

Manager Self Service Guidance – Leave Module

This document provides guidance on using the Leave module within Manager Self Service on iTrent. It covers:

- Checking work pattern (slides 3-4)
- Annual (slides 5 - 10)
- Special (slides 11 - 14)
- Flexi (slides 15 - 20)
- Leave Reporting (slides 21 - 27)

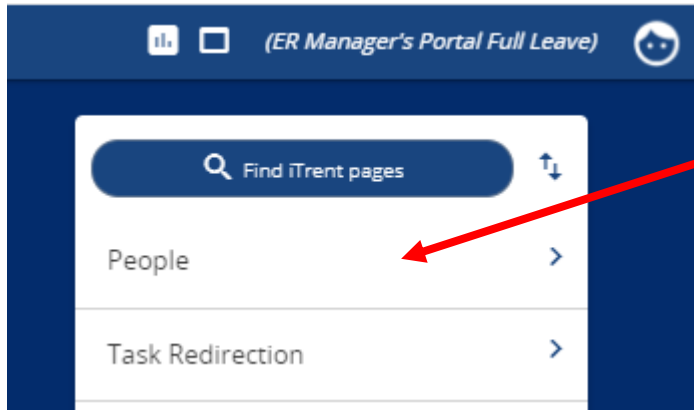
Version	Notes	Author	Date
1.0		iTrent Payroll Systems Officer	12.01.24
1.1	Update to special leave slide Refresh after amendments	Project Manager (HRP)	02.04.24

Annual Leave

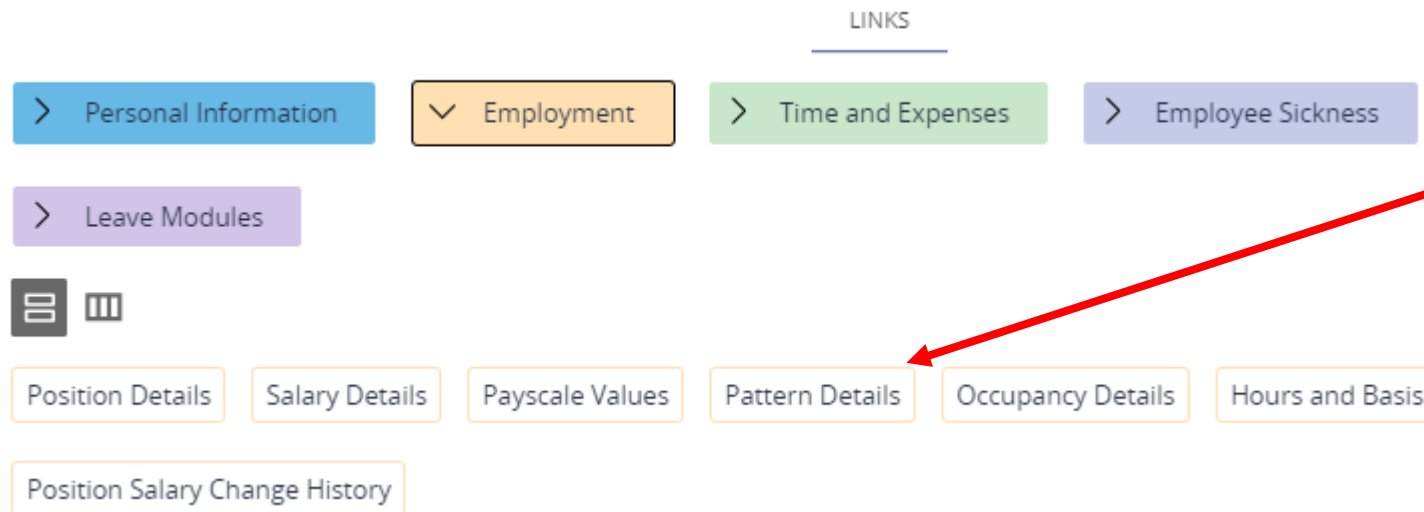
- Annual leave balances will now show in hours, a conversion tool is available to assist with understanding conversion between days and hours
- Leave can be requested in full days, half days or as hour increments (subject to manager discretion dependent on the operational needs)
- If concerned that an employee's annual leave balance is not correct, first check that the correct work pattern is recorded for the employee
- Instructions on how to do this are available in the following slides. If your employee's work pattern is incorrect, please use the [contract change form](#) to update it.

