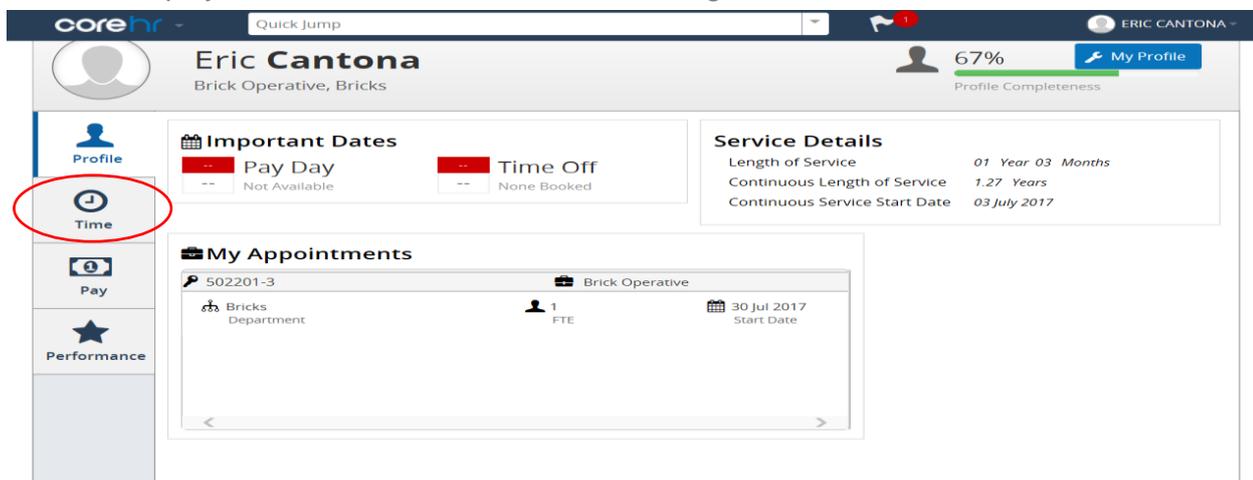


EMPLOYEE SELF SERVICE (ESS) USER GUIDE - DESKTOP SUBMITTING A HOLIDAY REQUEST

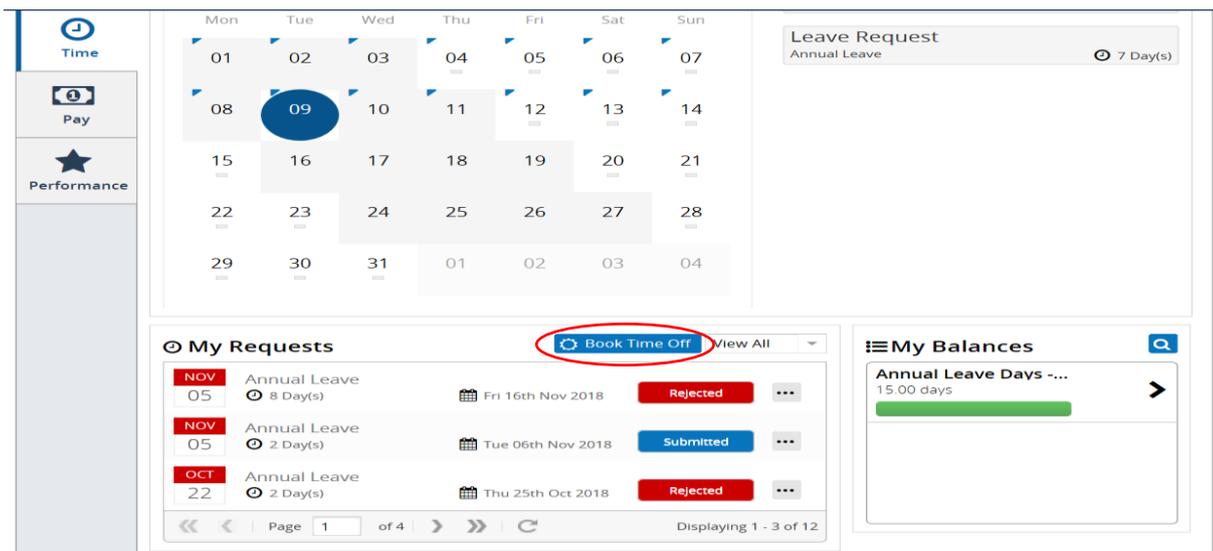
To submit a holiday request, you'll need to access the TIME widget (aka 'icon') in your Employee Dashboard. At the top of the screen is the main menu bar. Click on the drop-down arrow next to the Core HR logo and click on the 'Employee Dashboard' widget.



