

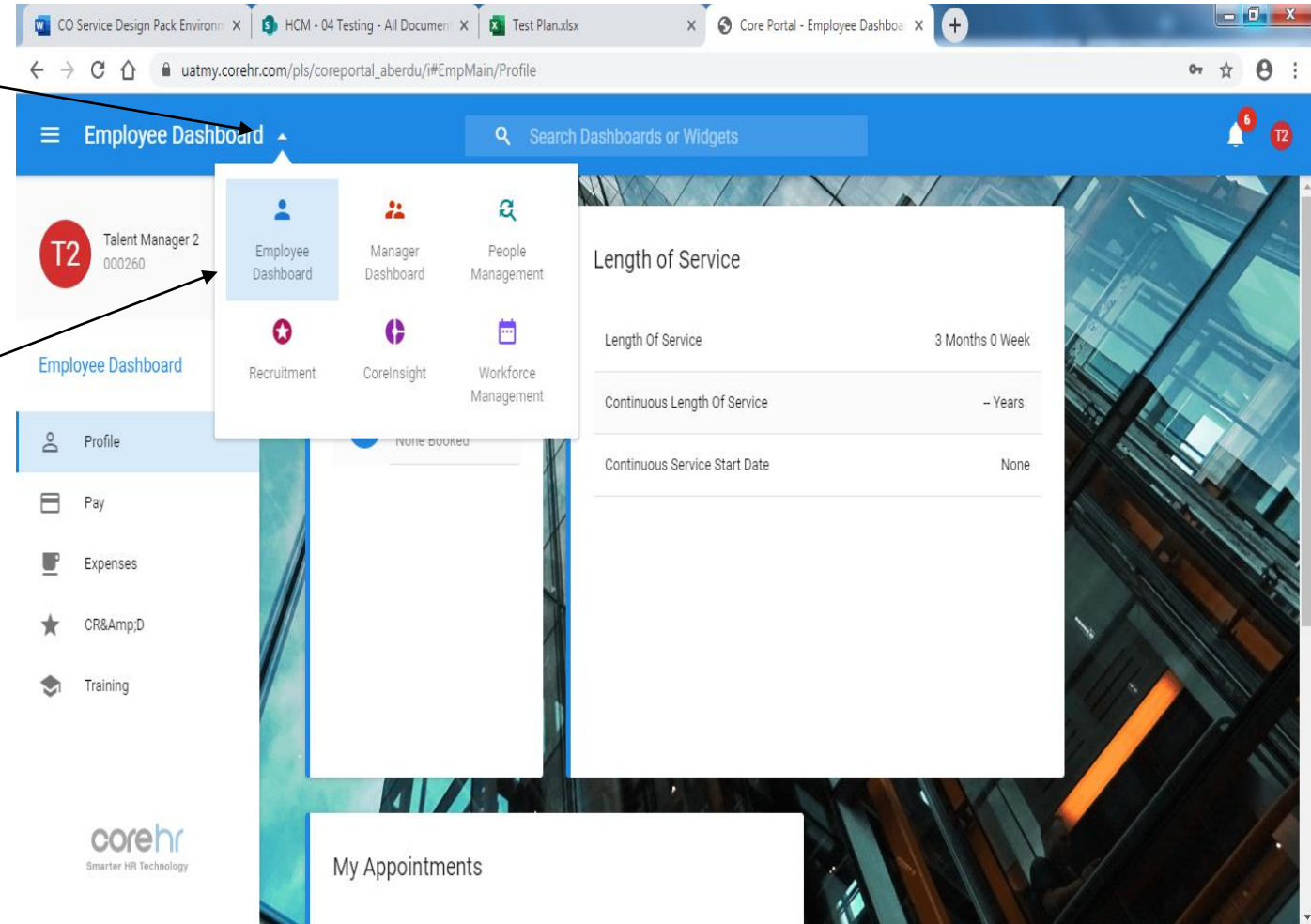
CoreHR Guide Recording due to Covid-19

This guide will explain how to record leave, working from home or Temporary Movement and how to amend or update these.

