People and Money system

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Employee Guide- How to Request Annual Leave as a Multiple Assignment Holder

Employee

Estimated time to complete: 6 minutes

Before you begin, make sure you know…

1. If you have more than one assignment, the preferred option to record absence is by using the Edit Entries button which you will see on the Add Absence screen (see steps below)
2. The Edit Entries Screen allows you to:
   a. Apply absence to only one of your assignments
   b. Apply a different amount of hours to your normal scheduled hours. This could be because you are looking to take a half day or you have swapped a shift and will be off on a different day to your scheduled working day.
   c. Apply absence for an absence period longer than one day. You will see a breakdown of the hours for each day and assignment so you can easily review the absence
3. While amending any leave, please note that you can quickly find the absence you’re looking for, enter the type or status of the absence into the keyword search bar on the absence page.
4. You can now record an absence that overlaps with an existing absence as long as their respective assignments are different. The application will not look for overlaps occurring across two different assignments.

In Brief…

Follow these first three steps before each of the scenarios listed below:

1. From the dashboard, click on Me, then Time and Absences

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2. Click on **Add Absence**
3. Select the relevant **Absence Type**

**Scenario 1: Applying for a 1-day normal hours absence on all assignments**

This applies to an employee who usually works both assignments on the day the absence is to be applied.

1. Enter the **Start Date** and **End Date**. This should auto populate the correct hours across all assignments
2. Enter **Comments and Attachments** where relevant
3. Click on **Submit**

For detailed guidance, see the next section.

**Scenario 2: Applying for a 1-day normal hours absence on one assignment**

This applies to a user who only works one assignment on the day the absence is to be applied.

1. Click on **Edit Entries**
2. Click on **Add**
3. Under the Assignment dropdown, **select the correct assignment** for which you’re applying the leave
4. Then, enter the **Date**. This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.
5. Click on **OK** followed by **Submit**.

**Scenario 3: Applying for a 1-day adjusted hour absence on one assignment**

This applies to any scenario for multi assignment holders where the absence hours differ from the normal hours worked

1. Click on **Edit Entries**
2. Click on **Add**
3. Under the Assignment dropdown, **select the correct assignment** for which you’re applying the leave
4. Then, enter the **Date**. This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.
5. To adjust the hours, **overwrite the correct number** in the Absence Duration field.
6. Click on **OK** followed by **Submit**.

Alternatively,
1. Enter start date.  
   The Absence Duration will auto-populate with the total number of hours across all assignments

2. Click on **Edit Entries**

3. Click on the pencil icon to adjust the hours for the appropriate assignment

**Scenario 4: Applying for absence for more than one day across all assignments**

This applies to an employee who usually works both assignments on every day the absence is to be applied.

1. Enter the **Start Date** and **End Date**.  
   This should auto-populate the correct hours across all assignments

2. Click on **Edit Entries** to adjust hours where necessary.

**Scenario 5: Applying for absence for more than one day when the employee does not work in every assignment for every day**

If hours apply in one assignment only for any part of the absence they must use Edit entries to input separately for each day.

1. Click on **Edit Entries**

2. Click on **Add**

3. Under the Assignment dropdown, select the correct assignment for which you’re applying the leave

4. Then, enter the **Date**  
   This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.

5. Adjust the hours if required.

6. Click on **Add** once again and repeat this exercise for all days of absence so that the hours are applied to the relevant assignment.

7. Click on **OK** followed by **Submit**.

**Scenario 6: Entering absence for a non-working day**

This applies to an employee who swaps their shift and the absence hours need to be applied to a 'non-working day'.

1. Click on **Edit Entries**

2. Click on **Add**

3. Under the Assignment dropdown, select the correct assignment for which you’re applying the leave
4. Then, enter the **Date**. This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.

5. To adjust the hours, **overwrite the correct number** in the Absence Duration field.

8. Click on **OK** followed by **Submit**.

Alternatively,

1. Enter the **start date**
   You will get a notification saying ‘Not a scheduled work day’, setting the Absence Duration to 0 hours

2. Click on **Edit Entries**

3. Click on the **pencil icon** to adjust the hours for the appropriate assignment

**Scenario 7: Applying for absence for any number of hours more or less than the scheduled hours per day**

This is applicable for any length of absence and, as the system won’t know which assignment to apply the amended hours to, you will need to use Edit Entries.

