

Holidays Entitlement in DAYS

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View Holiday Entitlement

- Select "My Holidays" from the lefthand menu
- You will see an overview of your Entitlement on the main screen

Xentrall Start Service	Barre Manage	ment		ර 🚱 ? 🖓 ර
Ryan Theatre	Leave Dashboard Team Leave Ca	lendar		
Dashboard	My leave summary			
My Pay	DBC Holiday Entitlement entitl	ement from 1 Feb 2024 to 31 Mar 20	24	온, Book new leave
My Holidays				i≣ View all entitlements
My Details	5.5 days	$ \begin{array}{c} \bigcirc & 0 \text{ DAY} \\ \hline & \rightarrow \end{array} $ Leave taken	5.5 days Total entitlement	
My Training				

- For a more detailed look at your Entitlement, click "View all entitlements" on the right hand side
- From the pop up window, use the drop down to select "DBC Holiday Entitlement"

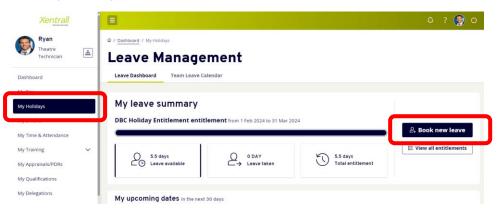
(MyHK - LIVE	X MyHK - 1EST Zellis Support S MyHKSupport Page	MyHR IEST Support	C. E
	My leave entitlements	×	
shboard / My Ho	Select Absence Type		
ave N	Select Select	~	
ve Dashboard	DBC Holiday Entitlement		
y leave :		Close	
C Holiday En	ntitlement entitlement from 1 Feb 2024 to 31 Mar 202	24	

• The screen will load your entitlement details

My leave entitlements	>
Select Absence Type	
DBC Holiday Entitlement	~
Entitlement Period from 01/04/2024 to 31/03/2025	
Post : Theatre Technician	
As at Date : 01/04/2024	
Unit Type : Days	
Entitlement : 32	
Mid Cycle C/fwd Entitlement : 0	
Carry Forward : 1.1	
Carry Forward Used : 1.1	
Carry Forward Use By Date : 30/06/2024	
Taken : 0	
Booked : 3	
Current Balance : 33.1	
Outstanding Balance: 30.1	
Previous	Next

Booking Holidays

• Select "My Holidays" from the left hand menu



- Leave Management will open on the main screen
- Select "Book new Leave" (on the right hand side)
- An input screen will appear
 - o Comments : this is optional, you do not need to state a reason for the leave
 - **Dates**: enter the start and end date of your holiday request (*In the example below, I have selected the afternoon of 22 April to 26 April)*
 - o Total Time: this will calculate automatically based on the dates above

	Book new leave - DBC	C Holiday Entitlement				×
	Available 5.5 days				Taken	0 DAY
	Type DBC Holid	ay Entitlement				^
	Comments *option	nal*				
	Dates	Full Day	1st Half	2nd Half	Days off	
	From * 22/04/2	2024	0	0	half day	
	To * 26/04/2		0	0		L
	Days					L
X	Total Time 4.50	Confirm planned work tin	ne			
N						lose
1						

 Click "Confirm planned work time", the input window will switch to a calendar view

Available 5	-							0 DAY
То	26/04	4/2024 R	ecurring Patte	ern ()	Repeat We	eksS	elect	<u>~</u>
	MON	TUE	WED	THU	FRI	SAT	SUN	11
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hc
21/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	ų.
28/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	

Note: We do not hold Work Shift Patterns in the Payroll system. Therefore, you need to confirm what days you would normally work to ensure the correct amount of time is deducted from your entitlement.

The Calendar will always default to show your contracted hours divided equally over Monday – Friday

- If you work 37 hours per week, Monday Friday, simply scroll to the bottom of the input window and click Save
- If you work over a 7 day week, enter the number of hours you would have worked each day. You only need to do this for the days you have requested leave, you do not need to complete the full 2 weeks calendar.
 - For Example: I request holiday for Thursday, Friday & Saturday. My working days this week should be Tuesday, Wednesday, Thursday, Friday & Saturday. I would complete the calendar as follows

Available 5	.5 days						Take	en OD
То	26/0	4/2024 Re	ecurring Patter	n ()	Repeat We	eksS	elect	~
	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	h¢
21/04/2024	00:00	07:24	07:24	07:24	07:24	07:24	00:00	
28/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	- :
						_		-

- When the planned work time calendar is complete, scroll to the bottom of the input window and click "Save"
- You will be returned to the previous input screen
- Double check your dates
- Scroll to the bottom of the input window and click "Submit"

Book new leave	e - DBC Holiday Ent	itlement			×
Available 5.5 days					Taken 0 DAY
Comments	*optional*				
	Dates	Full Day	1st Half	2nd Half	Days off
From *	22/04/2024	\bigcirc	\bigcirc	ο	half day
То *	26/04/2024	0	\bigcirc	\bigcirc	
	Days		_		
Total Time	4.50 Confirm pla	nned work tin	ne		
					Submit
					Close

