Managers:
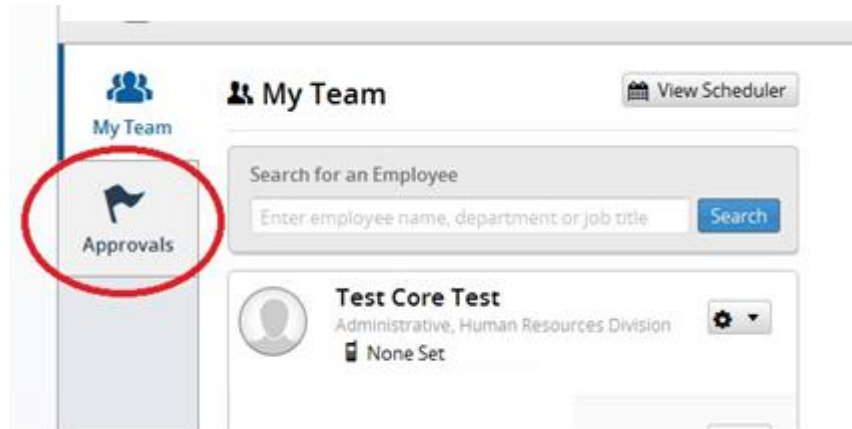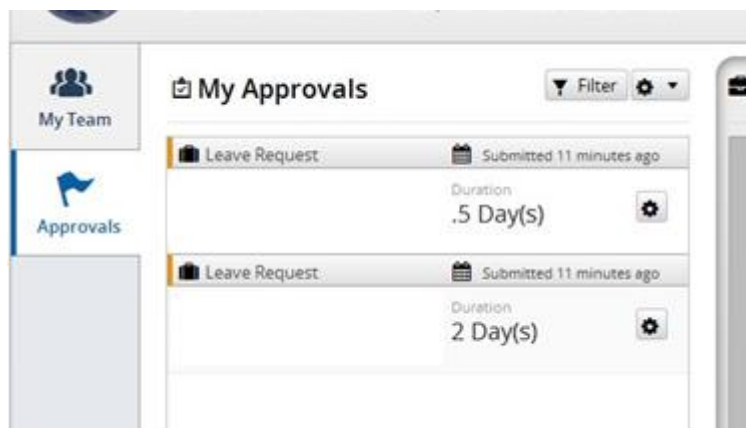
Approving/rejecting a leave request

- On logging in to Core Portal you will land on the Manager Dashboard. Navigate to the Approvals tab on the left hand side:


- All leave requests will be visible here. (Please note it often takes up to 15 minutes for these to appear. If your direct report submits a request, it may not appear instantly).

