Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

CorePortal Leave Module

User Guide for Managers

Pensions and Benefits

Human Resources, Trinity College Dublin

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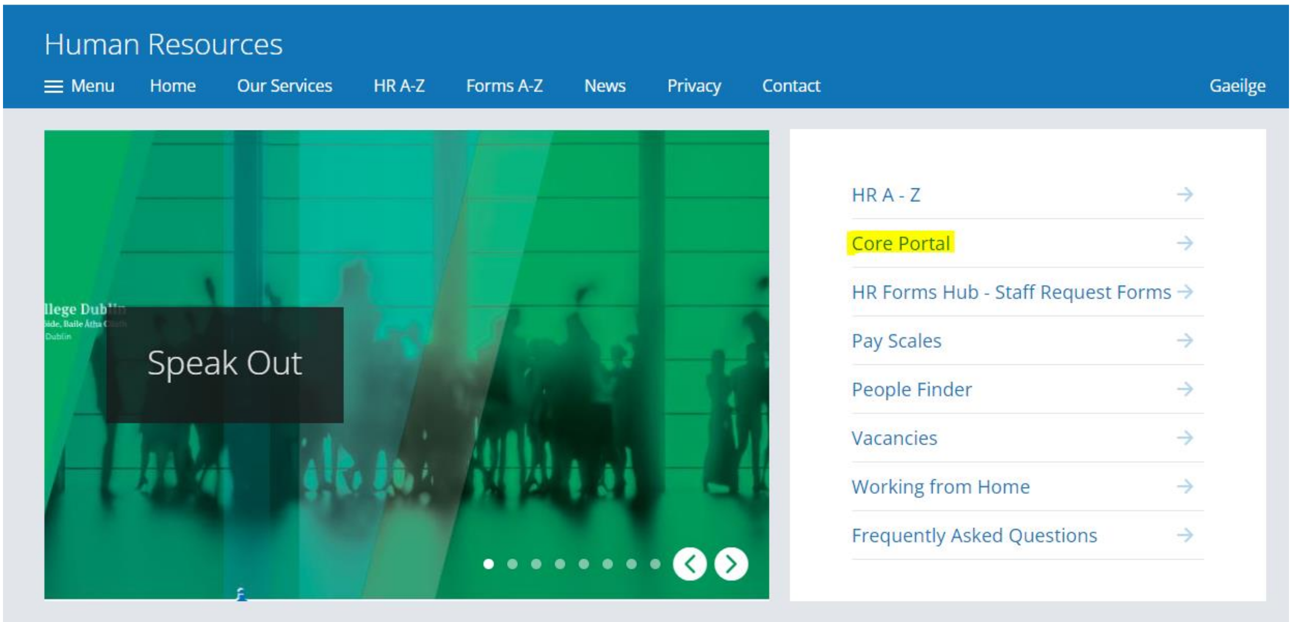
Contents

Overview

The purpose of this document is to provide Line Managers and Leave approvers with an overview of the *Electronic Recording of Leave (ELeave)* module in CorePortal. A link to CorePortal can be found on the HR webpage at tcd.ie/hr:

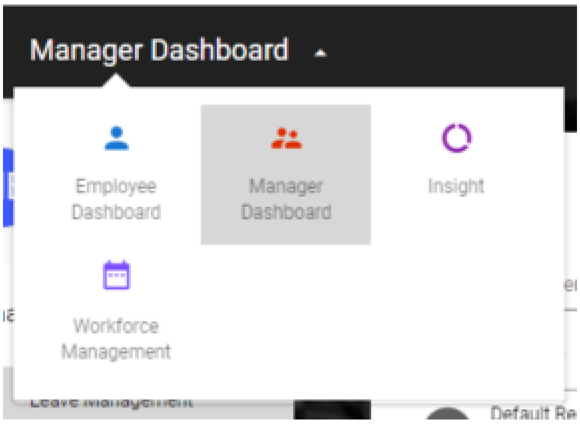


Direct link to CorePortal can also be added to your browser's bookmarks to allow you quick access whenever you need it.

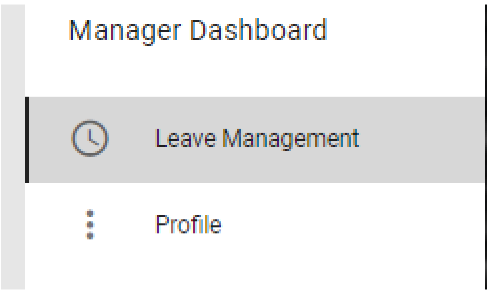
ELeave allows Line Managers and Leave Approvers to respond to leave requests and manage absences of their staff in the following views:

- **Manager Dashboard** – view team member's personal and contract details, approve or reject leave requests and delegate leave responsibilities to another person.
- **Workforce Management** – view leave balances for the whole team or individual members, access Team Scheduler where absences can be put in by the manager.
- **Insight** – tool allowing manager report on leave details of their employees.

Manager Dashboard should be the default screen for Line Managers and Leave Approvers to land in after logging into CorePortal. To access any of the other views click on the menu in the top-left corner or search for it in the Search bar at the centre-top of the screen.

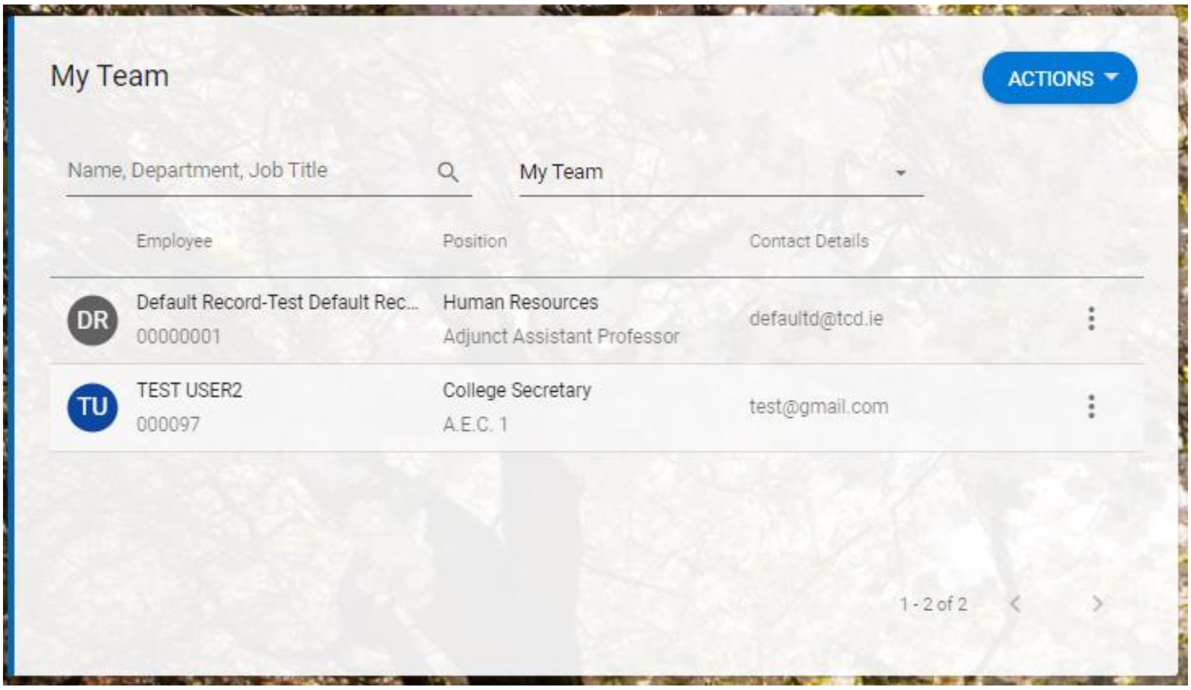


When in Manager Dashboard view, from the menu on the left-hand side select *Leave Management* screen:

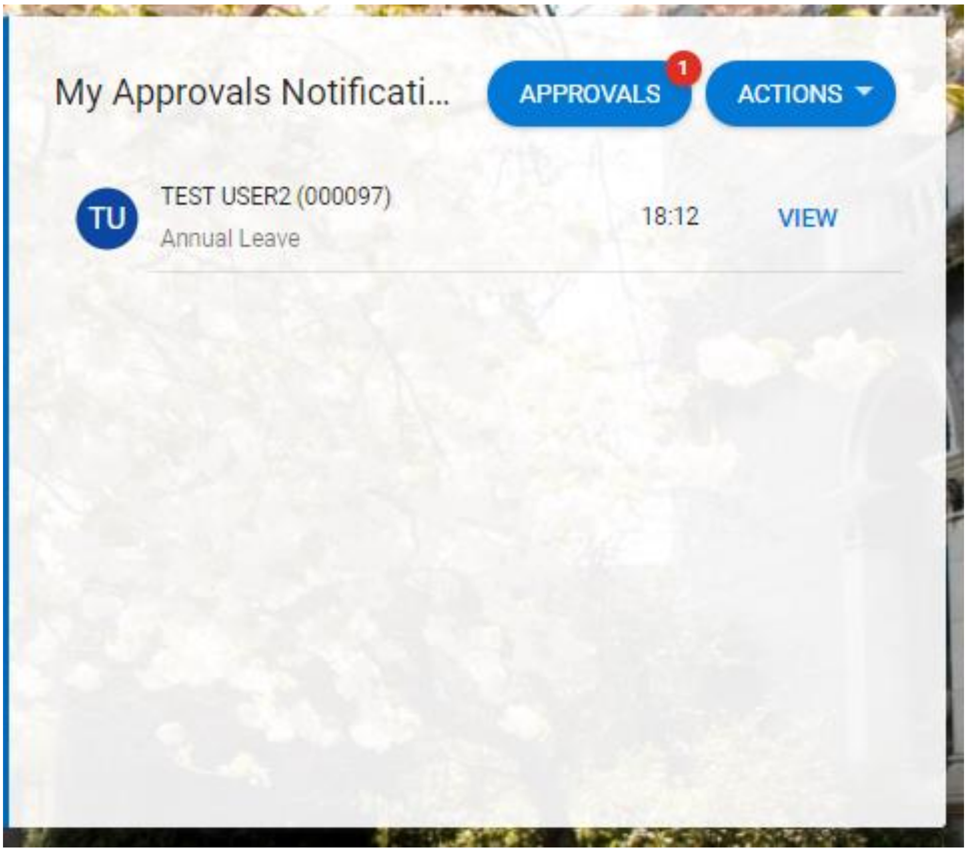


Within *Leave Management* screen there are 3 widgets:

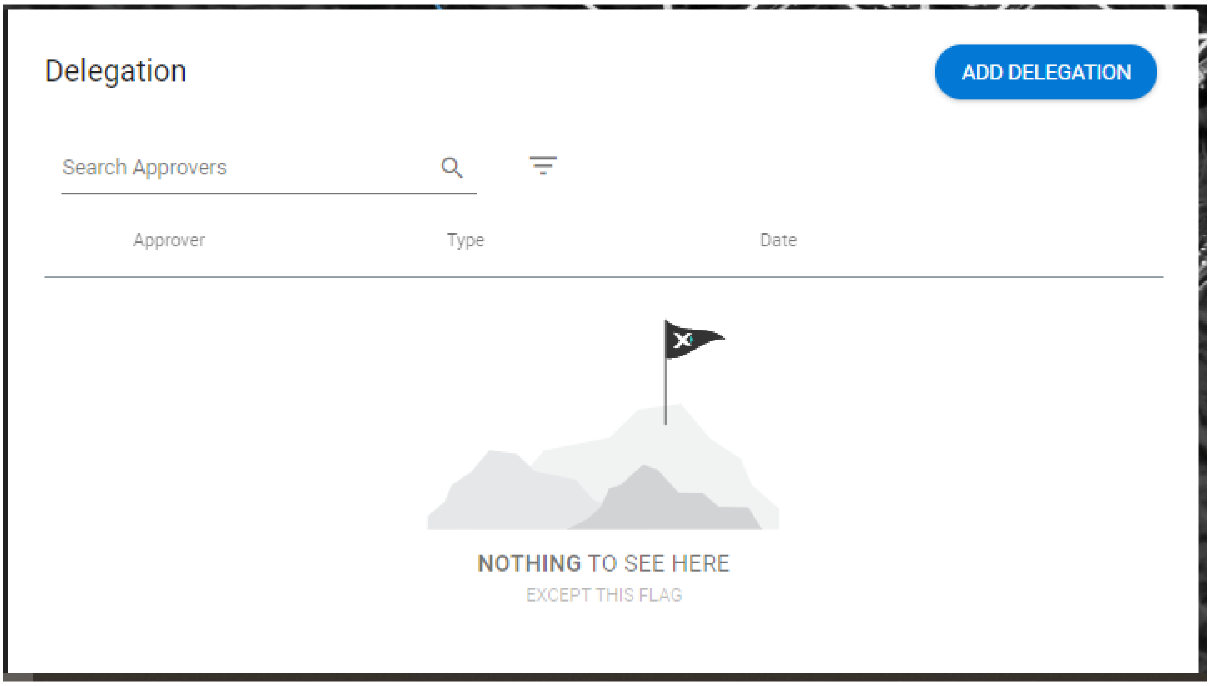
- **My Team** – access to individual team member's details, and if they have staff reporting to them – to view their team and delegate access to it for leave purposes.