Follow the same steps as per Scenario 6.

**In Detail...**

Follow these first three steps before each of the scenarios listed below:
1. From the dashboard, click on **Me**, then **Time and Absences**

2. Click on **Add Absence**
3. Select the relevant **Absence Type**

![Absence Type Selection](image)

**Scenario 1: Applying for a 1-day normal hours absence on all assignments**

This applies to an employee who usually works both assignments on the day the absence is to be applied.
1. Enter the **Start Date** and **End Date**.

   ![Screenshot of Absence Addition Form]

   This should auto populate the correct hours across all assignments

2. Enter **Comments and Attachments** where relevant

   ![Screenshot of Comments and Attachments Section]

   ![Screenshot of Legislative Information and Additional Information Sections]
3. Click on **Submit**

**Scenario 2: Applying for a 1-day normal hours absence on one assignment**

This applies to a user who only works one assignment on the day the absence is to be applied.
1. Click on **Edit Entries**

![Add Absence](image1.png)

2. Click on **Add**

![Add Absence](image2.png)
3. Under the Assignment dropdown, **select the correct assignment** for which you're applying the leave.

![Image of Assignment dropdown]

4. Then, enter the **Date**

![Image of Date entry]

This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.
5. Click on **OK** followed by **Submit**.

![Add Absence](image)

**Scenario 3: Applying for a 1-day adjusted hour absence on one assignment**

This applies to any scenario for multi assignment holders where the absence hours differ from the normal hours worked

1. Click on **Edit Entries**
2. Click on **Add**
3. Under the Assignment dropdown, select the correct assignment for which you’re applying the leave
4. Then, enter the **Date**. This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.

(For screenshots of steps 1-4, please refer Scenario 2)
5. To adjust the hours, **overwrite the correct number** in the Absence Duration field.

6. Click on **OK** followed by **Submit**. Alternatively,
1. Enter **start date**.

   The Absence Duration will auto-populate with the total number of hours across all assignments.

2. Click on **Edit Entries**.
3. Click on the **pencil icon** to adjust the hours for the appropriate assignment

![Image of the Add Absence screen]

**Scenario 4: Applying for absence for more than one day across all assignments**

This applies to an employee who usually works both assignments on **every** day the absence is to be applied.

1. Enter the **Start Date** and **End Date**.
   - This should auto populate the correct hours across all assignments
2. Click on **Edit Entries** to adjust hours where necessary.

   For screenshots, please refer Scenario 3 above.

**Scenario 5: Applying for absence for more than one day when the employee does not work in every assignment for every day**

If hours apply in one assignment only for **any** part of the absence they must use Edit entries to input separately for each day.

1. Click on **Edit Entries**
2. Click on **Add**
3. Under the Assignment dropdown, **select the correct assignment** for which you’re applying the leave
4. Then, enter the **Date**
   - This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.
5. Adjust the hours if required.
6. Click on **Add** once again and repeat this exercise for all days of absence so that the hours are applied to the relevant assignment.
7. Click on **OK** followed by **Submit**.

For screenshots, please refer Scenario 2.

**Scenario 6: Entering absence for a non-working day**

This applies to an employee who swaps their shift and the absence hours need to be applied to a 'non-working day'.

1. Click on **Edit Entries**
2. Click on **Add**
3. Under the Assignment dropdown, **select the correct assignment** for which you’re applying the leave
4. Then, enter the **Date**. This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.
5. To adjust the hours, **overwrite the correct number** in the Absence Duration field.
6. Click on **OK** followed by **Submit**.

   (For screenshots, please see Scenario 2)

Alternatively,

1. Enter the **start date**
   You will get a notification saying ‘Not a scheduled work day’, setting the Absence Duration to 0 hours
2. Click on **Edit Entries**
3. Click on the **pencil icon** to adjust the hours for the appropriate assignment

   (For screenshots, please see Scenario 3)

**Scenario 7: Applying for absence for any number of hours more or less than the scheduled hours per day**

This is applicable for any length of absence and, as the system won’t know which assignment to apply the amended hours to, you will need to use Edit Entries.

Follow the same steps as per Scenario 6.

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**Glossary**
Please refer to Glossary