



## How to... authorise 'Other Absence and Leave'

### Purpose:

This guide will show you how to view and then authorise, or not approve, a request for 'Other Absence and Leave' from an employee within **People Manager** in Your HR

### Notes:

- Employees cannot request Unpaid leave via employee self-service. Having discussed the request with your employee, you will need to enter this as either an 'Authorised Unpaid Leave' or 'Unauthorised Unpaid Leave' in People Manager. Please refer to **How to...add Unpaid Leave guide (PM 53)**.

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### Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**

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**Other Absence and Leave** - this is where you record such things as :-

- Compassionate leave
- Flexi
- Jury service
- Other
- Public duties
- Study leave
- TA duties
- TOIL
- Union duties

#### 1. Email notification

When a member of staff books 'other leave', you will receive an email notification:

New **Other Absence Request** - Dr Employee-Employee ONE TEST Inbox x

 no-reply@ce0242il.webitrent.com  
to me



One of your reportees has made a request that needs your authorisation.

**Dr Employee-Employee ONE TEST**  
TEST POSITION

**Type:** Jury service  
**Start date:** 07/09/2017  
**End date:** 08/09/2017

- Log in to Your HR and select People Manager

## 2. From your Homepage in Your HR



- On the Homepage, you will see your **To do List**.
- In Your HR these authorisation requests are called **workflow tasks**
- Any outstanding workflow tasks can be accessed from your **To Do List**
- You will see a number in the brackets if you have any tasks
- This is equivalent to an email "Inbox", and it is good practice to check this each time you log into People Manager

- Any tasks that need authorising will say **Requires Authorisation** as above
- Click on the box just below the person icon and a tick will appear

TO DO LIST (2) PROCESSES (0) X

Filter All active Sort by Due date Search existing results

Select all Redirect Actions

- Authorised
- Not authorised

07/02/2023 (2)  Select all for 07/02/2023

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**HR and Organisational Development \* Recruitment** - 76734 \* Warwickshire Test Unit \* Start date: 02/02/2023 \* End date: 02/02/2023 \* Due: 07/02/2023 >

REQUIRES AUTHORISATION More...

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Sickness absence details Mr Lewis Test - 76734 \* Warwickshire Test Unit \* Start date: 03/02/2023 \* End date: 03/02/2023 \* Due: 07/02/2023 >

- You will see that two options have appeared **REDIRECT** and **ACTIONS**
- Click on **ACTIONS** and choose either **Authorised** or **Not authorised**
- If you have deleted an email notification but not authorised the task, the task itself will remain on this list.

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## Notifications

- Your employee will receive a notification to alert them that their leave has either been authorised or not authorised

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**For further information or support please refer to Your HR on the Intranet**  
<https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr-0> **or contact via**  
**email: [hrandpayroll@warwickshire.gov.uk](mailto:hrandpayroll@warwickshire.gov.uk) or phone on 01926 738444**

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