CoreHr – Annual Leave Guide

DOCUMENT CONTROL – Annual Leave Guide

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Date	Author	Description	Version
November 2020	Dan Billings	Original	1.0

Contents

Purpose of Guide

This is intended to explain how CoreHr calculates and records annual leave. Guidance on how to request leave or approve leave are not covered here but are available in other their own guides.
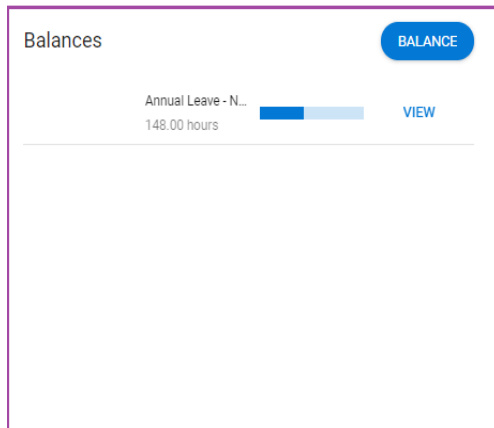
This guide has a section on how to understand your entitlement in the leave year 20/21, where balances have been transferred from iTrent. There is also a section on how to understand your leave where CoreHr has been in use for annual leave recording for the entire leave year.

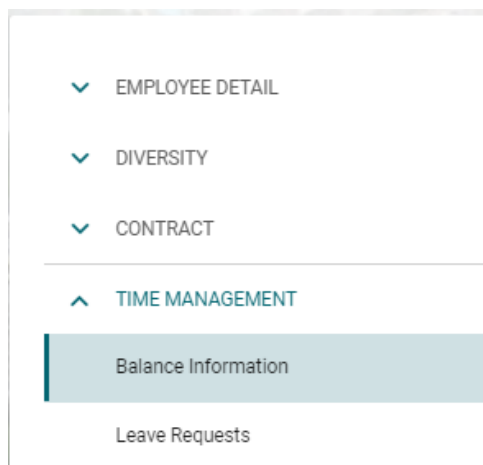# Annual Leave balance – Where Do I Find it?

As an Employee.

Your annual leave balance can be found in 2 places.

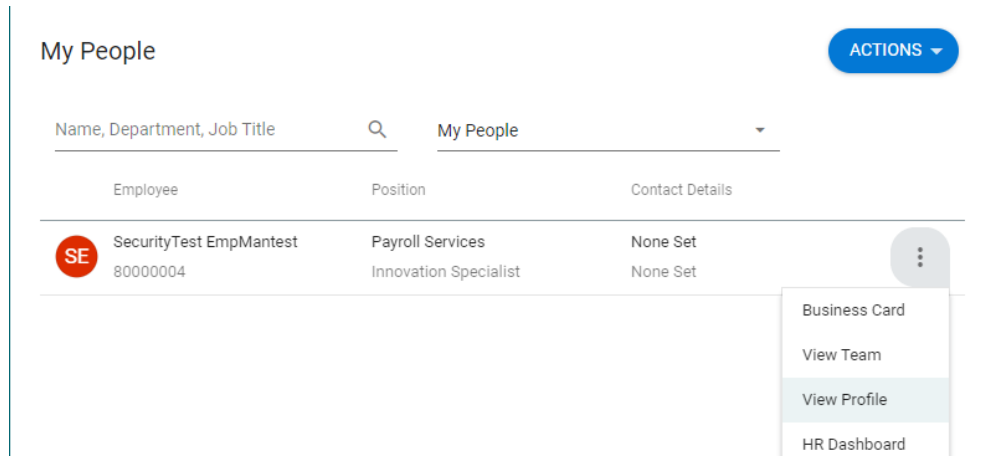- The Balances widget on your employee dashboard

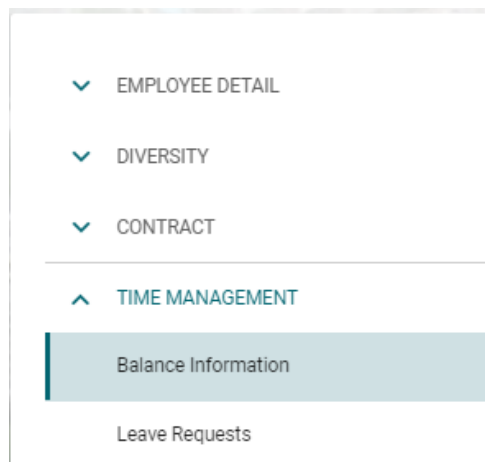- Under Balance Information, in the Time Management Section of your Personal Profile

As a Manager

You can view information about your employee's leave balance from their profile. From the Manager Dashboard go to the My People widget, click on the ellipsis and select View Profile.

