

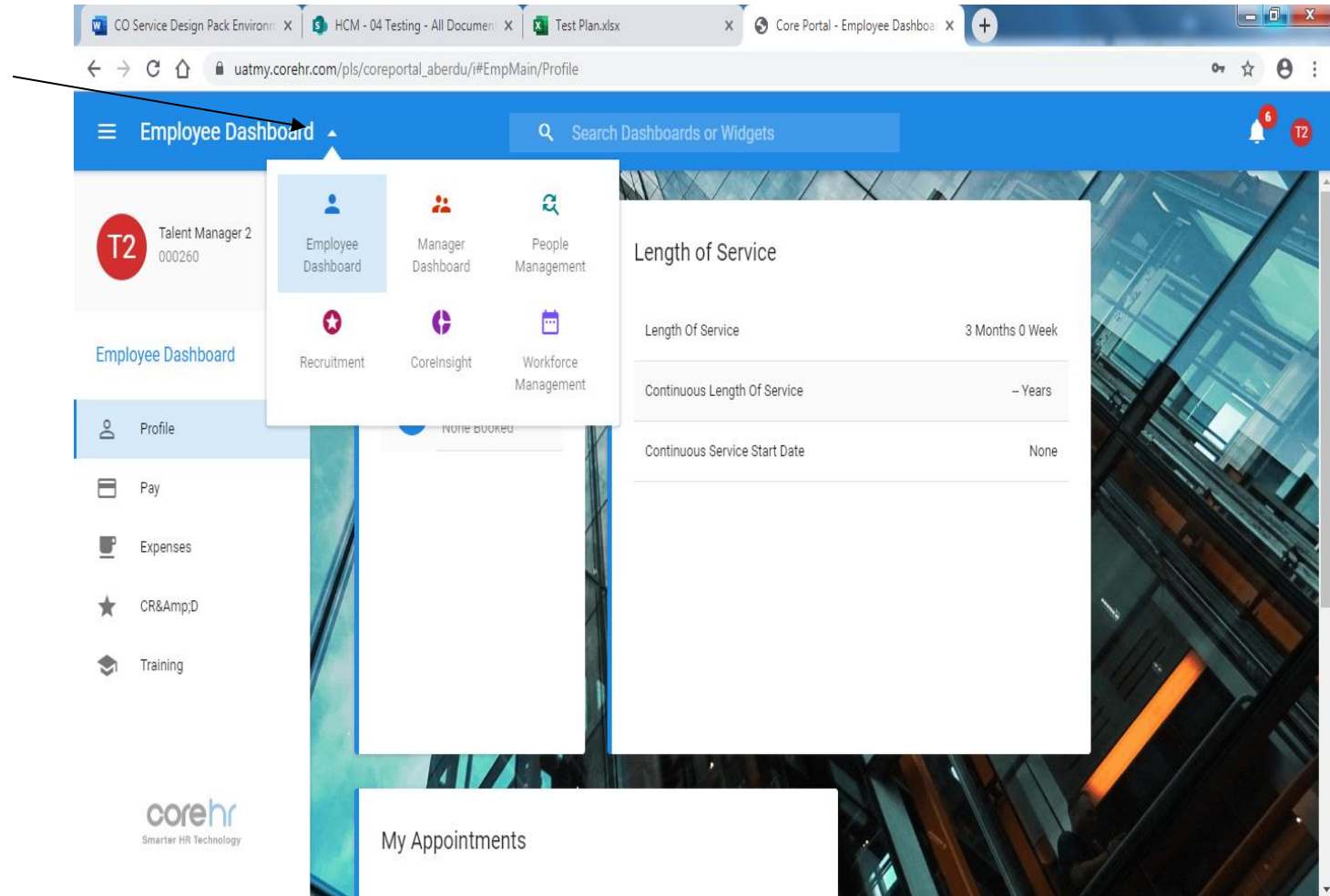
CoreHR Guide Requesting Leave

This guide will explain how to request Leave and how to amend or update these requests. This includes Annual Leave, Unpaid/Paid Special Leave and Disability Leave.

