

D365: Entering leave for employees

Step 1: Add the leave hours via the Leave journal

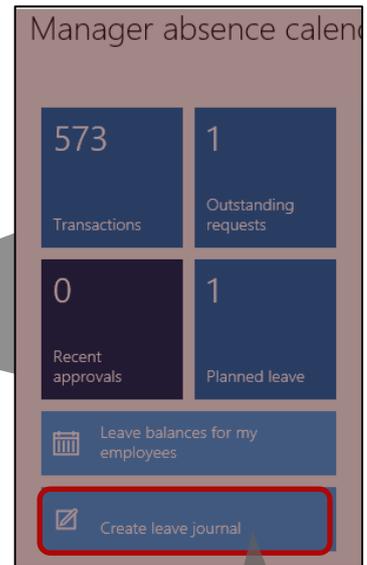
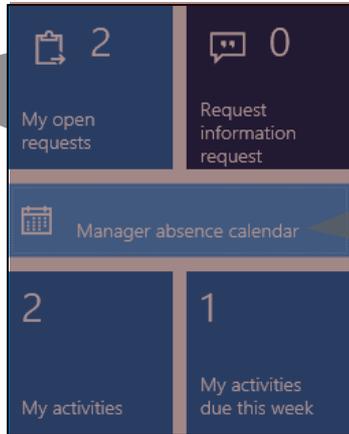
If one of your direct reports cannot submit a holiday leave request, you can submit a holiday leave request on their behalf using the manager Leave journal.



Select **Manager self service**.

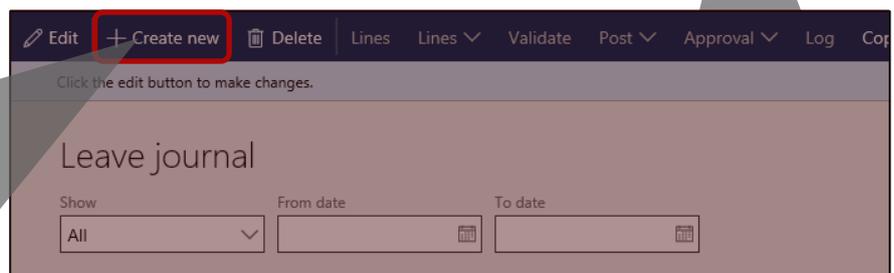
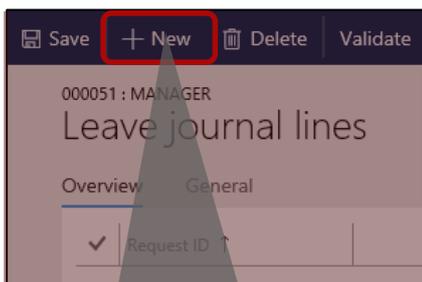
In the MSS workspace, select the **Manager absence calendar** tile. The **Manager absence calendar** page is displayed.

Select the **Create leave journal** tile.



The **Leave journal** form is displayed. In the ribbon bar, select **+ Create new**. The Leave journal lines form is displayed.

Select **+ New**.



When you click **+ New**, a record line is added to the form, complete the following fields:

Worker	Date	Plan	Leave code	Accrual type	Description	Leave hours	Log
Steven Evans	19/10/2020	Leave Plan 1	Holiday	Fixed		7.50	

Worker: from the drop-down list, select the name of the employee for whom you are raising the holiday leave request.

Date: select the date of the holiday leave request using the calendar.

Leave code: select **Holiday**.

Leave hours: the system populates the field with the employee's working hours per day. If the holiday leave request is for a full day, do not change the hours. If the holiday leave request is for a half day, change the hours to reflect the correct hours, i.e. 3.75.

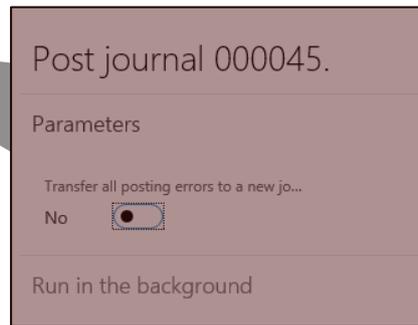
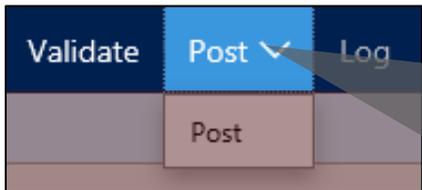
If the holiday leave request is for more than one day, repeat the process above by clicking **+ New** in the **Leave journal lines** ribbon bar.

