



Annual Leave

CoreHR



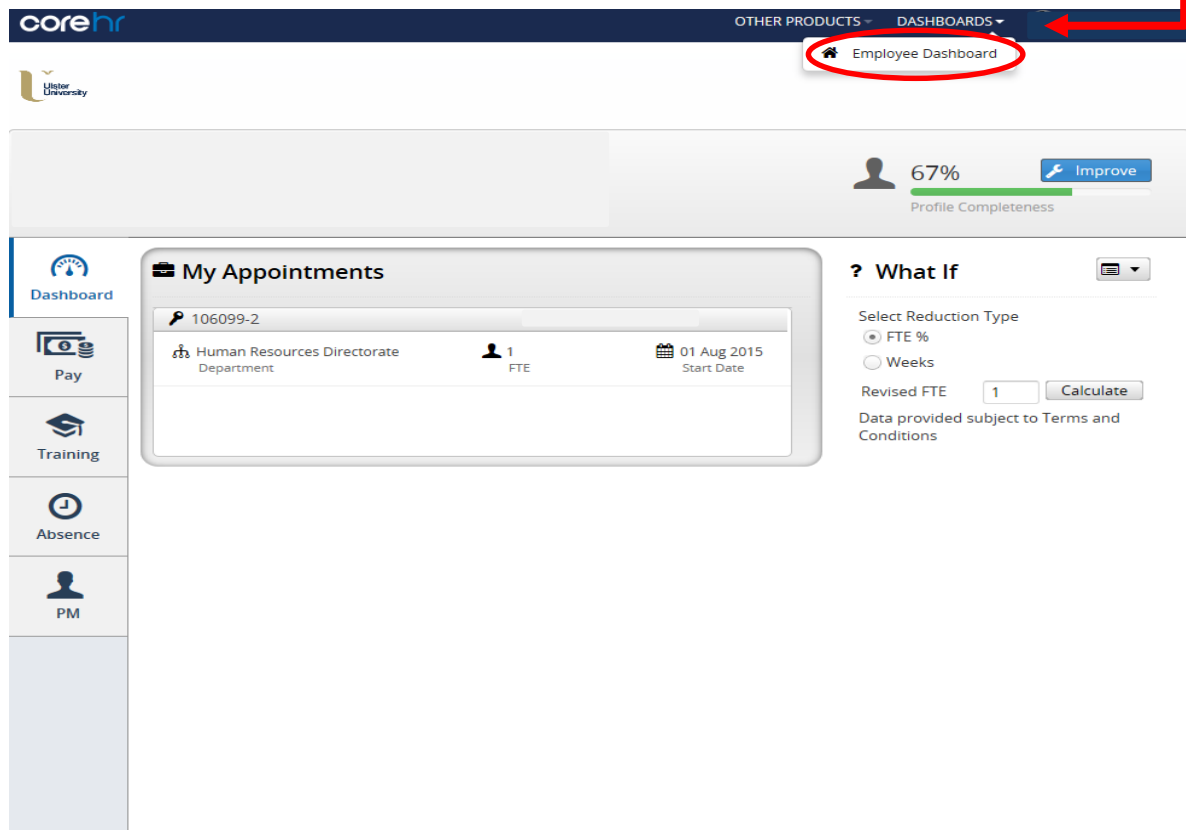
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SECTION 1 – EMPLOYEES

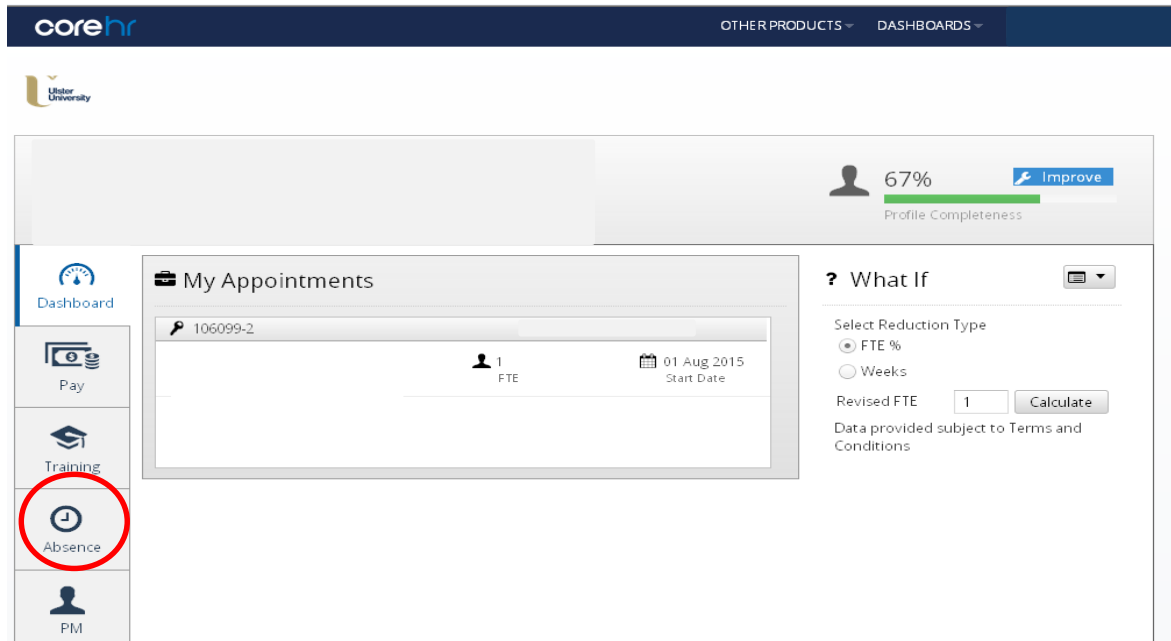
1. Employees requesting Annual Leave on Core Portal

Click on the ‘Dashboards’ drop down arrow at the top of the screen and select ‘Employee Dashboard’.



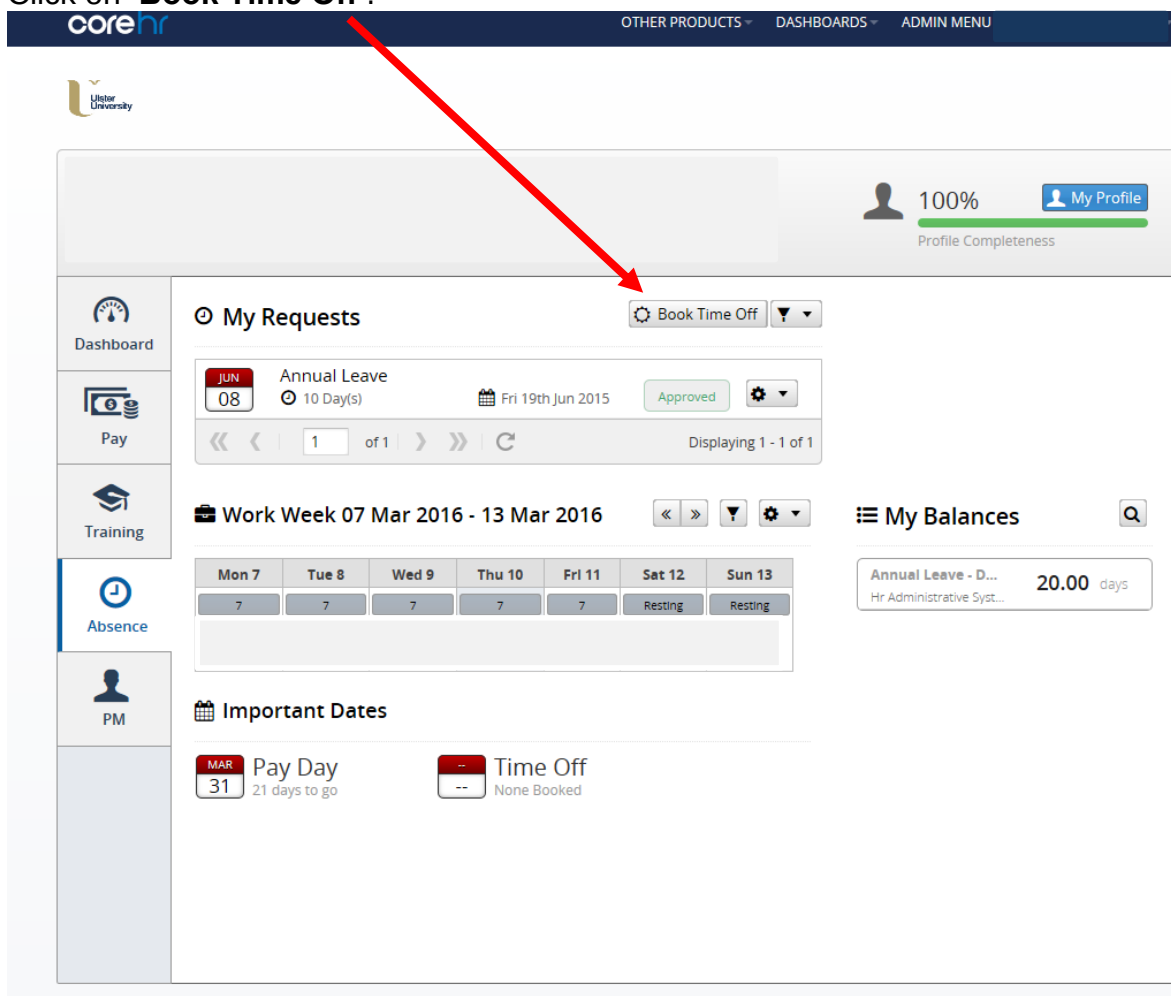
The screenshot shows the Core Portal interface. At the top, the 'corehr' logo is on the left, and 'OTHER PRODUCTS' and 'DASHBOARDS' are on the right. A red arrow points to the 'DASHBOARDS' dropdown menu, which is open, showing 'Employee Dashboard' selected and circled in red. Below the header, the 'Ulster University' logo is on the left. The main content area features a 'My Appointments' section with a search bar containing '106099-2' and a table with columns for Department, FTE, and Start Date. The table shows 'Human Resources Directorate' as the department, '1' as the FTE, and '01 Aug 2015' as the start date. To the right of the appointments section is a 'What If' section with a 'Select Reduction Type' dropdown, radio buttons for 'FTE %' and 'Weeks', a 'Revised FTE' input field with the value '1', and a 'Calculate' button. Below the 'Calculate' button is the text 'Data provided subject to Terms and Conditions'. On the far right, there is a 'Profile Completeness' section showing a 67% progress bar and an 'Improve' button. A vertical sidebar on the left contains icons for 'Dashboard', 'Pay', 'Training', 'Absence', and 'PM'.

