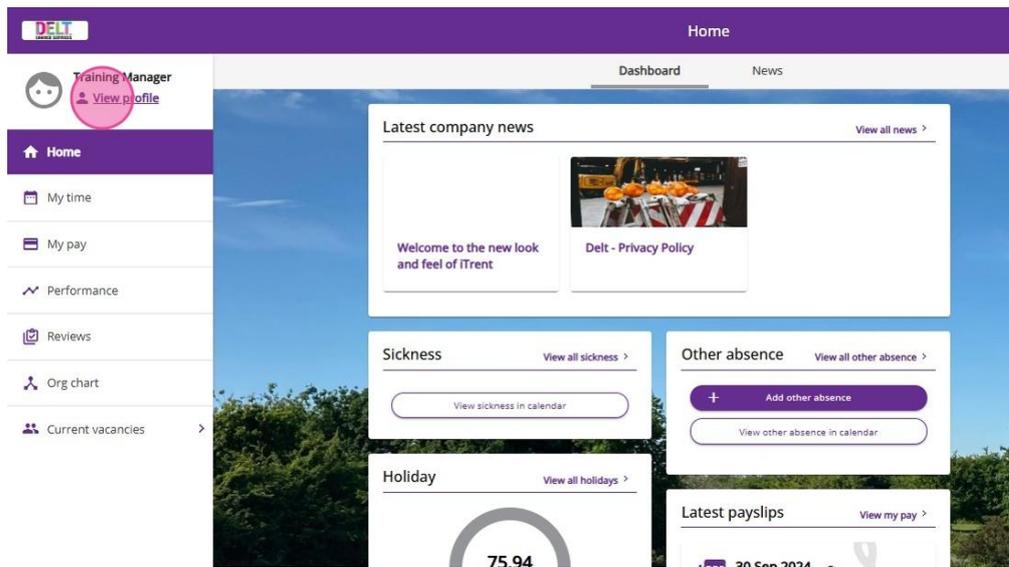


EMPLOYEE GUIDE

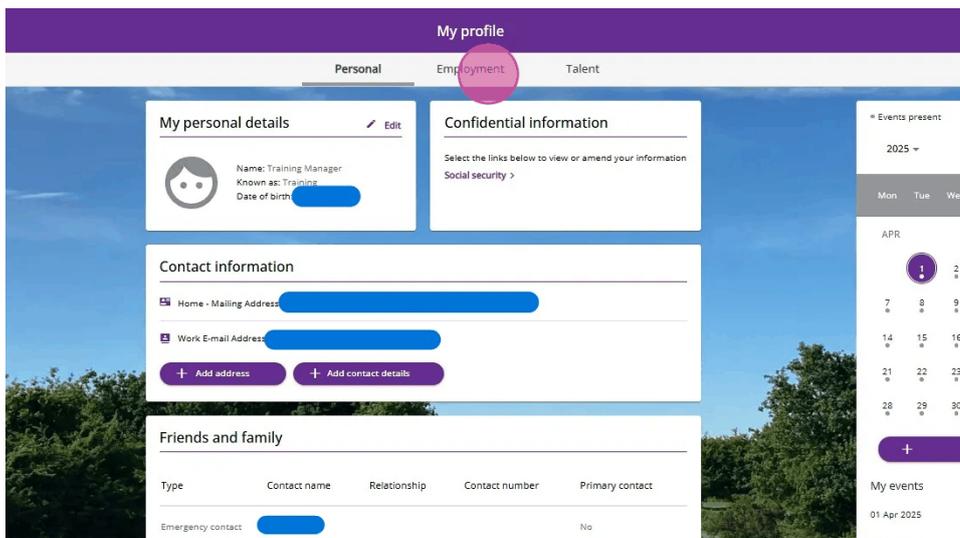
Completing Requests and Surveys

This guide follows the process of submitting requests. It outlines the step-by-step procedure to access forms, fill them out accurately, and track submission status. By following this guide, employees can ensure they meet all requirements efficiently, reducing confusion and potential delays in their requests.

