

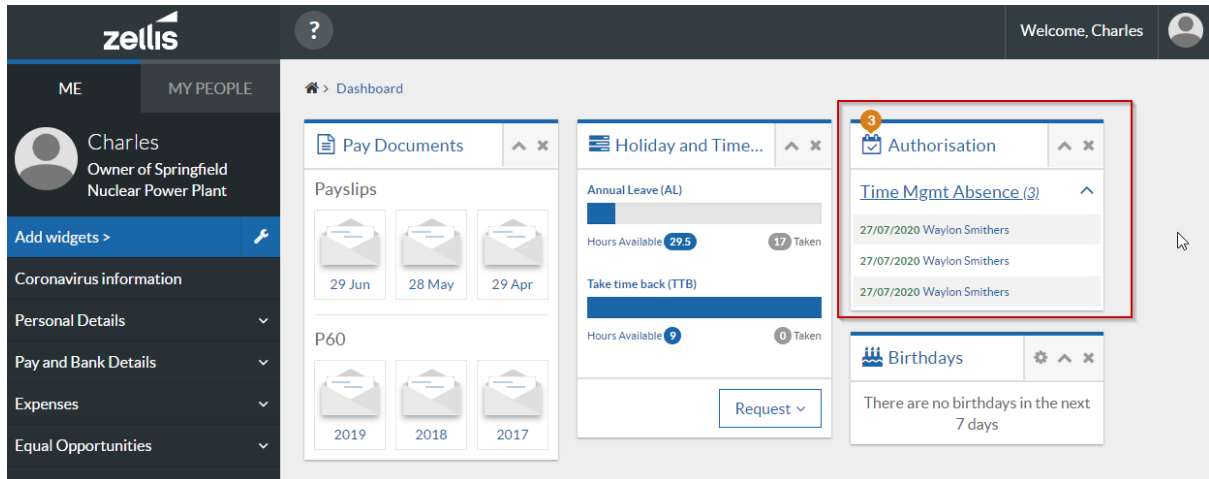
HR Self Service

Annual Leave - Manager Guide

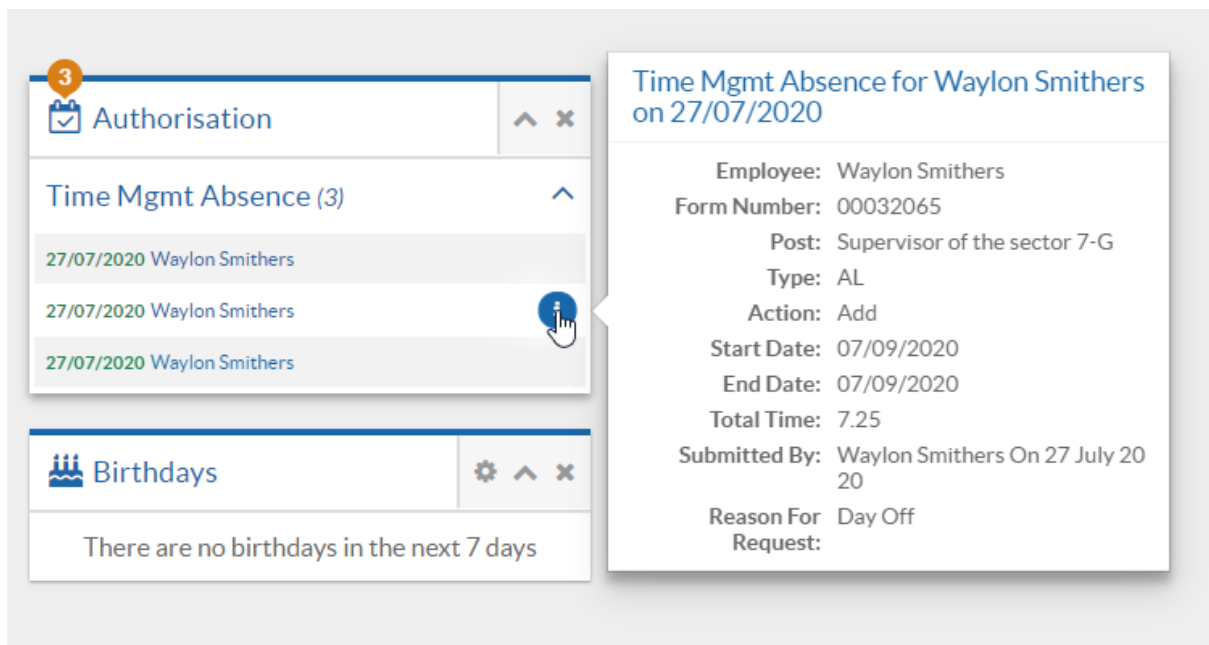
Authorising Annual Leave

When a member of your team submits a request to take annual leave, you will receive an email advising of this. To review the request, sign into HR Self Service.

You will see any pending requests in the authorisation widget, and this could include new request, holiday cancellations or requests to amend any leave which has already been approved.



