

Managing your absence in Employee Self Service

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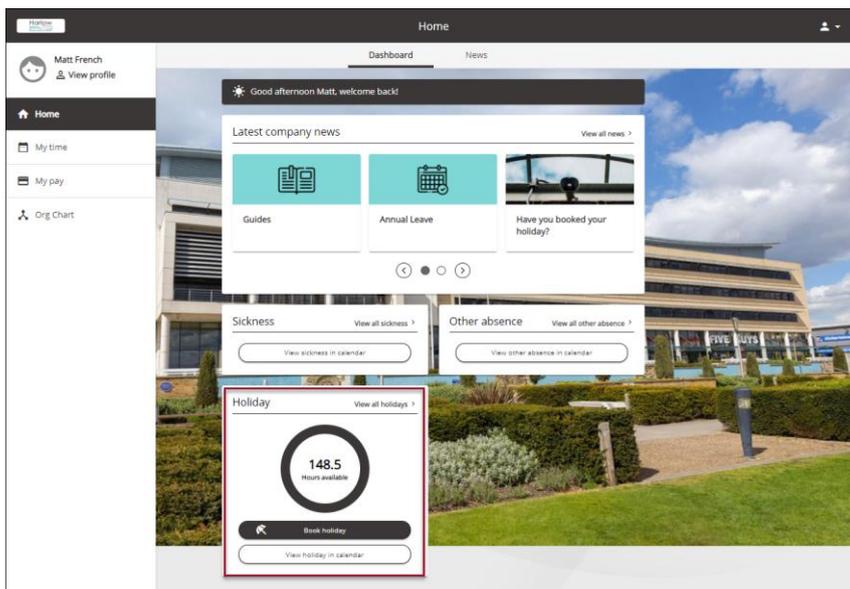
1. Introduction

This guide provides you with the information to view and manage different absence types within Employee Self Service

2. Holiday balances

You can view your remaining **Holiday balance** directly from your Employee Self Service Home Dashboard

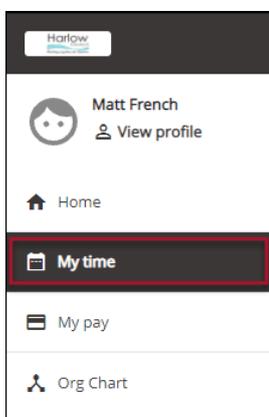
1. Log into Employee Self Service



Your balance will show in the 'Holiday' section.

View your current and future holiday balances

1. Select the 'My time' section on the left-hand side:



- View your current and future holiday balances by selecting the 'View balances' link:

The screenshot shows a 'Holiday' dashboard. At the top, there is a navigation bar with 'View all holidays >'. Below it, a date range '< 06 Sept 2021 - 31 Mar 2022 >' is displayed. A large circular gauge shows '163.5 Hours available'. To the right, a 'View balances' link is highlighted with a red rectangular box. Below this, it states 'Your next booked holiday is Monday 27 December 2021' and a 'Book holiday' button is visible.

- The screenshot shows the 'Holiday balances' page. At the top, there is a '< Back to Overview' link. Below it, a blue banner contains an information icon and the text: 'The balance takes account of all recorded holidays including any awaiting authorisation'. Underneath, the user is identified as 'Housing Officer'. The page displays two tables of holiday entitlements:

Scheme name	Holiday period
Harlow Council - Annual Leave Grade 9 - 13	06 Sept 2021 - 31 Mar 2022 (Part)
Entitlement	Taken
165 hours	1.5 hours
Scheduled	Balance
0 hours	163.5 hours

Scheme name	Holiday period
Harlow Council - Annual Leave Grade 9 - 13	01 Apr 2022 - 31 Mar 2023
Entitlement	Taken
311 hours	0 hours
Scheduled	Balance
0 hours	311 hours

This will also include your bank holidays and banked minutes (where applicable).

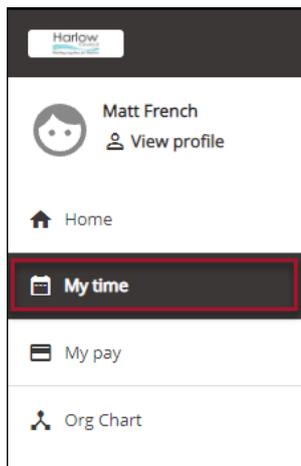
- Select the link 'Back to Overview' to return to the previous screen:

The screenshot shows a button labeled '< Back to Overview' highlighted with a red rectangular box. Below the button, the text 'Holiday balances' is visible.

