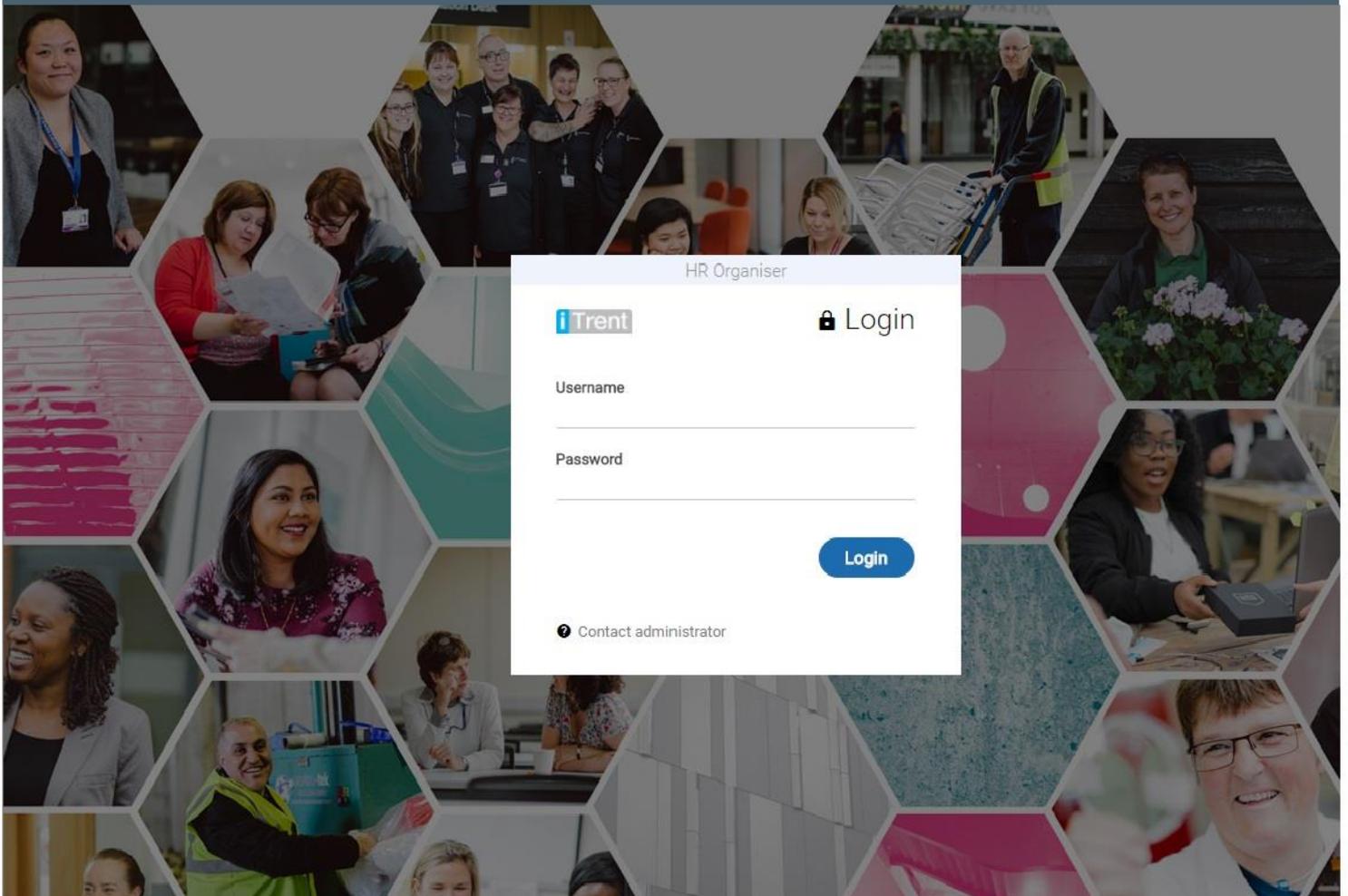




University of Essex

HR Organiser

Recording Annual Leave



Introduction

This user guide has been designed to help you book your annual leave within HR Organiser.

Logging in to HR Organiser

You can log in to HR Organiser here: <https://hrorganiser.essex.ac.uk>

You will need your University username (**without** the @essex.ac.uk) and your University password. This is the same password you use to log on to the network and your emails.

Having trouble logging in? Your password must not contain any of the following characters " £ ~ ! | \ if it does you will need to reset it which can be done here: <https://www.essex.ac.uk/password/login.aspx>

If you are still having problems please contact hrorg@essex.ac.uk .

Please note you can only log in to HR Organiser whilst you have a current contract with the University. If you have left and your contract has ended you will no longer be able to gain access to the system.

Booking Annual Leave

- Select the 'Absence' button from the top of the screen.
- Once selected you will see the hours of holiday still remaining and the annual leave you have already booked.
- Click on 'Add holiday' to book annual leave.

The screenshot shows the HR Organiser interface. At the top, there is a navigation bar with tabs: Home, Personal, Absence (circled in blue), Pay & Benefits, Employment, and Professional Development. Below the navigation bar, the page title is 'Absence' with a close button (X) in the top right corner. The main content area displays 'Holidays: 133.8 hours available' (circled in blue). To the right of this text are three buttons: 'Holiday balances', 'My calendar', and '+ Add holiday' (circled in blue). Below these buttons, the text reads 'No holiday details have been added yet'. At the bottom of the page, the 'Sickness' section is partially visible.

- This will then open a new window.
- On the page enter the holiday period and any notes you have regarding your annual leave.

Holiday details



Absence type

Personal Holiday



Holiday period

Please choose



Notes



- If you want to book a part day of annual leave, enter the start date specifying whether you are booking the morning or afternoon off.

Holiday details



Absence type

Personal Holiday



Holiday period

Part day



Start date (dd/mm/yyyy)

20/02/2018



Morning or Afternoon

Morning



Notes



- If you want to book a full day of annual leave, enter the start date.

Holiday details



Absence type

Personal Holiday



Holiday period

Full day



Start date (dd/mm/yyyy)

20/02/2018



Notes



- If you want to book more than one day of annual leave, enter the start date specifying whether the first day of annual leave is going to be a full day or half day, and the end date of annual leave specifying whether it is going to be a full day or half day.

Holiday details ✕

Absence type •
Personal Holiday ▼

Holiday period •
More than one day ▼

Start date (dd/mm/yyyy) •
20/02/2018 

Full or part day •
Full day ▼

End date (dd/mm/yyyy) •
22/02/2018 

Full or part day •
Full day ▼

Notes ↑

↓



- Once complete, click on 'Save'.
- This will trigger a notification email to your reporting manager that annual leave has been requested, and that they need to log in and either authorise or reject the annual leave, and to the employee confirming annual leave request.
- Once the annual leave is authorised or rejected, this will trigger a notification email to the employee stating whether the annual leave has been authorised or not.
- Annual Leave policy and details on your entitlement can be found here: <https://www.essex.ac.uk/staff/working-at-essex/taking-annual-leave>

Contact Us

For HR Organiser system queries; hrorg@essex.ac.uk

For queries relating to annual leave; staffing@essex.ac.uk or ext 3433.

For more information on HR Organiser; <https://www.essex.ac.uk/staff/starting-at-essex/using-hr-organiser>