

Employee Self Service Guidance – iTrent Leave Module

This document provides guidance on using the Leave module within Employee Self Service on iTrent. It covers:

- Annual leave (slides 2-7)
- Special leave (slides 8-10)
- Flexi leave (slides 11-15)

Version	Notes	Author	Date
1.0		HR & Payroll Product Owner	19.12.23
1.1	Update to special leave slide	Project Manager (HRP)	02.04.24

Annual Leave

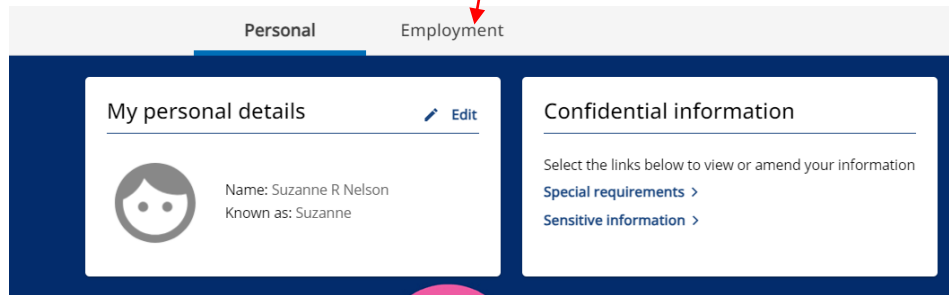
- Annual leave balances will now show in hours, a conversion tool is available to assist with understanding conversion between days and hours
- Leave can be requested in full days, half days or as hour increments (subject to manager discretion, dependent on the operational needs)
- If you believe your annual leave balance is incorrect, first check that the correct work pattern is recorded for you.
- Instructions on how to do this are available in the following slides. If your work pattern is incorrect, please ask you manager to complete the [contract change form](#) in order for it to be updated.

Checking Work Pattern Information

On ESS home page click **'view profile'**



Then click on **'Employment Tab'**



Click on your **current job title(s)**



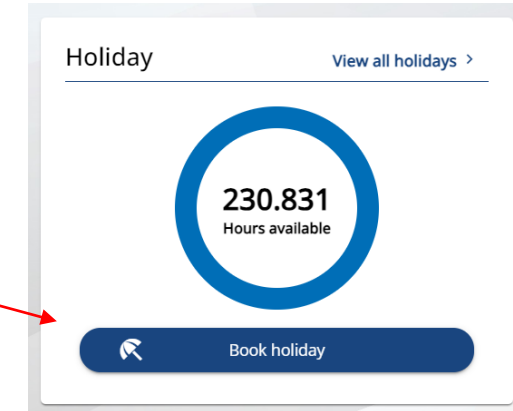
Scroll down the page to work pattern information box. This shows the total hours recorded for each workday of your pattern. *N.B. Minutes are shown in decimal format*

Work pattern

D000 (35.00) - M7.17 T7.17 W7.17 Th7.17 F6.33 S0.00 Su0.00

Annual Leave – How to request annual leave

- Log into Employee Self Service
- Locate the **'Holiday'** tile on your dashboard and click **'Book holiday'**
- Select **'Personal Holiday'** from drop down



[< Back to Dashboard](#)

