

ABSENCE AND ANNUAL LEAVE SUPPORT

From 2 January 2019, requests for leave and absence will be recorded using Staff Connect.

Step 1

Support is available at <https://www.kent.ac.uk/human-resources/staffconnect/support/index.html>
Please ensure you have looked at the user guides and FAQs **before** seeking further support (see below).

Step 2

Is your issue...

Technical?

e.g. are you having difficulty logging in to Staff Connect?

About data quality or how Staff Connect works?

e.g. are members of your team missing in Staff Connect?

Contractual?

e.g. about your annual leave allowance?

Relating to pay?

e.g. do you believe you have been paid incorrectly as a result of an absence?



Contact the IT Helpdesk

Email helpdesk@kent.ac.uk
phone 4888

Email HR Systems

hrrsysplan@kent.ac.uk

First, contact your line manager; if necessary contact HR

Estates estateshr@kent.ac.uk
Commercial Services
hospitalityhr@kent.ac.uk
Kent Union kentunionhr@kent.ac.uk
All other staff hrradvice@kent.ac.uk

Email the Pay Office

payoffice@kent.ac.uk