

HR Connect Self Service User Guide

Absence and Leave

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VERSION HISTORY

Version	Date	Change Summary
1.2	10 th July 2014	Removed information about double booking holiday and bank holiday (no longer applicable). Removed information about part day sickness (no longer recorded).w3
1.3	30 th September 2014	Included information relating to Holiday calendar entries.
1.4	4 th December 2014	Removed reference to use of absence reason "Other known causes not on list"
2.0	1 st July 2015	Launch of Single Sign On log in
3.0	25 th January 2016	Implementation of Half Day Sickness Absence Recording

Introduction

HR Connect Self Service is an online system that provides staff with instant access to their personal data. This data includes, where available and relevant:

- Personal information including your contact details
- Information about your next of kin and emergency contacts
- Bank account details
- Absence and Holiday details, including holiday, sickness and other absence types
- Pay and P60 details, with easy access to payslips and P60 information
- Employment details, including your current and previous jobs
- Higher Education Statistics Agency (HESA) data
- Learning history, including a record of personal learning and future event bookings

Certain information has been retained from previous HR systems and where available and appropriate dates back to 2001.

Staff can update their own personal information, request leave, request places on learning events and record personal learning activities.

Full details of what information can be accessed and updated can be found within the separate manuals covering each area of the system.

Data Protection and Confidentiality

As HR Connect Self Service contains detailed personal information it is important that you use it responsibly to ensure that the security of your information is maintained at all times.

When you have finished using HR Connect Self Service please always close your web browser or tab. You must lock your device at all times when leaving it unattended. For further information please refer to Information Security guidance on protecting your data.

It is also important that you never let anyone else know your university username and password as this information would allow people to access your personal information with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

Absence Details Page

Once you have logged onto HR Connect Self Service click on the 'Absence' home page link to access your absence, holiday and other leave details.

The screenshot shows the 'Absence' page in the HR Connect Self Service system. The navigation menu at the top includes 'Personal', 'Absence', 'Pay', 'Employment', and 'Learning'. The 'Absence' link is highlighted with a red circle and an arrow. Below the navigation is a red header with the word 'Absence' and a close button. The main content area is divided into three sections: 'Holidays', 'Sickness', and 'Other'. The 'Holidays' section contains a table with columns for Start date, End date, Duration, Type, Position, and Authorisation. The 'Sickness' section displays two cards for sickness periods. The 'Other' section displays one card for Jury/Court Service.

Start date	End date	Duration	Type	Position	Authorisation
8 Jun 2015	19 Jun 2015	72.5	Personal Holiday	Administrator	Authorised
22 Dec 2014	6 Jan 2015	0.0	Personal Holiday	Administrator	Refused
17 Nov 2014	21 Nov 2014	36.25	Personal Holiday	Administrator	Authorised
29 Sep 2014	30 Sep 2014	14.5	Personal Holiday	Administrator	Not applicable

Sickness

- 16 Jun 2014 - 16 Jun 2014
Administrator
- 29 Apr 2014 - 30 Apr 2014
Administrator

Other

- 14 Jul 2014 - 16 Jul 2014
Administrator

Your absence records are displayed as a mixture of cards and data grids on the page, depending on the number of records being displayed.

Holidays

Holidays						
Start date	End date	Duration	Type	Position	Authorisation	
8 Jun 2015	19 Jun 2015	72.5	Personal Holiday	Administrator	Authorised	^
22 Dec 2014	6 Jan 2015	0.0	Personal Holiday	Administrator	Refused	
17 Nov 2014	21 Nov 2014	36.25	Personal Holiday	Administrator	Authorised	
29 Sep 2014	30 Sep 2014	14.5	Personal Holiday	Administrator	Not applicable	v

The Holidays section displays a list of any Personal Holiday, Flexi-Leave and TOIL (where appropriate) both booked and taken. The 'Authorisation' status indicates whether this holiday request has been authorised by your manager. Please note that holiday and other leave that has not yet been authorised will still be deducted from your holiday balance.

The holiday balance remaining hours will also be shown on the front screen for staff who have a single holiday scheme. It will normally not be shown for support staff who may be eligible for Flexi-leave and / or Time off in Lieu (TOIL).

You can click to view, amend or remove only future dated holiday or other leave records. If the start date of the leave record is today's date or earlier you will not be able to click into the record.

