

# Manager View

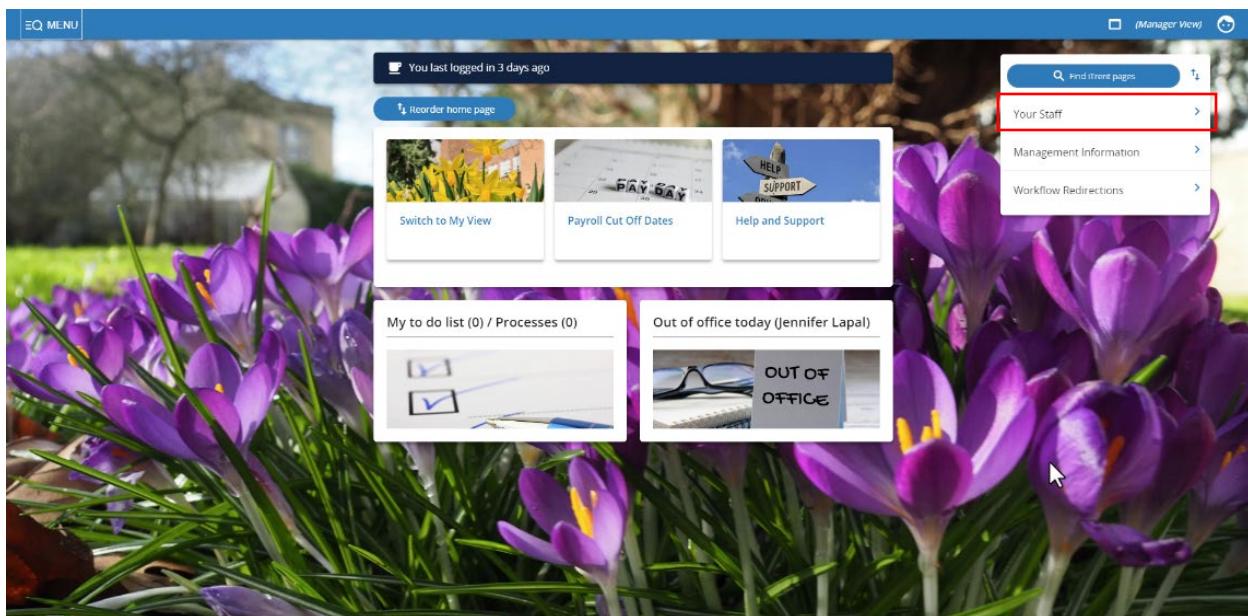
## Adding annual leave

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

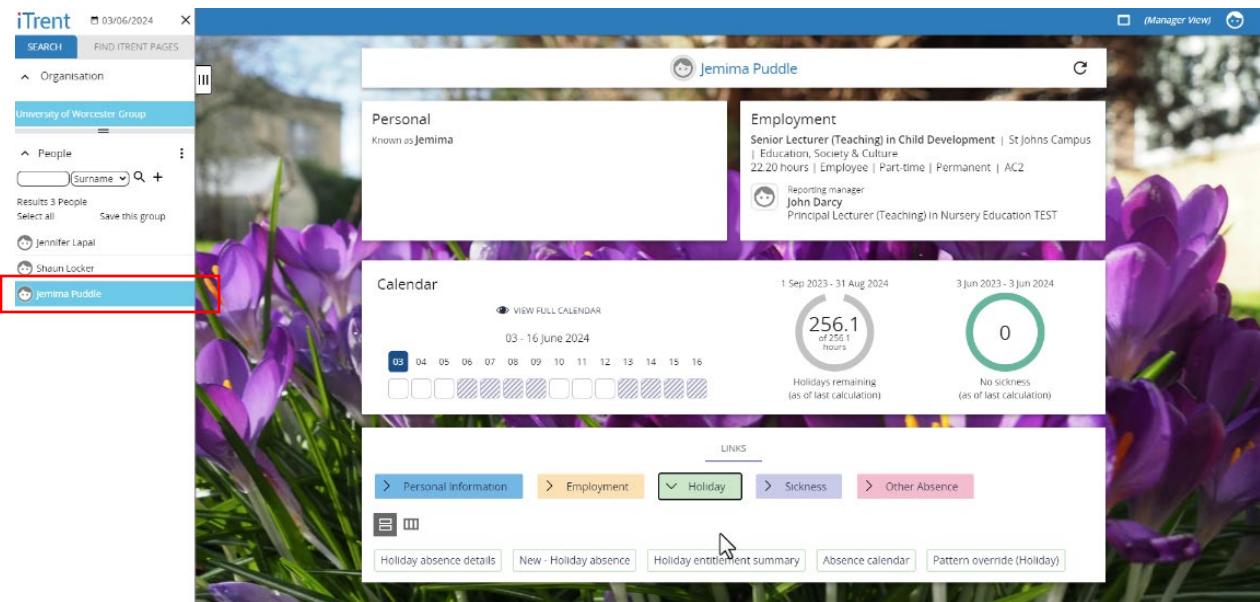
If approved, the absence is recorded in [iTrent](#), and no further intervention is required.

