

HR Connect Self Service User Guide

Absence and Leave

Contents

Introduction	3
Absence Details Page	4
Holidays	5
Holiday Balances	5
View all holidays	7
Request a Holiday	9
Request Other Leave	10
Confirmation e-mails and Outlook calendar entries	12
Calendar	13
Sickness Absence	15
Closing or Changing a Sickness Absence Record	16
More than one day	16
Full day	17
Part day	18
Absence Reason	19
HR Connect Help and Support	19

VERSION HISTORY

Version	Date	Change Summary
1.0	January 2022	New ESS Update

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

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 always maintained.

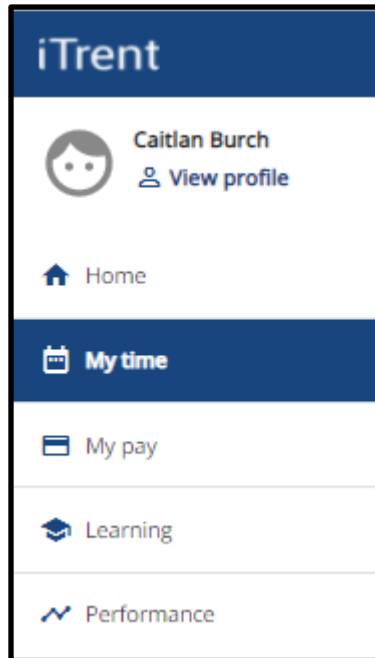
When you have finished using HR Connect Self Service, please always close your web browser or tab. You must always lock your device when leaving it unattended. For further information please refer to Information Security guidance on protecting your data.

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.

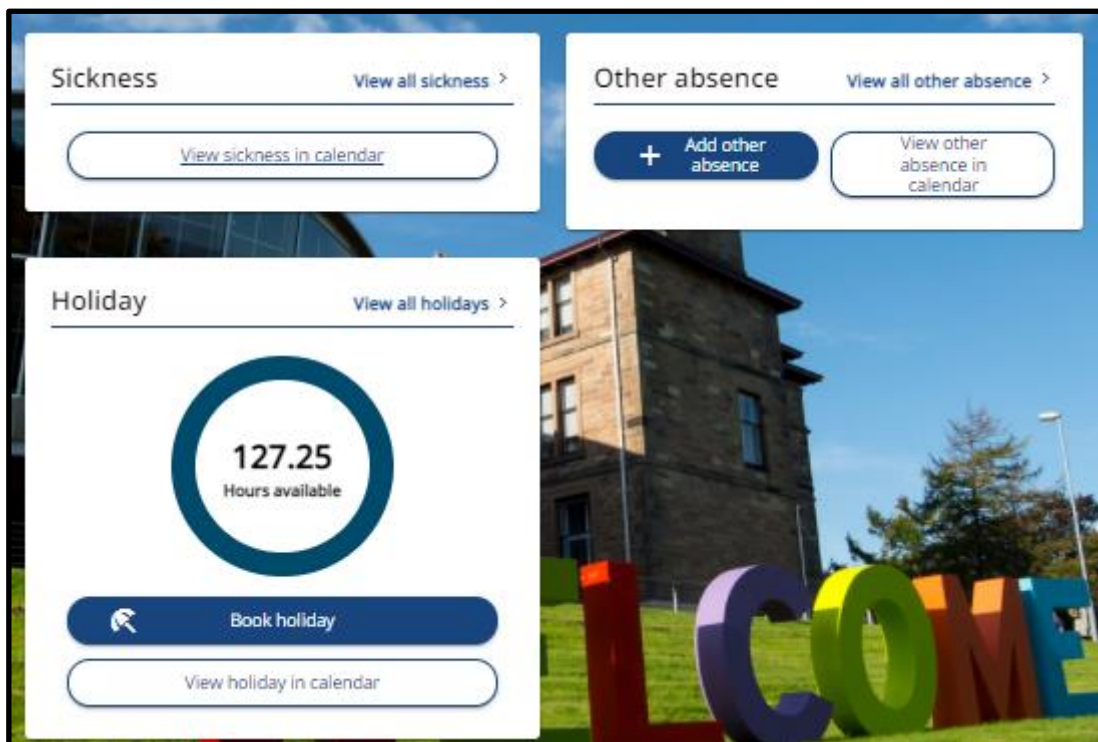
If at any point you feel that your information security may have been compromised, you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

Absence Details Page

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



You can also access your absence, holiday and other leave details from the quick links on the homepage.