1. Access your employee dashboard and click "**View Profile**" to locate available requests and surveys.



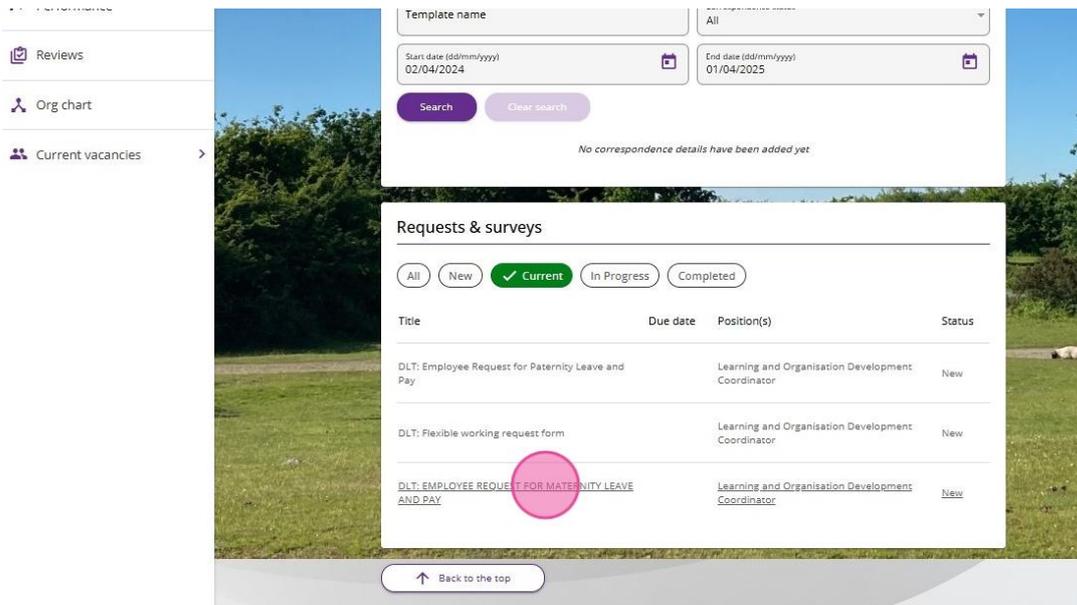
2. In the top navigation bar, select "**Employment**".



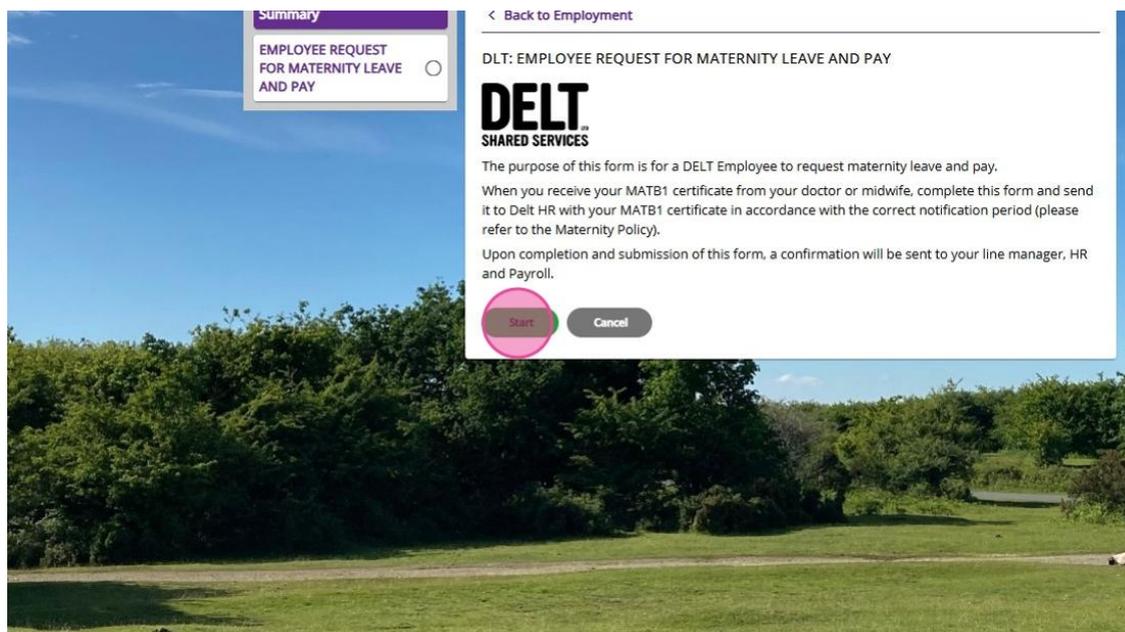
3. Scroll down until you see the **Requests and Surveys** section. Here, you will find relevant forms for submission.

