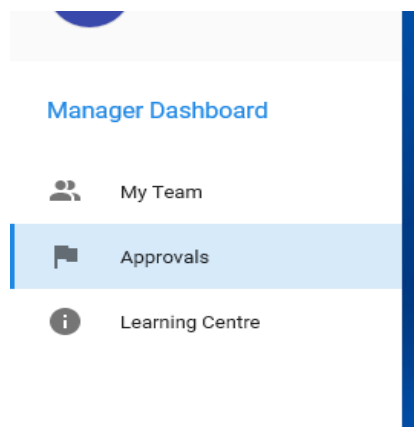




Managers:

Approving/rejecting a leave request

- On logging in to Core Portal you will land on the Manager Dashboard. Navigate to the Approvals tab on the left hand side:








- All leave requests will be visible here. (Please note it often takes up to 15 minutes for these to appear. If your direct report submits a request, it may not appear instantly).

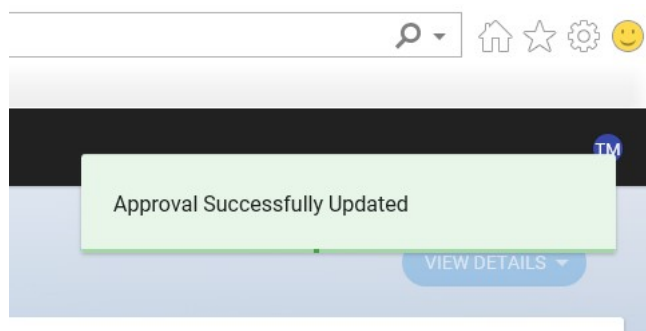
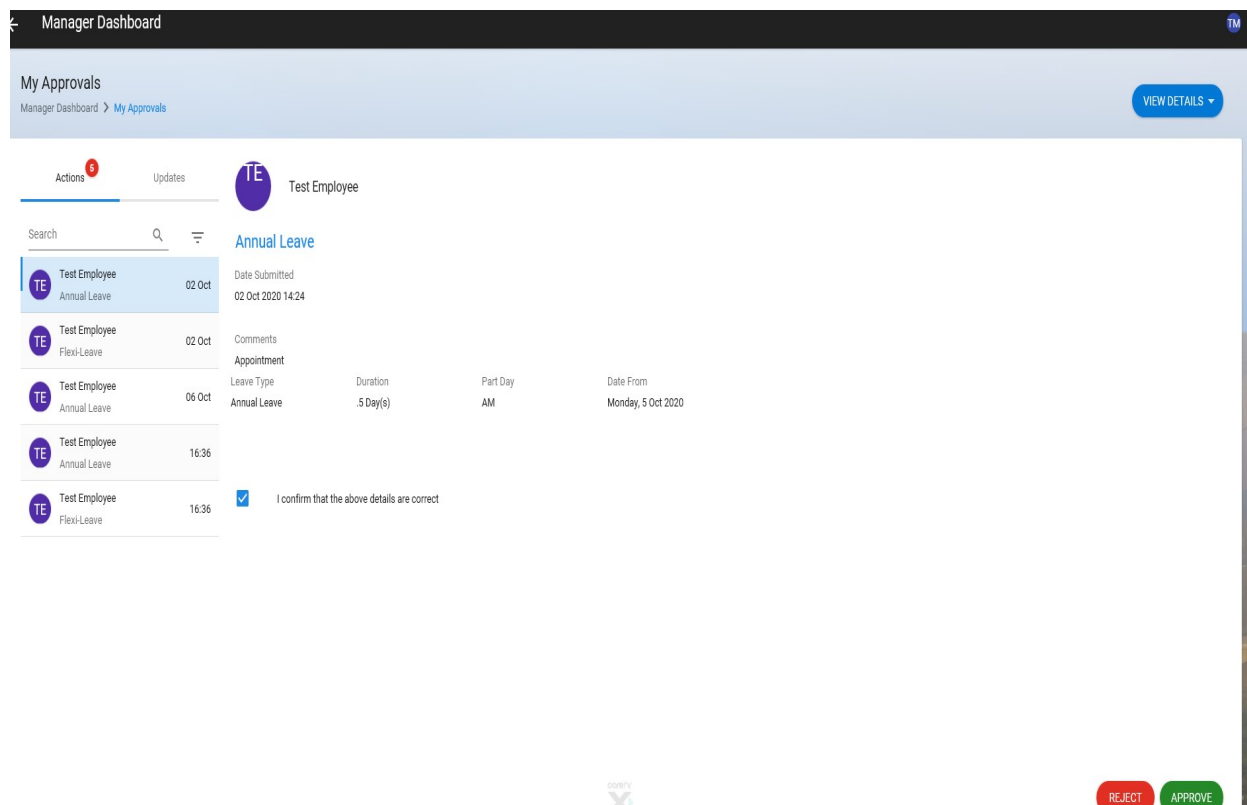
My Approvals Notificati...

