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.
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.
Team Calendar
The team calendar provides a view of your direct reports and any leave they may have booked at the same time as the request you are reviewing.

Authorising
If you are happy with the request all you need to do to approve the request is click the Authorise button. When you do this, an email will be sent to the member of your team advising them that it has been authorised and their balance will automatically be adjusted.
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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 with 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.
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.

**Balance**

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

**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.
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.

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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<thead>
<tr>
<th>Name</th>
<th>Weekly Hours</th>
<th>Type</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>John Doe</td>
<td>20</td>
<td>20</td>
<td>15.50</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>18</td>
<td>12</td>
<td>16.00</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>22</td>
<td>34</td>
<td>17.25</td>
</tr>
<tr>
<td>Sarah Johnson</td>
<td>16</td>
<td>25</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Weekly Ending: 05/06/2020