

* Please note that this document is a work in progress and as such, this document will be updated regularly with any frequently asked questions. *

Annual Leave Queries

- [How can I view my annual leave entitlement/balances?](#)
- [I believe my current entitlement is incorrect. How do I correct this?](#)
- [How do I view my previous annual leave?](#)
- [How do I change the dates of a requested or approved annual leave request?](#)
- [I no longer want to take this day off as annual leave. How do I cancel?](#)

TOIL

- [How can I record my TOIL on the system?](#)

Annual Leave Queries

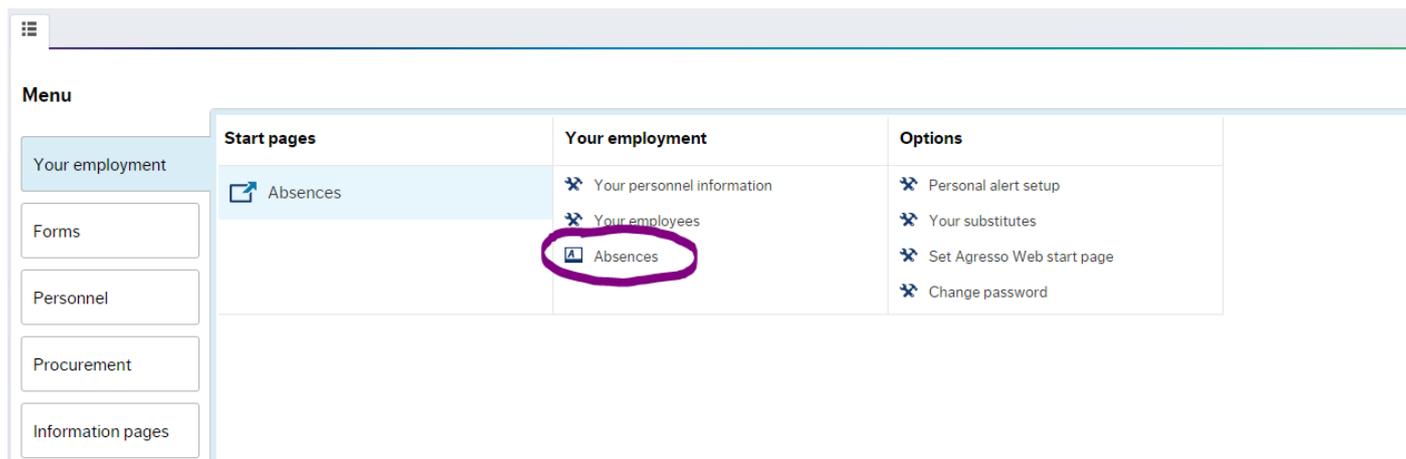
Q – How can I view my annual leave entitlement/balances?

There are 2 ways to view your annual leave entitlement:

1. Absences (Your employment)
2. Information pages

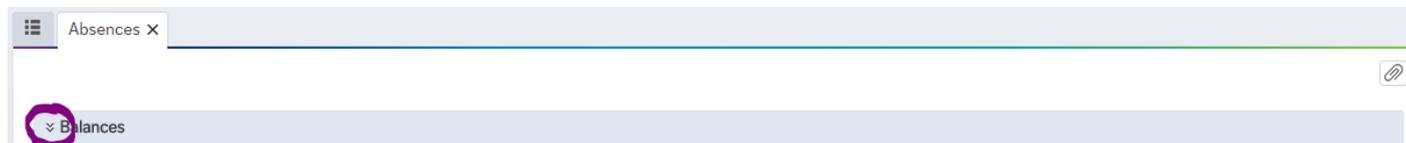
Absences (Your employment)

- In the “your employment” Menu, click on  Absences under the “your employment” heading



The screenshot shows a navigation menu with a 'Your employment' section. Under this section, there are three items: 'Absences', 'Your personnel information', and 'Your employees'. The 'Absences' item is circled in purple. To the right of the menu, there are 'Options' including 'Personal alert setup', 'Your substitutes', 'Set Agresso Web start page', and 'Change password'.

