CoreTime Employee Training Manual 2021

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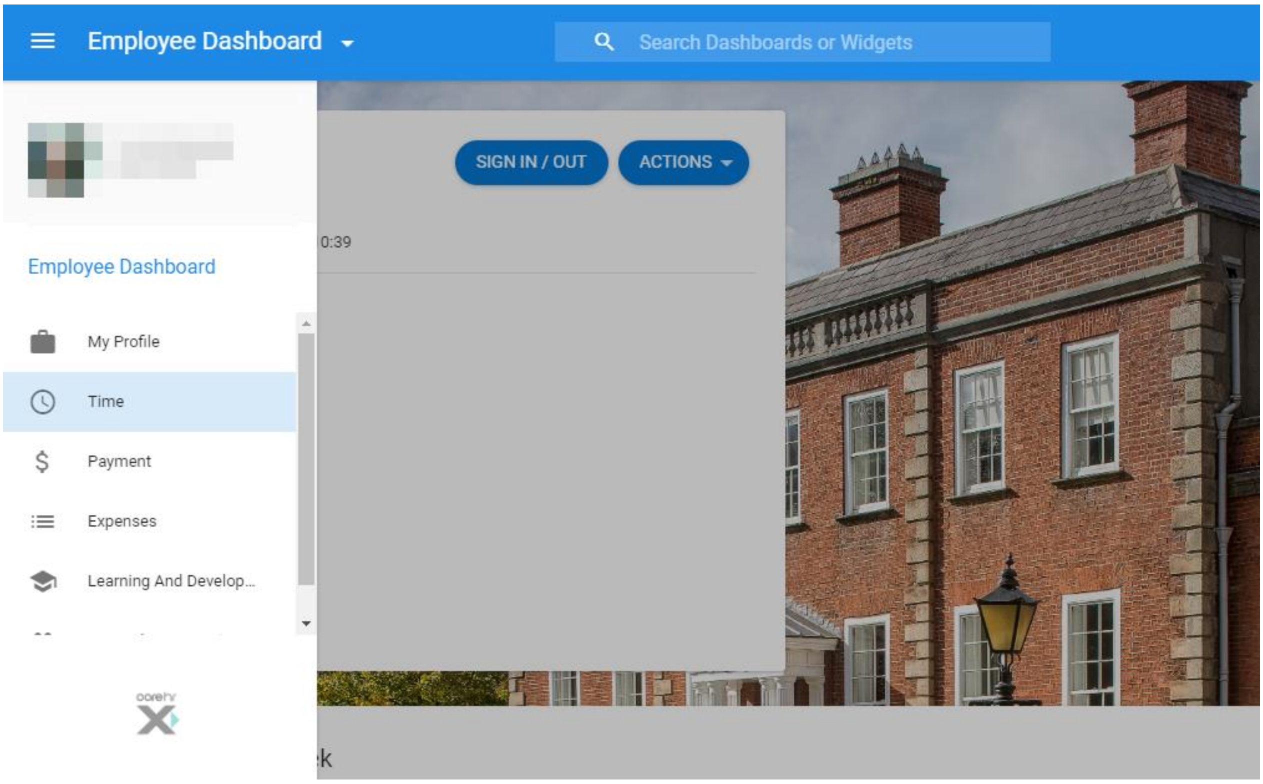
OVERVIEW

