

## Aston Staff Portal - Leave Requests

Once you have logged in to Aston Staff Portal you will be taken to your **Employee Dashboard**.

Select the Leave Requests Tab

Welcome

**Alice Fisher**  
Trainer, Human Resources

67% Profile Completeness [Improve](#)

**My Week 01 Aug 2016 - 07 Aug 2016**

Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6	Sun 7
7.3	7.3	7.3	7.3	7.3	Resting	Resting

**My Contracts**

503607-1 Trainer

Human Resources Department | 1 FTE | 01 Aug 2016 Effective Date

Payment

Expenses

On the Leave Requests Dashboard, you will see Sections for **My Requests** and **My Balances**

Welcome

**Alice Fisher**  
Trainer, Human Resources

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**My Requests** [Book Time Off](#) [View All](#)

**AUG 04** Annual Leave [2 Day\(s\)](#) [Fri 05th Aug 2016](#) [Submitted](#)

**My Balances**

Annual Leave (Ap...	20.00 days
Sickness (Days)	0.00 days
Sickness (Hours)	0.00 hours

Leave Requests

Payment

**Please note that if you are also a manager**, you will enter the Portal automatically on the Manager's dashboard and will need to switch to the Employee Dashboard.

corehr Quick Jump JAMES BUTCHER

[Employee Dashboard](#) [Manager Dashboard](#) [Administrator Dashboard](#)

Trainer, Human Resources

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## My Requests

This section allows you to request leave. It will also show all leave requests you have submitted, and whether they have been approved or not. Here is an overview of what you can do from the My Requests section.

The screenshot shows the 'My Requests' section for Alice Fisher, a Trainer in Human Resources. The interface includes a navigation sidebar with options like 'Welcome', 'Leave Requests', 'Payment', 'Expenses', and 'Training'. The main content area displays a 'My Requests' card with a 'Book Time Off' button and a 'View All' dropdown. A callout box explains that any requests made will appear here with their status. Another callout points to the 'Book Time Off' button, stating 'Click here to book leave.' A third callout points to the 'View All' dropdown, explaining that it can be used to filter requests by status. A fourth callout points to the three-dot menu on a request card, listing actions: 'View Details', 'View Team Absence NB' (disabled), 'Edit Request' (only if not approved), and 'Cancel Request' (only if in the future). A fifth callout lists the possible statuses: Submitted, Approved, Rejected, and Cancelled, with brief descriptions for each. The 'My Balances' section on the right shows 'Annual Leave (Ap...)', 'Sickness (Days)', and 'Sickness (Hours)'.

Any requests you make will appear here, along with the status of your request.

Click here to book leave.

If you have a lot of requests you can use this button to filter your requests by their status.

Requests will have one of the following statuses:

- Submitted – You have requested leave and this is waiting for your manager's approval.
- Approved – Your manager has approved your submitted leave request.
- Rejected – Your manager has not approved your submitted leave request.
- Cancelled – You have cancelled a previously booked leave period.

Click on for more options against each request.

- **View Details** will bring up the full details of the leave request.
- View Team Absence NB: This function is currently disabled
- **Edit Request** allows you to edit your request, but only if it hasn't yet been approved.
- **Cancel Request** allows you to cancel your leave request, but only if it is in the future.

## My Balances

This section shows your balances and will include a balance for Annual Leave. This will be for either **April** or **September** (depending on whether you are support or academic staff) and will show how many annual leave **days** (if you are full time) or **hours** (if you are part time) you have **remaining for the current leave year in a particular job**.

Click on a balance to view more information.

### Balance

This shows that for this year the employee has an **Allowance** of 10.5 days.

This employee has **Taken** 1 days leave, this brings their **Balance** to 9.5 days.

They also have 7 days leave **Booked** in the future, so they have 2.5 days left that they can book (**Available Balance** column).