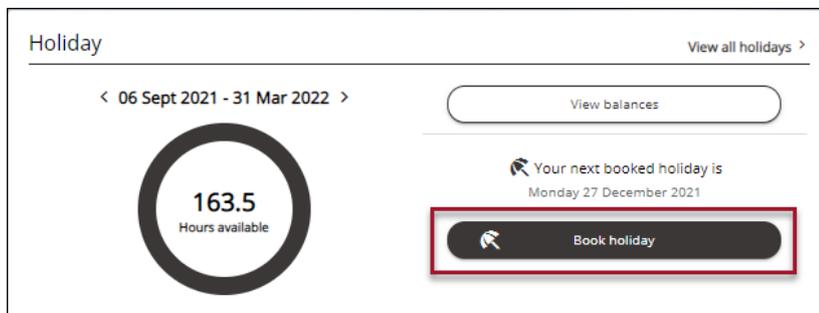
3. Annual Leave

Requesting Annual Leave

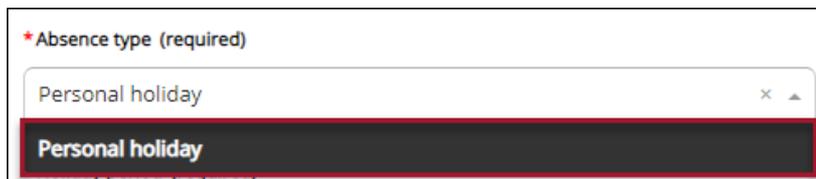
1. Log into Employee Self Service
2. Select 'My time':



3. Select the 'Book holiday' link:



4. Select **Personal Holiday** from the drop-down menu.



5. Select from the drop-down for the Holiday period required

6. There are three types of holiday period to choose from:
- Part Day
 - Full Day
 - More than one day



The screenshot shows a form titled 'Holiday details' with a '< Back to Overview' link. It contains two dropdown menus. The first is labeled '* Absence type (required)' and has 'Personal holiday' selected. The second is labeled '* Holiday period (required)' and has a list of options: 'Part day' (highlighted), 'Full day', and 'More than one day'.

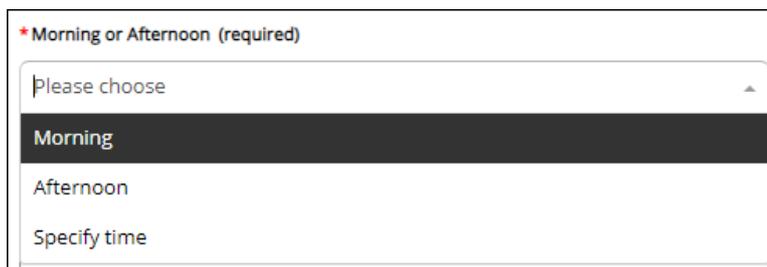
Part Day Annual Leave

1. Select 'Part Day' from the drop-down menu:



The screenshot shows a dropdown menu titled '* Holiday period (required)'. The list of options is: 'Part day' (highlighted), 'Full day', and 'More than one day'.

2. Enter the holiday start date
3. Select morning, afternoon or specify time from the drop-down menu to complete a part day:



The screenshot shows a dropdown menu titled '* Morning or Afternoon (required)'. The list of options is: 'Please choose' (highlighted), 'Morning', 'Afternoon', and 'Specify time'.

Specify Time: Enter the Start Time, Hours Absent and End Time using the format HH:MM for each field, in 15-minute blocks

* Morning or Afternoon (required)

Start time (hh:mm)

Hours absent

End time (hh:mm)

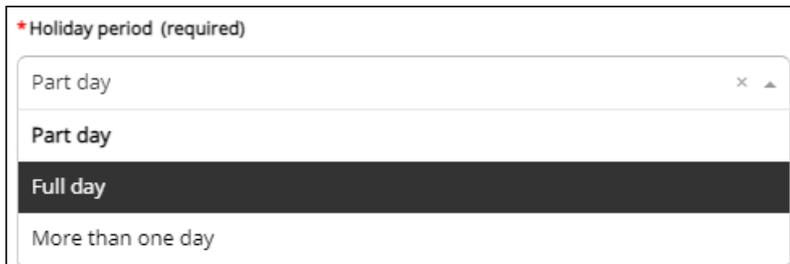
4. Click **'Save'**

An automatic notification and email will be sent to your Reporting Manager to authorise/not authorise your requested annual leave.

You will be notified by email of the outcome of your request, authorised or not authorised.