From the Employee Dashboard click on the 'Time' widget.

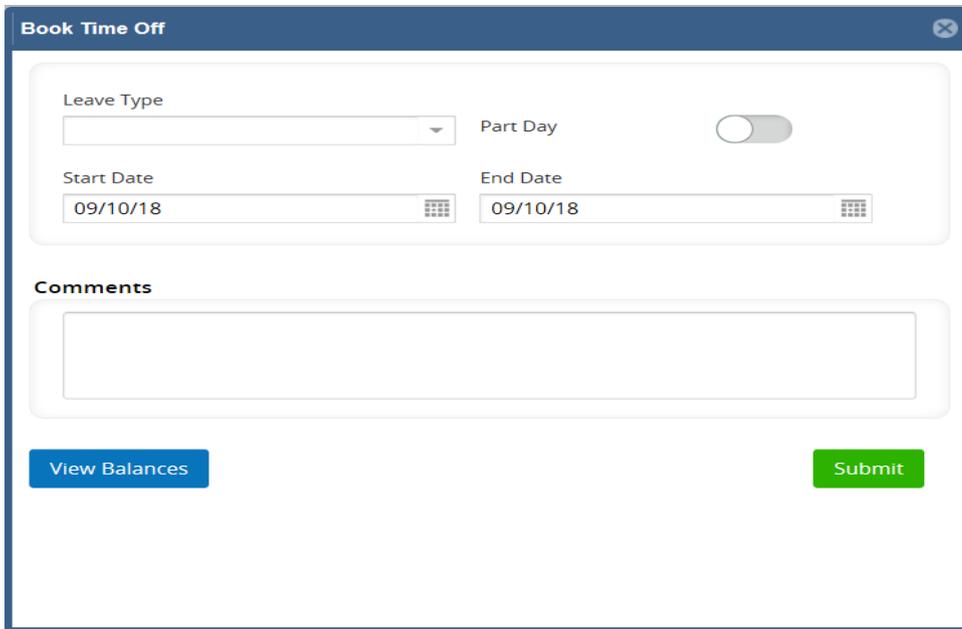


Scroll down to the bottom of your 'Time' screen to see the status of all your leave requests and check your remaining balance. To request additional leave, click on the 'Book Time Off' button.



The **'Book Time Off'** screen will then appear.

In the **Leave Type** field, click the drop-down arrow to bring up 'annual leave'. Select the date range you wish to book and complete the comments section with the reason for wanting to book the time off.



The 'Book Time Off' form contains the following fields and controls:

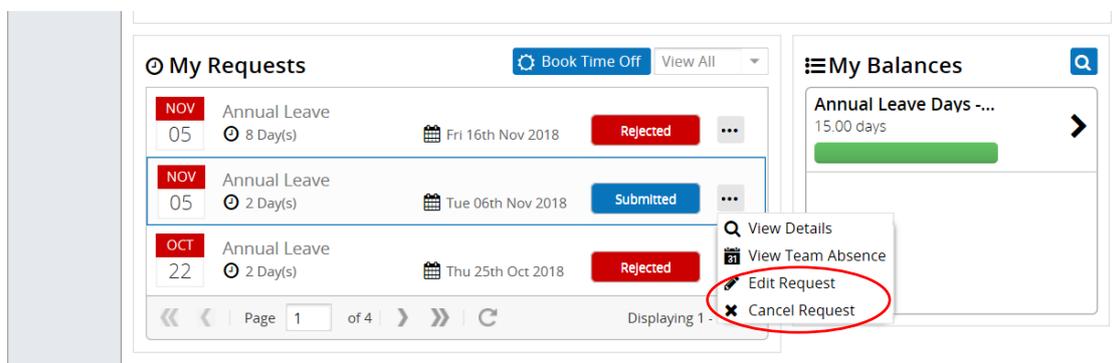
- Leave Type:** A dropdown menu.
- Part Day:** A toggle switch.
- Start Date:** A date input field showing 09/10/18.
- End Date:** A date input field showing 09/10/18.
- Comments:** A large text area for entering the reason for the request.
- Buttons:** 'View Balances' (blue) and 'Submit' (green).

What Happens Next?

Your line manager (and/or site administrator) will receive a notification to authorise the request and this will then automatically come through to your status screen as either 'approved' or 'rejected'.

