

Paid/Unpaid Leave of Absence

- Log into MyHR,
- Select My People
- Select Time & Attendance
- Select the required employee
- Click “next” to continue

Xentrall HR Manager > **Manager-Systems,Improvement&Recruitment (POS016460)** > Business Partner - Systems (POS011641)

Select Option ☒ People Individually ☐ Direct Reports ☐ Whole Team

Select All **Deselect All**

	Employee Name	Employee Number	Post	Employee Information
^	Lucy Duffowan	7021120	Business Partner - Systems (POS011641)	
☐	Harper Harrison	7021609	Officer - Systems (POS011634)	
☐	Kayleigh Kidd	6023927		
☐	Alexander Brown	7017767	Officer - Systems (POS011637)	
☐	Sharon Crilly	0272643	Officer - Systems (POS011638)	
☐	Leah Dawson	7017201	Officer - Systems (POS011640)	
☐	Charlotte Langford	7013373	Officer - Systems (POS011640C)	
☒	Samantha Hind	0277929	Senior Officer - Systems (POS017339)	

Next

- Use the calendar to navigate to the required absence start date
- Right click in the selected date
- From the dropdown options select Paid Leave or Unpaid leave as required

Time Management

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

< Previous Week Ending 23/08/2026 Next >

Name	Employee No.	Avg Weekly Contra Hrs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			17/08/2026	18/08/2026	19/08/2026	20/08/2026	21/08/2026	22/08/2026	23/08/2026
Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash
Samantha Hind	0277929	37							

Add View Edit Delete

- CAS Casual Sickness
- IND Industrial Injury
- PLV SBC Paid Leave**
- SCK Sickness
- ULV SBC Unpaid Leave**
- PYA Payments

Previous View Full Screen Print Cancel

- Select the required leave option displayed and the following screen will display

The screenshot shows the Xentrall 'Create Discretionary Leave' form for Samantha Hind (0277929) - Senior Officer - Systems (POS017339). The left sidebar contains navigation links: Me, My People (Not Selected), Team Selector, Delegations, Time & Attendance (highlighted), Payment Deadlines, Employee Personal Details, Reports, Forms History, and Help & Support. The main form area is titled 'Create Discretionary Leave - Samantha Hind (0277929) - Senior Officer - Systems (POS017339)'. Below the title is a description: 'The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.' The form is for 'Type SBC Unpaid Leave'. It includes a 'Comments' field, a 'Dates' section with 'From' and 'To' date pickers (both set to 18/08/2026), and a 'Time' section with 'Full Day', 'Part Day', and 'Open Ended' radio buttons. The 'Part Day' option is selected. The 'Time' section has input fields for 'From' (09:00), 'To' (15:30), and 'Hours off' (3.00). A 'Total Time' section shows 3 hours and 0 minutes (3.00). A 'Reason' dropdown is set to '--Select--'. A 'Confirm planned work time' button is at the bottom right. 'Cancel' and 'Submit' buttons are at the bottom right of the form area.

- Add a comment if required, this is not a mandatory field but could be useful for future reporting. e.g. if recording bereavement, you may want to detail the relation.
- Enter the date of the Leave
 - Move the marker to Part Day
 - Add the start time of the leave e.g. 9am
 - Then add the required number of hours leave

This image shows the same Xentrall form as above, but with a red rectangle highlighting the 'Time' section. The 'From' date is 01/01/2025 and the 'To' date is 01/01/2025. The 'Part Day' radio button is selected. The 'From' time is 09:00, the 'To' time is 15:30, and the 'Hours off' is 4.50. The 'Total Time' section shows 4 hours and 30 minutes (4.50). The 'Confirm planned work time' button is highlighted. The 'Back' and 'Close' buttons are at the bottom.

- Click Confirm planned work time

- Enter your normal, **full day**, working hours
 - You only need to adjust the hours on the day the leave is booked for, in the example shown, this is Wednesday. You do not need to update the full calendar.
 - Note: The calendar is displayed **week ending**, be sure to check before updating.



From 01/01/2025 Enter All Weeks ☒

To 01/01/2025 Recurring Pattern ☐ Repeat Weeks

--Select--

	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
29/12/2024	05:00	05:00	05:00	05:00	05:00	00:00	0:00	25
05/01/2025	05:00	05:00	07:00	05:00	05:00	00:00	0:00	27

Cancel

Save

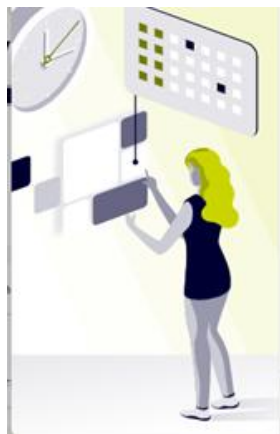
< Back

Close

- Save
 - You may be presented with an Alert:

✖ Alerts

Average hours entered is different from contract hours of 30. Are you sure you wish to continue?
 - Click save again and you will be returned to the Leave entry screen
- Double check that the Total Time recorded is correct



Comments

Dates	Full Day	Part Day	Time	Hours off			
			e.g. 15:30 for half past three	hh	mm	hrs decimal	
From *	01/01/2025	☐	☒	09:00	4	30	4.50
To *	01/01/2025						

hours mins hrs decimal

Total Time

Confirm planned work time

< Back

Close

- Save

Confirm Planned Work Time: Additional Information

We do not hold work patterns in MyHR, therefor the system takes an employee’s contracted hours and divides them equally over 5 days.

Confirm planned work time allows users to override this default and enter the true work pattern.

This work pattern is not saved against the employee and needs to be completed each time leave is entered.

Confirm planned work time only needs to be completed for the days that the leave is requested. So, if only 4 hours on Monday is requested, only complete the work plan for the same Monday.

EXAMPLE:

The employee’s works 7 hours 25 minutes on Wednesday, Thursday & Friday.
The employee has requested a full day Unpaid Leave

Type SBC Unpaid Leave

Comments

Dates

Full Day

Part Day

Open Ended

Time

Hours off

From * 20/08/2026

To * 20/08/2026

08:30 7 25 7.42

hours mins hrs decimal

Total Time 7 25 7.42

Reason * Holiday

Confirm planned work time

Cancel Submit

From 20/08/2026 Enter All Weeks

To 20/08/2026 Recurring Pattern

Repeat Weeks

--Select--

	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours		
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
16/08/2026	4:30	4:30	4:30	4:30	4:30	0:00	0:00	22	30	22.50
23/08/2026	4:30	4:30	4:30	07:25	4:30	0:00	0:00	25	25	25.42

Cancel Save