CoreTime (Balance in Hours) User Guide
[For part-time staff working 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:

1. Log into **ESS** and select the **Leave Requests**

2. 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 3 hrs 30 minutes or **3.5 hours per day in decimal form**

3. Scroll to **Balances** which shows your **annual leave balance in hours**
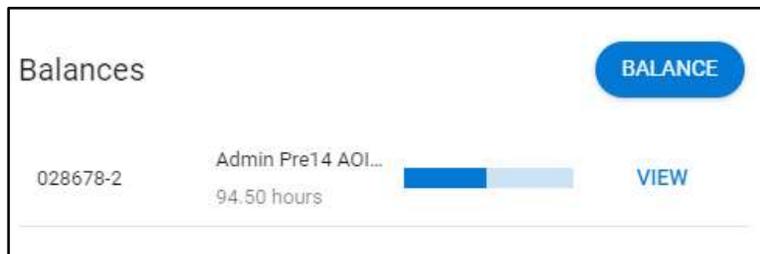
4. Based on the example above, in order to determine how many days of annual leave you have remaining, use the following method

   (**Balance in hours**) divided by (**hours per day in decimal form**)
   (**94.50 hrs**) divided by (**3.5 hrs**) = **27 days**

5. To book your leave, click on **Book Time Off**

   Employees working partial days are only permitted to book a full day of annual leave. When submitting an annual leave request, please ensure you select '**No**' for '**Is this part day leave**'.

   Please note: the system will not allow managers to approve half day leave requests

6. 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 = 94.50 hrs
   Booked 3 days annual leave = 3.5 hrs x 3 = 10.5 hrs

   New balance in hours = 94.50 hrs – 10.5 hrs = **84.00** hrs
   New balance in days = 84.00 hrs divided by 3.5 hrs per day = 24 days
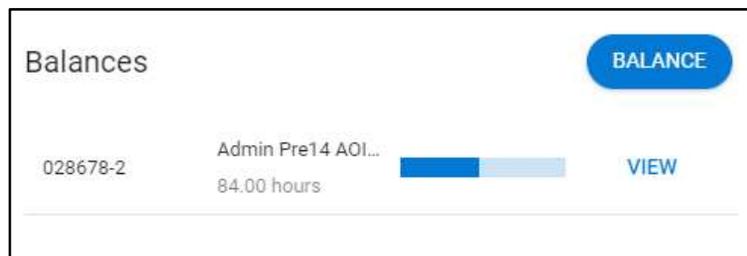
7. **NOTE**: Please ensure to hold enough hours to cover your **reserve days at Christmas**.