Click on 'Absence'



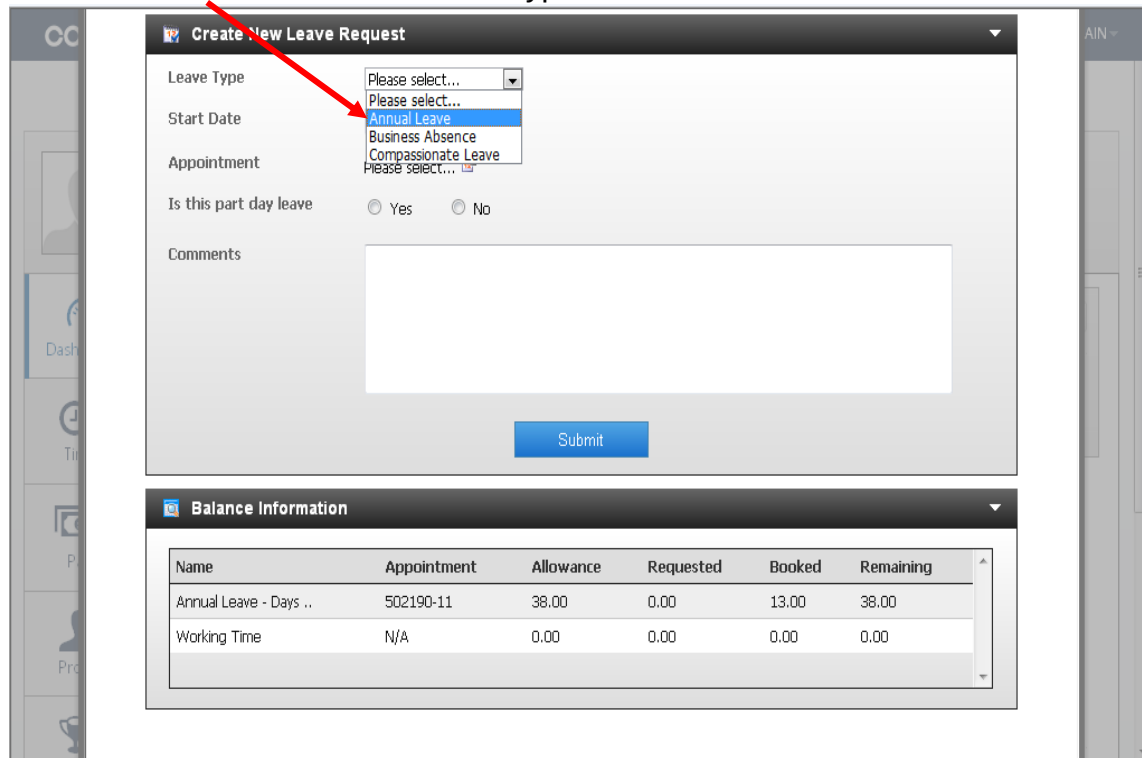
The screenshot shows the Core Portal dashboard. The left sidebar contains a vertical menu with icons for Dashboard, Pay, Training, Absence, and PM. The 'Absence' icon, which is a clock, is circled in red. A red arrow points from the text 'Click on 'Absence'' to this icon. The main content area shows a 'My Appointments' section with a table containing one row: 106099-2, 1 FTE, and 01 Aug 2015 Start Date. To the right, there is a 'What If' section with a 'Select Reduction Type' dropdown (FTE % selected), a 'Revised FTE' input field (1), and a 'Calculate' button. At the top right, a 'Profile Completeness' bar shows 67% with an 'Improve' button.

Click on 'Book Time Off'.



The screenshot shows the Core Portal dashboard after clicking on 'Absence'. The left sidebar now has the 'Absence' icon highlighted in blue. A red arrow points from the text 'Click on 'Book Time Off'' to a button labeled 'Book Time Off' in the 'My Requests' section. The 'My Requests' section displays a table with one row: JUN 08, Annual Leave, 10 Day(s), Fri 19th Jun 2015, and Approved. Below this, there is a 'Work Week 07 Mar 2016 - 13 Mar 2016' section with a calendar view showing days 7 through 13. The 'My Balances' section shows 'Annual Leave - D...' with a balance of 20.00 days. At the bottom, the 'Important Dates' section shows 'Pay Day' on MAR 31 (21 days to go) and 'Time Off' (None Booked).

Select '**Annual Leave**' as the Leave Type.



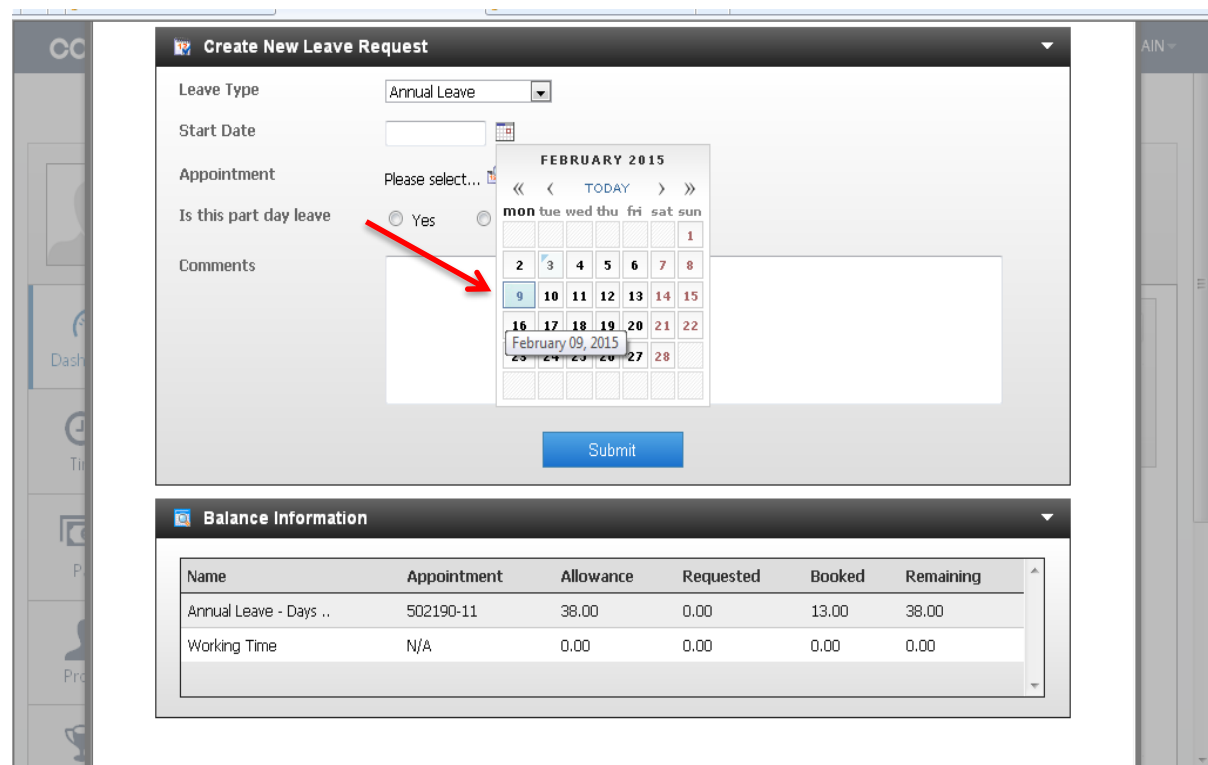
Create New Leave Request

Leave Type: Please select...
 Start Date: Please select...
 Appointment: Please select...
 Is this part day leave: ☐ Yes ☐ No
 Comments:
 Submit

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

Select the date you would like to start your Annual Leave. You can also enter the date in the format – **dd/mm/yy** or you can select from the calendar as below.



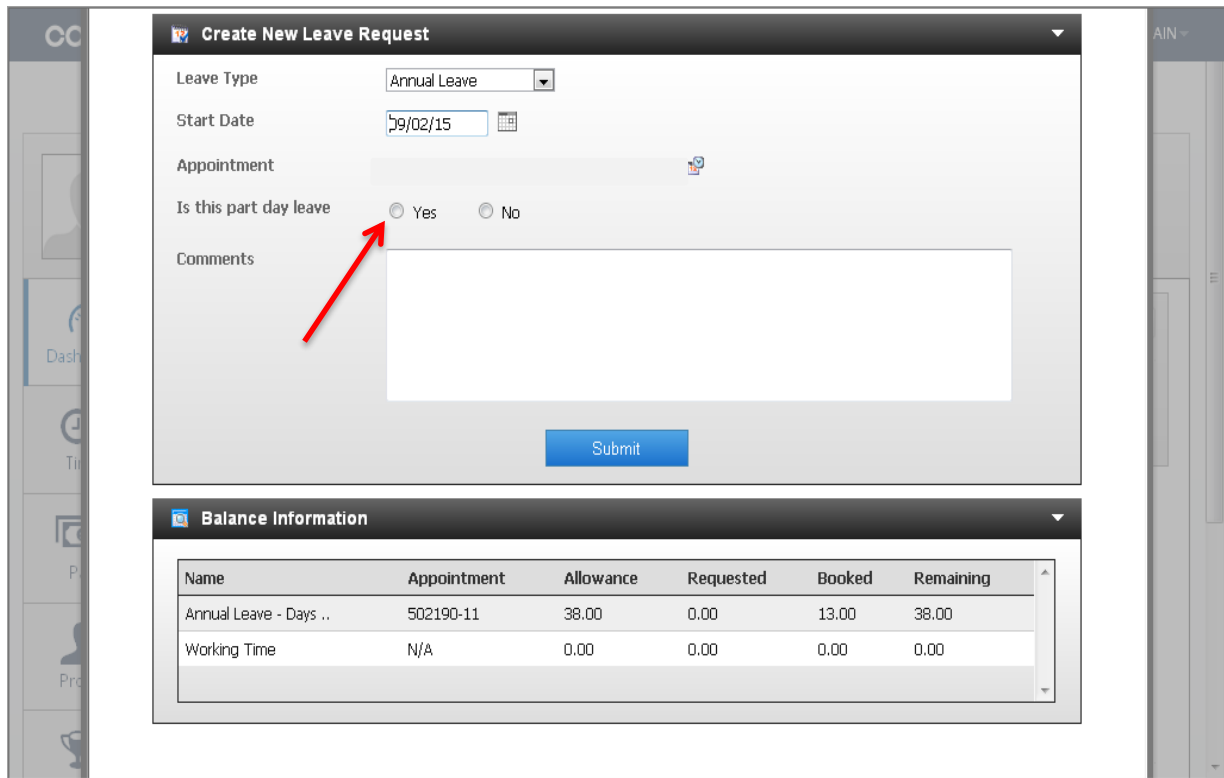
Create New Leave Request

Leave Type: Annual Leave
 Start Date:
 Appointment: Please select...
 Is this part day leave: ☐ Yes ☐ No
 Comments:
 Submit

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

Select if it is part day Annual Leave or full day Annual Leave.