Holiday details

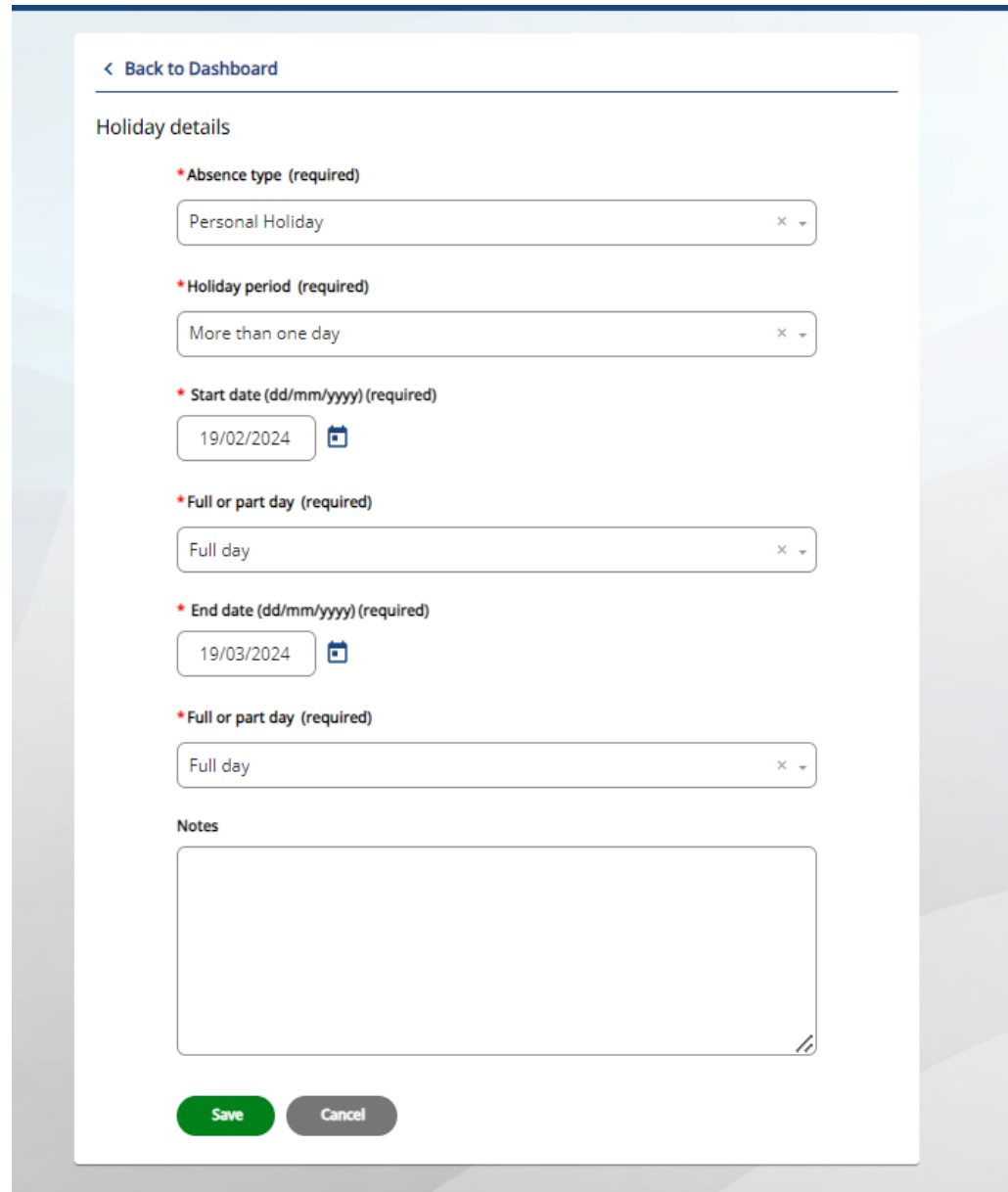
*Absence type (required)

Personal Holiday × ▲

Personal Holiday

Annual Leave – How to request annual leave

- Select period as appropriate
- Select your requested date(s)
- Add any notes if required
- Click '**Save**' and your request will be sent to your authorising manager for approval



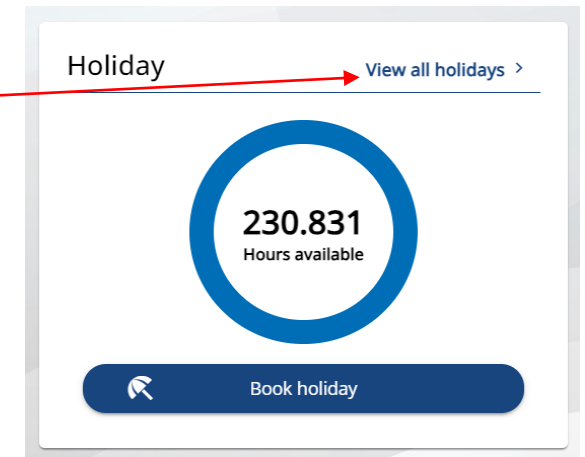
The screenshot shows a web form for requesting annual leave. At the top left, there is a link '< Back to Dashboard'. The form is titled 'Holiday details' and contains several required fields, each with a red asterisk:

- Absence type (required):** A dropdown menu with 'Personal Holiday' selected.
- Holiday period (required):** A dropdown menu with 'More than one day' selected.
- Start date (dd/mm/yyyy) (required):** A date input field showing '19/02/2024' with a calendar icon.
- Full or part day (required):** A dropdown menu with 'Full day' selected.
- End date (dd/mm/yyyy) (required):** A date input field showing '19/03/2024' with a calendar icon.
- Full or part day (required):** A dropdown menu with 'Full day' selected.