Full Day Annual Leave

1. Select '**Full Day**' from the drop-down menu:



*Holiday period (required)

Part day

Part day

Full day

More than one day

2. Enter the holiday start date:



*Start date (dd/mm/yyyy) (required)

17/10/2021

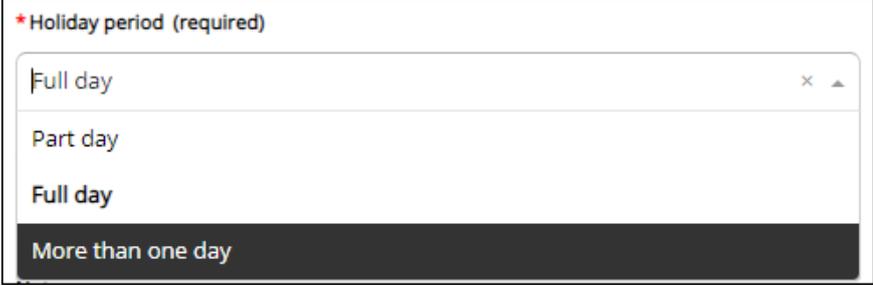
3. Click **Save**

An automatic notification and email will be sent to your Reporting Manager to authorise/not authorise your requested annual leave.

You will be notified by email of the outcome of your request, authorised or not authorised.

More than one day Annual Leave

1. Select '**More than one day**' from the drop-down menu:



* Holiday period (required)

Full day

Part day

Full day

More than one day

2. Enter the holiday start date:



* Start date (dd/mm/yyyy) (required)

17/10/2021

3. Select from the drop-down menu either Full Day, Afternoon or Specify time:
- 4.



* Full or part day (required)

Full day

Full day

Afternoon

Specify time

Full day: a full day will be recorded as the start of the absence

Afternoon: Select Afternoon to complete a part day

Specify Time: Enter the Start Time, Hours Absent and End Time using the format HH:MM for each field, in 15-minute blocks.

* Full or part day (required)

Specify time

Start time (hh:mm)

11:30

Hours absent

05:00

5. Enter the holiday end date:

* End date (dd/mm/yyyy) (required)

19/10/2021

6. Select from the drop-down menu either 'Full day', 'Morning' or 'Specify time':

* Full or part day (required)

Full day

Full day

Morning

Specify time

Full day: a full day will be recorded as the end of the absence

Morning: Select morning to complete a part day

Specify Time: Enter the Start Time, Hours Absent and End Time using the format HH:MM for each field, in 15-minute blocks

* Full or part day (required)

Specify time

End time (hh:mm)

10:00

Hours absent

02:00

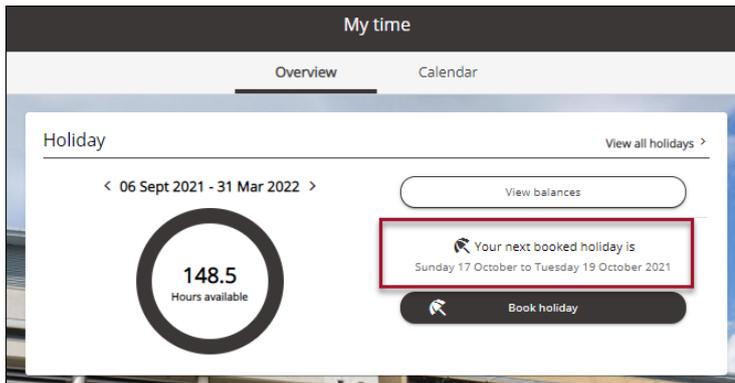
7. Click **Save**

An automatic notification and email will be sent to your Reporting Manager to authorise/not authorise your requested annual leave.

You will be notified by email of the outcome of your request, authorised or not authorised.

Your next booked holiday

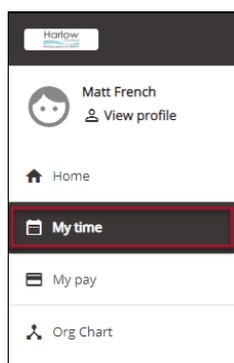
Once your holiday has been authorised, the **'My time – Overview'** will display when your next holiday is booked:



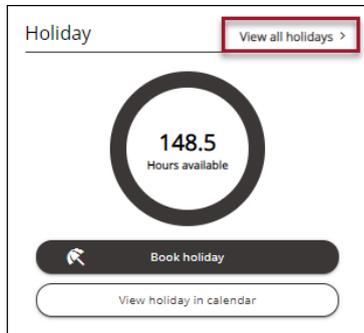
Amending your Annual Leave

You can request to change a holiday absence that is scheduled and not taken. An automatic notification email will be sent to your Reporting Manager.