Create New Leave Request

Leave Type: Annual Leave

Start Date: 09/02/15

Appointment

Is this part day leave: ☒ Yes ☐ No

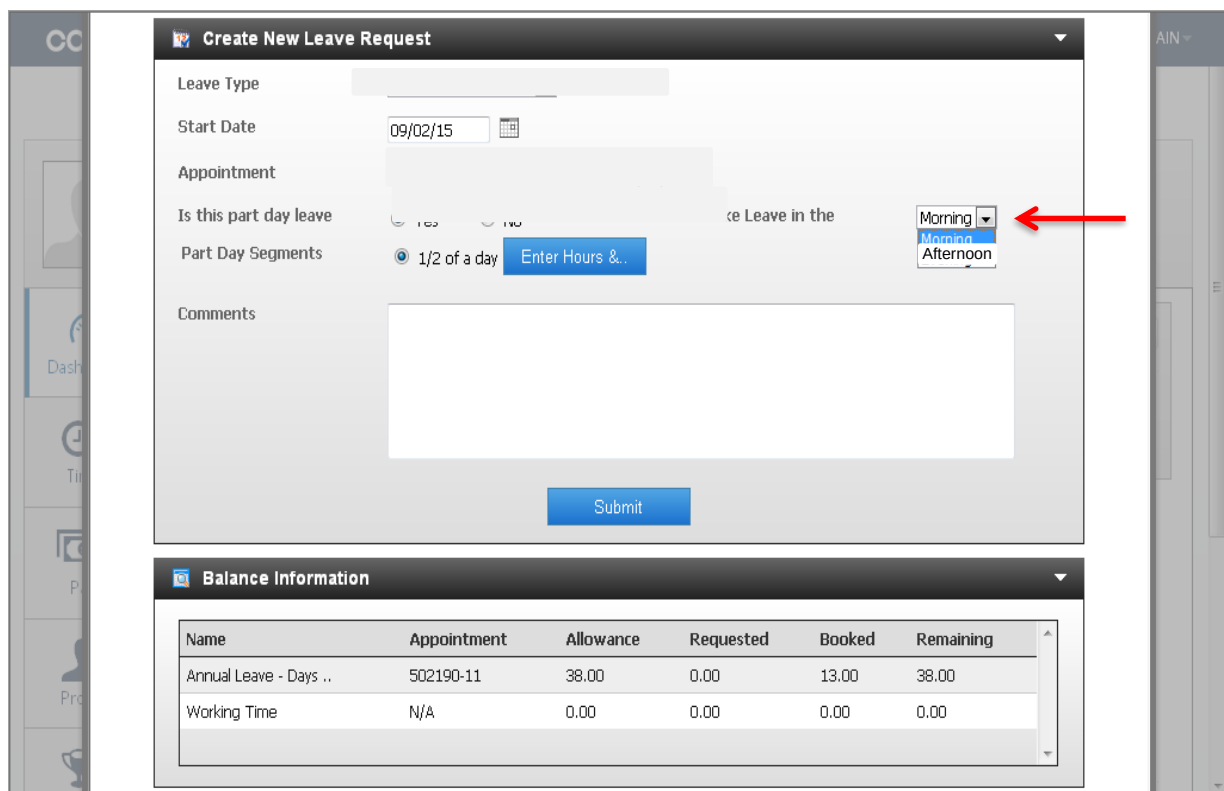
Comments

Submit

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

If it is part day Annual Leave, select if it is in the morning or the evening time.



Create New Leave Request

Leave Type: Annual Leave

Start Date: 09/02/15

Appointment

Is this part day leave: ☒ Yes ☐ No

Part Day Segments: ☒ 1/2 of a day ☐ Enter Hours &...

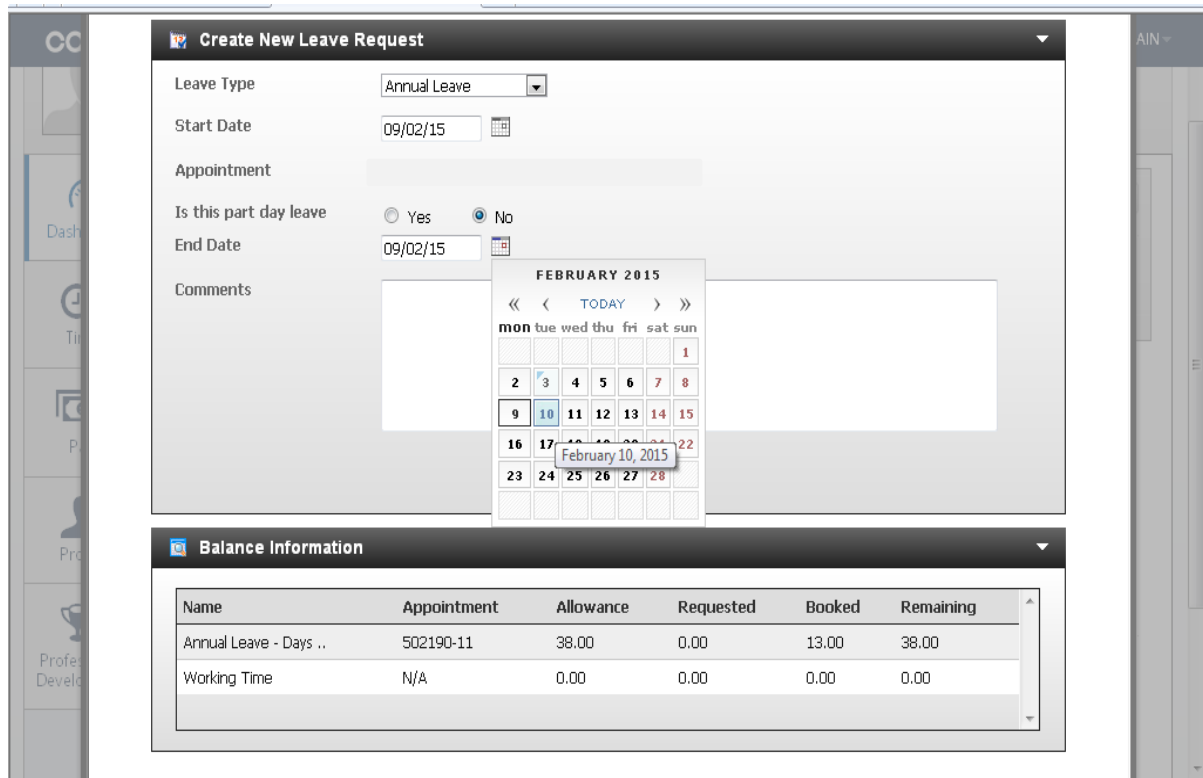
Comments

Submit

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

If it is a full day's Annual Leave, (or more than one days Annual Leave) select the end date of your Annual Leave request.



Create New Leave Request

Leave Type: Annual Leave

Start Date: 09/02/15

Appointment:

Is this part day leave: ☐ Yes ☒ No

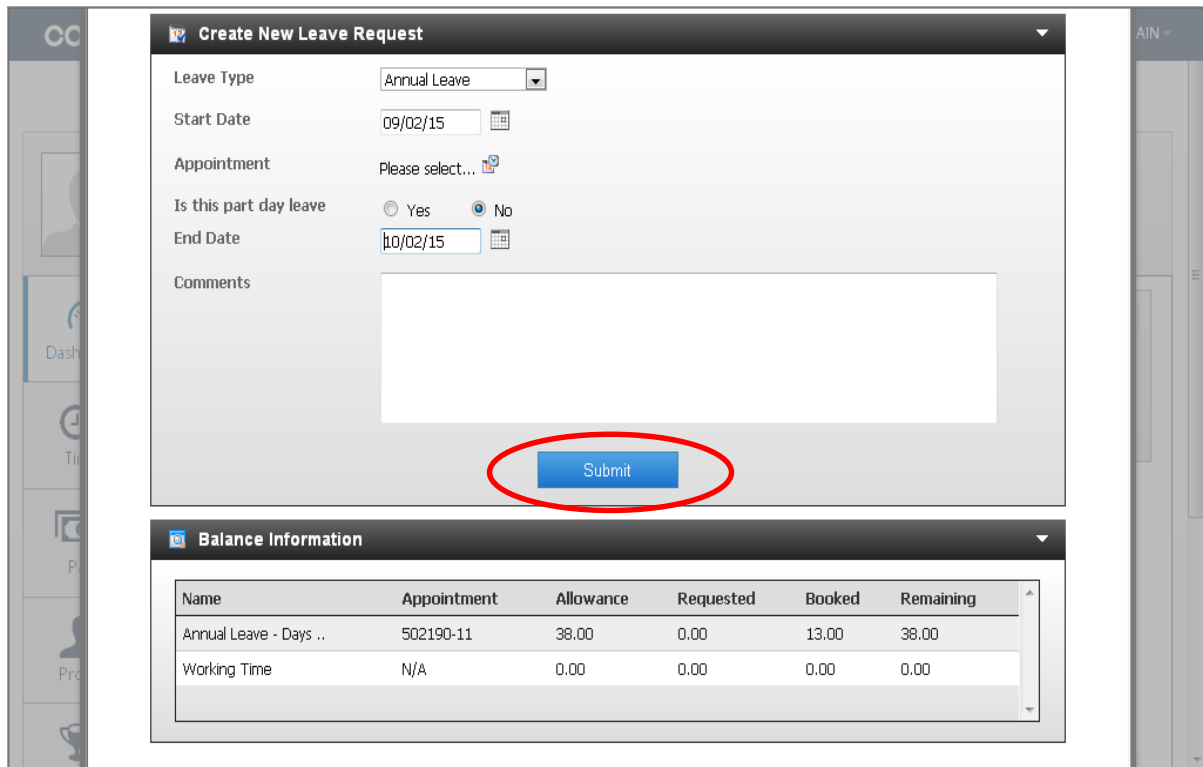
End Date: 09/02/15

Comments:

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

Click '**Submit**' to request your Annual Leave.



Create New Leave Request

Leave Type: Annual Leave

Start Date: 09/02/15

Appointment: Please select...

Is this part day leave: ☐ Yes ☒ No

End Date: 10/02/15

Comments:

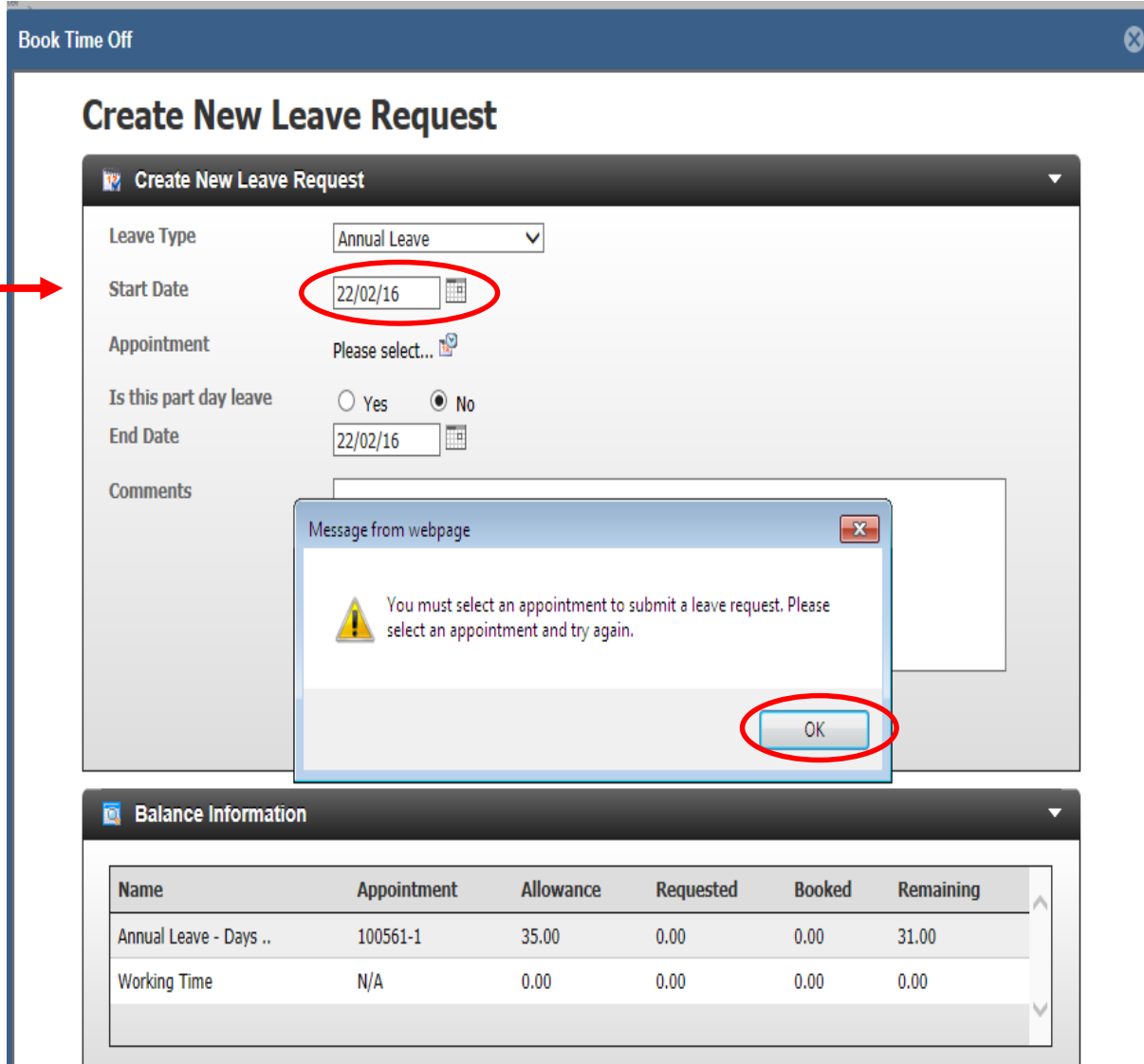
Submit

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	0.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

If you had two or more appointments, you must select which appointment the Annual Leave request applies to.

