



## Uploading Documentation to Employee Self Service (ESS)

- 1) Go to <https://Genesco.ess-absencetracker.com/>.
- 2) Key in your email and password to login to your account. This is the same account that you created when you initially requested your leave of absence.

A screenshot of a web login page. At the top, there are two input fields: one for 'Email' with an envelope icon and one for 'Password' with a lock icon. Below the password field, a red error message reads 'The Password field is required.' Underneath, there is a 'TermsAndConditions' section with two buttons: 'Yes' and 'No'. Below that, a line of text states 'By logging into this site, you agree to the site's Terms and Conditions.' At the bottom of the form is a large blue button labeled 'LOGIN'. At the very bottom, there are two links: 'Register New Account' and 'Forgot Password?'.

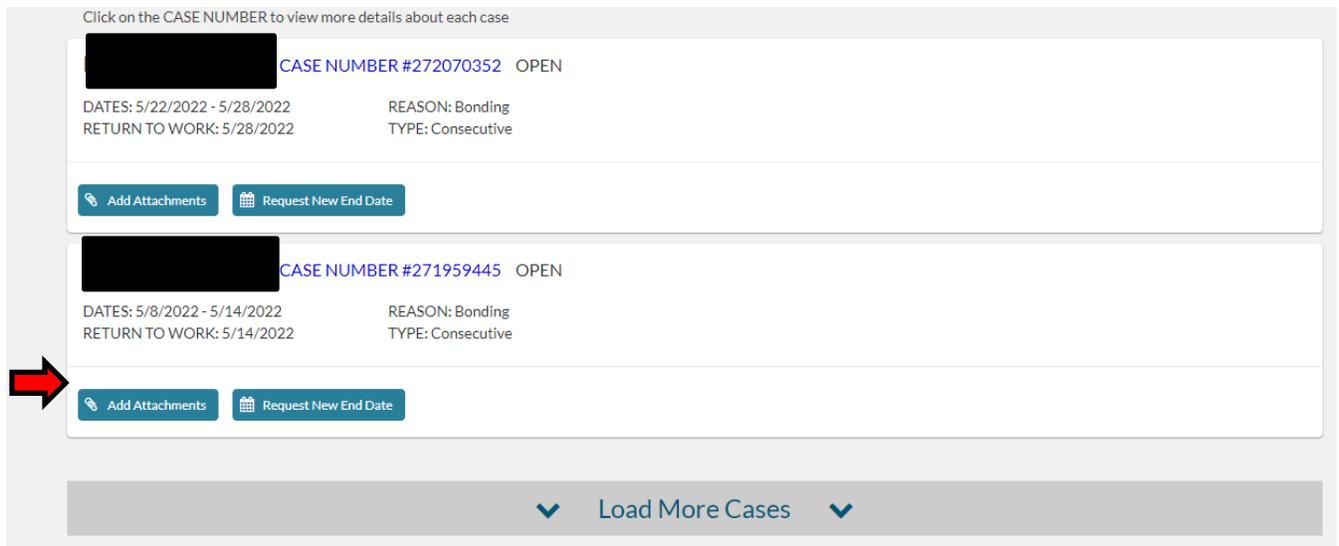
3) On the main dashboard, scroll down to find a list of your cases.

The screenshot shows a dashboard with a user profile at the top left, a 'VIEW SCHEDULE' button, and a 'REQUEST NEW CASE FOR BRANDON' button with a 'FILTER' dropdown. Below this is a section for 'AVAILABLE TIME OFF' with details: 'Family Medical Leave Act: 12 Weeks', 'AVAILABLE: 10 Weeks', and 'USED: 2 Weeks'. To the right is a calendar for July 2022. Below the calendar is a list of cases. A red arrow points to the first case entry. The first case is for 'CASE NUMBER #272070352' with dates '5/22/2022 - 5/28/2022', reason 'Bonding', and type 'Consecutive'. The second case is for 'CASE NUMBER #271959445' with dates '5/8/2022 - 5/14/2022', reason 'Bonding', and type 'Consecutive'. At the bottom is a 'Load More Cases' button.