Click into any available leave record to view, amend or delete the details. The layout of this screen varies depending on the 'Holiday period' selected at the time of requesting the holiday.

Holiday details
×

Absence type

Holiday period - Please see help text

Start date

Full or part day

End date

Full or part day

Position
Administrator (28/01/2014, School of

Notes

Authorisation
Awaiting authorisation

Holiday Balances

Click on **Holiday balances** to see an overview of your holiday and other leave entitlements and balances for the current year and selected future years.

Holiday Balances
✕

i The balance takes account of all recorded holidays including any awaiting authorisation

Administrator - Flexi-Leave

Holiday Period	Entitlement	Taken	Scheduled	Balance
28 Jan 2014 - 31 Aug 2014 (Part)	0 hours	0 hours	7.25 hours	-7.25 hours
1 Sep 2014 - 31 Aug 2015	0 hours	0 hours	0 hours	0 hours

Administrator - Support Annual Leave

Holiday Period	Entitlement	Taken	Scheduled	Balance
28 Jan 2014 - 31 Aug 2014 (Part)	150.25 hours	29 hours	36.25 hours	85 hours
1 Sep 2014 - 31 Aug 2015	278 hours	0 hours	0 hours	278 hours

Administrator - TOIL

Holiday Period	Entitlement	Taken	Scheduled	Balance
28 Jan 2014 - 31 Aug 2014 (Part)	14.5 hours	0 hours	14.5 hours	0 hours
1 Sep 2014 - 31 Aug 2015	0 hours	0 hours	0 hours	0 hours


Book a holiday Cancel

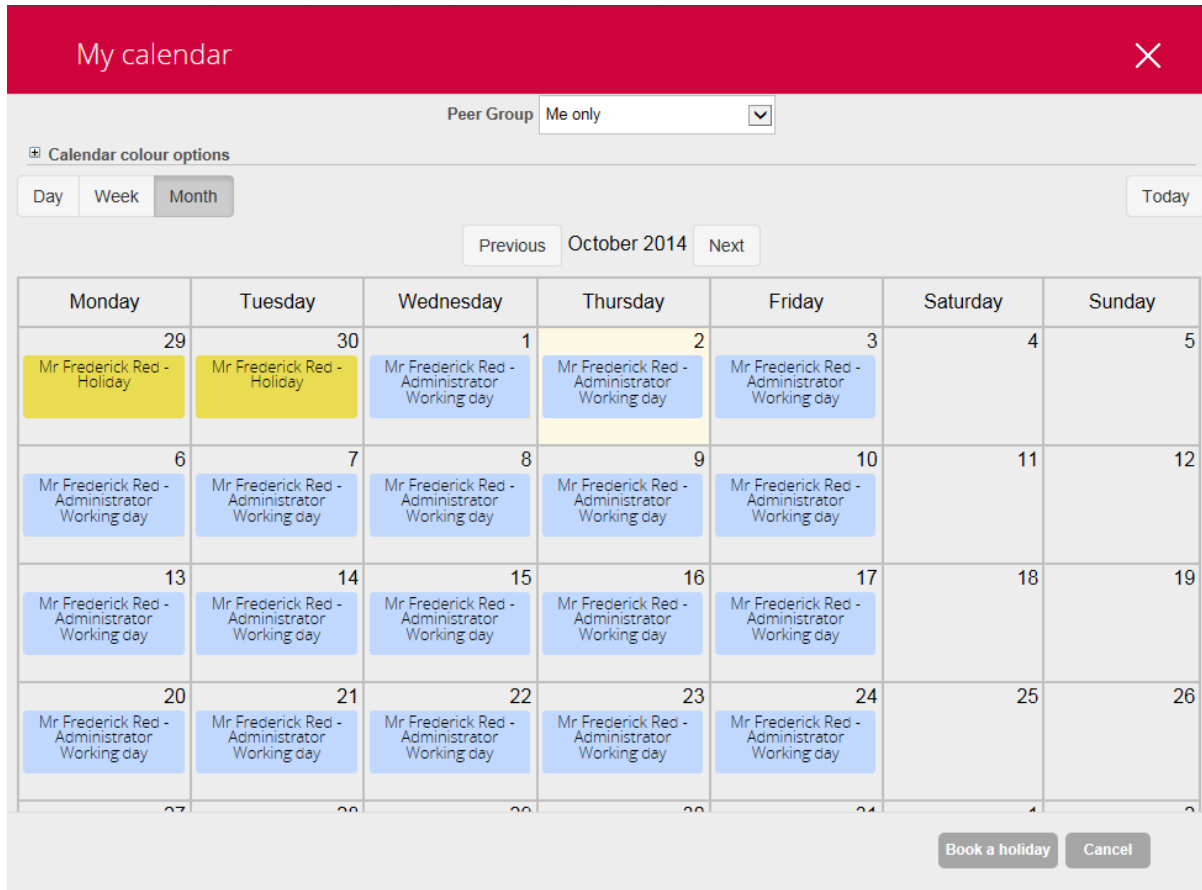
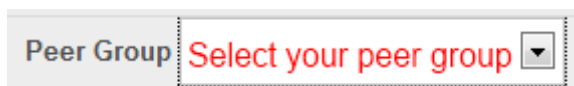
Please note that:

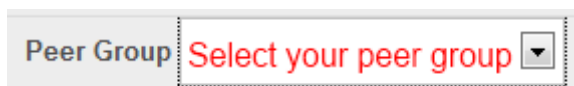
- Future years' balances are generated on an annual basis. You cannot view historical balances. If you have any query about these balances, please discuss with your line manager as they can view this information.
- Booked holiday that has not yet been authorised will be included in the 'Taken' or 'Scheduled' figures.
- Under 'Annual leave' the 'Taken' and 'Scheduled' figures include Personal and Bank Holidays and these are deducted from your entitlement to give the final 'Balance'.
- Any entitlement to TOIL must be recorded by your line manager before TOIL leave can be authorised.

Click the **Book a holiday** button to go directly to the holiday booking screen.

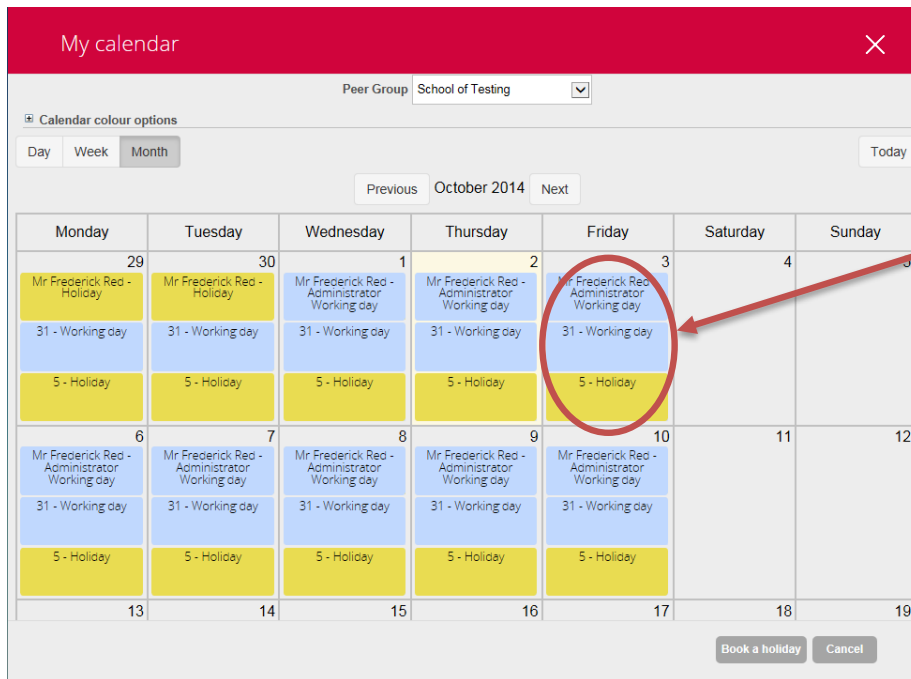
My Calendar

Click on  **My calendar** to view a calendar overview of your holiday and other leave taken and booked. Please note that the calendar does not display any sickness or other absence types, but does include Learning Events booked through HR Connect Self Service.

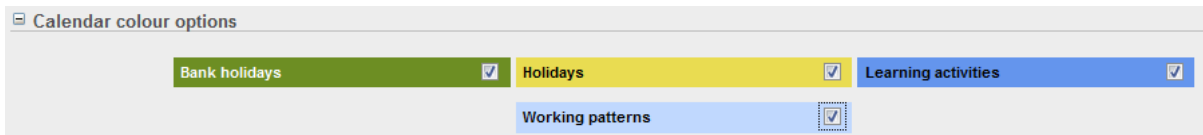
Click into  to select any peer group that you are a member of to see an overview of leave for yourself and all other members of the peer group on a single calendar view. This can be useful if you want to see which of your colleagues already have leave booked prior to booking your own leave.

