

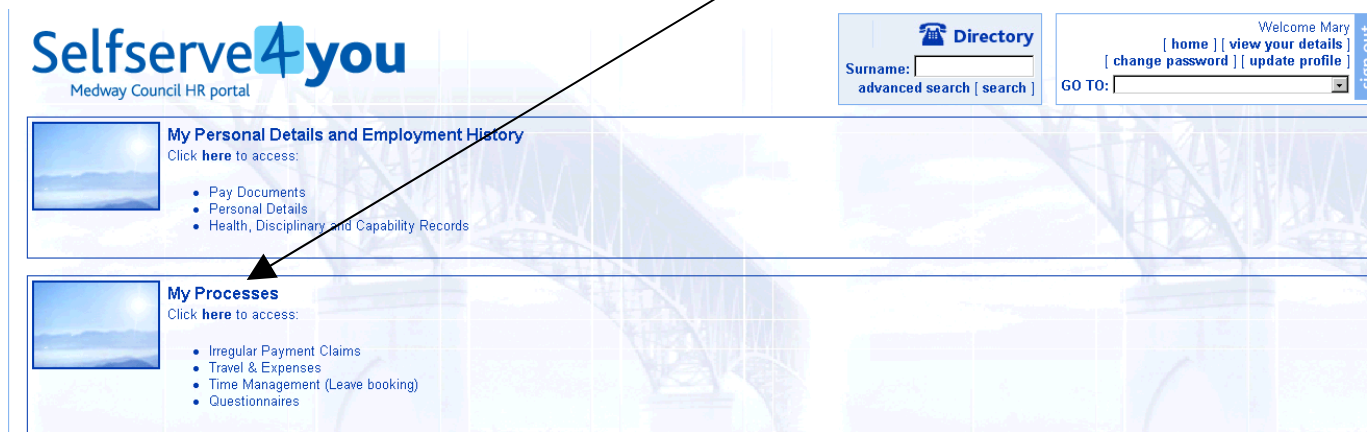
EMPLOYEE GUIDE TO LEAVE BOOKING

Annual leave, flexi time and time off in lieu should be recorded through SelfServe4You. The Time Management module within SelfServe4You has been designed for this purpose.

In all cases, annual leave, public holidays and the extra concessionary (ex-gratia) day granted during the Christmas holiday should be booked by all staff when normally due to work on these days. Your leave entitlement shown within the Time Management module has been increased to include these holidays.

Time off should be recorded in hours and minutes, regardless of whether you work full-time or part-time.

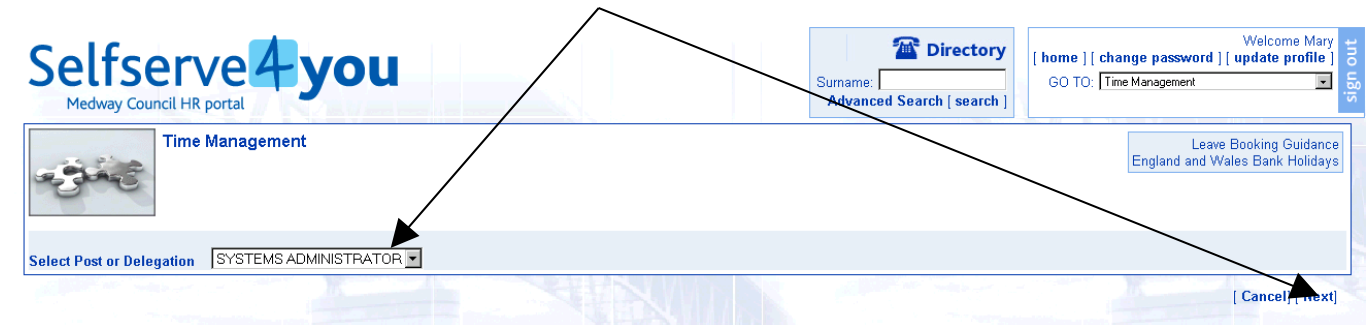
To create a booking, from the home page, select 'My Processes'



then select 'Time management'



If you have more than one job, select the appropriate Post, then click on 'Next'



An Events Calendar will now be displayed, preceded by brief guidance notes.

This screen also displays in hours, the total outstanding amount of annual leave you are entitled to. *Remember, this includes public holidays, and the ex-gratia day (Christmas break) that you are required to book if you would normally work on these days.*

The screenshot shows the 'Outstanding Balances' section with 'HOL : 303.4 Hours'. Below it is an 'Events Calendar' for the year 2012, displaying a grid of days from October to February. A black arrow points from the text above to the 'Outstanding Balances' section.

To book an absence, scroll further down the page, and click on 'Request New' for the type of absence you want to book.