You can then navigate to the Balance information from the Time Management Section.

Balance information Screen

The balance information shows you your leave entitlement per appointment. Your balance is broken down into 5 sections.

- Allowance \ Floating entitlement

- Carried Over

- Taken

- Booked

- Balance + Booked

Below is a description of what each one means and how it is calculated.

Allowance \ Floating entitlement

This one is the most complicated! This is your starting balance and is made up of few elements, you can see these in the Transactions section on the Balance Information Screen.

Item	Description	Calculation
Opening Values	This is the number of hours held against your annual leave scheme. This value is not pro-rated by your FTE or if you started or changed jobs or hours part way through the leave year. It does not include the bank holiday entitlements at this point nor any increases for achieving 5- or 10-years' service. These adjustments are made as separate transactions.	**Number of days holiday (without service increments) x FTE daily hours.** For example, the NJC annual leave scheme is 25 days (without 5 years' service). The FTE daily hours for NJC (in most cases) is 7.4 Therefore, if you are an NJC employee, this figure will be 25 x 7.4 = 185 hours
PH FTE Entitlement	This is your Bank Holiday entitlement (PH = Public holiday).	**Number of Bank Holidays in the leave year x FTE daily hours x your FTE** For example, if you're an NJC worker with a .5 FTE your calculation will be 8 x 7.4 x 0.5 = 29.6 hours
PH FTE Reserved	This is the number of hours you are due to work on bank holidays (derived from your shift type). This is deducted from your entitlement.	**For each Bank Holiday, CoreHR looks at the number of hours you are due to work and then deducts this from your entitlement.** For example if you work 6 hours on Mondays and 3 hours on Fridays, then for every bank holiday that falls on a Monday 6 hours will be deducted, for every Bank Holiday that falls on a Friday, 3 hours will be deducted.

		If you are not scheduled to work on a day that a bank holiday falls then your entitlement will not be reduced for this instance.
Service Qualified	A service qualified transaction is applied if you have enough service to qualify for additional leave. This amount of service required can vary depending on your terms and conditions, so please check these if you are unsure. This transaction is for the full amount of additional leave and is not prorated for FTE or part year. These adjustments are made as separate transactions. The date at which you achieved the service to qualify for extra leave is displayed against this transaction.	**Number of extra days (not pro-rated) x FTE daily hours** For example, if you are an NJC employee and have achieved over 5 years' service this will be 5 days x 7.4 hours.
FTE Adjustments	You may have more than one of these transactions. These transactions adjust your entitlement based on part time working or part year considerations. An FTE adjustment can be applied if • You are part time • You changed or started a job part way through the leave year • You have changed your hours part way through the leave year • If you have an Expected End date (e.g. secondment or fixed term contract) FTE adjustments are applied separately to your opening value and your service qualified value (if applicable). So, you may see this more than once. Also, if you meet more than one of these conditions during the leave year then an FTE adjustment will be applied per condition to both your opening value and service qualified value (if applicable).	The calculations for this vary depending on what the FTE adjustment is adjusting. **If you are part time.** (The number of days in the period / number of days in the year) x (1 – your FTE) x your starting entitlement or Service qualified amount) For example, if you are a 0.6 FTE and have over 5 years' service. You will have an FTE adjustment applied to both your Service qualified transaction and opening value. The calculations will be **Opening value** (365/365) x (1.00 – 0.60) x 185 = -74 hours **Service Qualified value** (365/365) x (1.00 - 0.60) x 37 = -14.8 hours **If you changed \ started mid-year** Number of days between start of leave year and effective date of change or commencement / no of days in year) x FTE x FTE entitlement For example, if you were a .6 FTE NJC employee starting on 07/09 then the calculation would be. (159/365) x 0.6 x 185 = -48.35 hours **If you have an Expected End date** (Number of days between the day after your end date and the end of the leave year / number of days in the year) x FTE x FTE entitlement For example, it you were a .4 FTE NJC employee with a fixed term contract ending on 31/01 then the calculation would be (59/365) x 0.4 x 185 = -11.96 hours

Manual Adjustment	These will be where a non-system calculated adjustment has been applied to your entitlement. This could be where carried forward from the previous leave year has been manually input, or if you have purchased additional or sold annual leave.	There is no calculation for these, but there should be a description as to what the manual adjustment relates.
Your floating entitlement is then the sum of all these transactions.		
Opening Values + PH FTE Entitlement - PH FTE Reserved + Service Qualified – FTE Adjustment(s) + Manual Adjustments.		