Peer groups are created and maintained by line managers so please discuss with them if you have any queries about the members of the Peer Group.



The coloured boxes indicate the number of colleagues either working, on leave or undertaking training on any day. Click on the box to show more details and the individuals' names.

Click on **Calendar colour options** to show or hide the colour key.



You can also un-tick any item from the key to remove that item from the calendar. By default all items are ticked.

Click on the **Day**, **Week** or **Month** buttons to change the view.

Week view

The Week view is available for either your own or the peer group calendar. The peer group calendar is shown.

The screenshot shows the 'My calendar' interface for the 'School of Testing' peer group. It is set to 'Week' view for the period '29 Sep 2014 - 5 Oct 2014'. The calendar grid shows the following events:

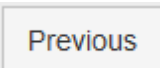
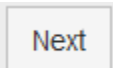
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1	2	3	4	5
Mr Frederick Red - Holiday	Mr Frederick Red - Holiday	Mr Frederick Red - Administrator Working day	Mr Frederick Red - Administrator Working day	Mr Frederick Red - Administrator Working day		
Professor Anthony Head - Head of School Working day	Professor Anthony Head - Head of School Working day	Professor Anthony Head - Head of School Working day	Professor Anthony Head - Head of School Working day	Professor Anthony Head - Head of School Working day		
Dr Benjamin Blue - Lecturer Working day	Dr Benjamin Blue - Lecturer Working day	Dr Benjamin Blue - Lecturer Working day	Dr Benjamin Blue - Lecturer Working day	Dr Benjamin Blue - Lecturer Working day		
Dr Benjamin Gold - Lecturer Working day	Dr Benjamin Gold - Lecturer Working day	Dr Benjamin Gold - Lecturer Working day	Dr Benjamin Gold - Lecturer Working day	Dr Benjamin Gold - Lecturer Working day		
Dr Benjamin Green - Lecturer Working day	Dr Benjamin Green - Lecturer Working day	Dr Benjamin Green - Lecturer Working day	Dr Benjamin Green - Lecturer Working day	Dr Benjamin Green - Lecturer Working day		
Doctor Benjamin Orange - Lecturer Working day	Doctor Benjamin Orange - Lecturer Working day	Doctor Benjamin Orange - Lecturer Working day	Doctor Benjamin Orange - Lecturer Working day	Doctor Benjamin Orange - Lecturer Working day		
Dr Benjamin Red - Lecturer Working day	Dr Benjamin Red - Lecturer Working day	Dr Benjamin Red - Lecturer Working day	Dr Benjamin Red - Lecturer Working day	Dr Benjamin Red - Lecturer Working day		

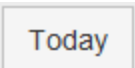
Day view


The Day view is available for either your own or the peer group calendar. The peer group calendar is shown.

The screenshot shows the 'My calendar' interface for the 'School of Testing' peer group in 'Day' view for '2 Oct 2014'. The calendar displays a list of events for that day:

Name	Role	Event Type	Period
Mr Frederick Red	Administrator	Working day	-
Professor Anthony Head	Head of School	Working day	-
Dr Benjamin Blue	Lecturer	Working day	-
Dr Benjamin White	Lecturer	Holiday	29/09/2014 - 10/10/2014
Dr Jane Yellow	Lecturer	Holiday	29/09/2014 - 10/10/2014
Professor Robert Gold	Senior Lecturer	Holiday	29/09/2014 - 10/10/2014
Ms Sarah Red	Administrator	Holiday	29/09/2014 - 03/10/2014
Mrs Sarah Yellow	Administrator	Holiday	01/09/2014 - 31/12/2014

In all views you can use the  and  buttons to view different months, weeks or days.

Click on the  button to return to the current month, week or day.

Click the  button to jump directly to the holiday booking screen.


Searching for Leave Records


In some instances you may want to search for certain leave records:

- To view specific holiday and leave over a time period
- To include Bank Holiday in the overview
- To view only certain types of leave

To search for leave records click on the  button.

Holiday search
✕

Start date
  ?

End date
  ?



Filter results:

Holiday type
 ?

