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MY TIME – LEAVE (ABSENCE)

OVERVIEW

Although the Time Management module includes Absences and Entitlements (Claims) this manual will cover Absence - LEAVE. This includes:

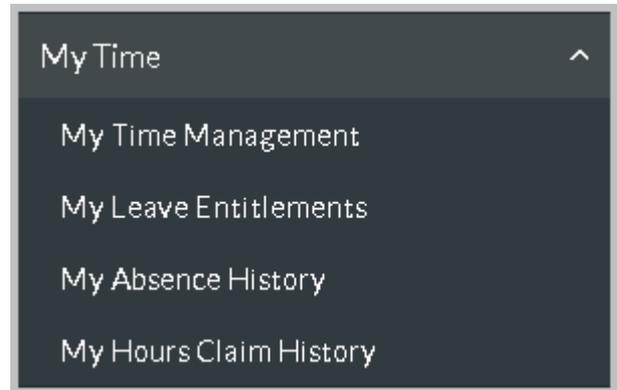
- Holiday
- Bank Holidays
- Flexi
- Paid Leave
- Unpaid Leave

Each of these will be explained in more depth in this manual

As with all time related claims and requests you can access this via My Time

MY TIME

The options available to an employee under this menu are:

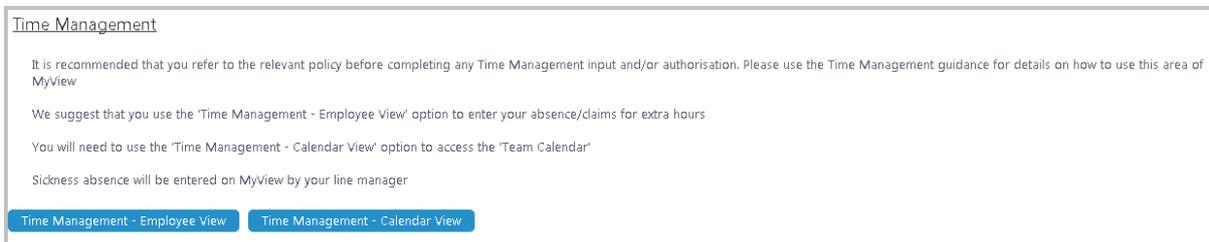


MY TIME MANAGEMENT

The **My Time Management** option is the main menu.

It displays a list of your absence requests already made (split under status categories).

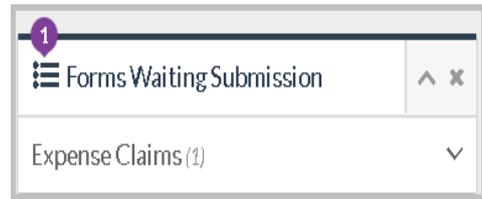
It also links to the views where you request absence.



My Time ABSENCE for Employees

The statuses of existing claims are:

- **Open** – these are requests that have been created – **but not yet submitted for authorisation**. Until the request is submitted your Manager will not be aware that it exists. A reminder of any 'Open' requests can also be found on one of your Dashboard widget, **Forms waiting submission**
- **Submitted** – these are requests that have been submitted and are awaiting your Manager's action
- **Authorised** – these are requests that your Manager has authorised and are being processed
- **Withdrawn** – these are requests that you have *submitted* but subsequently decided to withdraw. Withdrawn claims can be reverted to an Open state.
- **Rejected** – these requests have been rejected by your manager.



There are two calendar views available to view and/or input:



Employee View (recommended) and **Calendar View**

TIME MANAGEMENT - EMPLOYEE VIEW

Contract Type: APT&C and Teachers		Outstanding Balances		Bank Holiday: 0.1 Hours		Holiday: 199.9 Hours											
Contract Status: Permanent		Contracted Hours: 37															
Previous		Week Ending: 29/10/2016				Next											
Week Ending	Type	Sunday Hrs/Cash	Type	Monday Hrs/Cash	Type	Tuesday Hrs/Cash	Type	Wednesday Hrs/Cash	Type	Thursday Hrs/Cash	Type	Friday Hrs/Cash	Type	Saturday Hrs/Cash	Category	Comments	
17/09/2016	FLX	0.00	FLX	7.40	FLX	7.40		HOL	7.40							Flexi	
24/09/2016												FLX	3.70			Flexi	
01/10/2016												FLX	7.40			Flexi	
08/10/2016																	
15/10/2016																	
22/10/2016																	
29/10/2016																	
05/11/2016	HOL	0.00	HOL	7.40	HOL	7.40	HOL	7.40	HOL	7.40	HOL	7.40	HOL	0.00		Holiday	
12/11/2016																Holiday	
19/11/2016																Holiday	
26/11/2016																	
03/12/2016																	
10/12/2016																	
Previous																View Entitlement Details View Full Screen Print Cancel	

The top of the screen displays the employee contract details alongside Holiday and Bank Holiday entitlement. (Information on why Bank Holiday entitlement is shown will be included further in this manual).

