

How to...carry over Annual Leave for an employee

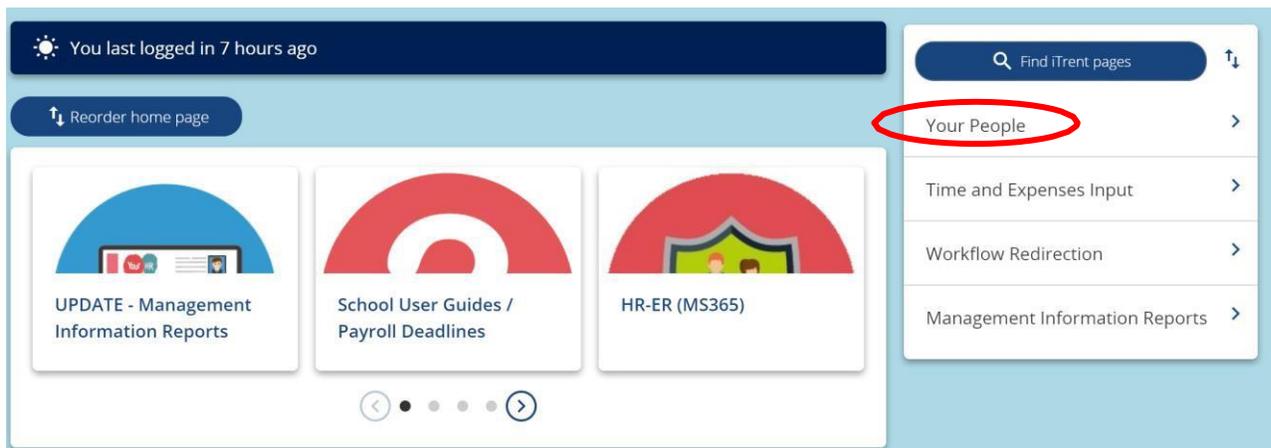
Purpose

This guide will show you how to carry over an employee's Annual Leave for the next leave year within **People Manager**

Logging in to Your HR

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

- Log in to Your HR People Manager
- Select **Your People**



- Select the relevant team member from the list on the left hand side

- Click on **Leave and Absence** and then **Adjust Annual Leave Entitlement**

LINKS

> Personal information > Employment Details > Pre Employment Checks

> Time and Expenses **> Leave and Absence** > Appraisal Records

> Learning, Qualifications & Memberships > Disciplinary/Capability & Grievance > Process Chains

> Make your Employee a Leaver

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Annual Leave Bank & Company Holidays Annual Leave Entitlement Summary

Adjust Annual Leave Entitlement Sickness Absence - View / Update Sickness Absence - Add New

- Change the drop down from "Standard" to "**Adjust**"

Holiday entitlement adjustment

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Employment details

Position: Test Team Lead

Period details

Holiday period dates: 26/01/2023 - 31/03/2023 (Part)

Scheme name: Holiday in Hours

Entitlement for period: 35.6 hours (500 hours Pro Rata)

Adjustment details

Adjustment type: Standard

Entitlement: 35.6 hours

Save

- Enter the amount of hours that you wish to add or minus to their entitlement in to the "Value" field, for example, to add one day enter "7.4" in to the "Value" field, to minus one day enter "-7.4" in to the "Value" field.

Holiday entitlement adjustment

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Employment details

Position

Period details

Holiday period dates

Scheme name

Entitlement for period

Adjustment details

Adjustment type

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
		7.4	<input style="width: 200px;" type="text"/>	<input style="width: 100px;" type="text" value="31/03/2023"/>		+	-

Save

- Select the green **Save** button to save the changes.

For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444

Creation Date	15/12/17
Author	NB
Review Date	13/02/18 v1.1 AA 14/03/18 v1.2 AA 16/04/19 v1.3 AA 01/02/23 v1.4 (10.46) JB