Checking Work Pattern Information

On Manager Self Service home page click People



Select relevant Employee on the left-hand pane and click on employment link and select Pattern Details



Checking Work Pattern Information

On selecting Working Pattern from the left-hand pane, the pattern details will then be shown

Pattern details Working Pattern

▼ MENU ↻ 🖨

Pattern information

Level * Systems Officer ▼

Type * Working Pattern ▼

Pattern * C003 (28.67) - M7.17 T7.17
W7.17 Th7.17 F0.00 S0.00
Su0.00 🔍

Start day * Week 1 / Day 1 ▼

Start date * 01/01/2024

End date 📅

Hours information

Contractual hours 28.67

Pattern days

Current day Week 1 / Day 5

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	07:10	07:10	07:10	07:10	00:00	00:00	00:00	28:40

This shows the total hours recorded for each workday of your employee's pattern. *N.B. Minutes are shown in decimal format, e.g. 0.17 = 10 minutes.*

Annual Leave – How to authorise annual leave requests from your staff

- Log into Manager Self Service
- For any requests for leave from employee's, these will appear in “**My to do list**”, click on this tile from the home page, you will also receive an email notification that there has been a request made for annual leave.

My to do list (2) / Processes (0)



- You can then click on more to see more details of each request before clicking into these to view and authorise.

TO DO LIST (2) PROCESSES (0) X

Filter All active Sort by Due date Search existing results

Select all

17/01/2024 (2) Select all for 17/01/2024

Holiday absence details Jane Doe - 6621842 * Business Systems & Processes * Start date: 24/01/2024 * End date: 24/01/2024 * Due: 17/01/2024

- **Task type** Authorisation task
- **Priority** High
- **Task description** ERC ESS Annual Leave Request
- **Start date** 24/01/2024
- **End date** 24/01/2024

REQUIRES AUTHORISATION ...Less



Holiday absence details Jane Doe - 6621842 * Business Systems & Processes * Start date: 25/01/2024 * End date: 25/01/2024 * Due: 17/01/2024

- **Task type** Authorisation task
- **Priority** High
- **Task description** ERC ESS Annual Leave Request
- **Start date** 25/01/2024
- **End date** 25/01/2024

REQUIRES AUTHORISATION ...Less

Annual Leave – How to authorise annual leave requests from your staff

- After selecting one item from the to do list to authorise the page shown below will appear with 3 options for the Authorisation status available, which are shown below, Authorised, Not Authorised or On hold if a decision to be made at a later date. A view of the balances are also available on this screen by expanding Holiday balances.

Holiday absence details Jane Doe ▼ MENU  

Holiday period

Holiday period *

Holiday start

Holiday start date *

Holiday start type

Holiday start time

Hours absent

Holiday end

Holiday end time

Absence

Absence type *

Authorisation

Position

Authorisation

User name

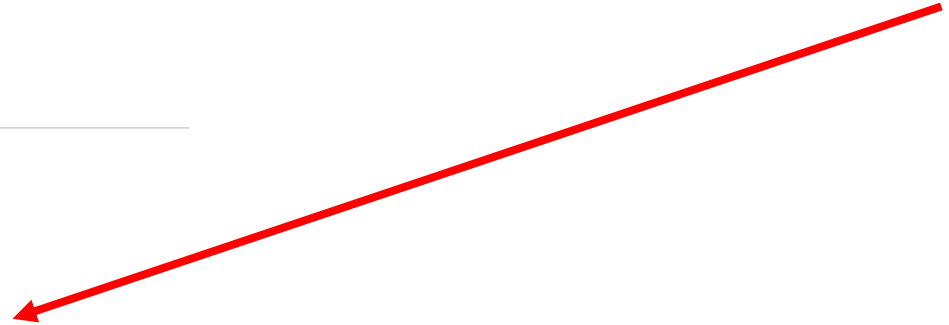
Authorisation status *

Reason

— Holiday balances

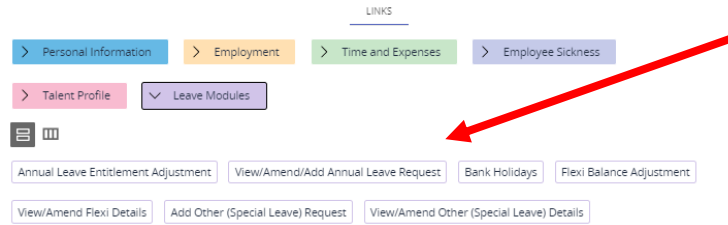
Systems Officer - Annual Leave - 35fte

Holiday period	Entitlement	Taken	Scheduled	Balance
01/01/2024 - 31/12/2024	189.5 H	14.334 H	53.7525 H	121.4135 H
01/01/2025 - 31/12/2025	138 H	0 H	0 H	138 H



Annual Leave – How to delete/amend an annual leave absence for your staff

- After selecting the employee required, select the link for Leave Modules, then View/Amend/Add Annual Leave Request



- The screen below will then be shown, which allows you to change Holiday period (Part day, Full day, More than one day, Holiday dates, Holiday start and end types (if not full day selected), or you can click delete to delete the absence.