Below these fields is a 'Notes' section with a large, empty text area. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Annual Leave – How to cancel annual leave

- Log into Employee Self Service
- Locate the **'Holiday'** tile on your dashboard and click **'View all holidays'**
- Select the holiday you wish to cancel or, using the calendar icon, search for the holiday date



Absence records

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

All **Holiday** Sickness Other Flexitime

Type: All | Status: Awaiting authorisation

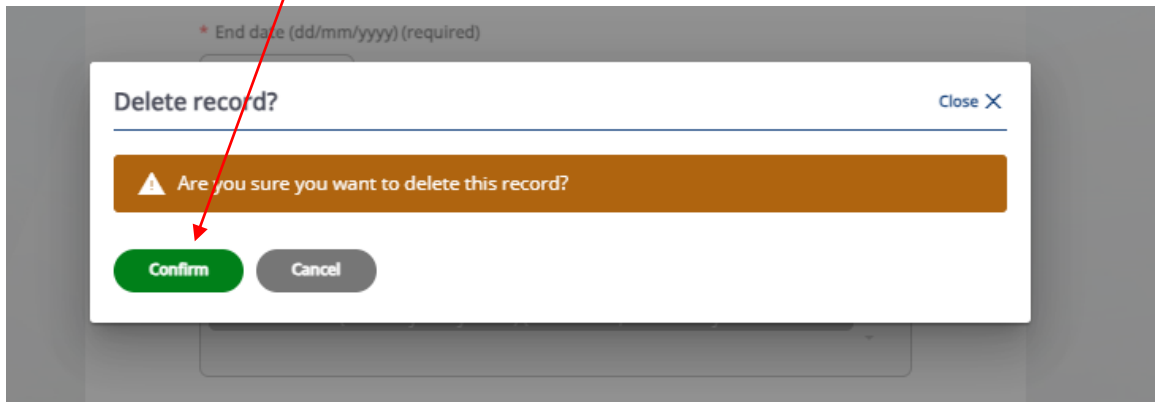
Start date (dd/mm/yyyy): 11/12/2023 | End date (dd/mm/yyyy): 11/12/2024

Search

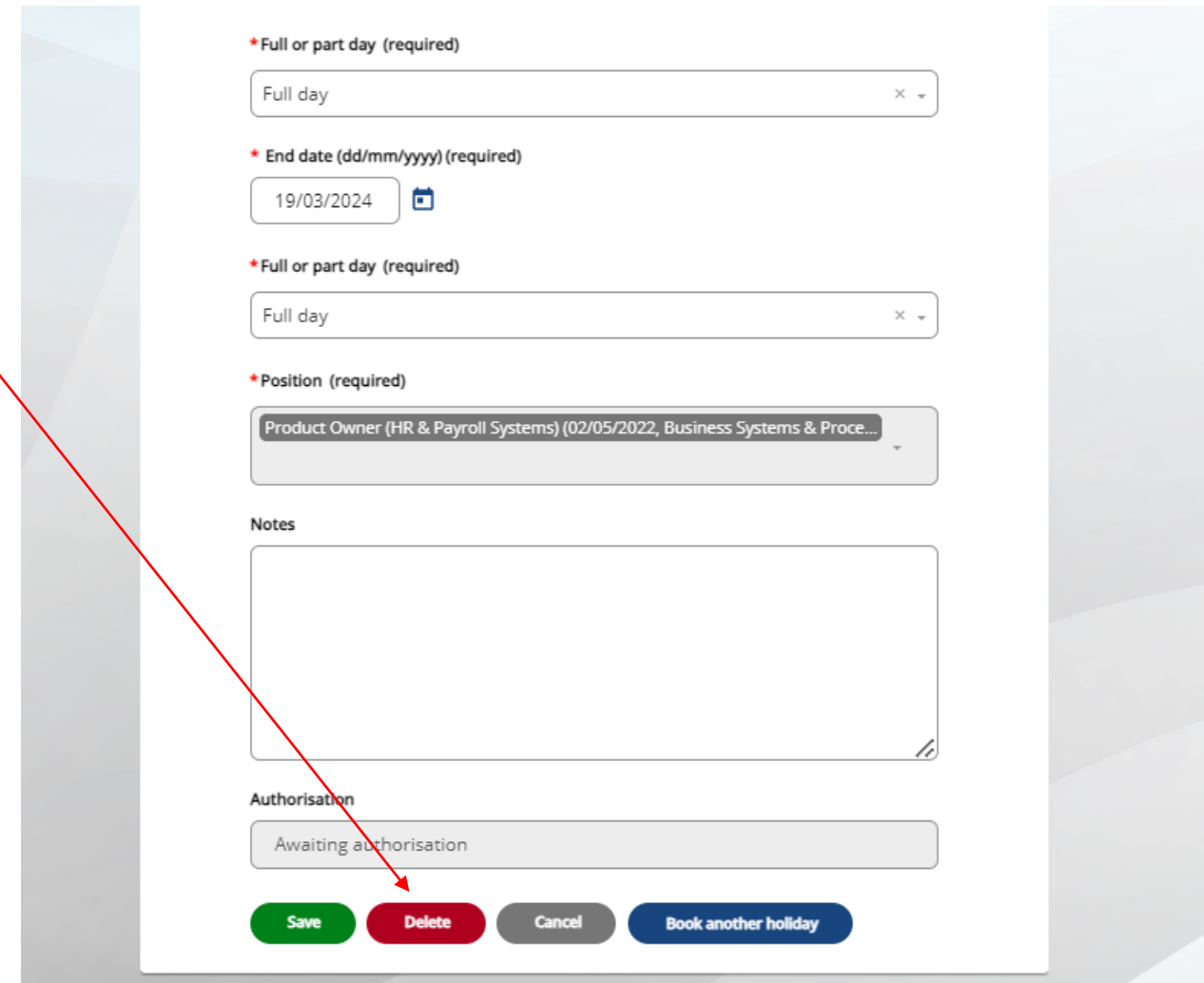
Start date ↓	End Date	Duration	Type	Position	Status	Attachments
19 Feb 2024	19 Mar 2024	154.338	Personal Holiday	Product Owner (HR & Payroll Systems)	Awaiting authorisation	