- **[My Approvals Notifications]** – quick overview of received leave approval requests and access to the history of your approvals



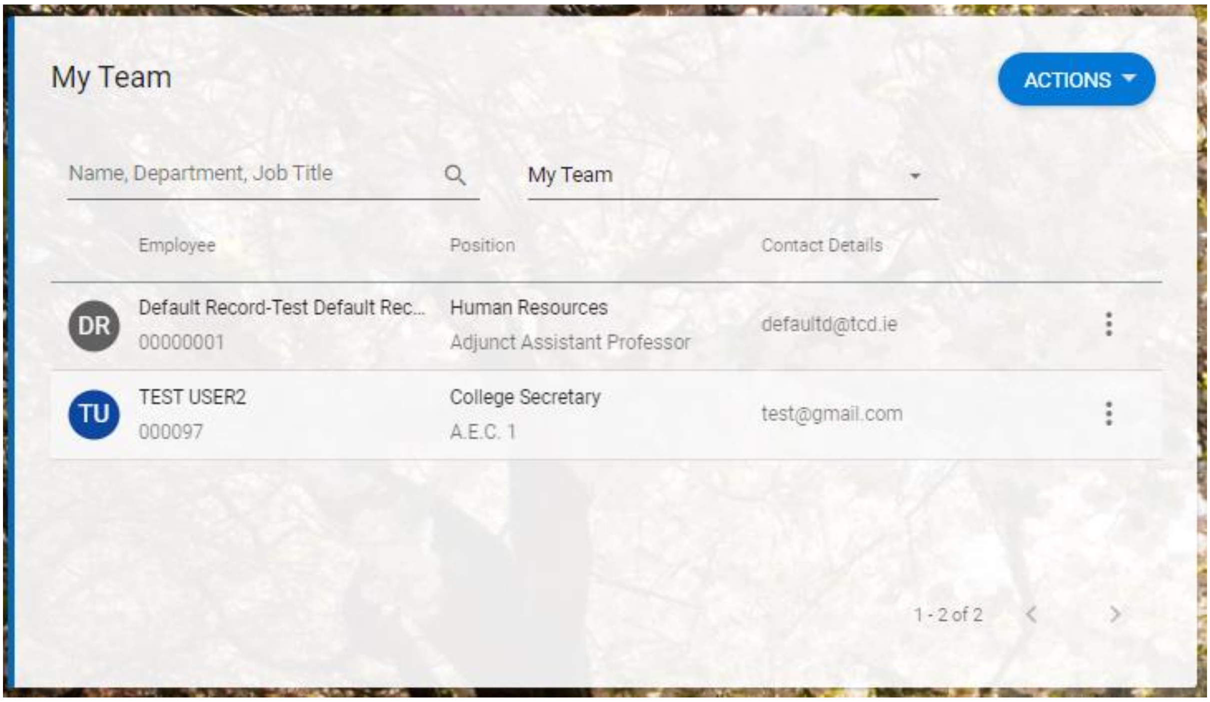
- **[Delegation]** – option to delegate the responsibility of managing leave for your team to another Line Manager or Leave Approver



My Team

This window allows the manager to see the list of staff reporting to them. This list is based on work group settings held on HR records, so line managers set as work group owners will see staff assigned to their work groups as members.

Tip: If you cannot see employees who you manage, please notify ELeave@tcd.ie.



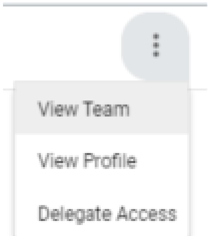
Employee Menu

There are following options under dots sign  :

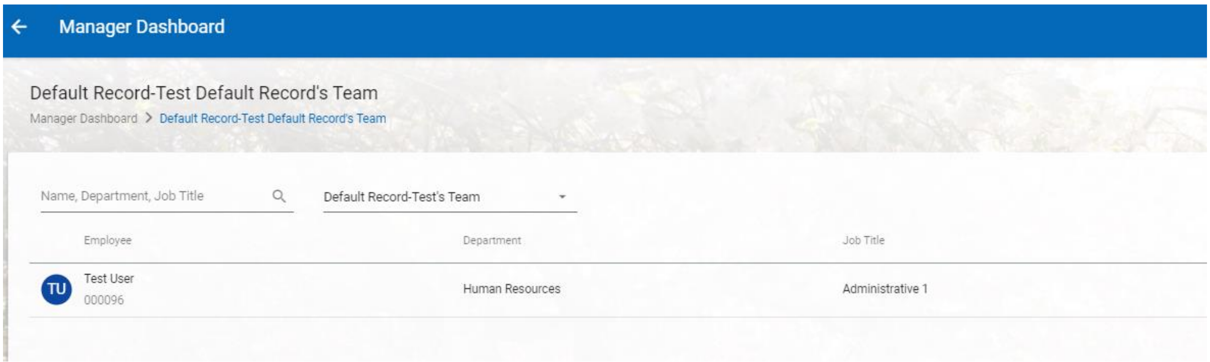
- View Team
- View Profile
- Delegate Access

View Team and *Delegate Access* options may be useful if the selected staff member is a manager. Otherwise, *View Profile* will be most in use.

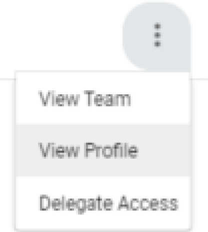
View Team



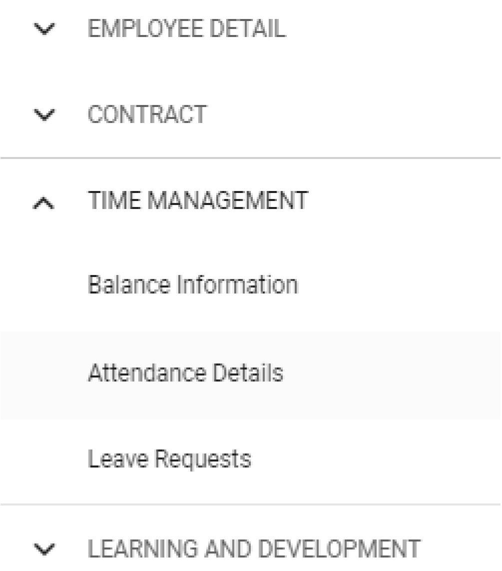
Under *View Team* you can see a list of direct reports of the staff member that you are looking up:



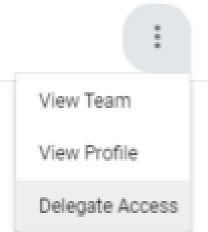
View Profile



View Profile provides an overview of personal information of the selected staff member, their contract status, and also their leave and attendance details:



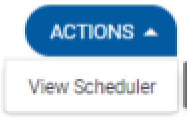
Delegate access



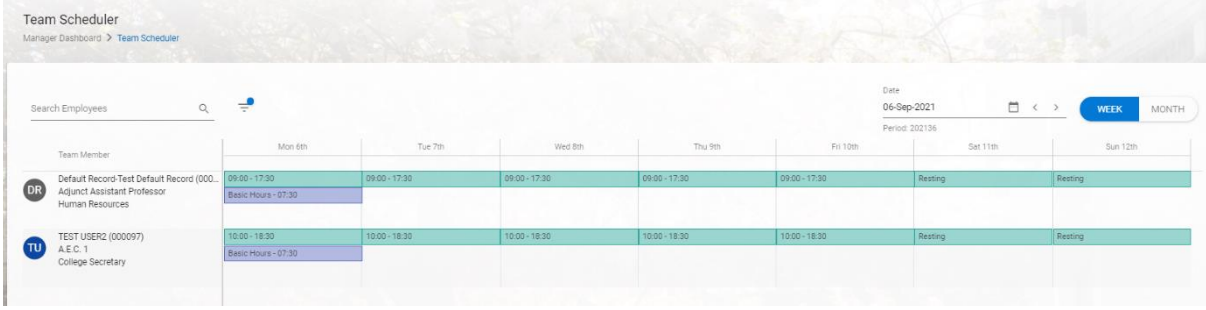
If the selected staff member is a Line Manager themselves, *Delegate Access* option will allow you to refer their Leave Approver responsibilities to another approver.

For more information on delegation options go to Delegation section.

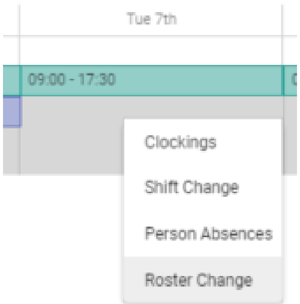
Actions button



Under *Actions* button you find a shortcut to the **Team Scheduler** that can also be accessed through *Workforce Management* view.



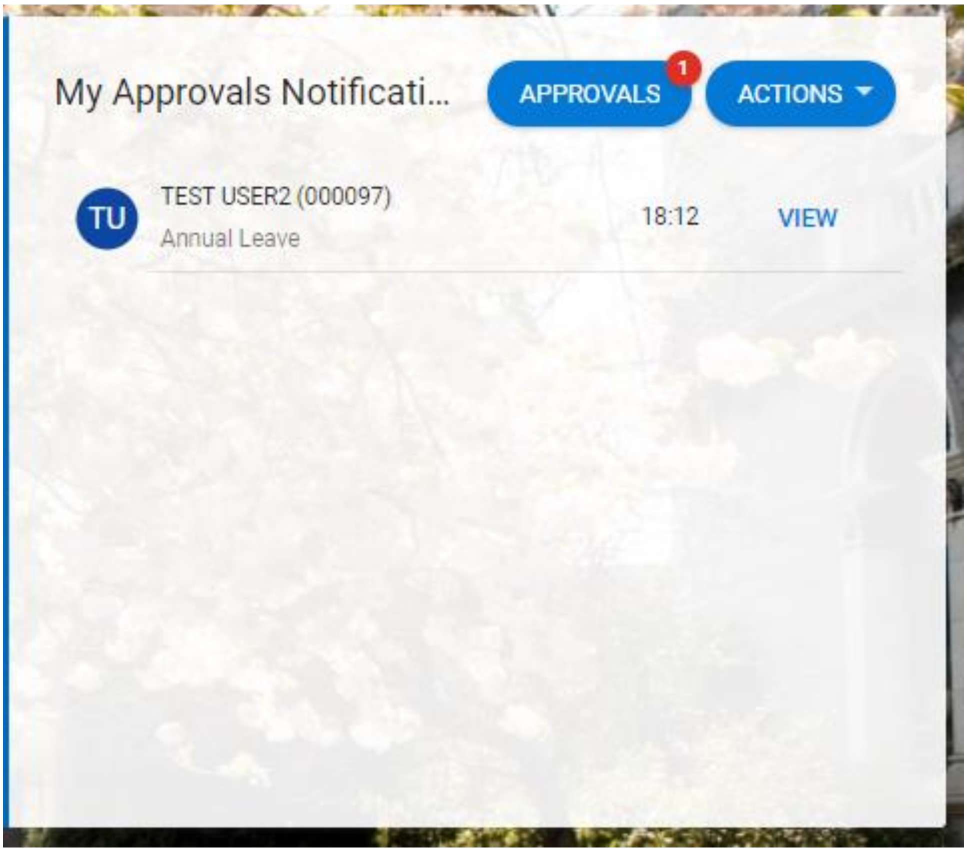
Team Scheduler can also be accessed through Workforce Management section. Scheduler allows the Manager or Leave Approver to make changes to work patterns and add absences to the employee's record. With left button of your mouse click on the blank space below working hours to show available options:



- Clockings – N/A
- Shift Change – change of the weekly pattern of working hours (effective with future date)
- Person Absences – option for manager to record an absence on the employee's record
- Roster Change – once-off change to the roster, not affecting any other date than the one selected

For more on these functions, go to Team Scheduler section under Workforce Management chapter of this user guide.

My Approvals Notifications



My Approvals Notifications displays new approval requests that have not yet been actioned by the manager.

To respond to received request, click either 

or 

. Both buttons will bring you to the Approval page, although clicking on View will bring you directly to that specific request, whereas *Approvals* go to the top of the list by default.

Responding to Leave Request

1. Click on the request you want to action on.
2. Review details – what type of leave request it is, what are the dates, are there any comments?

Note: Employees can only submit requests for the following types of leave:

- Annual Leave
- Sick Leave (certified or Uncertified)
- Exam Leave
- Academic Leave of Absence

3. In the bottom right corner of the screen you will see *Reject* and *Approve* buttons:

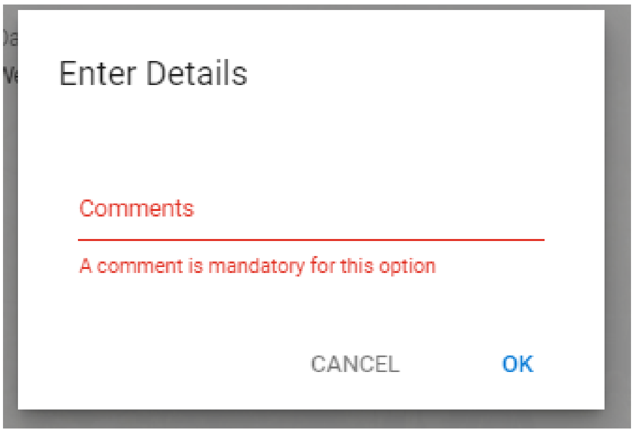
   a. If you are happy with the leave request to be approved, just click 

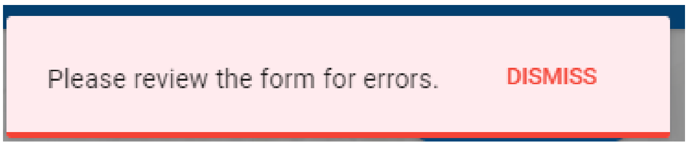
. The staff member will get a notification and an email confirming that their request was approved.

   b. If there are reasons for the manager to reject the request, after clicking 

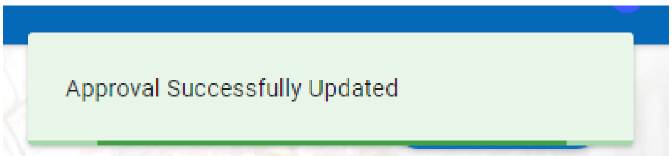
button, there will be a pop-up box asking for a comment. This comment will be included in the notification email sent to the staff member informing them of the rejection.