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

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

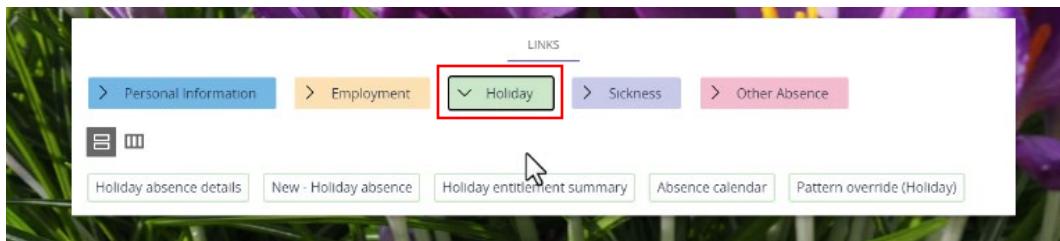


Select the relevant employee.



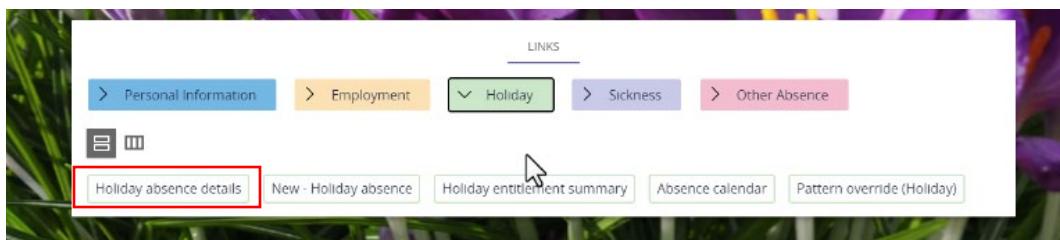
The screenshot shows the iTrent software interface. On the left, a sidebar lists 'Organisation' and 'University of Worcester Group' under 'People'. A search bar shows 'Surname' and a result for 'Jemima Puddle'. The main content area displays the profile of 'Jemima Puddle'. It includes a photo of purple flowers, a 'Personal' section with 'Known as Jemima', an 'Employment' section for 'Senior Lecturer (Teaching) in Child Development | St Johns Campus', and a 'Calendar' section for the period '03 - 16 June 2024'. The calendar shows a grid of days with some shaded cells. To the right of the calendar are two circular metrics: '256.1 of 256.1 hours' for 'Holidays remaining (as of last calculation)' and '0' for 'No sickness (as of last calculation)'. Below the calendar are 'LINKS' and a row of buttons: 'Personal information', 'Employment', 'Holiday' (which is highlighted with a red box), 'Sickness', and 'Other Absence'. At the bottom are buttons for 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar', and 'Pattern override (Holiday)'.