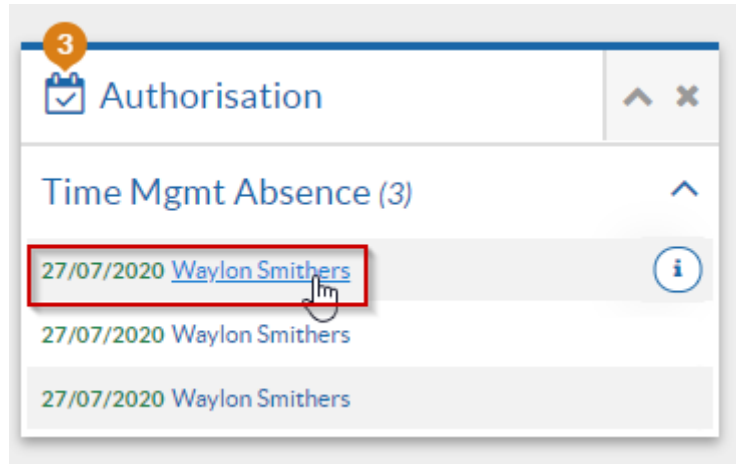
When you hover over each request, clicking the information icon will show details of the request.



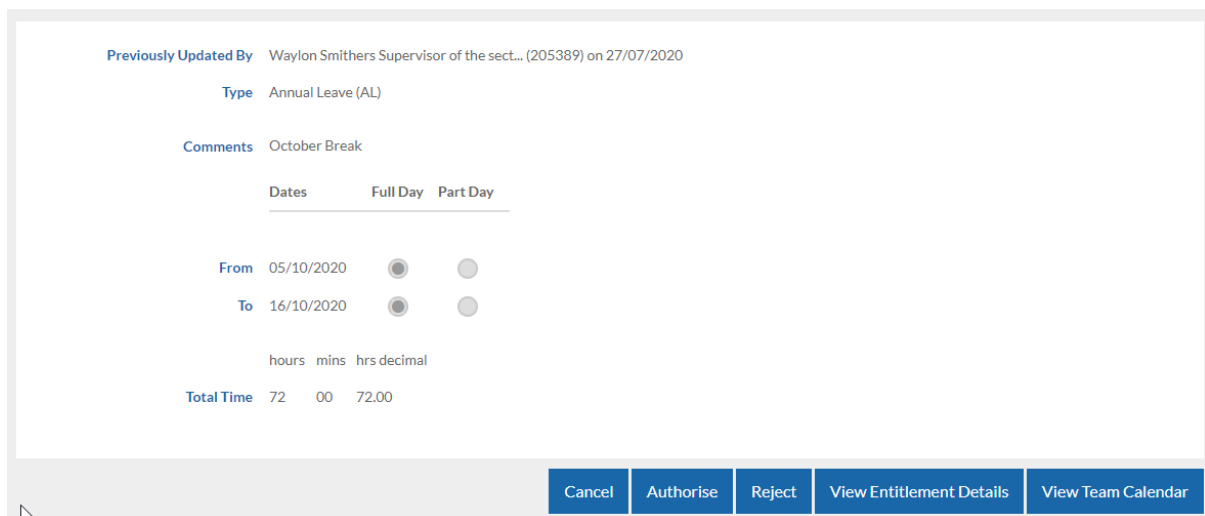
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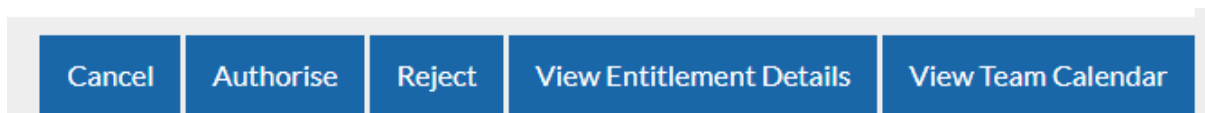
To view more details and approve or reject the request, click the name of the person which will then open the full details of that individual request.



