

Manager View

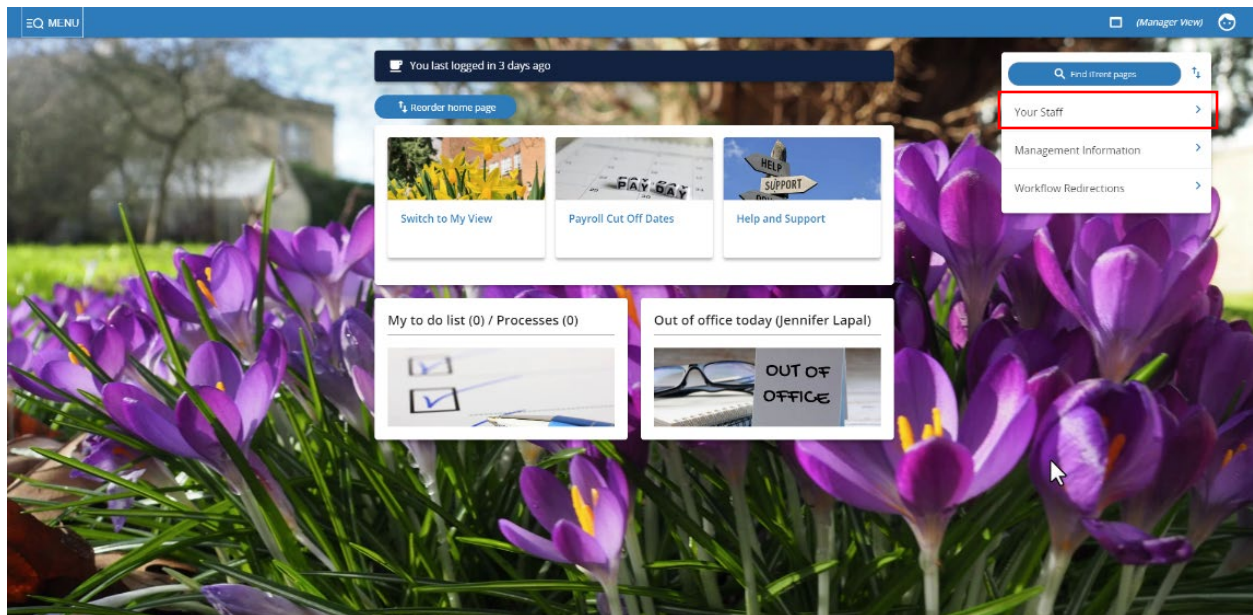
Adding annual leave

Annual leave can be requested by employees via [My View](#) and reviewed by line managers using [Manager View](#).

If approved, the absence is recorded in [iTrent](#), and no further intervention is required.

Line managers can input leave manually in [Manager View](#), as can [Team Administrators](#) and [HR Administrators](#).

From the Home screen select [Your Staff](#).



Select the relevant employee.

The screenshot shows the iTrent system interface. On the left, a sidebar contains a search bar and a list of people. The list includes 'Jemima Puddle', which is highlighted with a red box. The main area displays the profile for Jemima Puddle, including personal and employment details. Below the profile, there is a calendar and a section titled 'LINKS' with buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Holiday' button is highlighted with a red box.

Holiday.

This screenshot is a closer view of the 'LINKS' section in the iTrent system. The 'Holiday' button is highlighted with a red box. Below the 'LINKS' section, there are several buttons: 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar', and 'Pattern override (Holiday)'. A mouse cursor is pointing at the 'Holiday entitlement summary' button.

And **New – Holiday Absence.**

This screenshot is a closer view of the buttons below the 'LINKS' section in the iTrent system. The 'New - Holiday absence' button is highlighted with a red box. A mouse cursor is pointing at the 'Holiday entitlement summary' button.

This will bring you to the **Holiday Absence Details** page.

EQ MENU (Manager View)

Jemima Puddle

Holiday absence details New

Holiday period
Holiday period * More than one day

Holiday start
Holiday start date *
Holiday start type Full day

Holiday end
Holiday end date *
Holiday end type Full day

Absence
Absence type * Personal holiday
Authorisation Not applicable

+ Holiday balances

Save

C

Holiday can only be booked in half or full days.

Jemima Puddle

Holiday absence details New

Holiday period
Holiday period * More than one day
Part day
Full day
More than one day

Holiday start
Holiday start date *
Holiday start type Full day

Holiday end
Holiday end date *
Holiday end type Full day

Absence
Absence type * Personal holiday
Authorisation Not applicable

+ Holiday balances

Save

The **Holiday period** field provides 3 options, the page will update depending on the selection made.

Jemima Puddle

Holiday absence details New

Holiday period: More than one day

Holiday start: Holiday start date: [] Holiday start type: Full day

Holiday end: Holiday end date: [] Holiday end type: Full day

Absence: Absence type: Personal holiday Authorisation: Not applicable

+ Holiday balances

Save

If **More than one day** or **Part day** are selected, you will need to provide the **Holiday start type**.

