**Managers with staff who record FLEXI in Etarmis (current flexi system)**

If your staff currently use the flexi system (Etarmis) they will be transferred onto Employee Self Service (ESS) from Monday 26th February 2024.

*Please note there are small groups of staff where this has not occurred, and the project team have been in touch with them to advise of alternative arrangements.*

On the day of Go Live everyone’s flexi balance will be sitting as zero hours on Employee Self Service. Monday 26th February is the start of a new flexi period and managers will be required to go in to Manager Self Service and carry out an adjustment to reflect staff’s flexi balances that were held in Etarmis.

Access to Etarmis will still be available until the end of March 2024 but we would request that employee balances are credited or debited with the correct amount within two weeks of Go Live.

To do this, managers will need to go into Etarmis and look to see what the balance was at the end of day on Friday 23rd February, then go into iTrent and adjust this accordingly.N.B. in iTrent the maximum amount of credit an employee can carry over under the new policy is 15 hours (pro-rata). Therefore, no employee, unless approved by the manager, should have an adjustment made for greater than 15 hours. Adjustments to flexitime must also be made in minutes e.g. if you are crediting 6 hours 15 minutes to an employee this will should be recorded as 375 minutes.

Instructions on how to make a flexi adjustment can be found in the [Manager’s Guidance](https://eastrenfrewshire.gov.uk/changes-to-leave). A [converter calculator](https://eastrenfrewshire.gov.uk/changes-to-leave) for hours and minutes to minutes is also available.

**Managers with staff who request LEAVE through Etarmis (current flexi system)**

As above if your staff request their leave through the flexi system, they will now do this through Employee Self Service.

*Please note there are small groups of staff where this has not occurred, and the project team have been in touch with them to advise of alternative arrangements.*

All annual leave will now be recorded in hours and the balance shown is comprised of annual and public holiday entitlements rolled together. Public holidays are entered at the start of a leave year, by HR, and deducted from the overall starting entitlement, this avoids employees using hours that are required to cover the scheduled public holidays.

As with flexi there will be adjustments that managers may be required to make when we go live. Any employees who have carried over leave from 2023 or borrowed from 2024 will need their balances adjusted.

Where an employee has had their carried over or borrowed amounts calculated in days there is guidance (included as an appendix) on how this should be converted to hours and minutes. N.B. minute adjustments to annual leave are required to be converted to decimal places – (conversion calculator [available here](https://eastrenfrewshire.gov.uk/changes-to-leave)). E.g. if an employee is carrying over 4 days and their average working day equates to 7 hours 10 mins then the adjustment balance that needs to be entered is 28.67, which equals 28 hours 40 minutes.

The employee briefing document advises employees that they will need to replicate and book any leave that has been requested in Etarmis since the 1st of January 2024 for managers to approve to ensure continuity between balances.

Instructions on how to make an annual leave adjustment can be found in the [Manager’s Guidance](https://eastrenfrewshire.gov.uk/changes-to-leave).

**Managers with staff who request LEAVE via email/paper (Non – Etarmis)**

Staff who request leave in this manner will continue to do so. However, the recording of their leave will be carried out in iTrent.

Last year several engagement sessions took place with representatives from departments who manage leave manually. Processes were discussed and the ways the project team could support this move.

Bespoke admin profiles have been created and access given to identified personnel which will allow them to record approved leave requests on the system and adjust employee’s records where required.

Managers will continue to approve leave requests but then can pass this information to their admin support to record on the iTrent system, however, please note if managers wish to, they can carry out this task themselves.

The purpose of this access is to assist managers that have a high volume of staff who request their leave manually.

As with employees who request their annual leave through Etarmis – this group of staff will also have their base entitlement of annual leave and public holidays populated in iTrent. Like the processes above adjustments will need to be made for any carry over or borrowed leave.

The one main difference is any leave already requested by this group of staff since 1st January 2024, will be required to be keyed by admin support or the manager – as these employees will not be submitting requests through Employee Self Service.

**Annual Leave Purchase**

Any employees who have purchased annual leave and have had this processed by HR then these amounts will be loaded into the system, by HR, and do not require the manager to do this at Go Live or thereafter.

If employees have any queries regarding their annual leave purchase these should be directed to [leaveenquiries@eastrenfrewshire.gov.uk](mailto:leaveenquiries@eastrenfrewshire.gov.uk) in the first instance.

**Advanced Flexi Managers**

Advanced Flexi Managers (AFMs) have been set up with admin roles to give them access to whole departments.

AFMs have been briefed ahead of Go Live and we have agreed that any managers who require help with adjusting flexi or annual leave balances for staff who currently use the Etarmis system can contact their AFM(s) for assistance, however, this task should be owned by managers initially.