The screenshot shows a table with columns: Type, Description, Request New, and Action. The rows list various absence types: AUNP (Authorised Unpaid Leave), COMP (Compassionate Leave), FLEXI (Flexi Leave or TOIL), HOL (Holiday), SPEC (Special or Other Leave), UKMAT (UK MATERNITY), and WFHOME (Working From Home). A black arrow points from the text above to the 'Request New' link for the 'FLEXI' row.

A 'Comments' field is available, where you may enter further information referring to the booking, but this is not compulsory.

For full day bookings:

- In the 'From' field, click on the calendar and select the first day of absence by clicking on the appropriate date.
- In the 'To' field, click on the calendar and select the last day of absence by clicking on the appropriate date.

Please note: If you are booking one day, the 'From' and 'To' date should be the same.

The 'Total time' time taken is displayed. If this is not correct, it is amendable when you 'Confirm planned work time' (compulsory for all bookings)

- Click on 'Confirm planned work time'

The screenshot shows a form with fields for 'Type' (Holiday), 'Comments' (Annual Leave), 'Dates' (Full Day Part Day), 'From' (27/03/2013), 'To' (28/03/2013), and 'Total Time' (14 hrs 48 mins 14.80). A 'Confirm planned work time' button is visible at the bottom right. A black arrow points from the text above to this button.

[Cancel] [Submit]

- If the work pattern displayed is correct, click on 'Save'

- If the work pattern displayed is incorrect, amend each day appropriately by entering the hours and minutes you work.

Please note: if you regularly work different days and / or hours to those shown, HR can amend your record. This will result in your personal work pattern being displayed on each day so you will not have to change when booking future absences. Please email hradvice@medway.gov.uk quoting your Employee Reference Number, Post Number, and state the days and times you work .

Record an Absence - MARY SMITH (0003584)
 Right click on the below planner against the first day of the leave period, selecting add then the leave type (i.e. Holiday)

For Holidays and Flexi; in the comments box please enter a brief description of your leave request.

Next, ensure the Start Date is correct, if not either type in the correct date, or select the date from the calendar. You will then need to select if the absence is a "Full Day" or "Part Day". If you select part day, you will be prompted to enter the time in which you want your part day to start, and for how many hours.

You then have to select your End Date, if this is for only one day, enter the same date.

Before submitting the request you will have to *Confirm Planned Work Time*, clicking this button will bring up a weekly plan, on which you have to confirm what hours you were due to work that week. (i.e. for full time employees working 37 hours a week, you would enter 07:24 in all the days you were due to work)

You will need to complete annual leave bookings for all public holidays, as well as other normal working days that you would like to take off. Leave is recorded in hours and minutes for all employees.

From: 27/03/2013
 To: 28/03/2013

Week Ending	SUN hh:mm	MON hh:mm	TUE hh:mm	WED hh:mm	THU hh:mm	FRI hh:mm	SAT hh:mm	hours	Weekly Hours mins	hrs decimal
30/03/2013	0:00	7:24	7:24	7:24	7:24	7:24	0:00	37	0	37.00

[Cancel] [Save]

- Click on **'Save'**

Type: Holiday

Comments: Annual Leave

Dates: **Full Day Part Day**

From *: 27/03/2013

To *: 28/03/2013

Total Time: hours: 14, mins: 48, hrs decimal: 14.80

[Confirm planned work time]

[Cancel] [Submit]

- Click on **'Submit'**

The following message will be displayed

Thank you.
 You have successfully submitted the absence record.

[Close]

When this message is displayed, your manager is sent an auto-generated email informing you have submitted a request. They have 14 days to action this by either authorising or rejecting, and when done you will receive a confirmation email.

You will notice that the '**Outstanding balance**' has not changed. This will update accordingly when the absence is authorised.

Flex time or time off in lieu booked through SelfServe4You will not reduce your annual leave entitlement but simply record your absence.

Please note: If your Manager fails to action your request within the designated 14 days, it will automatically be 'Rejected' and you will be notified of this by email.

The statuses of your requests are shown in the Time Management module.

For this example, the leave just requested can be seen as 'submitted'

- Click on 'Submitted'



Time Management

You have the following number of forms:
[**1 Submitted**]

Click [here](#) for Time Management

The panes of leave status will be populated with your requests

Open						
Submitted						
Created Date	Employee	Type	Description	From	To	Action
24/03/2013	MARY SMITH	HOL	Holiday	27/03/2013	28/03/2013	Add

When your request has been approved, it will move from the 'Submitted' to 'Authorised' pane.

History of all leave types can be viewed in calendar date order.