Cancelling or Amending a Request

To cancel or edit a request, click on the three dots aka 'information icon' next to the relevant date and click on either **'Edit Request'** or **'Cancel Request'**



The dashboard shows a list of requests and a balance summary:

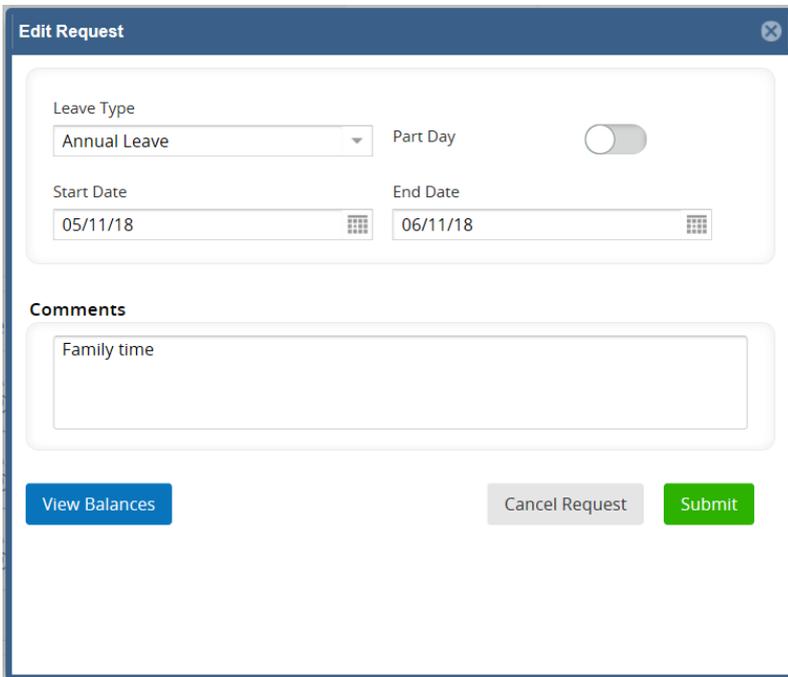
Month	Request Type	Days	Date	Status	Actions
NOV	Annual Leave	8 Day(s)	Fri 16th Nov 2018	Rejected	...
NOV	Annual Leave	2 Day(s)	Tue 06th Nov 2018	Submitted	...
OCT	Annual Leave	2 Day(s)	Thu 25th Oct 2018	Rejected	View Details, View Team Absence, Edit Request, Cancel Request

The 'My Balances' section shows 'Annual Leave Days ...' with a value of 15.00 days and a green progress bar.

If you click **'Cancel Request'**, the request will simply disappear from your 'my requests list'.

If you click **'Edit a Request'**, the following screen will appear, where you can then amend the leave type and start/end dates. Please also type in the comments section the reason for the amendment.

You can also cancel the request from this screen.

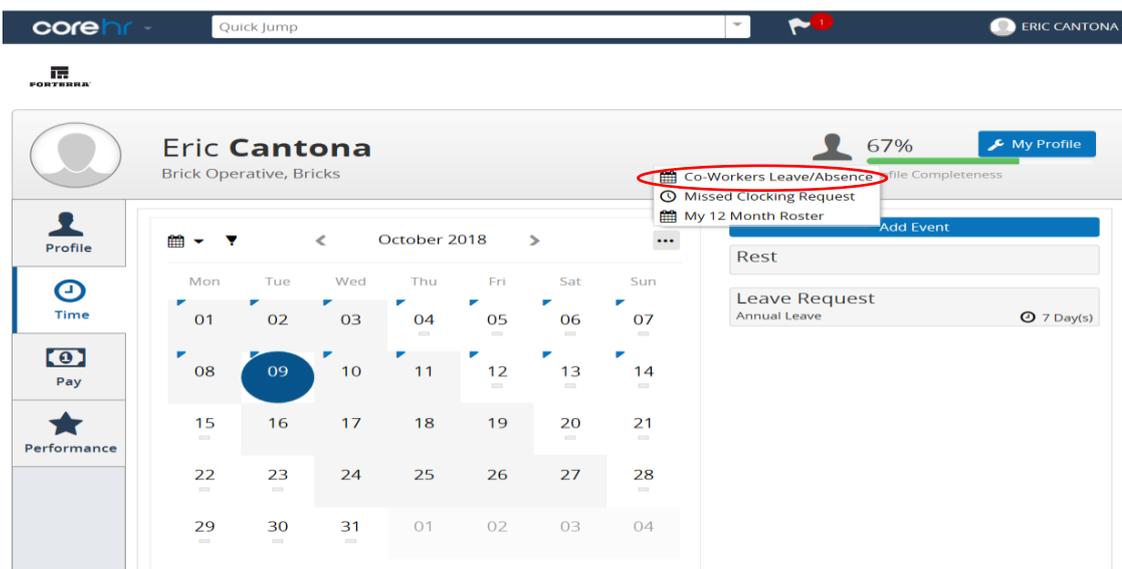


The 'Edit Request' form contains the following fields and controls:

- Leave Type:** A dropdown menu currently set to 'Annual Leave'.
- Part Day:** A toggle switch that is currently turned off.
- Start Date:** A date picker field set to '05/11/18'.
- End Date:** A date picker field set to '06/11/18'.
- Comments:** A text area containing the text 'Family time'.
- Buttons:** 'View Balances' (blue), 'Cancel Request' (grey), and 'Submit' (green).