### Transactions

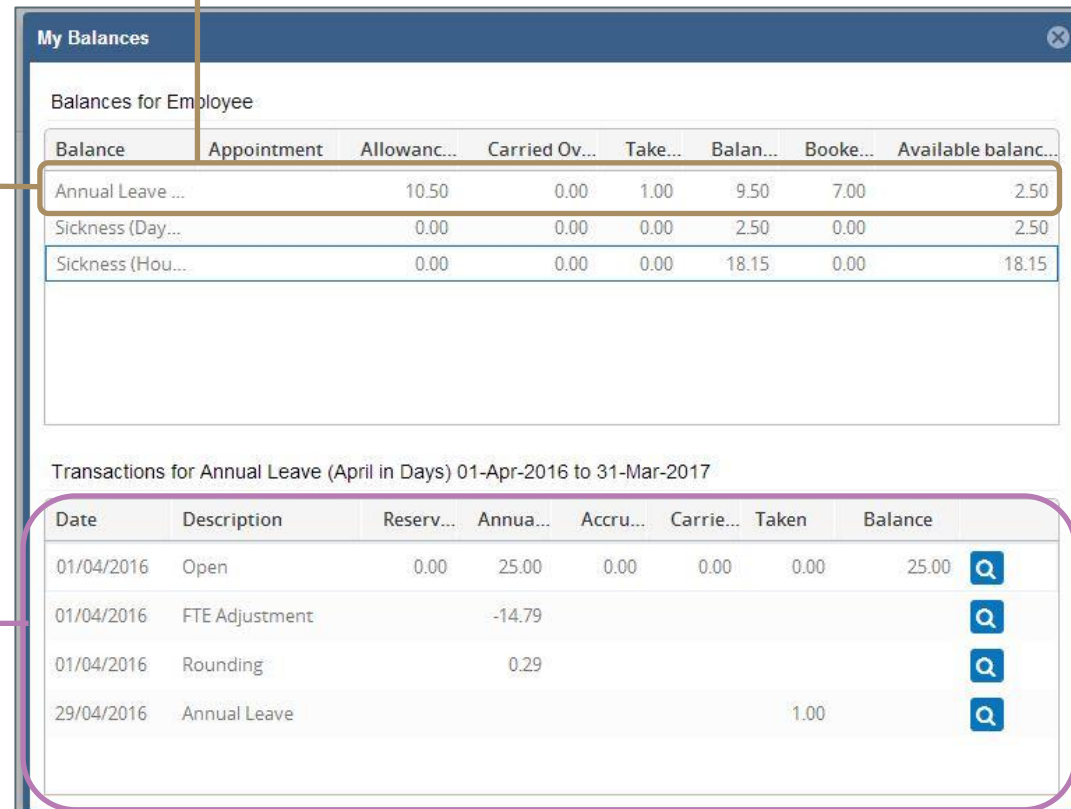
This shows more detail, including:

- The Annual Entitlement.
- Any adjustments for starting part way through the year or working part time.
- Any rounding applied (we always round up to the nearest half day).
- A list of leave dates taken.



**My Balances**

Annual Leave (Ap...	26.50	days
Sickness (Days)	0.00	days
Sickness (Hours)	0.00	hours



**My Balances**

Balances for Employee

Balance	Appointment	Allowanc...	Carried Ov...	Take...	Balan...	Booke...	Available balanc...
Annual Leave ...		10.50	0.00	1.00	9.50	7.00	2.50
Sickness (Day...		0.00	0.00	0.00	2.50	0.00	2.50
Sickness (Hou...		0.00	0.00	0.00	18.15	0.00	18.15

Transactions for Annual Leave (April in Days) 01-Apr-2016 to 31-Mar-2017

Date	Description	Reserv...	Annua...	Accru...	Carrie...	Taken	Balance
01/04/2016	Open	0.00	25.00	0.00	0.00	0.00	25.00
01/04/2016	FTE Adjustment		-14.79				
01/04/2016	Rounding		0.29				
29/04/2016	Annual Leave					1.00	

## Creating a new annual leave request – Full day/s (Employees with a defined working pattern)

1

From the My Request box, click on the '**Book Time Off**' button.

My Requests

Book Time Off

View All

2

### Complete the leave request form

**NB:** If you have more than one appointment (job) at Aston, select the correct one to book time off from. You may need to book time off against more than one of your appointments.

### Add Leave

Select Leave Type

Annual Leave

If booking a full day/s, leave the slider to the left. If booking a half day or in hours, slide the slider to the right.



Start Date

11/08/16

Appointment

Trainer

End Date

12/08/16

3

### Click Submit

Your annual leave request has now been submitted. You will receive a confirmation email, and your manager will receive a notification that they have a leave request to approve.

When your manager approves/rejects your request you will receive another email. The details for your request will be held in Portal.

Comments

View Balances

Submit

**NB:** All staff who have a defined working pattern should book annual leave in days or half days, regardless whether they are full or part time. Staff who have 'irregular' or undefined working patterns should book annual leave in hours.  
Please refer to the General Guidance for more information (available on the intranet).

## Creating a new annual leave request – Half day (Employees with a defined working pattern)

1

From the My Request box, click on the 'Book Time Off' button.

My Requests

Book Time Off

View All

2

### Complete the leave request form

**NB:** If you have more than one appointment (job) at Aston, select the correct one to book time off from. You may need to book time off against more than one of your appointments.

#### Add Leave

##### Basic Details

Select Leave Type

Annual Leave

If booking a full day/s, leave the slider to the left. If booking a half day or in hours, slide the slider to the right.



Start Date

11/08/16

Appointment

Assis. Professional Development ...