As you may have a different Line Manager for each post held it is important to select the correct appointment. To do this click '**OK**' and then click on '**Appointment**' and select your desired appointment.



The screenshot shows the 'Create New Leave Request' form. The 'Appointment' field is currently empty, displaying 'Please select...'. A red arrow points to this field. Below the form, a 'Balance Information' table is visible. An error message dialog box is open, stating: 'You must select an appointment to submit a leave request. Please select an appointment and try again.' The 'OK' button in the dialog is circled in red.

Create New Leave Request

Leave Type: Annual Leave

Start Date: 22/02/16

Appointment: Please select...

Is this part day leave: ☐ Yes ☒ No

End Date: 22/02/16

Comments:

Message from webpage

You must select an appointment to submit a leave request. Please select an appointment and try again.

OK

Balance Information

Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	100561-1	35.00	0.00	0.00	31.00
Working Time	N/A	0.00	0.00	0.00	0.00

Select the appointment and click **'Update'**.

Book Time Off

Create New Leave Request

Create New Leave Request

Leave Type: Annual Leave

Start Date: 22/02/16

Appointment: Please select...

Is this part day leave: ☐ Yes ☒ No

End Date:

Select an Appointment

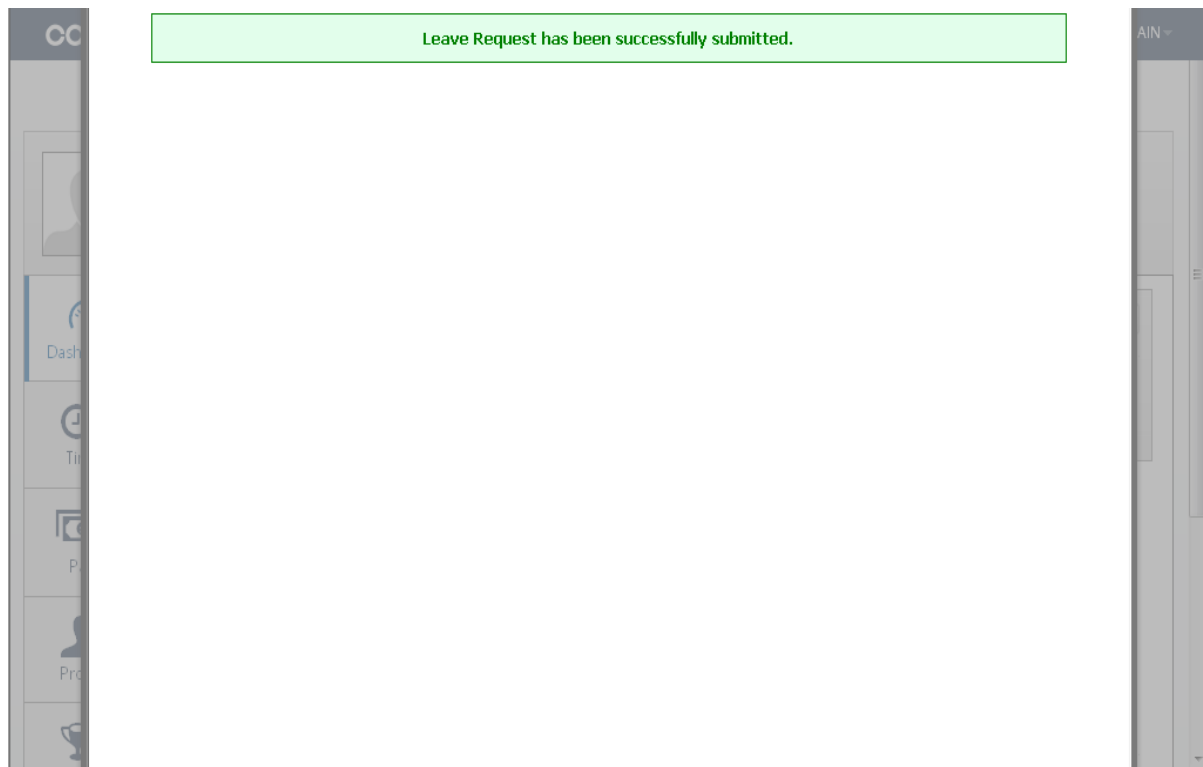
Please select an appointment by clicking on a row below.

☒	ID	Description	Start Date TEST C	End Date	FTE	Cost Centre	Project
☐			01/12/02		1		
☒			10/11/15		1		

Update Cancel

Name	Appointment	Approved	Requested	Approved	Remaining
Annual Leave - Days ..	100561-1	35.00	0.00	0.00	31.00
Working Time	N/A	0.00	0.00	0.00	0.00

The following message will then be displayed



The employee will now receive an automated email confirming the Annual Leave request has been submitted, as shown below.

-----Original Message-----
From: corehr@ulster.ac.uk [mailto:corehr@ulster.ac.uk]
Sent: 10 March 2016 15:31
To: -----
Subject: ANNUAL LEAVE request confirmation

The following leave request has been submitted:

Employee: -----

Leave type: ANNUAL LEAVE
Start date: 21-MAR-16
End date: 25-MAR-16

For further information, please login to Employee Self Service (via UU Portal/Staff services Tab)

This is a system generated email. Please do not reply. CoreTime



Your Line Manager will receive an email as shown below.

-----Original Message-----

From: corehr@ulster.ac.uk [<mailto:corehr@ulster.ac.uk>]

Sent: 10 March 2016 15:31

To: -----

Subject: ANNUAL LEAVE request submitted. Action required.

----- has submitted the following leave request:

Leave type: ANNUAL LEAVE

Start date: 21-MAR-16

End date: 25-MAR-16

No. of Days: 5

Please login to Employee self Service (Via UU Portal/Staff Services tab), navigate to the Approve Leave Request screen and Authorise or Reject this request as appropriate.

This is a system generated email. Please do not reply.

CoreTime

The **Employee** will then receive an email confirming that the requested Annual Leave has been processed as below.

*The leave request that you recently submitted has been processed. To view full details of this leave request please log in to your Core Portal Employee Self Service account. You can log in to your account by clicking into Employee Self Service:
Regards, Core Time Administrator*



The employee will receive a further automated email confirming if the Annual Leave requested has been either '**Accepted**' or '**Rejected**'.

The following leave request has been Approved by.

Employee: -----
Leave type: ANNUAL LEAVE
Start date: 27-JAN-16
End date: 27-JAN-16
No of Days: 1

For further information, please login to Employee Self Service and select the 'View My Leave Request Enquiry' option.

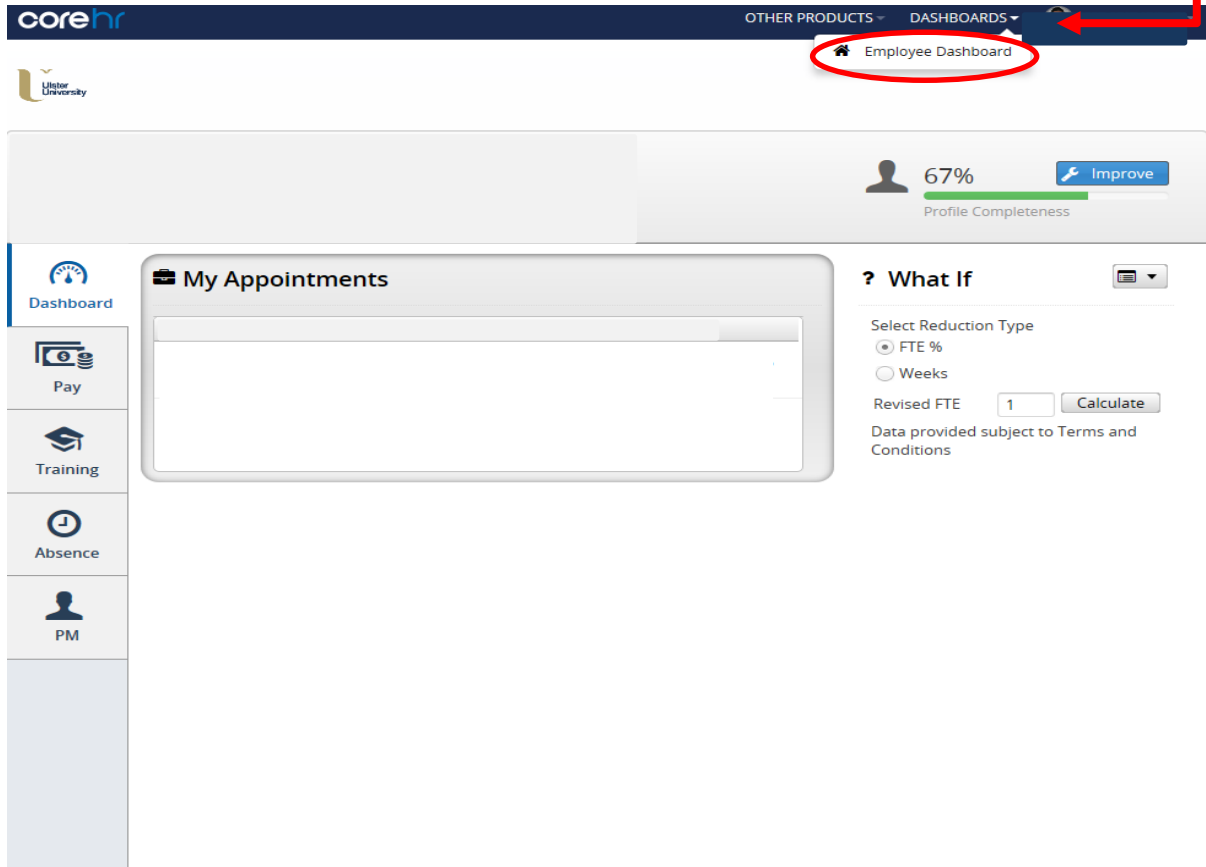
This is a system generated email. Please do not reply.

Core Time

When Annual leave has been approved the total number of days will be deducted from your Annual Leave Balance.