For example: to view history for 'Holiday'

From Time Management module, select the Post (Job) you wish to access, and click on '**Next**'
Scroll down the page and select '**Open HOL History**'

Absence / Attendance			
Type	Description		Action
AUNP	Authorised Unpaid Leave	Request New	Open AUNP History
COMP	Compassionate Leave	Request New	Open COMP History
FLEXI	Flexi Leave or TOIL	Request New	Open FLEXI History
HOL	Holiday	Request New	Open HOL History
SPEC	Special or Other Leave	Request New	Open SPEC History
UKMAT	UK MATERNITY	Request New	Open UKMAT History
WFHOME	Working From Home	Request New	Open WFHOME History

The page will refresh and approved HOLIDAY will be displayed at the bottom of the page (scroll down to view)

Absence / Attendance			
Type	Description	Action	
AUNP	Authorised Unpaid Leave	Request New	Open AUNP History
COMP	Compassionate Leave	Request New	Open COMP History
FLEXI	Flexi Leave or TOIL	Request New	Open FLEXI History
HOL	Holiday	Request New	Close HOL History
SPEC	Special or Other Leave	Request New	Open SPEC History
UKMAT	UK MATERNITY	Request New	Open UKMAT History
WFHOME	Working From Home	Request New	Open WFHOME History

HOL						
Created Date	Employee	Type	Description	From	To	Action
24/03/2013	MARY SMITH	HOL	Holiday	29/03/2013	29/03/2013	View Edit Delete
24/03/2013	MARY SMITH	HOL	Holiday	27/03/2013	28/03/2013	View Edit Delete

[\[Back\]](#) | [View Team Calendar](#)

From here you may 'View', 'Edit' or 'Delete'

MANAGER GUIDE FOR AUTHORISING LEAVE ABSENCE

Managers are advised of staff requests for leave by an auto-generated email. You are required to log in to SelfServe4You to view the booking and authorise or reject.

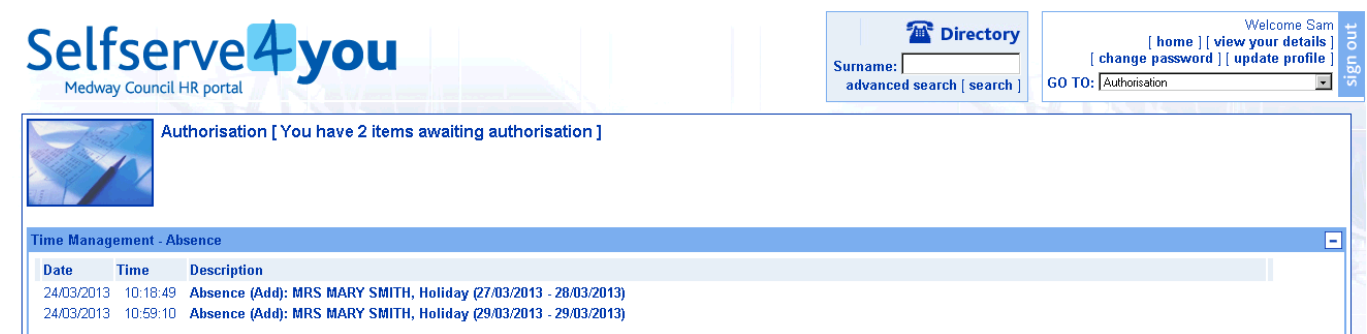
All bookings are displayed within the 'Authorisation' module within SelfServe4You.

- Click on 'Time Management – Absence'



A list of outstanding authorisations will now be displayed

- Select one entry by clicking on the row of information (the selected row will change from dark to light blue in colour)



Date	Time	Description
24/03/2013	10:18:49	Absence (Add): MRS MARY SMITH, Holiday (27/03/2013 - 28/03/2013)
24/03/2013	10:59:10	Absence (Add): MRS MARY SMITH, Holiday (29/03/2013 - 29/03/2013)



Record an Absence - MARY SMITH (0003584)

Right click on the below planner against the first day of the leave period, selecting add then the leave type (i.e. Holiday)

For Holidays and Flexi; in the comments box please enter a brief description of your leave request.

Next, ensure the Start Date is correct, if not either type in the correct date, or select the date from the calendar. You will then need to select if the absence is a "Full Day" or "Part Day". If you select part day, you will be prompted to enter the time in which you want your part day to start, and for how many hours.

You then have to select your End Date, if this is for only one day, enter the same date.

Before submitting the request you will have to *Confirm Planned Work Time*, clicking this button will bring up a weekly plan, on which you have to confirm what hours you were due to work that week. (i.e. for full time employees working 37 hours a week, you would enter 07:24 in all the days you were due to work)

You will need to complete annual leave bookings for all public holidays, as well as other normal working days that you would like to take off. Leave is recorded in hours and minutes for all employees.

