



LCC Oracle guidance

ESS Absence & Leave

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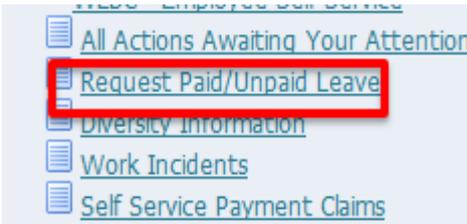
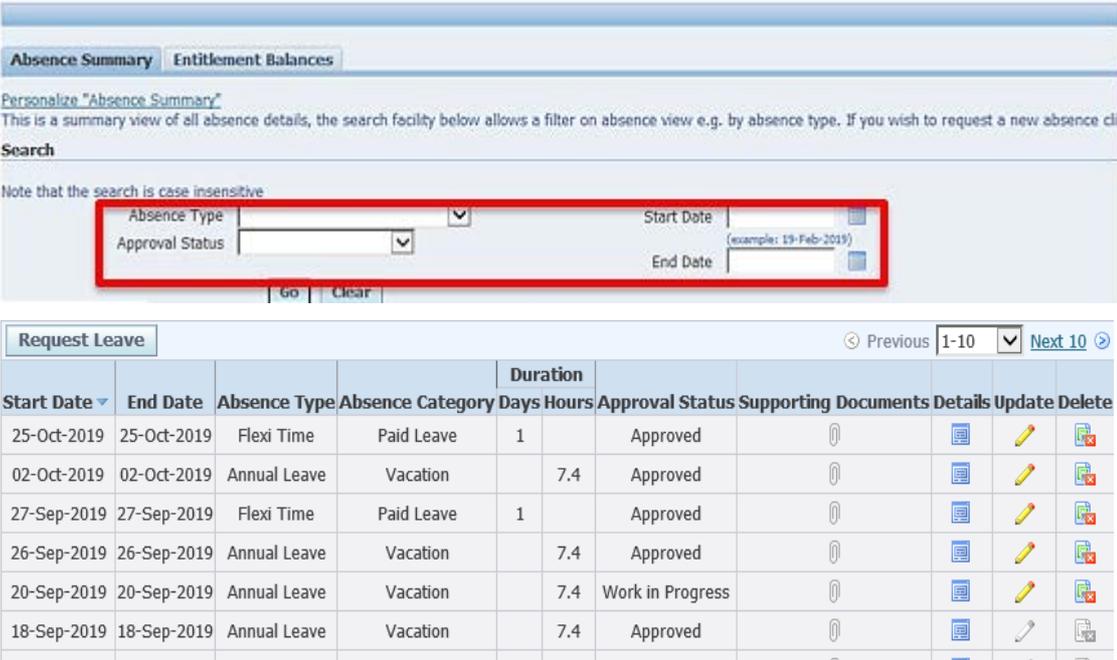
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Overview

This function allows various types of leave to be recorded, from annual leave to unpaid leave. Remaining annual leave balances can also be viewed for any point of the annual leave year.

View Leave and Entitlement Balance

STEP	ACTION																																																																																
1	<p>On the home screen</p> 																																																																																
2	<p>The following screen will open. The screen provides a summary view of absences and also allows the user to search through absence types. A search can be carried out using any of the parameters listed e.g. Absence Type, Approval Status, Start Date or End Date.</p> <p>Tip: if the absences listed are minimal it would be quicker to review the absences listed at the bottom of the screen. Use the search for longer absence lists.</p>  <table border="1"> <thead> <tr> <th colspan="10">Request Leave</th> </tr> <tr> <th>Start Date</th> <th>End Date</th> <th>Absence Type</th> <th>Absence Category</th> <th>Duration</th> <th>Approval Status</th> <th>Supporting Documents</th> <th>Details</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>25-Oct-2019</td> <td>25-Oct-2019</td> <td>Flexi Time</td> <td>Paid Leave</td> <td>1</td> <td>Approved</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02-Oct-2019</td> <td>02-Oct-2019</td> <td>Annual Leave</td> <td>Vacation</td> <td>7.4</td> <td>Approved</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>27-Sep-2019</td> <td>27-Sep-2019</td> <td>Flexi Time</td> <td>Paid Leave</td> <td>1</td> <td>Approved</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>26-Sep-2019</td> <td>26-Sep-2019</td> <td>Annual Leave</td> <td>Vacation</td> <td>7.4</td> <td>Approved</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>20-Sep-2019</td> <td>20-Sep-2019</td> <td>Annual Leave</td> <td>Vacation</td> <td>7.4</td> <td>Work in Progress</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>18-Sep-2019</td> <td>18-Sep-2019</td> <td>Annual Leave</td> <td>Vacation</td> <td>7.4</td> <td>Approved</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Request Leave										Start Date	End Date	Absence Type	Absence Category	Duration	Approval Status	Supporting Documents	Details	Update	Delete	25-Oct-2019	25-Oct-2019	Flexi Time	Paid Leave	1	Approved					02-Oct-2019	02-Oct-2019	Annual Leave	Vacation	7.4	Approved					27-Sep-2019	27-Sep-2019	Flexi Time	Paid Leave	1	Approved					26-Sep-2019	26-Sep-2019	Annual Leave	Vacation	7.4	Approved					20-Sep-2019	20-Sep-2019	Annual Leave	Vacation	7.4	Work in Progress					18-Sep-2019	18-Sep-2019	Annual Leave	Vacation	7.4	Approved				
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Clicking on the **Entitlement Balances** will show your annual leave balance at the effective date.