Note: All leave entitlement is now shown in hours (and not days). This will allow the system to accurately calculate your entitlement regardless of whether you are Full Time or Part Time (or move between the two). Further notes about booking Bank Holidays can be found below

The screen defaults to the current week but also shows a number of prior weeks and future weeks. Depending on your screen size you may find the View Full Screen button useful.

(Depending on the web browser you use you are also able to use the Zoom tool to make this screen larger (although you will then need to use the scroll bars))

Week Ending dates (Saturday) are listed in the first column and the days of the week in the remaining columns.

The **Previous** and **Next** buttons update the list to display additional weeks (in the past or future respectively).

This screen will show the history of previous requests made with unauthorised claims shown in **GREEN**

My Time ABSENCE for Employees

Current Balance	(Entitlement + Carry Forward) - Taken
Outstanding Balance	(Entitlement + Carry Forward) - (Taken + Booked)

There are several different types of absence (leave) set up in the system that you may be able to request. These are dependent on your Post and Service Conditions.

- Right click on the calendar and select **Add**
- Select from the drop down list.

Please refer to the **Leave Arrangement Policy** for more detail on the guidance for each of these. The current list includes:

Bank Holiday	Bank Holiday entitlement is automatically calculated by the system based on your employment contract and hours/days worked. As some staff may work on Bank Holidays it's now necessary for all employees to request leave when a bank holiday is being taken. If the employee works on a bank holiday then they should use this absence option on the next requested absence after the bank holiday. For a standard 37hr employee with a regular work pattern of 7.4hrs per day (Monday – Friday) they could pre-book all bank holidays at the start of the year.
Flexi	The system will allow you to book Flexi Leave in accordance with the Leave Management Policy, but does not hold or calculate any flexi balances .It is therefore necessary to check that you have the required credit available (from the Time Recording System or other method of recording your team may use) before you request the leave. Your manager should also check this before authorising the request. Flexi Leave requests will not affect your leave entitlement balance.
Holiday	This is the standard annual leave and is calculated by the system based on your employment contract and hours/days worked.
Paid Leave - Discretionary	There are a number of reasons why you may be able to request 'Paid Leave'. <ul style="list-style-type: none"> • Select Paid Leave from the drop down list and then select the reason for the paid leave:

My Time ABSENCE for Employees

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #000080; color: white; padding: 2px;">--Select--</p> <p>Compassionate Leave</p> <p>Court Appearance other than Jury Service</p> <p>Dental Visit</p> <p>Doctors Appointment</p> <p>Fertility Treatment</p> <p>Flexi Leave - when credit is available</p> <p>Garden Leave</p> <p>Governor Duties</p> <p>Hospital Appointment</p> <p>Interview During Redundancy</p> <p>Jury Service</p> <p>Medical Suspension</p> <p>Occupational Health/Counselling</p> <p>Other - Agreed with Manager in Advance</p> <p>Parental Leave other than Mat/Pat/Adopt</p> <p>Redundancy Leave</p> <p>Religious Observance</p> <p>Relocation</p> <p>Sabbatical Leave</p> <p>Study Leave</p> </div> <p>You will also be able to select 'Other' but it is essential that you have discussed the reason for this with your manager first.</p> <p>Paid Leave requests will not affect your leave entitlement balance.</p>
<p>Unpaid Leave - Discretionary</p>	<p>In accordance with the Leave Arrangement policy and with agreement with your manager you may be entitled to take 'Unpaid Leave'.</p> <ul style="list-style-type: none"> • Select Unpaid Leave from the drop down list and then select the reason for the unpaid leave: Career Break or Inclement Weather. <p>You will also be able to select 'Other' but it is essential that you have discussed the reason for this with your manager first.</p> <p>Un-Paid Leave requests will not affect your leave entitlement balance.</p>

Note: If any option selected does not match the employee's type of contract, the following error message is displayed.

Error

- Selected attendance type is not valid for this employee on this date.

For example an employee with a Teacher contract may not be able to book leave.

From the menus above you should now be in a position to have checked your entitlement and decided which type of leave you are requesting. The following screens are similar for all types of leave but the Paid & Un-Paid leave request will also require you to select the reason code.