- <All>
- TOIL
- Flexi-Leave
- Personal Holiday

Authorisation status

Results:

TOIL 27 Feb 2014 - 28 Feb 2014 TOIL	Duration:14.5 Administrator	
Flexi-Leave 12 Feb 2014 - 12 Feb 2014 Flexi-Leave	Duration:7.25 Administrator	
Personal Holiday 28 Jan 2014 - 31 Jan 2014 Personal Holiday	Duration:29 Administrator	

Please note that only Support Staff are eligible for Time Off In Lieu (TOIL) and Flexi-Leave and these are at manager's discretion.

Either the start date, end date or both can be left blank to return all results; or completed to return results to or from a certain date.

The 'Holiday Type' list will only be generated once you have searched and will only include holiday types that occur within the selected dates. If you wish to filter for multiple holiday types you can do so by using the 'Ctrl' button on your keyboard.

Unlike the overview data grid on the front screen, the 'Holiday search' will also show all fixed and bank holidays.

You can click to view, amend or remove only future dated holiday records. If the start date of the holiday is today's date or earlier you will not be able to click into the record. Any amendment to this record must be done by your line manager. Additionally you will not be able to click into any Bank Holiday records.

Holiday details
✕

Absence type

Holiday period - Please see help text

Start date

Full or part day

End date


Full or part day

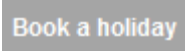
Position
 Administrator (28/01/2014, School of

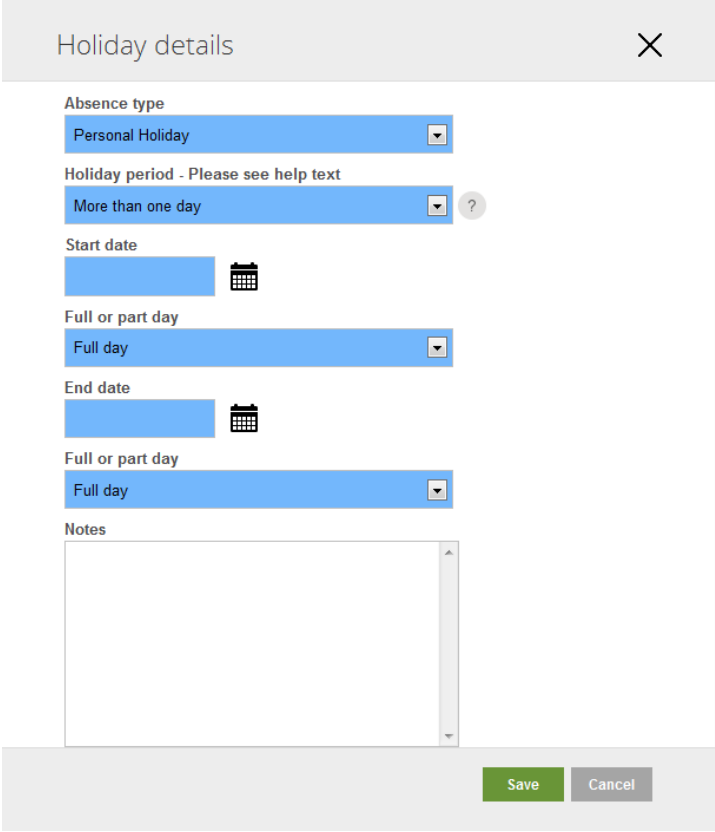
Notes

Authorisation
 Awaiting authorisation

Request a period of Holiday or Other Leave

To request Holiday or other Leave click on the  button on the 'Absence' home page.

You can also click on the  button in the 'My Calendar' or Holiday balances screens.



The screenshot shows a 'Holiday details' form with the following fields:

- Absence type:** Personal Holiday
- Holiday period - Please see help text:** More than one day
- Start date:** [Empty field with calendar icon]
- Full or part day:** Full day
- End date:** [Empty field with calendar icon]
- Full or part day:** Full day
- Notes:** [Empty text area]

Buttons: Save, Cancel

The absence type will be restricted to Personal Holiday for Academic staff. Support Staff may also request Flexi-Leave and Time Off In Lieu (TOIL).