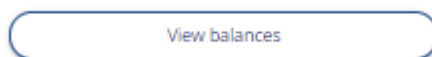
Holidays

Within the 'My time' section you will be presented with a Holiday Card. Your currently holiday balance will be shown, along with the options to view all holidays, view balances, buy and sell and book holiday. The card will also show you when your next holiday is booked for.



Holiday Balances

The holiday card will show you an overview of your currently holiday balance which is shown in hours.



Click on [View balances](#) to see an overview of your holiday and other leave entitlements for the current year and the year after.

< Back to Overview

Holiday balances

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

HR Analyst

Scheme name	Holiday period
Support Annual Leave	20 Dec 2021 - 31 Aug 2022 (Part)
Entitlement	Taken
199.75 hours	58 hours
Scheduled	Balance
14.5 hours	127.25 hours

Scheme name	Holiday period
Support Annual Leave	01 Sept 2022 - 31 Aug 2023
Entitlement	Taken
297.25 hours	0 hours
Scheduled	Balance
0 hours	297.25 hours

Click on back to overview to return to the Holiday Card.

Please note that:

- Future years' balances are generated on an annual basis. You cannot view historical balances. If you have queries 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. These are deducted from your entitlement to give the final 'Balance'.

View all holidays

To view holidays which you have requested click on [View all holidays >](#) located top right of the holiday card.

The overview will default to show all your holiday requests. You can use the search functions to filter by:

- Type (show all or just bank holidays)
- Status (all, refused, not refused)
- Start date & End date (enter the date range you wish to view).

< Back to Overview

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness Other

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 08/12/2021 | End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
18 Apr 2022	18 Apr 2022	7.25	Bank holiday	HR Analyst	Not applicable	
15 Apr 2022	15 Apr 2022	7.25	Bank holiday	HR Analyst	Not applicable	
04 Jan 2022	04 Jan 2022	7.25	Bank holiday	HR Analyst	Not applicable	
03 Jan 2022	03 Jan 2022	7.25	Bank holiday	HR Analyst	Not applicable	
31 Dec 2021	31 Dec 2021	7.25	Bank holiday	HR Analyst	Not applicable	
30 Dec 2021	30 Dec 2021	7.25	Bank holiday	HR Analyst	Not applicable	
29 Dec 2021	29 Dec 2021	7.25	Bank holiday	HR Analyst	Not applicable	

You can also view your sickness and other absence record via this screen. Click on the appropriate button as shown below to select and deselect any other filter options



Click on back to overview to return to the holiday card.

For any future holidays you will be able to click on the request and make any changes. Please note, any changes will need to be re-approved by your manager. You can also delete the holiday from this screen if you are no longer needing to take it. Holidays in the past cannot be deleted by yourself; please contact your manager.

< Back to Absence records

Holiday details

* Absence type (required)
Personal Holiday

* Holiday period (required)
Full day

* Start date (dd/mm/yyyy) (required)
15/04/2022

* Position (required)
HR Analyst (20/12/2021, Pay and Reward) (Current)

Notes

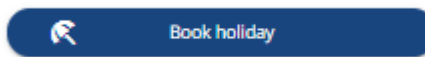
Save Delete Cancel

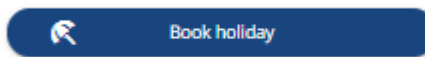
You can also view your sickness and other absence record via this screen. Click on the appropriate button as shown below to select and deselect these filter options



Click on back to overview to return to the holiday card.

Request a Holiday



To request a Holiday click on  which can be found on the Holiday card within the 'My time' section. You can also access this via the homepage.

The absence type will be restricted to Personal Holiday for Academic staff.