Accessing Employee Dashboard

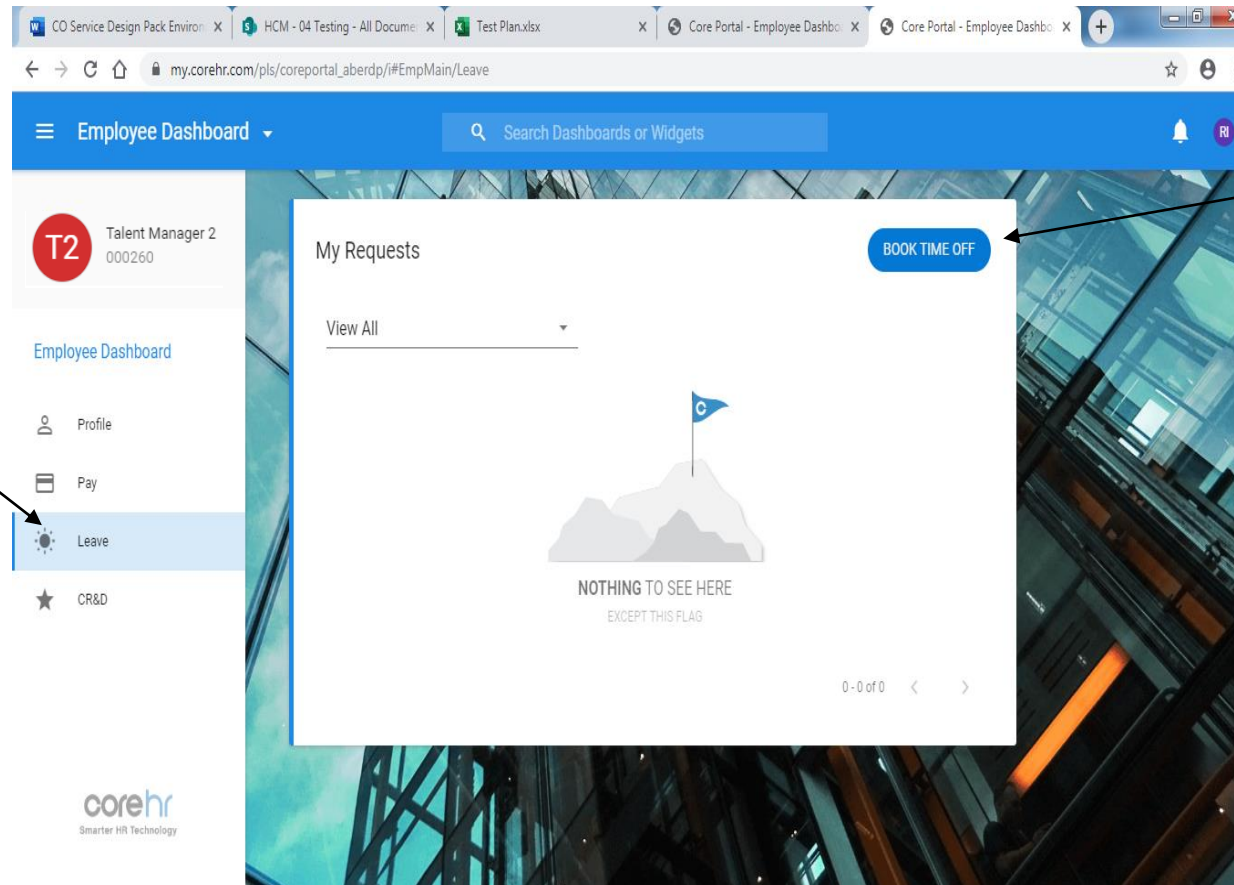
Click on the **Drop Down Arrow** and you will see a selection of Dashboards.

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**.

Table of Codes for Recording

Leave Type	Reasons	Description
Special Leave (Paid)	COVID – Caring Responsibilities COVID – Self Isolation/ Symptoms COVID – Service Closure COVID – Underlying Medical Condition	To be used where an individual is unable to work from home or in an alternative way but is impacted by COVID-19
COVID – Working from Home	COVID – Alternative to normal work COVID – Caring Responsibilities COVID – Self Isolation/ Symptoms COVID – Underlying Medical Condition	To be used where an individual is able to undertake work from home or in an alternative way but is impacted by COVID-19
COVID - Temp Movement of Staff	Undertaking temporary duties only Full contracted role & temp duties Partial contracted role & temp duties	To be used where an individual has been temporarily reallocated to undertake alternative work

Please note that if you are absent due to sickness, you should follow the normal sickness reporting procedure and your manager will record this on your behalf

