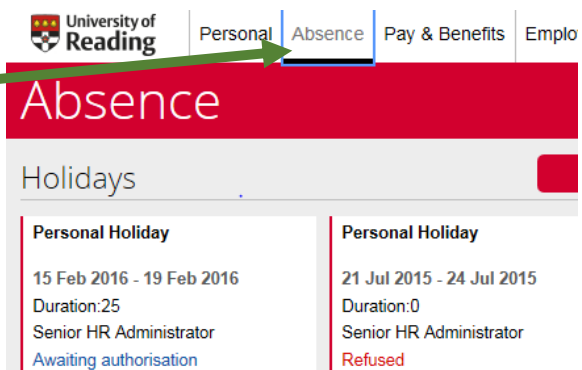


EMPLOYEE SELF SERVICE

TOIL: entitlement and requesting Time Off In Lieu

This Quick Reference Guide is for staff who have worked extra time which has been agreed by their line manager above their normal working hours and for booking this time off. This is available for staff Grades 1 to 5 only.

Once you have logged into Employee Self service on the ESS homepage, click on the **Absence** tab



Holiday balances

My calendar

Holiday Balances

The balance takes account of all recorded holidays including any awaiting authorisation

Senior HR Administrator (Projects) - Holiday - Grades 1 to 5 Days

Holiday Period	Entitlement	Taken	Scheduled	Balance
1 Oct 2015 - 30 Sep 2016	39 days	19 days	0 days	20 days
1 Oct 2016 - 30 Sep 2017	0 days	0 days	0 days	0 days

Senior HR Administrator (Projects) - TOIL

Holiday Period	Entitlement	Taken	Scheduled	Balance
1 Oct 2015 - 30 Sep 2016	3 days	0 days	0 days	3 days
1 Oct 2016 - 30 Sep 2017	0 days	0 days	0 days	0 days

Select **Holiday balances** and a new window will open

This will now show your holiday entitlement for each period and will also include any TOIL accrued.

If you have accrued TOIL but it is not showing here you will need to speak with Executive Support Manager.

Select **Book a holiday** which will be at the bottom of the page

Book a holiday

Cancel

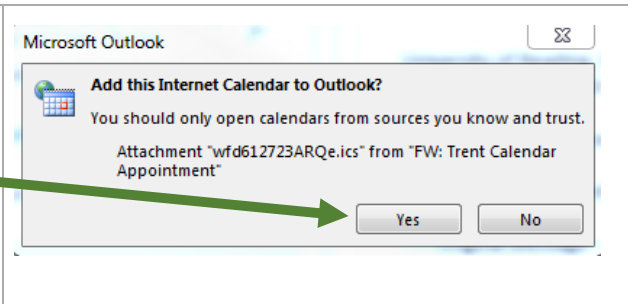
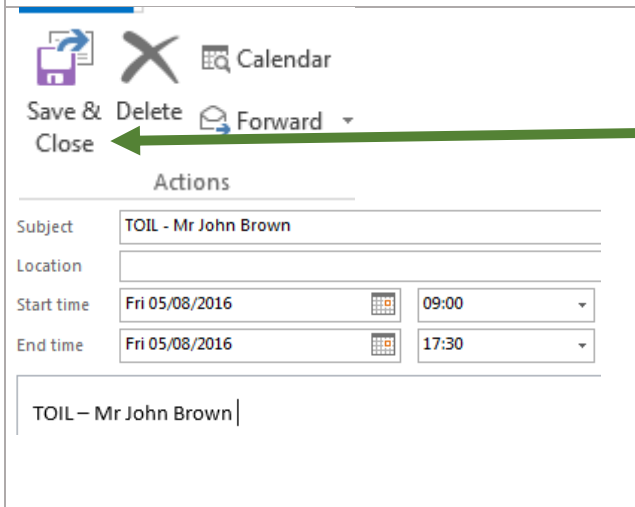

or return to the **Absence** screen as above and select

Add holiday.

+ **Add holiday**

A new window will now open.

EMPLOYEE SELF SERVICE

<p>Once TOIL has been approved you will receive a confirmation email with a calendar invite. You will need to open the email and double click on the attachment a message box will appear select Yes</p>	
 <p>Subject: TOIL - Mr John Brown</p> <p>Location:</p> <p>Start time: Fri 05/08/2016 09:00</p> <p>End time: Fri 05/08/2016 17:30</p> <p>TOIL – Mr John Brown</p>	<p>Select Save & Close and this will add the request to your calendar</p> <p>Please note your reporting manager will also automatically receive this calendar invite.</p>
<h3>Amending/deleting TOIL</h3> <p>To amend or delete a TOIL request (in the future), select the leave you wish to amend or delete.</p> 	<p>Amend: By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment, and will have to authorise this in the same way. Once a decision has been made, you will receive an email notification and new calendar invite and will need to delete the previous entry.</p> <p>To delete a TOIL leave request, click the red delete button.</p> <p>Please note you will also need to delete the calendar entry.</p>

For further information on booking TOIL leave via Employee Self Service, please see the ESS Absence section of the HR Website which includes a selection of guides and FAQs

<http://www.reading.ac.uk/internal/humanresources/humres-absence.aspx>