



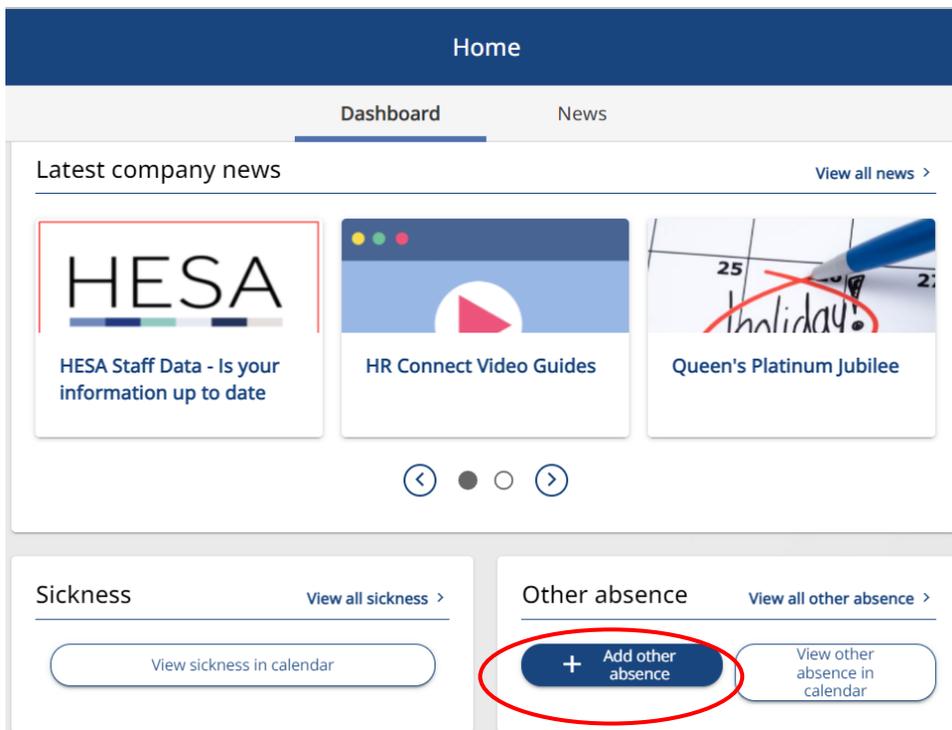
How to record Strike Action and ASOS on HR Connect

1. How to record Strike Actions

2. How to record ASOS

1. How to record Strike Actions

- ✔ Access HR Connect Employee Self Service.
- ✔ From Home Page, click on 'Add other absence'.



- ✔ Select 'Strike' from Absence type
- ✔ Then select 'full day' or 'more than one day' from Absence Period. Then complete 'Start Date' and 'End Date' (if more than one day).

1 Add your absence details below and click Save to submit your holiday for approval

* Absence type (required)
Strike

Absence reason
Strike Action

* Absence period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
21/03/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
23/03/2022

- ✔ Click Save.