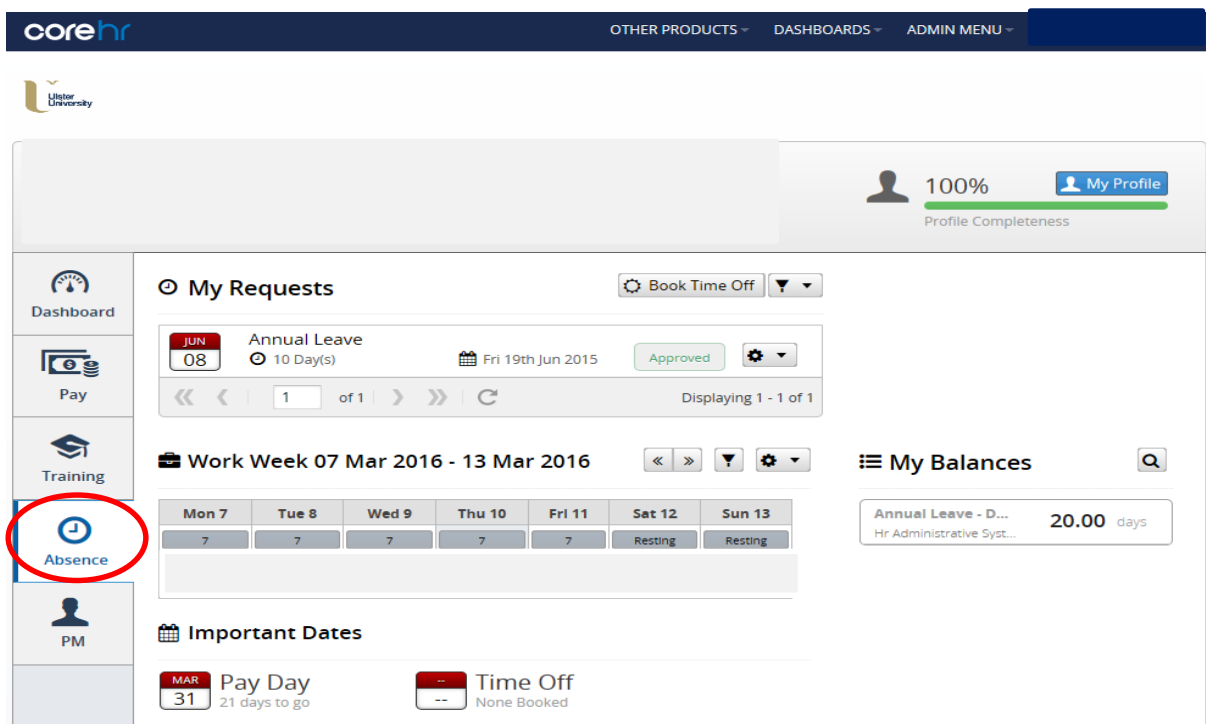
2. Amending Annual Leave already approved in Core Portal

Click on the '**Dashboards**' drop down arrow at the top of the screen and select '**Employee Dashboard**'.



The screenshot shows the Core Portal interface. At the top, the navigation bar includes 'OTHER PRODUCTS' and 'DASHBOARDS'. A red arrow points to the 'DASHBOARDS' dropdown menu, which is open, showing 'Employee Dashboard' selected and circled in red. Below the navigation bar, the 'Employee Dashboard' is displayed. It features a sidebar with icons for Dashboard, Pay, Training, Absence, and PM. The main content area includes a 'My Appointments' section, a 'What If' calculator for FTE % and Weeks, and a 'Profile Completeness' indicator showing 67%.

Click on the '**Absence**' tab.



The screenshot shows the Core Portal interface with the 'Absence' tab selected in the sidebar. The main content area displays 'My Requests' for Annual Leave, showing a request for 10 days approved on Fri 19th Jun 2015. Below this, a 'Work Week 07 Mar 2016 - 13 Mar 2016' table shows days off. To the right, 'My Balances' shows 20.00 days of Annual Leave. At the bottom, 'Important Dates' includes 'Pay Day' on MAR 31 and 'Time Off' status.

Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
7	7	7	7	7	Resting	Resting



Your approved Annual Leave be displayed as shown below.

Dashboard

Pay

Training

Absence

PM

My Requests

Book Time Off

FEB 24	Annual Leave	1 Day	Wed 24th Feb 2016	Submitted	
JAN 27	Annual Leave	1 Day	Wed 27th Jan 2016	Submitted	
OCT 26	Annual Leave	5 Day(s)	Fri 30th Oct 2015	Rejected	

1 of 1

Displaying 1 - 3 of 3

Work Week 15 Feb 2016 - 21 Feb 2016

Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
7	7	7	7	7	Resting	Resting

My Balances

Annual Leave - D... Placement Student

19.50 days

Important Dates

FEB 25

Pay Day

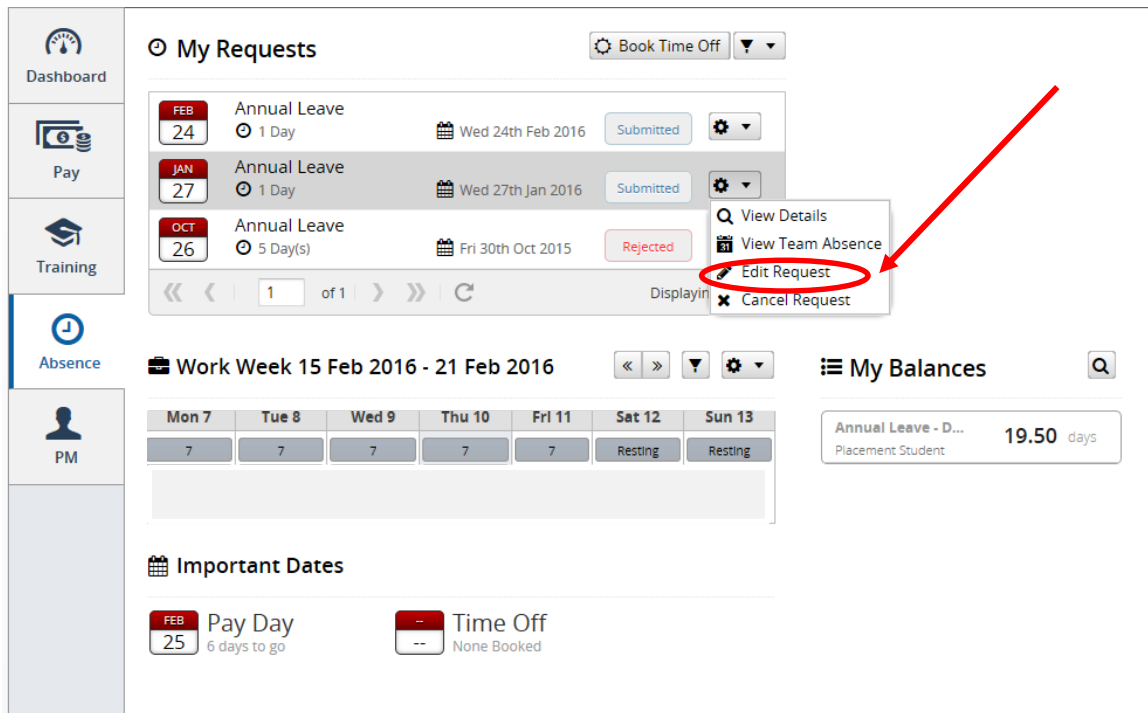
6 days to go

--

Time Off

None Booked

Click on the drop down arrow beside the requested day(s) you would like to amend and select **'Edit Request'**.



My Requests [Book Time Off] [Filter]

Month	Day	Request Type	Duration	Date	Status	Actions
FEB	24	Annual Leave	1 Day	Wed 24th Feb 2016	Submitted	[Edit] [Cancel]
JAN	27	Annual Leave	1 Day	Wed 27th Jan 2016	Submitted	[Edit] [Cancel]
OCT	26	Annual Leave	5 Day(s)	Fri 30th Oct 2015	Rejected	[View Details] [View Team Absence] [Edit Request] [Cancel Request]

Work Week 15 Feb 2016 - 21 Feb 2016

Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
7	7	7	7	7	Resting	Resting

My Balances

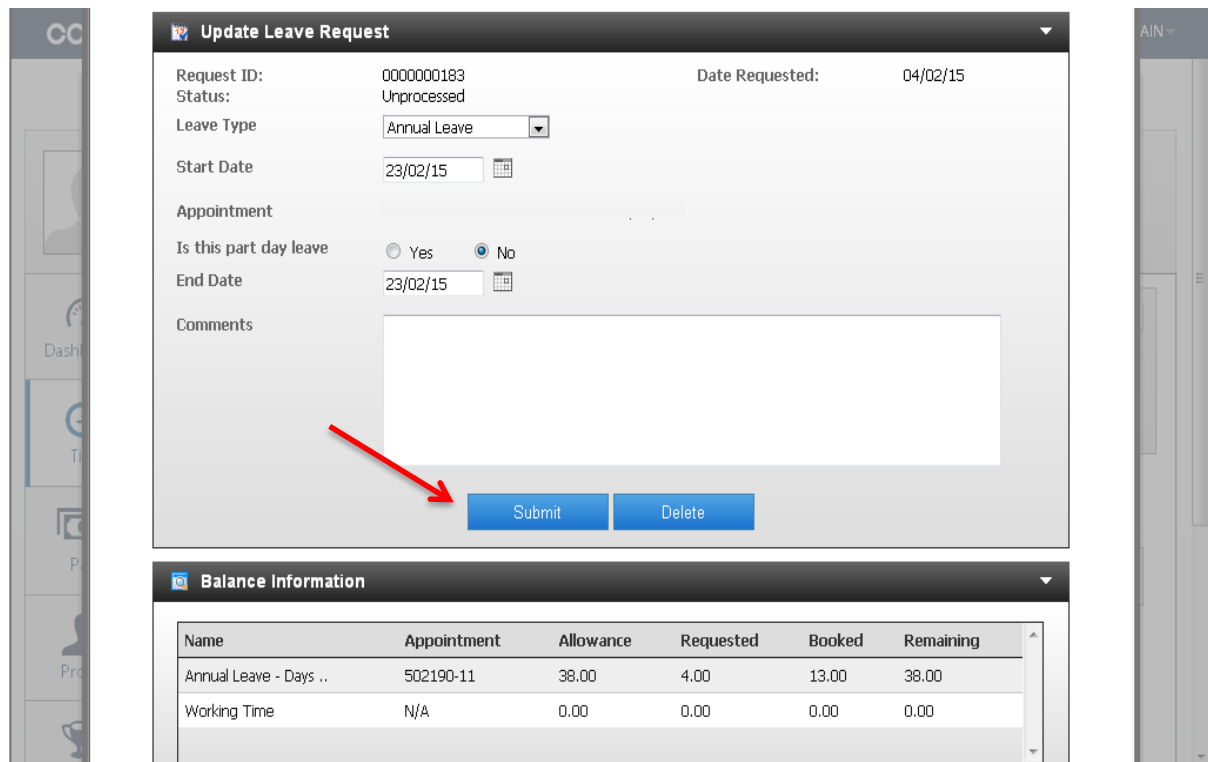
Annual Leave - D... 19.50 days
Placement Student