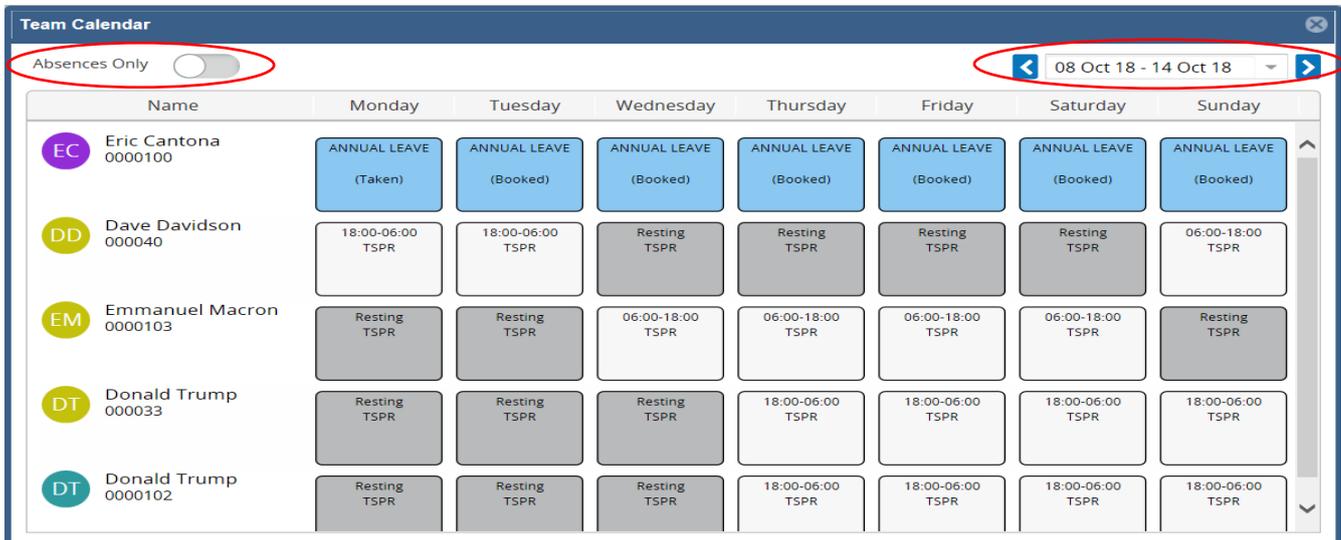
Viewing Your Team Schedule

Before you book holiday, it's a good idea to see who else is likely to be off at the same time and therefore the likelihood of your request being approved or rejected. To view your team calendar, click on the three dots (information icon) and click on **'Co-Workers Leave/ Absence'**.



The screenshot shows the CoreHR dashboard for user Eric Cantona. The main area displays a calendar for October 2018. A dropdown menu is open, with 'Co-Workers Leave/Absence' highlighted. Other menu items include 'Missed Clocking Request' and 'My 12 Month Roster'. On the right, a 'Leave Request' card shows 'Annual Leave' for 7 days. The dashboard also includes a profile section for Eric Cantona (Brick Operative, Bricks) and a '67% File Completeness' indicator.

This will bring up the team calendar showing the rosters, rest periods and leave booked by team members. You can select the date range by using the arrows at the top right of the screen and you can choose to look at absences only by sliding the switch on the top left-hand side.



Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EC Eric Cantona 0000100	ANNUAL LEAVE (Taken)	ANNUAL LEAVE (Booked)					
DD Dave Davidson 000040	18:00-06:00 TSPR	18:00-06:00 TSPR	Resting TSPR	Resting TSPR	Resting TSPR	Resting TSPR	06:00-18:00 TSPR
EM Emmanuel Macron 0000103	Resting TSPR	Resting TSPR	06:00-18:00 TSPR	06:00-18:00 TSPR	06:00-18:00 TSPR	06:00-18:00 TSPR	Resting TSPR
DT Donald Trump 000033	Resting TSPR	Resting TSPR	Resting TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR
DT Donald Trump 0000102	Resting TSPR	Resting TSPR	Resting TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR	18:00-06:00 TSPR

End.