/portal
5. Enter your username and password in the account information area and press “Enter Portal.”

Leave Entry
1. Select the Employee Self-Service tab.
2. Select the Leave & Time link.
3. Select “Employee Leave Request” from Detailed Navigation or main menu links.
4. Select “Create New Leave Request” and press “Continue.”

Note: Your login for the portal is your Kutztown University email address. The password is the same as your Windows network password.
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5. Enter leave type and date and time requested.

6. Press “Calculate Hours” and the number of requested leave hours will be calculated 7.50.

7. Enter additional information if appropriate.

8. Press “Submit Leave Request” if all information is correct.
   • The request can also be cleared if necessary.

9. A confirmation message appears that describes the approval process when a submitted request is successful.

Other Options

- Leave requests can be cancelled.

- Request status can be viewed at any time.

- Detailed navigation allows you to view leave balances, absences, or navigate to the leave request area.