Annual Leave – How to cancel annual leave

- Select '**Delete**' to cancel the annual leave
- Select '**Confirm**' to confirm the cancellation



A confirmation dialog box titled "Delete record?" with a "Close X" button in the top right corner. Below the title is a warning message: "⚠ Are you sure you want to delete this record?". At the bottom, there are two buttons: a green "Confirm" button and a grey "Cancel" button. A red arrow from the text "Select 'Confirm' to confirm the cancellation" points to the "Confirm" button.



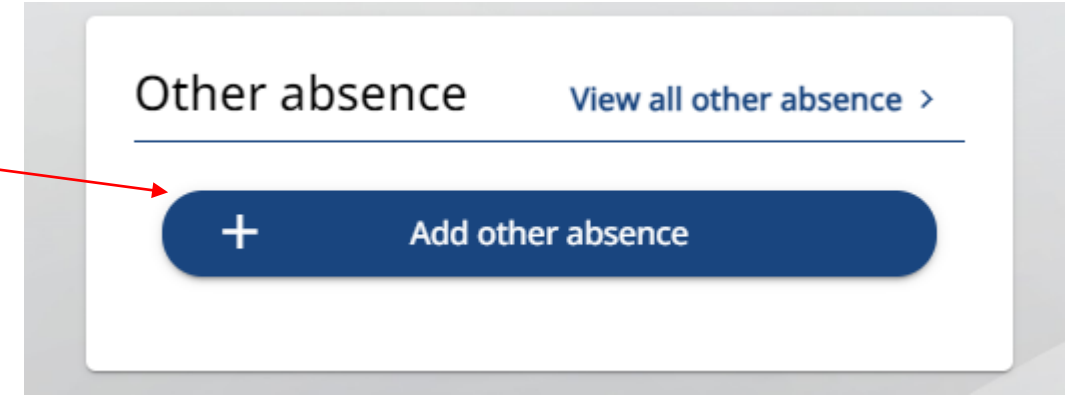
A screenshot of the annual leave booking form. It includes several required fields: "Full or part day (required)" with a dropdown menu set to "Full day"; "End date (dd/mm/yyyy) (required)" with a date picker set to "19/03/2024"; another "Full or part day (required)" dropdown set to "Full day"; and "Position (required)" with a dropdown menu showing "Product Owner (HR & Payroll Systems) (02/05/2022, Business Systems & Proce...". Below these is a "Notes" text area and an "Authorisation" dropdown set to "Awaiting authorisation". At the bottom, there are four buttons: a green "Save" button, a red "Delete" button, a grey "Cancel" button, and a blue "Book another holiday" button. A red arrow from the text "Select 'Delete' to cancel the annual leave" points to the "Delete" button.