Important Dates

FEB 25 Pay Day 6 days to go

Time Off None Booked

Make the appropriate amendment(s) and click on **'Submit'**



Update Leave Request

Request ID: 0000000183 Date Requested: 04/02/15

Status: Unprocessed

Leave Type: Annual Leave

Start Date: 23/02/15

Appointment

Is this part day leave: ☐ Yes ☒ No

End Date: 23/02/15

Comments

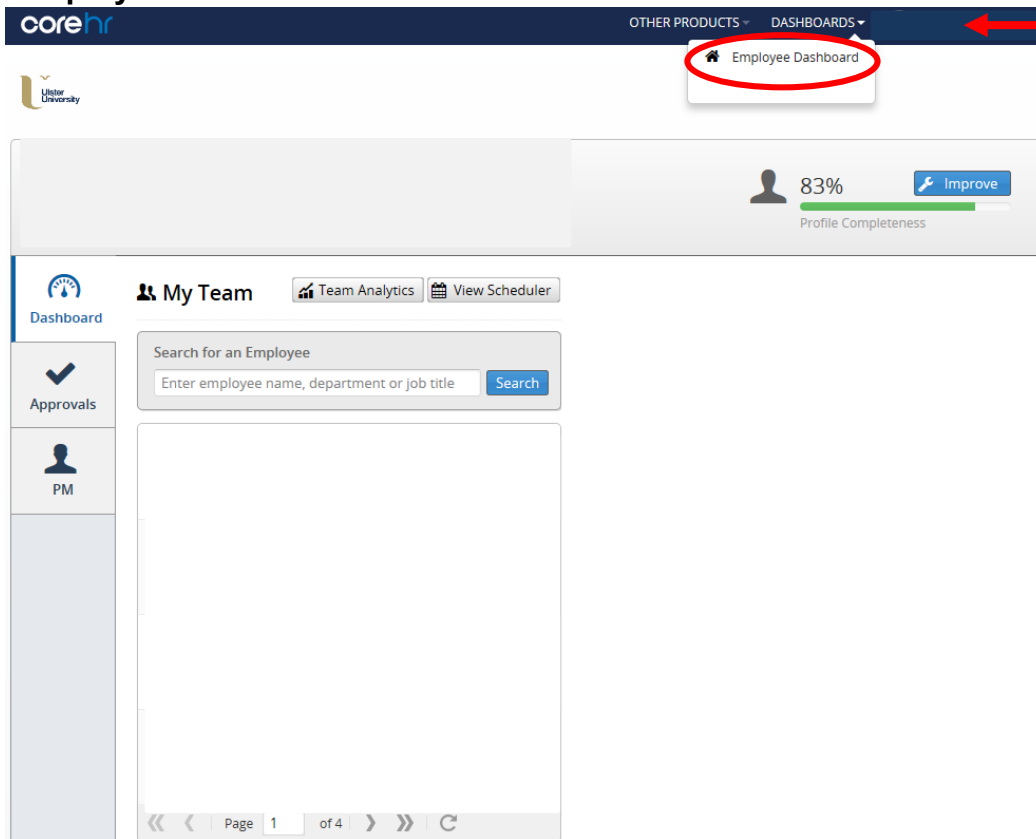
[Submit] [Delete]

Balance Information

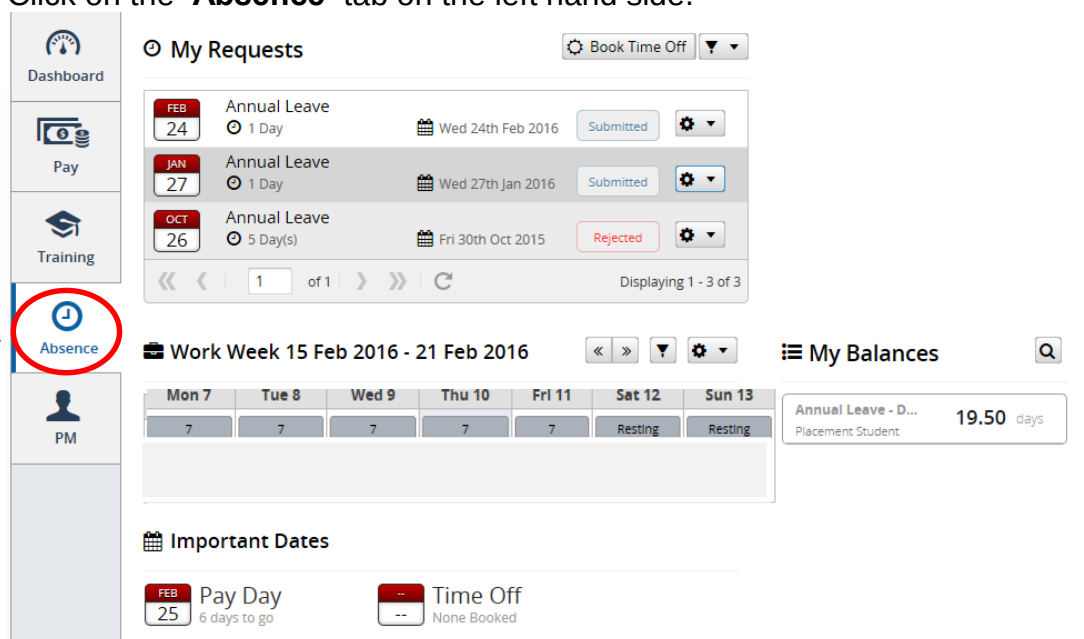
Name	Appointment	Allowance	Requested	Booked	Remaining
Annual Leave - Days ..	502190-11	38.00	4.00	13.00	38.00
Working Time	N/A	0.00	0.00	0.00	0.00

3. Cancelling leave in Core Portal

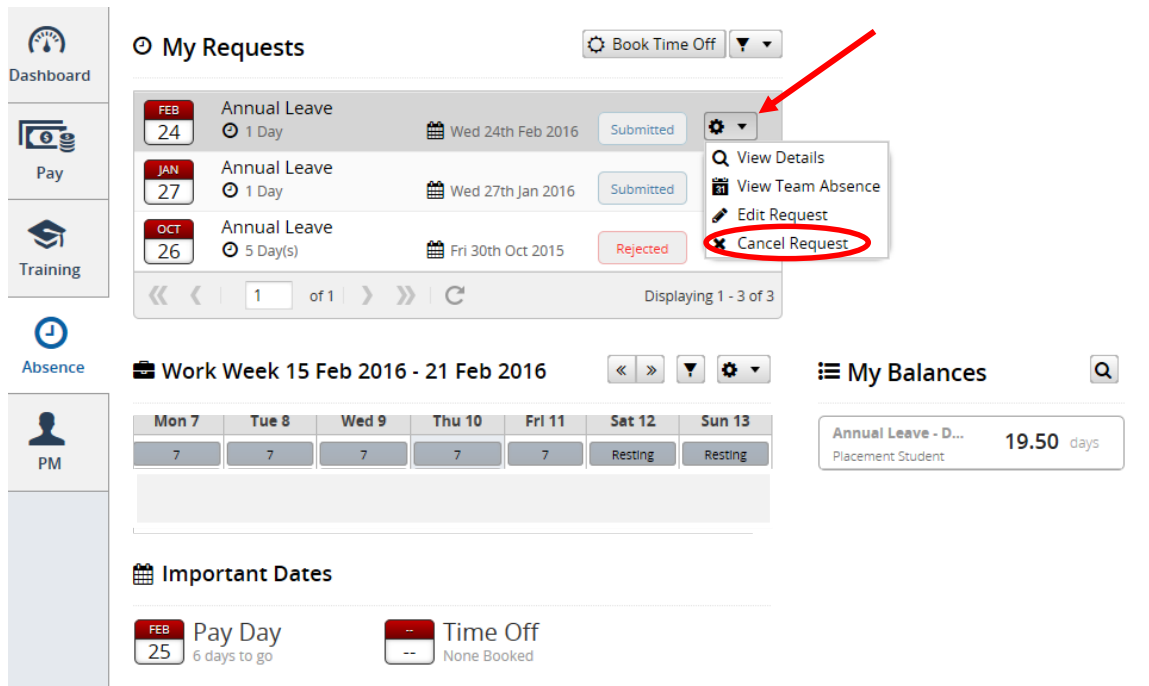
Click on the '**Dashboards**' drop down arrow at the top of the screen and select '**Employee Dashboard**'.



Click on the '**Absence**' tab on the left hand side.



Click on the drop down arrow beside the requested day(s) you would like to cancel and select '**Cancel Request**'.



My Requests [Book Time Off] [Filter]

Month	Day	Request Type	Duration	Date	Status	Actions
FEB	24	Annual Leave	1 Day	Wed 24th Feb 2016	Submitted	[Gear] [X]
JAN	27	Annual Leave	1 Day	Wed 27th Jan 2016	Submitted	[Gear] [X]
OCT	26	Annual Leave	5 Day(s)	Fri 30th Oct 2015	Rejected	[Gear] [X]

« < 1 of 1 > » [Refresh] Displaying 1 - 3 of 3

Work Week 15 Feb 2016 - 21 Feb 2016 [Filter] [Gear]

Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
7	7	7	7	7	Resting	Resting

My Balances [Search]

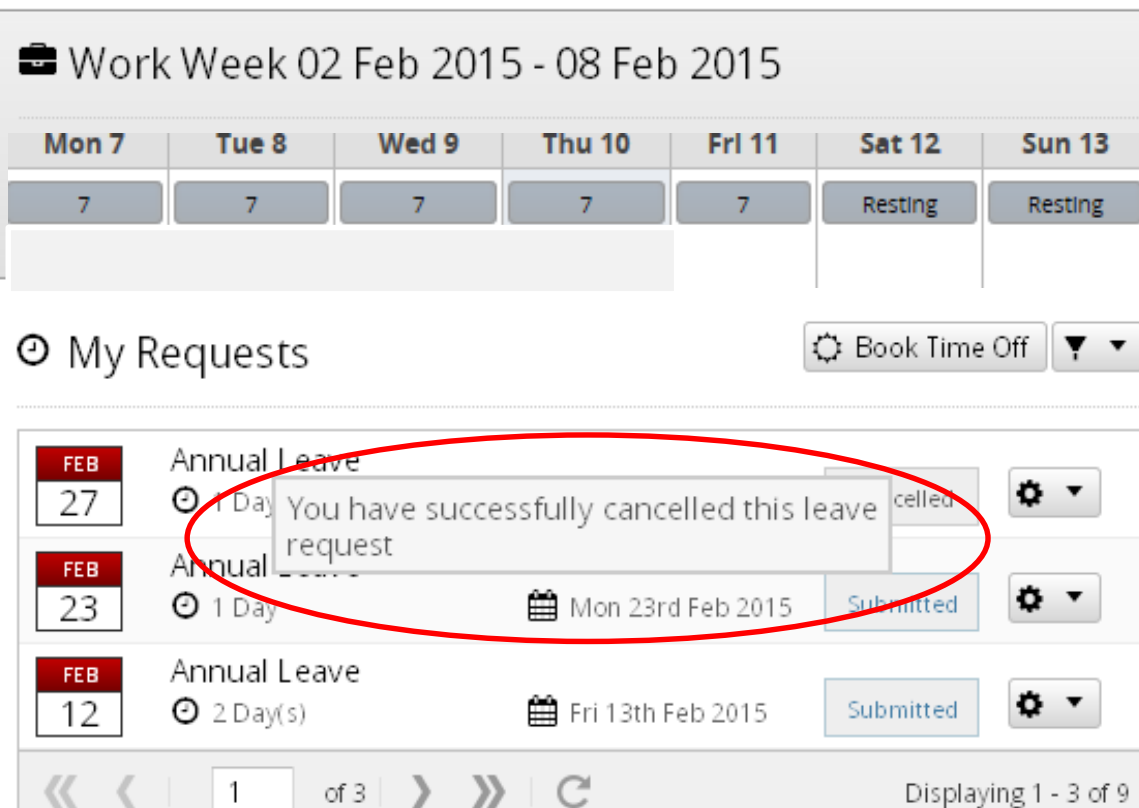
Annual Leave - D... 19.50 days
Placement Student

Important Dates

FEB 25 Pay Day 6 days to go

-- Time Off None Booked

This message below should then appear.