LEAVE AND ABSENCES

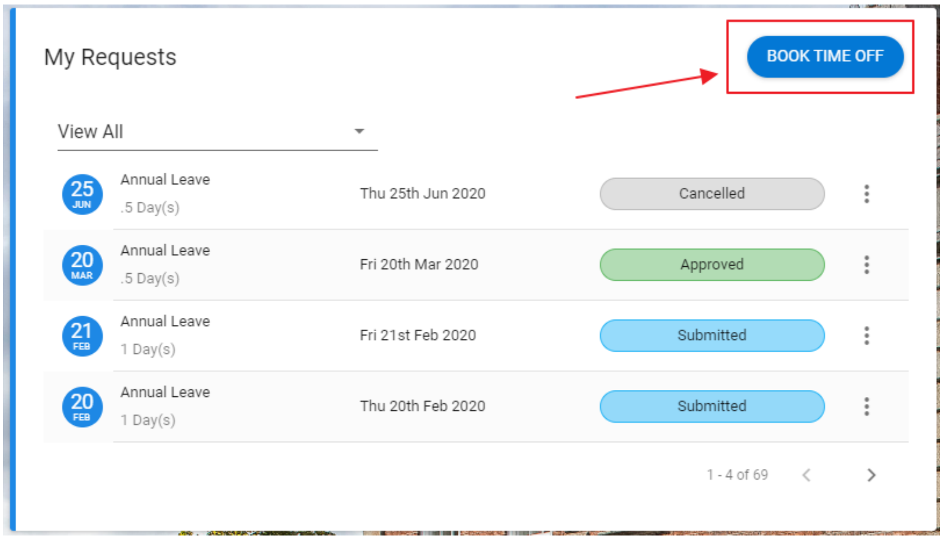
CorePortal (Time Section) allows employees manage their own *Leave Requests* through the Employee Dashboard. This allows employees to submit *Leave Requests* to their managers for approval. It is also possible for employees to view and edit already submitted requests if required. Along with Time there is sections on the portal in relation to pay, expenses, Learning and Development and coming PRD Scheme.



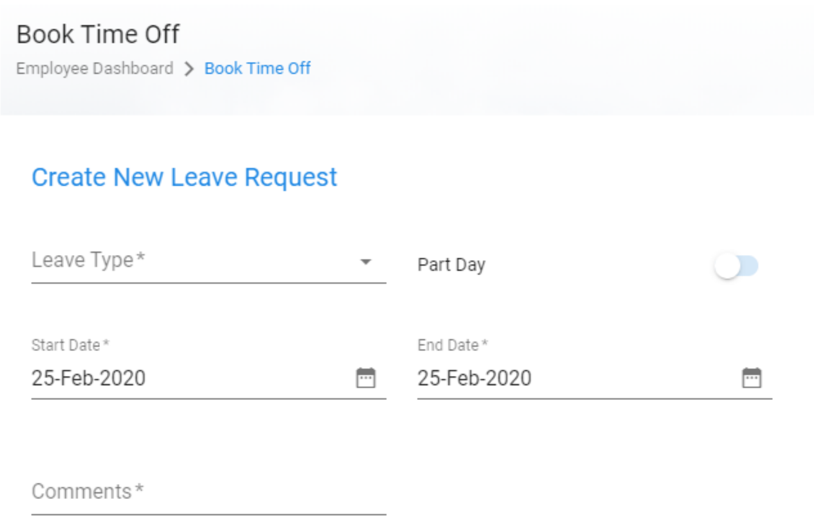
SUBMITTING LEAVE REQUESTS

To submit a *Leave Requests* from the *My Requests* widget:

1. Click the **Book Time Off** button.



Click on the Book Time Off – **'Create New Leave Request'** screen displays.



1. Select the applicable *Leave Type* from the drop-down list.
2. Enter the *Start Date*.
3. Enter the *End Date*.
4. Select a *Reason* from the drop-down list, if applicable.
5. Add *Comments*.
6. Click **Submit**.