Comment is mandatory and leaving it blank will result in an error message:



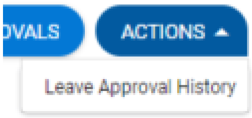


If the system accepted the response, a confirmation will show up in the top-right corner:

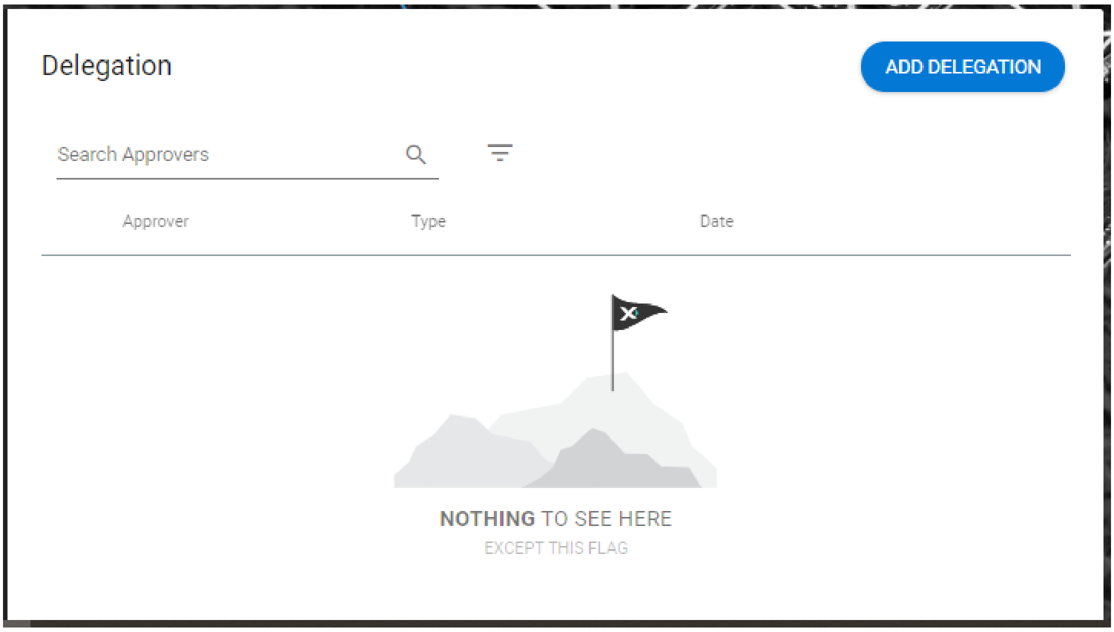


Once a request is Approved or Rejected, it automatically goes off the list of approvals.

The history of requests actioned previously can be found under *Actions Menu*:



Delegation



In ELeave module, responsibilities to manage leave requests can be delegated to another staff member with Line Manager or Leave Approver permissions.

Note: All Managers are Leave Approvers, but not all Leave Approvers have to be Managers.

There are two types of delegation:

- **Delegating your own team** – when you want another Leave Approver to take over from you, and
- **Delegating your employee's team** – when you want another person to manage leave of the team assigned to your employee.

Leave Approver's role

Normally it would be a Line Manager's role to manage leave requests. Also, it would be common occurrence that one manager would delegate their approval responsibilities to another manager that would have the same level of permissions and access to employees' details. However, the ELeave system allows non-managers to also be included in leave approval process, if needed, but with restricted access and limited functionality of the system.

Line Managers can nominate a person who is not normally a manager, and delegate their team's leave approval responsibilities to them for a period of time. Non-Manager Leave Approver's access is limited to being able to make a decision on leave requests, but with no view of personal details of the employee they are reviewing leave request for.

Only when reviewing a leave request, such Leave Approver can see balance details of the employee submitting leave request, as well as their other team members' schedule. It means their decision on approving or rejecting leave can still be made in a context of the team's needs and availability, as well as with knowledge of impact of the request on the employee's balance details.

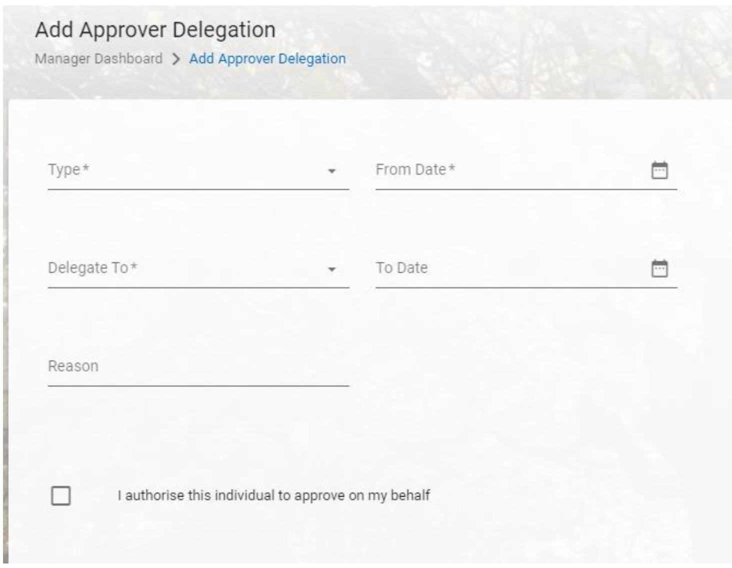
- Leave request approval process is the same for Leave Approvers as is for Managers – see Responding to Leave Request.
- Steps of how and when Balance details can be accessed when responding to leave request can be found under Viewing Details with Leave Request.

Delegating your team

By adding delegation within *Delegation* window, you are referring all staff reporting to you to another Leave Approver.