• Your holiday request will be sent to your Manager for authorisation

Bank Holidays

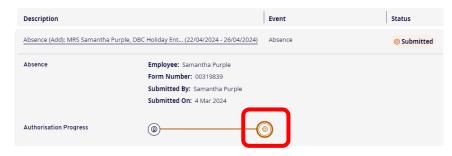
- Where your holiday request includes a Bank holiday, use the "Confirm planned work time" to enter 0.00 on the Bank holiday to ensure this day is not deducted from your entitlement
 - See Example 2

Check the progress of a Holiday request

- Select "Form History" from the lefthand menu
- You will see a series of entries based on your record activity (Absence entries, PDR's, Holidays etc)
- Expand the required row, using the arrow on the righthand side to view more detail
- The example below shows the Holiday request is "Submitted"
- Status descriptions could be:
 - o Open: the request has not been submit and sent for approval
 - Submitted: the request is pending approval
 - o Authorised: the request has been reviewed and approved
 - Rejected: the request has been reviewed and rejected

Xentrall Stard Series Technical Officer							Q1?20
Dashboard						Clear search	Search
My Pay My Holidays	10	Results per page: 20 🗸					Showing 13 results
My Details	~						
My Time & Attendance		Description		Event	Status	Raised Date 🗸	
My Training	~	Absence (Add): MRS Sam Holiday Ent (22/04/2024		Absence	Submitted	4 Mar 2024	
My Appraisals/PDRs							
My Qualifications		Absence	Employee: Samanthe Form Number: 0031		Type: DBC Action: Ac		
My Delegations			Submitted By: Sama	intha Purple	Start Date	e: 22/04/2024	
My Authorisations			Submitted On: 4 Ma	r 2024	End Date: Total Time	26/04/2024 e: 30.00	
My Documents		Authorisation Progress	(0			
Form History			\smile	\smile			

- To check who is responsible for the progress of the request, click on the "Authorisation Progress" bar
- The name of the authorising manager will be displayed.



Edit an existing Holiday request

- Select "My Holidays" from the left hand menu
- Scroll to the bottom of the page, until you find "My Recent Requests"

Xentrall Shared Services			ර 🚱 ?
Ryan Theatre Technician	ħ	There is no upcoming leave in the next 30 days.	
Dashboard			
My Pay		My recent requests	
My Holidays			
My Details	~	⊘ Authorised	
My Time & Attendance		DBC Holiday Entitlement	
My Training	~	22/04/2024 - 24/04/2024 (3 days)	
My Appraisals/PDRs		View	
My Qualifications			
My Delegations			View all requests
My Authorisations			

• If the request you are looking for, shows as a large tile, you can click "View" to open the details

Xen	trall red Services	Eventre les		- (PO		14.2.3			٥	? 🤇) එ
Ryan		The Time Management module enable	es employees, and r	nanagers on bel	half of employ	vees, to view and	record absence ar	d attendance recor	ds.		
Theatre Technic		Previously Updated By	Ryan Reynolds (701	3820) on 14/02/	2024						
Dashboard		Туре	DBC Holiday Entitle	ment							
My Pay		Comments									
My Holidays			Dates	Full Day	1st Half	2nd Half					
My Details	\sim		22/04/2024	0							
My Time & Atten	dance	То	24/04/2024	0							
My Training	\sim		Days								
My Appraisals/PE	Rs	Total Time	3 View plan	ned work time							
My Qualifications											
My Delegations									Edit		elete
Mv Authorisation	s							Ľ		J	

- o Click "Edit" in the bottom right corner
- o Edit as required
- o Click "Submit"
- The amended request will be sent to your manager for authorisation
- Your most recent Leave/Absence instances will be listed as a large tile in the "My recent requests" section
- If the request you are looking for <u>does not</u> show as a large tile, click the "View all requests" button in the bottom right hand corner

Xentrall Sheed Services			ය ? 💽 ර
Ryan Theatre Technician	ħ	There is no upcoming leave in the next 30 days.	
Dashboard			
My Pay		My recent requests	
My Holidays			
My Details	~	⊘ Authorised	
My Time & Attendance		DBC Holiday Entitlement	
My Training	~	22/04/2024 - 24/04/2024 (3 days)	
My Appraisals/PDRs		View	
My Qualifications			
My Delegations			View all requests
My Authorisations			view an requests

Xentrall Shared Services		Ξ				ද ? 💽 ජ
Ryan Theatre Technician	#	Keyword Search Enter keywords to search	Date From dd/mm/yyyy	Ö	Date To dd/mm/yyyy	Ē
Dashboard My Pay		Event Filter Absence		Status Filter	Rejected Submitted Witho	drawn) 🗸
My Holidays					Clear search	Search
My Details	~					
My Time & Attendance		Results per page: 20 V				Showing 1 result
My Training	~					
My Appraisals/PDRs		Description	Event	Status	Raised Date ~	
My Qualifications						
My Delegations		Absence (Add): MR Ryan Reynolds, DBC Holiday Entitl (22/04/2024 - 24/04/2024)	Albence	Authorised	14 Feb 2024	~
My Authorisations						