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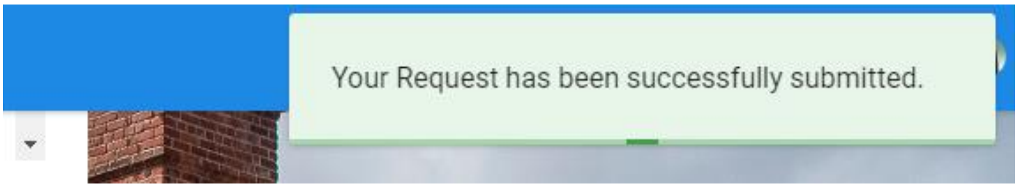
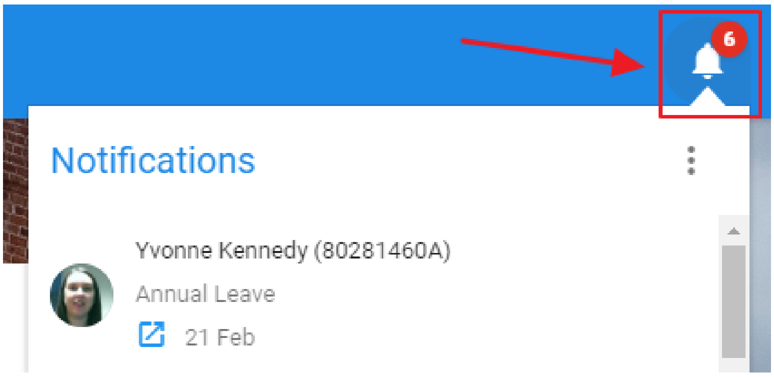
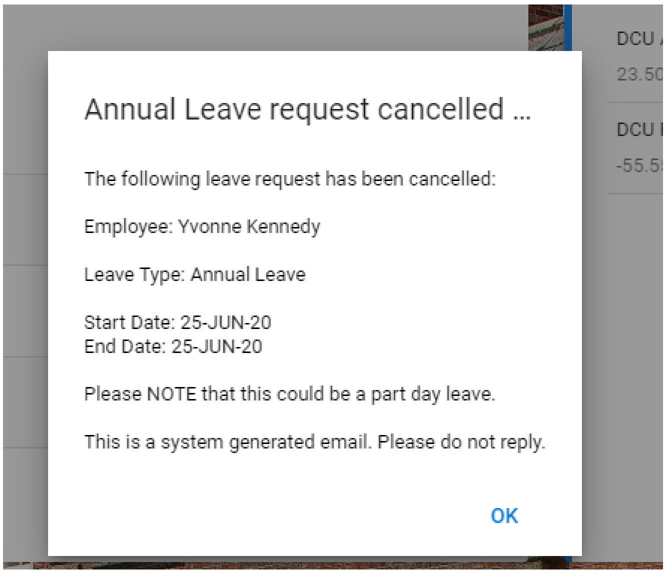
A notification will appear confirming you request has been submitted.



1. Click the button.
2. Select the **Notification**.

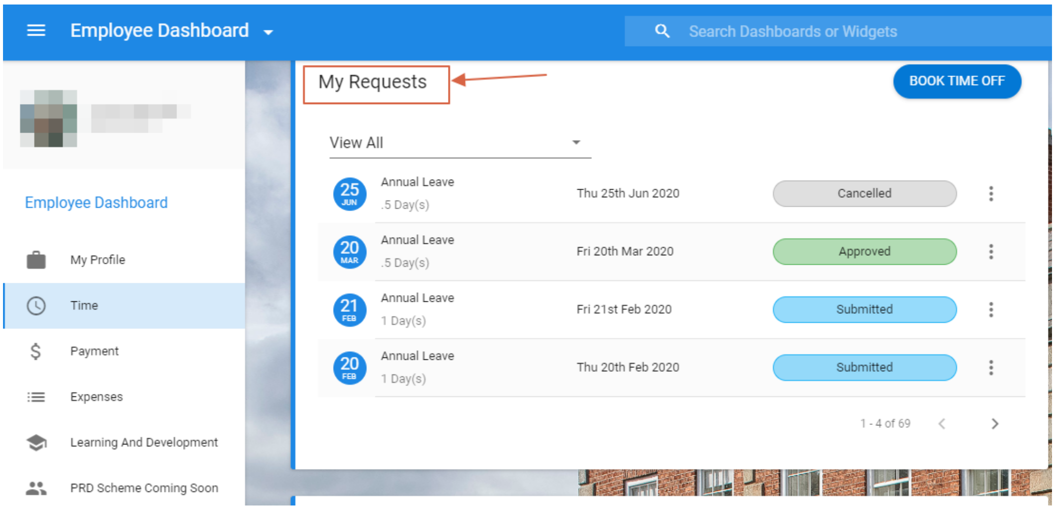


If you click on the notification, it will display on screen.