Special Leave

- On occasions, employees may require special leave where the use of annual leave may not be appropriate. You can view the scheme of special leave on the intranet https://intranet.erc.insider/special_leave
- Only those security profiles who have access to special leave on ESS will be able to submit any requests electronically (e.g. ex Etarmis users). Special leave types are categorised as either 'paid' or 'unpaid' periods of leave. If you are requesting a period of unpaid special leave, this amount will be deducted from the appropriate pay. If you are requesting a period of paid special leave, this will not show on your payslip and no payroll deductions will take place.
- All requests for paid special leave made through ESS will go to your line manager for authorisation. If your request is not approved by your manager, you should discuss with them the reason.
- If you need to request a period of unpaid special leave, please contact HR Direct

Special Leave – How to request special leave

- Log into Employee Self Service
- Locate the '**Other absence**' tile on your dashboard and click '**Add other absence**'
- Use the drop-down menu to select the absence reason (if you are not sure what absence type to use, please refer to the [Scheme of Special Leave](#))



Other absence details

* Absence type (required)

Special Leave - Paid

Absence reason

Please choose

Antenatal Appointments - Pregnant Employees

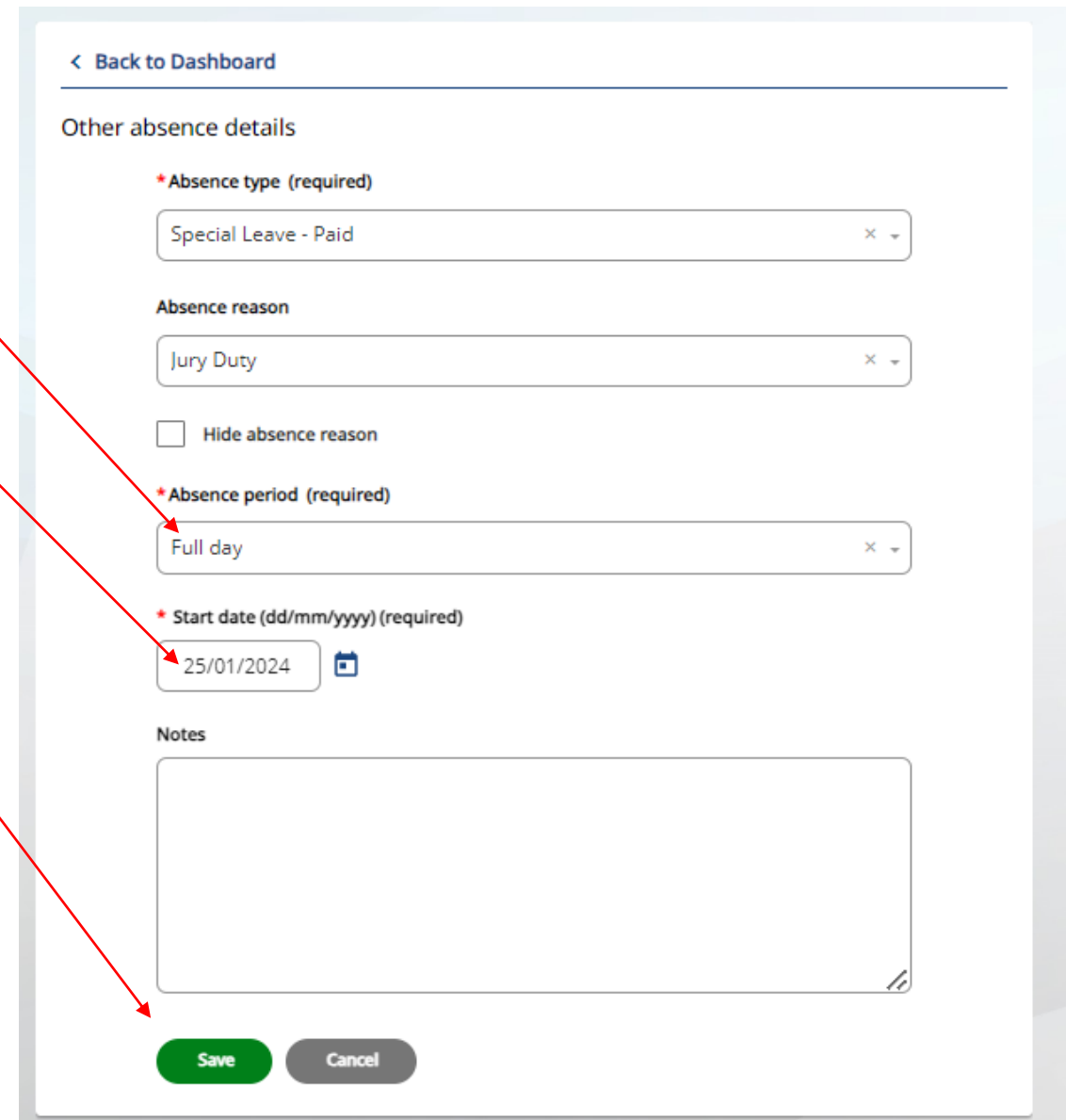
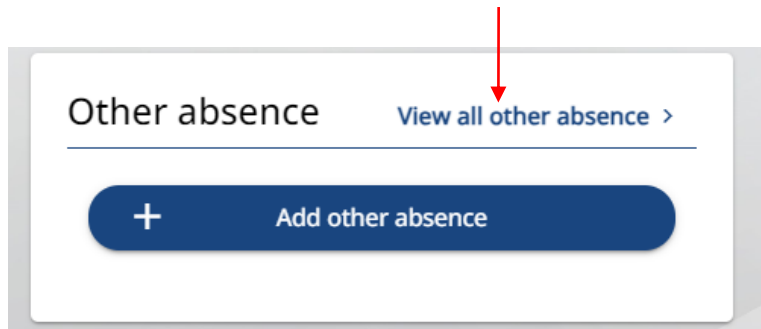
Bereavements

