

Time Off In Lieu (TOIL) – manager guide

This guide will explain how you can record TOIL earned and TOIL taken on behalf of a team member.

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 you and the member of staff before the work is undertaken. When the employee takes any TOIL leave, they must request this in half-day blocks (same as for annual leave) and you will need to authorise the request. For guidance please refer to the Overview for Managers.

The Staff Connect absence management module is the only recognised University record of absence and is where you are now able to record TOIL earned and taken for your team. Please note the record of TOIL is separate from annual leave entitlements. As with other absence types your team are able to record/request TOIL earned and TOIL taken which is sent to you for review, authorisation or rejection. In addition you are also able to record this on their behalf.

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 your team member is required to record an absence from the UK please inform them to complete the Absence from the UK form in Staff Connect.

Quick Steps to recording TOIL Earned for a team member

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 the **My People** tab
2. Click **Team Absence Details** followed by **Absence Record** from the left-hand menu.
3. Select the **team member** you wish to record this absence against if prompted
4. Select the **post** you wish to record this absence against if prompted
5. Click **Request New** on the TOIL Earned line
6. Enter in Category, Comments (optional), Date and Hours
7. Click **Submit**

Quick Steps to recording TOIL Taken for a team member

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.

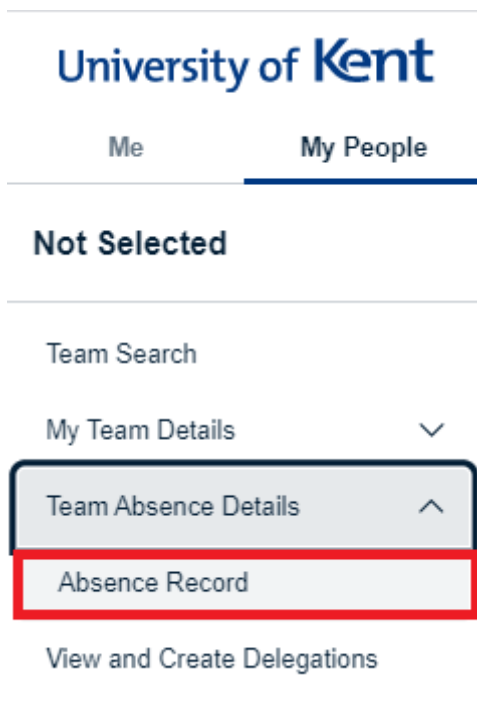
1. Click the **My People** tab
2. Click **Team Absence Details** followed by **Absence Record** from the left-hand menu.
3. Select the **team member** you wish to record this absence against if prompted
4. Select the **post** you wish to record this absence against if prompted
5. Click **Request New**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

Recording a TOIL earned for a team member

Click on the **MY PEOPLE** tab on the left hand menu.



Click **Absence** from the left-hand menu.



Select the employee you wish to enter the TOIL earned on behalf of.

Absence

Select Managers Post Office Manager

Select Option

Employee Name	Employee Number	Post	Employee Information
Davina Rutherford			
<input type="radio"/> Example Demo1	SCDEMO1	Academic (test post only) (TEST1)	
<input checked="" type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

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.

Absence - Davina Rutherford () - Office Manager ()

This page displays the absence calendar which summarises all absence details for twelve months which includes the previous six months and the future six months. Public holidays and customary days are highlighted on the Staff Connect absence calendar with a grey background and if one of these dates falls on a normal working day this must be booked off from your annual leave entitlement which will then display the AL short code. To enter or amend a period of absence please scroll down the Absence/Absence section under the calendar.

Outstanding Balances (with period end date)

Annual Leave(31/12/2021) : 120.5 Hours
 Time off in Lieu : 7.0 Hours

Events Calendar

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2020																												
2021																												

Annual Leave Time off in Lieu (Earned)

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view, and gives you access to the team calendar for this employee. You can also view their entitlements and access their team calendar.

To record a team member's Time off in Lieu (Earned) click **Request New**, highlighted in blue.

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)

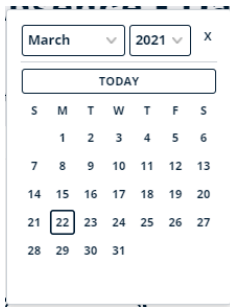
Category:

Comments:

Date:

Total Time * 0.00

- **Comments** - enter the reason why the TOIL was earned.
- **Category** – you are able to award different categories of TOIL. Select from the drop down box the TOIL earned category.
 - **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: --Select--

Comments:

Date:

hh mm hrs decimal

Total Time * 0.00

Click **Submit**

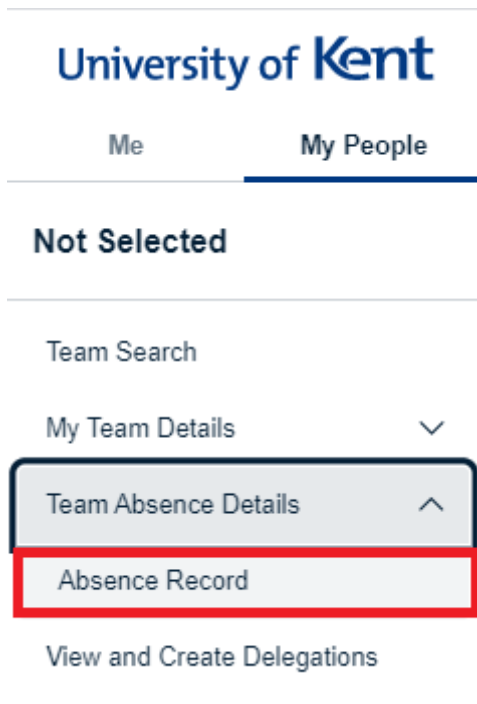
Click **Close** to the confirmation screen. This entry is authorised automatically and an email confirmation will be sent to the employee for their records.

Recording a TOIL taken for a team member

Click on the **MY PEOPLE** tab on the left hand menu.



Click **Absence** from the left-hand menu.



Select the employee you wish to enter the TOIL earned on behalf of.

Absence

Search for Employee

Select Managers Post Office Manager

Select Option

Employee Name	Employee Number	Post	Employee Information
Davina Rutherford			
<input type="radio"/> Example Demo1	SCDEMO1	Academic (test post only) (TEST1)	
<input checked="" type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

Cancel
Next

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.

Absence - Davina Rutherford () - Office Manager ()

This page displays the absence calendar which summarises all absence details for twelve months which includes the previous six months and the future six months. Public holidays and customary days are highlighted on the Staff Connect absence calendar with a grey background and if one of these dates falls on a normal working day this must be booked off from your annual leave entitlement which will then display the AL short code. To enter or amend a period of absence please scroll down the Absence/Absence section under the calendar.

Outstanding Balances (with period end date)

Annual Leave(31/12/2021) : 120.5 Hours
 Time off in Lieu : 7.0 Hours

Events Calendar

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2020	September							October							November							December													
2021	January							February							March							April													
	May							June							July							August													
	September																																		

Annual Leave Time off in Lieu (Garnet)

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view, and gives you access to the team calendar for this employee. You can also view their entitlements and access their team calendar.

To record a team member's Time off in Lieu click **Request New**, highlighted in blue.

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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 and you need to complete the following details:

- **Comments** - the comments box is optional.

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**

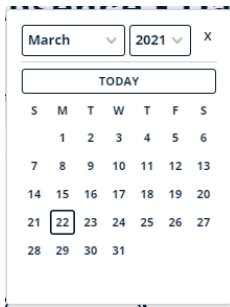
From *

To *

hours mins hrs decimal

Total Time 0.00

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



- **Full Day** - if this is a full day absence please skip to the **To** step below.
- **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"/> 0.00	

- **Time** - enter the time the 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 entering a half day TOIL 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 the member of staff works a 7-hour day. You will need to adjust the hours and minutes if their 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

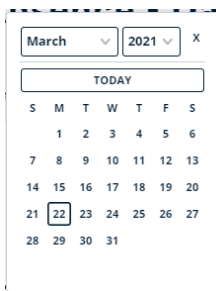
From *

To *

hours mins hrs decimal

Total Time 0.00

To - click the calendar button and select the date for the end of the period of TOIL taken. Please note if you are entering 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 9).
- **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 the 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 entering a half day TOIL taken 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 the member of staff works a 7-hour day. You will need to adjust the hours and minutes if their 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 the employee's contracted hours which are averaged across the working week (or based on the details you have entered in the part-day boxes).

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 the working pattern matches their work pattern for the period, please click **Save**.

However, if the working pattern does not reflect their actual hours/days of work please update to their actual working pattern for each day in HOURS: MINUTES. If they 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

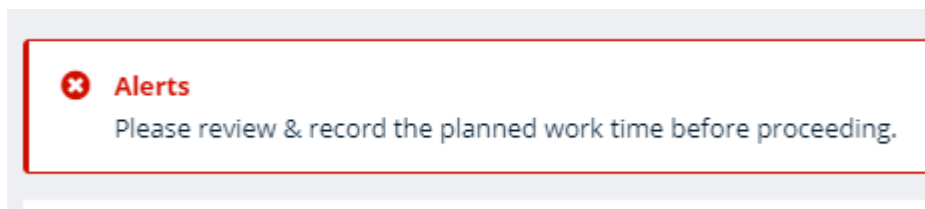
From:

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** when you clicked **Submit** you will see the error message above. Please complete this step.

This is authorised automatically and an email confirmation will be sent to the employee for their records.