- By selecting the button on the right hand side you can either approve or reject the request.
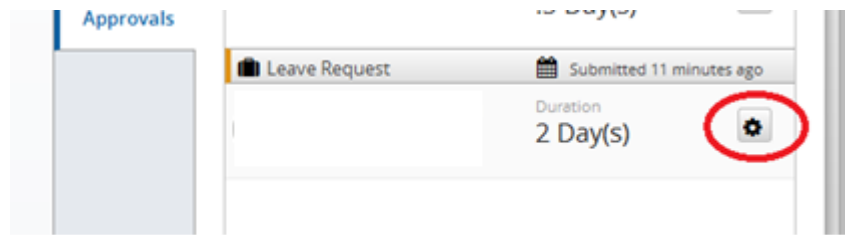
- Please tick the confirmation box in order to approve or reject the request. Please also note that once you change the status from the options in the drop down menu **no further action is required**. The system may take a moment to respond but you will then be presented with the notification in the second image below.
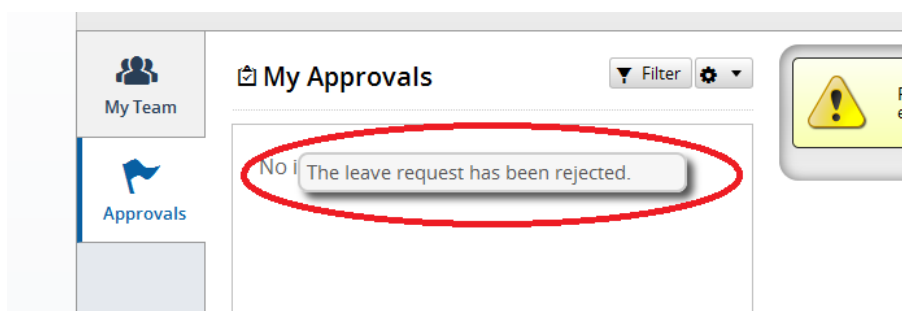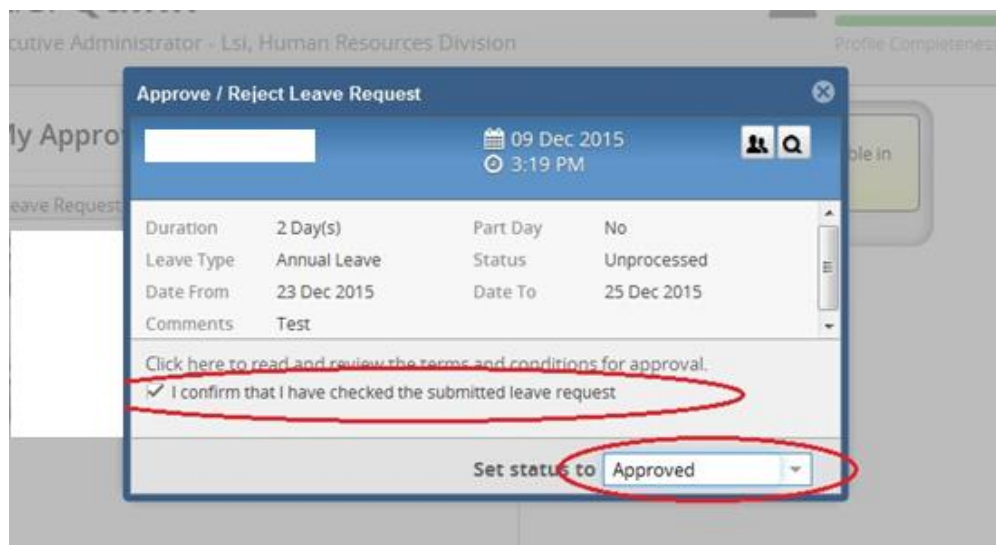
Viewing balances before approving/rejecting a leave request

- It is possible to view the leave balance of an employee before approving/rejecting their leave request. Select the magnifying glass icon on the top right hand side of the pop up window. The employee's balance will then be displayed in a pop up window and you can decide to approve/reject their leave request with knowledge of their remaining balance.

Balances					
Name	Type	Taken	Current Balance	Amount Booked	Available Balanc...
Flexitime	Hours	0	18	0	18

Viewing Team Absences before approving/rejecting a leave request

- It is possible to view the schedule of all of your direct reports before you approve/reject any leave requests.

- Before you approve/reject a leave request, you can select the View Team Absence button on the top right hand side of the pop up window. Once you have ticked the checked box and approved/rejected the request, click X to close.

Approve / Reject Leave Request

TEST EMPLOYEE   📅 13 Sep 2019
                         🕐 11:26 AM

Duration	1 Day	Part Day	No
Leave Type	Flexi-Leave	Status	Unprocessed
Date From	26 Sep 2019	Date To	26 Sep 2019
Comments	test		

☑ I confirm that I have checked the submitted leave request

Set status to Approved

- In the View Team Absence pop up window, you can see at a glance who is in the office, when, and which dates leave has been taken or is booked for.

How do I approve employee missed clocking's?