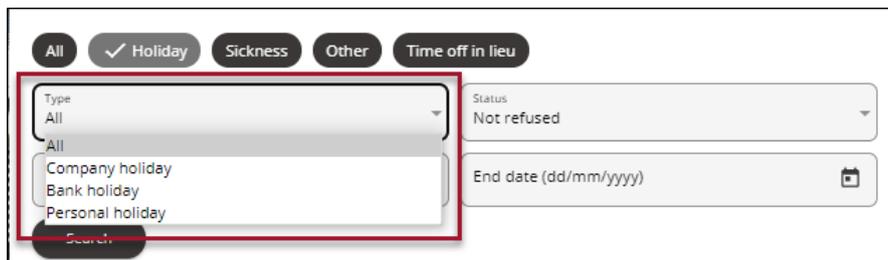
1. Log into Employee Self Service
2. Select **'My time'**:



3. Or select **'View all holidays'** from the Home Dashboard:



4. Select the **'Type – Personal holiday'** from the drop-down menu:



5. Click **'Search'**

6. Select the holiday you wish to amend from the list:

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
17 Oct 2021	19 Oct 2021	15	Personal holiday	Housing Officer	Awaiting authorisation	
22 Sept 2021 09:00	22 Sept 2021 10:00	1	Personal holiday	Housing Officer	Awaiting authorisation	
22 Sept 2021 12:00	22 Sept 2021 12:30	0.5	Personal holiday	Housing Officer	Awaiting authorisation	

- The **'Holiday details'** screen for that period of absence will be displayed:

< Back to Absence records

Holiday details

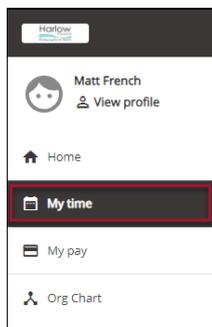
- * Absence type (required)
Personal holiday
- * Holiday period (required)
More than one day
- * Start date (dd/mm/yyyy) (required)
17/10/2021
- * Full or part day (required)
Full day
- * End date (dd/mm/yyyy) (required)
19/10/2021
- * Full or part day (required)
Full day
- * Position (required)
Housing Officer (06/09/2021, Housing Management, Peter Smith, 000832A, POSN00090)

- Amend the holiday details
- Once changes have been made click **'Save'**

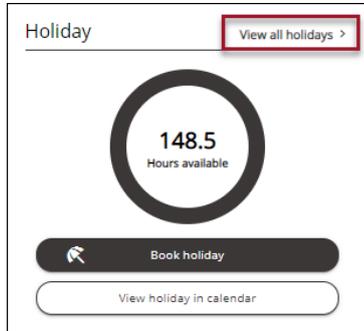
An automatic notification and email will be sent to your Reporting Manager to authorise/not authorise your changed holiday request. You will also receive email notifications.

Cancelling a Holiday

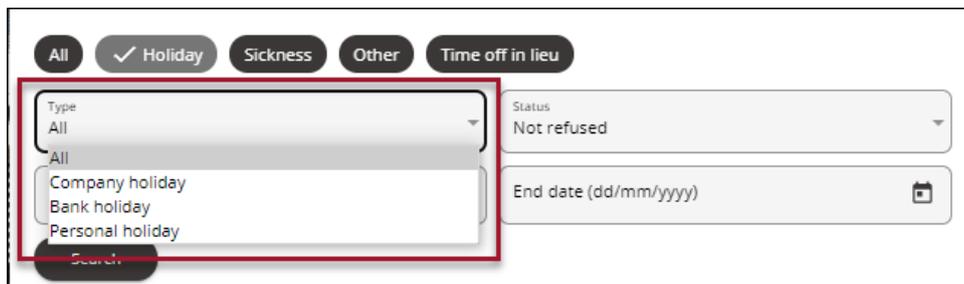
- Log into Employee Self Service
- Select **'My time'**:



3. Or select **'View all holidays'** from the Home Dashboard:



4. Select the **'Type – Personal holiday'** from the drop-down menu:



5. Click **'Search'**

6. Select the holiday absence you wish to cancel from the list:

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
<u>17 Oct 2021</u>	<u>19 Oct 2021</u>	15	Personal holiday	Housing Officer	Awaiting authorisation	
22 Sept 2021 09:00	22 Sept 2021 10:00	1	Personal holiday	Housing Officer	Awaiting authorisation	
22 Sept 2021 12:00	22 Sept 2021 12:30	0.5	Personal holiday	Housing Officer	Awaiting authorisation	

