



The
University
Of
Sheffield.

Human
Resources

myJob Guide
Annual Leave

SBusiness
Solutions

Creating a Leave Request

Select the 'Annual Leave' option in the myJob Overview screen to take you to the 'Leave Overview' page. You can now view and cancel leave, as well as check your leave quota all in this one view.

You can drag and drop these columns into a layout of your preference

Start and End of leave

Absence Hours

Start Date	Start Time	End Date	End Time	Approver	Status	Absence Hours
11.02.2013	00:00:00	11.02.2013	00:00:00		Approved	7.00
01.10.2012	00:00:00	05.10.2012	00:00:00		Approved	35.00
03.09.2012	00:00:00	05.09.2012	00:00:00		Approved	21.00
26.07.2012	00:00:00	26.07.2012	00:00:00		Approved	7.00
25.07.2012	00:00:00	25.07.2012	12:30:00		Approved	3.50
24.07.2012	00:00:00	24.07.2012	00:00:00		Approved	7.00
23.07.2012	00:00:00	23.07.2012	00:00:00		Approved	7.00
17.07.2012	00:00:00	20.07.2012	00:00:00		Approved	26.00
16.07.2012	00:00:00	16.07.2012	00:00:00		Approved	7.00
10.07.2012	00:00:00	12.07.2012	00:00:00		Approved	21.00

Quota Type	Quota Start	Quota End	Quota	Quota Remaining
Annual Leave	01.10.2012	30.09.2013	210.00 Hours	175.00 Hours

Leave Quota

[Create New Leave Request](#)

Select this button to submit a new request for leave.

Your calendar

Your leave quota

Your leave requests

Team calendar

Colour coded calendar

Change the displayed calendars

Your new leave request

Leave Request: Holiday, 19.03.2013

Personal Calendar

View: March 2013

Start Date: 19.03.2013

End Date: 19.03.2013

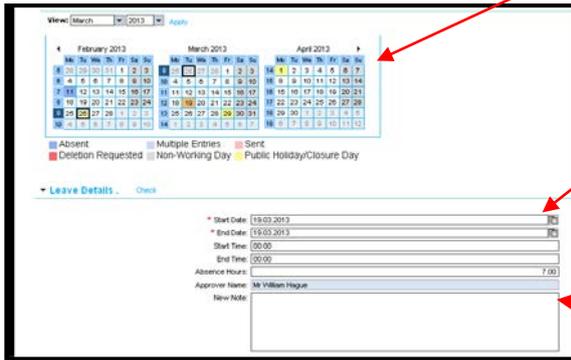
Start Time: 00:00

End Time: 00:00

Absence Hours: 7.00

Approver Name: William Hague

New Note:



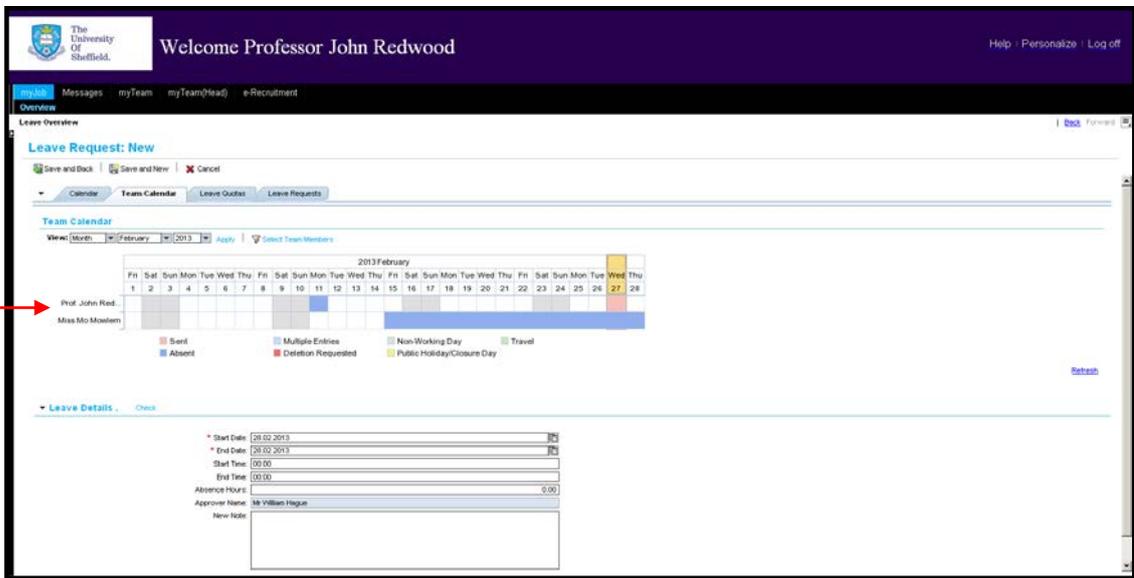
You can select the start date of your leave directly from the calendar, which is ideal for requesting single leave occurrences.

