



Delt Employee Mini Guide

My Request Widget
Book; View; Amend; Delete Leave Request

16/09/2020

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1. Overview

For one reason or another, leave booked or requested by employees may need to be amended.

This document outlines how to amend the following types of leave requests:

- Employees may amend
 - Unprocessed requests
 - Approved requests (future-dated only)



2. Employee Book Leave

2.2 Employee Books leave via My Requests Widget

2.2.1 My Requests – Employee Requesting Leave

My Requests - Employee requests leave

BOOK TIME OFF

1. From the *My Requests* widget, employee clicks 'Book Time Off'
2. The 'Book Time Off' option is displayed. To submit leave, employee sets the following options:
 - Appointment: Employee select the correct Appointment (Position)
 - Leave Type: Select from drop down menu
 - Start Date/End Date: Open calendar and select dates affected
 - Is this part day leave: Yes/No
 - If 'Yes', also update:
 - Time of Day (AM or PM)
 - Part Day e.g. ½ of a day
 - Comments: free text
 - Please note that at the bottom of the page is the leave balance. Employees should check this information to ensure they have leave entitlement for the current year, and it is correct.

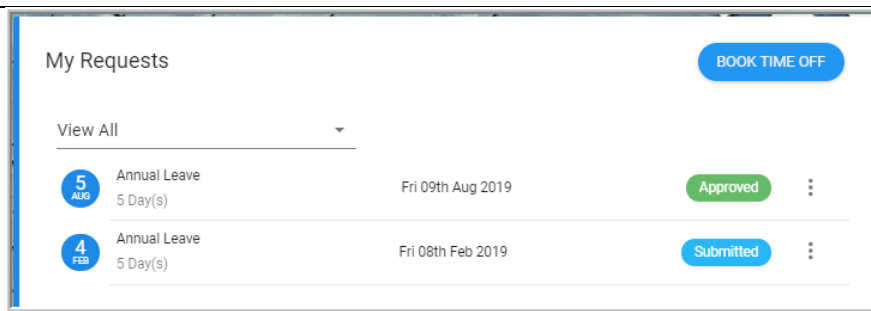
Create New Leave Request

Leave Type*
Annual Leave ▼ Part Day

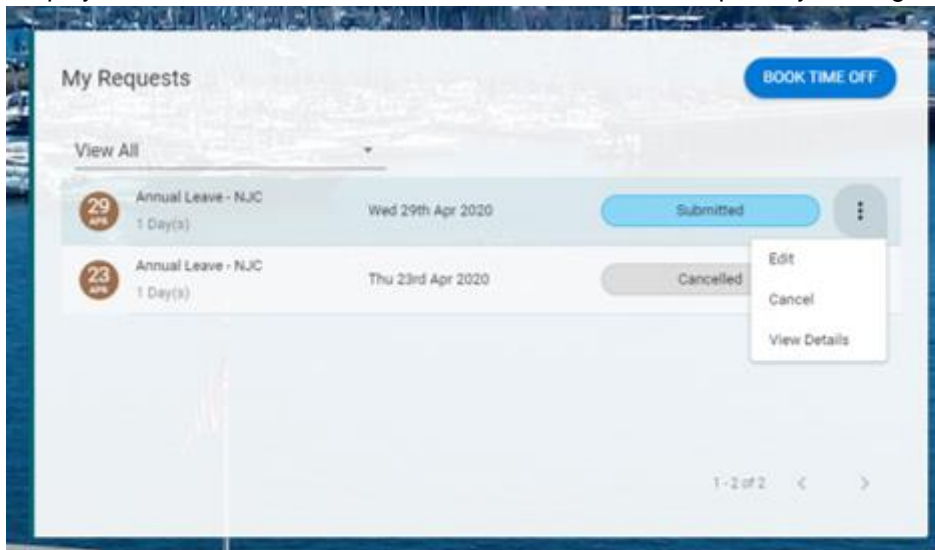
Start Date* End Date*
04-Feb-2019 📅 08-Feb-2019 📅

Comments
Early spring vacation.

1. Click 'Submit'.
2. A pop-up notification will inform leave has been successfully submitted.
3. Employee's manager will receive a request notification.



4. Employees can also Edit, Cancel, or View Details of their request by clicking on the ellipses



2.2.2 My Requests – Viewing the employee’s balance/entitlement

View Employee leave entitlements (Optional)
To view employee entitlements/balances within the leave request screen simply view the bottom of the Create New Leave Request screen (or click 'Balance Detail').

Balance Information				
Name	Allowance	Requested	Booked	Remaining
Annual Leave	22.00	5.00	0.00	22.00



3. Leave Request Amendment Via - My Requests Widget

3.1 Employee Leave Request Amendment

3.1.1. Steps to Complete – View My Requests

Note:
Historical approved requests cannot be amended via Employee Dashboard
 It is **not possible** for an employee to amend (or cancel) an approved Historical Absence/Leave Request. This needs to be completed by the line manager.

3.1.2. Steps to Complete – Amend an Unprocessed Leave Request

Amend Request – Unprocessed, Pending Managers Approval

Employee wishes to amend a submitted leave request that is yet to be actioned by a manager.