Carried Over

The Carried over section will consist of any annual leave brought forward from the previous leave year, in line with the terms and conditions of your employment.

Taken

This will be the value of any leave that you have had approved prior today's date. This figure does not include Bank Holidays as they have already been accounted for in the Allowance figure

Booked

This will be the value of leave requested that has been approved and is dated greater than or equal to today's date. This figure does not include Bank Holidays as they have already been accounted for in the Allowance figure

Balance and Booked

This is the number of hours you have remaining for the leave year. This derived in the following way.

Allowance + Carried – Taken – Booked.

Annual Leave Balance – Transition from iTrent 20/21

The explanations above relate to leave years that will be processed and administered entirely in CoreHR.

The 2020/21 leave year was part administered in iTrent and part administered in CoreHR. As such the balance make-up will not fit exactly into the examples provided in the above section.

The most important point for this this leave year is that your Outstanding balance in iTrent matched your balance + booked figure in CoreHR at the point of transfer. **If you have booked any leave in CoreHR for 20/21 then this will need to be accounted for when balancing the figures between the two systems.**

What has been carried across from iTrent?

Any leave from iTrent has been carried forward to CoreHR. Leave prior to the 5th November (the date of the annual leave transition) will be included in the taken value and\or in the manual adjustment figure entitled **Balance to iTrent adjustment.** Individual transactions are not available for viewing for these leave bookings. Guidance on how to amend these, if required will be detailed further on in this document.

Any future bookings (dated after 04/11/2020) from iTrent have been loaded to CoreHr and will be viewable as individual transactions. These will not show on your My Requests widget as only leave requested in CoreHr displays here. You can view any of these leave bookings either

- As a Transaction on your balance information screen (as an employee or a manager)

- From the My Absence History widget on the employee dashboard – you may need to refresh the data (Employee only)

- From the Absence (of Team) widget on your Manager dashboard – you may need to refresh (Manager Only) – **This will show the employees you have access to not your own.**

Because of the complexities and intricacies of leave administration, the transfer from one system to another may not have matched initially. Therefore, you may also see one or more Manual Adjustment transactions on your Balance Information Screen. These will have been described as **Balance to iTrent adjustment or Balancing Adjustment.** The values for these are just to balance the 2 systems to one another.
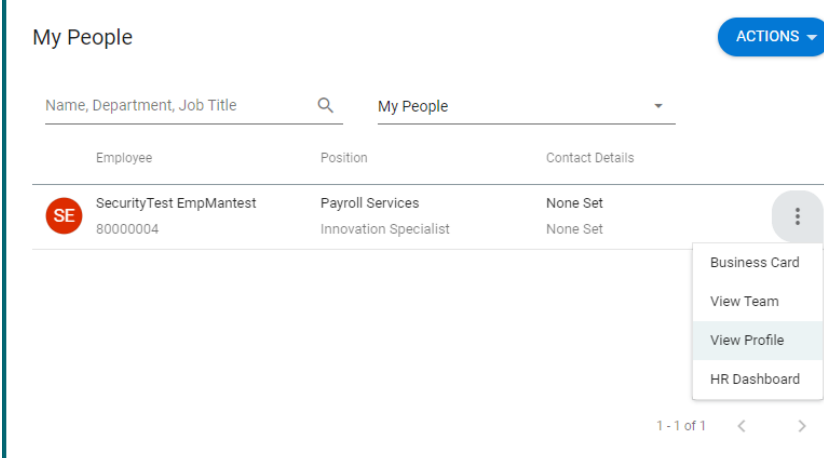
Annual Leave Transfer – Questions and Queries

Question \ Query	Solution
My balance in CoreHr doesn't match my available balance in iTrent?	• Check that you have not requested any leave in CoreHR – if you have then you will need to factor this into your calculation • If you have changed hours or working patterns in CoreHR then this will affect your entitlement. Your balances will not match between the systems and you will need work it

	through with your line manager to check you have the correct leave entitlement in CoreHr If neither of the above apply and it still doesn't balance, then speak to your line manager. Line Managers can make adjustments to leave entitlements, so as long as the amount of leave entitlement has been agreed between both parties and is compliant with your terms of employment, then your manager can make the necessary adjustment to the leave balance.
My balance was wrong in iTrent.	If your balance was wrong in iTrent then it will have been transferred over as is and will also be incorrect in CoreHr. Line Managers can make adjustments to leave entitlements, so as long as the amount of leave entitlement has been agreed between both parties and is compliant with your terms of employment, then your manager can make the necessary adjustment to the leave balance.
I booked leave in iTrent which was approved and transferred to CoreHr, but I now need to cancel it.	Because these transactions have not been requested in Core, you can't cancel them through the normal procedure. Your manager will need to manually adjust your balance and, in the comments, record the period that has been cancelled.
I took approved leave but forgot to book this in iTrent.	You can request retrospective leave in CoreHr via the normal Booking Time Off process. Please refer to the relevant guide.

