

Human Resources – Quick Reference Guide

EMPLOYEE SELF SERVICE

Absence period: There are 3 options, 'Part day', 'Full day' or 'More than one day'.

Depending on which one you choose, other context-sensitive menus may appear.

Part day: you will be prompted for the Start Date and another menu ('Morning or afternoon') will appear. To request a half day's Compassionate Leave

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Once Compassionate Leave has been approved you will receive a confirmation email with a calendar invite. You will need to open the email and double click on the attachment a message box will appear select Yes	
	Select Save & Close and this will add the request to your calendar Please note your reporting manager will also automatically receive this calendar invite.
Amending/deleting Compassionate Leave To amend or delete an Compassionate leave request (in the future), select the leave you wish to amend or delete	Amend: By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment, and will have to authorise this in the same way. Once a decision has been made, you will receive an email notification. You will need to delete the previous calendar entry. To delete Compassionate Leave request, click the red delete button. Your reporting manager will receive a notification to advise the has been cancelled and you will need to delete the calendar entry

For further information on booking Compassionate Leave via Employee Self Service, please see the ESS Absence section of the HR Website which includes a selection of guides and FAQs

<http://>