EMPLOYEE SELF SERVICE

Annual Leave: viewing and authorising annual leave

This Quick Reference Guide is for staff who are Reporting Managers and required to authorise annual leave. Please note you can authorise tasks from off campus and via any device (e.g. tablet).

Annual leave requests are sent to the Reporting Manager recorded in Trent for that employee. Staff only have one manager per job within the workflow. The notification includes the date, current balance, future balance (if authorised) and any notes that were added to the request. The balance will be quoted in hours (part-time staff) or days (full time staff).

If you receive a request and are not the Reporting Manager for the staff member, contact your School/Departmental Administrator or hr@reading.ac.uk.

Reviewing requests

To review the details, click on the green 'Action' button in the email. You will be prompted to login.

You will be directed straight to the Tasks tab within ESS. Any outstanding authorisation requests from your reportee(s) will be displayed here until you have actioned them.

Click on the Absence request card you wish to action.

Using the drop down menu, select either Authorised or Not Authorised and click Save.

Confirmation

Once you have changed the status of the annual leave request (i.e. authorised or rejected), you will receive a confirmation via email. If leave is authorised, the Reportee will receive a confirmation email and calendar entry. If you are not authorising the request, we recommend that you contact your reportee to explain why as there are no additional notes that are available within ESS.

Reportees can request holiday through a weekend period. This will not deduct any days/hours from their entitlement unless the working pattern includes Saturday or Sunday. For example, a booking from 30/08/16 to 11/09/16 would use only 9 days of personal entitlement (for a full time staff member) as 3rd/4th and 10th/11th are weekends, leaving 9 working days.
ESS Absence Calendar

Reporting Managers may wish to review other Reportees absences in order to help inform authorising a new request. The Absence tab includes a calendar, displaying both the manager’s own personal absence calendar but also the combined absence calendars for their Reportees, as listed in Trent.

Using the Peer Group drop down list, switch the view from Me only to Reportees.

You can change the calendar filters to show all types of absences or just annual leave.

Learning activity shows anyone who has booked a course via ESS.

If there is more than one absence (of that type) on a day, a number is used to indicate how many reportees it relates to. For example, the Bank Holiday on Monday 6th April shows 4. If you click on the entry for your Reportees, the text box will expand and display all of the 4 names of your direct reports who are out of the office on this date.

Reminders: Reporting Managers will receive a reminder of the outstanding task 5 days after the request was submitted. After 15 days HR Operations will be alerted to any unapproved tasks. Further information is available on the HR website, including Frequently Asked Questions for managers

[http://www.reading.ac.uk/internal/humanresources/humres-absencefaqs.aspx](http://www.reading.ac.uk/internal/humanresources/humres-absencefaqs.aspx)