By selecting one pending approval, you will be presented with a screen showing the annual leave request along with various options at the bottom.



Along with the option to Authorise or Reject the request you can view the current entitlement balance for the member of your team. You also have access to the Team Calendar.



Entitlement Details

The entitlement screen allows you to see the current balance of the team member.

HR Self Service

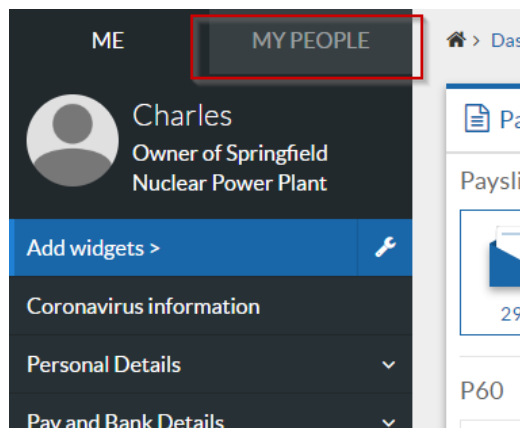
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Any new requests will deduct the hours of leave from their current balance, any cancellations will add the hours back onto their entitlement, and any amendments to any already approved leave will adjust the balance + or – depending on the change to the leave being requested.

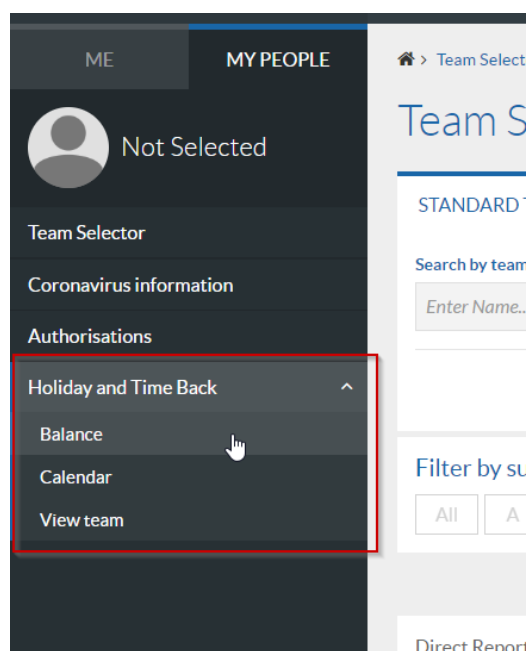
An email will also be sent if the request is rejected, and where a request is rejected, please take the opportunity to include any notes in the Notes field to explain the reason for the rejection.

Viewing Leave across the Team

As a manager, HR Self Service allows you to view the annual leave details across the team. You access this through the 'My People' tab.



Annual Leave is different to the other modules within HR Self Service. Rather than selecting the individual team member from the Team Selector page, you access the Holiday and Time Back option via a direct link on the left side menu, with the whole team still showing in the Team Selector, ie with no one individual member of staff having been selected.



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Here you will see various options and when you click on any of these you will be taken to a screen that lets you select the person who you want to see the details about.