APPROVALS ⁵

ACTIONS ▾

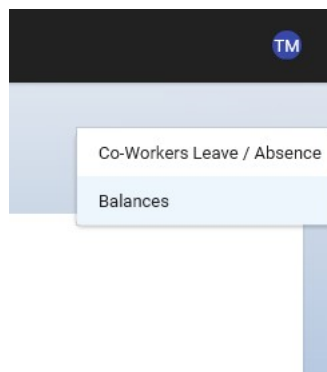
	Test Employee Annual Leave	02 Oct	VIEW
	Test Employee Flexi-Leave	02 Oct	VIEW
	Test Employee Annual Leave	06 Oct	VIEW
	Test Employee Annual Leave	16:36	VIEW
	Test Employee Flexi-Leave	16:36	VIEW

- By selecting the view on the right hand side, you can either approve, or reject the request.
- Please tick the confirmation box in order to approve or reject the request. Please also note that once you change the status Reject or approve **no further action is required**. The system may take a moment to respond but you will then be presented with the notification in the second image below.



Viewing balances before approving/rejecting a leave request

- It is possible to view the leave balance of an employee before approving/rejecting their leave request. Select the View Details Button on the top right hand side of the pop up window. The employee's balance will then be displayed in a pop up window and you can decide to approve/reject their leave request with knowledge of their remaining balance.



Balances

Manager Dashboard > My Approvals > Balances

Annual Leave

14.50 days

Force Majeure- rolling 1 year rule

3.00 occurrences

Force Majeure- rolling 3 year rule

5.00 occurrences

Flexitime

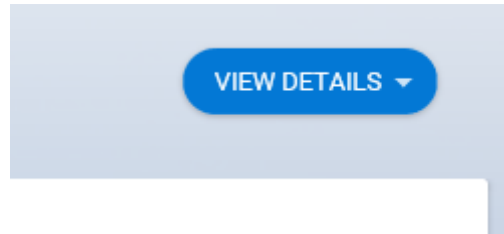
10.00 hours

Switch to Half Pay 92 Days

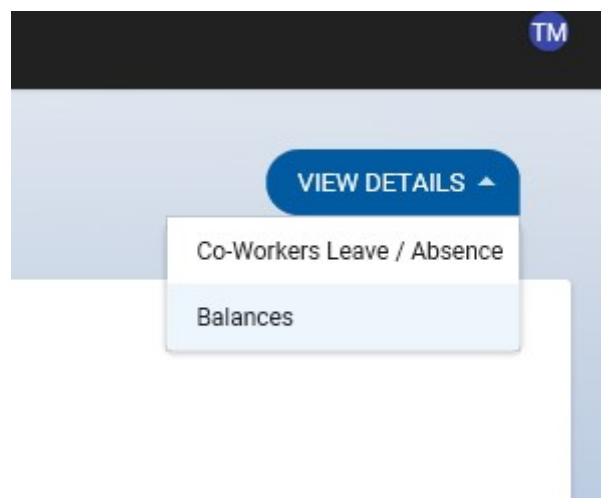
92.00 days

Viewing Team Absences before approving/rejecting a leave request

- It is possible to view the schedule of all of your direct reports before you approve/reject any leave requests.
- Before you approve/reject a leave request, you can select the View Details button on the top right hand side of the pop up window.




- From her, click the Co-workers Leave / Absence.



In the View Team Absence pop up window, you can see at a glance who is in the office, when, and which dates leave has been taken or is booked for.

Absences Only 09-Nov-2020 - 15-Nov-2020

Name	Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th
	Annual Leave (Requested)	Annual Leave (Requested)	Annual Leave (Requested)	09:00-17:12 - FXMS04	Annual Leave (Requested)	Resting - FXMS04	Resting - FXMS04
				Flexi Leave 3.36 Hours (Booked) Annual Leave (Requested)			
	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	Annual Leave (Booked)	Resting - FXMS04	Resting - FXMS04
	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	Resting - FXMS04	Resting - FXMS04
	Annual Leave (Taken)	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	Resting - FXMS04	Resting - FXMS04
	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	Resting - FXMS04	Resting - FXMS04
	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	09:00-17:12 - FXMS04	Resting - FXMS04	Resting - FXMS04

Other Employees names, Pictures and Job titles

How do I approve employee missed clocking's?

