

Time Off In Lieu (TOIL)

This guide will explain how you can record Time off in Lieu (TOIL) earned and TOIL taken. For details on how to amend your absence record please review the View, edit, delete or withdraw absence history guide.

Paid TOIL on an hour-for-hour basis can be awarded to those who are contractually obliged to work a prescribed number of hours per week. The decision whether to offer TOIL earned will be made by the responsible supervisor/manager and will be communicated to you before the work is undertaken. The taking of TOIL must be mutually agreed between you and your manager in advance and can only be taken in half-day blocks (in the same way as annual leave).

The Staff Connect absence management module is the only recognised University record of absence and is where you are now able to record TOIL. Please note your record of TOIL is separate from your annual leave entitlement. Your TOIL earned and TOIL taken is sent to your line manager or their delegate to review, authorise or reject. If you have any queries about your TOIL balance please speak to your line manager.

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.

Immigration status

Please note that some immigration/ right to work statuses require individuals to inform their employer should they leave the UK for any period of time for personal and work related reasons. If you are required to record an absence from the UK please complete the Absence from the UK form in Staff Connect.

Quick Steps to recording TOIL Earned

Here are some quick steps on how to enter a period of TOIL Earned. Please see the section below for the full details user guide with screenshots.

1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Request New** on the TOIL Earned line
4. Enter in Category, Comments (optional), Date and Hours
5. Click **Submit**

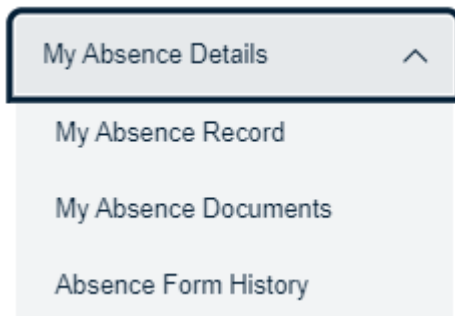
Quick Steps to recording TOIL Taken

Here are some quick steps on how to enter a period of TOIL Taken. Please see the section below for the full details user guide with screenshots.

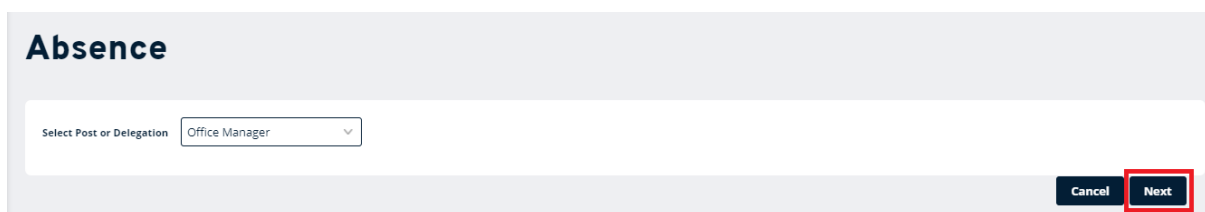
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Request New** on the TOIL Taken line
4. Enter in Comments (optional) Start Date, End Date
5. Click **Confirm planned work time** and review/update work pattern details
6. Click **Save**
7. Click **Submit**

Recording TOIL Earned

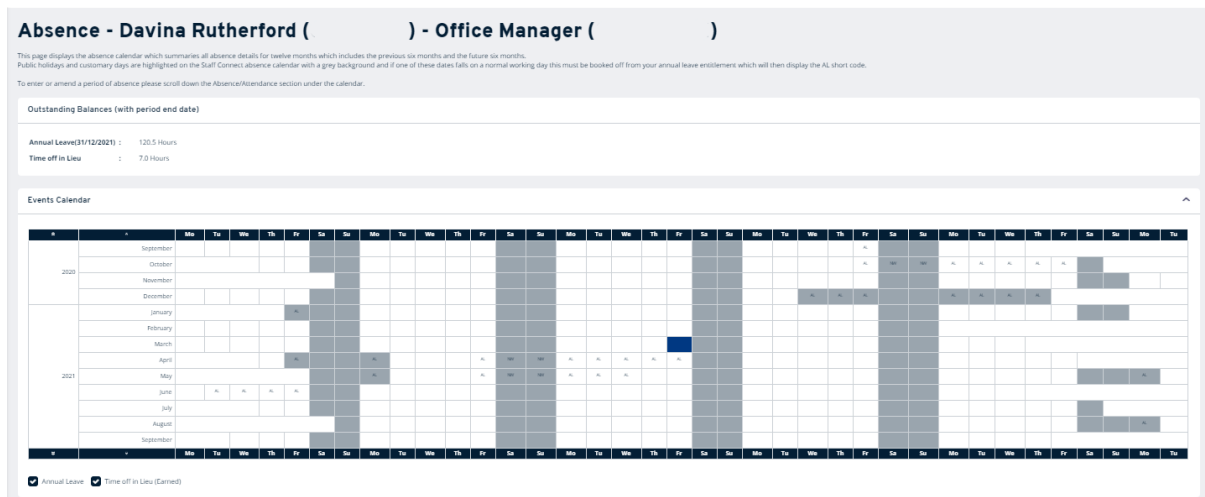
Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of annual leave for and then click **Next**.