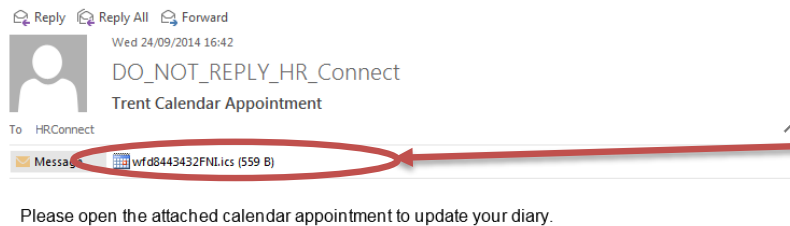
Complete the details, noting that date and time fields will appear differently depending on the Holiday Period Selected.

Record the appropriate dates and, if booking a part day, times for your holiday.

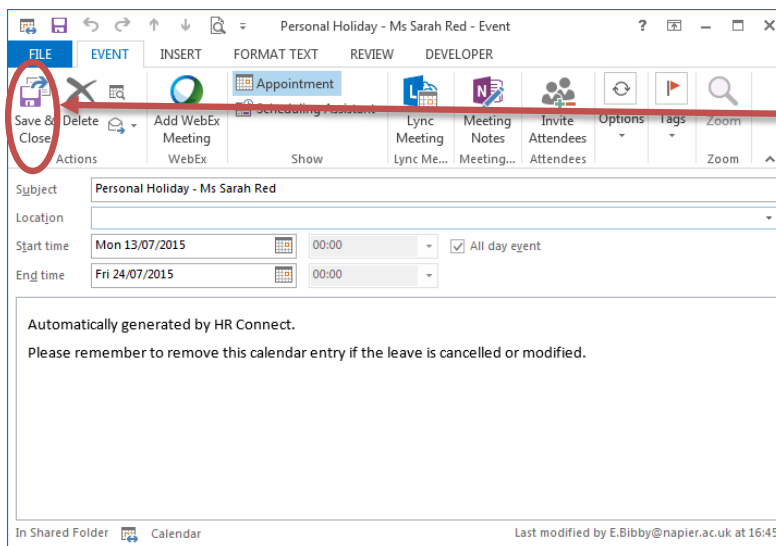
Any notes recorded will be sent to your manager as part of the holiday request e-mail.

Confirmation e-mails and Outlook calendar entries

When a leave request is authorised you will receive a confirmation email and both you and your manager will receive an email with an Outlook calendar entry attached.



Double click on the attached .ics file to open the Outlook calendar entry.

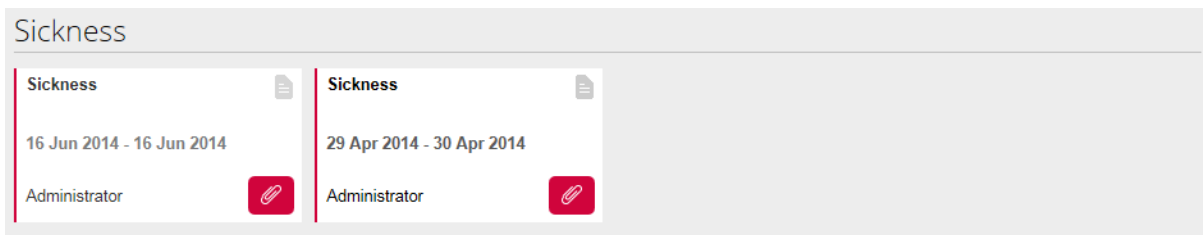


Click 'Save and close' to update your Outlook calendar.

Please note that as this is sent as an attachment the Outlook calendar entry will not be updated or removed if the leave record is updated or cancelled. As such you will need to remove any old calendar entries in these circumstances.

You will also receive a calendar entry email when a change to leave is authorised, and an email reminder to remove calendar entries when a leave request is cancelled.

Sickness Absence



The Sickness section displays a list of any recorded sickness absence. This section will display as either a card or grid depending on the number of absences recorded. Click on any card, or line on the grid to view or update the details of any sickness recorded for you.

Clicking into an existing absence record will display the full details of the absence record.

Sickness Details

Fields marked with • are mandatory.

Absence type •
Sickness

Absence reason •
Cold/Cough/Flu

Sickness period •
More than one day

Start date (dd/mm/yyyy) •
08/10/2015

Full or part day •
Afternoon

End date (dd/mm/yyyy) •
09/10/2015

Full or part day •
Morning

Position
HR System Adviser (27/04/2015, HR Operations) (Current)

Closing or Changing a Sickness Absence Record

When you report a period of sickness absence to your manager or Sickness Contact, they will record an open ended sickness using the default Sickness period of 'More than one day.' This is because at this point the absence duration will not be known and may even change from the time of recording the sickness.