The screenshot shows a web interface for selecting an employee. At the top, there is a blue button labeled "Search for Employee". Below it, a dropdown menu for "Select Managers Post" is set to "Owner of Springfield Nucle...". Underneath, a "Select Option" section contains a table with columns for "Employee Name", "Employee Number", "Post", and "Employee Information". Two rows are visible: one for Charles Burns and one for Wylton Smithers. A red box highlights a magnifying glass icon over the second row. At the bottom right, there are "Cancel" and "Next" buttons, with the "Next" button also highlighted by a red box.

Employee Name	Employee Number	Post	Employee Information
Charles Burns Owner of Springfield Nuclear Power Plant	31013	Owner of Springfield Nuclear Power Plant (AD4778)	
Wylton Smithers Supervisor of the sector 7-G	205389	Supervisor of the sector 7-G (AD7100)	

Balance

Here you can view the entitlement and balance for individuals within your team.

The screenshot displays the "Balance" section for Annual Leave (AL). At the top, a dropdown menu for "Select Absence Type" is set to "Annual Leave (AL)". Below this, the "Entitlement Period" is shown as "from 01/08/2020 to 31/07/2021". The details are as follows:

- Post : Supervisor of the sector 7-G
- As at Date : 01/08/2020
- Unit Type : Hours
- Entitlement : 246.5
- Carry Forward : 46.5
- Carry Forward Use By Date : 31/12/2020
- Taken : 0
- Booked : 0
- Current Balance : 293
- Outstanding Balance : 293

At the bottom left, there is a "Previous" button, and at the bottom right, there is a "Next" button.

Calendar

This calendar is to view holiday for individuals. As a manager, you are also able to submit requests for members of your team here. This should only be done on the rare occasions where they are not able to do it themselves.

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Events Calendar

Annual Leave (AL)

Absence / Attendance

Type	Description	Action
AL	Annual Leave (AL)	Request New Open AL History
TOIL	Record extra hours worked (REH)	Request New Open TOIL History
TOIL	Take time back (TTB)	Request New Open TOIL History

Back View Entitlement Details View Team Calendar

View Team

Here you can view a calendar showing approved leave for your whole team. You can select them individually, filter by your direct reports or select to show all staff in your team.

Search for Employee

Select Managers Post: Owner of Springfield Nucl...

Owner of Springfield Nuclear Power Plant > Supervisor of the sector 7-G (AD7100)

Select Option: People Individually Direct Reports Whole Team

Employee Name	Employee Number	Post	Employee Information
<input checked="" type="checkbox"/> Wylon Smithers Supervisor of the sector 7-G	205389	Supervisor of the sector 7-G (AD7100)	
<input type="checkbox"/> Wylon Smithers Administrator	45810	Administrator (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers Administrator	35903	Administrator (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers Administrator	43392	Administrator (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers Administrator	45825	Administrator (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers Administrator	45825	Administrator (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers HR Data Team Leader	37088	HR Data Team Leader (AD7100)	Working on 04/02/2020
<input type="checkbox"/> Wylon Smithers HR Data Team Leader	45825	HR Data Team Leader (AD7100)	Working on 04/02/2020

Next

Select Option People Individually Direct Reports Whole Team

When you have made the selection, click next and you will see a weekly calendar with the relevant members of your team displayed.

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Holiday and TOIL

Annual leave policy | Sickness absence policy | Special Leave Policy

Team View

Week Ending 01/08/2020

Name	Employee No.	Avg Weekly Contract Hrs	Sunday 26/07/2020		Monday 27/07/2020		Tuesday 28/07/2020		Wednesday 29/07/2020		Thursday 30/07/2020		Friday 31/07/2020		Saturday 01/08/2020	
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash
Lynette Ameen Administration	45810	36.25														
Michelle Annand Administration	37088	34														
Christine Cullinane Administration	43392	36.25														
Hilary Annand Administration	35903	36.25														
Michelle Annand Administration	45825	36.25														

Previous View Full Screen | Print | Cancel