Select your holiday period: Full day, Part-day, more than one day.

< Back to Overview

Holiday details

*Absence type (required)
Personal Holiday

*Holiday period (required)
More than one day

*Start date (dd/mm/yyyy) (required)
16/01/2022

*Full or part day (required)
Full day

*End date (dd/mm/yyyy) (required)
20/01/2022

*Full or part day (required)
Full day

Notes

Save Cancel

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. Click on save. The request will be sent to your manager for approval.

Request Other Leave

Within the 'My time' section you will be presented with an Other Absence card.



From here you can book the following types of other absence:

- Flexi Leave
- Paid Special Leave
- Strike
- Time Off in Lieu
- Unpaid Leave

For Paid Special Leave and Unpaid Leave you will need to select one of the following absence reasons

Paid Special Leave

- Adoption Appointment
- Compassionate Leave
- Emergency/Specialist/Hospital Appt
- Fertility Treatment
- Time off for Armed Forces Reservist
- Time off for Dependent Care

Unpaid Leave

- Quarantine (Covid-19)
- Unpaid Compassionate Leave
- Unpaid Dependent Care
- Unpaid Elective Procedure
- Unpaid Fertility Treatment
- Unpaid Leave

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

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

Any notes recorded will be sent to your manager as part of the Other Absence request e-mail. Click on save. The request will be sent to your manager for approval.

< Back to Overview

Other absence details

*Absence type (required)
Unpaid Leave

Absence reason
Unpaid Leave

*Absence period (required)
Full day

*Start date (dd/mm/yyyy) (required)
10/01/2022

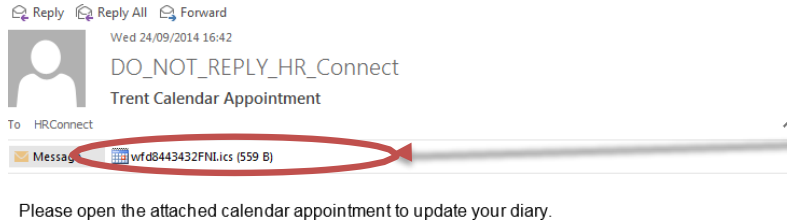
Notes

Save Cancel

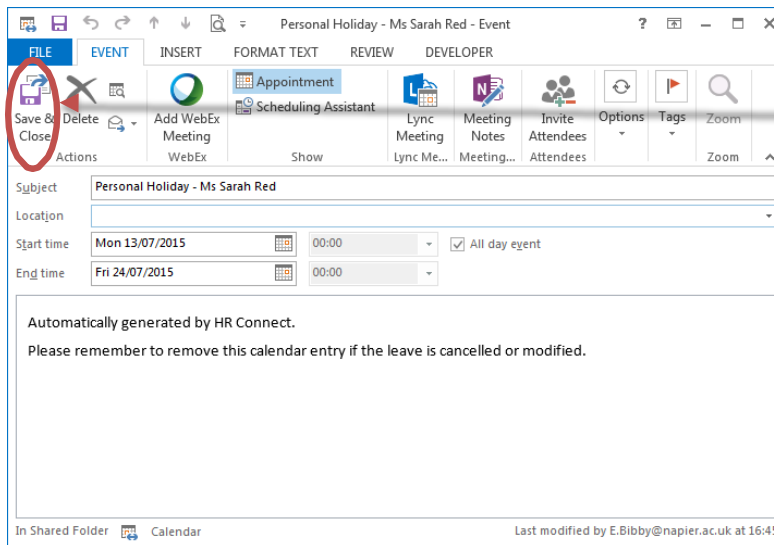
You can also view all other absence types from the Other Absence card by clicking 'View all other absences' and view your absence calendar filtered down to show the other type only by clicking here 'View other absence in calendar'.

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.