##### Part Day Leave

Time of day

Afternoon

Part Day or Hours? (If booking in hours please select before selecting leave type)

1/2 of a day

##### Comments

View Balances

Submit

3

### Click Submit

Your annual leave request has now been submitted. You will receive a confirmation email, and your manager will receive a notification that they have a leave request to approve.

When your manager approves/rejects your request you will receive another email. The details for your request will be held in Portal.

## Creating a new annual leave request – In hours (Employees without a defined working pattern)

1

From the My Request box, click on the '**Book Time Off**' button.



2

### Complete the leave request form

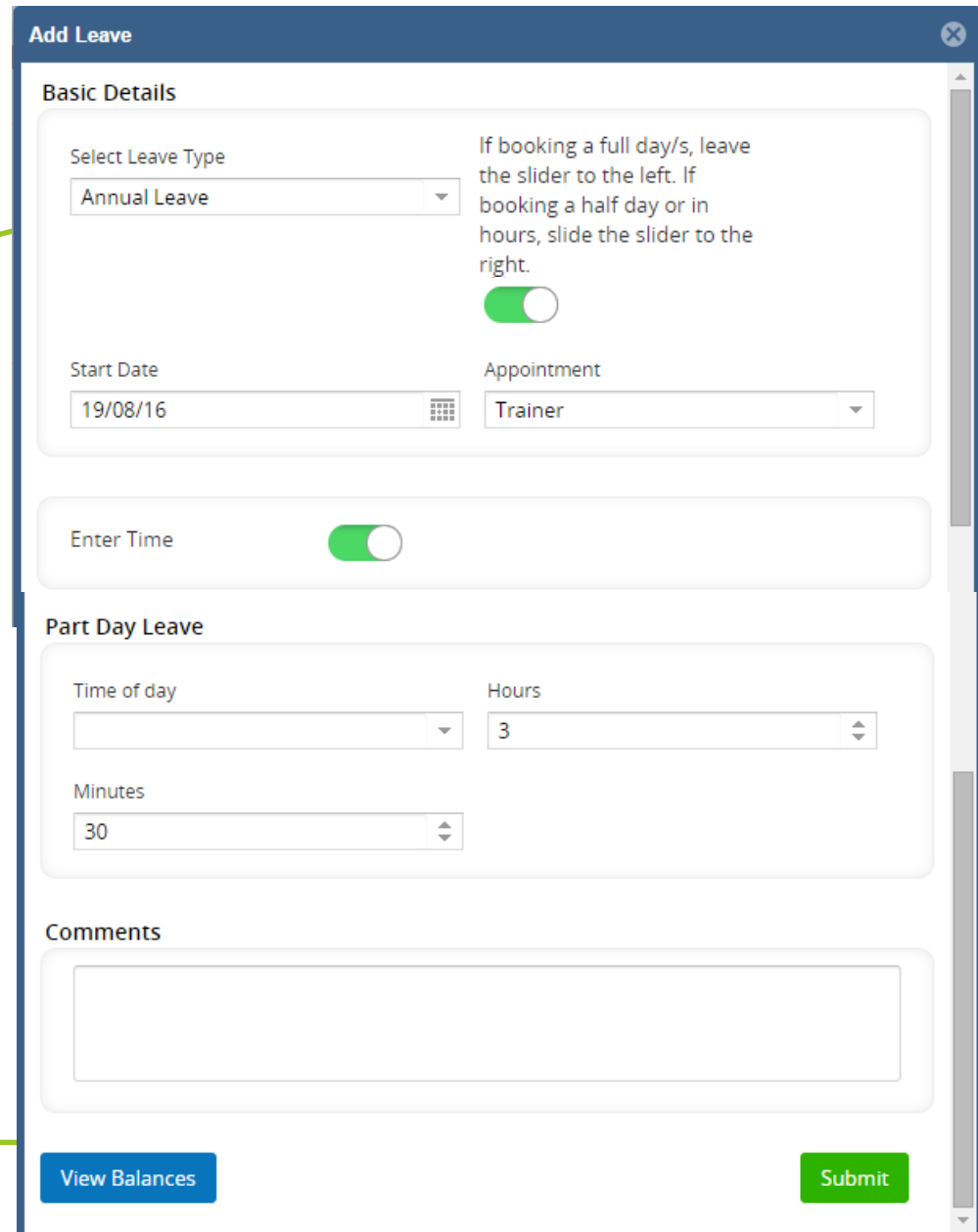
**NB:** If you have more than one appointment (job) at Aston, select the correct one to book time off from. You may need to book time off against more than one of your appointments.

3

### Click Submit

Your annual leave request has now been submitted. You will receive a confirmation email, and your manager will receive a notification that they have a leave request to approve.