Tip: To see your leave balance you can input a date to see the balance at any given point. This can be past, present or even future. The balance will reflect any authorised leave up to that point.

e.g. 31 Mar 2020 and click **Go**

Request Leave

To request leave click on the **Request Leave** button. The following screen will appear. Click on the list of value button (indicated below) to show a list of options. Select type of leave e.g. **Annual Leave**.

tion you want to record for your request.

1

Absence Status Confirmed

* Absence Type **Annual Leave**

* Absence Reason Bank Holiday (Lieu Time)

Duration Flexi Time

Hospital Appt (Outpatient)

Leave Without Pay

Leave for Extraneous Duties

Medical/Dental Appointment

Official Duties

Special Leave

Time Off - Trade Union Duties

Time Off in Lieu

Unpaid Special Leave

Start Time

End Time

HH:MM

I Absence Information

Click on the list of value button (indicated below) next to absence reason to show the list of options. If the absence is to be unpaid, select **Unpaid Leave – Hours**. If this is a part day absence select **Unpaid Leave – Hours**.

Note – the start and end time are only required if this is a request for a part day.

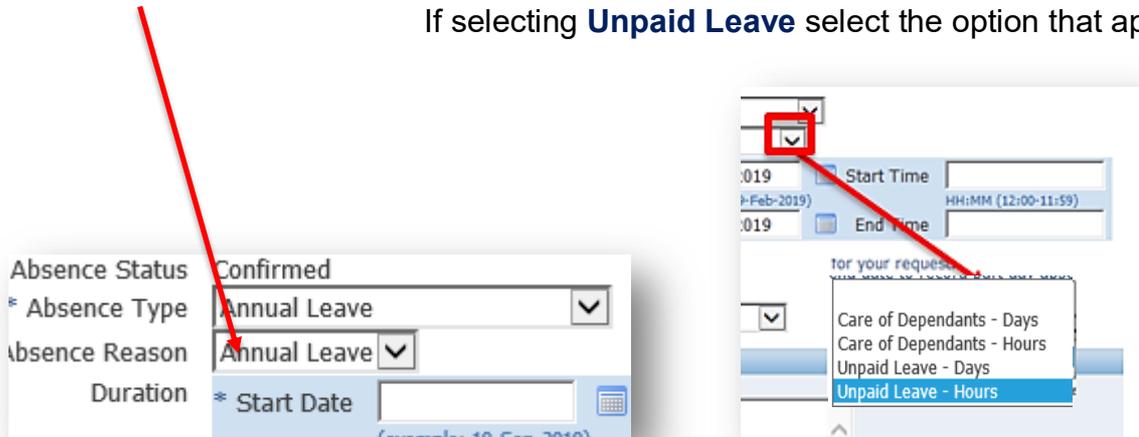
2 **Start date and end date** – input the dates for the start and end of the absence. Example below shows a day's leave.

Total hours - Input the total hours.

Comments - This box is a free text field where additional information can be added for the approver.

Note: With the exception of Unpaid leave **Absence Reason** will auto populate.