Community Emergency Services

Conference

Special Leave – How to request special leave

- Use the drop down menu to select the absence period
- Use the calendar icon to select the start date
- Add any notes if required
- Select **'Save'** and your request will be sent to your authorising manager for approval
- You can view your special leave requests and check their status by clicking **'View all other absence'** on the employee self service dashboard

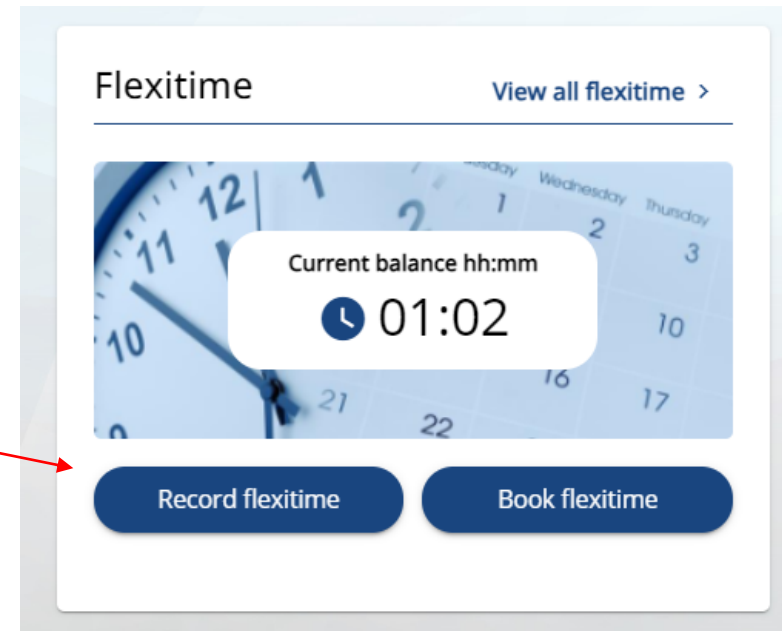


Flexi Leave

- Core working hours are 8am – 6pm
- One time flexi recording per day – start & finish time and length of break(s)
- Recordings can be made in retrospect if you forget to record on the day, provided still in current flexi period
- Recordings cannot be made out with the current flexi period
- No miscellaneous time adjustment request. Employees can amend booking times within the current flexi period (e.g. if you had entered your end time for the day but then were actually required to work on)
- If you require an adjustment to your flexi balance for whatever reason, please email your manager to advise and they will be able to carry this out
- No flexi terminals – all recordings must be made via Employee Self Service

Flexi Leave – How to record flexi time

- Log into Employee Self Service
- Locate the '**Flexitime**' tile on your dashboard and click '**Record flexitime**'



Flexi Leave – How to record flexi time

- Enter the date you are recording working times for in the start date and end date fields
- Record when you started and finished (clock in/out) and the length of any break(s) taken
- For example, started at 8:45am (08:45) and finished at 4.45pm (16:45) and took a 50-minute break

Please note – if you do not enter a break time or it is less than 30 minutes, the system will automatically deduct 30 minutes off your balance, provided you have worked a minimum of 6 hours in that workday.