7. The **'Holiday details'** screen for that period of absence will be displayed:

< Back to Absence records

Holiday details

- * Absence type (required)
Personal holiday
- * Holiday period (required)
More than one day
- * Start date (dd/mm/yyyy) (required)
17/10/2021
- * Full or part day (required)
Full day
- * End date (dd/mm/yyyy) (required)
19/10/2021
- * Full or part day (required)
Full day
- * Position (required)
Housing Officer (06/09/2021, Housing Management, Peter Smith, 000832A, POSN00090)

8. Select **'Delete'**:

Authorisation

Awaiting authorisation

Save Delete Cancel

An automatic notification and email will be sent to your Reporting Manager to review and authorise/not authorise. You will also receive email notifications.

4. Holiday Authorisation

When a holiday request has been saved, an automatic notification and email will be sent to your reporting manager to authorise or not authorise your requested holiday.

The **'Absence records'** will display your request and indicate its status **'Awaiting authorisation'**

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
17 Oct 2021	19 Oct 2021	15	Personal holiday	Housing Officer	Awaiting authorisation	
Awaiting authorisation						
22 Sept 2021 09:00	22 Sept 2021 10:00	1	Personal holiday	Housing Officer	Awaiting authorisation	

Authorised Holiday Request

When your reporting manager has authorised your request, you will be notified by email, the status will revert to **'Authorised'** and you can then take the holiday.

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
17 Oct 2021	19 Oct 2021	15	Personal holiday	Housing Officer	Authorised	
Authorised						
22 Sept 2021 09:00	22 Sept 2021 10:00	1	Personal holiday	Housing Officer	Awaiting authorisation	

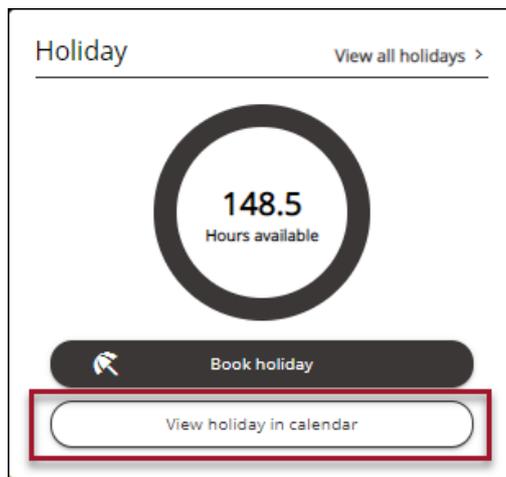
Not Authorised Holiday Request

When your reporting manager has **'Not Authorised'** your holiday request, you will be notified by email, the holiday details box will disappear, and the holiday balance will adjust accordingly.

Holiday Calendar

Holidays can also be viewed in the Holiday Calendar.

1. Log into Employee Self Service
2. From the Home Dashboard, select the **'View holiday in calendar'** link in the **'Holiday'** section:



Your holiday's will be displayed in a calendar view:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Housing Officer ...	Housing Officer ...					
25	26	27	28	29	30	31