Recording Leave/Working from Home

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

End Date*
11-Nov-2019

Reason*
Disability Leave

Select a Reason

Comments

corehr
Smarter HR Technology

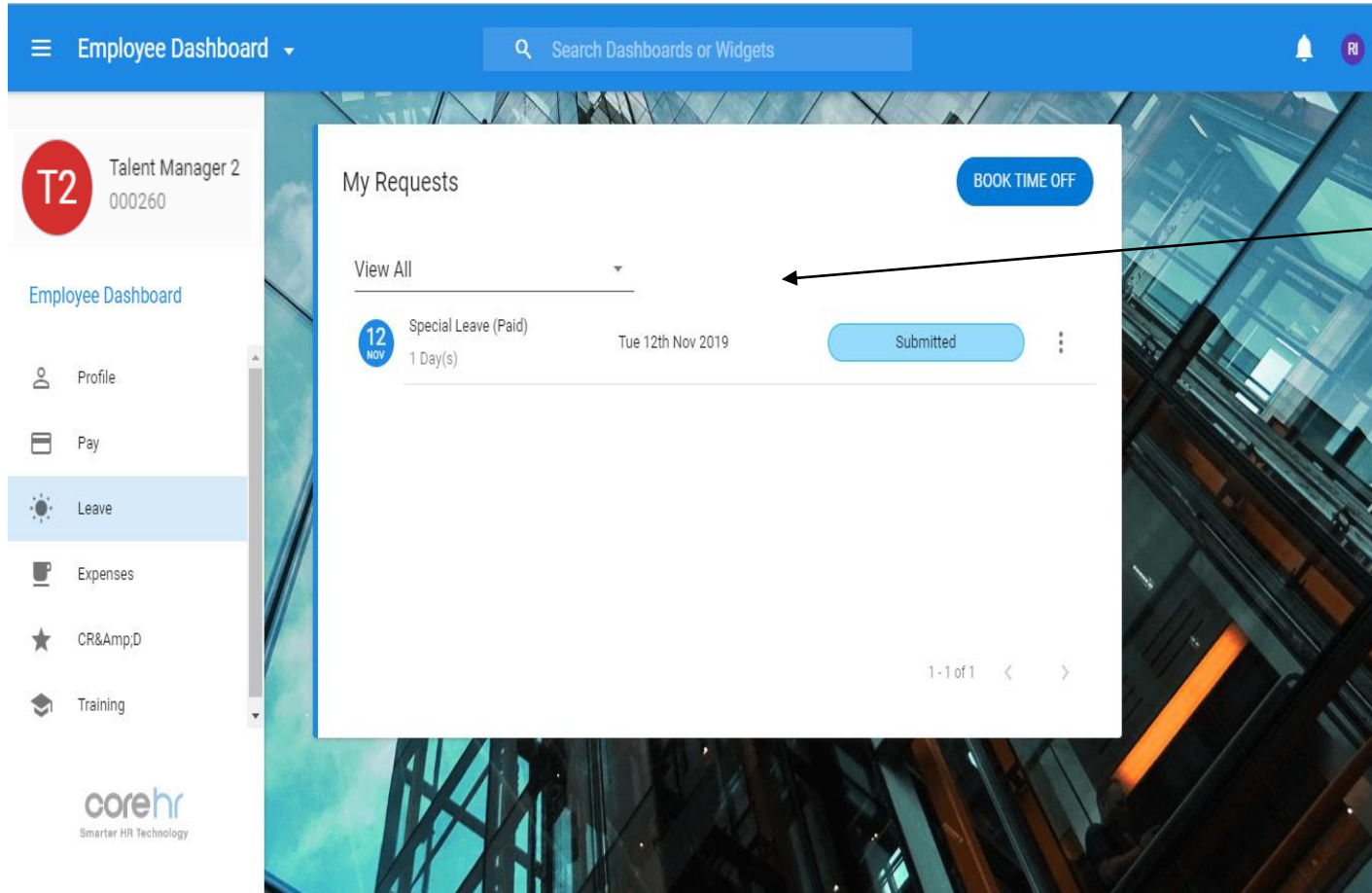
SUBMIT

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 the appropriate type
Please see table for recording
- **Part Day** – **DO NOT USE THIS**
- **Start Date** – The first date of the record.
- **End Date** – 7 days from start date (amended as necessary)
- **Reason** – From the list on next page
- **Comments** – A comments box where you can add in further details if needed.

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

Pending Approval



You will see your record displayed under **My Requests**.

Your line manager will then receive a notification of your record. You can also track the status of your record as well as deleting or amending if required.

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