Work Week 02 Feb 2015 - 08 Feb 2015

Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
7	7	7	7	7	Resting	Resting

My Requests [Book Time Off] [Filter]

FEB 27	Annual Leave	1 Day					cancelled	[Gear]
FEB 23	Annual Leave	1 Day	Mon 23rd Feb 2015	Submitted				[Gear]
FEB 12	Annual Leave	2 Day(s)	Fri 13th Feb 2015	Submitted				[Gear]

« < 1 of 3 > » [Refresh] Displaying 1 - 3 of 9



Line Managers will also receive an automated email to confirm that an employee has withdrawn their Annual Leave Request, as shown below.

-----Original Message-----

From: corehr@ulster.ac.uk [<mailto:corehr@ulster.ac.uk>]

Sent: 01 March 2016 11:13

To: -----

Subject: ANNUAL LEAVE request cancelled by -----

The following leave request has been cancelled:

Employee: -----

Leave type: ANNUAL LEAVE

Start date: 02-MAR-16

End date: 02-MAR-16

This is a system generated email. Please do not reply.

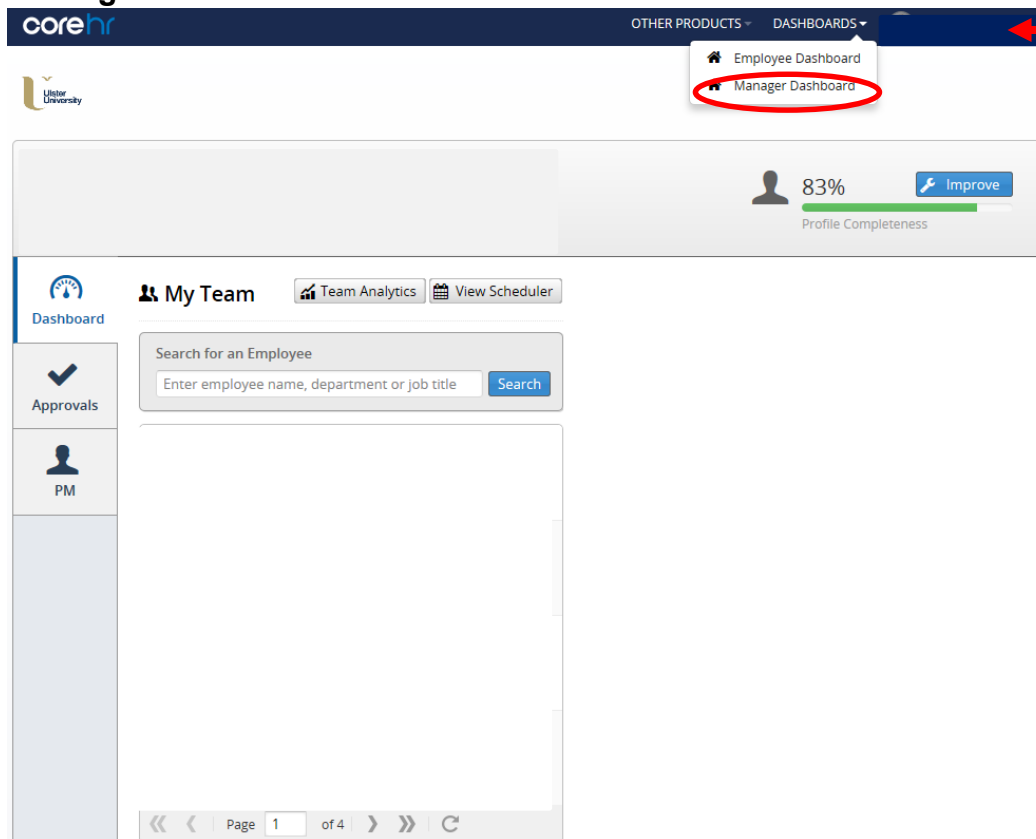
Core Time

When Annual Leave request has been cancelled the total number of days will be added to your Annual Leave Balance.

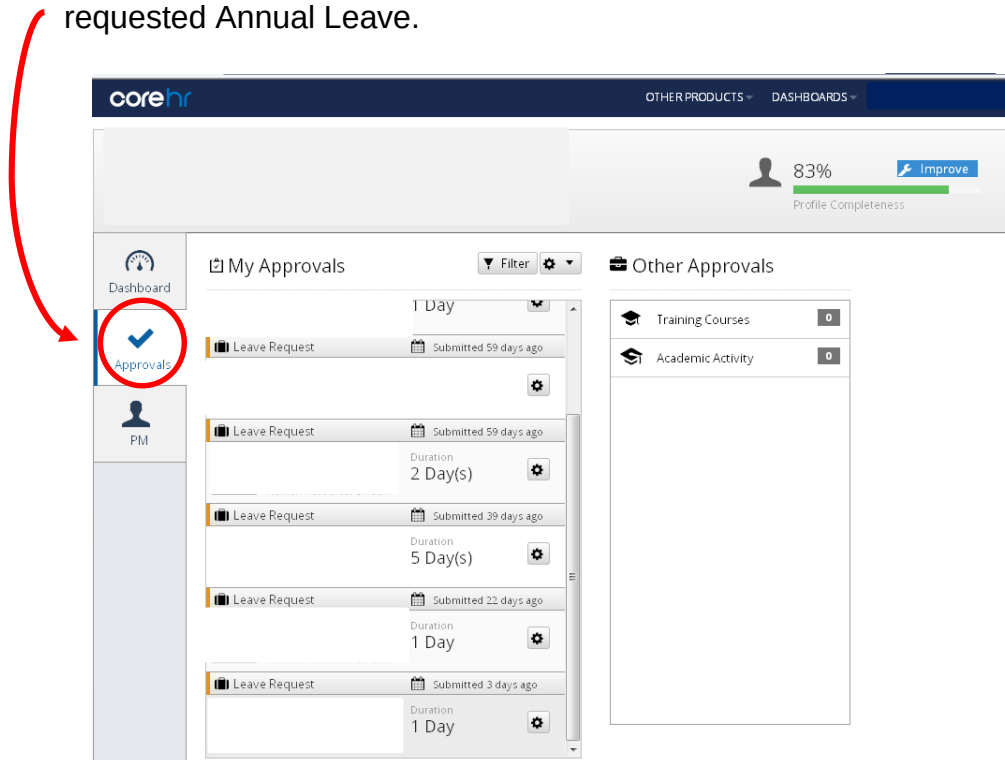
SECTION 2 – LINE MANAGERS

1. Authorising Annual Leave on Core Portal as a Line Manager

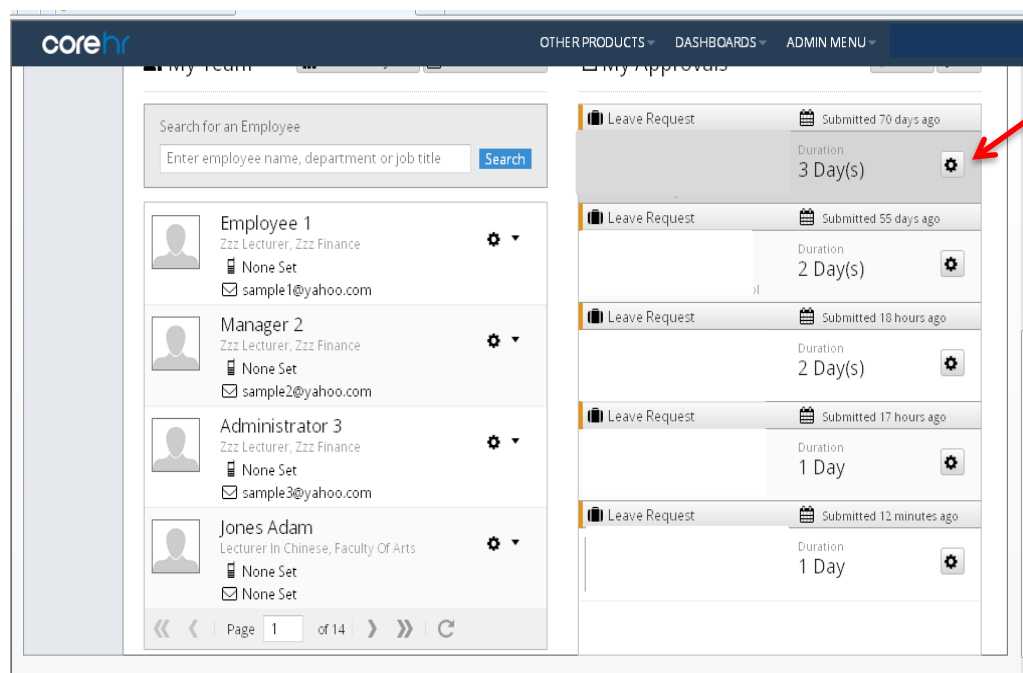
Click on the '**Dashboards**' drop down arrow at the top of the screen and select '**Manager Dashboard**'.



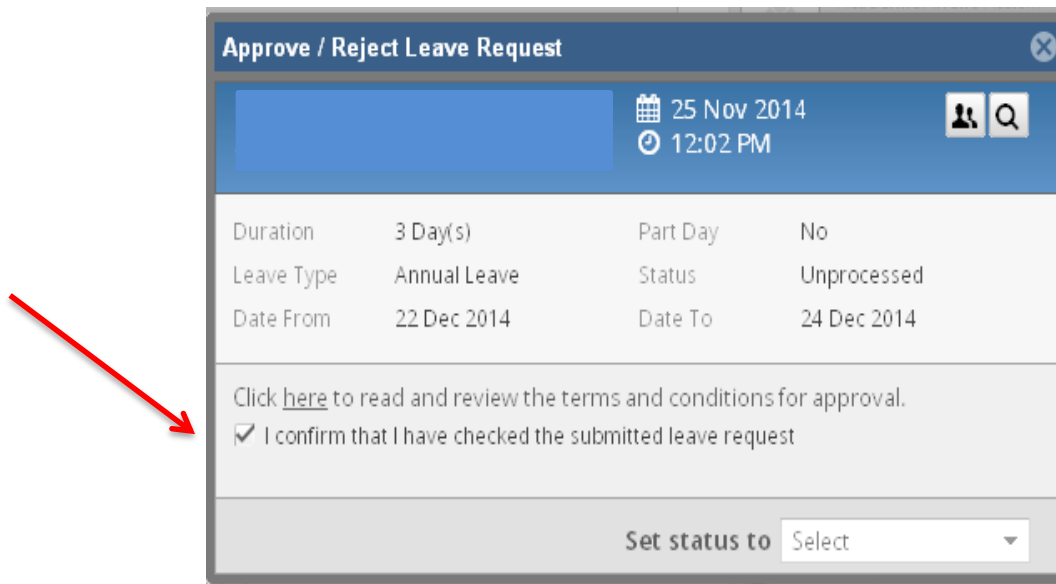
Select '**Approvals**' to view a list of all employees within your Team who have requested Annual Leave.



To **approve** Annual Leave, click on the settings symbol beside the relevant employee's name.



Line Managers should review Annual Leave requests submitted, and indicate by checking the tick box.