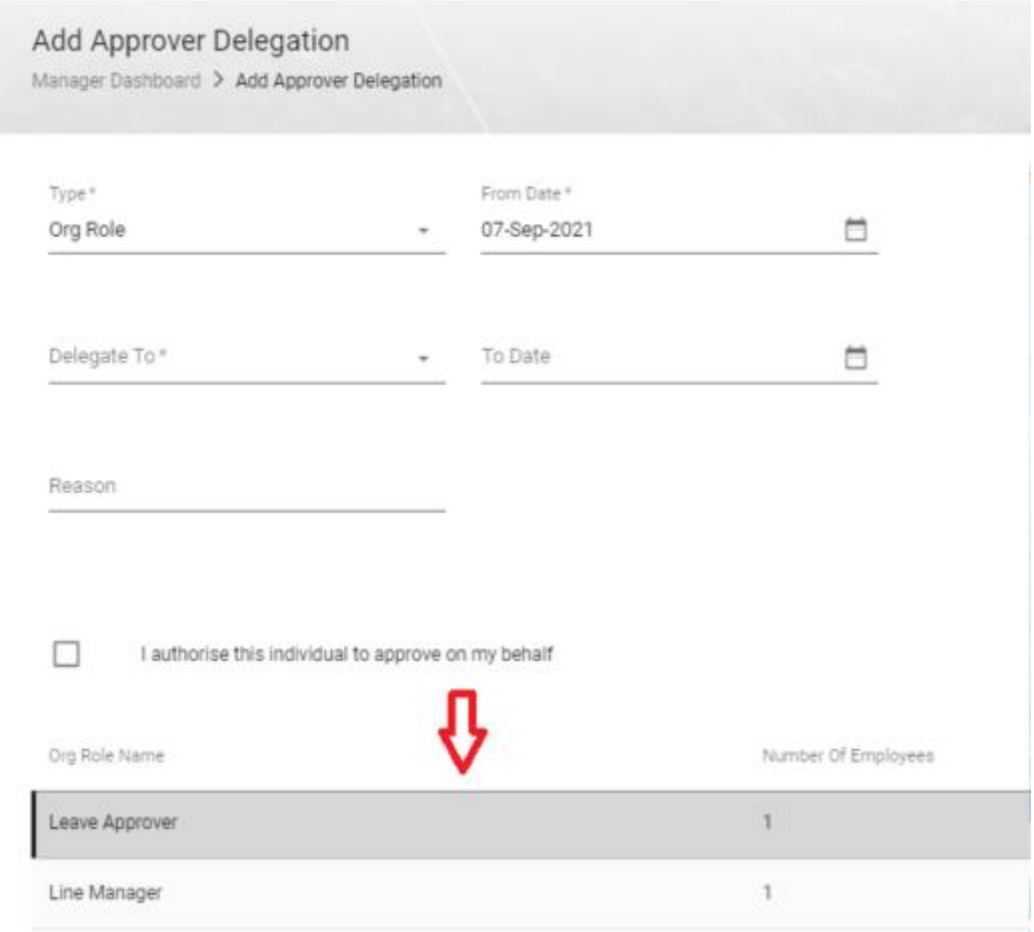
Note: If you manage more than one team (own more than one work group), you will be delegating all your teams.

1. To delegate to another person, click the  button.
2. It will bring you over to the next screen where you need to provide details of the person you want to delegate to.



- *Type* – select <u>Org Role</u> as currently it is the only available option
- *From Date* – select the date for the delegation to take effect from

3. Once you select *Type* and *From Date*, available org role types will appear. Click on the *Leave Approver* one:



Note: *Leave Approver* Org Role needs to be clicked on (selected/highlighted), otherwise saving delegation details will return an error.

- *Delegate to* – list of names available to select. This list will show only after *Type* and *From Date* are selected. Search for the appropriate name and select it
- *To Date* – if the delegation is only temporary, select the date when the person you are delegating to should lose access to your team's leave details
- *Reason* – provide reason for this delegation (e.g., annual leave)

4. Confirm delegation by ticking the box:

5. Click Save button in the bottom-right corner 

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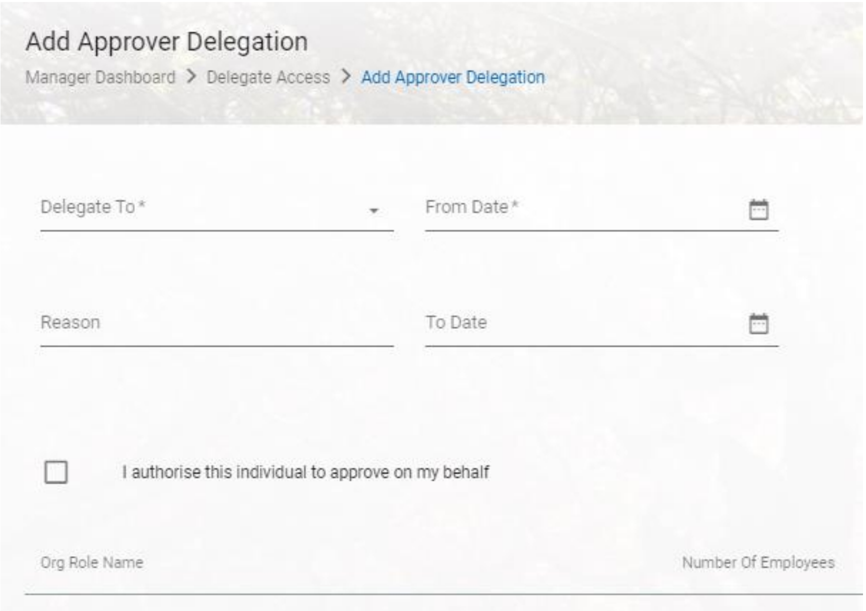
Delegating your employee's team

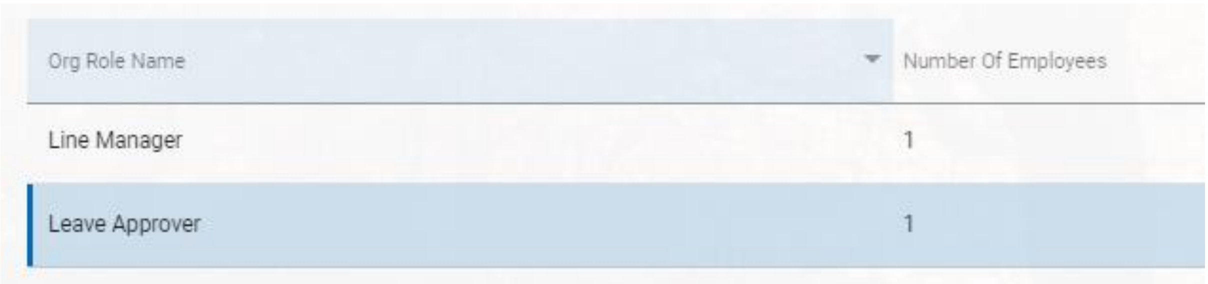
This option is available within My Team window. To delegate one of your employee's team to another Leave Approver, you need to:

1. Go to My Team and click by the name of the employee that manages the team you wish to delegate
2. Select *Delegate Access* option.
3. Click the 

button.
4. On the next screen select the new approver from the *Delegate To* list and *From Date*:



5. Org roles selection should appear, so click on Leave Approver:



6. Fill in other details if appropriate and confirm delegation by ticking the box:

7. Click Save button in the bottom-right corner 

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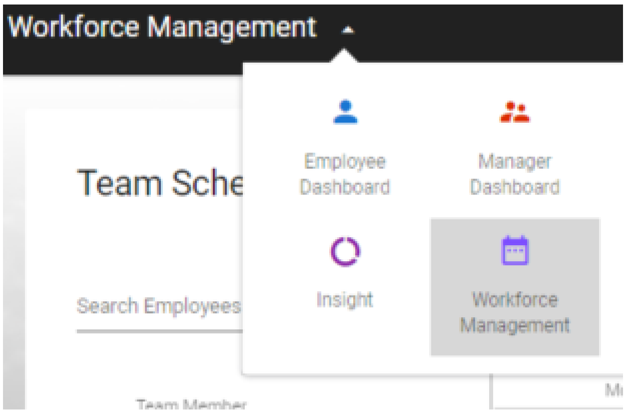
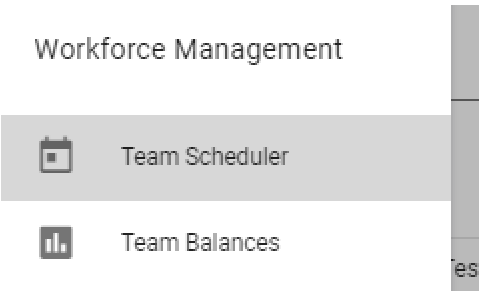


If you expand the menu on the left-hand side, you will see the following options:

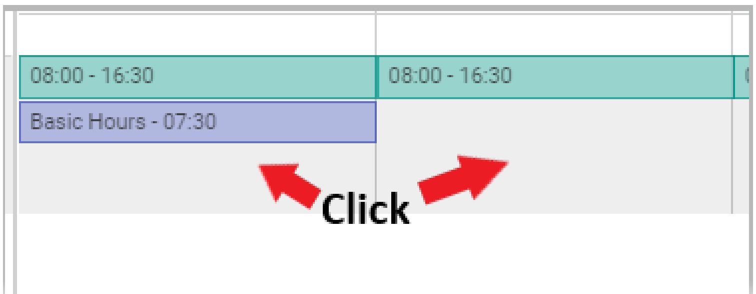


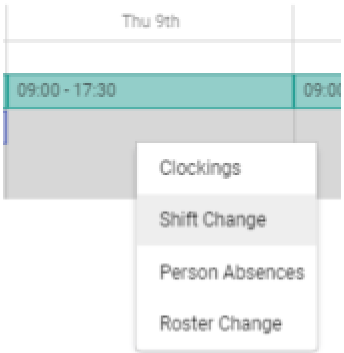
Team Scheduler

Team Scheduler allows you to view absences, requests, and work patterns of your staff. In this screen you will be able to add and edit absences, make upcoming changes to work schedules or make once off changes to work patterns of your employees.

Actions available on the Scheduler

Click with the left button of your mouse on the blank space underneath employee's work details for the day and you should see a menu with available editing options:





- Clockings – Not applicable, as there is no clocking system set up yet.
- Shift Change – changing the general pattern of working hours for a staff member – changes can only be made with future effective date
- Person Absence – tracking, record and updating absence details for an employee.
- Roster Change – making a change to employee's work pattern on a single day basis.

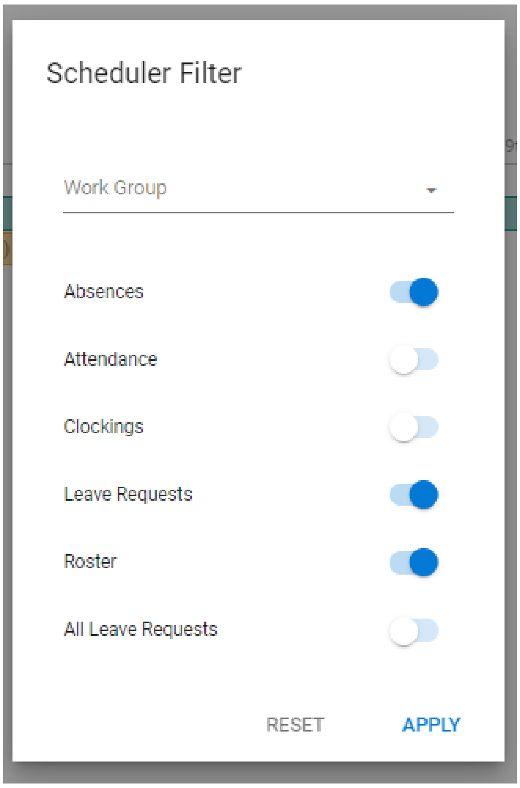
Navigating the scheduler

Pages

Scheduler allows you to see up to 10 employees on one page, so if you have more staff reporting to you, you may need to move between pages of your list with arrows in the bottom right corner of the screen:

Filters

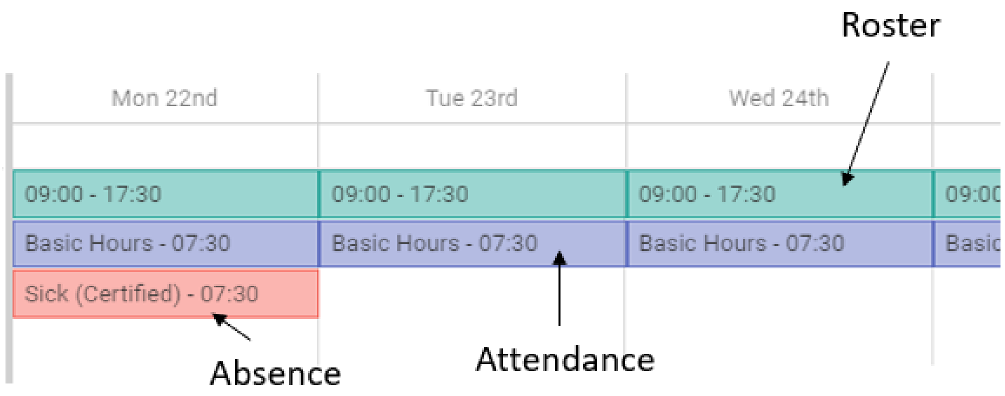
Search and filtering options allow you to narrow down your list, if needed.