This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today's date highlighted in blue. The dates highlighted in grey are to highlight weekends, bank holidays and customary days.



Scroll to the bottom of the screen.

This screen will display the absence/attendance types that you can request and view. You can also view your entitlements and access your team calendar.

To record Time off in Lieu (Earned) click **Request New**, highlighted in blue which is on the same line as TOILE.

Absence / Attendance			
Type	Description	Action	
AAP	Authorised Absence (Paid)	Request New	Open AAP History
AAUP	Authorised Absence (Unpaid)	Request New	Open AAUP History
AL	Annual Leave	Request New	Open AL History
AL-NP	Annual Leave (Non Prescribed)	Request New	Open AL-NP History
ALP	Additional Leave (Purchased)	Request New	Open ALP History
COMPAS	Compassionate Leave (Paid)	Request New	Open COMPAS History
INDACT	Industrial Action	Request New	Open INDACT History
PARENT	Parental Leave (Unpaid)	Request New	Open PARENT History
SICK	Sick Leave	Request New	Open SICK History
STULVU	Study Leave (Unpaid)	Request New	Open STULVU History
STUTLV	Study Leave (Paid)	Request New	Open STUTLV History
TOIL	Time off in Lieu	Request New	Open TOIL History
TOILE	Time off in Lieu (Earned)	Request New	Open TOILE History

The Record an Attendance screen will open and you need to complete the following details:

To record an attendance please complete the details below and click submit.

Type: Time off in Lieu (Earned)

Category:

Comments:

Date:

Total Time * hh mm hrs decimal 0.00

- **Comments** - Enter the reason why the TOIL was earned.
- **Category** – You are able to record different categories of TOIL. Please confirm with your line manager which category you need to select from the drop down box.
 - **TOIL Hour for Hour** will award one hour TOIL for each hour worked.
 - **TOIL Time and a Half** will award 90 minutes of TOIL for each hour worked.
 - **TOIL Double Time** will award 2 hours of TOIL for each hour worked.
- **Date** - click on the calendar button to select the date of period of TOIL earned.

- **Total Time** - click in to the **HH** box and type in the total number of hours of TOIL which have been worked and then click in to the **MM** box and enter the number of minutes (to the nearest 15 minutes).

To record an attendance please complete the details below and click submit.

Type Time off in Lieu (Earned)

Category

Comments

Date

hh mm hrs decimal
Total Time * 0.00

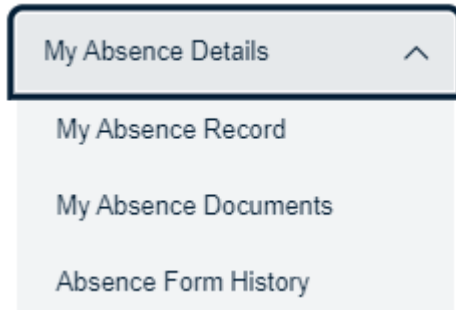
Click **Submit**

Click **Close** to the confirmation screen. These details will be sent to your line manager for review.

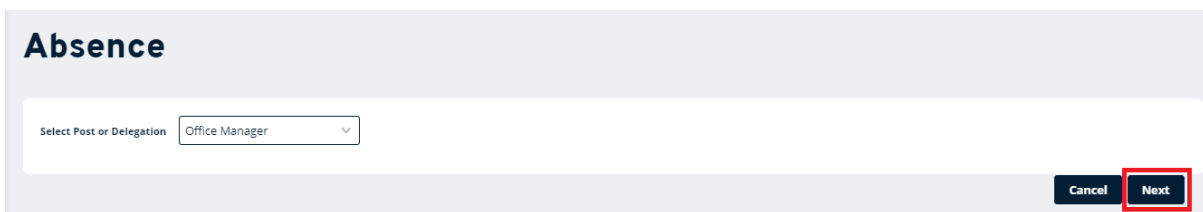
Requesting TOIL Taken

Please note that TOIL should be taken in half or full day blocks. If you have any questions please discuss this with your line manager.

