



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:

1. Read the [Guide to Annual Leave](#)
2. It is your responsibility to check that your annual leave balance is accurate and to speak to your line manager (or school/department administrator) if you think it is incorrect. Before querying anything, it is important to make sure that all annual leave dates have been entered on the system.
3. The [Annual Leave Policy](#) states you can't carry over a negative leave balance into the following year, i.e. you can't borrow leave from the next year's allowance. The system is set up to prevent anyone going into a negative balance and will show an error where this occurs.
4. If you have any questions about your annual leave balance please speak to your line manager or school/department administrator.
5. Check that you have enough remaining leave for the year before applying for more leave by checking your Absence Balance.

6. 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)
7. 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
8. 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.
9. You can 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**
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.




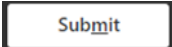
Scenario 2: Applying for a 1-day normal hours absence on one assignment

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



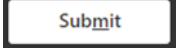
This applies to an employee who usually works both assignments on **every** day the absence is to be applied.

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




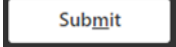
If hours apply in one assignment only for **any** part of the absence they must use Edit entries to input separately for each day.

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

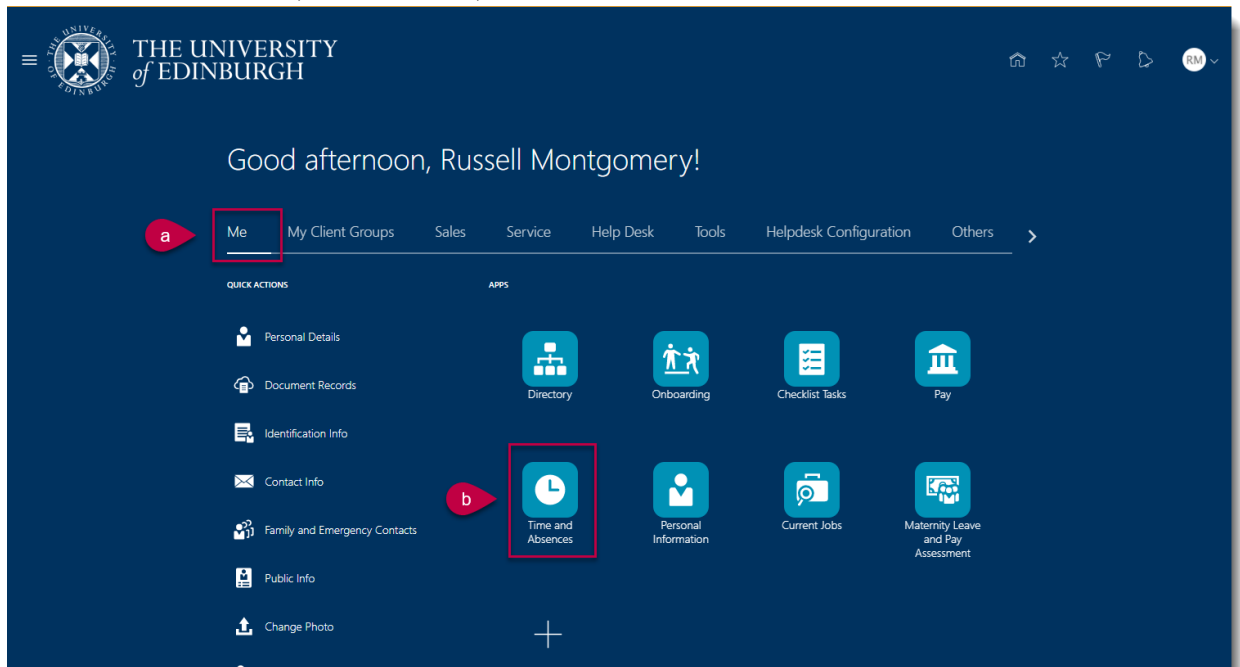
This is applicable for any length of absence and, as the system won't know which assignment to apply the amended hours to, you will need to use Edit Entries.

Follow the same steps as per Scenario 6.

In Detail...