*** Full or part day (required)**

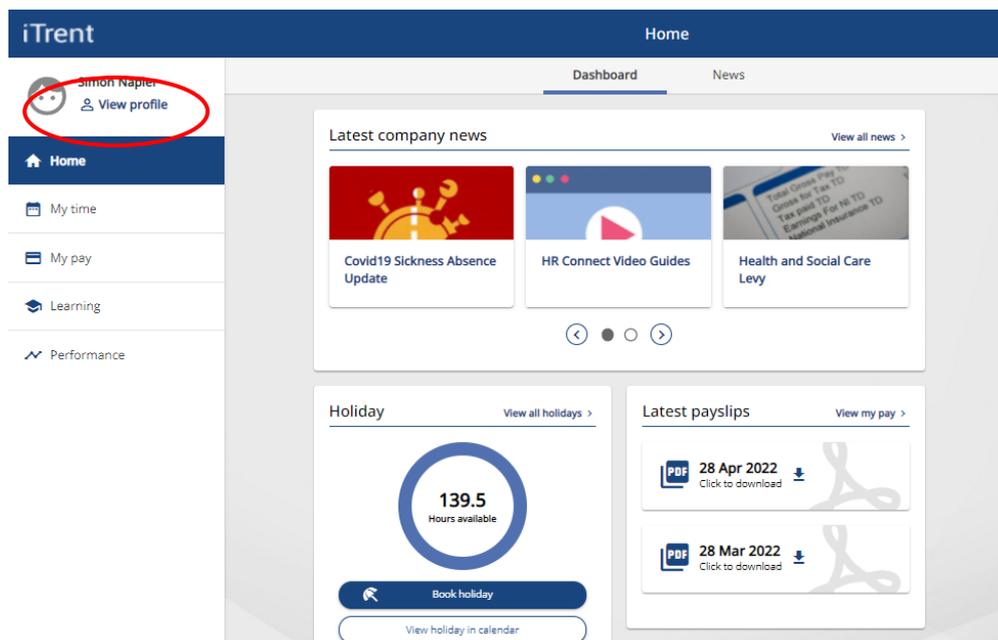
Full day ✕ ▼

Notes

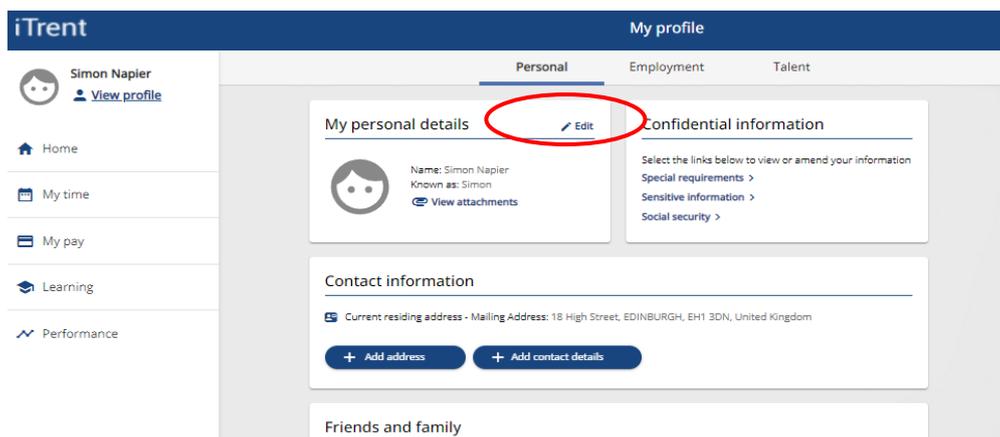
Save **Cancel** **+ Add other absence**

2. How to record ASOS

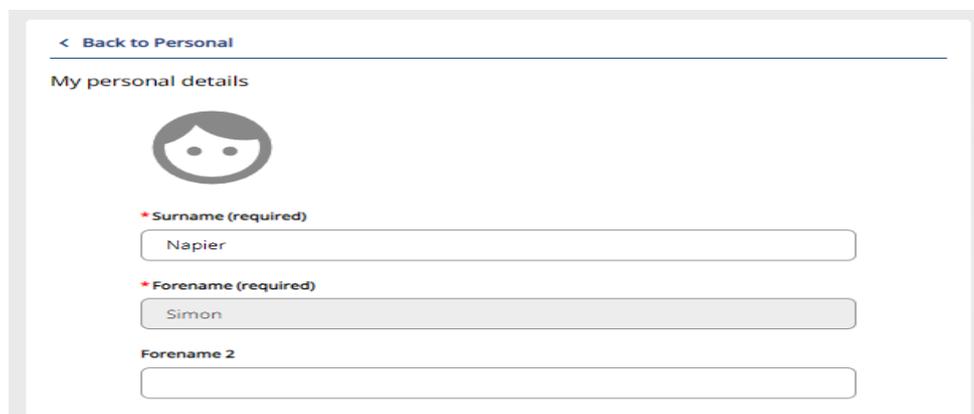
- ✔ Access HR Connect Employee Self Service.
- ✔ From the homepage, click on View Profile:



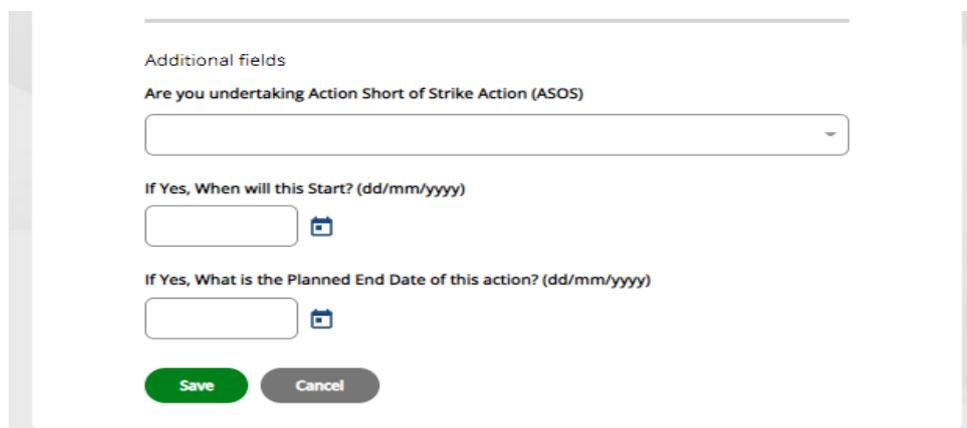
- ☑ This will open your Profile page, click **Edit** in Personal Details:



- ☑ This will open your Personal details



- ☑ Scroll to the bottom of the page, and you will see an 'Additional Fields' Section.



- ☑ If you are participating in Action Short of Strike Action (ASOS), you should complete the following fields and click save. You can either just input the start date or input both the start and planned end date.

Additional fields

Are you undertaking Action Short of Strike Action (ASOS)

Yes

If Yes, When will this Start? (dd/mm/yyyy)

23/05/2022

If Yes, What is the Planned End Date of this action? (dd/mm/yyyy)

Save Cancel

- ☑ The following message will be displayed confirming your HR Connect record has been updated:

< Back to Personal

My personal details

Changes have been saved.

- ☑ Updating the fields only shows you are intending on taking part in the ASOS action, this update will not automatically make any deductions of pay. HR will contact you separately to confirm the actual days that should be deducted.