- Add any notes if required
- Select '**Save**' and your booking will be recorded

The screenshot shows a 'Flexitime details' form with the following fields and values:

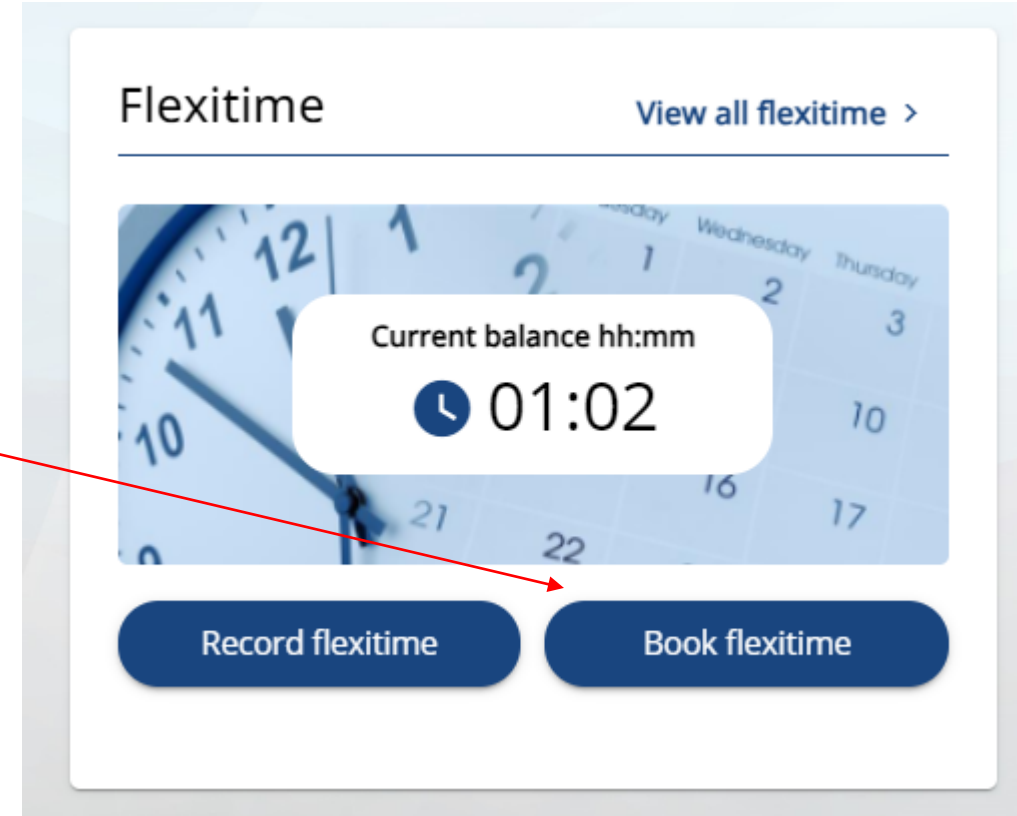
- Type (required):** Record
- Clock in:** [Clock in button]
- Start date (dd/mm/yyyy) (required):** 03/01/2024
- Start time (hh:mm) (required):** 08:45
- End date (dd/mm/yyyy) (required):** 03/01/2024
- End time (hh:mm) (required):** 16:45
- Position (required):** Product Owner (HR & Payroll Systems) (02/05/2022, Business Systems &... x
- Length of break (minutes):** 30
- Total time worked:** 7 hours 30 minutes
- Notes:** [Empty text area]
- Buttons:** Save, Cancel

Red arrows from the text on the left point to the following fields in the form:

- Start date and end date fields
- Start time and end time fields
- Length of break (minutes) field
- Save button