The screenshot shows the 'Holiday absence details' form for Jane Doe. The form includes the following fields:

- Holiday period: Part day
- Holiday start date: 25/01/2024
- Holiday start type: Half Day - AM
- Holiday start time: (empty)
- Hours absent: (empty)
- Holiday end time: (empty)
- Absence type: Personal Holiday
- Authorisation: Authorised
- Position: Systems Officer (01/01/2024, Business Systems & Processes, Dwayne Johnstone, ERC00000000000355, ERC010399) (Current)

Below the form is a table showing holiday balances for the Systems Officer - Annual Leave - 35fte:

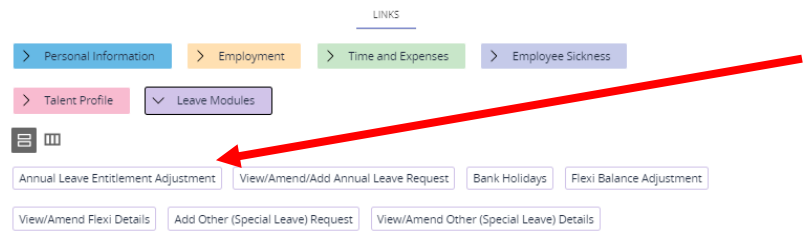
Holiday period	Entitlement	Taken	Scheduled	Balance
01/01/2024 - 31/12/2024	189.5 H	14.334 H	53.7525 H	121.4135 H
01/01/2025 - 31/12/2025	138 H	0 H	0 H	138 H

At the bottom of the form are three buttons: Save, Delete, and New. A red arrow points to the 'Delete' button.



Annual Leave – How to adjust an annual leave balance

- After selecting the employee required, select the link for Leave Modules, then Annual Leave Entitlement Adjustment



- The screen below will then be shown, which allows you to change Adjustment type from Standard to Adjust, boxes will then show to enter the adjustment – enter amount of hours, minutes will be in decimal form, e.g. 10 minutes = 0.17, the reason for adjustment and the end date of holiday year. Upon saving it will show the new entitlement, date entered and the user name of who entered the adjustment.

A screenshot of the 'Holiday entitlement adjustment' form. The 'Adjustment details' section shows the 'Adjustment type' dropdown menu set to 'Standard'. The 'Entitlement' field shows '189.5 hours'. A green 'Save' button is at the bottom.

A screenshot of the 'Holiday entitlement adjustment' form with the 'Adjustment type' dropdown menu set to 'Adjust'. Below this, there is a table showing the adjustment details:

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
12/01/2024	6621841	10.000	Adjustment	31/12/2024	199.5 hours	+	-
				31/12/2024		+	-

A green 'Save' button is at the bottom.



Annual Leave – How to adjust an annual leave balance

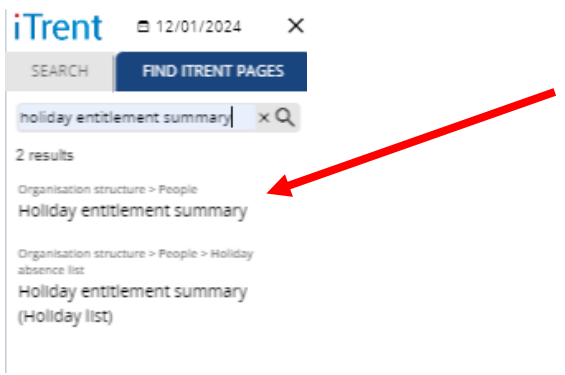
- If you have made an adjustment but it isn't reflected in the hours remaining balance on the employee record, hit the refresh button on iTrent



The screenshot shows the iTrent interface for employee Joe Bloggs. At the top, the name 'Joe Bloggs' is displayed next to a refresh icon (a circular arrow). A red arrow points to this refresh icon. Below the name, there are two main sections: 'Personal' and 'Employment'. At the bottom, there is a 'Calendar' section with a date range of '27 Mar - 09 Apr 2024' and a 'VIEW FULL CALENDAR' link. To the right of the calendar, there are two circular gauges: one for 'Holidays remaining (as of last calculation)' showing 126.16 of 329 hours, and another for 'Flexi Balance' showing 06:54 hours.

Annual Leave – How to view Holiday Entitlement Summary

- After selecting the employee required, type into Find iTrent Pages “Holiday Entitlement Summary”



- This will allow you to view the full year’s holiday entitlement summary, showing the hours for each date and the balances. Makes this a good way to spot any dates which may not be deducting the correct amount of hours.