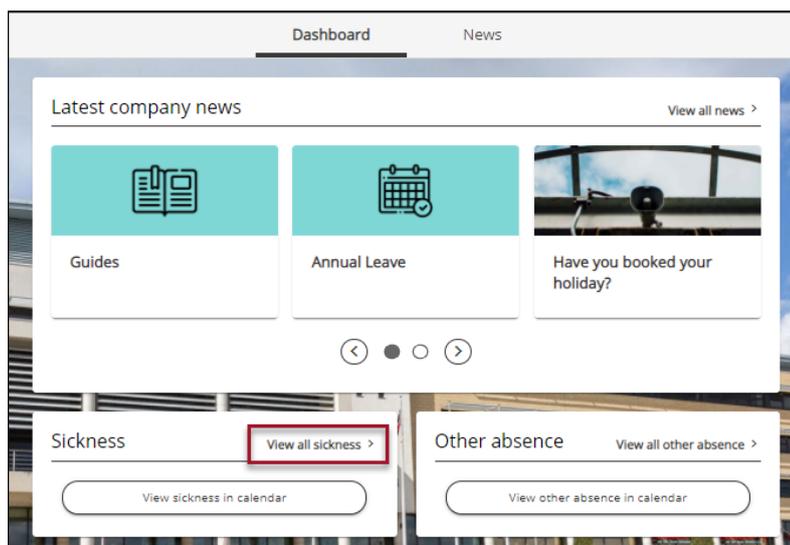
5. Viewing Sickness Absences

Sickness Absence Process

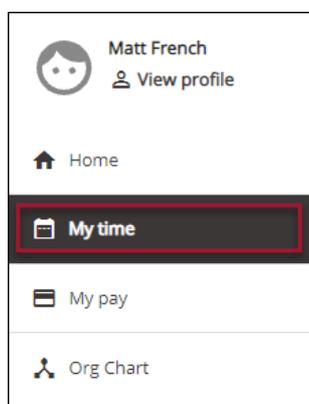
You will report your sickness absence to your Reporting Manager who will record this in Manager Self Service.

Viewing Sickness Absence Records in Employee Self Service

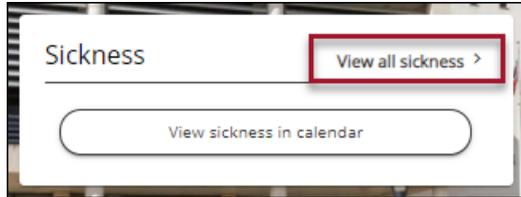
1. Log in to Employee Self Service
2. From the Home Dashboard select the link '**View all sickness**':



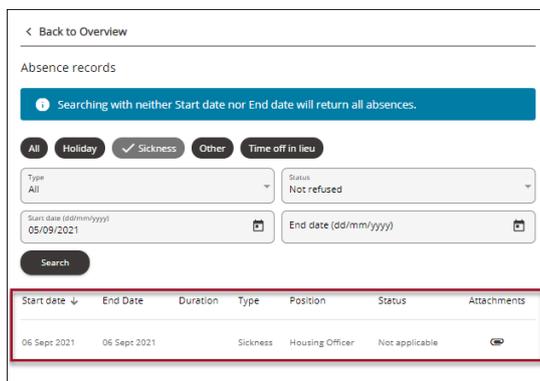
3. Or select the '**My time**' section from the left-hand side:



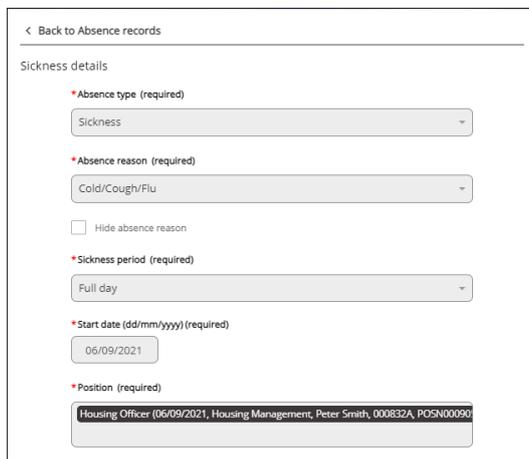
4. Select 'View all sickness' from the 'Sickness' section:



5. Your sickness records will be displayed:



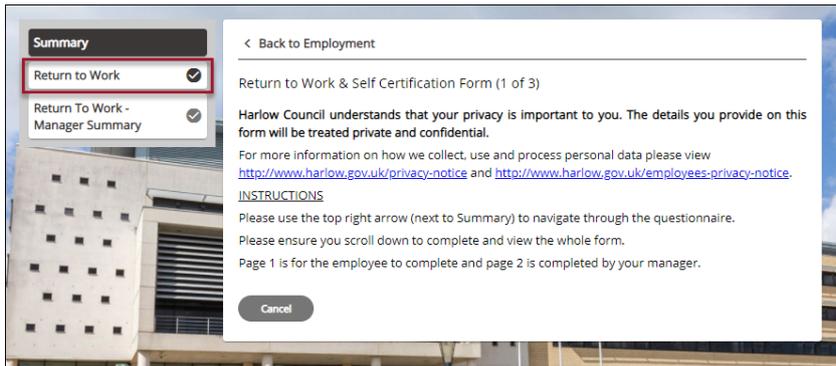
6. Select the absence to view the details:



This screen is 'Read only'.