- Click on the double arrows next to “balances” (the first bar on the page)



The screenshot shows the 'Absences' page with a 'Balances' section highlighted by a purple circle. The page title is 'Absences X'.

- This will open up a table showing your current entitlement:

Balances				
	Balance	Proposed	Confirmed	Total
Annual Leave		0.00	197.10	197.10
Current Entitlement		0.00		
Hol Cfwd Hours		0.00		
Overall Entitlement		0.00		
Taken/Booked		0.00		
Remaining Entitlement		0.00		

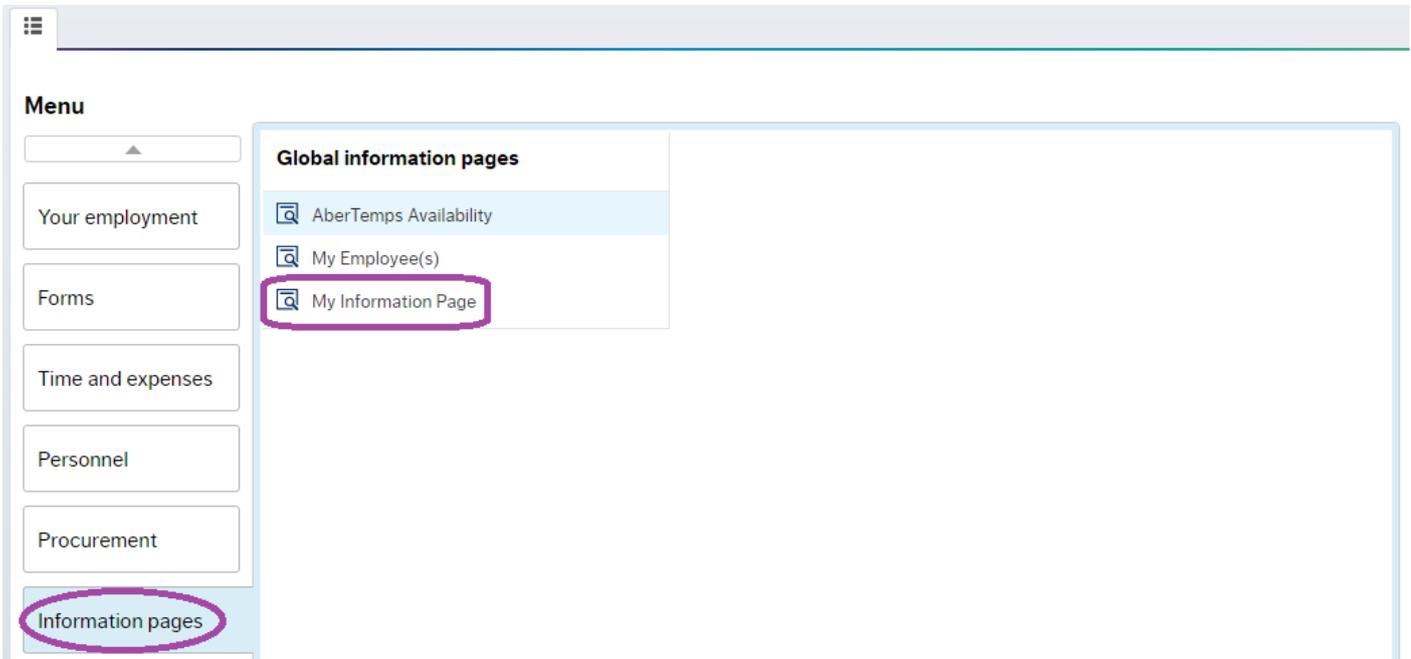
Refresh

- **Annual Leave:** *This calculates your total annual leave entitlement for the whole year based on your contracted hours. For all full time indefinite posts, this should be 197.10.*
- **Current entitlement:** *This calculates your total annual leave entitlement based on your contracted hours and the length of your contract of employment. Please note that if you work part time or on a fixed term contract, this will calculate your annual leave pro rata.*
- **Hol Cfwd Hours:** *Once updated and approved by your head of department, this will show the amount of annual leave (hours) carried over from the previous leave year. For more information, please see the [University's Annual Leave Policy](#).*
(Holidays Carried Forward)
- **Overall Entitlement:** *This provides you with your total entitlement for this leave year (including any carried over leave).*