Alternatively, enter the leave directly into the Start Date and End Date cells, in the format 'DD.MM.YYYY'. If booking less than a day, enter the Start Time and End Time as well.

Check your approver is your line manager and add a note for them if you wish.

If your approver is someone who you do not believe it should be, please contact your HR Assistant.

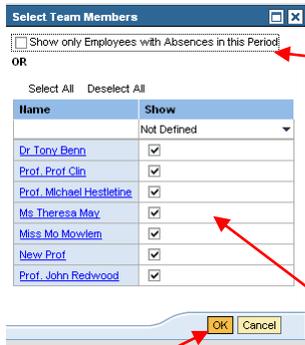
You also have the option to view your team calendar that shows which other team members are on leave in the month you have requested:



Team members that are on leave in your requested period.

Select Team Members

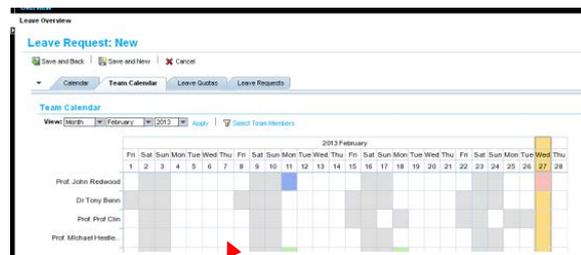
The team calendar defaults to only show the team members that are on leave during the selected period. 'Select Team Members' will allow you to view other/all of your team.



Untick the 'Show only Employees with Absences in this Period' box

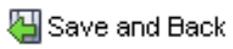
Select the team members you would like to view in the team calendar

Hit OK



Your team calendar showing the team members you selected

Once complete select:



To submit your request

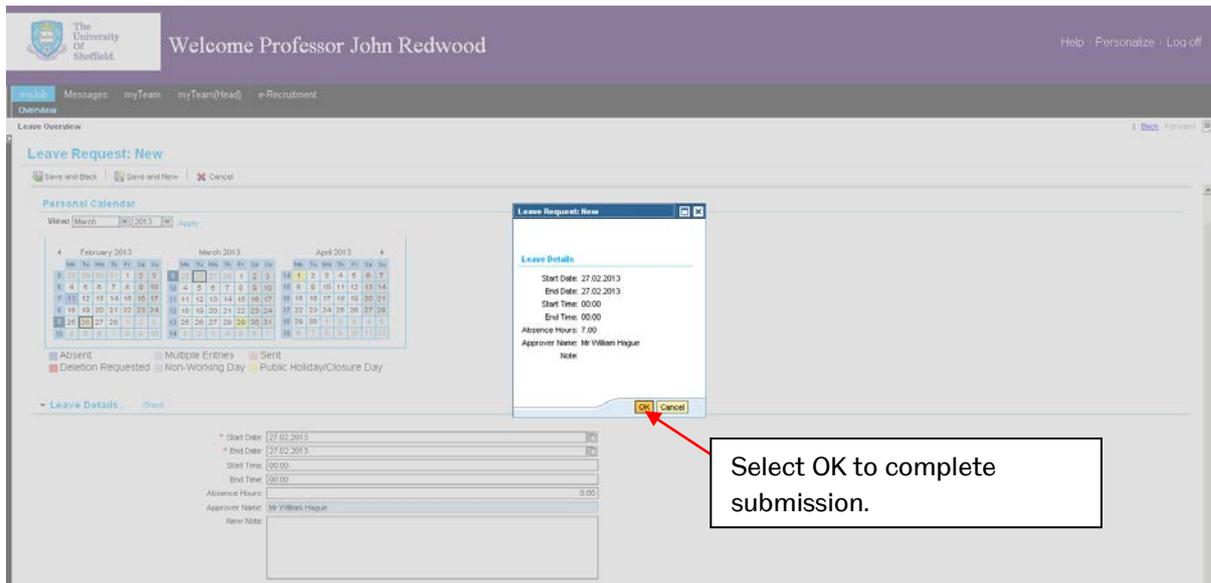


To submit your request and begin a new one



To cancel the request before submission

When submitting your leave request, you will be shown a summary and be prompted to confirm:



Editing a Leave Request

To edit a leave request that you have submitted, go to the Annual Leave Overview by selecting 'Annual Leave' from myJob.

In the table, find the leave that you want to edit and select the pencil icon in the Edit column



This will take you back to your 'Leave Request' view, where you can submit the leave again.

Cancelling a Leave Request

To cancel a leave request that you have submitted, go to the Annual Leave Overview by selecting 'Annual Leave' from myJob.

In the table, find the leave you want to cancel and select the trash can icon in the Cancel column



The system will then ask if you are sure you want to cancel your leave request.