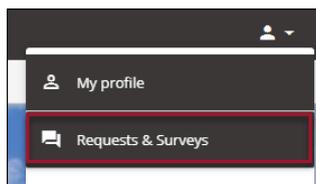
6. Return to Work & Self Certification Form

Following a period of sickness absence, you must submit a Return to Work & Self Certification form on your first day back:

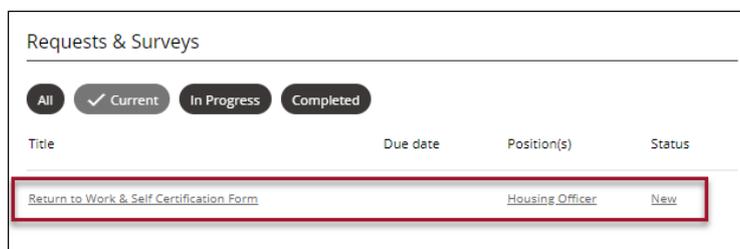


You are required to complete page one of the form. Once completed, your Reporting manager will complete page two.

1. Log into Employee Self Service and select the **'Request & Surveys'** section from the **'Utilities menu'** at the top right:



2. Select the **'Return to Work & Self Certification'** form:



3. This will open the form:

4. To complete the form, select the 'Return to Work' page:

5. Complete the details on this page noting that any fields with the red asterisk are mandatory and must be completed before the form can be saved:

< Back to Employment

Return to Work & Self Certification Form (2 of 3)

Employee Details

Forename	Matthew
Surname	French
Personal reference	000832
Job title	Housing Officer

Certification Type

Please read the statements below carefully before selecting the correct one

	Fit Note	Self Certification
	(Issued by GP/Hospital - statement of fitness to work)	(This must be for sickness absence of 7 days or less)
* Please indicate your certification (required)	<input type="radio"/>	<input checked="" type="radio"/>

Self Certification / Fit Note Details

* Reason for sickness/injury; (required)

Cold

6. Complete the '**Declaration**' details at the bottom of the form:

Declaration

I confirm that the information I have given is correct. I understand that if I provide inaccurate or false information about my absence it may, depending on the circumstances, be dealt with under the Disciplinary procedure.

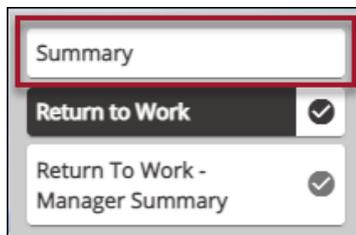
* I confirm the above details are accurate (required)

Thank you for completing this form - **please now click on the 'Save' button and then close the form** - this will progress the form to your manager.

7. Click '**Save**' to save the details:



8. Click the '**Summary**' button to return to the Summary screen:



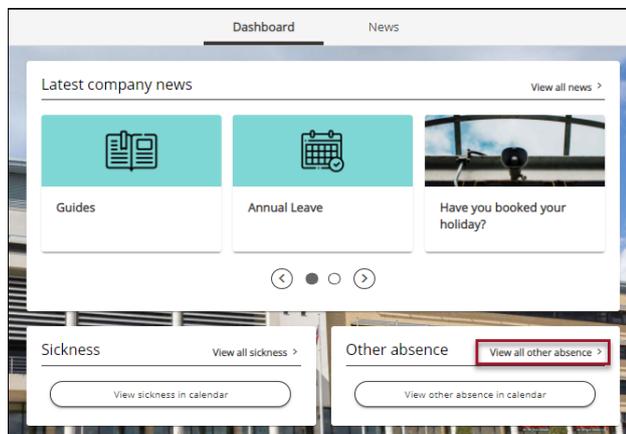
9. Your Reporting Manager will now complete page 2 of the form

7. Viewing Other Absences

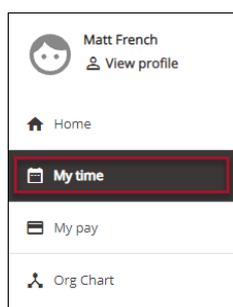
You will request **'Other'** absences directly with you Reporting Manager, and if agreed, they will record the absence in Manager Self Service.

To view your 'Other' absence records.....