Depending on the actual duration of your Sickness period this (when required), should be updated on your return to work. Based on the 'Sickness period' selected the information that you are required to supply will be different.

More than one day

When 'More than one day' is selected you need to record the date of the last day of your absence 'End date' and specify if this was a 'Full day', 'Morning' or 'Afternoon'.

Sickness Details

Fields marked with • are mandatory.

Absence type •
Sickness

Absence reason •
Cold/Cough/Flu

Sickness period •
More than one day

Start date (dd/mm/yyyy) •
08/10/2015

Full or part day •
Afternoon

End date (dd/mm/yyyy) •
09/10/2015

Full or part day •
Morning

Position
HR System Adviser (27/04/2015, HR Operations)
(Current)

In the example above this employee went home sick on 08/10/2015 PM and returned to work on the afternoon of 09/10/2015. The absence ended on the Morning of 09/10/2015.

Full day

When 'Full day' is selected you do not need to record an end date as this will always be the same as your Start date, and no further date information is required. You will need to add or check the 'Absence Reason'

Sickness Details

Fields marked with • are mandatory.

Absence type •

Absence reason •

Sickness period •

Start date (dd/mm/yyyy) •

Position

Part day

We record sickness absence as a part day where more than half of the time planned to be worked that day has been lost due to sickness. So if someone is due to work 7 hours on a particular day, they come into work but leave at 10am due to illness, then a part day sickness is recorded, If they leave at 3pm then a sickness absence is not recorded on this day. If they are unwell the next day then this date is recorded as the start of the sickness absence.

When 'Part day' is selected you do not need to record an end date as this will always be the same as your Start date. Simply specify 'Morning' or 'Afternoon'.

Sickness Details

Fields marked with • are mandatory.

Absence type •
Sickness

Absence reason •
Cold/Cough/Flu

Sickness period •
Part day

Start date (dd/mm/yyyy) •
08/10/2015

Morning or Afternoon •
Morning

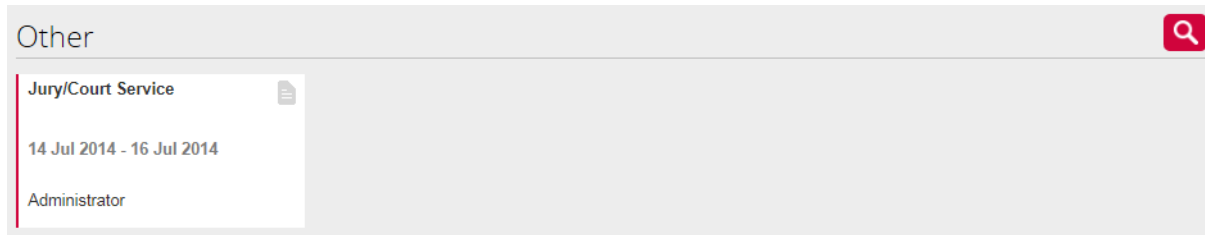
Position
HR System Adviser (27/04/2015, HR Operations) (Current)

Absence Reason

You should only update the 'Absence reason' if it was not correctly recorded at the time that you notified your manager or Sickness Contact about your absence, or has changed during the period of absence.

The absence reasons are grouped and are not designed to represent a specific illness. Please select the reason that most closely represents your actual reason for absence, for example tonsillitis would be recorded as Ear/Nose/Throat. A full list of [absence reasons](#) is available on the HR pages of the staff intranet.

Other absence



The Other absence section displays a list of any other absences recorded in the system. This may include jury service, public duties, compassionate leave and the like. It does not include maternity or adoption leave which are not accessible through the HR Connect Self Service system.

Click into any record to view the details.

Other Absence Details
✕

Absence type
Jury/Court Service

Absence period
More than one day

Start date
14/07/2014

Full or part day
Full day

End date
16/07/2014

Full or part day
Full day

Position
Administrator (28/01/2014, School of Testing)
(Current)

Cancel

These records cannot be updated in the Employee Self Service system. You should discuss any queries with your line manager.

HR Connect Self Service Help and Support

If any of your information is incorrect or out of date and you do not have access to update the information yourself please contact your manager in the first instance.

If you need any help, advice or assistance please contact the HR Team by emailing us at humanresources@napier.ac.uk