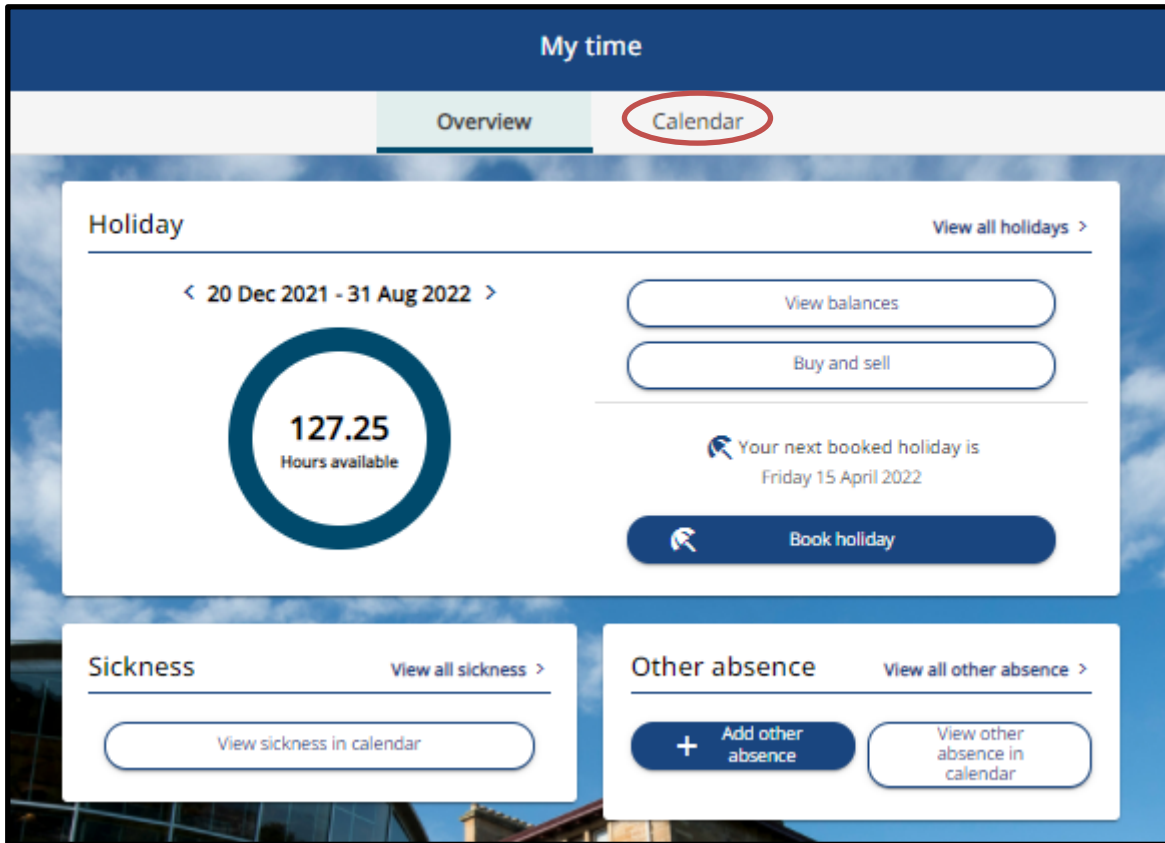
Click 'Save and close' to update your Outlook calendar.

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. You will need to remove any old calendar entries in these circumstances.

