

## Manager Self-Service Annual Leave Adjustments

1. Log into Oracle and click on LCC Manager Self-Service

The screenshot shows the Oracle Applications Home Page. At the top, there is an "Enterprise Search" bar with a dropdown menu set to "All" and a "Go" button. To the right, it says "Search Results Display Preference" and "Logged In As MBRADLEY001". Below the search bar, the page title is "Oracle Applications Home Page".

The "Main Menu" section on the left contains a "Personalize" button and a list of folders: "LCC Employee Self-Service", "LCC Employee Self-Service (P60 and P11D)", and "LCC Manager Self-Service". The "LCC Manager Self-Service" folder is highlighted with a red box.

The "Worklist" section on the right contains a note: "Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list". Below the note is a "Full List" button and a table with columns: "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, with the text "There are no notifications in this view." below it. There are also two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

2. Select Self-Service Other Payment Claims

### Oracle Applications Home Page

The screenshot shows the "Main Menu" section of the Oracle Applications Home Page. It features a "Personalize" button and a list of folders: "LCC Employee Self-Service", "LCC Employee Self-Service (P60 and P11D)", and "LCC Manager Self-Service". The "LCC Manager Self-Service" folder is expanded, showing a list of sub-items: "All Actions Awaiting Your Attention", "Delegate Team Access", "Delegate Single Access", "Work Incidents", "Ending Employment", "Reports", "Self Service Payment Claims", "Self-Service Other Payment Claims", "My Employee Information", "Probation Review", "Leave/Absence Management", "Qualification and Professional Details", and "Assignment Management". The "Self-Service Other Payment Claims" item is highlighted with a red box.

- This will now display your hierarchy. Click on the Action button next to the employee whose leave requires adjusting.

Name   [Advanced Search](#) [My List](#)

Self-Service Other Payment Claims: People in Hierarchy

[Personalize Stack Layout: \(ContextRN\)](#)  
[Personalize Stack Layout: \(context\)](#)

Focus Name	Assignment Number	Job	Position	Department	Action	Details
<input type="checkbox"/> Bradley, Mr. Matthew						
		Corporate	ICT	ICT Operate		
		Corporate	ICT	ICT Operate		
		Corporate	ICT	ICT Operate		

- Select Award New Compensation

Overview

[Personalize Stack Layout: \(AssignmentDetailsRN\)](#)

Employee Name  
 Organization Email Address  
 Job

Employee Number  
 Organization  
 Manager

Future and Ongoing Transactions

Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
No results found.									

 TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

- From the Type drop down box select Annual Leave Adjustment. A second drop down list will appear called Option, Select the relevant Annual Leave option to amend and then click Apply.

Compensation Details

[Personalize Stack Layout: \(HeaderRN\)](#)

Employee Name  
 Organization Email Address

Employee Number  
 Organization  
 Manager

Select a Type

\* Type Annual Leave Adjustment

Option

Annual Leave Normal Entitlement Adjustment  
 Annual Leave Carried Forward

Details

6. The details section then needs to be completed. All these details are mandatory.
- Leave Year Start Date:** this will always be 01- Apr – but the year will change.
  - Hours:** this is in decimal format i.e. 7.4 is a full day.
  - Reason for Adjustment:** enter the reason for making a manual adjustment

The effective date section is not required.

Compensation Details

Apply Cancel

Personalize Stack Layout: (HeaderRN)

Employee Name Employee Number  
Organization Email Address Organization  
Manager

Select a Type

\* Type Annual Leave Adjustment  
Option Annual Leave Normal Entitlement Adjustment

Details

\* Leave Year Start Date  
\* Hours  
\* Reason For Adjustment

Effective Date

This Transaction Occurs Once.  
Leave entitlement will be automatically updated after submission  
Effective From \*11-Apr-2014 As Soon As Possible

Apply Cancel

7. Once complete click Apply.