Approve / Reject Leave Request

25 Nov 2014
12:02 PM

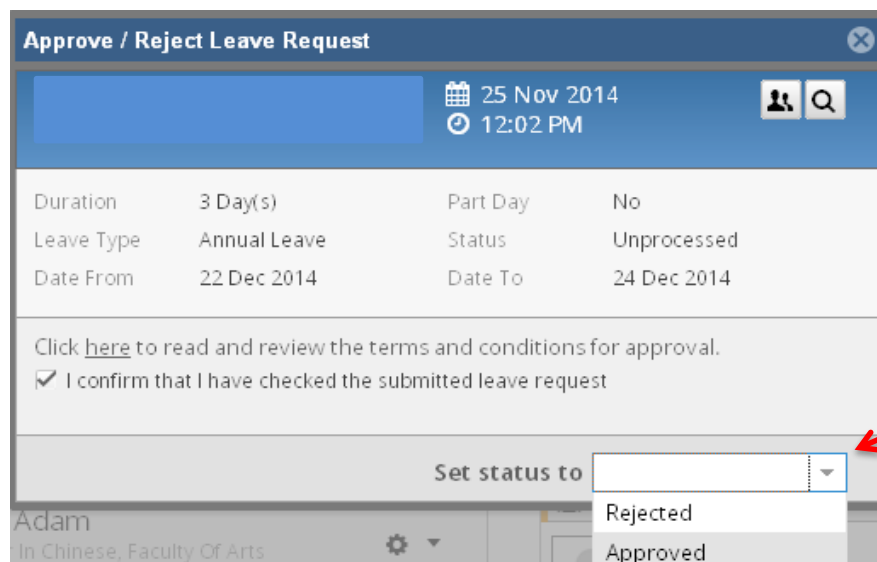
Duration	3 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	22 Dec 2014	Date To	24 Dec 2014

Click [here](#) to read and review the terms and conditions for approval.

☒ I confirm that I have checked the submitted leave request

Set status to Select

To **'Approve'** or **'Reject'** the Annual Leave request, click on the drop down arrow and select either **'Rejected'** or **'Approved'**.



Approve / Reject Leave Request

25 Nov 2014
12:02 PM

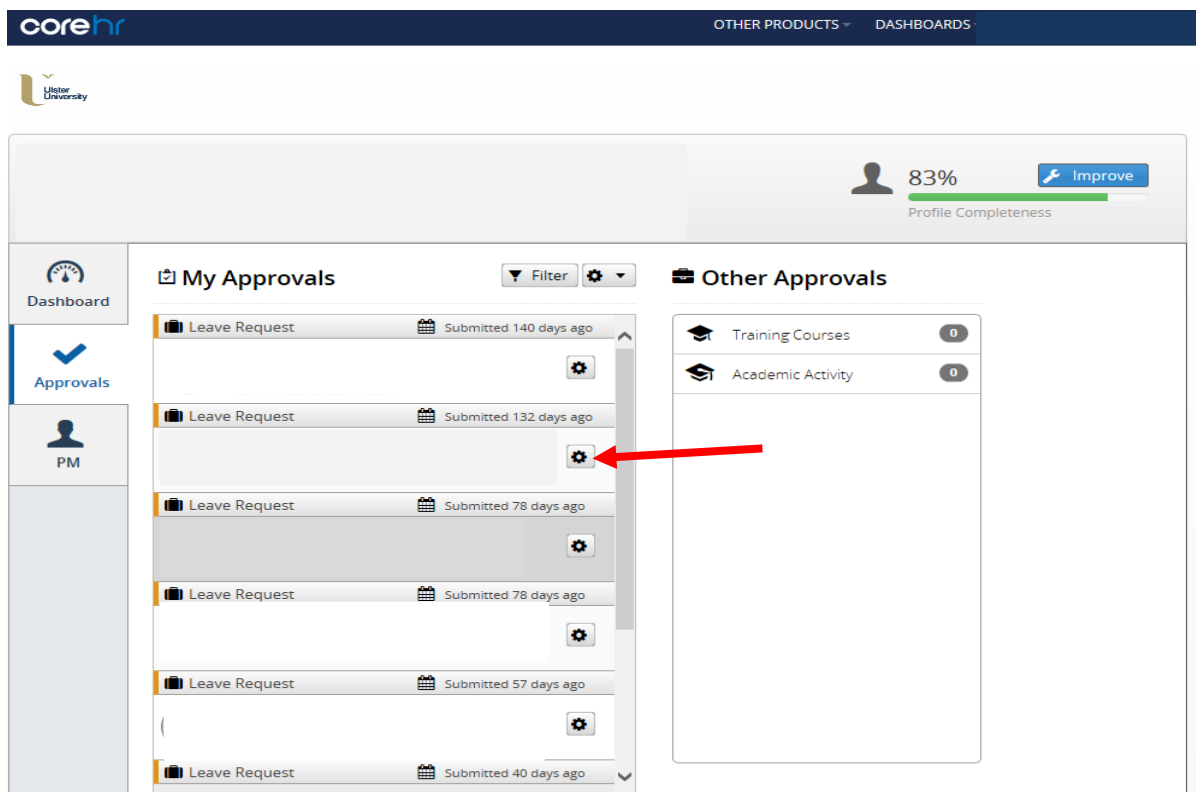
Duration	3 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	22 Dec 2014	Date To	24 Dec 2014

Click [here](#) to read and review the terms and conditions for approval.

☒ I confirm that I have checked the submitted leave request

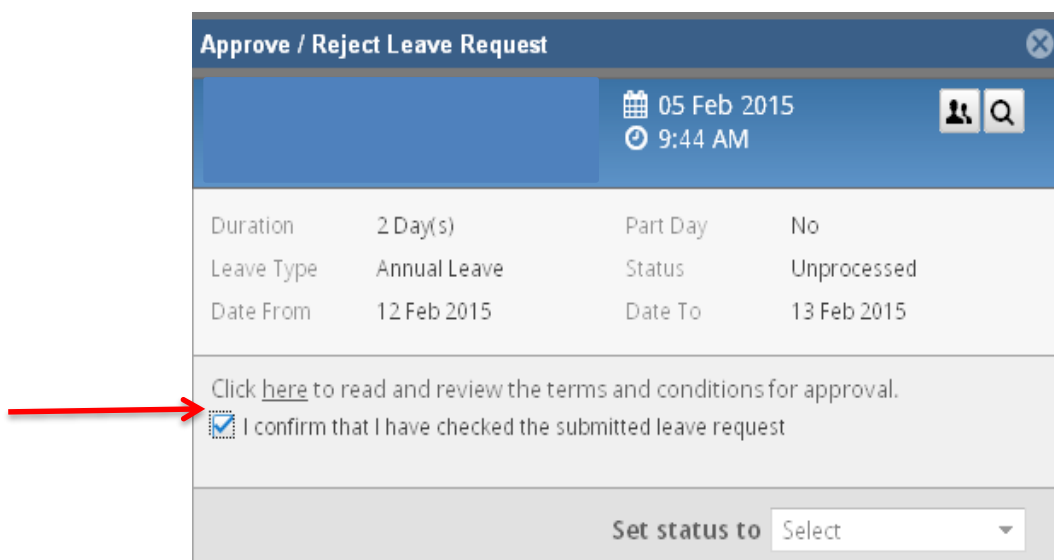
Set status to Rejected
Approved

To approve Annual Leave, click on the settings symbol beside the employee's name.



The screenshot shows the CoreHR portal interface. At the top, there's a navigation bar with 'corehr' logo and 'OTHER PRODUCTS' and 'DASHBOARDS' links. Below this is a user profile section showing '83% Profile Completeness' and an 'Improve' button. The main content area is divided into two columns. The left column has a sidebar with 'Dashboard', 'Approvals', and 'PM' (People Manager) options. The 'Approvals' section is active, showing 'My Approvals' and 'Other Approvals'. Under 'My Approvals', there's a list of 'Leave Request' entries with their submission dates. A red arrow points to the settings icon (gear) next to one of these entries. The 'Other Approvals' section shows 'Training Courses' and 'Academic Activity' with counts of 0.

Click on the box to confirm that you have checked the amended re-submitted Annual Leave request.

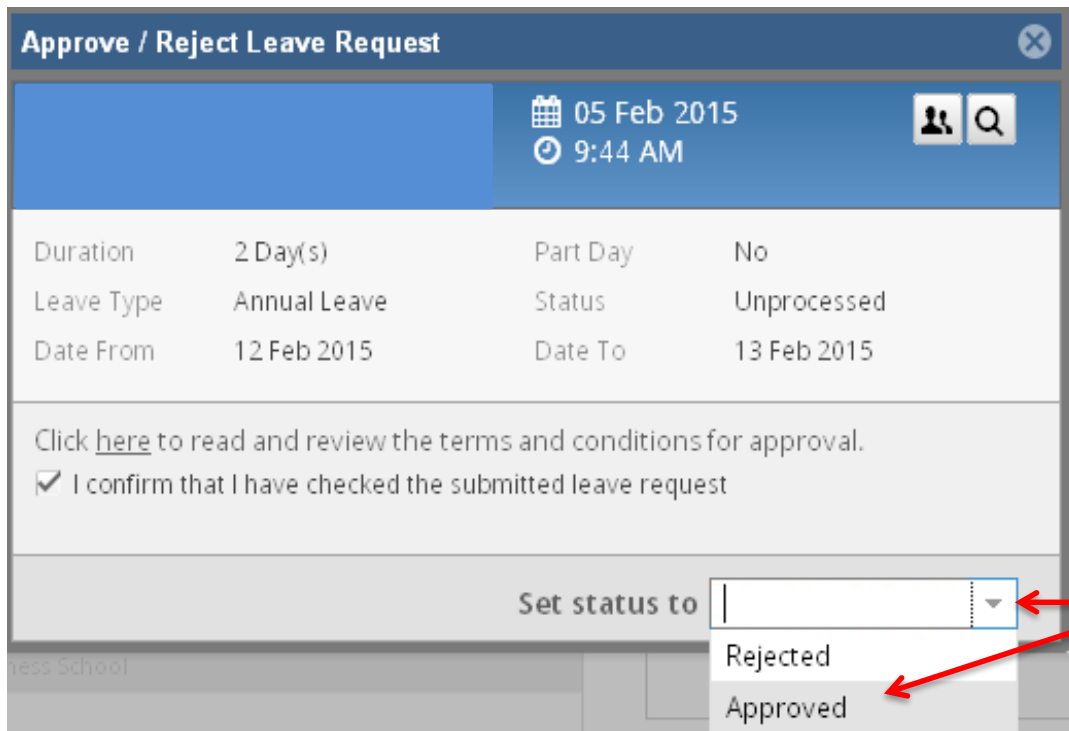


The screenshot shows a modal dialog box titled 'Approve / Reject Leave Request'. It contains a header with a date and time (05 Feb 2015, 9:44 AM) and a search icon. Below this is a table with the following details:

Duration	2 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	12 Feb 2015	Date To	13 Feb 2015

Below the table, there's a text prompt: 'Click [here](#) to read and review the terms and conditions for approval.' followed by a checkbox labeled 'I confirm that I have checked the submitted leave request'. A red arrow points to this checkbox. At the bottom, there's a 'Set status to' dropdown menu with 'Select' as the current option.

Click on the drop down arrow and select '**Rejected**' or '**Approved**'.



Approve / Reject Leave Request

05 Feb 2015
9:44 AM

Duration	2 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	12 Feb 2015	Date To	13 Feb 2015

Click [here](#) to read and review the terms and conditions for approval.

☒ I confirm that I have checked the submitted leave request

Set status to

Business School

Rejected

Approved

The **Employee** will then receive an email confirming that the requested Annual Leave has been processed as below.

The leave request that you recently submitted has been processed. To view full details of this leave request please log in to your Core Portal Employee Self Service account. You can log in to your account by clicking into Employee Self Service: Regards, Core Time Administrator