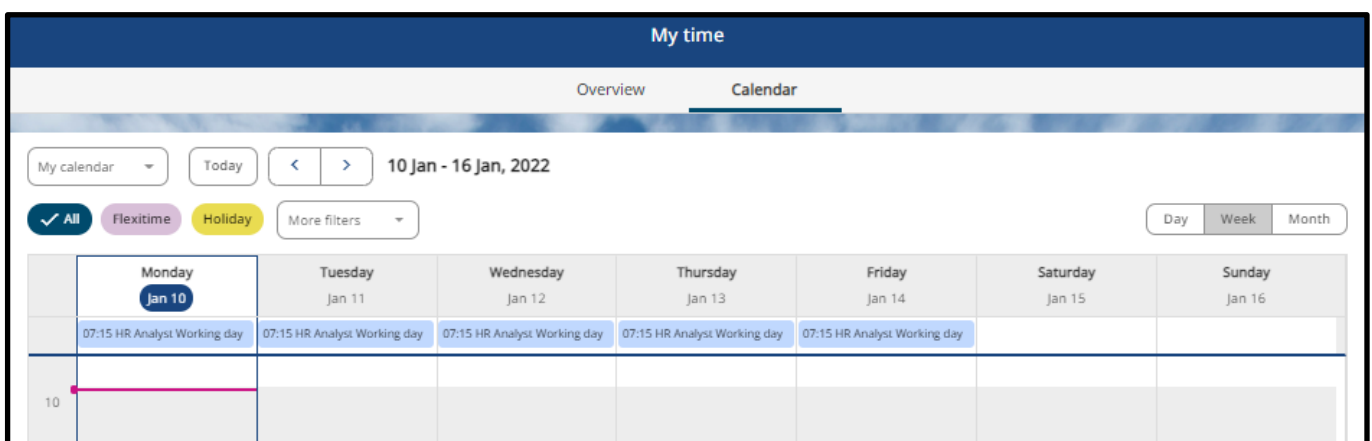
You will also receive a calendar entry email when a change to leave is authorised, and an email reminder to remove calendar entries when a leave request is cancelled.

Calendar

Within the 'My time' section you can view your calendar by clicking on the 'Calendar' tab at the top of the page.



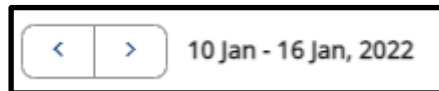
The calendar will default to the current week view and will be filtered to show all.



You can change the view of the calendar from weekly by clicking on either Day or Month.



The arrows at the top of the screen will let you move forward or back by either day, week or month depending on your current view.



You can also filter down by what type of absence you wish to see. The default is set to all. Clicking once on either the Flexitime or Holiday option will filter your calendar to just show Flexitime or Holiday absences.



If both options have a tick against them your calendar will be filter down to show both Flexitime and Holiday. Click on the options again to deselect.

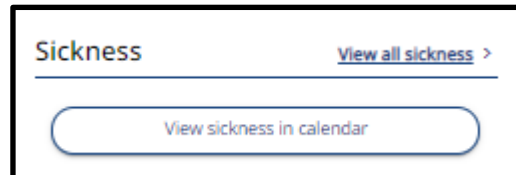


You can also use the 'More Filters' drop down to filter down by the following:

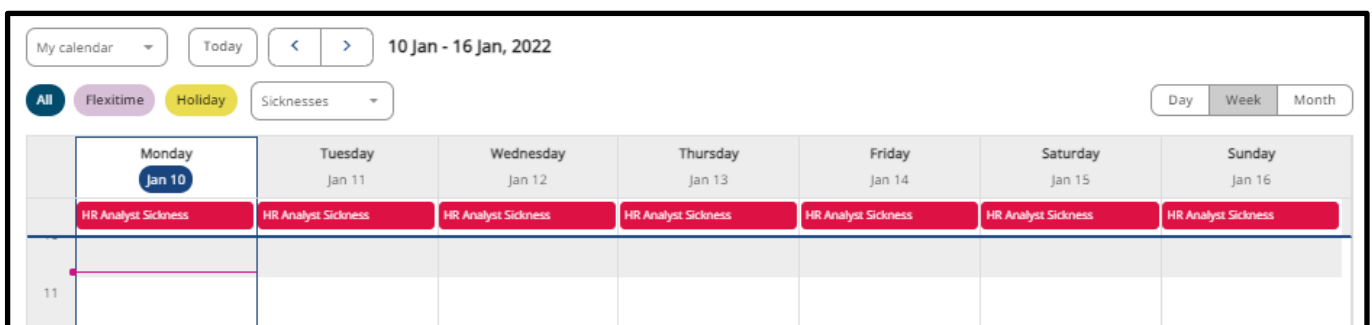
- Adoption
- Bank Holidays
- Company Holidays
- Maternity/Paternity
- Other
- Working Patterns
- Sickesses
- Time off in lieu
- Learning activities