- When one of your team submits a missed clocking for approval, you should receive an email informing you of this. From 'My Approvals' screen on the left-hand side of the page, click filter and select missed clockings.
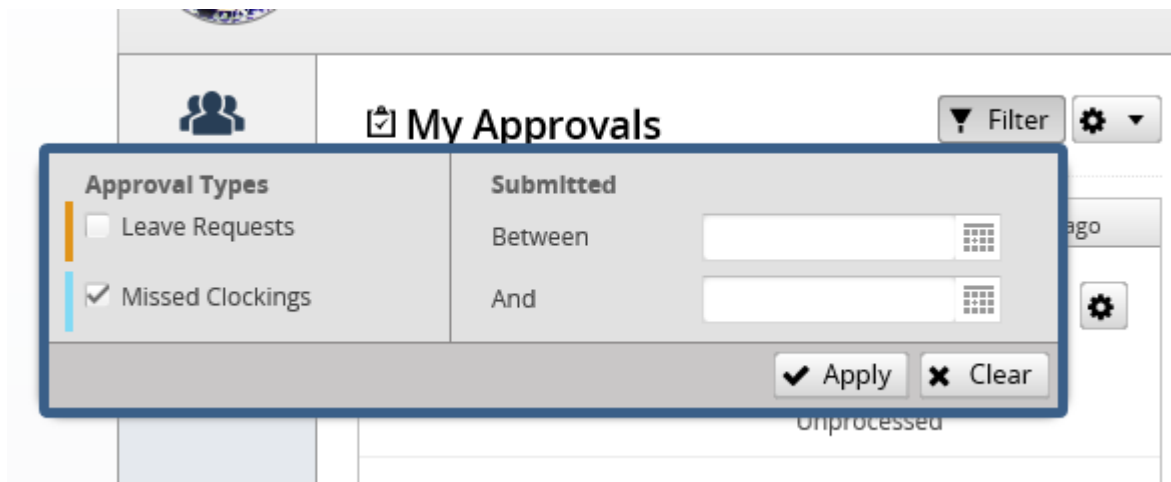
- This screen shows the missed clockings that have been submitted by employees on your team.
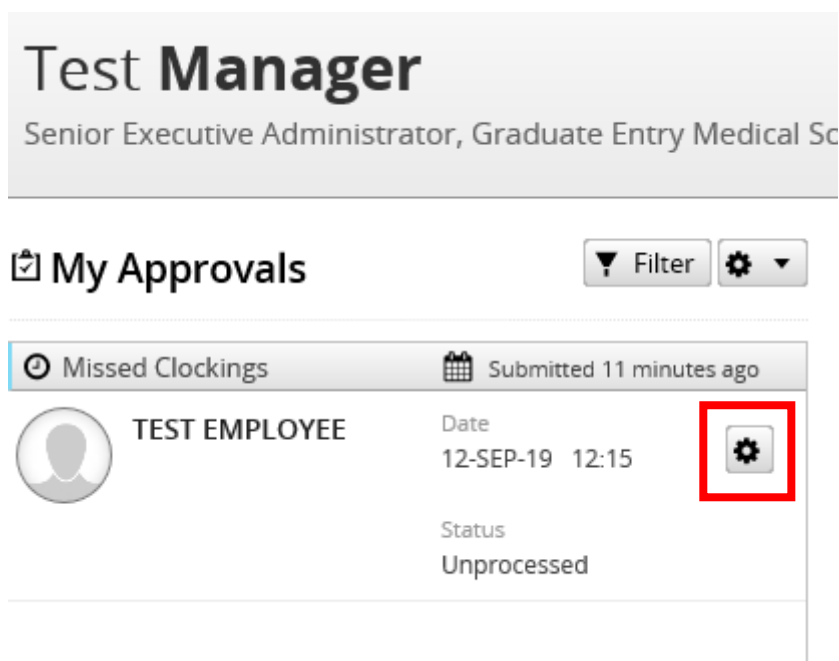
- Managers can approve or reject the missed clocking submission by ticking the box of the relevant clockings and selecting approve or reject using the icons on the bottom right hand side of the screen. Once complete, click X.
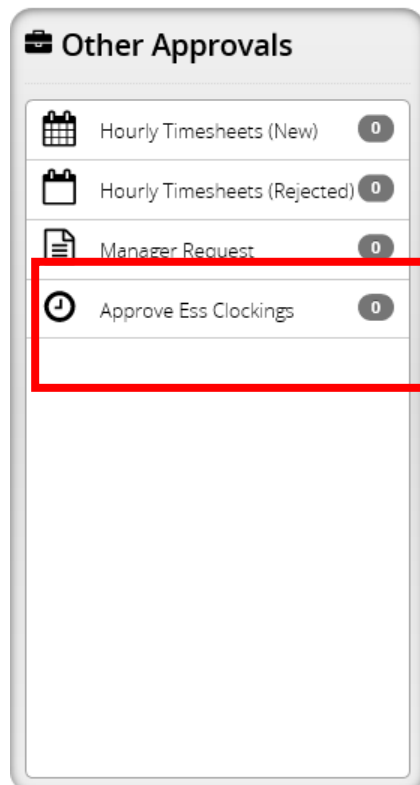
- Alternatively, you can select 'Approve ESS Clocking's' which appears on the right of your manager dashboard.

