Annual Leave

Quick User Guide to managing annual leave within People Manager.

Human Resources
When a request for annual leave is submitted by an employee through HR Organiser, you will receive an email notification stating that there is an action to be done.

There will be a link in the email to People Manager, or you can log into People Manager on the website using your University username (without the @essex.ac.uk) and password. This is the same password you use to log onto the network and your emails.

Within People Manager, there is a ‘To do list’; this is where the task will be sat awaiting an action.

Click on the ‘To do list’ and the tasks will then become visible.

There are two options for authorising or declining annual leave.

- **Option 1**
  - Click in the box above the tick in the task you wish to action.

  - Click on the box called Actions.
- The box will give you two options, authorised or not authorised.

- Select the option you wish; this will then update the record accordingly.

  - **Option 2**
    - Click on the task.

- People Manager will then take you through to the main Annual Leave screen.

- The screen will show the period, status of the request and allow you to enter notes in the reason field if you wish. The holiday balances will also be displayed.

- Update the authorisation status and click on ‘Save’.

- This will then update the record as requested.

- Once the annual leave request has been actioned, the task will clear from your to do list.

- This guide is designed to be a quick reference and does not go into detail about the screens or outside the standard approval process.

If you would like further information please read the People Manager guide that can be found at: [http://www.essex.ac.uk/staff/hr_organiser/](http://www.essex.ac.uk/staff/hr_organiser/).

If you have any questions or are having any difficulty, then please email ihr@essex.ac.uk or call ext. 3433.