



Manager Dashboard

Manager Leave Request

02/12/2020

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Overview

CoreHR allows Managers to: -

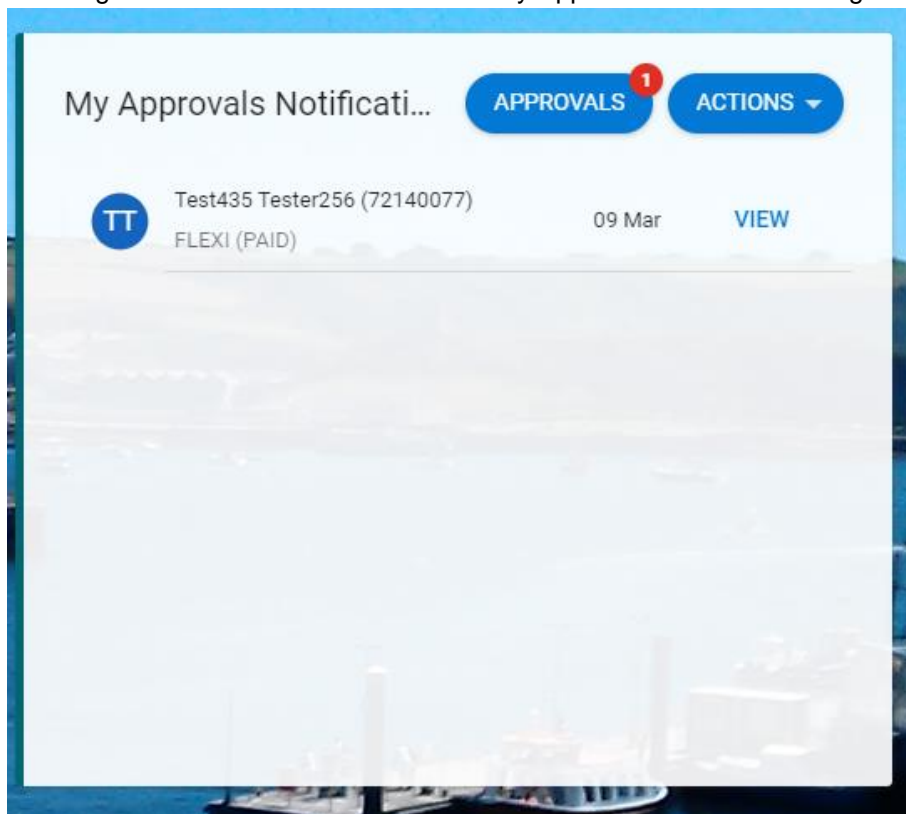
- Authorise Employees Leave requests
- Amend Historical Requests
- Amend Leave Requests


1.1. Manager Authorises Leave Request

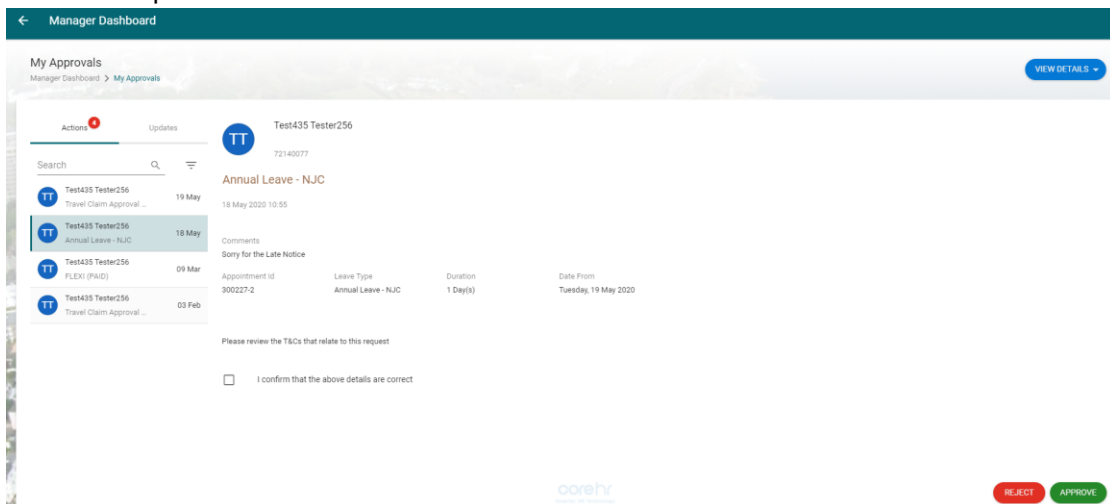
1.1.1. Steps to Complete – Authorise Employees Leave Request




