



## CoreHr – Annual Leave Guide

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## 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.

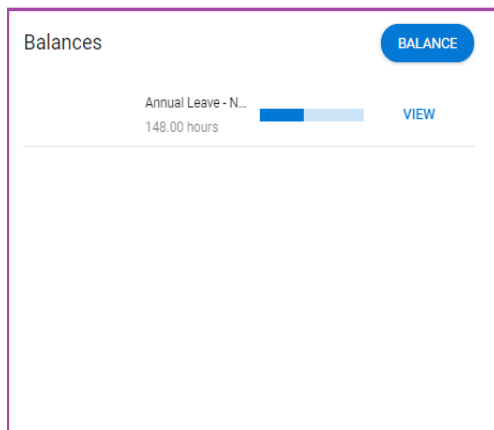
There is also a section on how to understand your leave where CoreHr has been in use for annual leave recording for the entire leave year.

## Annual Leave balance – Where Do I Find it?

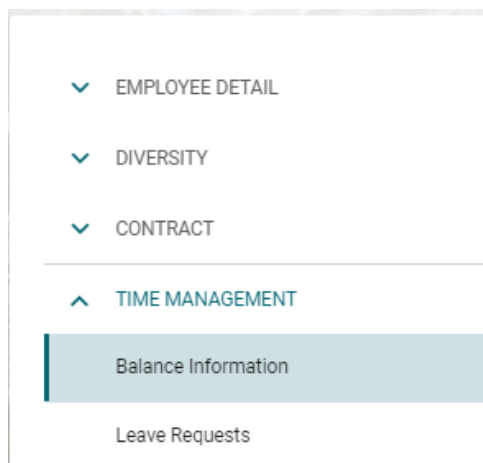
### As an Employee.

Your annual leave balance can be found in 2 places.

- The Balances widget on your employee dashboard

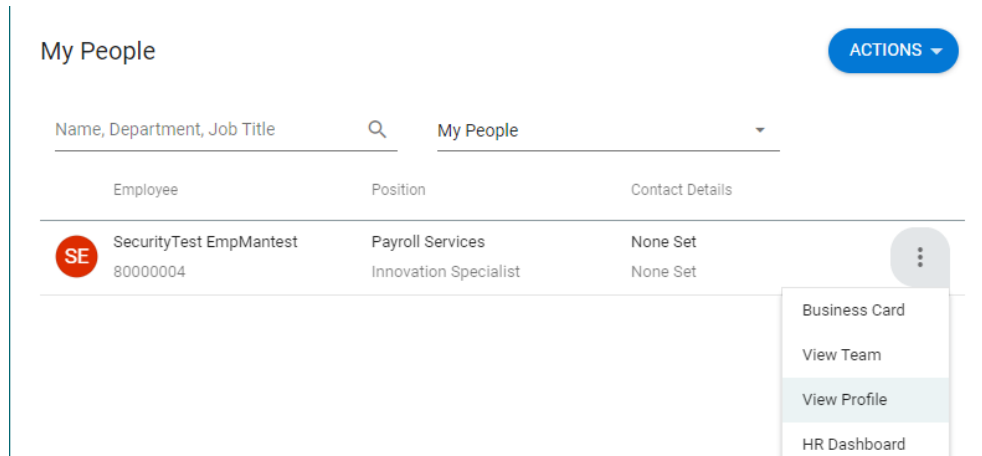


- Under Balance Information, in the Time Management Section of your Personal Profile



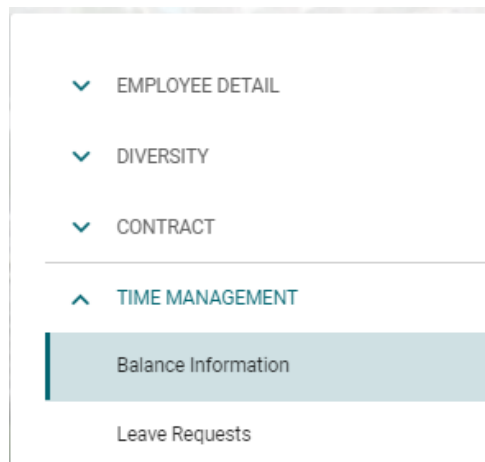
## As a Manager

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.



The screenshot shows the 'My People' widget interface. At the top right is an 'ACTIONS' button. Below it is a search bar with the placeholder text 'Name, Department, Job Title' and a search icon. To the right of the search bar is a dropdown menu currently set to 'My People'. Below the search bar is a table with three columns: 'Employee', 'Position', and 'Contact Details'. The table contains one row for an employee with a red 'SE' icon, ID '80000004', name 'SecurityTest EmpMantest', position 'Payroll Services Innovation Specialist', and 'None Set' for contact details. To the right of this row is a three-dot menu icon. A dropdown menu is open from this icon, listing 'Business Card', 'View Team', 'View Profile' (highlighted), and 'HR Dashboard'.

