

Pobl Aber People Guide – Declaring Annual Leave

There are 3 things that you need to do:

- Step 1. Check that all the annual leave taken between 1st January to 31st July has been booked on the system
- Step 2. Add any annual leave that you have taken but not recorded on the system
- Step 3. Confirm & declare annual leave recorded

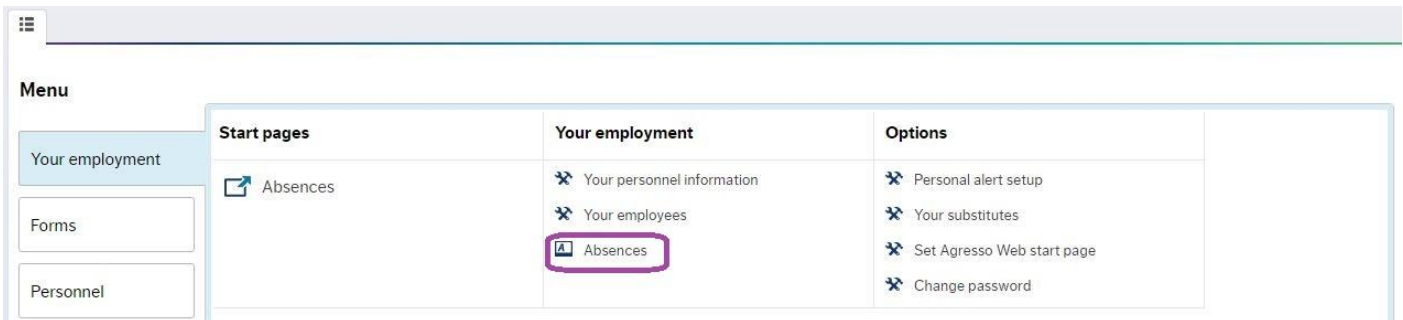
Step 1: Check previous annual leave

There are 2 ways to view your annual leave entitlement:

1. Absences (Your employment)
2. Information pages

Absences (Your Employment)

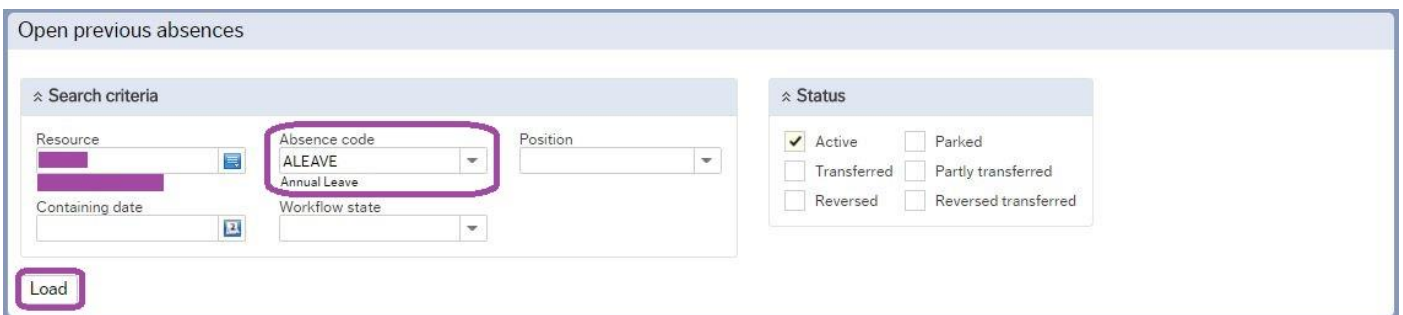
- In the “your employment” tab, click on the  Absences under the “your employment” heading.



- On the bottom left of the screen, click on “open”.



- In the “open previous absences” window, select “ALEAVE” under the Absence code then click “load”.




- This will bring through all the absences that have been input on the system as annual leave.