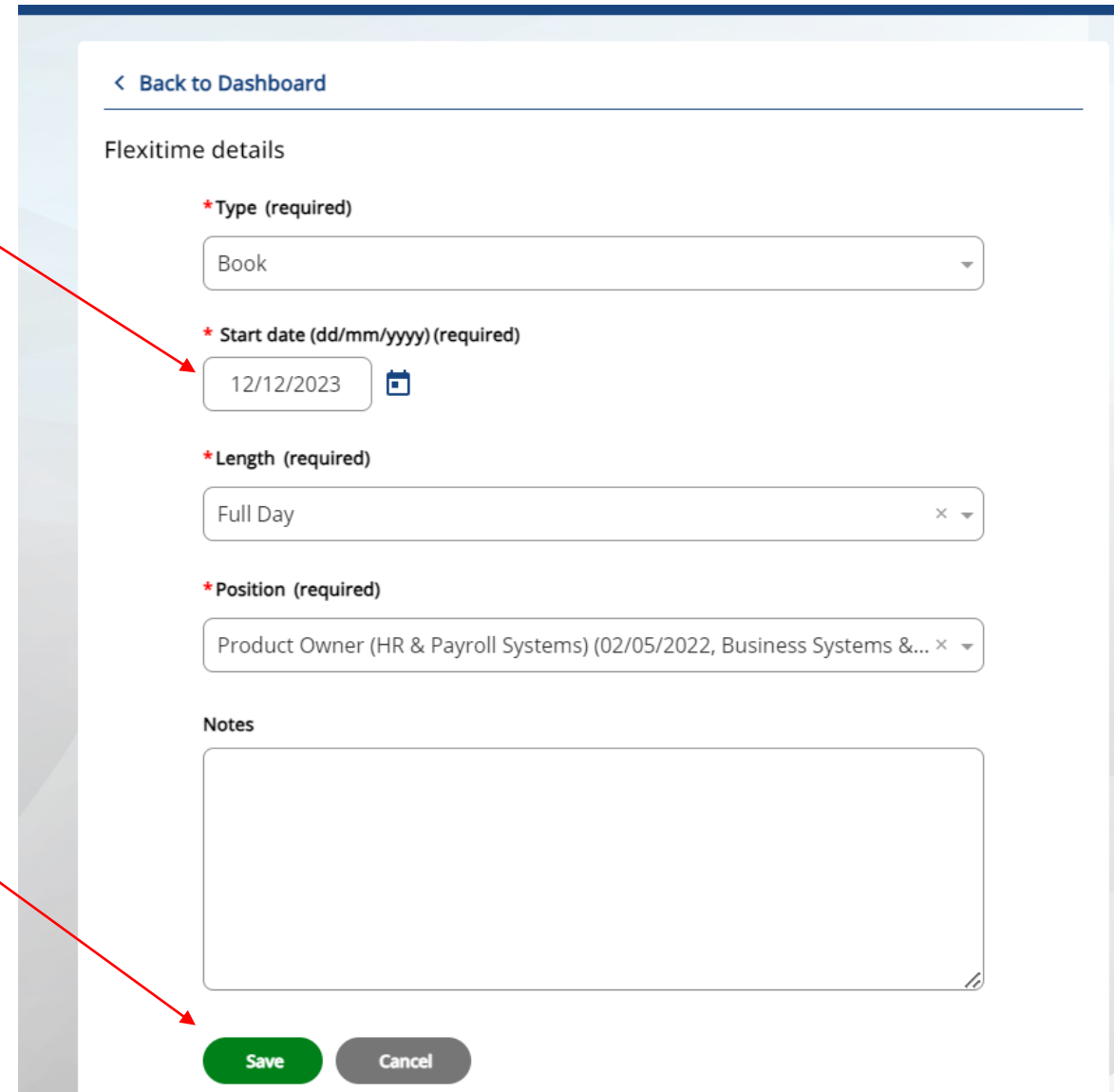
Flexi Leave – How to book flexi leave

- Log into Employee Self Service
- Locate the '**Flexitime**' tile on your dashboard and click '**Book flexitime**'



Flexi Leave – How to book flexi leave

- Enter the date you are requesting flexi leave off
- Select the length you are requesting (half day/full day/part day)
- If requesting a part day, enter the specific start and end times
- Add any notes if required (for example, if you are requesting a half day, specify in the notes whether this is a morning or afternoon)
- Select **'Save'** and your request will be sent to your authorising manager for approval
- Please note, the current balance on the flexitime tile will reflect the booking you have made. If your Manager subsequently rejects the request, the balance will go back on.



< Back to Dashboard

Flexitime details

*Type (required)
Book

* Start date (dd/mm/yyyy) (required)
12/12/2023

*Length (required)
Full Day

*Position (required)
Product Owner (HR & Payroll Systems) (02/05/2022, Business Systems &... x

Notes

Save Cancel