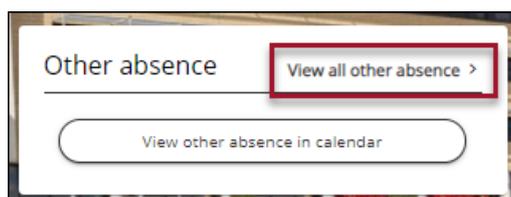
1. Log in to Employee Self Service
2. From the Home Dashboard select the **'View all other absence'** link:



3. Or select the **'My time'** section from the left-hand side:



4. Select **'View all other absence'** from the **'Other absence'** section:



5. Your Other absence records will be displayed:

< Back to Dashboard

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness **Other** Time off in lieu

Type: All Status: Not refused

Start date (dd/mm/yyyy): 05/09/2021 End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type ↑	Position	Status	Attachments
27 Sept 2021	27 Sept 2021		Harlow Council - Authorised Leave	Housing Officer	Not applicable	

6. Select the absence to view the details:

< Back to Absence records

Other absence details

* Absence type (required)
Harlow Council - Authorised Leave

Absence reason
Please choose

* Absence period (required)
Full day

* Start date (dd/mm/yyyy) (required)
27/09/2021

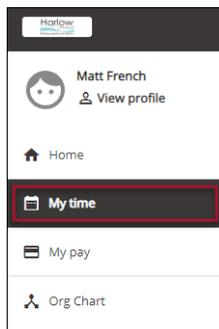
Position
Housing Officer (06/09/2021, Housing Management, Peter Smith, 000832...

This screen is 'Read only'.

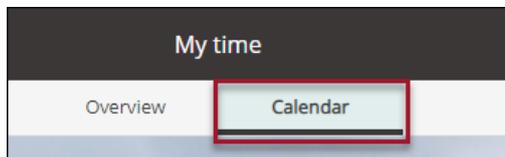
8. Calendar

The Calendar view in Employee Self will show all absence types.

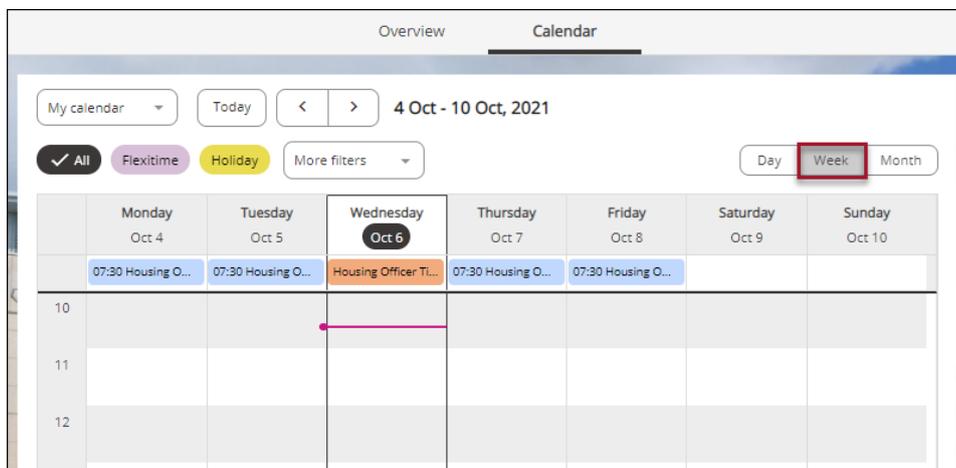
1. Log into Employee Self Service
2. From the Home Dashboard, select the **'My time'** section on the left:



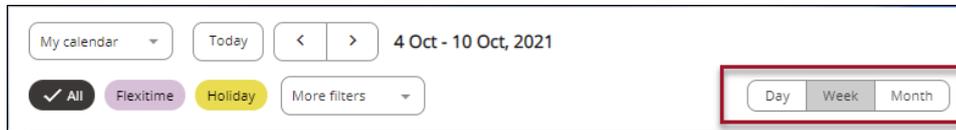
3. Then select the **'Calendar'** tab:



4. The Calendar will display showing a **'Week'** view:



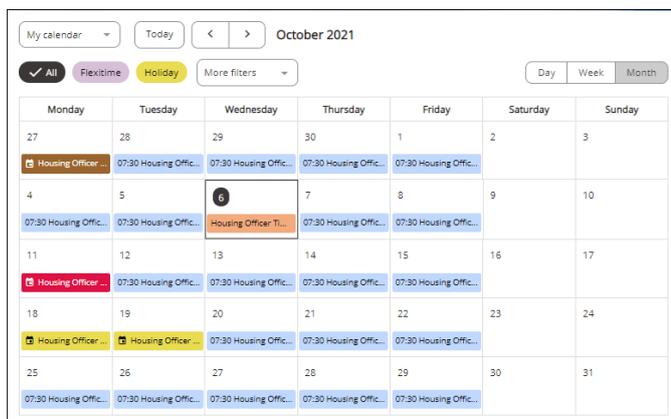
5. The view can be changed by selecting 'Day', 'Week' or 'Month':



6. Day View



7. Month View



8. Filters can be applied to only show certain absence types in the Calendar:

