

MSS – Authorising/not authorising annual leave

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1. Introduction

This guide will demonstrate how to authorise or not authorise Annual Leave absences.

It is the employee's responsibility to submit the leave request. When a request is submitted you will receive email notification and you will be required to log into MSS to review the details and authorise or not authorise the request.

2. Annual Leave Requests

Employees will submit annual leave requests through Employee Self Service and once submitted you will receive an email and a task in your **To do list**.

Holiday Authorisations via Email Notification

1. When you receive a holiday request notification the email will contain details of the request and the employees holiday balances:

Harlow Council
Absence request

One of your reportees has made a request that needs your authorisation.

Matt French
Housing Officer

Type: Personal holiday
Start date: 13/12/2021
End date: 13/12/2021

Start balance: 148.5 hours
Holiday requested: 7.5 hours
End balance: 141 hours

[View Details](#)

Notes:

2. If you are happy to agree the request without viewing your team calendar, perhaps for a verbally agreed request, you may authorise the holiday by clicking the **'View Details'** button, doing so will take you to the log in page of MSS where you will be required to enter your **Username** and **Password**
3. Once logged in you will be taken directly to the **'Holiday absence details'** page:

Holiday absence details Matt French

Holiday period
Holiday period ▾ Full day ▾

Holiday start
Holiday start date ▾ 13/12/2021

Holiday end

Absence
Absence type ▾ Personal holiday ▾
Authorisation Awaiting authorisation
Housing Officer
(06/09/2021, Housing
Management, Peter
Smith, 000832A,
POSN000905) (Current)

Authorisation
User name SMITHP
Authorisation status ▾
Reason

+ Holiday balances

4. Select the option from the '**Authorisation status**' drop-down menu:

The screenshot shows a form titled 'Authorisation'. At the top, it says 'User name SMITHP'. Below that is a dropdown menu labeled 'Authorisation status' which is open, showing three options: 'Authorised', 'Not authorised', and 'On hold'. A red box highlights the dropdown menu and the 'Reason' label below it.

5. You can also enter a comment in the '**Reason**' box which might be the reason you are not authorising the request:

The screenshot shows a close-up of the 'Authorisation status' dropdown menu and the 'Reason' text input box. The dropdown menu is open, and the 'Reason' box is empty and highlighted with a red border.

6. You can view holiday balances from this page by clicking on the plus icon next to '**Holiday balances**':

The screenshot shows a button with a plus sign icon and the text 'Holiday balances'.

— Holiday balances				
Housing Officer - Harlow Council - Annual Leave Grade 9 - 13				
Holiday period	Entitlement	Taken	Scheduled	Balance
06/09/2021 - 31/03/2022 (Part)	165 H	1.5 H	22.5 H	141 H
01/04/2022 - 31/03/2023	311 H	0 H	0 H	311 H

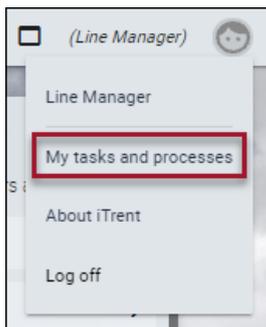
7. Click '**Save**' to complete the authorisation

8. The employee will receive an email notification of the outcome of their request

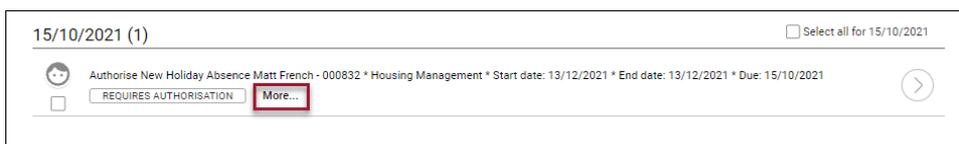
Holiday Authorisations via the To do list

Where you are already logged into MSS, you can access the request through your **To do list**.