Accessing Employee Dashboard

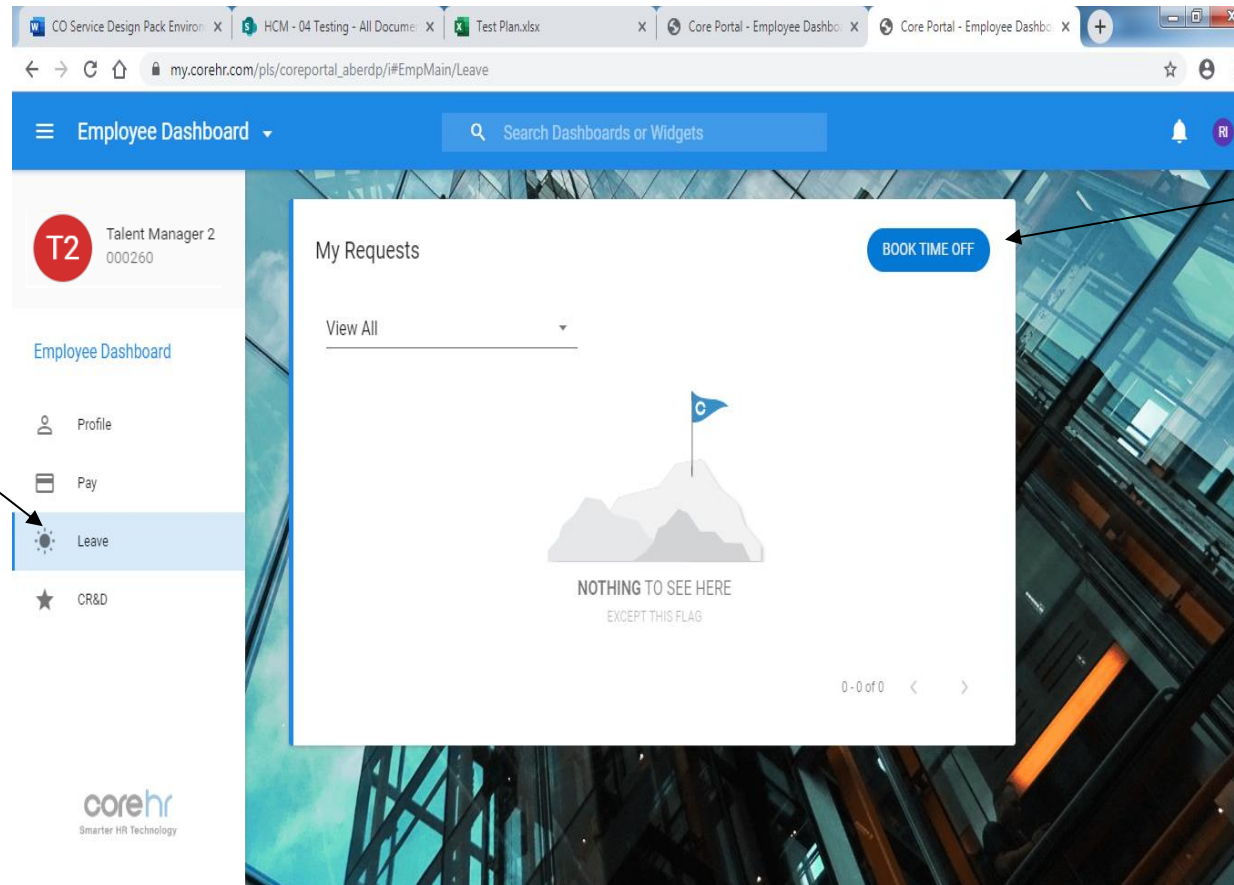
Click on the **Drop Down Arrow** and you will see a selection of Dashboards.

Select the **Employee Dashboard**.



Accessing the Leave Tab

Make sure you have selected the **Leave Tab** on the left hand side.



Please click on the **Book Time Off Tab**.

Booking Your Leave

The screenshot shows the 'Book Time Off' form within the 'Employee Dashboard'. The form includes the following fields and options:

- Appointment:** A dropdown menu currently showing 'People & Organisation Advisor- 3...'. Below it is the text 'Select An Appointment'.
- Leave Type*:** A dropdown menu showing 'Special Leave (Paid)'. To its right is a 'Part Day' toggle switch, which is currently turned on.
- Start Date*:** A date field showing '11-Nov-2019' with a calendar icon.
- End Date*:** A date field showing '11-Nov-2019' with a calendar icon.
- Reason*:** A dropdown menu showing 'Disability Leave'. Below it is the text 'Select a Reason'.
- Comments:** A text area for additional remarks.
- Buttons:** A blue 'BALANCE DETAIL' button in the top right and a green 'SUBMIT' button in the bottom right.
- Footer:** The 'corehr' logo is visible in the bottom left corner.