You can view the AFM contacts for the departments [here](https://eastrenfrewshire.gov.uk/changes-to-leave).

**Key Highlight Points**

* Adjustments to flexi balances to reflect end of day as at 23.02.24
* Adjustments to flexi can only be entered in minutes e.g. 1 hour 20 will equal 80 minutes
* Adjustments to annual leave balances to be made (carry over from 2023 and borrowed leave from 2024). Instructions on how to calculate correctly are attached to this email.
* Adjustment to annual leave entered in hours and minutes (minutes to decimal places – calculator available online to assist
* Ensure leave requests already made since 01.01.24 are entered via ESS or iTrent
* AFMs are available to help with adjustments to managers whose staff currently use Etarmis
* Business support will own the process of updating leave records of those staff who request annual leave manually (managers can carry out this task though if they wish)
* All adjustments required for Go Live to flexi and annual leave should be made by **Monday 11th March 2024**

**Information & guidance**

There is a dedicated internet page set up that can be accessed by all staff [via this link](https://eastrenfrewshire.gov.uk/changes-to-leave).

The page includes all policies relating to annual leave, flexi and special leave. Employee and Manager Guidance which provides more in-depth instructions as to how to navigate leave using ESS. There are also several annual leave calculators where you can convert your leave from days to hours, hours to days and to also check how your entitlement has been calculated.

There is also an extensive list of FAQs which we will direct staff to in the first instance if you have any questions regarding the information in this email.

**Post Implementation Support**

There will be a dedicated hyper care team who will be on hand to answer any questions.

Queries should be submitted via email and staff should label the subject line indicating whether it relates to “Employee” or “Manager”. For clarification an employee query will be if you are asking a question about your own entitlement or process and manager will be for any manager related queries.

There will be in person sessions scheduled after Go Live. Across two days staff will have the opportunity to come and meet the project team and HR representatives to ask any questions they have at both Barrhead and Eastwood HQ – dates and times to follow.

The dedicated email address for all enquiries is [leaveenquiries@eastrenfrewshire.gov.uk](mailto:leaveenquiries@eastrenfrewshire.gov.uk)

**Appendix 1 – Calculating carry forward/borrowed leave adjustments on iTrent**

As part of the one off go live tasks managers and/or admin staff are required to adjust employee’s holiday entitlement if they carried over leave from 2023 or borrowed from 2024.

As the new system records in hours where adjustments have previously been made in days they will require to be converted to hours. The way this should be applied is detailed below.

One day’s hours will be worked out as an average based on the total work pattern hours. Examples provided below on how to work out the average hours per day.

**Example 1 – 35 hours per week: 1 week pattern**

***Carrying over 4 days***

**Work Pattern**

Mon – Thu: 7 hours 10 mins

Fri: 6 hours 20 mins

35 hours/ 5 days = 7 hours per day

**Hours to be carried forward 7 hours x 4 days = 28 hours**

**Input into iTrent as 28.000**

**Example 2 – 25 hours per week: 1 week pattern**

***Carrying over 2 days***

**Work Pattern**

Mon – Wed: 7 hours 10 mins

Thu: 3 hours 30 mins

25 hours/4 days = 6 hours 15 mins per day

**Hours to be carried forward 6 hours 15 minutes x 2 days = 12 hours 30 minutes**

**Input into iTrent as 12.500**

**Example 3 – 35 hours average per week: 9-day Fortnight (2-week pattern)**

***Carrying over 3 days***

**Work Pattern**

**Week 1: (39 hours)**

Mon – Thu: 8 hours

Fri: 7 hours

**Week 2: (31 hours)**

Tue – Thu: 8 hours

Fri: 7 hours

70 hours/ 9 days = 7 hours 46 mins average per day

**Hours carried forward 7 hours 46 mins x 3 days = 23 hours 20 mins**

**Input into iTrent as 23.333**

**Example 4 – 28 hours 40 mins per week: 1 week pattern**

***Carrying over 5 days***

**Work Pattern**

Mon – Thu: 7 hours 10 mins per day

28 hours 40 mins/4 days = 7 hours 10 mins per day

**Hours carried forward 7 hours 10 mins x 5 days = 35 hours 51 mins**

**Input into iTrent as 35.850**

**The key things to remember here for when crediting/debiting are:**

* Check the employees current work pattern and hours to get the average hours per days
* Multiply the average hours per day to the number of days being adjusted whether this be carried forward or deduction
* Minutes must be converted to three decimal places when entered
* If applying a debit, then place **“–”**in front of the amount being adjusted

This is a one-off task that must be done at Go Live but when we move into 2025 the system will do these adjustments automatically for the standard carry over amount as per the annual leave policy.