This guide will walk through submitting an **Employee Request for Maternity Leave**. The process applies to all requests, though specific questions may vary.

Click on the appropriate form to open it.



4. Review the introduction to understand the request. Click "**Start**" when you're ready to begin.



5. Fill in all required fields, including:

- **Line Manager's Name**
- **Line Manager's Role**
- **Maternity Leave Details**

Use drop-down menus where applicable and select dates using the calendar tool.

Summary

EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (1 of 1)

Employee Details

Name	Training
Surname	Manager
Payroll Number	72141201
Job title	Learning and Organisation Development Coordinator

*Line Manager Name (required)
Susan Smith

*Line Manager Role (required)
HR Manager

Maternity Details

IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15th WEEK BEFORE THE BABY IS DUE, AT THE LATEST.

Are you in receipt of any benefits? (if yes, please give details below)
No

* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)
[Calendar icon]

* What date is your baby due? (dd/mm/yyyy) (required)
[Calendar icon]

* Are you intending to share your Statutory Maternity Leave and Pay with the child's father/your partner so that they can claim Additional Paternity Leave and Pay when you return to work? (required)

6. If necessary, enter any additional comments in the provided section. Once you have reviewed all the details, click **"Save"** to store your progress.

Summary

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Are you in receipt of any benefits? (if yes, please give details below)
No

* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)
30/04/2025

* What date is your baby due? (dd/mm/yyyy) (required)
30/01/2026

* Are you intending to share your Statutory Maternity Leave and Pay with the child's father/your partner so that they can claim Additional Paternity Leave and Pay when you return to work? (required)
Yes

If yes, how many weeks of your Statutory Maternity Leave and Pay do you wish to receive (if less than 39 weeks)?
36

Any other comments?
[Text area]

Form submission

Please ensure you have completed all the mandatory questions. Then select the **Summary** button below. Once at the summary screen you will need to click on **Submit** to process the form. If you don't see the submit button - please check you have completed all mandatory questions. Please note pressing SAVE will save the form as a draft and will not submit the form

7. After saving, the page will refresh. Click **"Submit"** to officially send your request.

maternity leave

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- A confirmation pop-up will appear. Click "**Confirm**" to proceed or "**Cancel**" to make further changes.

* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)

30/04/2025

* What date is your baby due? (dd/mm/yyyy) (required)

30/01/2026

Submit survey Close X

⚠ Are you sure you want to submit this survey. Your answers cannot be modified once submitted.