Sickness Absence

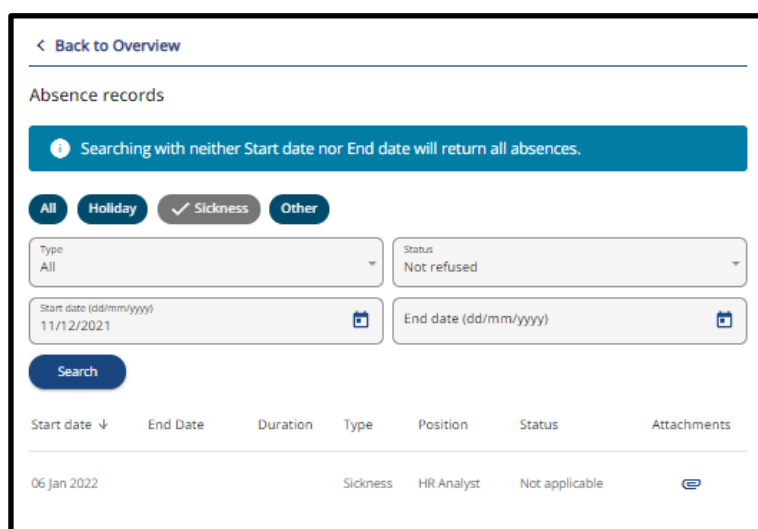
Within the 'My Time' section you will be presented with a Sickness Card. From here you will be able to view any sickness in your Calendar by clicking on 'View sickness in calendar'. You can also view all your sickness records by clicking on 'View all sickness'. This card is also accessible from the homepage.



The sickness calendar will automatically filter to show any sickness records shown in the default week view. To navigate through the calendar please see the [calendar](#) section of this guide.



The 'view all sickness' page will show you a list of all sickness absence records. You can use the start date and end date filters to search for sickness absence records between a defined date range. You can view full details of the absence by clicking on it; you will be able to enter end dates for the absences from this page.



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.

Click save once any information as been inputted.

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'.

The screenshot shows a web form titled 'Sickness details' with a 'Back to Absence records' link. The form contains the following fields:

- Absence type (required):** Sickness
- Absence reason (required):** Injury/Fracture
- Sickness period (required):** More than one day
- Start date (dd/mm/yyyy) (required):** 06/01/2022
- Full or part day (required):** Afternoon
- End date (dd/mm/yyyy) (required):** 10/01/2022
- Full or part day (required):** Morning
- Position (required):** HR Analyst (20/12/2021, Pay and Reward) (Current)
- Notes:** A large empty text area for additional information.

At the bottom of the form are 'Save' and 'Cancel' buttons.

In the example above this employee went home sick on 06/01/2022 PM and returned to work on the afternoon of 10/01/2022. The absence ended on the Morning of 10/01/2022.

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'.

< Back to Absence records

Sickness details

- * Absence type (required)
Sickness
- * Absence reason (required)
Injury/Fracture
- * Sickness period (required)
Full day
- * Start date (dd/mm/yyyy) (required)
06/01/2022
- * Position (required)
HR Analyst (20/12/2021, Pay and Reward) (Current)

Notes

Save Cancel

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. 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'.

The screenshot shows a web form titled 'Sickness details' with a back arrow and 'Back to Absence records' text. The form contains several required fields, each with a red asterisk:

- Absence type (required):** A dropdown menu with 'Sickness' selected.
- Absence reason (required):** A text input field containing 'Injury/Fracture'.
- Sickness period (required):** A dropdown menu with 'Part day' selected.
- Start date (dd/mm/yyyy) (required):** A date input field containing '06/01/2022'.
- Morning or Afternoon (required):** A dropdown menu with 'Morning' selected.
- Position (required):** A dropdown menu with 'HR Analyst (20/12/2021, Pay and Reward) (Current)' selected.

Below these fields is a 'Notes' section with a large empty text area. At the bottom of the form are two buttons: a green 'Save' button and a grey 'Cancel' button.

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 if it 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. A full list of absence reasons is available on the HR pages of the [intranet](#).

HR Connect 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.

For any further help, advice or assistance please contact HR on ext.3344 or email humanresources@napier.ac.uk.