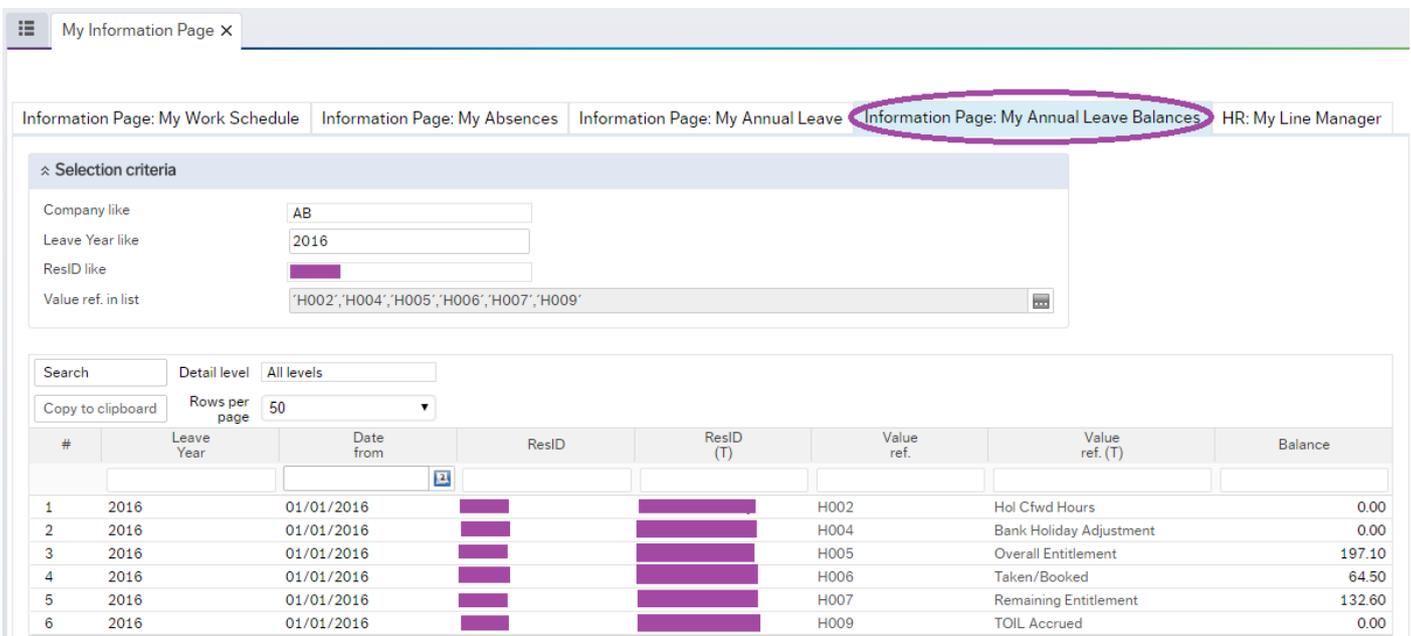
- **Taken/Booked:** This shows the total amount of hours booked (and approved using the Aber People System) as annual leave for the current leave year.
- **Remaining entitlement:** Overall entitlement – Taken/Booked = Remaining Entitlement

Information pages

- In the “Information Pages” Menu, click on “My Information Page” (please note that the amount of available Global Information pages will vary per employee, depending on their permissions).



- Click on the “Information Page: My Annual Leave Balances” tab.



- This will filter the annual leave balances to show your current year’s annual leave balance (as shown above).