Holiday entitlement summary

Employment details
Position: Systems Officer

Period details
Holiday period dates: 01/01/2024 - 31/12/2024
Length of service at relevant date: 0 year(s) 1 month(s) 0 day(s)
Scheme name: Annual Leave - 35fte
Membership dates: 01/01/2024 -
Entitlement for period: 199.5 hours (Adjustment)

From	To	Duration	Remaining entitlement
01/01/2024	01/01/2024	7.167	192.333
02/01/2024	02/01/2024	7.167	185.166
24/01/2024	24/01/2024	7.167	177.999
29/03/2024	29/03/2024	0	177.999
01/04/2024	01/04/2024	7.167	170.832
06/05/2024	06/05/2024	7.167	163.665
27/05/2024	27/05/2024	7.167	156.498
27/09/2024	27/09/2024	0	156.498
30/09/2024	30/09/2024	7.167	149.331
25/12/2024	25/12/2024	7.167	142.164
26/12/2024	26/12/2024	7.167	134.997



Special Leave

- On occasions, employees may require special leave where the use of annual leave may not be appropriate. You can view the scheme of special leave on the intranet https://intranet.erc.insider/special_leave
- Only those security profiles who have access to special leave on ESS will be able to submit any requests electronically (e.g. ex Etarmis users). Special leave types are categorised as either 'paid' or 'unpaid' periods of leave. If employees request a period of unpaid special leave, this amount will be deducted from the appropriate pay. If they are requesting a period of paid special leave, this will not show on their payslip and no payroll deductions will take place.
- All requests for paid special leave made through ESS will come to you as line manager for authorisation. If the request cannot be approved, please liaise with the employee to provide a reason.
- If a period of unpaid special leave is required, please contact HR Direct

Special Leave – How to authorise special leave requests from your staff

- Log into Manager Self Service
- Click on your To Do list
- Click on **'More'** to view the details of the request, you will also receive an email notification that a request for Special Leave has been submitted.

TO DO LIST (2) PROCESSES (0) X

Filter All active Sort by Due date Search existing results

Select all

17/01/2024 (1) Select all for 17/01/2024

Holiday absence details Jane Doe - 6621842 * Business Systems & Processes * Start date: 24/01/2024 * End date: 24/01/2024 * Due: 17/01/2024 REQUIRES AUTHORISATION More...

22/01/2024 (1) Select all for 22/01/2024



Other absence details Jane Doe - 6621842 * Business Systems & Processes * Start date: 30/01/2024 * End date: 30/01/2024 * Due: 22/01/2024

- **Task type** Authorisation task
- **Priority** High
- **Task description** ERC ESS Special Leave Paid
- **Start date** 30/01/2024
- **End date** 30/01/2024

REQUIRES AUTHORISATION ...Less

- Once you have viewed the details and considered the request, proceed by clicking onto the request from the to do list, which will then give options to Authorise, Not authorised or On Hold if a decision has yet to be made on the authorisation status. A screen shot is provided on the next slide.

Special Leave – How to authorise special leave requests from your staff

Other absence details Jane Doe ▼ MENU  

Absence period

Absence period*

Absence start

Date*

Absence end

Absence

Absence type*

Absence reason

Authorisation

Position

Authorisation

User name

Authorisation status

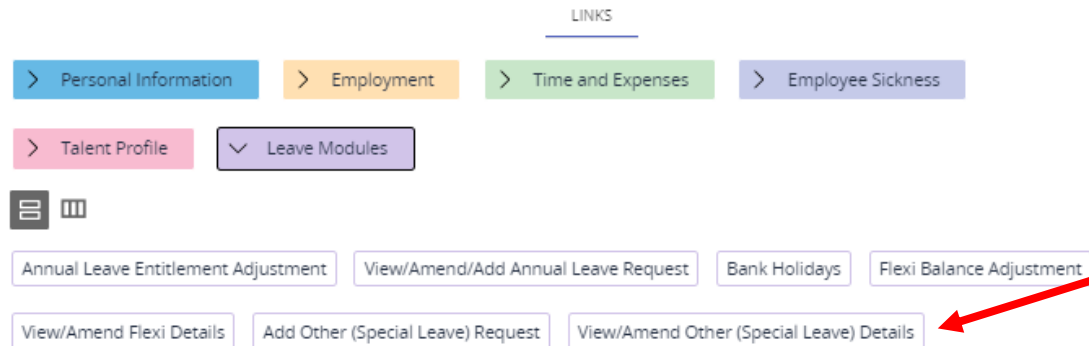
Reason



- If you are unsure about the absence type requested, please refer to the [Scheme of Special Leave](#) for guidance
- If the request is not approved, please liaise with the employee to provide a reason
- An email will then be sent to the employee informing them of the decision made

Special Leave – How to add/view/amend Special Leave for your staff

- By navigating to the Leave Modules link after selecting the relevant employee, select the option for Add Other (Special Leave) Request, or to view/amend in the same way as annual leave click on View/Amend Other (Special Leave) Details