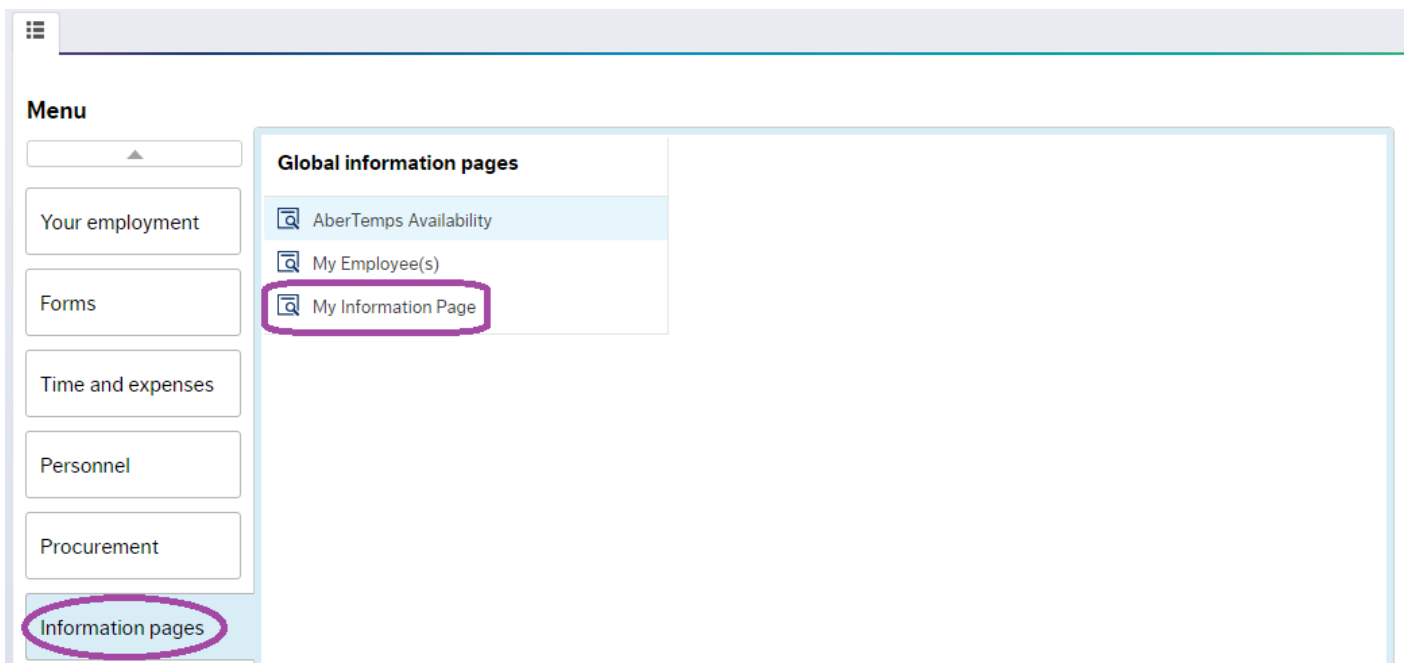
Absences												
Workflow state	Resource ID	Absence code	Position	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	
Finished		ALEAVE				<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	
Σ									462.00			

Add Delete Draft Ready

1 2 3 4

Information Pages

- In the "Information Pages" tab, click on  [My Information Page](#) (please note that the amount of available Global Information pages will vary per employee, depending on their permissions).



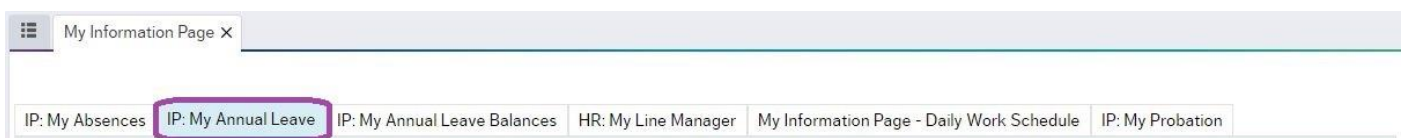
Menu

- Your employment
- Forms
- Time and expenses
- Personnel
- Procurement
- Information pages**

Global information pages

- AberTemps Availability
- My Employee(s)
- My Information Page**

- Click on the 'IP: My Annual Leave' tab



My Information Page X

IP: My Absences **IP: My Annual Leave** IP: My Annual Leave Balances HR: My Line Manager My Information Page - Daily Work Schedule IP: My Probation

- This will bring through all the absences recorded as annual leave for that year.