1. Select **'My tasks and processes'** from the **Profile** menu in the top right corner of the screen or select the **'My to do list / processes'** card from the carousel:



2. The **To do list** will open and display all outstanding tasks with the earliest due date at the top
3. Holiday authorisation tasks should be authorised within 2 working days of receiving the task. If the task is not actioned by this date, you will receive an email reminder
4. Further details of the task can be viewed by clicking the **More..** option next to the task:



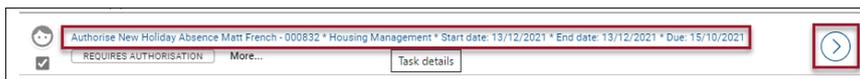
5. Click **...Less** to minimise the task details:



6. There are two ways to authorise the request from the **To do list**
7. Ticking the tick box next to the task will reveal the **'Actions'** option at the top of the page, here you can select to **'Authorise'** the request:



8. Alternatively clicking on the task description or clicking the right facing arrow will take you to the **'Holiday absence details'** page:



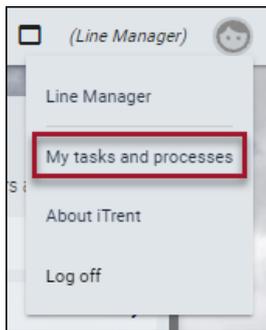
9. To authorise the request, select **'Authorised'** from the drop-down list **'Authorisation status'**
10. Click **Save** to save the authorisation
11. An email notification will be sent to the employee to notify them of the outcome of their request

The process above will be the same for amended holiday absence requests however the task will be identified as a Holiday change.

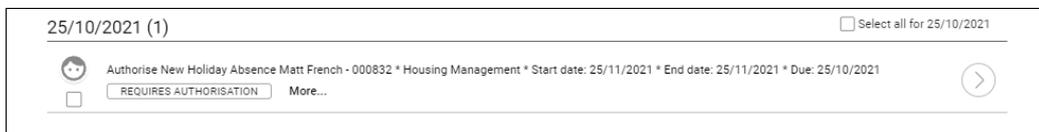
Not Authorising a Holiday Request

When a holiday is submitted, you may decide not to authorise the request.

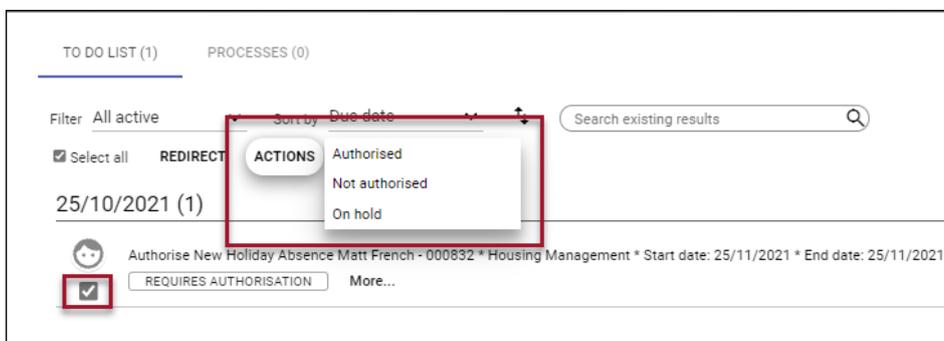
1. Select '**My tasks and processes**' from the **Profile** menu in the top right corner of the screen or select the '**My to do list / processes**' card from the carousel:



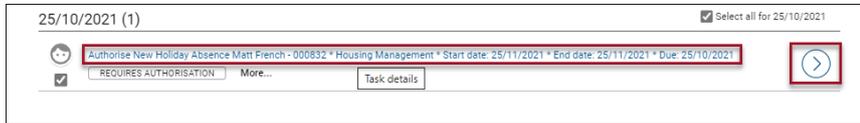
2. The **To do list** will open and display all outstanding tasks with the earliest due date at the top:



3. There are two ways you can not authorise the request from the To do list
4. Ticking the tick box next to the task will reveal the '**Actions**' option at the top of the page, here you can select to not authorise the request:



- Alternatively clicking on the task description or clicking the right facing arrow will take you to the **'Holiday absence details'** page:



Holiday absence details Matt French MENU

Holiday period
Holiday period * Full day

Holiday start
Holiday start date * 25/11/2021

Holiday end

Absence
Absence type * Personal holiday
Authorisation Awaiting authorisation
Housing Officer
(06/09/2021, Housing
Management, Peter
Smith, 000832A,
POSN000905) (Current)

Authorisation
User name SMITHP
Authorisation status *
Reason

+ Holiday balances

- To not authorise the holiday request, select **'Not Authorised'** from the **'Authorisation status'** drop-down menu:



- Enter a reason in the box provided:

Authorisation status * Not authorised

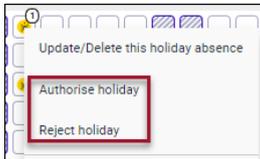
Reason

- Click **'Save'** to save the details:



- An email notification will be sent to the employee to notify them of the outcome of their request

- To action the holiday request, you can return to your **'To do List'** or you can authorise/reject the holiday request directly from the absence calendar by right clicking on the absence date and selecting from the pop-up box:

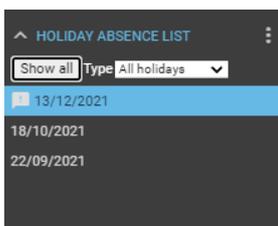


4. Viewing Booked Holiday Records

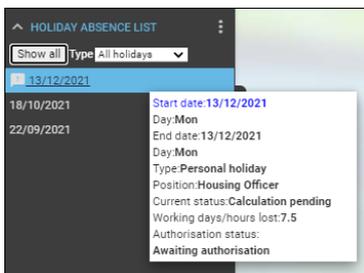
- To view booked holiday records, select the **'Holiday absence details'** link in the **'Holiday'** folder:



- This will open the **'Holiday Absence List'** in the left-hand pane:



- Hovering over a record will display details in a pop-up box:



An absence with an exclamation mark is indicating that it is awaiting authorisation.

- Select the holiday record to open the 'Holiday absence details' page:

Holiday absence details Matt French

Holiday period: More than one day

Holiday start: 18/10/2021, Full day

Holiday end: 19/10/2021, Full day

Absence type: Personal holiday

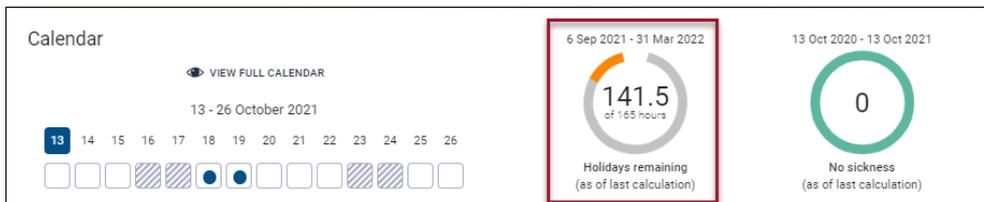
Authorisation: Authorised

Position: Housing Officer (06/09/2021, Housing Management, Peter Smith, 000832A, POSN000905) (Current)

+ Holiday balances

5. Holiday Absence Gauge

Holiday balances can be viewed from the 'Person Summary' screen:



6. Viewing Holiday Entitlements

- To view an employee's remaining holiday entitlement, select the 'Holiday entitlement summary details' link in the 'Holiday' folder:

LINKS

Personal, Employment, Absence Overview, **Sickness**, **Holiday**, Other Absence

Questionnaires, Expense Claims

Holiday absence details - New, Holiday absence details, **Holiday entitlement summary**, Holiday entitlement adjustment, Bank holidays

2. This will open the 'Holiday entitlement summary' page
3. Remaining entitlement will show in the column on the right:

Holiday entitlement summary			
Employment details			
Position		Housing Officer	
Period details			
Holiday period dates		06/09/2021 - 31/03/2022 (Part)	
Length of service at relevant date		Not started	
Scheme name		Harlow Council - Annual Leave Grad	
Membership dates		06/09/2021 -	
Entitlement for period		165 hours (311 hours Pro Rata)	
From	To	Duration	Remaining entitlement
22/09/2021	22/09/2021	1	164
18/10/2021	19/10/2021	15	149
13/12/2021	13/12/2021	7.5	141.5
27/12/2021	27/12/2021	7.5	134
28/12/2021	28/12/2021	7.5	126.5
29/12/2021	29/12/2021	7.5	119
30/12/2021	30/12/2021	7.5	111.5
31/12/2021	31/12/2021	7.5	104
03/01/2022	03/01/2022	7.5	96.5

4. This is a **Read Only** page.