Annual leave – manager guide

This guide will explain how to record annual leave on behalf of a team member.

The Staff Connect absence management module is the only recognised University record of absence for staff and is where you are now able to record annual leave.

Please note, annual leave entitlements are all calculated and requested in hours. For staff who have more than one post they will have a separate entitlement for each post.

If you have any queries about how your team member’s entitlement has been calculated please refer to their contract of employment, Terms and Conditions (found on the Human Resources website) or contact your Human Resources Co-ordinator.

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.
Click on the **MY PEOPLE** tab on the left hand menu.

![Image of MY PEOPLE tab]

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

![Image of Absence tab]

Select the employee you wish to enter an absence on behalf of.

![Image of Absence entry screen]

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 dark blue.

![Image of calendar]

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 annual leave click **Request New**, highlighted in blue.
The Record an Absence screen will open and you need to complete the following details:

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

- **From** - click on the calendar button to select the start date of period of annual leave.

- **Full Day** - if this is a full day absence please skip to the To step below (see page 4)
- **Part Day** - if this is a part day absence click on the Part Day button.
  - This will display 3 new fields to complete - Time, Hours off (HH, MM)
- **Time** - enter the time the period of annual leave 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 part day annual 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.

- **To** - click the calendar button and select the date for the end of the period of annual leave. Please note if you are entering a single whole or part 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 below).
• **Part Day** - if this is a part day absence click on the Part Day button.
  • This will display 3 new fields to complete - **Time**, **Hours off (HH, MM)**

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**.

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

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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.

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.
You cannot make any adjustments from this screen. Click **Submit** to confirm the deletion request and a confirmation email will be sent to the employee, or **Cancel** to return to the previous screen.