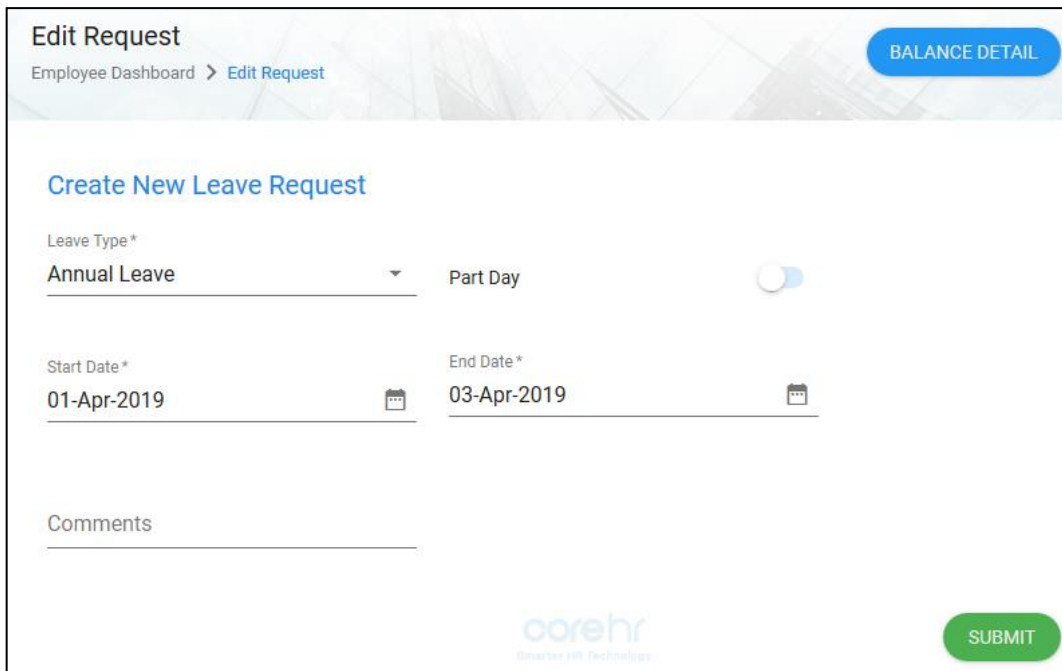
1. View the leave request that is to be amended on the 'My Requests'. Unprocessed leave requests will display as "Submitted"
2. Click the ellipsis to view action options.

My Requests BOOK TIME OFF

View All ▼

1 APR	Annual Leave 5 Day(s)	Fri 05th Apr 2019	Submitted ⋮
12 FEB	Annual Leave 3 Day(s)	Thu 14th Feb 2019	<div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Edit</div> <ul style="list-style-type: none"> <li style="padding: 5px 0;">Cancel <li style="padding: 5px 0;">View Details <li style="padding: 5px 0;">View Team Absences

3. Click 'Edit Request'. Edit Request form displays.
4. Update the fields to be amended e.g. Amend End Date



Edit Request
Employee Dashboard > Edit Request

[BALANCE DETAIL](#)

Create New Leave Request

Leave Type*
Annual Leave Part Day

Start Date* 01-Apr-2019 End Date* 03-Apr-2019

Comments

[SUBMIT](#)

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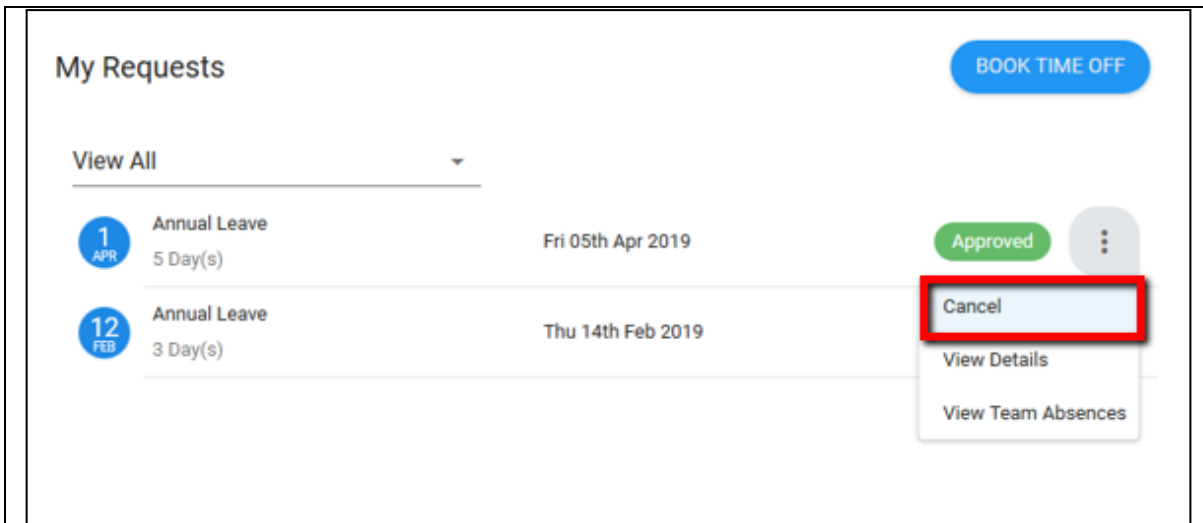
5. Click 'Submit'.

3.1.3. Steps to Complete – Amend an Approved Leave Request (Future Dated)

Amend Request – Approved Future Dated

Employee wishes to amend a submitted leave request that has already been actioned/approved by a manager. Note it is not possible to edit an approved request. The employee must take the following actions.

1. View the leave request that is to be amended on the 'My Requests'. Approved leave requests will display as "Approved"
2. Click the ellipsis to view action options.



1. Click 'Cancel Request'. Previously submitted/approved leave is cancelled.
2. Click 'Book Time Off' to resubmit leave with amended details.
3. Click 'Submit'.

The employee's manager will receive a notification to action the submitted leave request.

3.1.4. Steps to Complete – Amend an Approved Leave Request (Historical)

Amend Request - Historical Absence
Employee wishes to amend a historical Leave Request which been approved by their manager.
It is not possible for an employee to amend (or cancel) an approved Historical Absence/Leave Request. This needs to be completed by the line manager.