Approve ESS Clockings

This facilty allows you approve your employees' missed clockings. You can also view and edit any clockings that you have previously actioned.

Items awaiting approval ☑	Sort By Employee ☐	■ Previously Approved	■ Previously Rejected		Select All ☐	✔ Approve	❌ Reject

Name	Clock Date	Clock Time	Status	Narrative	Approver	Select	Clock hi...
Test Employee	Fri 13th Sep 2019	09:01	Unprocessed	test	N/A	☐	🕐

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- Here you can reject or approve the missed clocks.
- Clicking the clock icon will show you an employees clocking history.

Recent Clocking History for Test Employee

Actual Clock Date	Clock Date	Clock Time
Thu 12th Sep 2019	Thu 12th Sep 2019	17:00
Thu 12th Sep 2019	Thu 12th Sep 2019	12:15
Wed 11th Sep 2019	Wed 11th Sep 2019	17:33
Wed 11th Sep 2019	Wed 11th Sep 2019	14:00
Wed 11th Sep 2019	Wed 11th Sep 2019	13:00
Wed 11th Sep 2019	Wed 11th Sep 2019	09:00
Tue 10th Sep 2019	Tue 10th Sep 2019	17:00
Tue 10th Sep 2019	Tue 10th Sep 2019	14:00
Tue 10th Sep 2019	Tue 10th Sep 2019	13:00
Tue 10th Sep 2019	Tue 10th Sep 2019	09:00
Mon 09th Sep 2019	Mon 09th Sep 2019	18:10
Mon 09th Sep 2019	Mon 09th Sep 2019	14:00
Mon 09th Sep 2019	Mon 09th Sep 2019	13:00
Mon 09th Sep 2019	Mon 09th Sep 2019	09:00
Fri 06th Sep 2019	Fri 06th Sep 2019	18:00
Fri 06th Sep 2019	Fri 06th Sep 2019	14:00
Fri 06th Sep 2019	Fri 06th Sep 2019	13:00
Fri 06th Sep 2019	Fri 06th Sep 2019	09:00
Thu 05th Sep 2019	Thu 05th Sep 2019	18:00
Thu 05th Sep 2019	Thu 05th Sep 2019	14:00

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How do I view my teams clocking's and leave in one place?

- In my team, on the Manager Dashboard, click on View Scheduler.