MY REQUESTS

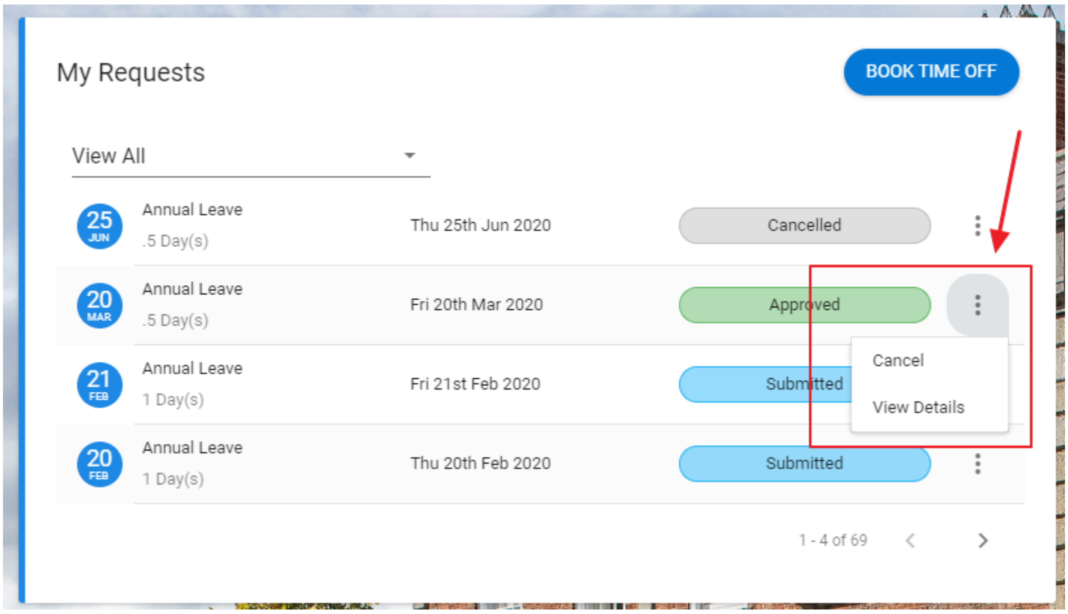
From the *Employee Dashboard,* employees can review the status of their requests, and make amendments as required, via the *My Requests* widget. The *My Requests* widget is shown in the below screenshot.



To view **Leave Requests** from the *My Requests* widget:

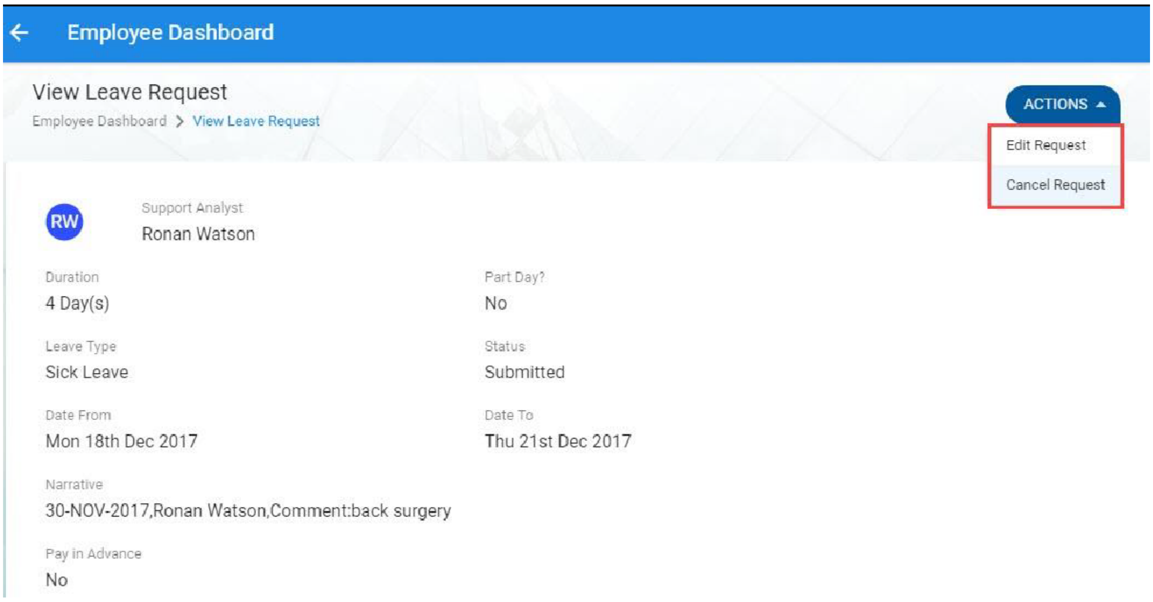
The *My Requests* widget displays.

1. Click the ⋮ button on the applicable Leave Request.
2. Select **View Details**.



The **View Leave Request** screen displays all relevant information regarding the leave requests.

In this example, it is also possible to **Edit** or **Cancel** the requests.



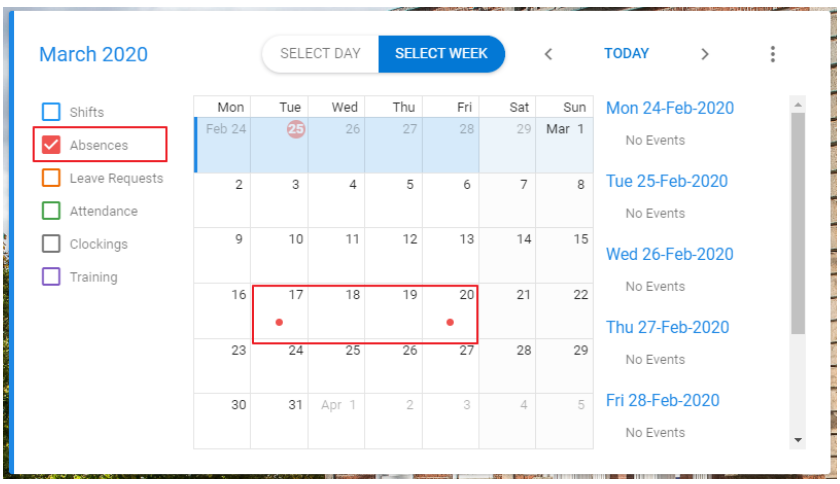
VIEWING LEAVE REQUESTS & ABSENCES

It is possible for employees to view their *Absences* and *Leave Requests* via the *Calendar* widget.

1. Tick **Absences**.

   Red icons now display on the applicable dates where *Absences* occur.