Comments: This is for your information and is free text. You may wish to enter your leave destination so that you can recognise it from other leave requests in the future

My Time ABSENCE for Employees

Create Holiday - Louie Spence (24968)

For additional help, please see the 'Guidance'

Type

Comments

	<u>Dates</u>	<u>Full Day</u>	<u>Part Day</u>	<u>Time</u>	<u>Hours off</u>
From *	<input type="text" value="15/04/2016"/> <input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>		
To *	<input type="text"/> <input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Total Time	hours mins hrs decimal				0.00

Dates: Although you will have selected the **From** date on the original calendar you can change it as this point if required. Also enter the **To** date. As leave entitlement is now calculated in hours you can book leave in hours.

- Select the '**Part Day**' button. Further boxes now become available
- Enter the time you are leaving (or starting) i.e. 13.30
- Enter the hours and minutes you are requesting as leave.

<u>Dates</u>	<u>Full Day</u>	<u>Part Day</u>	<u>Time</u>	<u>Hours off</u>
<input type="text" value="16/04/2016"/> <input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	e.g. 15:30 for half past three <input type="text"/>	hh mm hrs decimal
<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="text"/> 0.00
hours mins hrs decimal				0.00

Confirm planned work time: Before submitting an absence request the user must click on this option to confirm that the hours worked per week are recorded correctly. This work pattern affects your entitlement and reductions and if necessary changes can be made to the work pattern for the week in question. This work pattern must be equivalent to your contracted weekly hours. (Where your holiday request crosses more than one week, all weekly work patterns will be displayed).

Note – Although you are able to change your hours on your work pattern you are not able to increase or decrease the total hours recorded for the week (contracted hours).

If the total hours or basic work pattern is incorrect please discuss with your manager as this can be updated by HR Admin

From	26/09/2016 Enter All Weeks <input checked="" type="radio"/>									
To	28/09/2016 Recurring Pattern <input type="radio"/> Repeat Weeks							--Select--		
	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
<u>Week Ending</u>	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
01/10/2016	0:00	7:24	7:24	7:24	7:24	7:24	0:00	37	0	37.00

My Time ABSENCE for Employees

- Click **Save** to confirm the work time. The user may see an Alert on screen. Action the alert to rectify the issue before continuing.
- You will then be returned to your request where you can either-
- **Submit** the form or **Cancel**
- When the message **'You have successfully submitted the absence record'** is displayed, click **Close**.

Contract Type: APT&C and Teachers		Outstanding Balances		Bank Holiday: 0.1 Hours		Holiday: 199.9 Hours										
Contract Status: Permanent																
Contracted Hours: 37																
Previous		Week Ending <input type="text" value="29/10/2016"/>				Next										
Week Ending	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Category	Comments
	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
17/09/2016	FLX	0.00	FLX	7.40	FLX	7.40										Flexi
24/09/2016							HOL	7.40								Flexi
01/10/2016											FLX	3.70				Flexi
08/10/2016											FLX	7.40				Flexi
15/10/2016																
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29/10/2016																
05/11/2016	HOL	0.00	HOL	7.40	HOL	7.40	HOL	7.40	HOL	7.40	HOL	7.40	HOL	0.00		Holiday
12/11/2016			HOL	7.40												Holiday
19/11/2016			HOL	7.40												Holiday
26/11/2016																
03/12/2016																
10/12/2016																
Previous		View Entitlement Details View Full Screen Print Cancel														

- Your Holiday will now show on the calendar and will remain in green until authorised

WITHDRAWING SUBMITTED REQUESTS

A holiday request can only be withdrawn if it has not yet been authorised



The screenshot shows a web interface for 'Time Management'. At the top, there are two tabs: 'Time Management - Employee View' (selected) and 'Time Management - Calendar View'. Below the tabs, there are three sections: 'Open', 'Submitted', and 'Withdrawn'. Each section has a collapse icon (a circle with a minus sign) on the right. The 'Submitted' and 'Withdrawn' sections each contain a table with the following columns: 'Created Date', 'Employee', 'Type', 'Description', 'From', 'To', and 'Action'. In the 'Submitted' section, there is one row with the following data: Created Date: 28/10/2016, Employee: Louie Spence, Type: HOL, Description: Holiday, From: 26/09/2016, To: 28/09/2016, Action: Add. In the 'Withdrawn' section, there is one row with the following data: Created Date: 28/10/2016, Employee: Louie Spence, Type: HOL, Description: Holiday, From: 23/11/2016, To: 23/11/2016, Action: Add.