- This will allow you to enter a special leave absence for the employee, example provided below

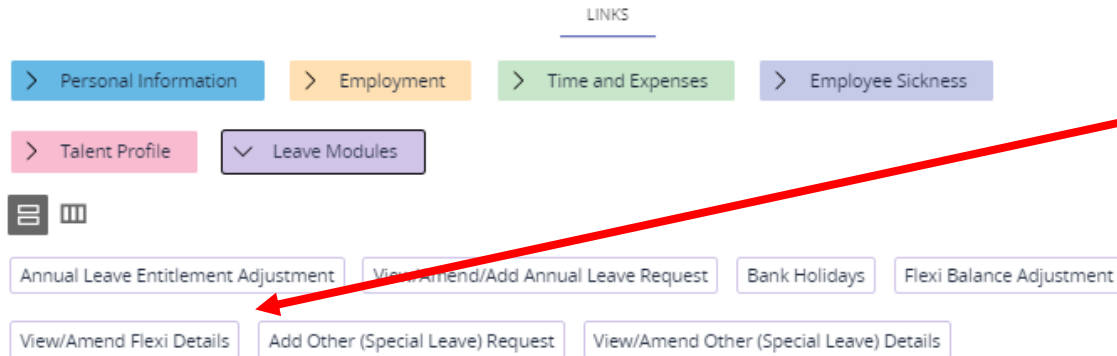
The screenshot shows the 'Other absence details' form. The form has a dark blue header with the title 'Other absence details New' and a 'MENU' button. The form fields are: Absence period (Full day), Absence start (Date: 02/04/2024), Absence end (Expected end date), Absence type (Special Leave - Paid), Absence reason (External Course), and Hide absence reason (checkbox). There are 'Save' and 'Calculate' buttons at the bottom.

Flexi Leave

- Core working hours are 8am – 6pm
- No flexi terminals – all recordings must be made via Employee Self Service
- One time flexi recording per day – start & finish time and length of break(s)
- Recordings can be made in retrospect if employee forgets to record on the day, provided still in current flexi period
- Recordings cannot be made out with the current flexi period
- No miscellaneous time adjustment request – any corrections/adjustments to bookings need to be made by you as the Manager
- Employees can carry forward 15 hours (pro-rata) at the end of each flexi period (automatically processed)
- Negative adjustments have an upper limit that can be done in one transaction this is -999 minutes.
- If a further negative adjustment needs to be done as employee carries a higher negative balance, then admin/manager will need to make a second negative adjustment
- There is no limit on a negative an employee can go into
- Time will not be deducted from the employee however, if a time recording is not made (different from Etarmis)

Flexi Leave – How to view an employees flexi details

- Log into Manager Self Service
- Select relevant employee and navigate to Leave Modules then click View/Amend Flexi Details





- A list will appear on the left-hand pane showing flexi time entries, upon selecting one it will then show the details on the right-hand pane. Screen shot shown on following slide.

Flexitime list

Show all

Start date/time	Start day	End date/time	End day	Position	Type	Hours (hh:mm)	Authorisation status
11/01/2024 08:00	Thu	11/01/2024 18:00	Thu	Systems Officer	Record	09:00	Not applicable
10/01/2024 08:00	Wed	10/01/2024 18:00	Wed	Systems Officer	Record	09:00	Not applicable
01/01/2024				Systems Officer	Brought forward	00:00	


Flexi Leave – How to view an employees flexi details

Flexitime details 11/01/2024 08:00 ▼ MENU  

Record/Book


Type*

Flexitime start

Start date* 

Start time*

Flexitime end

End date 

End time

Flexitime

Position*

Break details

Length of break (minutes)

Location

No location recorded

Additional details

Total time (hours:minutes)

Note

Authorisation



Flexi Leave – How to authorise flexi leave requests from your staff

- Log into Manager Self Service
- Click on your To Do list
- Click on **'More'** to view the details of the request, you will also receive an email notification that a request for Flexi time booking has been submitted.

TO DO LIST (3) PROCESSES (0) X

Filter All active Sort by Due date Search existing results

Select all

17/01/2024 (2) Select all for 17/01/2024

Flexitime details Jane Doe - 6621842 * Business Systems & Processes * Start date: 15/01/2024 * End date: 15/01/2024 * Due: 17/01/2024

- **Task type** Authorisation task
- **Priority** High
- **Task description** ERC ESS Flexi Booking New
- **Start date** 15/01/2024
- **End date** 15/01/2024

REQUIRES AUTHORISATION ...Less

- Once you have viewed the details and considered the request, proceed by clicking onto the request from the to do list, which will then give options to Authorise, Not authorised or On Hold if a decision has yet to be made on the authorisation status. A screen shot is provided on the next slide.