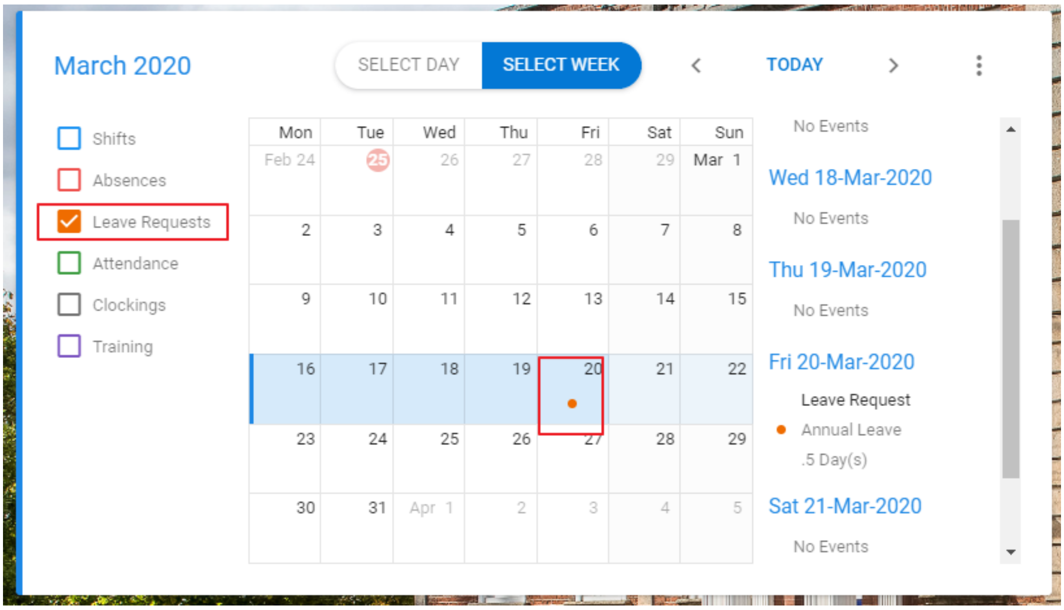
   It is possible to click on the applicable date or week. This displays additional detail, regarding the absences, to the right of the **Calendar widget**. This is highlighted in the below screenshot.



3. Tick **Leave Requests**.

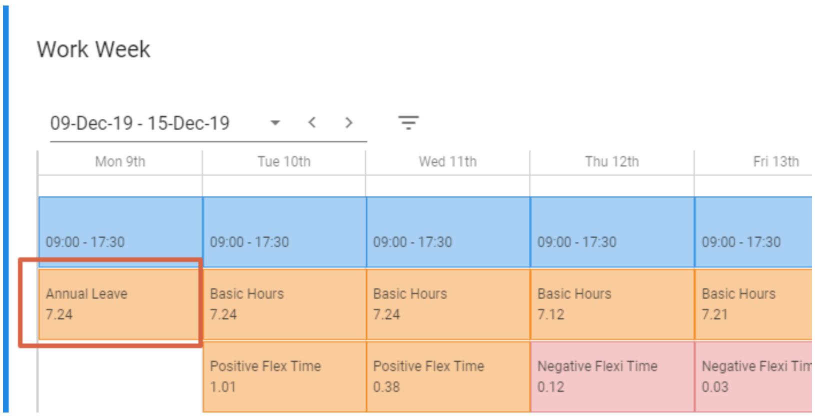
An orange icon now displays on the applicable date where a **Leave Request** occurs.

It is possible to click on the applicable date or week. This displays additional detail, regarding the *Leave Request*, to the right of the **Calendar widget**. This is highlighted in the below screenshot.



ABSENCES AND REQUESTS VIA WORK WEEK

The below examples show 'Sick Leave' *Absences* and an 'Annual Leave' *Leave Requests*, displaying on the **Work Week widget.**



BALANCES

It is possible for employees to view their balance information from the *Balances* widget.

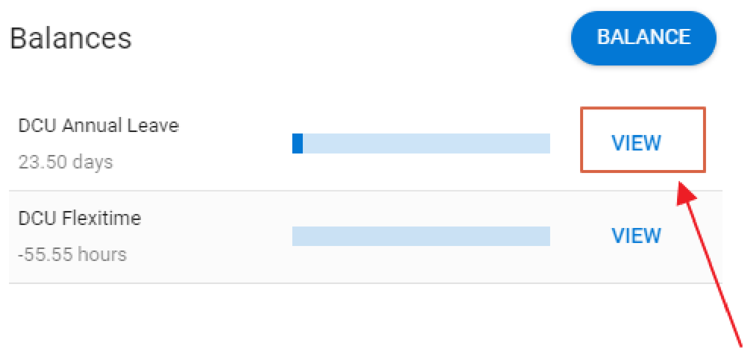
The ***Balances*** widget displays.