My Information Page X

IP: My Absences IP: My Annual Leave IP: My Annual Leave Balances HR: My Line Manager My Information Page - Daily Work Schedule IP: My Probation

Selection criteria

Abs. code like: ALEAVE
 Company like: AB
 Employee like:
 Leave Year like: 2016

Search: Detail level: All levels
 Copy to clipboard: Rows per page: 50

#	Employee	Employee (T)	Date from	Time from	Date to	Time to	Days	Hours	%	S
1				09:00		17:30	1	7.50	100.00	N
2				09:00		17:30	1	7.50	100.00	N
3				09:00		17:30	1	7.50	100.00	N
4				09:00		17:30	1	7.50	100.00	N
5				09:00		17:30	2	15.00	100.00	N
6				09:00		17:30	5	36.50	100.00	N
7				09:00		17:30	1	7.50	100.00	N
8				09:00		17:30	3	22.50	100.00	N
9				09:00		16:30	5	33.50	100.00	N
10				09:00		17:30	1	7.50	100.00	N
11				09:00		17:30	2	14.00	100.00	N
12				09:00		16:30	5	36.50	100.00	N

Step 2: Booking annual leave on Pobl Aber People

There are 2 ways to submit an annual leave request on Pobl Aber People, these are via:


1. Absences (Start Pages)
2. Absences (Your employment)

Menu

	Start pages	Your employment	Options
Your employment	 Absences 1	 Your personnel information	 Personal alert setup
Forms		 Your employees	 Your substitutes
Personnel		 Absences 2	 Set Agresso Web start page
			 Change password

If you are experiencing difficulties booking leave using the 'Absences (Start Pages)', please try booking leave via 'Absences (Your employment)' before contacting the Human Resources Department.

Absences (Start Pages)

- Click on  Absences under the "Start pages" heading.

Menu

- Your employment
- Forms
- Personnel

Start pages	Your employment	Options
<ul style="list-style-type: none"> Absences 	<ul style="list-style-type: none"> Your personnel information Your employees Absences 	<ul style="list-style-type: none"> Personal alert setup Your substitutes Set Agresso Web start page Change password

- Click on Absence request

Absences

New request ?

- Absence request

Absence request overview ?

Drafts	In progress	Approved
0	1	1

- Select 'Annual Leave' in the cause of absence and fill in the other fields as required.

Absence request

Cause of absence*
Annual Leave

First day*
from 00:00

Last day*
to 00:00

Is this a full time absence? Yes No

Summary

- Number of days 0
- Number of hours 0.00


Additional information

August 2016						
mon	tue	wed	thu	fri	sat	sun
1 Absence: Ann...	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- When you are happy with the request, click on the 'Send for approval' button on the bottom left of the screen.


Send for approval Save as draft

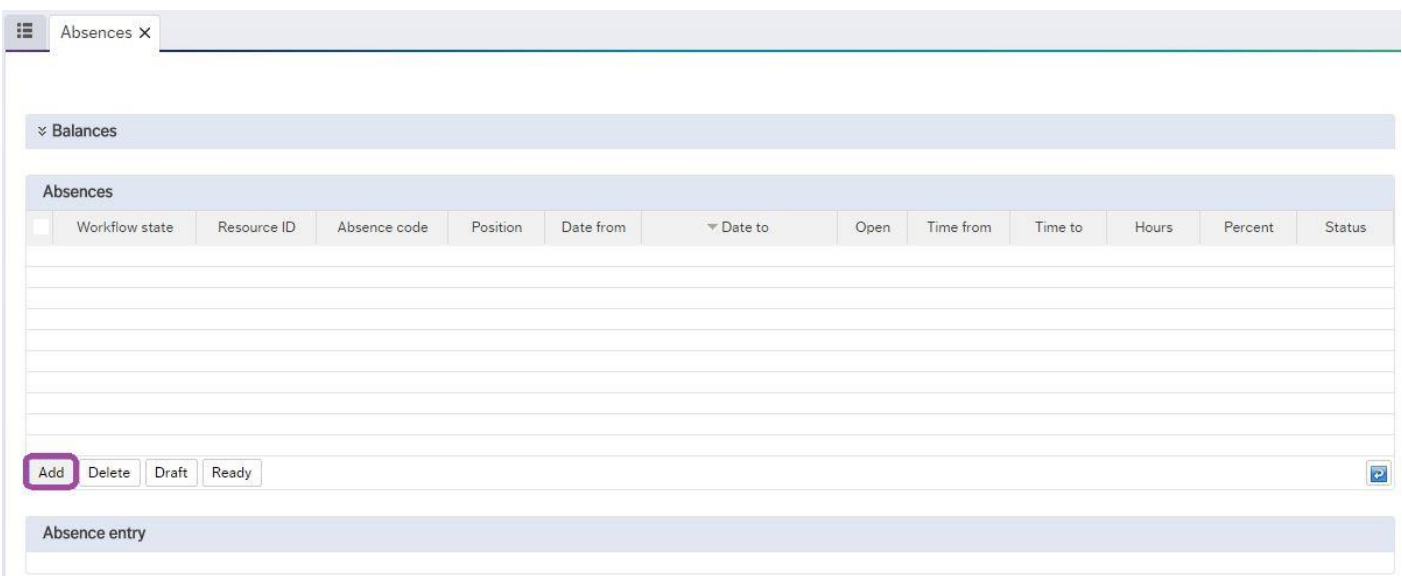
Absences (Your employment)

- Click on  Absences under the “your employment” heading.