Flexi Leave – How to authorise flexi leave requests from your staff

Flexitime details 15/01/2024 ▼ MENU ↻ 🖨

Record/Book

Type *

Flexitime start

Start date

Length *

Flexitime

Position *

Additional details

Total time (hours:minutes)

Note

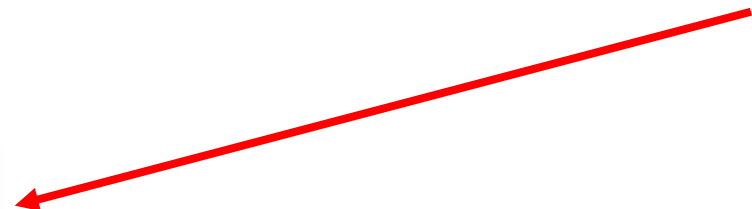
Authorisation

Authorisation

User name

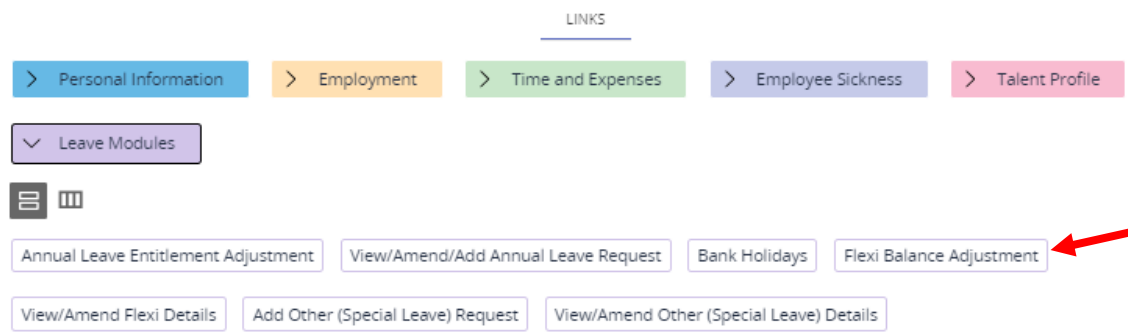
Authorisation status *

Reason



Flexi Leave – How to make a flexi adjustment for your staff

- Log into Manager Self Service
- Select relevant employee and navigate to Leave Modules then click Flexi Balance Adjustment



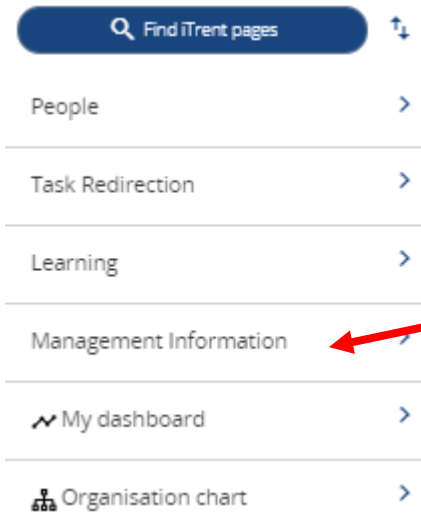
- You will enter the adjustment in minutes, however on the left-hand pane it will confirm this in hours and minutes upon saving the entry.

Position	Type	Hours (hh:mm)	Authorisation status
Systems Officer	Adjustment	01:00	
Systems Officer	Record	09:00	Not applicable
Systems Officer	Record	09:00	Not applicable
Systems Officer	Brought forward	00:00	

- If you make an adjustment but it isn't showing on the flexi balance on the employee record, hit the refresh button on iTrent

Leave – How to run leave reports

- Log into Manager Self Service
- Navigate to Management Information



- Absence Reports link then click on Run Report which will populate a list on the left-hand pane



Leave – Absence Frequency Report

- Absence Frequency Report – example of selections before clicking run

Absence frequency ▼ MENU 🔄 🖨️

Unit/Employee*

Organisation start point* 🔍

Absence group

Absence type

Absences from* 📅

Absences to* 📅

Reference number

Include leavers

Full path display

Organisation view*

New page for each organisation unit

Output type

Report run comments

Run

iTrent

East Renfrewshire Council

Absence Frequency

Absences From: 01/01/2024 **To:** 31/01/2024

Absence Group: All

Absence Type: All

Organisational Start Point: East Renfrewshire Council

Organisation View: Full

Employee Name: All

Include Leavers: No

Organisation Unit	Absence Group	Absence Type	Number of Absences	Days Lost	Hours Lost
East Renfrewshire Council/.../Business Systems & Processes					
Doe Jane (Systems Officer; Reference Number: 6621842)					
	FLEXI	Flexitime	1	1.00	7.17
	Holiday	Personal Holiday	1	1.00	7.17
	Other	Special Leave - Paid	1	1.00	7.17
	Other	Special Leave - Unpaid	1	0.00	0.00
	SYS	Bank Holiday	2	2.00	14.33
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)					
	SYS	Bank Holiday	2	2.00	14.33
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)					
	SYS	Bank Holiday	2	2.00	14.33
Totals			10	9.00	64.50
Overall Totals			10	9.00	64.50