- When one of your team submits a missed clocking for approval, you should receive an email informing you of this. In the Approvals section, you will see a notification for 'Missed Clocking Approval'. Click 'View'.

Employee	Request Type	Time	Action
Test Employee	Annual Leave	06 Oct	VIEW
Test Employee	Annual Leave	Yesterday	VIEW
Test Employee	Flexi-Leave	Yesterday	VIEW
Test Employee	Flexi-Leave	10:12	VIEW
Test Employee	Missed Clocking Approval	12:48	VIEW

- This screen shows the missed clockings that have been submitted by employees on your team.


My Approvals

Manager Dashboard > My Approvals

Actions ⁸ Updates TE Test Employee

Search

TE Test Employee Annual Leave	06 Oct	Date Submitted	12 Nov 2020 12:48		
TE Test Employee Annual Leave	Yesterday	Clock Time	Clock Date	Comments	
TE Test Employee Flexi-Leave	Yesterday	12:45	Thursday, 12 Nov 2020	Test ref 00209512	
TE Test Employee Flexi-Leave	10:12	<input type="checkbox"/> I confirm that the above details are correct			
TE Test Employee	12:48				


 REJECT APPROVE

- Managers can approve or reject the missed clocking submission by ticking the box of the relevant clockings and selecting approve or reject using the icons on the bottom right hand side of the screen.

Date Submitted
12 Nov 2020 12:48

Clock Time	Clock Date	Comments
12:45	Thursday, 12 Nov 2020	Test ref 00209512

I confirm that the above details are correct

 REJECT APPROVE

How do I view my teams clocking's and leave in one place?

- In my team, on the Manager Dashboard, click on Actions and then View Scheduler.

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with a hamburger menu, 'Manager Dashboard', and a search bar for 'Search Dashboards or Widgets'. Below this, the 'My Team' section is visible, featuring a search bar for 'Name, Department, Job Title' and a dropdown menu set to 'My Team'. Below the search bar are columns for 'Employee', 'Position', and 'Contact Details'. An 'ACTIONS' button is located in the top right corner of the 'My Team' section.

The 'Team Scheduler' view is shown below, displaying a weekly roster for the period 202046, starting on 09 Nov 2020. The scheduler includes a search bar for 'Search Employees', a date selector for '09 Nov 2020', and buttons for 'WEEK' and 'MONTH'. The roster table shows the following data:

Team Member	Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th
Other employee name	09:00 - 17:12	09:00 - 17:12	09:00 - 17:12	09:00 - 17:12	09:00 - 17:12 ANNL	Resting	Resting
Test Employee Professor Dept. of Chemical Science	09:00 - 17:12 BASIC - 07:12 FP - 00:15 Clock - 09:00 - 12:56 - 13:45 - 17:16	09:00 - 17:12 BASIC - 07:12 FP - 00:58 Clock - 08:55 - 12:55 - 13:45 - 17:55	09:00 - 17:12 BASIC - 07:12 FP - 00:05 Clock - 08:00 - 13:00 - 13:55 - 16:12	09:00 - 17:12 FL	09:00 - 17:12	Resting	Resting

- On this screen, you have the capabilities of reviewing historic rosters and future rosters. You can do this by using the 'Previous' and 'Next' arrow buttons to navigate your way through the weeks and months. Alternatively, you can use the 'Go to date' calendar button to find an exact date to check the roster.
- You can search employees in the 'Search employees' Search Bar.

FP = Flexi Positive
FN = Flexi Negative
BA = Business Absence
Annl = Annual Leave
FL = Flexi Leave

- Filter allows the manager to filter the Scheduler screen by the options below.

Scheduler Filter

Absences	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
Clockings	<input checked="" type="checkbox"/>
Leave Requests	<input type="checkbox"/>
Roster	<input checked="" type="checkbox"/>
All Leave Requests	<input type="checkbox"/>
Training	<input checked="" type="checkbox"/>

RESET APPLY

- You have two options for your view, Week or Month.

Date

09-Nov-2020

Period: 202046

Fri 13th Sat 14th Sun 15th