Login to the Manager Dashboard

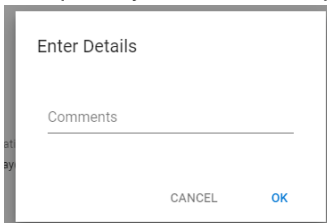
1. Go to Manager Dashboard and click onto the My Approvals Notification Widget



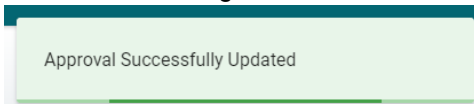
2. A list of Approvals will be displayed in the My Approvals Notifications Widget. If you wish to view these in more detail, click on either the View button to view an individual notification, or click on the  button. When you click on the 'Approvals' button, the My Approvals screen will open



3. Navigate to the Leave notifications. Read the detail of the leave request.
4. If you require further information, click on the  button to see
 - Co/Workers Leave/Absences
 - Balances
5. Tick the statement 'I confirm that the above details are correct'
6. Next Click either the Reject of the Approve   button. (Please note, that if you reject a request, you will need to provide comments which will be viewed by the employee)



If you approve, the approval will be sent to the employee and you will see a successful notification message



2.1 Manager Amends Leave or Deletes Historical Request

2.1.1 Steps to Complete – Amend Leave or Delete Historical Request

Amend Leave Historical Request - Historical
<ol style="list-style-type: none"> 1. Manager receives a request from an employee requesting an amendment to a historical leave Request which has already been approved. 2. Go to the My People Widget in Manager Dashboard 3. Click Actions & select View Scheduler

My People

Search: Name, Department, Job Title | My People

ACTIONS
View Scheduler
Onboarding

Employee	Position	Contact Details
SPTST SPUAT 000128	Client Services Client Services Operations Analy...	02345678 test@hotmail.com
Test426 Tester13 72140026	Client Services Client Services Operations Analy...	None Set None Set
Test435 Tester256 72140077	Client Services IT Technician	None Set TestyMcTest@Testo.co.uk

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Manager Dashboard

Team Scheduler

Search Employees

Date: 08-Jun-2020 | Period: 202024 | WEEK | MONTH

Team Member	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th
SPTST SPUAT (000128) Client Services Operations Analyst Client Services							
Test426 Tester13 (72140026) Client Services Operations Analyst Client Services	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	Non Working Day	Non Working Day	Non Working Day	Non Working Day
Test435 Tester256 (72140077) IT Technician Client Services	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	Non Working Day	Non Working Day
Test427 Tester29 (72140036) Client Services Operations Analyst Client Services	Non Working Day	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	Non Working Day	Non Working Day	Non Working Day
Test424 Tester33 (72140017) Registration Authority Agent Client Services	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	Non Working Day	Non Working Day

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4. On the 'Team Scheduler' widget, click on the filter button.

Team Scheduler

Search Employees

REPORTS

Team Member	Mon 4th	Tue 5th	Wed 6th
Oscar Baker Operations H.R.	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30

5. Ensure Filter is set to "Absences" only

Scheduler Filter

Work Group ▼

Absences

Attendance

Clockings


Leave Requests

Roster

All Leave Requests

RESET APPLY

6. Find the correct employee, using the Search Employees field.
7. Left click on any day or month in the white area and select 'Person Absences'.

Team Member	Mon 4th	Tue 5th	Wed 6th	Thu 7th	Fri 8th	Sat 9th	Sun 10th
 Charlotte Hill Operations H.R.	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	Resting	Resting
				Annual Leave	Annual Leave		

8. You will be taken to the list of that employees Person Absences
9. Find the correct date and click on the ellipsis and select either
 - a. View/Edit Absence Details – you will be taken to the screen and you can update the details & save
 - b. Delete Absence – you will be asked if you are sure you want to delete – Click Yes to delete, if not select No.