Annual Leave

Quick User Guide to booking annual leave within HR Organiser

Human Resources
Log into HR Organiser. You will need your University username (without the @essex.ac.uk) and password. This is the same password you use to log on to the network and your emails.

Select the ‘Absence’ button from the top of the screen.

Once selected you will see the hours of holiday still remaining and the annual leave you have already booked.

Click on ‘Add holiday’ to book annual leave.

This will then open a new window.

On the page enter the holiday period and any notes you have regarding your annual leave.
• If you want to book a part day of annual leave, enter the start date specifying whether you are booking the morning or afternoon off.

• If you want to book a full day of annual leave, enter the start date.
If you want to book more than one day of annual leave, enter the start date specifying whether the first day of annual leave is going to be a full day or half day, and the end date of annual leave specifying whether it is going to be a full day or half day.

Once complete, click on ‘Save’.

This will trigger a notification email to the reporting manager that annual leave has been requested, and that they need to log in and either authorise or reject the annual leave, and to the employee confirming annual leave request.

Once the annual leave is authorised or rejected, this will trigger a notification email to the employee stating whether the annual leave has been authorised or not.

The University policy can be found at http://www.essex.ac.uk/hr/policies/default.aspx#S but if you need any help, please contact staffing@essex.ac.uk or call on ext. 3433.