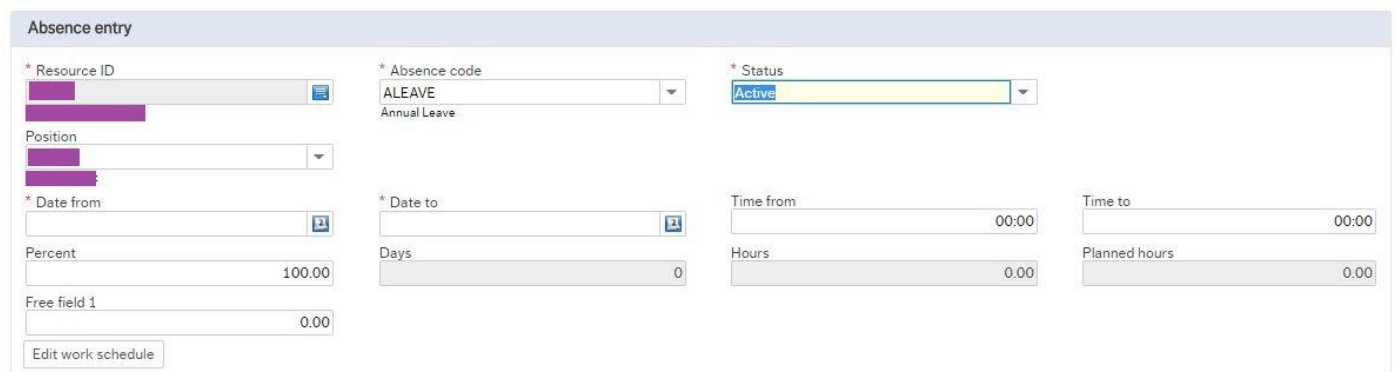
The screenshot shows a navigation menu with three main sections: 'Start pages', 'Your employment', and 'Options'. Under 'Your employment', the 'Absences' option is highlighted with a red box. Other options include 'Your personnel information', 'Your employees', 'Personal alert setup', 'Your substitutes', 'Set Agresso Web start page', and 'Change password'.

- Under the “Absence” table, click on the  button.




The screenshot shows the 'Absences' table with columns for Workflow state, Resource ID, Absence code, Position, Date from, Date to, Open, Time from, Time to, Hours, Percent, and Status. Below the table, the 'Add' button is highlighted with a red box. Other buttons include 'Delete', 'Draft', and 'Ready'.

- This will open up the “absence entry” section under the “Absence” table. Select “annual leave” in the “absence code field” and fill in the other fields as required (please ensure you select the correct position to request leave against).




The screenshot shows the 'Absence entry' form with the following fields: Resource ID, Position, Date from, Percent (100.00), Free field 1 (0.00), Absence code (ALEAVE), Status (Active), Date to, Days (0), Time from (00:00), Hours (0.00), Time to (00:00), and Planned hours (0.00). There is an 'Edit work schedule' button at the bottom left.

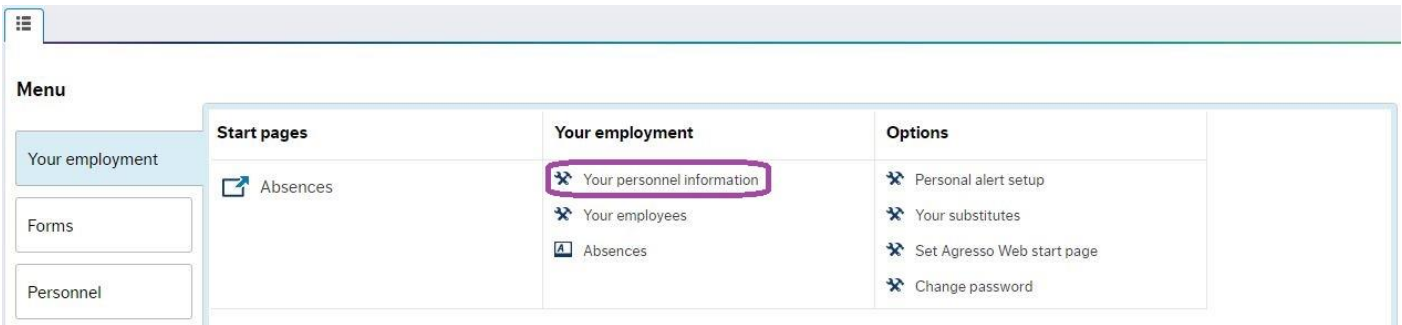
- When you are happy with the request, click on the  button under the “Absence” table.
- On the bottom left of the screen, click on “Save”.