You will then need to complete the following options:

- **Appointment** – Drop-down menu to select the job role that your request is being assigned to.
- **Leave Type** – Please select which type of leave you wish to apply for (Annual Leave, Special Leave (Paid) or Special Leave (Unpaid)).
- **Part Day** – This is covered on the next page.
- **Start Date** – The first date you wish to be on Leave.
- **End Date** – The last date of your Leave.
- **Reason** – Drop-down menu of the reasons for the Leave Request.
- **Comments** – A comments box where you can add in further details about your leave if required.
- **Balance Detail** – You can use this to check how much annual leave you have remaining (see later in this guide)

Input the leave details and then click **Submit**.

Booking Part Day Leave

Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

BALANCE DETAIL

Appointment
People & Organisation Advisor- 3...

Select An Appointment

Leave Type*
Special Leave (Paid) Part Day

Start Date*
11-Nov-2019 Choose a Time

Time of Day
Select Morning or Evening

Part of Day
1/2 of a day

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SUBMIT

If you only wish to request ½ a day as leave, select the **Part Day Option** halfway down the screen, you will then need to complete the following options:

- **Time of Day** – Select Morning or Evening
- **Part Day** – Select the ½ Day Option.
- **Alternatively, for less than ½ day leave, select Choose a Time– This is covered on the next page.**

Input the leave details and then click **Submit**.

Booking Part Day Leave (Hours)

Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

BALANCE DETAIL

Leave Type*

Special Leave (Paid) Part Day

Start Date*

11-Nov-2019 Choose a Time

Time of Day

Select Morning or Evening

Hours Minutes

Select number of hours Select number of minutes

Reason*

Disability Leave

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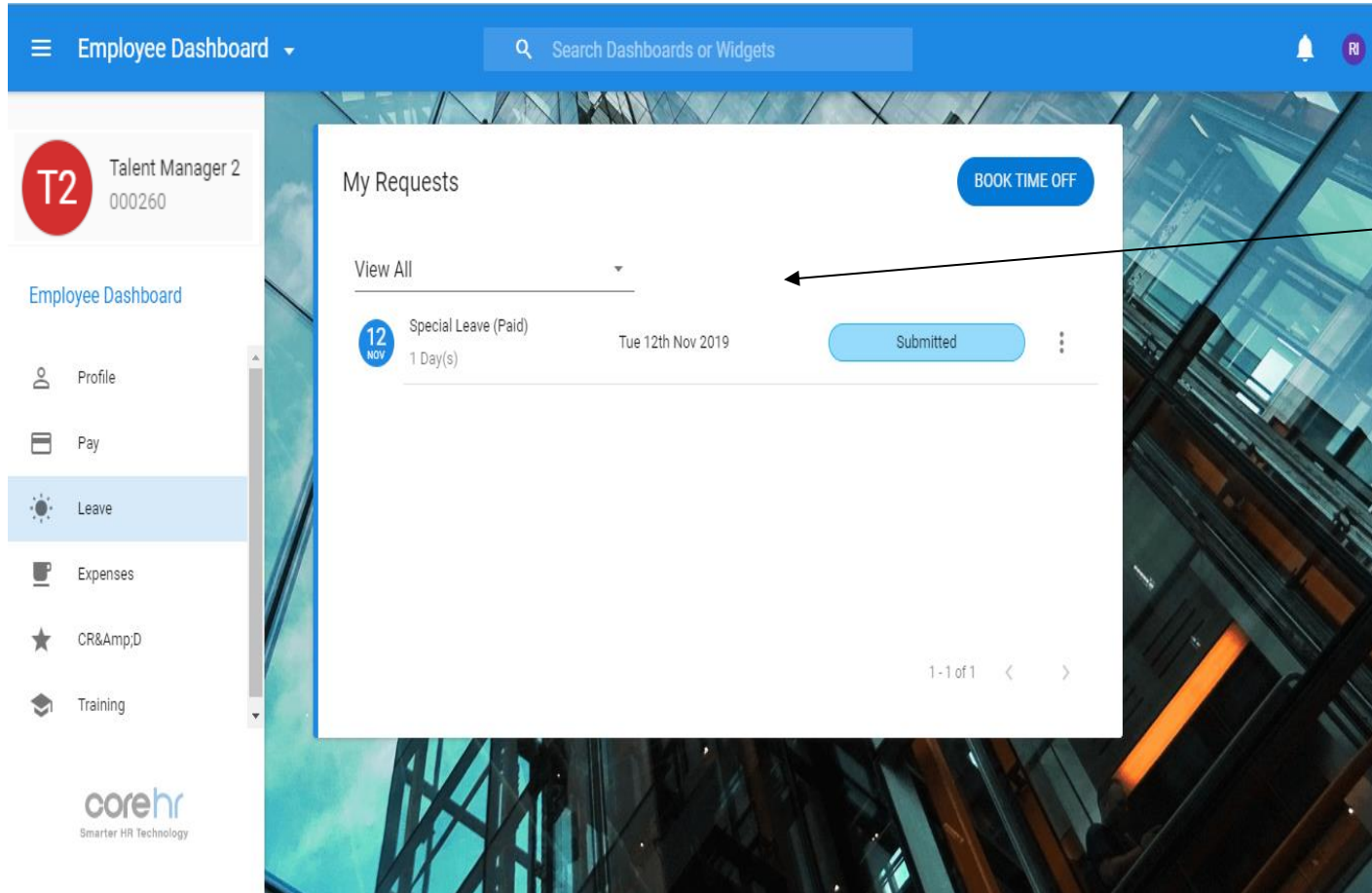
SUBMIT

