Getting started

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 ‘Edit dashboard’ button.

Here you will see any available widgets. Click the widget you want to add, and it will appear on your dashboard.
Requesting to take annual leave

To make a 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 should enter the total hours that you would have worked 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 and time back section on the left sidebar.
You will then see your calendar.

To make a change, scroll down to the Absence/Attendance section below the calendar and select Open AL History.
It may take a moment for your history to load. Once it has loaded, you will see a list of all your leave and to the right are options to view, edit and delete.

**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 opening the dropdown list under Post and selecting the required 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.

Support
HR Self Service is maintained and developed by the HR Systems team. Should you need help with annual leave or anything else in HR Self Service please email us at selfservice@st-andrews.ac.uk.