



University of Essex

People Manager

Managing Annual Leave


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 Login

User name

Password

Login

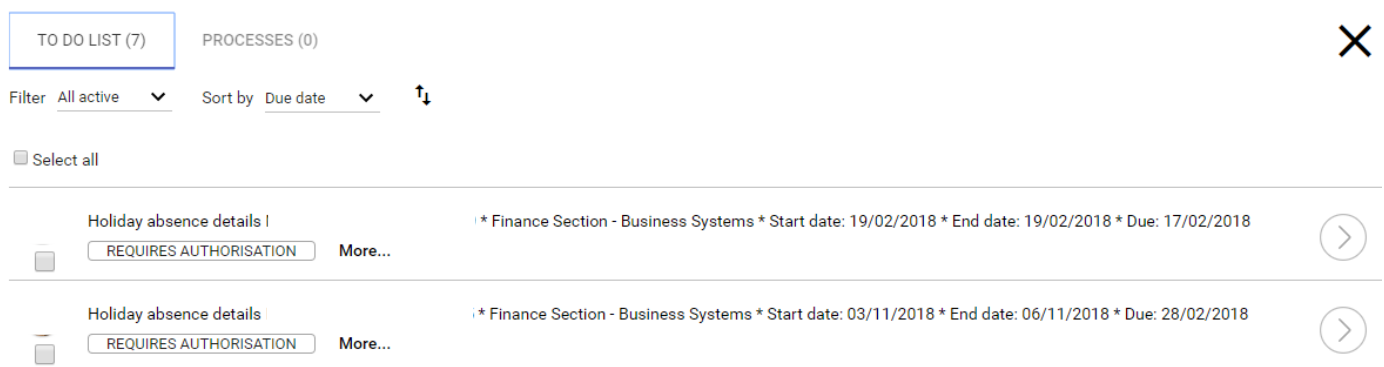
 Contact administrator

Actioning Annual Leave Request

- When a request for annual leave is submitted by an employee through HR Organiser, you will receive an email notification stating that there is an action to be done.
- There will be a link in the email to People Manager, or you can [log into People Manager](#) on the website using your University username (without the @essex.ac.uk) and password. This is the same password you use to log onto the network and your emails.
- Within People Manager, there is a 'To do list' box; this is where the task will be sat awaiting an action.



- Click on the 'To do list' and the tasks will then become visible.



TO DO LIST (7) PROCESSES (0) ✕

Filter All active ▼ Sort by Due date ▼ ↑↓

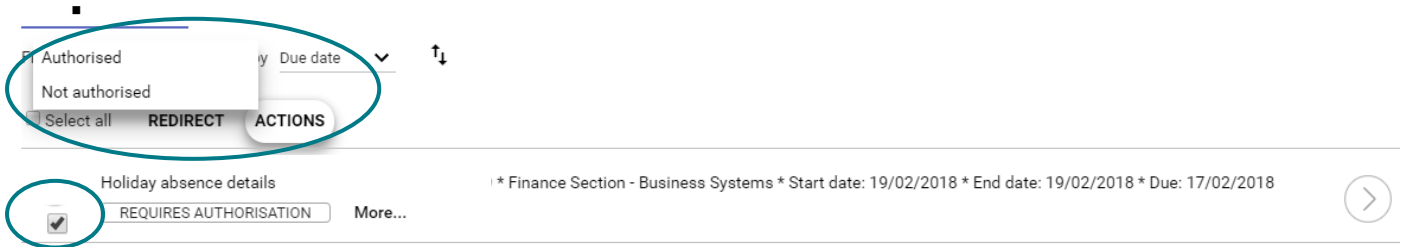
Select all

<input type="checkbox"/>	Holiday absence details * Finance Section - Business Systems * Start date: 19/02/2018 * End date: 19/02/2018 * Due: 17/02/2018	>
<input type="checkbox"/>	REQUIRES AUTHORISATION More...	
<input type="checkbox"/>	Holiday absence details * Finance Section - Business Systems * Start date: 03/11/2018 * End date: 06/11/2018 * Due: 28/02/2018	>
<input type="checkbox"/>	REQUIRES AUTHORISATION More...	

- There are two options for authorising or declining annual leave.

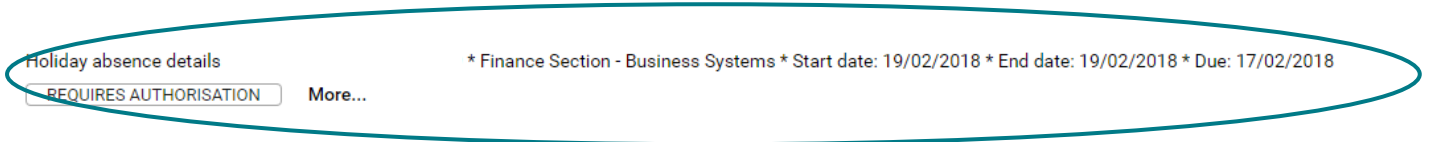
Option 1

- Click in the box above the tick in the task you wish to action.
- Click on the box called Actions.
- Select the option you wish; this will then update the record accordingly.



Option 2

- Click on the task.



- People Manager will then take you through to the main Annual Leave screen.
- The screen will show the period, status of the request and allow you to enter notes in the reason field if you wish. The holiday balances will also be displayed.

- Update the authorisation status and click on 'Save'.
- This will then update the record as requested.
- Once the annual leave request has been actioned, the task will clear from your to do list.
- This guide is designed to be a quick reference and does not go into detail about the screens or outside the standard approval process.

If you would like further information please read the [People Manager guide](#).

If you have any questions or are having any difficulty, then please log a call with [Commercial Applications](#) or call ext. 3433.