- Example of report in PDF shown above – can also be run as CSV output type

Leave – Absence Summary Report

- Absence Summary Report – example of selections before clicking run

Absence summary ▼ MENU 🔄 🖨️

Unit/Employee*

Organisation start point*

Absence group

Absence type

Absences from*

Absences to*

Reference number

Include leavers

Full path display

Organisation view*

New page for each organisation unit

Output type

Report run comments

Run

iTrent

East Renfrewshire Council

Absence Summary

Absences From: 01/01/2024 **To:** 31/01/2024

Absence Group: All

Absence Type: All

Organisation Start Point: East Renfrewshire Council

Organisation View: Full

Employee Name: All

Include Leavers: No

	Days Lost	No. of Absences	Single Days	Longest Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun
East Renfrewshire Council/.../Business Systems & Processes											
Doe Jane (Systems Officer; Reference Number: 6621842)											
	5.00	6	5	1.00	2.00	2.00	1.00	0.00	0.00	0.00	0.00
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)											
	2.00	2	2	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)											
	2.00	2	2	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Total Staff:	3	9.00	10	9	4.00	4.00	1.00	0.00	0.00	0.00	0.00
Overall Total Staff:	3	9.00	10	9	4.00	4.00	1.00	0.00	0.00	0.00	0.00

- Example of report in PDF shown above – can also be run as CSV output type

Leave – Absence History Report

- Absence History Report – example of selections before clicking run

Absence history ▼ MENU 🔄 🖨️

Unit/Employee*

Organisation start point*

Absence group

Absence type

Absences from*

Absences to*

Reference number

Include leavers

Full path display

Organisation view*

New page for each organisation unit

Output type

Report run comments

Run

iTrent East Renfrewshire Council

Absence History

Absences From: 01/01/2024 **To:** 31/01/2024 **Organisation View:** Full

Absence Group: All **Employee Name:** All

Absence Type: All **Include Leavers:** No

Organisation Start Point: East Renfrewshire Council

Absence Group	Absence Type	Absence Reason	Absent From	Absent To	Days Lost	Hours Lost
East Renfrewshire Council/.../Business Systems & Processes						
Doe Jane (Systems Officer; Reference Number: 6621842)						
FLEXI	Flexitime		15/01/2024	15/01/2024	1.00	7.17
Holiday	Personal Holiday		24/01/2024	24/01/2024	1.00	7.17 [1]
Other	Special Leave - Paid	External Course	30/01/2024	30/01/2024	1.00	7.17 [1]
Other	Special Leave - Unpaid	Medical/Dental Treatment - Unpaid	12/01/2024	12/01/2024	0.00	0.00
SYS	Bank Holiday		02/01/2024	02/01/2024	1.00	7.17
SYS	Bank Holiday		01/01/2024	01/01/2024	1.00	7.17
Employee Totals					5.00	35.84
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)						
SYS	Bank Holiday		02/01/2024	02/01/2024	1.00	7.17
SYS	Bank Holiday		01/01/2024	01/01/2024	1.00	7.17
Employee Totals					2.00	14.33
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)						
SYS	Bank Holiday		02/01/2024	02/01/2024	1.00	7.17
SYS	Bank Holiday		01/01/2024	01/01/2024	1.00	7.17
Employee Totals					2.00	14.33
Unit Totals					9.00	64.50

- Example of report in PDF shown above – can also be run as CSV output type

Leave – Flexitime History Report

- Flexitime History Report – example of selections before clicking run, different options shown in drop down list below

Flexitime History MENU

Unit/Employee * Unit

Organisation start point * East Renfrewshire Council

Report type * Balances

Effective date * Balances (Agile)

Include leavers History

Missing flexi records

Full path display

Organisation view * Show all data by unit

New page for each organisation unit

Output type PDF File

Report run comments

Run

iTrent East Renfrewshire Council

Flexitime History

Absences From: 08/01/2024 To: 12/01/2024 Organisation View: Full

Employee Name: All Include Leavers: No

Organisation Start Point: East Renfrewshire Council

Type	Start Date	Start Time	End Date	End Time	Break Length	Worked Hours	Shift Hours	Daily Balance
East Renfrewshire Council....								
Doe Jane (Systems Officer; Reference Number: 6621842)								
Adjustment	12/01/2024	00:00	12/01/2024			0.00	-1.00	1.00
Record	11/01/2024	08:00	11/01/2024	18:00		9.00	7.10	1.50
Break 1					1.00			
Record	10/01/2024	08:00	10/01/2024	18:00		9.00	7.10	1.50
Break 1					1.00			