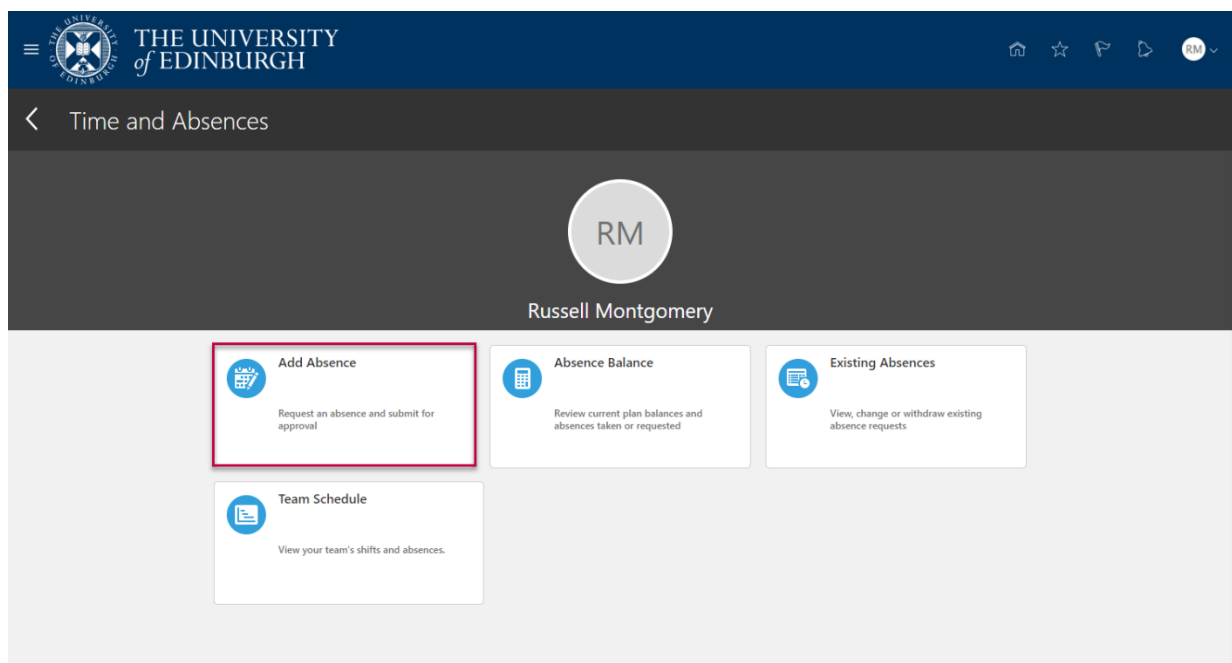
Follow these first three steps before each of the scenarios listed below:

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



2. Click on **Add Absence**

Note you can also select **Absence Balance** to check your leave balance. Here you can select your **Balance As-of Date** as **Current date** or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view is 'Last Calculation Date'.



3. Select the relevant **Absence Type**

The screenshot shows the 'Add Absence' form for Russell Montgomery (RM) at the University of Edinburgh. The form is titled 'Add Absence' and includes a user profile icon with 'RM' and the name 'Russell Montgomery'. The form has three main sections: 'Legisla', 'Additional Information', and a dropdown menu for '*Type'. The dropdown menu is open, showing the following options: 'Select a value', 'Emergency Time off for Dependants', 'Leave', 'Other Paid Leave', and 'Special Paid Leave'. The dropdown menu is highlighted with a red box. The form also includes 'Save and Close', 'Submit', and 'Cancel' buttons.

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

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Add Absence
Russell Montgomery

Type: Leave

Absence Type Balance 105.7 Hours

When

*Start Date and Duration: 11/11/2020 2.4 Hours

*End Date and Duration: 11/11/2020 2.4 Hours

Projected Balance Calculate

Details

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

Add Absence
Russell Montgomery

Details

Comments and Attachments

Comments

Attachments

Legislative Information

Additional Information

Context Segment

3. Click on **Submit**

The screenshot shows the 'Add Absence' interface for Russell Montgomery. At the top, the University of Edinburgh logo and name are visible. The user's name 'RM Russell Montgomery' is shown in a circular profile picture. The form has three main sections: 'Type', 'When', and 'Details'. In the 'Type' section, a dropdown menu is set to 'Leave', and the 'Absence Type Balance' is 105.7 Hours. The 'When' section has an 'Edit Entries' button and two rows of input fields. The first row is for the start date and duration, with '11/11/2020' and '2.4 Hours' entered, resulting in an 'Absence Duration' of '2.4 Hours'. The second row is for the end date and duration, with '11/11/2020' entered. A 'Projected Balance' and 'Calculate' button are at the bottom right of the 'When' section. The 'Details' section is currently empty.

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**

The screenshot shows the 'Add Absence' form for Russell Montgomery. At the top, there is a navigation bar with the University of Edinburgh logo and user information. Below this, the form title 'Add Absence' and the user's name 'Russell Montgomery' are displayed. A circular profile picture with the initials 'RM' is visible. On the right side of the form, there are three buttons: 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into sections. The first section is for the 'Type' of absence, currently set to 'Leave'. Below this, the 'Absence Type Balance' is shown as 105.7 Hours. The second section is titled 'When' and contains two rows of input fields for 'Start Date and Duration' and 'End Date and Duration', each with a date picker and a duration input. The 'Absence Duration' is currently 0 Hours. A button labeled 'Edit Entries' is highlighted with a red box. At the bottom of this section, there is a 'Projected Balance' field and a 'Calculate' button. The third section is titled 'Details'.

2. Click on **Add**

This screenshot shows the same 'Add Absence' form as above, but with the 'When' section empty. The 'Type' is still 'Leave' and the 'Absence Type Balance' is 105.7 Hours. The 'Absence Duration' is 0 Hours. In the 'When' section, there is a message 'There's nothing here so far.' accompanied by a small icon of a bowl of food. A button labeled '+ Add' is highlighted with a red box. Below the 'When' section, there are sections for 'Details' and 'Comments and Attachments'. The 'Comments' section has a text input field.