Confirm **Cancel**

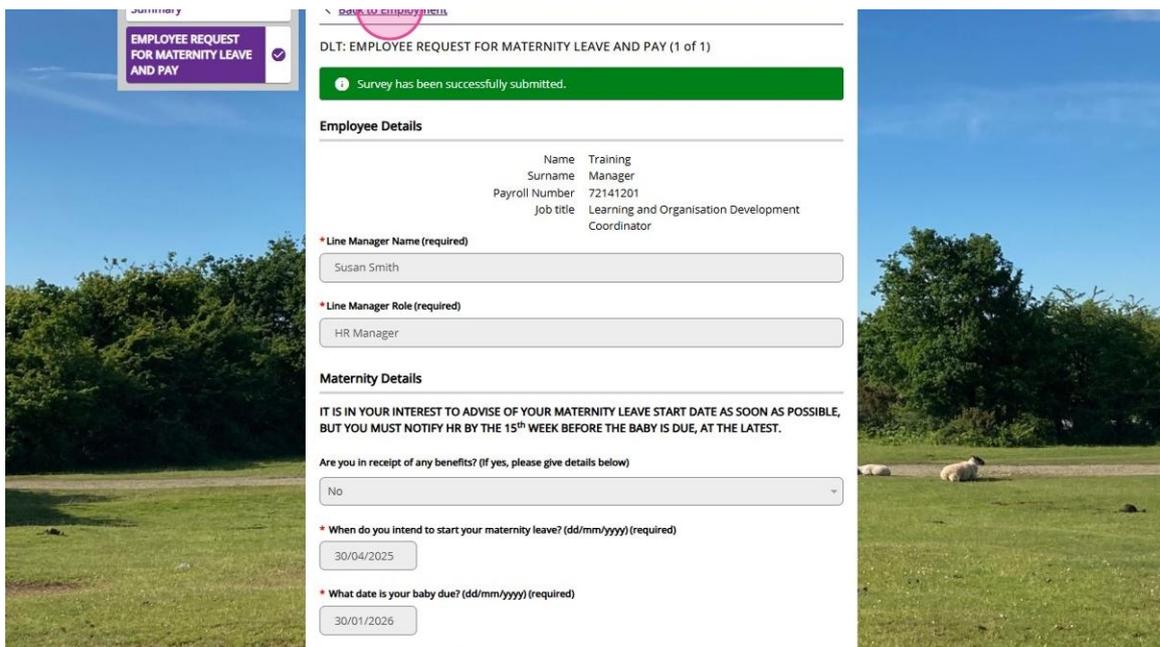
Any other comments?

Form submission

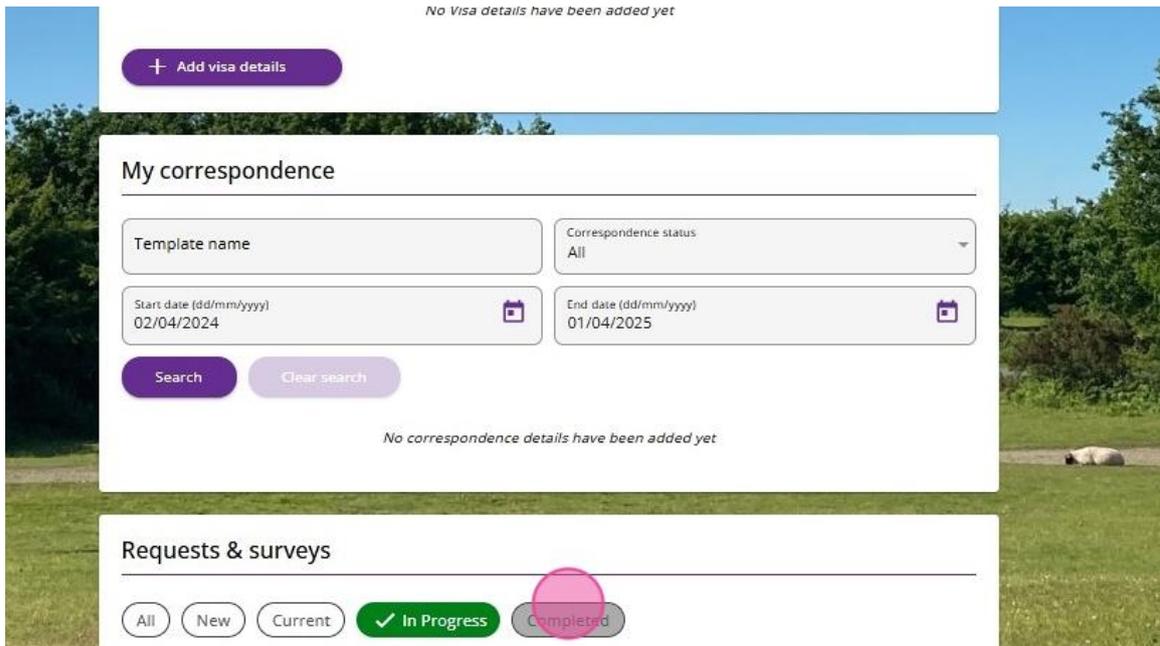
- After submitting, you will see a message stating: "Survey has been successfully submitted."



10. To check the status of your request, return to the **Employment** section.



11. Scroll down to **Requests and Surveys**, and locate your request under **"Completed"**.



12. Here, you can view your completed and submitted requests or surveys. While edits are not possible, you can click to review the details.