Once you select the **Part Day** and **Choose a Time options Option** halfway down the screen, you will then need to complete the following details:

- **Time of Day** – Select Morning or Evening
- **Hours** – Enter the number of hours.
- **Minutes** – Enter the number of minutes

Input the leave details and then click **Submit**.

Pending Approval



You will see your Leave Request displayed under **My Requests**.

Your line manager will receive a notification of your request and they will need to approve it. You can track the status of your requests as well as deleting or amending your requests.

You will receive email notifications of updates to the status of your request.

Checking Your Annual Leave Balance

The screenshot displays the CoreHR Employee Dashboard. On the left, a sidebar contains navigation links: Profile, Pay, Leave (highlighted), Expenses, CR And D, and Training. The main content area is divided into three sections. The top section, 'My Requests', shows a list of leave requests with columns for status, date, and action buttons like 'Submitted' and 'Cancelled'. The middle section, 'Balances', shows the 'Annual Leave Balance' as 33.00 days, with a 'VIEW' button and a 'BALANCE' button highlighted by a blue arrow. The bottom section, 'November 2019', features a calendar grid with a 'SELECT WEEK' button and a list of events for the selected week, including 'Annual Leave, 3544-7'.

Employee Dashboard

T2 Talent Manager 2 000260

Employee Dashboard

Profile

Pay

Leave

Expenses

CR And D

Training

My Requests

BOOK TIME OFF

View All

20 Special Leave (Paid) 1 Day(s) Fri 20th Dec 2019 Submitted

3 Special Leave (Paid) 1 Day(s) Wed 03rd Jul 2019 Cancelled

1 - 2 of 2

Balances

Annual Leave Da... 33.00 days VIEW

BALANCE

November 2019

SELECT DAY SELECT WEEK TODAY

Shifts

Absences

Leave Requests

Attendance

Clockings

Training

25-Nov-2019

Annual Leave, 3544-7

Day(s): 2

Estimated Hours: 14.48

Annual Leave, 3544-7

Hours: 7.24

26-Nov-2019

No Events

27-Nov-2019

No Events

28-Nov-2019

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You will see your Remaining Annual Leave Balance under **Balances**

Click on the **Balance** button to view your annual leave balance in more detail

Checking Your Annual Leave Balance

← Employee Dashboard

My Balances

Employee Dashboard > My Balances

Active

Balance	Open Period	Type	Appointment	Status	Allowance	Carried Over	Taken	Balance	Booked	Balance + Booked
Annual Leave Days	01-Jan-2019 to 31-Dec-2019	Days ❶			35.00	0.00 ❸	2.00 ❷	33.00	0.00	33.00 ❹

Transactions for Annual Leave Days

Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance
01-Jan-2019	Opening Values	0.00	27.00	0.00	0.00	0.00	0.00
01-Jan-2019	Service Qualified 11-NOV-2008		5.00				
01-Jan-2019	Service Qualified 11-NOV-2013		3.00 ❷				
22-Nov-2019	Annual Leave					1.00	
25-Nov-2019	Annual Leave					1.00 ❸	

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You will see your Leave Balance displayed in more detail under **My Balances**.

This view will show you

- ❶ Whether your leave is in days or hours
- ❷ If you receive additional leave based on your length of service
- ❸ If you have carried forward leave
- ❹ How much leave you have already taken
- ❺ How much leave you have left to take