- Under the Assignment dropdown, **select the correct assignment** for which you're applying the leave

The screenshot shows the 'Add Absence' form for Russell Montgomery. The 'Type' is set to 'Leave' and the 'Absence Type Balance' is 105.7 Hours. In the 'When' section, the 'Date' is 12/10/2020 and the 'Absence Duration' is 2.4 Hours. The 'Personal Job Title' dropdown menu is open, showing options: All, All, PBL Facilitator, and Teacher. The 'Projected Balance' is 2.4. Buttons for 'Save and Close', 'Submit', and 'Cancel' are visible at the top right.

- Then, enter the **Date**

The screenshot shows the 'Add Absence' form for Russell Montgomery. The 'Type' is set to 'Leave' and the 'Absence Type Balance' is 105.7 Hours. In the 'When' section, the 'Date' is 12/10/2020 and the 'Absence Duration' is 1 Hours. The 'Personal Job Title' is set to 'PBL Facilitator'. The 'Total Absence Duration' is 1. The 'Projected Balance' is 1. Buttons for 'Save and Close', 'Submit', and 'Cancel' are visible at the top right.

This should auto-populate the Absence Duration to reflect the correct number of hours for that assignment.

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

The screenshot shows the 'Add Absence' form for Russell Montgomery. At the top left is a circular profile icon with 'RM' and a small orange notification bubble. The title 'Add Absence' and name 'Russell Montgomery' are at the top. On the right are buttons for 'Save as', 'Submit', and 'Cancel'. The main form area has a dropdown for '*Type' set to 'Leave'. Below this is a horizontal line with 'Absence Type Balance 105.7 Hours' on the right. The 'When' section has a 'Duration in Hours' label. Below it are two columns: '*Date' with a date picker set to '12/10/2020' and 'Absence Duration' with a value of '1 Hours' and a note 'Scheduled duration is 1 hours'. Below these is 'Personal Job Title' with a dropdown set to 'PBL Facilitator'. At the bottom of the 'When' section, 'Total Absence Duration' is '1' and 'Projected Balance' is '105.7 Hours' with a 'Calculate' button. A red callout bubble with 'a' points to the 'OK' button. Below the 'When' section is a 'Details' section and a 'Comments and Attachments' section.

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.

The screenshot displays the 'Add Absence' interface for Russell Montgomery. At the top, there is a header with the 'RM' logo and the text 'Add Absence Russell Montgomery'. On the right side of the header are three buttons: 'Save and Close', 'Submit', and 'Cancel'. Below the header, the form is divided into several sections. The first section has a dropdown menu for '*Type' set to 'Leave'. To the right of this section, it says 'Absence Type Balance 105.7 Hours'. The next section is titled 'When' and contains a 'Duration in Hours' field. Below this is a date field with the value '12/10/2020' and a calendar icon. To the right of the date field are 'OK' and 'Cancel' buttons. Below the date field is a 'Personal Job Title' dropdown menu set to 'PBL Facilitator'. A modal window titled 'Absence Duration' is open, showing a text input field with '0.5 Hours' and a note 'Scheduled duration is 1 hours'. Below the modal, the 'Total Absence Duration' is shown as '0.5'. At the bottom right of this section, it says 'Projected Balance Calculate'. The final section is titled 'Details' and contains a 'Comments and Attachments' 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

of EDINBURGH

RM Add Absence Russell Montgomery Save and Close Submit Cancel

*Type Leave

Absence Type Balance 105.7 Hours

When Edit Entries

*Start Date and Duration 12/10/2020 2.4 Hours Absence Duration 2.4 Hours

*End Date and Duration 12/10/2020

Projected Balance Calculate

Details

Comments and Attachments

2. Click on **Edit Entries**

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RM Add Absence Russell Montgomery Save and Close Submit Cancel

*Type Leave

Absence Type Balance 105.7 Hours

When Edit Entries

*Start Date and Duration dd/mm/yyyy Hours Absence Duration 0 Hours

*End Date and Duration dd/mm/yyyy Hours

Projected Balance Calculate

Details

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

The screenshot shows the 'Add Absence' form for Russell Montgomery. At the top, there's a header with the University of Edinburgh logo and navigation icons. Below the header, there's a user profile section with 'RM' and 'Russell Montgomery'. The main form area has a dropdown menu for 'Type' set to 'Leave'. To the right, it says 'Absence Type Balance 105.7 Hours'. Below this is a section titled 'When' with a '+ Add' button. Underneath is a table with the following data:

When	Duration in Hours	Total Absence Duration
12/10/2020 Teacher	1.4	2.4
12/10/2020 PBL Facilitator	1	

At the bottom of the table, it says 'Projected Balance Calculate'. A pencil icon is highlighted in a red box next to the 1.4 hours value in the first row.

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.