You can also look at your annual leave balance for previous years. To do this:

- In the “Selection Criteria” section, input the year that you would like view in the “Leave year like” field (please note that any year before 2014 will not bring up your balance as this was when the new system was introduced).

Selection criteria

Company like	AB
Leave Year like	2015
ResID like	
Value ref. in list	'H002','H004','H005','H006','H007','H009'

Search Detail level
Copy to clipboard Rows per page

- Then click

If in doubt, you can also search the system using “absence” or “annual leave”:

Prifysgol Aberystwyth University

Search results

- Absences**
Window ID: XPS100
Module: Your employment
- A Absences**
Window ID: TPS023
Module: Your employment
- My Absences**
Window ID: TRA005
Module: Information pages/Global information pages
- My Employees Absence (2015)**
Window ID: TRA005
Module: Information pages/Global information pages

Q – I believe my current entitlement is incorrect. How do I correct this?

- Please note that we are currently working on answering this question

Q – How do I view my previous annual leave?

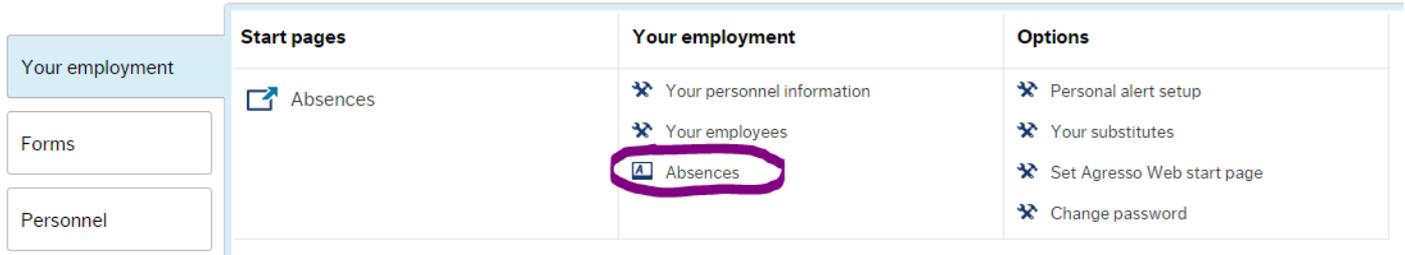
There are 2 ways to view your annual leave entitlement:

1. Absences (Your employment)
2. Information pages

Absences (Your Employment)

- In the “your employment” tab, click on the  Absences under the “your employment” heading.