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



The screenshot shows a vertical navigation menu. It has four main sections, each with a chevron icon: 'EMPLOYEE DETAIL' (downward), 'DIVERSITY' (downward), 'CONTRACT' (downward), and 'TIME MANAGEMENT' (upward). The 'TIME MANAGEMENT' section is expanded, showing two sub-items: 'Balance Information' (highlighted with a blue bar) and 'Leave Requests'.

## 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
<b>Opening Values</b>	<p>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.</p> <p>It does not include the bank holiday entitlements at this point nor any increases for achieving 5- or 10-years' service.</p> <p>These adjustments are made as separate transactions.</p>	<p><b>Number of days holiday (without service increments) x FTE daily hours.</b></p> <p>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</p> <p>Therefore, if you are an NJC employee, this figure will be <math>25 \times 7.4 = 185</math> hours</p>
<b>PH FTE Entitlement</b>	<p>This is your Bank Holiday entitlement (PH = Public holiday).</p>	<p><b>Number of Bank Holidays in the leave year x FTE daily hours x your FTE</b></p> <p>For example, if you're an NJC worker with a .5 FTE your calculation will be</p> <p><math>8 \times 7.4 \times 0.5 = 29.6</math> hours</p>
<b>PH FTE Reserved</b>	<p>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.</p>	<p><b>For each Bank Holiday, CoreHR looks at the number of hours you are due to work and then deducts this from your entitlement.</b></p> <p>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.</p>

		<p>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.</p>
<p><b>Service Qualified</b></p>	<p>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.</p> <p>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.</p> <p>The date at which you achieved the service to qualify for extra leave is displayed against this transaction.</p>	<p><b>Number of extra days (not pro-rated) x FTE daily hours</b></p> <p>For example, if you are an NJC employee and have achieved over 5 years' service this will be 5 days x 7.4 hours.</p>
<p><b>FTE Adjustments</b></p>	<p>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</p> <ul style="list-style-type: none"> <li>You are part time</li> <li>You changed or started a job part way through the leave year</li> <li>You have changed your hours part way through the leave year</li> <li>If you have an Expected End date (e.g. secondment or fixed term contract)</li> </ul> <p>FTE adjustments are applied separately to your opening value and your service qualified value (if applicable). So, you may see this more than once.</p> <p>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).</p>	<p>The calculations for this vary depending on what the FTE adjustment is adjusting.</p> <p><b>If you are part time.</b></p> <p>(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)</p> <p>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</p> <p><b>Opening value</b></p> $(365/365) \times (1.00 - 0.60) \times 185 = -74 \text{ hours}$ <p><b>Service Qualified value</b></p> $(365/365) \times (1.00 - 0.60) \times 37 = -14.8 \text{ hours}$ <p><b>If you changed \ started mid-year</b></p> <p>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</p> <p>For example, if you were a .6 FTE NJC employee starting on 07/09 then the calculation would be.</p> $(159/365) \times 0.6 \times 185 = -48.35 \text{ hours}$ <p><b>If you have an Expected End date</b></p> <p>(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</p> <p>For example, if you were a .4 FTE NJC employee with a fixed term contract ending on 31/01 then the calculation would be</p> $(59/365) \times 0.4 \times 185 = -11.96 \text{ hours}$

<b>Manual Adjustment</b>	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.
<p><b>Your floating entitlement is then the sum of all these transactions.</b></p> <p>Opening Values + PH FTE Entitlement - PH FTE Reserved + Service Qualified – FTE Adjustment(s) + Manual Adjustments.</p>		

### 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.

$$\text{Allowance} + \text{Carried} - \text{Taken} - \text{Booked.}$$



## 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

My People ACTIONS ▾

Name, Department, Job Title

Employee	Position	Contact Details
SecurityTest EmpMantest 80000004	Payroll Services Innovation Specialist	None Set None Set

- Business Card
- View Team
- View Profile
- HR Dashboard

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

SecurityTest EmpMantest, Innovation Specialist, Payroll Services  
Manager Dashboard > SecurityTest EmpMantest, Innovation Specialist, P...

EMPLOYEE DETAIL **Balance Information**

CONTRACT 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 Spect...		0.00	0.00	0.00	0.00	0.00

LEARNING AND DEVELOPMENT

OTHER INFORMATION

MANAGER REQUESTS

Transactions for Annual Leave - NJC (37)

Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance
01-Apr-2020	Opening Values	0.00	185.00	0.00	37.00	0.00	0.00
01-Apr-2020	FTE Adjustment		-13.68				
01-Apr-2020	PH FTE Reserved		-21.50				
01-Apr-2020	PH FTE Entitlement		13.92				
01-Apr-2020	FTE Adjustment		-30.61				

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.

### Managers – Employee due to work a Bank Holiday - How to Adjust

Where an employee is scheduled to work on a Bank Holiday, the Employee needs to claim the hours on their timesheet, using the Pay Code 'Bank Holiday (Worked)' this will then credit the employee with the number of the hours that they have input on their timesheet, pending manager approval. If the employee is sick for the Bank Holiday that they are due to work, they still need to claim this on their timesheet, so that they can receive a credit for the Bank Holiday Hours.

**Effectively if you think your CoreHR balance is incorrect – speak to your line manager.**