If selecting **Unpaid Leave** select the option that applies

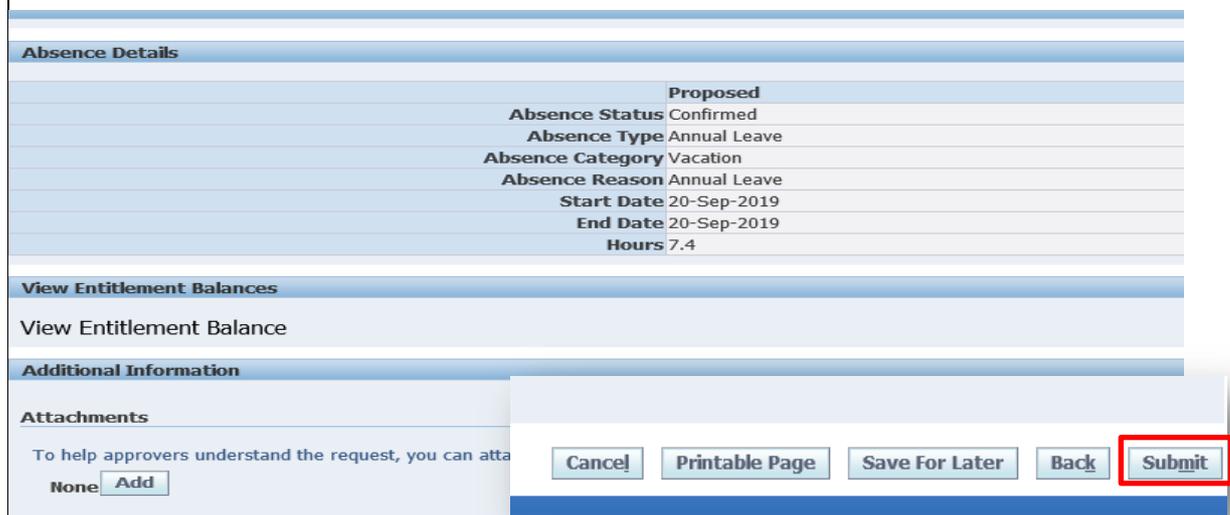


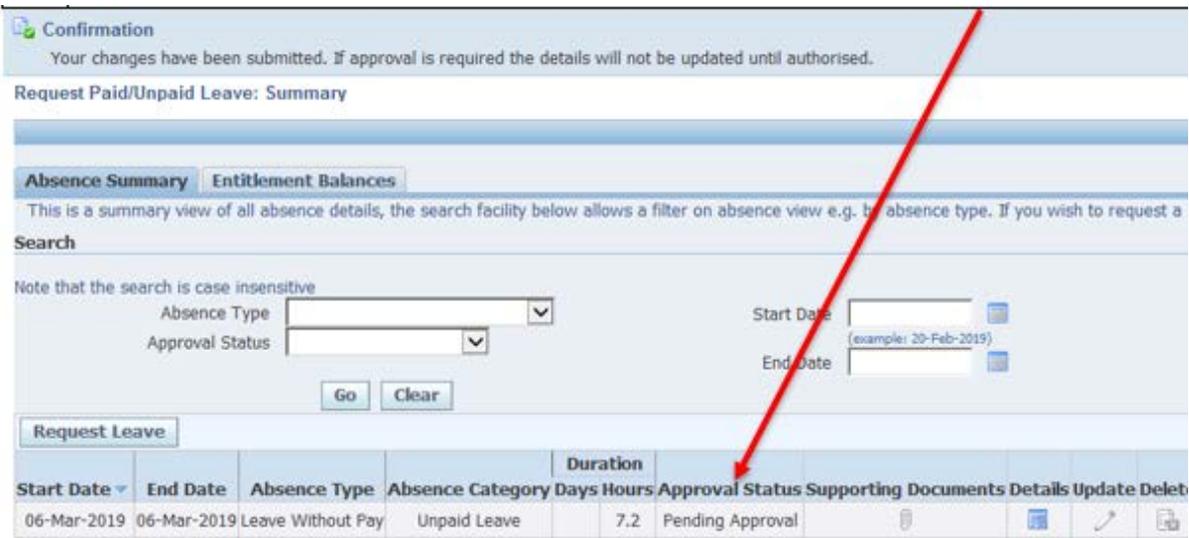
Click **Next** when all details are complete

The following screen appears confirming the details, click **Next** again



3 The following screen appears providing a summary of the absence just prior to submission.



	Click the Submit button to submit the leave for approval.																						
4	<p>The following screen appears confirming submission and shows the absence as the first item on the summary list. Here you can see the status, in this case Pending Approval</p>  <p>Confirmation Your changes have been submitted. If approval is required the details will not be updated until authorised.</p> <p>Request Paid/Unpaid Leave: Summary</p> <p>Absence Summary Entitlement Balances</p> <p>This is a summary view of all absence details, the search facility below allows a filter on absence view e.g. by absence type. If you wish to request a</p> <p>Search</p> <p>Note that the search is case insensitive</p> <p>Absence Type <input type="text"/> Start Date <input type="text"/> (example: 20-Feb-2015)</p> <p>Approval Status <input type="text"/> End Date <input type="text"/></p> <p><input type="button" value="Go"/> <input type="button" value="Clear"/></p> <p><input type="button" value="Request Leave"/></p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Absence Type</th> <th>Absence Category</th> <th>Days</th> <th>Hours</th> <th>Approval Status</th> <th>Supporting Documents</th> <th>Details</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>06-Mar-2019</td> <td>06-Mar-2019</td> <td>Leave Without Pay</td> <td>Unpaid Leave</td> <td>7.2</td> <td></td> <td>Pending Approval</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note: If the message remains “pending approval” under approval status after 7 days from request you should contact your manager. If your manager has not approved your request within 14 days a new request will need to be submitted.</p>	Start Date	End Date	Absence Type	Absence Category	Days	Hours	Approval Status	Supporting Documents	Details	Update	Delete	06-Mar-2019	06-Mar-2019	Leave Without Pay	Unpaid Leave	7.2		Pending Approval				
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