Menu

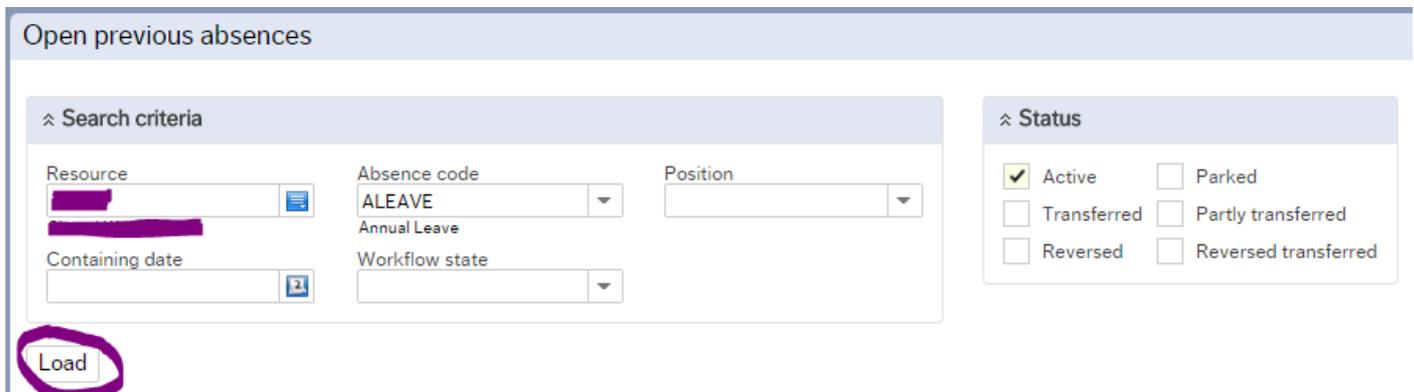


The screenshot shows a navigation menu with three main sections: 'Start pages', 'Your employment', and 'Options'. Under 'Your employment', the 'Absences' link is circled in purple. Other links in this section include 'Your personnel information' and 'Your employees'. The 'Options' section includes 'Personal alert setup', 'Your substitutes', 'Set Agresso Web start page', and 'Change password'.

- On the bottom left of the screen, click on “open”.

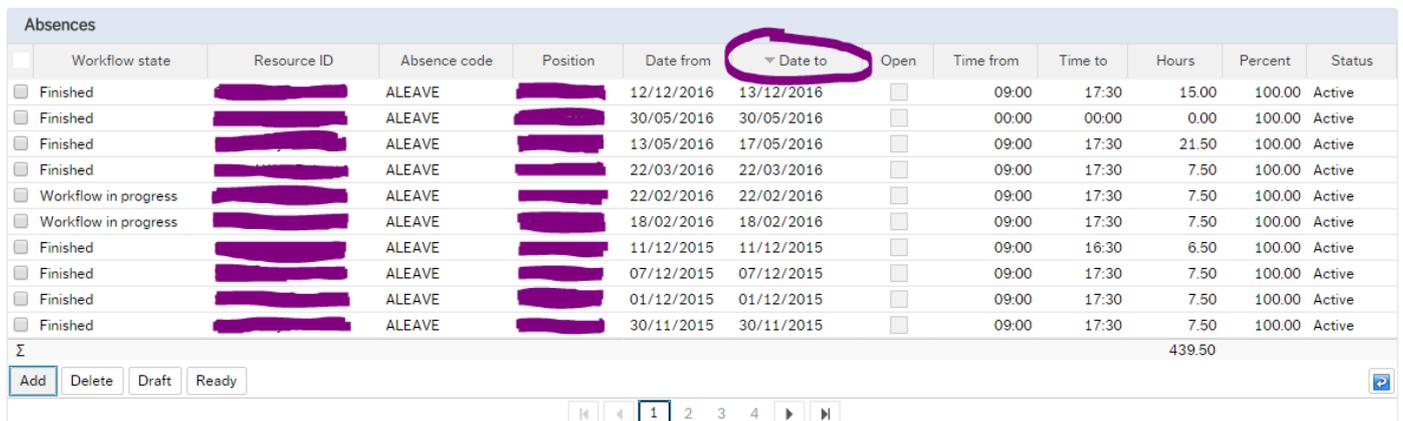


- In the “open previous absences” window, select “ALEAVE” under the Absence code then click “load”.



The screenshot shows the 'Open previous absences' window. It has two main sections: 'Search criteria' and 'Status'. In 'Search criteria', 'Absence code' is set to 'ALEAVE' and 'Annual Leave' is selected. The 'Load' button is circled in purple. The 'Status' section has 'Active' selected.

- This will bring through all the absences that have been input on the system as annual leave.