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Step 2: Validate and Post the Leave journal lines form



In the Leave journal lines form, select **Validate** from the ribbon bar. The **Check journal** pane opens, click **OK**.



Click **Post** in the ribbon bar to post the leave journal.

The **Post journal** pane is displayed, click **OK**.

Step 3: View the Manager absence calendar

October 2020															
Worker name	Tu 06	We 07	Th 08	Fr 09	Sa 10	Su 11	Mo 12	Tu 13	We 14	Th 15	Fr 16	Sa 17	Su 18	Mo 19	Tu 20
Justin Taylor			7.50 hrs pending												
Steven Evans														7.50 hrs leave	
Frank Matthews	7.50 hrs leave							7.50 hrs pending							
Jayne Walker															

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Summary

If one of your direct reports cannot submit a holiday leave request, you can submit a holiday leave request on their behalf through your Personal leave workspace. This method of entering leave is best used where the leave period exceeds 10 days, for example, a maternity period of 6 months.

Step 1: Add the leave hours via your Personal leave workspace



Create a new leave request

Request ID: 000075

For: Art Grit

Start date: 30/10/2020

End date: 13/11/2020

Plan: Leave Plan 1

Leave code: Holiday

Leave source: Holiday

Description:

Leave hours: 0.00

Submit: Yes

You can leave the hours field empty.

OK Cancel

Select **Manager self service**.

In the MSS workspace, select the **Create leave request** tile. The **Manager absence calendar** page is displayed. The **Create a new leave request** form is displayed.

For: select the employee name from the drop-down list.
Start date: select the leave request start date from the calendar.
End date: select the leave request end date from the calendar.
Plan: this automatically populates.
Leave code: select the appropriate code from the list.
Description: leave blank.
Leave hours: leave blank, the system will calculate the leave hours from the start and end dates

Ensure the **Submit** switch is set to **Yes**.

Click **OK**. The **Leave journal – Submit** pane opens.

Comment: enter a brief note in this field.

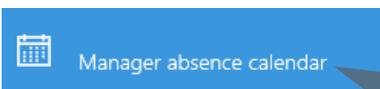
Click **Submit**. The **Leave journal – Submit** pane closes.

Leave journal - Submit

Comment: Agreed

Submit Cancel

Step 2: View Manager absence calendar



You can view the pending hours in the Manager absence calendar.

In the MSS page, select the **Manager absence calendar** tile.

The calendar displays your direct employees.

Use the **Previous month** and **Next month** buttons to view the correct period.

The calendar shows the hours as pending because the leave absence request hasn't been approved yet.

Worker name	We 04	Th 05	Fr 06	Sa 07	Su 08	Mo 09	Tu 10	We 11	Th 12	Fr 13
Justin Taylor										
Steven Evans										
Frank Matthews										
Jayne Walker										
Art Grit	7.50 hrs pending	7.50 hrs pending	7.50 hrs pending			7.50 hrs pending				
Brad Arnold										
Roger Burton										
Nathan Rogers										
Daniel Rogers										
Ali Ahktar										

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Step 3: Approve the leave request

The leave holiday leave request still has to be approved. As you are the manager for the employee, you have to approve the request. The workflowed request will be sat in Mss in the Work items assigned to me queue.

Select Manager self service.

In the MSS workspace, select the Work items assigned to me tile. The **WORK ITEMS ASSIGNED TO ME** list page is displayed.

5 Work items assigned to me

ID	Subject	Document type	Due date time
Request ID: 000075, Employee	Leave request - Art Grit	Leave journal	25/10/2020 20:02:00
Person: Frank Walker, 108	Worker skill request - Frank Wal...	Skill competency	23/10/2020 12:53:00
Request ID: 000020, Employee R...	Leave reversal request from Fra...	Leave journal	03/10/2020 00:00:00

Name	Request ID	Requester	Description	Lines	Hours	Posted	Start date	End date
Employee	000075	Art Grit	Employee	13	97.50		30/10/2020	13/11/2020

Copy journal	Recalculation	Workflow	OPTIONS
		Approve	
		Reject	
		Request change	
		Delegate	
		View history	

After viewing the holiday leave request details, from the ribbon bar select **Workflow**. From here you could Reject the request, delegate the approval, or even view the workflow history.

Select **Approve**.