

ESS 14



How to...view your absences on a Calendar

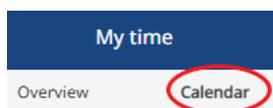
Purpose:

This guide will show you how to **view your absences** on the **Your HR** employee self-service system.

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 **Employee Self Service Homepage**.

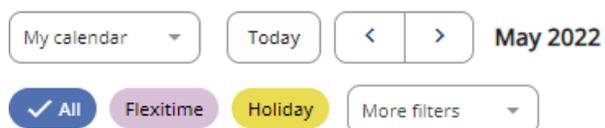
- Select  My time from the left hand menu
- Click on the **Calendar** button



- You will see your holidays, sickness and other leave displayed. You can look at it by month, week or day



- You can change what is visible in your calendar by amending the options from the top- left of the screen and click on the tick-boxes to change which types of absence are displayed



For further information or support please refer to Your HR on the [Intranet](#) or contact via the HR Service Centre

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