HR & Payroll Self Service Leave FAQs

Leave Request FAQs for Managers (HR & Payroll Self Service)

My employee believes there are errors with their annual leave hours for the current leave year on HR & Payroll Self Service, what should I do?

You, as the line manager and approver on SAP, with the help of your Time Returning Officer (TRO) can ensure that there are no errors on the employee's time entry.

If an error exists, you may need to provide additional details of leave taken, or information in relation to the employees work schedule to the TRO. If an error exists, your TRO can clear it on Time Managers Workplace and run the Time Evaluation programme (or wait for it to run overnight). The employee's annual leave should now calculate correctly.

My employee's annual leave hours remain incorrect after any errors have been removed/ there were no errors on the employee's record to begin with, what should I do next?

If any errors have been corrected or no errors existed on the employee's record to begin with you should check that the three elements driving the annual leave calculation are correct:

• Contract type
• Grade code
• Service years (in the case of employees where their annual leave entitlement is related to completed service years)

Your local HR department will be able to assist with accessing this information if you do not have access to SAP.

If changes are required, as the line manager you will need to complete a HR102 Change to Employee Terms and Conditions form and return to your local HR or National Personnel Administration (NPA), where they are providing your area with a shared service. These changes will then be updated on your record on the system.

Your employee's annual leave hours should update on HR & Payroll Self Service the day after the update.

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Can you retrospectively approve annual leave?

Leave should be approved in advance and within current leave year (retrospective leave adjustments to the previous year would impact on c/f balance if already approved).

How will the last minute changes to rostering, annual leave approval be accounted for?

Any leave type which requires only one level of approval is included. The quotas for other leave types such as Parental Leave are entered on the system by local HR or NPA, where they are providing your area with a shared service.

If my employee works additional hours more than their contract will this be added to annual leave entitlement?

Annual Leave automatically accrues for extra hours worked for part time employees up to the maximun entitlement for the grade.

Leave Request FAQs for Employees (HR & Payroll Self Service)

Can I cancel or change my leave request?

Employees can change or cancel leave requests

Click on this icon 🗑 to delete(cancel) a leave request

Click on this icon ✏ to edit the leave request

The manager will then have to approve the request and then the change will be made on HR & Payroll Self Service
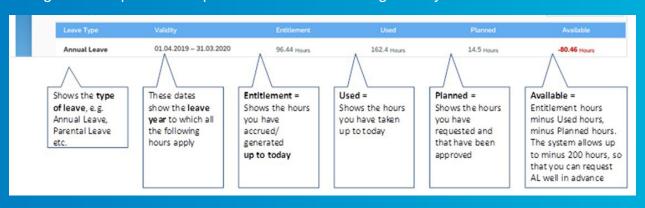

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Will I be able to take Annual Leave if My Leave 'Entitlement' shows low or minus hours under 'Available'?

Yes, you will be able to request Annual Leave. It will be taken from the earned leave throughout the year. The diagram here provides explanations for the headings in 'My Leave'.

Leave Type	Validity	Entitlement	Used	Planned	Available
Annual Leave	01.04.2019 – 31.03.2020	96.44 Hours	162.4 Hours	14.5 Hours	-80.46 Hours

Shows the **type of leave**, e.g. Annual Leave, Parental Leave etc.

These dates show the **leave year** to which all the following hours apply

Entitlement = Shows the hours you have accrued/ generated **up to today**

Used = Shows the hours you have taken up to today

Planned = Shows the hours you have requested and that have been approved

Available = Entitlement hours minus Used hours, minus Planned hours. The system allows up to minus 200 hours, so that you can request AL well in advance

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What does the error "Payroll area 2H/3H is locked" mean?

The error message "Payroll area 2H/3H locked" is advising that the system is locked for routine maintenance. This can be for a short time or it might be for two days before your pay day.

During this time you will not be able to enter leave or travel claims or approve these claims if you are a manager.

Do I still need to use the HR108 Carry Forward of Annual Leave forms?

No, employees in all areas using HR & Payroll Self Service must use the Carry Forward Annual Leave tile on Self Service. The use of HR108 is a local decision however the updating of the system can only be done through HR & Payroll Self Service.

I want to carry forward one day of Annual Leave, how do I calculate this?

You will have to divide your weekly contracted hours by five in order to calculate the hours for the single day. If you want to carry forward a half day, divide the answer by two.

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How do I know whether my manager has approved my Carry Forward leave?

You can check this by going onto the Carry Forward leave tile. You will then see the messages:

"CF Leave has already been approved by your manager" if it has been approved,

Or

"CF Leave request has been rejected by your manager – reason given below" if it has been rejected.

How do I take my Carry Forward leave?

When you request annual leave, the system will automatically take from your Carry Forward leave 'pot' first. You can check this via the My Leave Requests tile.

I made a mistake on my Carry Forward leave request, can this be corrected?

You can correct it if your manager has not approved it yet. Contact your line manager as they will be able to reject the request, so that you can correct and resubmit on the Carry Forward Leave tile.

If the leave has been approved by your manager and you want to amend the hours you can select the CF/AL tile, enter the hours and then submit.

How do I calculate Carry Forward leave?

Ensure all your leave is up to date and approved up to 31st of March 202X on HR & Payroll Self Service, the same as you would with the previous paper leave card. This will ensure that the balance in hours you carry forward is accurate. The *Your Leave" tile in HSE report on HR & Payroll Self Service will provide and up to date balance from the SAP system Ensure you select the dates 1st of April 202X to 31st of March 202X from the drop down menu. Talk to your manager to ensure you are both in agreement regarding the balance in hours to carry forward into leave year 202X/202X.

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What is the process for requesting to carry forward annual leave?

Establish the amount of annual leave in hours (see above) to be carried forward as of the 31st of March 202X. Enter this into HR & Payroll Self Service using the "Leave Carry Forward" tile. This can be done from the 1st of April 202X. Your manager can then approve or reject the request via HR & Payroll Self Service. All annual leave balances will be then added to the leave year 202X/202X.

Can my manager change the end date of the Carry Forward Leave?

Yes, if your manager is in agreement there is an option to extend the date passed 30.09 by using the Change Date. Instructions on how to do this here.

How long do I have to use any annual leave that has been carried forward?

In line with the standard terms and conditions you should take the leave you have carried forward within six months of the start of the leave year.

I want to carry forward one day of Annual Leave, how do I calculate this?

You will have to divide your weekly contracted hours by five in order to calculate the hours for the single day. If you want to carry forward a half day, divide the answer by two.

Are all types of leave included?

Any leave type which requires only one level of approval will be included. All others will require existing procedures including the forms. Leave types that require '2 step' authorisation cannot be applied for via HR & Payroll Self Service, e.g. maternity leave or career break. For more information on these forms visit the HSE website.

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My annual leave balance looks incorrect:

The annual leave entitlement shown in HR & Payroll Self Service accrues each year from 01/04/YYYY and end on the 41/03/YYYY or from the "go live" date if it falls after the 1st of April in that particular year. Annual leave quota accrues up to the time evaluation last run date. It is therefore "normal" for this entitlement to show less that your full annual quota as it accrues daily for hours worked. This does not affect your ability to take leave.

Why is my leave shown in hours and not days?

The balance is in hours to accommodate all the different types of contracts in the HSE many of which leave is taken in hours and not days. Please calculate your "Entitlement" or "Availability" in days by dividing the hours shown by your working hours per day.

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