Oracle Annual Leave guide

To view absence summary or make a new leave request:

Go to Employee Self Service, click on Request paid/unpaid leave

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prise Search All	/		io Search Results Display Preference Standard 🝷		Logged In A	s EMPLOYEE001
le Applications Home Page						
lain Menu	Worklist					
Personalize	Note: For all your notifie	ations, includ	ng the Saved For Later transactions, click on the Full List bu	tton then choose All Notifica	tions from the View d	rop-down
ICT Services; Browse and Quote	list					Full List
Al Actions Awaiting Your Attention	From	Туре	Subject		Sent 💌	Due
Request Paid/Unpaid Leave	System Administrator	HR	Leave of Absence for Employee Ann has been forwarded for approval.		14-Feb-2014	
Diversity Information	System Administrator	HR	Leave of Absence for Employee Ann has been forwarded for approval.		13-Feb-2014 21-Jap-2014	
Work Incidents	✓TIP Vacation Rules - Redir	ect or auto-respo	I to notifications.	\backslash	21-300-2014	
Self Service Payment Claims	TIP Worklist Access - Spec	ify which users ca	view and act upon your notifications.			
Personal Information						
My Employment Information					ur workl	list will
Qualifications and Professional						
LCC Employee Self-Service (P60 and P11D)				diaplay	notificati	000 0 a
CONTRACTOR OF A CONTRACT OF A				usplay	nouncau	ons, e.g.
				∣ when a	leave re	auest is
				submitte	submitted to your manage	
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You will now see a summary of all your absences

		e Self-Service		🛱 Navigator 🔻 🛤 Favorites 👻 Home Logout Preferences Help		
	Request Paid/Unpaid Leave: Summary Employee Name Employee Ann			Employee Number 0166693		
	Absence Summary Entitlement Balance	25				
	Search	ne search racility below allows a litter on absence view e.g. by absence t	ype. If you wish to request a new absence	e cick on kequest Leave link below.		
Click	Note that the search is case insensitive Absence Type Approval Status	Start Date (example: 14-1	eb-2014)	lick on next 10 to see earlier dates		
here to	Go	Clear Clear	Next 10	lick of fiext to to see caller dates		
make a	Start Date End Date Absence Type Ab	Duration Sence Category Days Hours Approval Status Supporting Docum	ents Details Update Delete			
new	04-Aug-2014 08-Aug-2014 Annual Leave 11-Mar-2014 12-Mar-2014 Annual Leave	Vacation 18.5 Pending Approval II Vacation 10 Pending Approval II		Annual leave that has not w		
leave	18-Feb-2014 20-Feb-2014 Annual Leave 14-Feb-2014 14-Feb-2014 Annual Leave	Vacation 18.5 Approved II Vacation 7.4 Pending Approval II		Annual leave that has not ye		
request	13-Feb-2014 13-Feb-2014 Sickness 31-Dec-2013 02-Jan-2014 Annual Leave	Sickness 1 Approved III Variation 18.5 Approved III		been taken can be updated		
	20-Nov-2013 20-Nov-2013 Sickness 31-Oct-2013 31-Oct-2013 Annual Leave	Vacation 2.47 Approved II		or deleted (yellow pencil or		
	27-Aug-2013 27-Aug-2013 Annual Leave 19-Aug-2013 20-Aug-2013 Sickness	Vacation 6.17 Approved III Sickness 2 Approved III		green delete icon must be		
	Request Leave	I Pri	evious 1-10 • Next 10	nignlighted) but changes		
			\backslash	must still be approved by		
			Ň	your manager		
0.1						
Sickness absence				Absences in the past		
is in days, annual				cannot be deleted or		
leave is in hours				updated, see your		
L				manager if any changes		
				are required		

Click on the Entitlement Balances tab



Click on **Request Leave** from the main summary page to make a new leave request

LCC Employee Self-Service						
		🏦 Navigator 🔻 🎴 Favorites 🔫	Home Logout Preferences Help			
reate Absence: Enter Absence Details						
			Cancel Save For Later Next			
Employee Name Employee	oyee Ann	Employee Number 016669	33			
elect an Absence Type, and enter any other information you want to recor Indicates required field	3 for your request.					
Absence Status	Confirmed		G February • 2014 • 3			
* Absence Type	Annual Leave		Sun Mon Tue Wed Thu Fri Sat			
Duration	A Chad Date D0 Ech 2014		26 27 28 29 30 31 1			
	(example: 14-Feb-2014) Her?	MM (12:00-11:59)	2 3 4 5 6 7 8			
	End Date 20-Feb-2014 🔲 End Time		16 17 18 19 20 21 22			
	Hours		23 24 25 26 27 28 1			
	Total 7.4					
Additional Absence Information	-	Entor				
Comments						
	1	T				
		I ype: Annual Lea	ave,			
	-					
		 Reason: Annual 	Leave.			
View Entitlement Balances			,			
View Entitlement Balance		Start/End dates	– using calendar			
			using calcrical			
		• Houre (in hours (and degimals)			
• Hours (in nours and decimals).						
		The shale is slate field there alight an elaste in the				
		I IP: CIICK IN date field then CIICK on a date in the				
calendar on the right hand side to input						
		format				

Click **Next** twice. You will be able to check the details as shown below before you submit to your manager for approval.

LCC Employee Self-Service	🉃 Navigator 👻 📑 Favorites 👻	Home Logout Preferences Help
Create Absence: Review		
Employee Name Employee Ann	Cancel Printable Page Employee Number 0166693	Save For Later Back Submit
Absence Details		
Proposed Absence Status Confirmed Absence Type Annual Leave Absence Category Vacation Absence Reason Annual Leave Start Date 20-Feb-2014 End Date 20-Feb-2014		
View Entitlement Balances		
View Entitlement Balance		
Additional Information		
Attachments		
To help approvers understand the request, you can attach supporting documents, images, or links to this action. NoneAdd		
Comments to Approver		
	Cance! Printable Page	Save For Later Back Submit