Previously Updated By MARY SMITH (0003584) on 24/03/2013
Type Holiday
Comments Annual Leave

	Dates	Full Day	Part Day
From	27/03/2013	<input type="radio"/>	<input type="radio"/>
To	28/03/2013	<input type="radio"/>	<input type="radio"/>
Total Time	hours mins hrs decimal	14	48 14.80

[View planned work time](#)

[Cancel] [Authorise] [Reject] [View Team Calendar]

Managers can access details of the employees planned work time for the period of absence, by selecting the 'View planned work time' (N.B. not obligatory to view prior to authorisation / rejection)

- Click on 'Authorise' or 'Reject' as appropriate.

A confirmation email of your action will be sent to the employee.

MANAGER GUIDE TO COMPLETING LEAVE BOOKING ON BEHALF OF STAFF

Although staff should use the Time Management module to personally book leave, managers do have the facility to add bookings on behalf of their team members.

- From the Home Page, select 'My Team'

- Click on [Select All] (The system will tick all the employees)
- On the right hand side labelled 'Modules' select 'Time Management'

Manager Summary Post to Post Change Form

To view all your staff on the planner click "Select All" and then "Planner".
 To view a selection of staff check their individual box and then "Planner".
 To view an individual's employment details click on an employee's name.

Authorisations: 1		
Date	Time	Description
13/03/2013	10:09:43	Absence (Add): MRS SAM JOHNSTONE, Holiday (13/05/2013 - 13/05/2013)


Team [Select All] [Deselect All]

- JOHN SMITH (Post No: 0210, Post Desc: OPERATIONS MANAGER)
- DAVIES, SHEILA, Known As , (Emp: 0003494, Post No: 0217, Post Desc: OPERATIONS TEAM LEADER)
- JOHNSTONE, SAM, Known As , (Emp: 0011982, Post No: 9480, Post Desc: HR SYSTEMS OFFICER)
- JONES, AMANDA, Known As , (Emp: 0022980, Post No: 0217, Post Desc: OPERATIONS TEAM LEADER)

Modules

- Bulk Timesheet Entry
- Delegation of Responsibility And Auth
- Employee Appraisals
- Expense Claims
- Health, Disciplinary and Capability
- Irregular Payment Claims
- Manager Reports
- Planner
- Questionnaire
- Time Management**

➤ Click on [Time Management – Team View]



Time Management

Right click on the below planner against the first day of the leave period, selecting add then the leave type (i.e. Holiday) Engla

For Holidays and Flexi; in the comments box please enter a brief description of your leave request.

Next, ensure the Start Date is correct, if not either type in the correct date, or select the date from the calendar. You will then need to select if the absence is a "Full Day" or "Part Day". If you select part day, you will be prompted to enter the time in which you want your part day to start, and for how many hours.

You then have to select your End Date, if this is for only one day, enter the same date.

Before submitting the request you will have to *Confirm Planned Work Time*, clicking this button will bring up a weekly plan, on which you have to confirm what hours you were due to work that week. (i.e. for full time employees working 37 hours a week, you would enter 07:24 in all the days you were due to work)

You will need to complete annual leave bookings for all public holidays, as well as other normal working days that you would like to take off. Leave is recorded in hours and minutes for all employees.

[[Time Management - Team View](#)] [[Time Management - Calendar View](#)]

Open

Submitted

➤ Select the person you wish to undertake a booking for then click [Next]



Medway Council HR portal

Welcome John

[[home](#)] [[change password](#)] [[update profile](#)]

GO TO:



Time Management

[Leave Booking Guidance](#)
[England and Wales Bank Holidays](#)

[[Search for Employee](#)]


Select Option People Individually Direct Reports Whole Team

[[Select All](#)] [[Deselect All](#)]

Employee Name	Employee Number	Post	Employee Information
JOHN SMITH	0003451	OPERATIONS MANAGER	
<input type="checkbox"/> JOHNSTONE, SAM, Known As ,	0011982	HR SYSTEMS OFFICER	
<input type="checkbox"/> DAVIES, SHEILA, Known As ,	0003494	OPERATIONS TEAM LEADER	
<input type="checkbox"/> JONES, AMANDA, Known As ,	0022980		

[[Cancel](#)] [[Next](#)]

The following message should now be displayed



Medway Council HR portal

Directory

Surname:


[Advanced Search](#) | [search](#)

Welcome John

[\[home \]](#) | [\[change password \]](#) | [\[update profile \]](#)

GO TO:

[sign out](#)



Thank you.

You have successfully submitted the absence record.

[\[Close \]](#)

The processed leave will now be shown in the Authorised pane, and the appropriate amount of leave will have been deducted from the employees entitlement if applicable.

[\[Time Management - Team View \]](#) | [\[Time Management - Calendar View \]](#)

Open						
Submitted						
Authorised						
Created Date	Employee	Type	Description	From	To	Action
26/03/2013	SAM JOHNSTONE	HOL	Holiday	28/03/2013	28/03/2013	Add