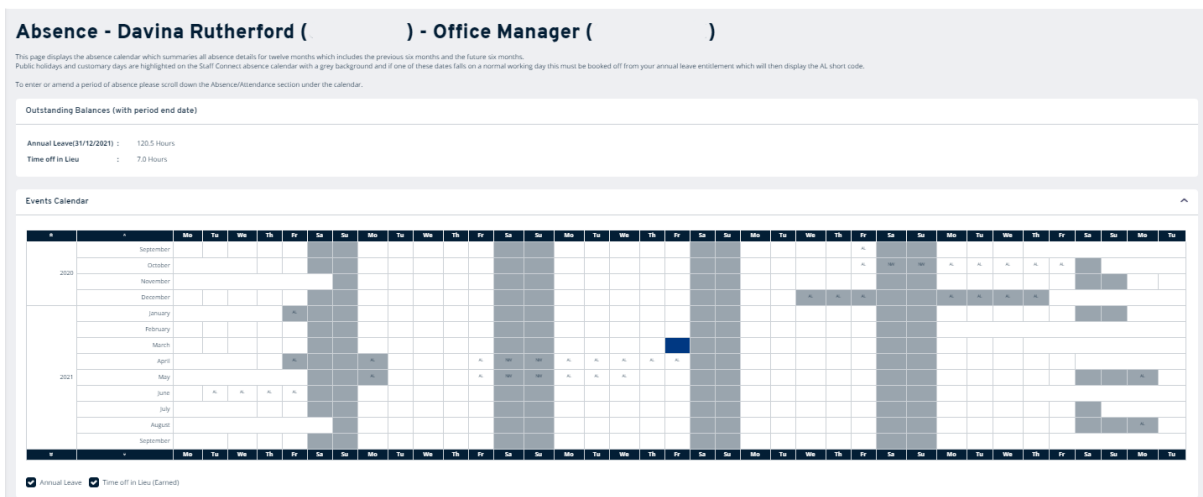
Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of annual leave for and then click **Next**.



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Scroll to the bottom of the screen.

This screen will display the absence/attendance types that you can request and view. You can also view your entitlements and access your team calendar.

To request Time off in Lieu click **Request New**, highlighted in blue which is on the same line as TOIL.

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ALP	Additional Leave (Purchased)	Request New	Open ALP History
COMPAS	Compassionate Leave (Paid)	Request New	Open COMPAS History
INDACT	Industrial Action	Request New	Open INDACT History
PARENT	Parental Leave (Unpaid)	Request New	Open PARENT History
SICK	Sick Leave	Request New	Open SICK History
STULVU	Study Leave (Unpaid)	Request New	Open STULVU History
STUTLV	Study Leave (Paid)	Request New	Open STUTLV History
TOIL	Time off in Lieu	Request New	Open TOIL History
TOILE	Time off in Lieu (Earned)	Request New	Open TOILE History

The Record an Absence screen will open where you need to complete the following details:

- **Comments** - the comments box is optional and visible to your manager

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Time off in Lieu

Comments

Dates **Full Day** **Part Day**

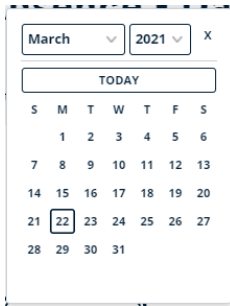
From *

To *

hours mins hrs decimal

Total Time 0.00

- **From** - click on the calendar button and select the start date of your period of TOIL taken.



- **Full Day** - if this is a full day absence please skip to the **To** step (on page 7).
- **Part Day** - if this is a half day absence click on the **Part Day** button.
 - This will display 3 new fields to complete -**Time, Hours off (HH, MM)**

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Time off in Lieu

Comments

Dates	Full Day	Part Day	Time	Hours off
From * <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/> <input type="text"/> <input type="text"/> <small>e.g. 15:30 for half past three</small>	<input type="text"/> <input type="text"/> <input type="text"/> <small>hh mm hrs decimal</small>
To * <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>		
			<small>hours mins hrs decimal</small>	
Total Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- **Time** - enter the time your period of TOIL taken starts into the **Time** box e.g. 09:00 or 13:30.
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example, if you are requesting TOIL taken as a half day leave between 09:00 and 12:30 you will need to enter 09:00 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.
- The above assumes you work a 7-hour day.
You will need to adjust the hours and minutes if your working day is shorter or longer.