**Holiday.**



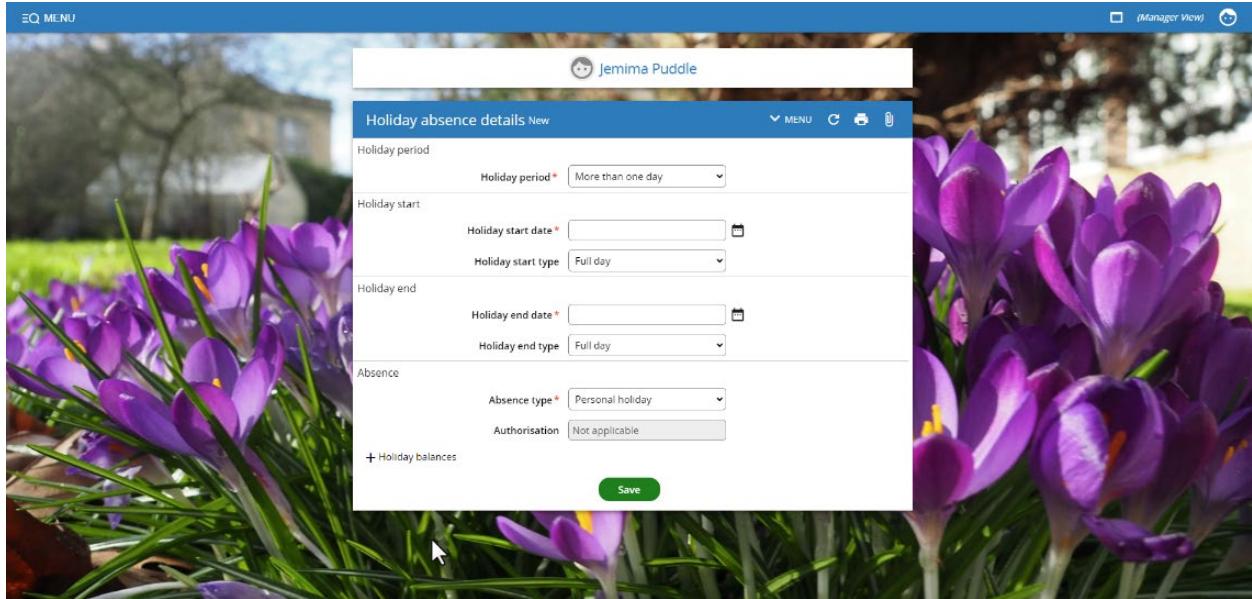
This screenshot shows the 'Holiday' page. The top navigation bar includes 'Personal information', 'Employment', 'Holiday' (highlighted with a red box), 'Sickness', and 'Other Absence'. Below the navigation are buttons for 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar', and 'Pattern override (Holiday)'. A cursor is hovering over the 'New - Holiday absence' button.

And **New – Holiday Absence**.



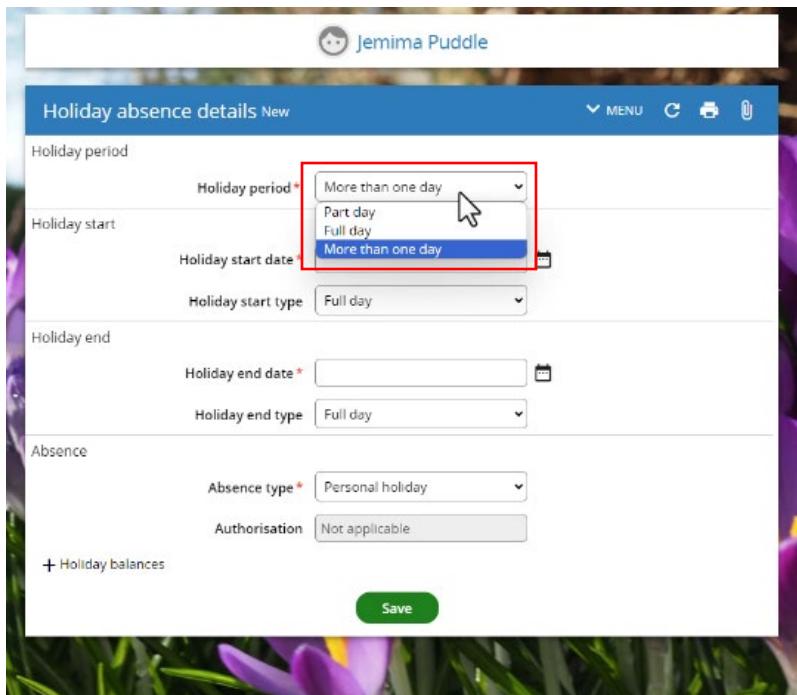
This screenshot shows the 'New – Holiday Absence' page. The top navigation bar includes 'Personal information', 'Employment', 'Holiday' (highlighted with a red box), 'Sickness', and 'Other Absence'. Below the navigation are buttons for 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar', and 'Pattern override (Holiday)'. A cursor is hovering over the 'Holiday absence details' button.

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



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Holiday can only be booked in half or full days.