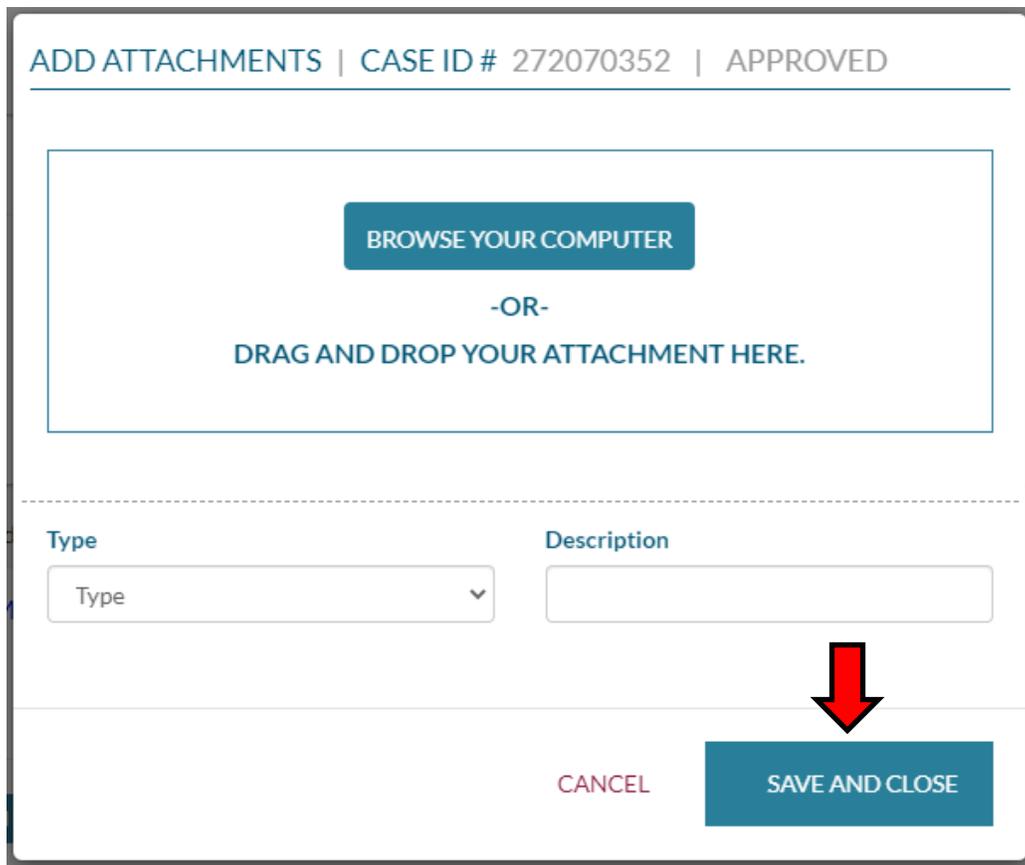
- 4) Select the case that you wish to upload your documentation to from your list of cases. Use the below information to upload your documentation to the correct case:
- Use the Case Number, provided to you in the New Case Acknowledgement email.
  - Ensure the dates of your leave match your selected case.
  - Make sure the Leave Reason of the selected case is correct before uploading your documentation.

This screenshot is similar to the one above but with red arrows and letters 'a', 'b', and 'c' pointing to specific elements. Arrow 'a' points to the 'Request New End Date' button of the first case. Arrow 'b' points to the 'Add Attachments' button of the second case. Arrow 'c' points to the 'REASON: Bonding' text of the second case. The 'Load More Cases' button is at the bottom.

5) You Once you have identified the correct case, select **Add Attachments** under that case.



6) Browse your computer or drag and drop your attachment to upload your documentation. You must select a document type and provide a description of the documentation before selecting **Save and Close**.



7) Please reach out to [Leave@genesco.com](mailto:Leave@genesco.com) if you have any questions.