Getting started

Within HR Self Service you can record extra time or days worked and then take that time back later.

There are two stages to recording and taking Time off in Lieu (TOIL).

Record extra time worked

When you work time that is out with your contracted hours you must first record this on the system.

Select ‘Holiday and Time Back’ and open your calendar.
You will first be asked to confirm your post. If you only have one post, you can select ‘Next’ but if you have more than one it is important that you select the correct post that the extra hours need to be recorded against.

You will then see your calendar which will show all your annual leave and time back that has been booked against that post.
At the bottom of the screen you will see a section called ‘Absence/Attendance’.

Click ‘Request New’ next to ‘Record extra hours worked’.

You will then see the form that needs to be completed.
All fields are mandatory, and you should ensure that you provide as much detail as possible about the hours you are recording. Your line manager will need to approve this request so they will need to be clear on what they are approving.

You can only claim time back for a single day so if you have worked extra time spanning more than that you must submit a request for the extra hours worked for EACH day.

Once the form is completed, click ‘Submit’. This request will now go to your line manager who can approve or reject it.

If approved, you will receive an email confirming this and the hours will be added to your TOIL balance. If it is rejected, you should discuss the reasons directly with your line manager.

**Take time back**

Your balance from extra hours you have worked sits beside your annual leave entitlement and you would make a request to take this time in the same way you would for annual leave.

On the dashboard widget, select ‘Request’
Then select ‘Take time back’.

You will now see a form like the one used to request annual leave which you should complete in the same way.
Staff with more than one post/job

If you have more than one post at the university, you should ensure that you record and take TOIL against the correct post. You cannot accrue time from one post and take it back against another.

If you do have more than one post, you will see them in the dropdown menu on the widget and holiday or TOIL forms.