Created Date	Employee	Type	Description	From	To	Action
28/10/2016	Louie Spence	HOL	Holiday	26/09/2016	28/09/2016	Add

Created Date	Employee	Type	Description	From	To	Action
28/10/2016	Louie Spence	HOL	Holiday	23/11/2016	23/11/2016	Add

- From the **My Time Management** screen, click on the relevant form under the **Submitted** section
- Click on **Withdraw**. The claim is moved to the **Withdrawn** category on the **Time Management** screen. This claim then needs to be re-opened for it to be amended or resubmitted

REOPENING WITHDRAWN REQUESTS

- From the **My Time Management** screen, click on the relevant claim from the **Withdrawn** section
- Click on **Re-open**. This will move the claim form to the **Open** section
- With the mouse pointer showing as a hand, click on the claim
- Make the relevant change
- Click **Submit**

My Time ABSENCE for Employees

 Available Authorisers

Managers

 **Lisa Hendridge**
Payroll Manager (20067)

 Authorised By

Authoriser

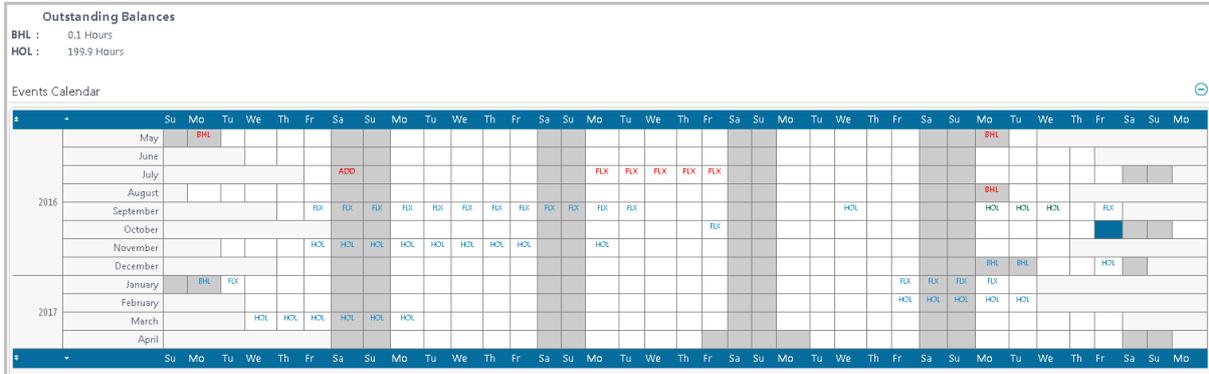
 **Lisa Hendridge**
Payroll Manager (20067)

Authorised Date: 6 Oct 2016
Authorised Time: 10:02:29

TIME MANAGEMENT – CALENDAR VIEW

This is shown mainly for information purposes as although we don't recommend using this view for input you may want to check the calendar and also this screen leads to 'View Team Calendar'.

- Clicking on **Time Management - Calendar View** displays the employee absence details.



The bottom of the screen displays the **Types of Absence/Attendance** and alternative options to **Request New Absence/Attendance** and **Open History** of Absence/Attendance (we recommend however that you use **Time Management – Employee View** when submitting requests).

Type	Description	Action
1TO1	1 To 1	Request New Open 1TO1 History
ADDHRS	Additional Hours - Above Contract	Request New Open ADDHRS History
BHOL	Bank Holiday	Request New Open BHOL History
BNKHOL	Bank Hol Enhancement Contracted to Work	Request New Open BNKHOL History
CASUAL	Casual Hours - Zero Hours Contract	Request New Open CASUAL History
DLVP	Paid Leave - Discretionary	Request New Open DLVP History
DLVUP	Unpaid Leave - Discretionary	Request New Open DLVUP History
FLEXI	Flexi Leave - When credit is available	Request New Open FLEXI History
HOL	Holiday	Request New Open HOL History
INDINJ	Industrial Injury	Request New Open INDINJ History
PARIS	Paris OOH - IT Dept Only	Request New Open PARIS History
SICK	Sickness	Request New Open SICK History
STNDBY	Stand By - Minimum of 12 Hours	Request New Open STNDBY History
SUPPLY	Supply Hours - Teachers	Request New Open SUPPLY History
UNSOC	Unsociable Hours - Hours worked 8pm-6am	Request New Open UNSOC History
VENUE	Venue Fee - Registrars	Request New Open VENUE History
WKEND	Weekend Enhancement - Contracted to Work	Request New Open WKEND History
YTHINC	Youth Hours Including Holiday	Request New Open YTHINC History

My Time ABSENCE for Employees

