Getting started with Annual Leave in HR Self Service

When you sign into HR Self Service you should see the Annual Leave widget showing your balance.

If you don’t see this widget you can add it by clicking the tool icon on the left sidebar.

Here you will see any available widgets. Click the widget you want to add and it will appear on your dashboard.
Requesting a holiday

To make a holiday request, click ‘Request’ on the widget. Then select ‘Annual Leave’.

If you have more than one post at the university, please read the section about this at the end of this guide.

You will now be taken to the annual leave request form.
All you need to do is select the 'From' and 'To' dates and then type in the number of hours and minutes that should be deducted from your balance for this period.

If you work Monday to Friday on a standard full-time week, hours entered would be as follows:

- 1 Day = 7 hours and 15 minutes
- 1 Week = 36 hours and 15 minutes

If you are part time or do not work a standard work pattern, you will need to calculate the correct hours that need to be deducted for the period you are requesting to take off.

Once you have done this, click the ‘Submit’ button to send it to your line manager for approval.
Part days
For part days, select the part day option and type the time you will be starting or finishing and the hours you will be off on that day. If you are going to be taking any other days on top of this, just amend the total in the 'Total Time' fields to the correct number of hours.

View history, edit and cancel
To view and edit leave you have already booked, select ‘Calendar’ in the holiday section on the left sidebar.
You will then see your calendar.

To make a change, Right click the entry
You will see various options:

**Edit** will let you change the dates and time. After you submit the change it will go to your line manager for authorisation.

**Delete** will cancel the holiday. Your manager will need to authorise this too.

**Staff with more than one post/job**

If you have more than one post at the university, your entitlement for the year is split between these different posts and the manager who approves time off for the posts may be different.

Because of this, you need to make sure that when you book time off you do so against the correct post or posts. If, for example, you want to take a week off and you normally work 20 hours in post A, and 10 hours in post B, you will need to submit two separate requests. You can do this on the widget by selecting the dropdown list and selecting the post.

You will notice that the Hours available may change as you select a different post.
Each request will go to the correct manager for that post to be approved.