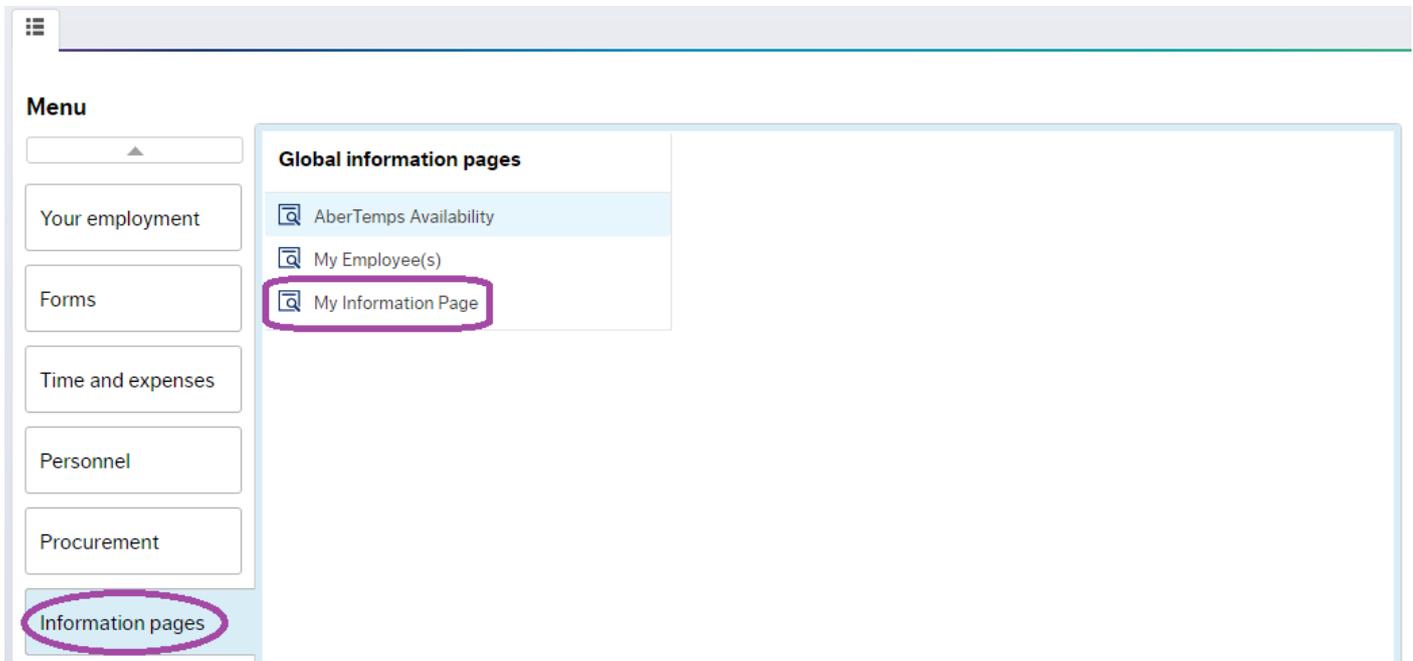
	Workflow state	Resource ID	Absence code	Position	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	01/12/2015	01/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/11/2015	30/11/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active
Σ										439.50		

Buttons: Add, Delete, Draft, Ready. Page navigation: 1, 2, 3, 4.

- If you would like to view the most recent annual leaves first, click on the ▼ Date to column heading until the arrow points down.

Information Pages

- In the “Information Pages” Menu, click on “My Information Page” (please note that the amount of available Global Information pages will vary per employee, depending on their permissions).



...

Q – How do I change the dates of a requested or approved annual leave request?

- Open up the list with your previous annual leaves (for a guide, please see “[How do I view my previous annual leave?](#)”).
- From the list, select and click on the **line** of the annual leave that you would like to amend.

Absences													
	Workflow state	Resource ID	Absence co...	Position	Date from	▼ Date to	Open	Time from	Time to	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	0.00
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	14/03/2016	14/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	07/03/2016	07/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
Σ										454.50			

Add Delete Draft Ready

- This will open the “Absence Entry” section under the “Absences” table (above).

Absence entry

* Resource ID: [REDACTED]

* Absence code: ALEAVE
Annual Leave

* Status: Active

Position: [REDACTED]

* Date from: 14/03/2016

* Date to: 14/03/2016

Time from: 09:00

Time to: 17:30

Percent: 100.00

Days: 1

Hours: 7.50

Planned hours: 7.50

Free field 1: 0.50

Edit work schedule

- Amend the annual leave request as necessary.

