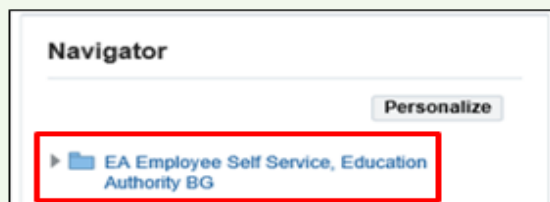


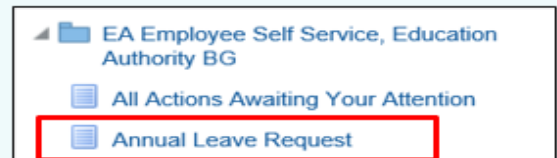
Using EA One Self-Service - ESS

How to Locate Annual Leave Balance

- 1.** On the Oracle homepage, select the **EA Employee Self Service, Education Authority BG** responsibility.



- 2.** After selecting the responsibility you can now view the drop-down menu. Select **Annual Leave Request**.



- 3.** A list of your assignments will then be displayed upon clicking. Depending on your work situation this may be one or more assignments.

Your **'Total Entitlement'** is the amount of days annual leave you are allocated (factoring in balance carry over where necessary). The **'Days Taken'** is the amount of annual leave you have used so far. Finally, the **'Net Entitlement'** is your current annual leave balance, factoring your entitlement and days taken.

Employee Assignments									
Employee Number	Employee Name	Assignment Number	Job	Position	Grade	Supervisor	Total Entitlement	Days Taken	Net Entitlement
21007368	Smith, Mr John	21007368-2	Classroom Assistants	CLASS ASST JE3 - ROSSMAR SPS \$52590	APTONEW17 SCP 7 - 17	Bloggs, Mr Joe			