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Time off in Lieu

Comments

Dates Full Day Part Day

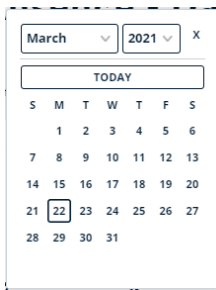
From *

To *

hours mins hrs decimal

Total Time 0.00

- **To** - click the calendar button and select the date for the end of your TOIL taken. Please note, if you are booking just a single whole or half day off, please ensure the **To** date matches the **From** date.



- **Full Day** - if this is a full day absence please click **Confirm planned work time** (see page 8).
- **Part Day** - if this is a half day absence click on the **Part Day** button.
 - This will display 3 new fields to complete -**Time, Hours off (HH, MM)**

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Time off in Lieu

Comments

Dates Full Day Part Day Time Hours off

e.g. 15:30 for half past three hh mm hrs decimal

From *

To * 0.00

hours mins hrs decimal

Total Time 0.00

- **Time** - enter the time your period of TOIL taken ends into the **Time** box e.g. 12:30 or 17:00.

- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are requesting a part day TOIL between 9:00 and 12:30 you will need to enter 12:30 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.
- The above assumes you work a 7-hour day.
You will need to adjust the hours and minutes if your working day is shorter or longer.

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Time off in Lieu

Comments

Dates **Full Day Part Day**

From *

To *

hours mins hrs decimal

Total Time 21.00

Confirm planned work time

Once the end date is selected the system will automatically calculate the **Total Time** requested based on your contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes). Repetitive

Please click into **Confirm planned work time**.

Enter in the working hours for each day displayed in the weeks below. Please note each week is displayed by week ending. If you are unsure which date a box refers to you can hover over the box to display the date.

From 22/03/2021

To 26/03/2021

Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
21/03/2021	<input type="text" value="7:00"/>	<input type="text" value="12:00"/>	<input type="text" value="0:00"/>	<input type="text" value="10:00"/>	<input type="text" value="5:00"/>	<input type="text" value="0:00"/>	<input type="text" value="0:00"/>	34	0	34.00
28/03/2021	<input type="text" value="7:00"/>	<input type="text" value="12:00"/>	<input type="text" value="0:00"/>	<input type="text" value="10:00"/>	<input type="text" value="5:00"/>	<input type="text" value="0:00"/>	<input type="text" value="0:00"/>	34	0	34.00

Cancel Save

This screen will show all the relevant calendar weeks to cover the start and end date of the absence you entered.

If this default working pattern matches your actual work pattern, click **Save**.

However, if the working pattern does not reflect your actual hours/days of work please update your working pattern for each day in HOURS: MINUTES. If you should not have worked on a particular day please ensure this is entered as 00:00. When you have entered all days, click **Save**.

Please note, the screen shows the week ending rather than week beginning.

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Time off in Lieu

Comments:

Dates: Full Day Part Day

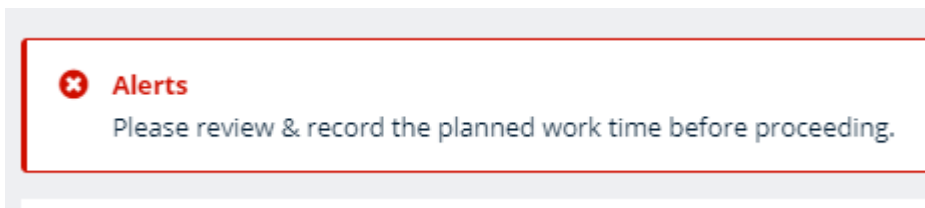
From:

To:

hours mins hrs decimal

Total Time: 21.00

Once you have finished and entered all the required data click the **Submit** button to record the absence.



If you did not click **Confirm planned work time** before you clicked **Submit** you will see this error message. Please complete this step.

Your request has now been submitted to your line manager or their delegate to review and either authorise or reject. Once your request has been processed, you will be sent an email to inform you of the outcome.

While your request is awaiting authorisation the leave dates will show in your calendar with blue text to show they have not yet been authorised. If your request has been authorised, the text will be blue.