- On this screen, you have the capabilities of reviewing historic rosters and future rosters. You can do this by using the 'Previous' and 'Next' buttons to navigate your way through the weeks and months. Alternatively, you can use the 'Go to date' to find an exact date to check the roster.
- You can search employees in the 'Team Member' Search Bar.
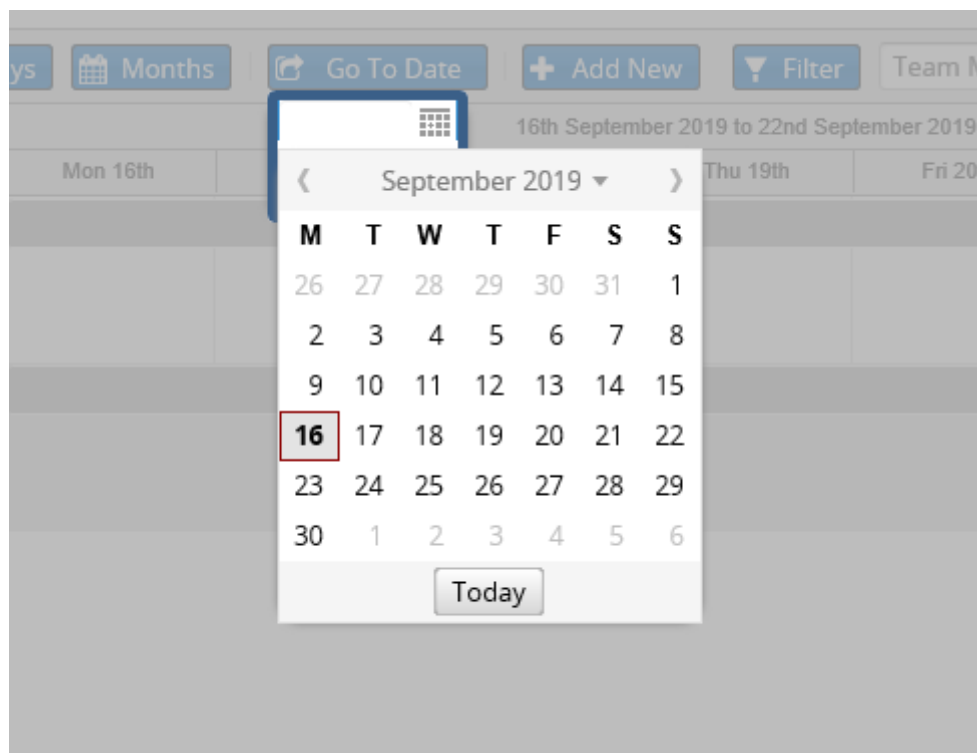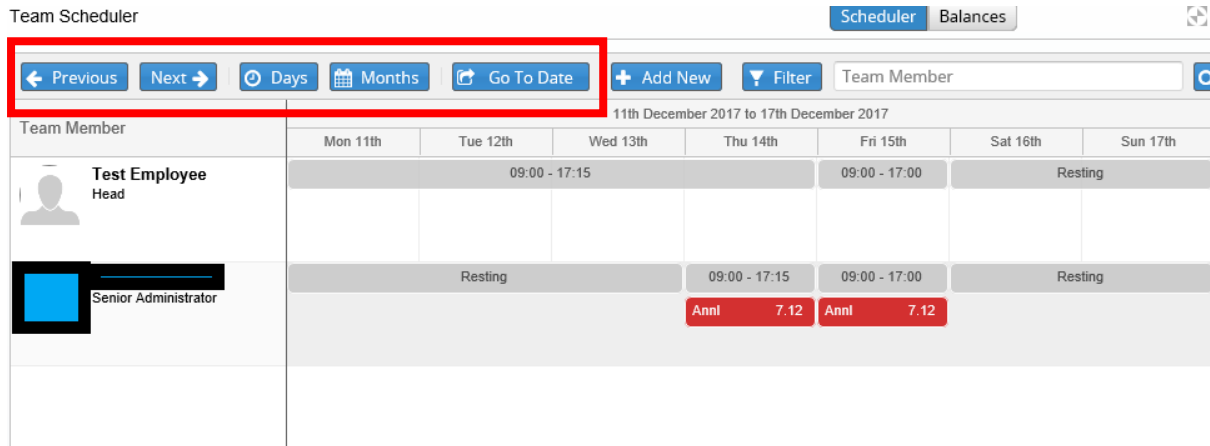
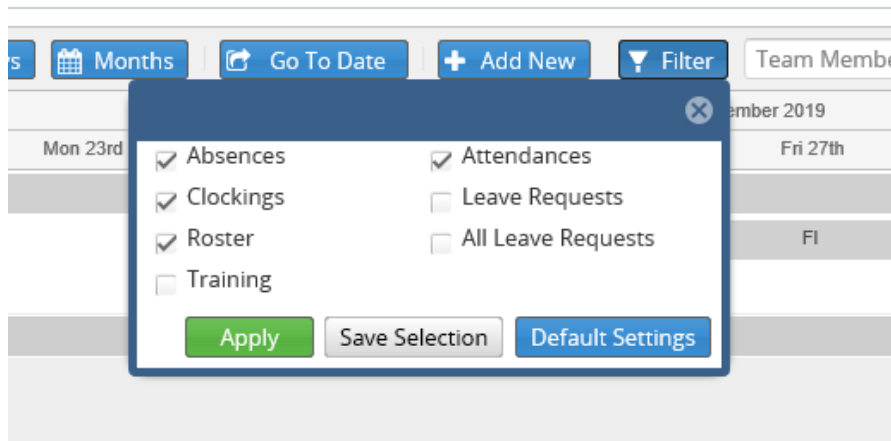Annual leave will appear in red as seen in the image above.

FP = Flexi Positive
FN = Flexi Negative
BA = Business Absence
Annl = Annual Leave

FL = Flexi Leave

- Filter allows the manager to filter the Scheduler screen by the options below.

- To increase the Scheduler to full screen, use the buttons highlighted in the right hand corner of the Scheduler.