Then select either **Full day** or **Half Day - PM**. The number of hours will be calculated from the employees working pattern.

If **More than one day** or **Part day** are selected, you will also need to provide the **Holiday end type**.

Again, select either **Full day** or **Half Day - AM**. The number of hours will be calculated from the employees working pattern.

Once you are happy you have selected the correct options, complete the holiday page and select **Save**.

Jemima Puddle

Holiday absence details New

Holiday period: More than one day

Holiday start: Holiday start date: [] Holiday start type: Half Day - PM

Holiday end: Holiday end date: [] Holiday end type: Half Day - AM

Absence: Absence type: Personal holiday Authorisation: Not applicable

+ Holiday balances

Save

The employee will then receive an email informing them that a period of leave has been added for them.

Holiday absence details | New - Holiday absence | Holiday entitlement summary | Absence calendar | Pattern override (Holiday)

Holiday period
Holiday period * More than one day

Holiday start
Holiday start date * 10/08/2024
Holiday start type Full day

Holiday end
Holiday end date * 15/08/2024
Holiday end type Full day

Absence
Absence type * Personal holiday
Authorisation Not applicable
Position Senior Lecturer (Teaching) in Child Development (01/09/2010, Education, Society & Culture, John Darcy, TESTPOSN014) (Current)

+ Holiday balances

Save Delete New

You can also view **Holiday balances** from this page. Select the **+** sign to see the **Holiday Entitlement**, **Holiday Taken**, **Holiday Schedule** and **Holiday Balance**.

Note that **Holiday balances** are now represented in hours instead of days. These amounts are for demonstration purposes only and do not reflect the University's holiday schemes.

Holiday balances

Senior Lecturer (Teaching) in Child Development - Annual Leave - Academics

Holiday period	Entitlement	Taken	Scheduled	Balance
01/09/2022 - 31/08/2023	270.9 H	59.2 H	0 H	211.7 H
01/09/2023 - 31/08/2024	256.1 H	44.4 H	51.8 H	159.9 H
01/09/2024 - 31/08/2025	219.1 H	0 H	59.2 H	159.9 H

Save Delete New

Once you have saved the record, the leave appears in a list on the left-hand side bar, along with the leave dates recorded in *iTrent*.

The screenshot shows the iTrent interface. On the left, a sidebar contains a search bar, a list of organisations (University of Worcester Group), a list of people (Jennifer Lapal, Shaun Locker, Jemima Puddle), and a 'Holiday absence list' with a 'Show all' button and a dropdown for 'All holidays'. The main area displays a form for a holiday record. The form includes fields for 'Holiday period' (More than one day), 'Holiday start' (10/08/2024), 'Holiday end' (15/08/2024), 'Absence type' (Personal holiday), and 'Authorisation' (Not applicable). Below the form is a table of holiday balances for Jemima Puddle.

Holiday period	Entitlement	Taken	Scheduled	Balance
01/09/2022 - 31/08/2023	270.9 H	59.2 H	0 H	211.7 H
01/09/2023 - 31/08/2024	256.1 H	44.4 H	51.8 H	159.9 H
01/09/2024 - 31/08/2025	219.1 H	0 H	59.2 H	159.9 H

You can expand it using this tab.

Once expanded, you can view more information about the leave recorded for the employee, including *Working hours lost*. If the record shows *0 hours*, this will update once the absence calculation has occurred.

iTrent

03/06/2024

×

SEARCH

FIND iTRENT PAGES

Organisation

University of Worcester Group

People

⋮

Surname

Q

+

Results 3 People

Save this group

Name	Unit	Job title	Sex	Date of birth	Social security no
Jennifer Lapal	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Female		
Shaun Locker	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Male		
Jemima Puddle	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Female		

Holiday absence list

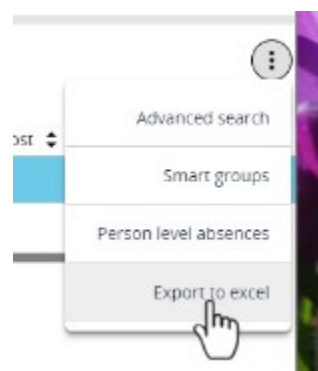
⋮

Show all

All holidays

Name	Position	Reason	Current status	Working days/hours lost	Authorisation status
Jemima Puddle	Senior Lecturer (Teaching) in C...	Processing complete	22.2	Not applicable	
Jemima Puddle	Senior Lecturer (Teaching) in C...	Processing complete	22.2	Not applicable	

This can be used as a holiday report for the selected employee and can be exported to Excel. Select the *3 dots* and then *Export to Excel*.



The report you get should look like this.

[illegible]