The screenshot shows four buttons: 'Save', 'Clear', 'Open', and 'Export'. The 'Save' button is highlighted with a red box.

Step 3: Confirm and declare annual leave

- Click on  **Your personnel information** under the “your employment” heading.



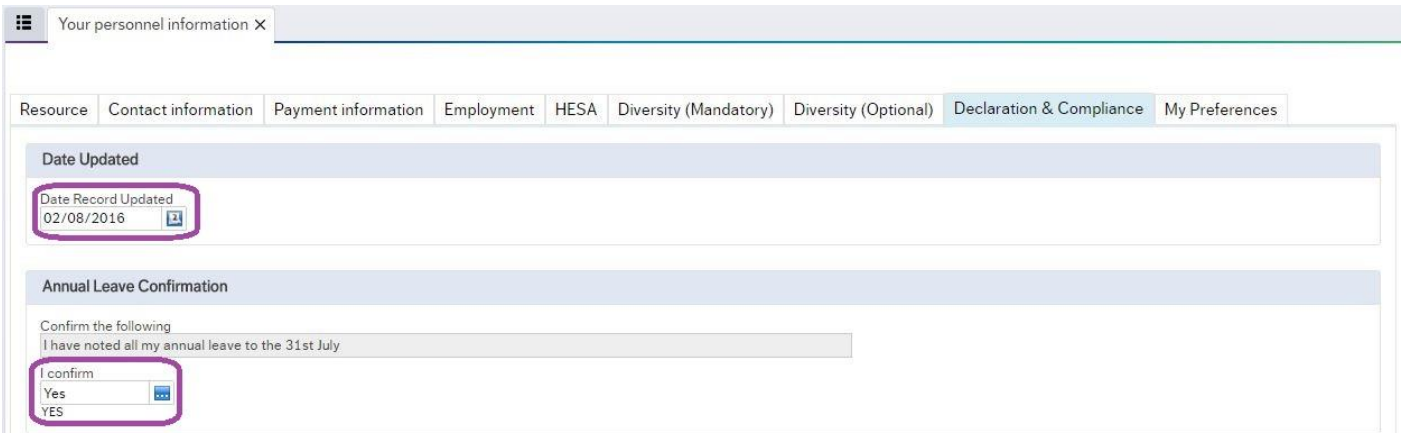
The screenshot shows a navigation menu with three main sections: 'Start pages', 'Your employment', and 'Options'. In the 'Your employment' section, the item 'Your personnel information' is highlighted with a red box. Other items in this section include 'Your employees' and 'Absences'. The 'Options' section includes 'Personal alert setup', 'Your substitutes', 'Set Agresso Web start page', and 'Change password'.

- Click on the ‘Declaration & Compliance’ tab.



The screenshot shows a horizontal row of tabs: 'Resource', 'Contact information', 'Payment information', 'Employment', 'HESA', 'Diversity (Mandatory)', 'Diversity (Optional)', 'Declaration & Compliance', and 'My Preferences'. The 'Declaration & Compliance' tab is highlighted with a red box.

- Note today’s date in the ‘Date record updated’ field and select ‘Yes’ in the Annual Leave Confirmation section.



The screenshot shows two sections. The first section, 'Date Updated', contains a 'Date Record Updated' field with the date '02/08/2016' and a calendar icon, highlighted with a red box. The second section, 'Annual Leave Confirmation', contains a confirmation message: 'Confirm the following I have noted all my annual leave to the 31st July'. Below this is a radio button labeled 'I confirm' with 'Yes' selected, also highlighted with a red box.

- On the bottom left of the screen, click on “Save”.



The screenshot shows four buttons: 'Save' (highlighted with a red box), 'Clear', 'Open', and 'Export'.