Here it is possible to view all balances assigned to your employee record.

To view individual balance information:

1. Click **View** on the applicable balance.

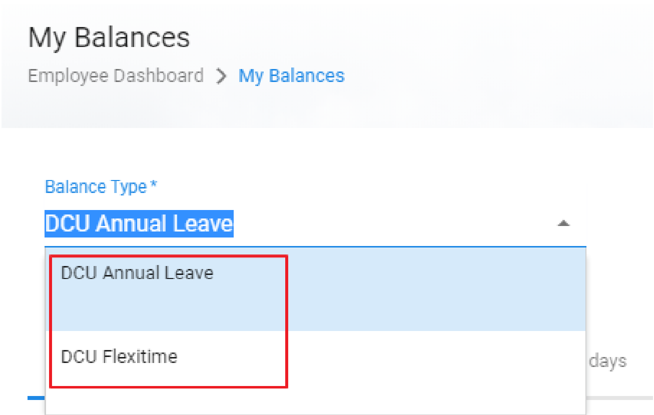
In this example, the 'Annual Leave' *Balance Type* is selected.



The ***My Balances*** screen displays.

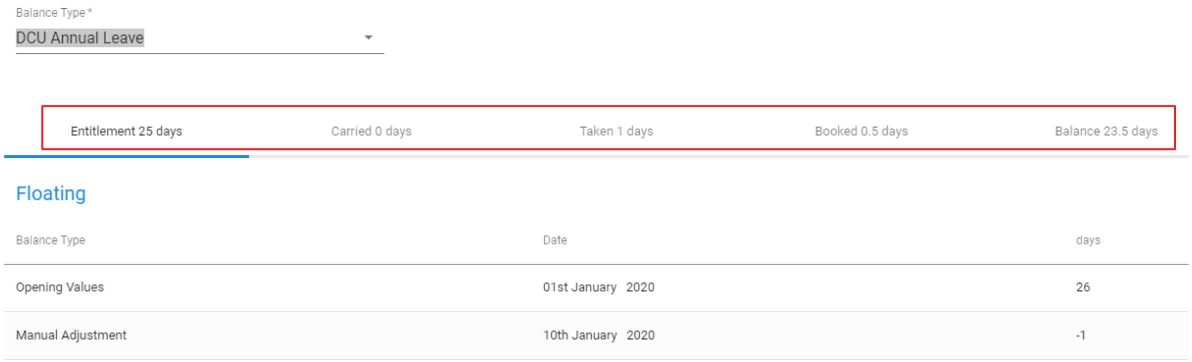
This screen lists information relating to the selected *Balance Type*.

Here it is possible to specify a different *Balance Type*, if required, as highlight below.



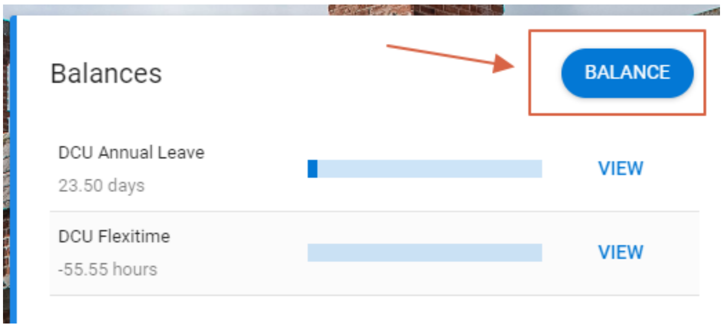
The *My Balances* screen lists the following information for the *Balance Type*.

- Entitlement
- Carried
- Taken
- Booked
- Balance



To view information on all *Balance Types*:

2. Click **Balance**.



The ***My Balances*** screen displays.

This screen lists information relating to all *Balance Types* assigned to your employee record.

The *My Balances* screen lists each *Balance Type* assigned to your employee record. It also details the following information per ***Balance Type***.