**ESS District Notification:**

Prior to Migration and ESS Software Upates:

1. All leave requests must be fully approved and exported in Kiosk or the leave will have to be re-entered in ESS. Leave that is not exported will be included in the Legacy Kiosk extracts and those reports will be saved in USPS/UTILITIES/FILE ARCHIVE/OTHER

(One suggestion is to fully approve all leave, export it and save as separate files with the payroll date it should be imported into USPS Absences. Then you would not have to get your staff to re-enter the leave request in ESS.)

1. Notify staff last date to enter leave in Kiosk.
2. Notify staff first date to enter leave in ESS.
3. Kiosk – Uncheck flag - **Leave Requests** - in District Configuration/Kiosk Functionality. This should be done at the end of the day on last date to enter leave in Kiosk (MVECA WILL DO THIS).
4. ESS – Check Flag - **Leave Requests** - on the date employees can enter leave. This is located in System/Configuration/ESS Functionality Configuration (MVECA WILL DO THIS).
5. Please verify the following, prior to importing Kiosk extracted data in ESS: In USPS Core>Codes you will need to ensure Building Code Types' *Building IRN* contains a valid IRN for each building they wish to filter on in ESS. If there are obsolete building codes, those can be ignored and not updated.
6. If you have workflows that are not being used in Kiosk, you can either clean them up prior to conversion or you can wait until after conversion and clean them up in ESS.
7. Bulk Email Notices will be sent on the day of your migration. Please ask your employees to look in the email that they are using as their username for this temporary password. If they did not receive the password, please go to the ESS login screen and click on “FORGOT PASSWORD” this will create a temporary password. Then the password can be set based on the criteria setup in your district.
8. Leave Start and End times have changed from hour, minute, am/pm (three fields in Kiosk) to a single field in ESS. The dropdown times are in hour increments, but the employee will have the capability to modify this dropdown time. If you hover over the time field there is a message about modifying the start and end time.
9. Entering duplicate leave for the same date and time was allowed in Kiosk, but this will not be allowed in ESS. The release is scheduled for 8/2/2024.
10. Impersonation of district users will not be available in ESS for districts or IT sites. We will have the capability to spin up a demo, change the password of the employee with the issue and review their account.
11. As for district employees that typically enter leave for other staff (not recommended) there is a role that can be assigned to specific individuals “District Manager”
12. Aesop integration is scheduled to be released 8/2/24 pending issues are resolved with Frontline.
13. ESS Self-Registration. As of 7/24/24 this is not available. Specific district staff will need to have the role “District Manager” to register new hires. BUT! SSDT is projecting to have Self-Registration for new hires available with the 8/16/24 release - IF no issues are encountered.
14. Currently negative leave length is not available in ESS. If you have an employee that entered a leave in Kiosk that needs to be cancelled or reduced in the length, this will have to be changed in USPS Absences, keep a spreadsheet of these changes for auditors and a list that could eventually be added to ESS but never exported.