

# LCC Oracle guidance

## **ESS Absence & Leave**



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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.

#### STEP ACTION On the home screen Employee ex All Actions Awaiting Your Attention equest Paid/Unpaid Leave 1 ty Information Work Incidents Self Service Payment Claims 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. 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. Absence Summary Entitlement Balances Personalize "Absence Summary" 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 new absence cli Note that the search is case inse Start Date Absence Type Approval Status v End Date 2 Request Leave Duration Start Date 🔻 End Date Absence Type Absence Category Days Hours Approval Status Supporting Documents Details Update Delete 25-Oct-2019 25-Oct-2019 Flexi Time Paid Leave 1 e Ì R. Approved 0 02-Oct-2019 02-Oct-2019 Annual Leave 7.4 Ē E. Vacation Approved Ì N Ę 1 G. 27-Sep-2019 27-Sep-2019 Flexi Time Paid Leave 1 Approved O Ē 26-Sep-2019 26-Sep-2019 Annual Leave Vacation Approved G. 7.4 1 0 Ē 20-Sep-2019 20-Sep-2019 Annual Leave Vacation 7.4 Work in Progress 1 G. 0 N 18-Sep-2019 18-Sep-2019 Annual Leave Ē Vacation 7.4 Approved G.

### **View Leave and Entitlement Balance**

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

<ul> <li>☐ Hide Accrual Balances</li> <li>✓ TIP The accrual balances are as of: 19-Sep-2019.</li> <li>✓ TIP Enter the date for which you wish to view Leave accruent of the sep-2019.</li> <li>Effective Date 31-Mar-2020 Go (example: 19-Sep-2019)</li> </ul>
Annual Leave 226.376

#### **Request Leave**

	1	
	To request leave clic Click on the list of va of leave e.g. <b>Annua</b>	ck on the <b>Request Leave</b> button. The following screen will appear. alue button (indicated below) to show a list of options. Select type I Leave.
	tion you want to record	for your request
	Joh you want to recuru	for your request.
	Absence Status	onfirmed
	* Absence Type	Arrival Leave
	* Absence Reason	Bank Holiday (Lieu Time)
	Duration	Flexi Time
1		Leave Without Pav
		Leave for Extraneous Duties End Time
		Medical/Dental Appointment
		Official Duties
		Time Off - Trade Union Duties
	I Absence Information	Time Off in Lieu
		Unpaid Special Leave
	Click on the list of va	alue button (indicated below) next to absence reason to show the list
	of options. If the abs	sence is to be unpaid, select <b>Unpaid Leave – Hours.</b> If this is a part
	day absence select	Unpaid Leave – Hours.
	<b>Note</b> – the start and	end time are only required if this is a request for a part day.
2	Start date and end	<b>date</b> – input the dates for the start and end of the absence. Example
	pelow shows a day's	s leave.
	Total hours - Input	the total hours.
	<b>Comments -</b> This b for the approver.	ox is a free text field where are additional information can be added
L		

	Nata Mith the evention of the sid to us Absence Decome will outs remulate
	Note: with the exception of Unpaid leave Absence Reason will auto populate.
	If selecting <b>Unpaid Leave</b> select the option that applies
	Absence Status Confirmed * Absence Type Annual Leave bsence Reason Duration * Start Date (versult 10 Cer 2010)
	Click <b>Next</b> when all details are complete
	The following screen appears confirming the details, click <b>Next</b> again
	Absence Status       Confirmed       I allow Without Pay       Image: 2019       Image: 2
	<u></u>
	Cance Save For Later Megt
3	The following screen appears providing a summary of the absence just prior to submission.
	Absence Details
	Proposed       Absence Status     Confirmed       Absence Type     Annual Leave       Absence Reason     Annual Leave       Start Date     20-Sep-2019       Hours     7.4
	View Entitlement Balances
	View Entitlement Balance
	Additional Information
	Attachments         To help approvers understand the request, you can atta         None       Add

Click the Submit button to submit the leave for approval.

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** 

	Your chan	ges have bee	n submitted. If appr	oval is required the o	details v	vill not	be updated until aut	thorised.	6 - C		
	Request Paid/Unpaid Leave: Summary										
								/			
	Absence Su	mmary En	titlement Balance	5				/			
	This is a sum	mary view of	all absence details,	the search facility be	elow alk	ows a	filter on absence vie	w e.g. b absence t	type. If you wi	ish to rea	quest a
	Search							/			
	Note that the s	earch is case	insensitive					/			
	note unit the s	Absence	Type	~	1		Start D				
		Approval S	tatus	~				(example: 20-Feb-	2019)		
							End	ate			
			Go	Clear							
Request Leave											
					Dura	ation					
	Start Date •	End Date	Absence Type	Absence Category	Days	Hours	Approval Status	supporting Docur	nents Detail	sUpdate	e Dele
	06-Mar-2019	06-Mar-2019	9 Leave Without Pay	Unpaid Leave		1.2	Pending Approval	0		1	60
N	lote: If th	ne mes	sage remai	ns "pending	app	٥ro	/al" under a	pproval sta	atus afte	er7c	days
r	equest v	ou shoi	uld contact	vour manad	ber	lf vc	our manage	r has not a	pproved	d vou	ır re
	vithin 1/	dave a	new reque	st will need	to h		ubmitted	i nao not a	pprotec		
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