- Your full request history will be listed
- Locate the required request
- Click on the "Description" link

Xentrall Stand Services		Encetre Tec			0.60				٥	?	0	Ċ
Ryan		The Time Management module enabl	es employ	yees, and ma	magers on bel	alf of employ	rees, to view a	nd record absence and attendance re	cords.			
Theatre Technician	ħ.	Previously Updated By	Ryan Rey	ynolds (70138	320) on 14/02/	2024						
Dashboard		Туре	DBC Holi	iday Entitlem	ent							
My Pay		Comments										
My Holidays			Dates		Full Day	1st Half	2nd Half					
My Details	~		22/04/20		0							
My Time & Attendance		То	24/04/20	024	0							
My Training	~		Days									
My Appraisals/PDRs		Total Time	3	View plann	ed work time							
My Qualifications												
My Delegations									Edit		Delete	
Mv Authorisations												

- o Click "Edit" in the bottom right corner
- o Edit as required
- o Click "Submit"
- The amended request will be sent to your manager for authorisation

Delete an existing Holiday request

- Follow the instructions above, instead of selecting "Edit", select "Delete"
- Click "submit" in the bottom right hand corner to confirm the deletion
- The deletion will be sent to your manager for authorisation

Xentrall Started Services		Enertre let	the second second	- (PD				۵	?	٢	Ċ
Ryan		The Time Management module enable	es employees, and	d managers on bel	half of employ	yees, to view an	d record absence and	attendance records.			
Theatre Technician	۰.	Previously Updated By	Ryan Reynolds (7	013820) on 14/02/	2024						
Dashboard		Туре	DBC Holiday Entit	tlement							
My Pay		Comments									
My Holidays			Dates	Full Day	1st Half	2nd Half					
My Details	~		22/04/2024	0							
My Time & Attendance		То	24/04/2024	0							
My Training	~		Days								
My Appraisals/PDRs		Total Time	3 View pl	lanned work time							
My Qualifications											
My Delegations								F	dit	Delet	
Mv Authorisations										Delet	-

Viewing My Team Calendar

- Select "My Holidays" from the left hand menu
- Select "Team Leave Calendar"
- From this view you will see your own leave, your manager and your peers
 - Your Manager and Peers leave will be anonymised and you will not have access to any additional information
- You can navigate through the year using the calendar button at the top left

Xentrall Stored Services	8								
Sarah Communications Officer	∞ / <u>Deshboard</u> / My Holidays Leave Managem	nent							
Dashboard	Leave Dashboard Team Leave Calend	dar							
My Pay									
My Holidays	Pending		E Publ	ic holiday			R	est day	
My Details 🗸 🗸									
My Time & Attendance	1 · 14 April 2024								
My Training 🗸 🗸		April							
My Appraisals/PDRs		1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon
My Qualifications	Me								
My Delegations	Sarah Blue Communications Officer								
My Authorisations	22.2 hours (7012751)								
My Documents	My manager								
Form History	Hayley Yellow Senior Communications Officer								
	My peers								
	A Michelle Orange Communications Officer								Absent
	Kathryn Red Communications Officer								
	Karen Purple Communications Officer	Absent					5//		

Confirm Work Planned Scenarios

Example 1

- In this example, leave has been requested from 13/05/2024 17/05/2024
- The calendar has auto populated with a standard Monday Friday work plan
- Simply click "save" to continue

	Book new	leave -	DBC H	oliday En	titlemen	t			×
	From To		5/2024 5/2024	Enter All Week		Repeat	Weeks	Select	~
		MON	TUE	WED	THU	FRI	SAT	SUN	
\forall	Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
	12/05/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	37
	19/05/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	37
							C	ancel	Save

Example 2

- In this example, leave has been requested over Christmas, 23/12/2024 04/01/2025
- To ensure your holiday entitlement does not deduct for Christmas Day, Boxing Day and New Years Day, you would enter 0.00 on those days

	Book new	leave -	DBC Ho	oliday En	titlemer	nt			×
	From To			nter All Weeks ecurring Patter	-	Repeat W	eeks -	-Select	~
		MON	TUE	WED	THU	FRI	SAT	SUN	- 1
K	Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hoi
	22/12/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	з
	29/12/2024	07:24	07:24	00:00	00:00	07:24	0:00	0:00	2
	05/01/2025	07:24	07:24	00:00	07:24	07:24	0:00	0:00	2
							Car	ncel Sa	ve
11								[Close

- Click "Save"
- You will be presented with an alert, to continue, scroll down and click "save" again



• On return to the booking screen, you will see the Total Time has adjusted from 10 days to 7

Book new leave -	DBC Holiday Entitl	ement			×
Туре	DBC Holiday Entitlement				
Comments					
	Dates	Full Day	1st Half	2nd Half	
From *	23/12/2024	0	0	0	
To *	03/01/2025 📋	0	0	0	
Total Time	7.00 Confirm pla	nned work tin	ne		
				- 1	Submit

• Click "Submit" to complete