When your manager approves/rejects your request you will receive another email. The details for your request will be held in Portal.

A screenshot of the 'Add Leave' form. The 'Basic Details' section includes a 'Select Leave Type' dropdown menu with 'Annual Leave' selected. To the right of this menu is a toggle switch that is currently turned on. Below the dropdown is a 'Start Date' field with a calendar icon and the date '19/08/16'. To the right of the date is an 'Appointment' dropdown menu with 'Trainer' selected. Below these fields is another 'Enter Time' toggle switch, also turned on. The 'Part Day Leave' section includes a 'Time of day' dropdown menu, a 'Hours' dropdown menu with '3' selected, and a 'Minutes' dropdown menu with '30' selected. At the bottom of the form is a 'Comments' text area. At the very bottom of the form are two buttons: 'View Balances' on the left and 'Submit' on the right.

## Amending an existing annual leave request

You are able to amend an annual leave request, as long as it has not been approved by your manager. If you need to change an annual leave request after it has been approved, you will need to cancel and submit a new request. You may want to notify your manager that this is what you are doing.

1

From the My Request box.

- Find the correct request.
- Click on the action button to the right.
- Select 'Edit Request'.

### My Requests

Book Time Off

View All

AUG Annual Leave

04

2 Day(s)

Fri 05th Aug 2016

Submitted

- View Details
- View Team Absence
- Edit Request**
- Cancel Request

### Add Leave

Annual Leave

the slider to the left. If booking a half day or in hours, slide the slider to the right.



Start Date

08/08/16

Appointment

Trainer

End Date

08/08/16

Comments

View Balances

Cancel Request

Submit

2

Make your amendments and then click **Submit**.

When your manager logs into Portal they will see the request with the amended date.

The details for your request will be held in Portal.

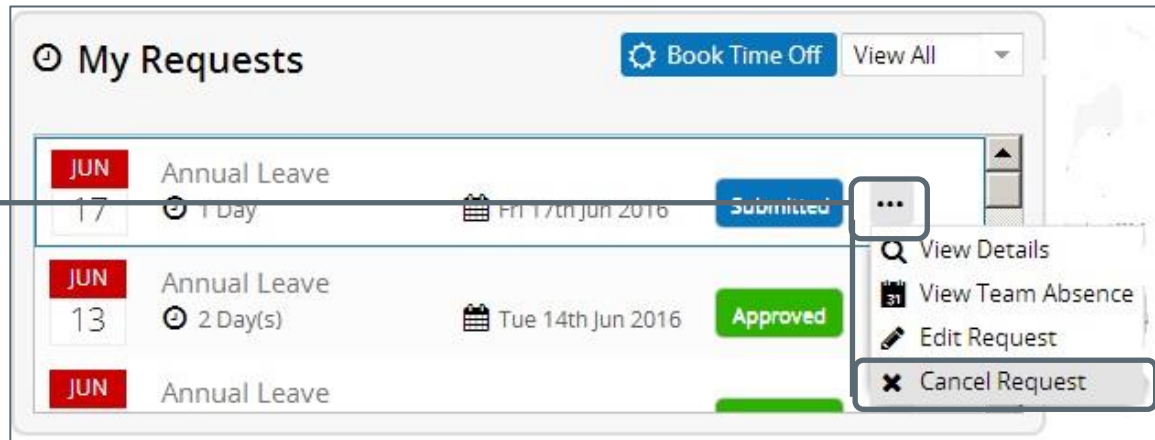
## Cancelling an annual leave request

You are able to cancel an annual leave request, as long as it is the future. If you need to amend/cancel an annual leave request in the past you will need to contact your HR Administrator.

1

From the My Request box

- Find the correct request
- Click on the action button to the right of the request
- Select 'Cancel Request'



The screenshot shows the 'My Requests' interface. At the top, there is a 'Book Time Off' button and a 'View All' dropdown. Below this is a list of requests. The first request is highlighted with a blue border. It is for 'JUN' (June), 'Annual Leave', for '17' days, for '1 Day', on 'Fri 17th Jun 2016', and has a status of 'Submitted'. To the right of this request is a three-dot menu button. A dropdown menu is open from this button, showing options: 'View Details', 'View Team Absence', 'Edit Request', and 'Cancel Request'. The 'Cancel Request' option is highlighted with a grey background.

2

Your request has now been cancelled.

You will receive a confirmation email, and your manager will receive a notification to say that this has been cancelled.

The details of your cancelled leave will be held in Portal and you will see the updated status next to it.



The screenshot shows the 'My Requests' interface after the cancellation. The first request is now highlighted with a red border. Its status has changed from 'Submitted' to 'Cancelled'. The dropdown menu is no longer open. The other requests in the list remain unchanged.