Effectively if you think your CoreHR balance is incorrect – speak to your line manager. So long as both parties agree, and any amendments are compliant with the terms and conditions of your employment then your line manger can make the adjustments to bring the balance to agreed amount. This should not be used to grant additional leave – only to rectify issues arising from the transfer of leave balances between iTrent and CoreHR.
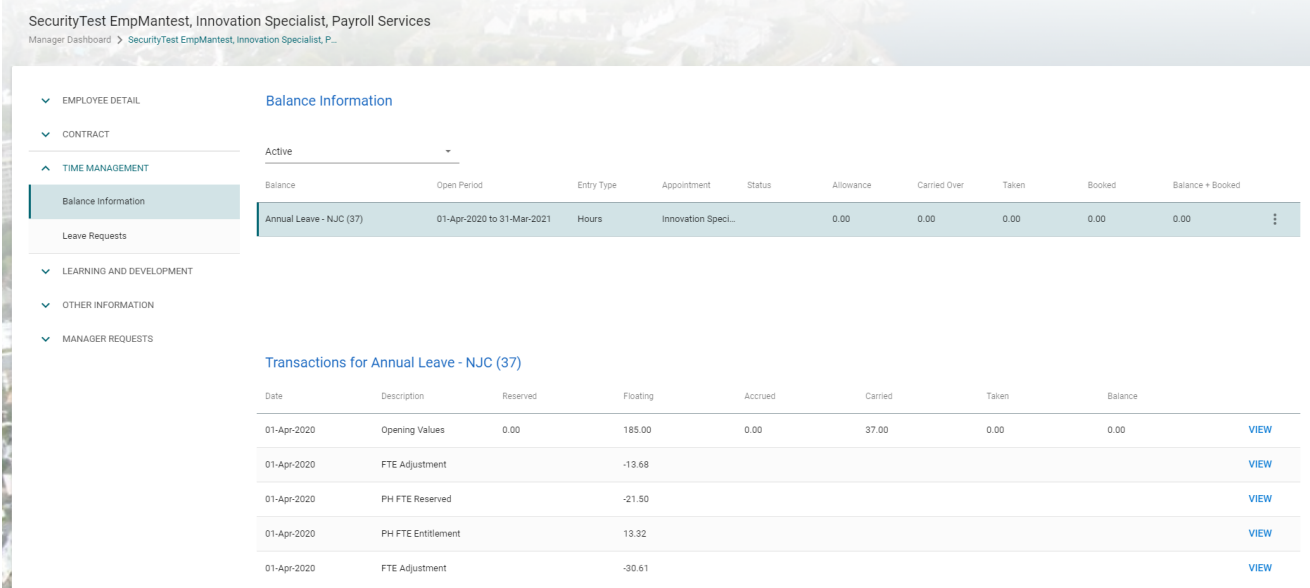
Managers – How to Adjust Leave Balances

From the My People widget on your Manager Dashboard, click the ellipsis next to the employee you are adjusting the balance for, Select view profile

On the left-hand side go to Time Management – Balance Information.

Click on the ellipsis and choose Balance Adjustment

Balance Information

Active ▾

Balance	Open Period	Entry Type	Appointment	Status	Allowance	Carried Over	Taken	Booked	Balance + Booked	
Annual Leave - NJC (37)	01-Apr-2020 to 31-Mar-2021	Hours	Innovation Speci...		0.00	0.00	0.00	0.00	0.00	⋮

Balance Adjustment
Recalculate

This will bring you to the Balance Adjustment Screen.

The fields you need to complete are.

- **Date Effective** – This will default to today's date. You can amend this to be the date the adjustment is effective from

- **Adjust -** Select 'Floating Entitlement'

- **Adjustment Amount –** Input the number of hours (in decimal time) you want to adjust the leave by. If you are reducing the entitlement input a negative value.

- **Reason for Adjustment –** Give a brief description as to why you are adjusting the balance.

Once you are happy with what you have input – click save. The adjustment will not take effect until the balance is recalculated. An overnight job runs in CoreHr to recalculate all balances, else you can manually recalculate the balance, by choosing Recalculate from the ellipsis.