iTrent East Renfrewshire Council

Flexitime Balances

Balances To: 15/01/2024 Organisation View: Full

Employee Name: All Include Leavers: No

Organisation Start Point: East Renfrewshire Council

Balance
East Renfrewshire Council....
Doe Jane (Systems Officer; Reference Number: 6621842)
1.05

iTrent East Renfrewshire Council

Missing Flexi Records

Absences From: 08/01/2024 To: 12/01/2024 Organisation View: Full

Employee Name: All Include Leavers: No

Organisation Start Point: East Renfrewshire Council

No Clock In Date
East Renfrewshire Council....
Doe Jane (Systems Officer; Reference Number: 6621842)
08/01/2024
Doe Jane (Systems Officer; Reference Number: 6621842)
09/01/2024
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)
08/01/2024
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)
09/01/2024
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)
10/01/2024
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)
11/01/2024
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)
12/01/2024
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)
08/01/2024
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)
09/01/2024
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)
10/01/2024
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)
11/01/2024
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)
12/01/2024

- Flexitime History
- Flexitime Balances
- Missing Flexi Records
- Above three options results shown
- Can also be run in CSV output format



Leave – Holiday Entitlement Breakdown Report

- Holiday Entitlement Breakdown Report – example of selections before clicking run

Holiday entitlement breakdown ▼ MENU 🔄 🖨️

Unit/Employer *

Organisation start point * 🔍

Effective date * 📅

Holiday Scheme

Reference number

People to include in the report

Those with basic entitlement only.

Those with brought forward entitlement.

Those with manual adjustments/overrides.

Organisation view

Full path display

New page for each organisation unit

Output type

Report run comments

Run

iTrent East Renfrewshire Council

Holiday Entitlement Breakdown

Effective Date:	<input type="text" value="12/01/2024"/>	Organisational Start Point:	<input type="text" value="East Renfrewshire Council"/>
Scheme:	<input type="text" value="Annual Leave - 35fte"/>	Organisation View:	<input type="text" value="Full"/>
Employee Name:	<input type="text" value="All Staff"/>	Path Display:	<input type="text" value="Partial"/>
		Reference No:	<input type="text" value="Personal"/>

Scheme Name	Adjustment Reason	Unit	End of Holiday Yr	Basic Entitlement	B/F	B/F Lost	Adjustment	Override	Total Entitlement
East Renfrewshire Council/.../Business Systems & Processes									
Doe Jane (Systems Officer; Reference Number: 6621842)	Annual Leave - 35fte	Hours	31/12/2024	189.50 *	0.00	0.00	10.00	0.00	199.50
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)	Annual Leave - 35fte	Hours	31/12/2024	245.00	0.00	0.00	0.00	0.00	245.00
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)	Annual Leave - 35fte	Hours	31/12/2024	245.00	0.00	0.00	0.00	0.00	245.00

- Example of report in PDF shown above – can also be run as CSV output type
- Must select a Holiday Scheme in this report for results to be produced



Leave – Outstanding Holiday Entitlement Report

- Outstanding Holiday Entitlement Report – example of selections before clicking run

Outstanding holiday entitlement MENU ↕ ↻ 🖨

Unit/Employee*

Organisation start point* 🔍

Effective date* 📅

Holiday Scheme

Reference number

Minimum balance to report on

days

hours

Organisation view

Full path display

New page for each organisation unit

Output type

Report run comments

Run

iTrent East Renfrewshire Council

Outstanding Holiday Entitlement

Effective Date: 15/01/2024 **Organisational Start Point:** East Renfrewshire Council

Scheme: All Schemes **Organisation View:** Full

For outstanding entitlements >= 0.00 Days or 0.00 Hours **Path Display:** Partial

Employee Name: All **Reference No:** Personal

	Scheme Name	Unit	Cont. Hours	End of Holiday Yr	Entitlement	Taken	Scheduled	Outstanding
East Renfrewshire Council/.../Business Systems & Processes								
Doe Jane (Systems Officer; Reference Number: 6621842)								
	Annual Leave - 35fte	Hours	28.67	31/12/2024	199.50	14.33	50.17	134.997
Johnstone Dwayne (Programme Manager Business Systems & Processes; Reference Number: 6621841)								
	Annual Leave - 35fte	Hours	35	31/12/2024	245.00	14.33	55.67	174.998
Madrigal Mirabel (Systems Officer; Reference Number: 6621843)								
	Annual Leave - 35fte	Hours	35	31/12/2024	245.00	14.33	55.67	174.998

- Example of report in PDF shown above – can also be run as CSV output type

