CoreTime (Balance in Hours) User Guide

[For part-time staff working a combination of full and partial days]

Requests for annual leave should be submitted to your manager through Employee Self Service (ESS). Please see below the steps involved in applying for annual leave and interpreting your balance:

U1 User 1 Statud	D	Work Week					an a	
	\sim	17-Aug-20 - 23-Aug-2	20 - < >					
Employee Dashboard	and the second	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
€ Pay	iP	09:00 - 17:30	09:00 - 17:30	09:00 - 12:30				
Hourly Timesheets	100							
Leave Requests		7.30	7.30	3.30				
		Normal Attendance 7,30	formal Attendance 7.30	Normal Attendance 3.30		ũ.	LI DI	

1. Log into ESS and select the Leave Requests

- 1. At the top of this screen you will see your **Work Week** or work pattern. The work pattern represents your start time, finish time and hours worked per day (in hours and minutes). The hours worked per day in this case, are 7 hrs and 30 minutes **7.5 hrs per day in decimal form** and 3 hrs and 30 minutes or **3.5 hrs per day in decimal form**
- 2. To the right of this screen you will see '**My Balances**' which shows your **annual leave balance** in hours

Balances		BALANCE
028678-2	Admin Pre14 AOI	VIEW
028078-2	81.40 hours	VIEW

3. Based on the example above, in order to determine how many weeks / days of annual leave you have remaining, use the following method:

(Balance in hours) divided by (hours per week in decimal form	I)
(81.40 hrs) divided by (18.5 hrs) = <u>4.4 weeks</u>	
(81.40 hrs) divided by (3.7 hrs) = <u>22 ½ days</u> = <u>11 days</u>	

4. To book your leave, click on Book Time Off

If you are **taking a week's leave** (e.g. Mon – Wed), the system will only deduct your scheduled hours of work for, e.g. 17.5 hours or 18.5 hours.

If you are taking a day's leave and **scheduled to work a full day** (e.g. 9.00am – 5.30pm), **you can book this as a full day** <u>or</u> half-day.

If you are taking a day's leave and scheduled to work a half-day/partial day (e.g. 09.30 - 13.00), you must book this as a <u>full day</u> of leave, the system will only deduct your scheduled hours of work for that day, e.g. 3.5 hours. You are <u>not permitted</u> to book half of a partial day. When submitting an annual leave request, please ensure you select 'No' for 'Is this part day leave'.

Appointment Administrative Officer Ii			
Select An Appointment	•		
Leave Type *			
Annual Leave	*	Part Day	
Start Date *		End Date*	
15-Sep-2020	…	16-Sep-2020	•••

5. When your annual leave request is approved, your annual leave balance will reduce by the hours per day, for example based on the case above:

Balance in hours = 81.4 hrs **Booked 2 days annual leave** = 7.5 hrs +3.5 hrs = 11hrs

New balance in hours = 81.4 hrs - 11 hrs = 70.4 hrs New balance in days = 70.4 hrs divided by 3.7 hrs = $19\frac{1}{2}$ days = 9.5 days

	BALANCE
Admin Pre14 AOI 70.40 hours	VIEW

6. NOTE: Please ensure to hold enough hours to cover your reserve days at Christmas