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

Holiday absence details New

Holiday period: More than one day

Holiday start:

- Holiday start date: [input field]
- Holiday start type: **Full day** (highlighted with a red box)
- Holiday end date: [input field]
- Holiday end type: Full day

Holiday end type: Full day

Absence:

- Absence type: Personal holiday
- Authorisation: Not applicable

**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**.

Holiday absence details New

Holiday period: More than one day

Holiday start:

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

Holiday end:

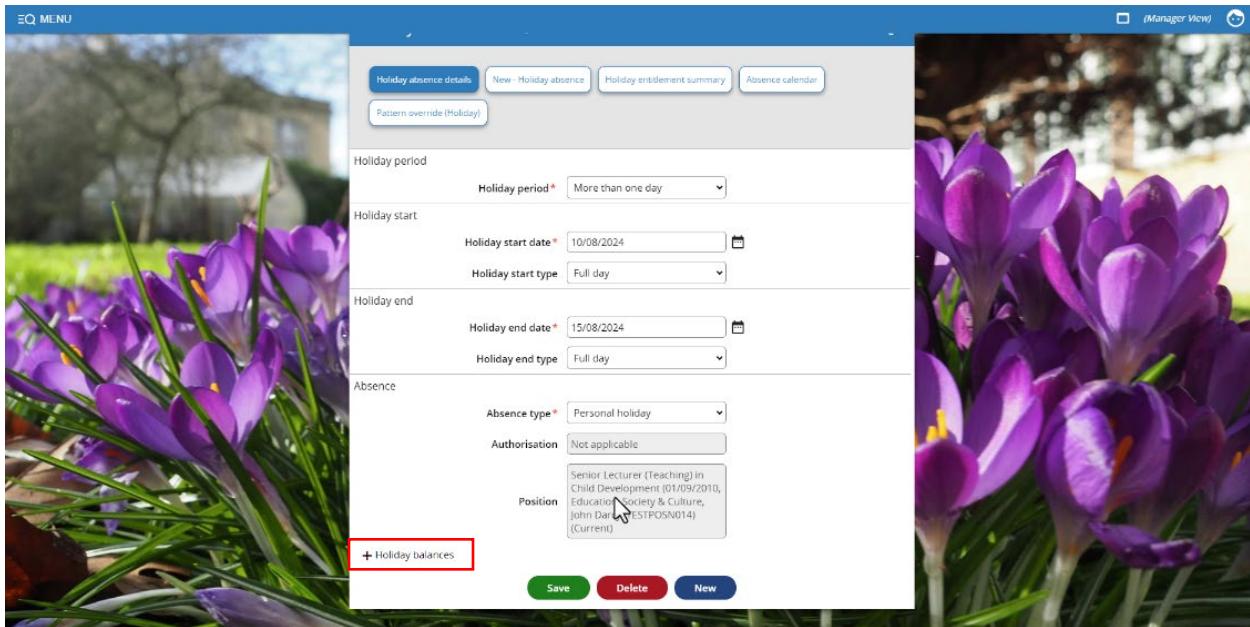
- Holiday end date: [input field]
- Holiday end type: **Full day** (highlighted with a red box)

Absence:

- Absence type: Personal holiday
- Authorisation: Not applicable

**Save**

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



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.

A screenshot of the 'Holiday balances' page, which displays a table of leave entitlements for the 'Senior Lecturer (Teaching) in Child Development - Annual Leave - Academics' position. The table has columns for 'Holiday period', 'Entitlement', 'Taken', 'Scheduled', and 'Balance'. The data is as follows:

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*.

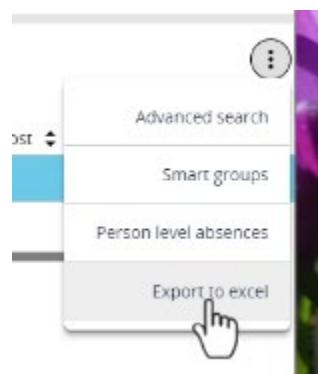
The screenshot shows the iTrent software interface. On the left, there's a sidebar with 'Organisation' and 'People' sections. The 'People' section shows results for 'Jemima Puddle'. Below that is a 'Holiday absence list' with 'Show all' and 'All holidays' buttons. The main area is titled 'Holiday period' and shows a form with fields for 'Holiday period\*', 'Holiday start date\*', 'Holiday end date\*', 'Absence type\*', 'Authorisation', and 'Position'. A red box highlights the 'More than one day' dropdown in the 'Holiday period' section. A large image of purple crocuses is overlaid on the right side of the interface.

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.

The screenshot shows the iTrent software interface. The left sidebar shows 'Organisation' and 'People' sections. The 'People' section shows results for 'Jemima Puddle'. Below that is a 'Holiday absence list' with 'Show all' and 'All holidays' buttons. The main area displays a table of holiday absences. The columns include 'Position', 'Reason', 'Current status', 'Working days/hours lost', and 'Authorisation status'. The 'Working days/hours lost' column shows '22.2'. A red box highlights the three-dot menu icon in the header of the table.

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.