Absence entry

* Resource ID: [REDACTED]

* Absence code: ALEAVE
Annual Leave

* Status: Active

Position: [REDACTED]
HR Assistant

* Date from: 06/07/2016

* Date to: 06/07/2016

Time from: 09:00

Time to: 17:30

Percent: 100.00

Days: 1

Hours: 7.50

Planned hours: 7.50

Free field 1: 0.50

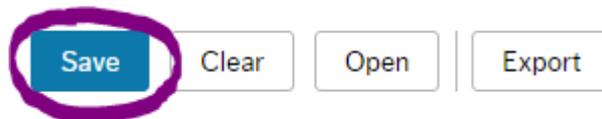
Calendar: July 2016

Cancel

- Once you are happy with the amended request, click on “Ready” (under the “Absences” table).

Absences													
<input type="checkbox"/>	Workflow state	Resource ID	Absence co...	Position	Date from	▼ Date to	Open	Time from	Time to	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	0.50
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	06/07/2016	06/07/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	0.00
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	07/03/2016	07/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
Σ										454.50			
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Draft"/> <input type="button" value="Ready"/> <input type="button" value="Save"/>													

- On the bottom left of the screen, click on “Save”.



- This will send a task to your line-manager requesting that they approve (or decline) the change.

Q – I no longer want to take this day off as annual leave. How do I cancel?

* Please note that this should only be used if you want to delete an annual leave requests that you no longer require. If you are trying to edit an absence because the start or end date is incorrect and you plan to resubmit a request with the correct dates, please follow the guide on how to [amend annual leave requests](#) instead *

- Open up the list with your previous annual leaves (for a guide, please see “[How do I view my previous annual leave?](#)”).
- From the list, tick the field next to the annual leave that you would like to cancel.

Absences													
	Workflow state	Resource ID	Absence co...	Position	Date from	▼ Date to	Open	Time from	Time to	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	0.50
<input checked="" type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	06/07/2016	06/07/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	0.00
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/03/2016	07/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
Σ										454.50			
Add Delete Draft Ready													

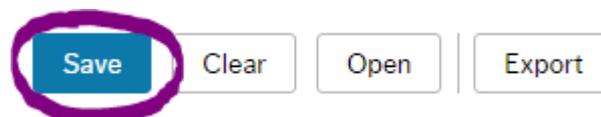
- Once you are happy that you have selected the correct line, click on “Delete” (under the “Absences” table).

Absences													
	Workflow state	Resource ID	Absence co...	Position	Date from	▼ Date to	Open	Time from	Time to	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	0.50
<input checked="" type="checkbox"/>	Workflow in progress	[REDACTED]	ALEAVE	[REDACTED]	06/07/2016	06/07/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	0.00
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/03/2016	07/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
Σ										454.50			
Add Delete Draft Ready													

- The line that you wanted to cancel should have disappeared from your “Absences” table.

Absences													
	Workflow state	Resource ID	Absence code	Position	Date from	▼ Date to	Open	Time from	Time to	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	12/12/2016	13/12/2016	<input type="checkbox"/>	09:00	17:30	15.00	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	30/05/2016	30/05/2016	<input type="checkbox"/>	00:00	00:00	0.00	100.00	Active	0.00
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	13/05/2016	17/05/2016	<input type="checkbox"/>	09:00	17:30	21.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/03/2016	22/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/03/2016	07/03/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	22/02/2016	22/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	18/02/2016	18/02/2016	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	11/12/2015	11/12/2015	<input type="checkbox"/>	09:00	16:30	6.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	07/12/2015	07/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
<input type="checkbox"/>	Finished	[REDACTED]	ALEAVE	[REDACTED]	01/12/2015	01/12/2015	<input type="checkbox"/>	09:00	17:30	7.50	100.00	Active	0.50
Σ										447.00			
Add Delete Draft Ready													

- On the bottom left of the screen, click on “Save”.



- This will send a task to your line-manager saying that you would like to cancel your annual leave for that date.

TOIL

Q – How can I record my TOIL on the system?

*** We have been experiencing technical difficulties with TOIL records on the Aber Pobl system. As a result, until further notice, TOIL should be recorded on a local level and not on the system ***