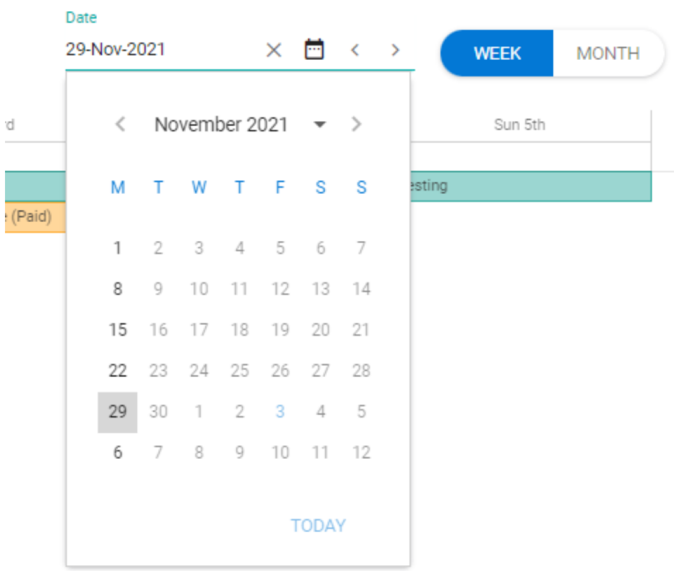
If you are set up as a line manager (work group owner) of more than one work group, you can select one of them to narrow down the list to just that specific group by clicking on the small triangle arrow:

Other buttons allow you to decide what are you interested in seeing in the calendar.

- Absences – any type of absence recorded for this staff member
- Attendance – what the system recognised as attendance based on rostered hours and clockings. As there are no clocking implemented to the system, this function may not be needed here.
- Clockings – currently not in use
- Leave requests –requests for leave submitted by employees
- Roster – expected shift type and work pattern set for an employee



Calendar



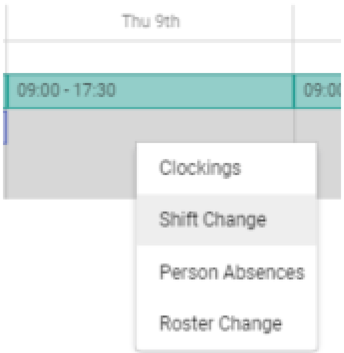
Changing Shift and Roster

In some circumstances employees may require either occasional changes to their roster, or they change their working hours on ongoing basis, they may need either Roster Change or Shift Change.

Shift Change

To change a Shift type for an employee, follow these steps:

1. Click on the blank space underneath the selected employee's work pattern details and select Shift Change option.



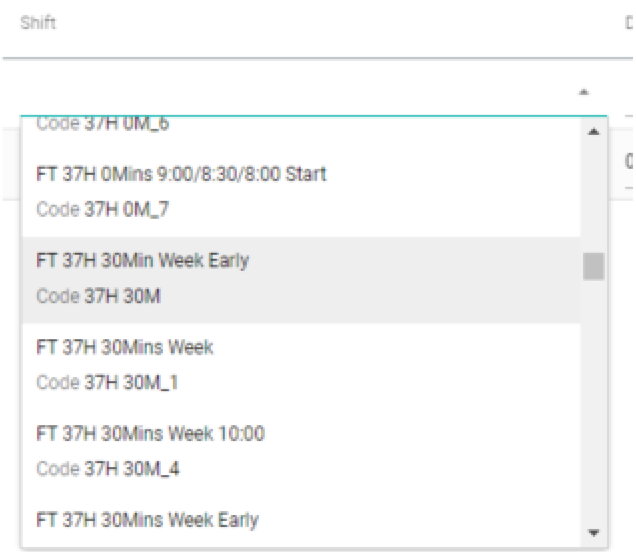
2. You will be brought over to a new screen that shows your employee details as well as a table showing their Shift type details:

- Shift – code for the shift type in use
- Date Effective – what date that shift type is effective from
- Cycle Start Seq. – if an employee works in weekly cycles, it is possible to set a few shift types into a cycle.

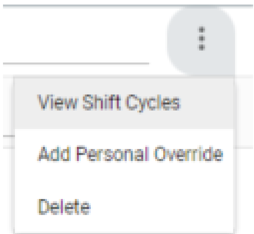
3. To add a new Shift type click 

button on the right-hand side. A new line will appear that you need to fill in.

4. Click on the dropdown list under Shift and select the one you need:

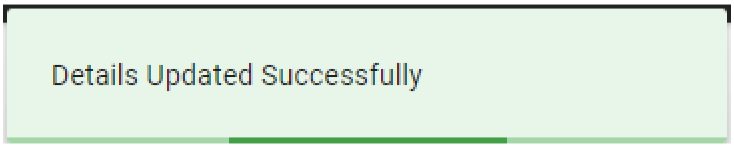


5. You can click on this button  and select *View Shift Cycles* to see details of work patterns for the selected shift:



6. Then click on the calendar under *Date Effective* and pick the date for this roster to take effect from. Note that the system will only allow to assign new shift with future dates.
7. If there is no weekly cycle, under *Cycle Start Seq*. just type in 1. For cycled shifts you would need to apply consecutive numbering of shift sequence.
8. Once all details are in, click 

button in the bottom-right corner. If all went well, you should see a message confirming change saved successfully:



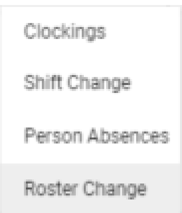
If you click on 

button, you will see current shift and work pattern set up week by week:

Search

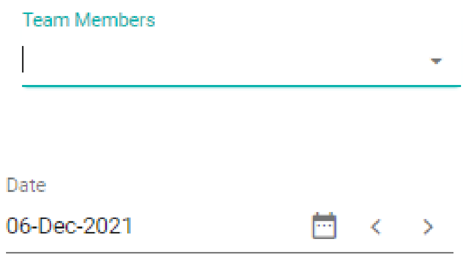
Shift Type		Period	Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	
FT 37H Week		202144	01-Nov-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 0MINS 9:00-17:00	REST	REST	37.00	VIEW
FT 37H Week		202145	08-Nov-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 0MINS 9:00-17:00	REST	REST	37.00	VIEW
FT 37H Week		202146	15-Nov-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 0MINS 9:00-17:00	REST	REST	37.00	VIEW
FT 37H Week		202147	22-Nov-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 0MINS 9:00-17:00	REST	REST	37.00	VIEW
FT 37H Week		202148	29-Nov-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 0MINS 9:00-17:00	REST	REST	37.00	VIEW
FT 37H Week	Current Period	202149	06-Dec-2021	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7H 30MINS 9:00-17:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	REST	REST	37.50	VIEW
FT 37H 30Min Wee...		202150	13-Dec-2021	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	REST	REST	37.50	VIEW
FT 37H 30Min Wee...		202151	20-Dec-2021	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	7h 30MINS 8:00-16:...	REST	REST	37.50	VIEW

Roster change

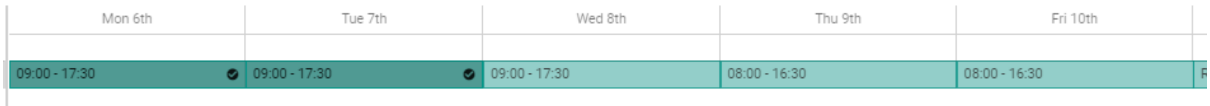


If in a particular week your employee worked a different pattern than normal, you can make changes to their roster.

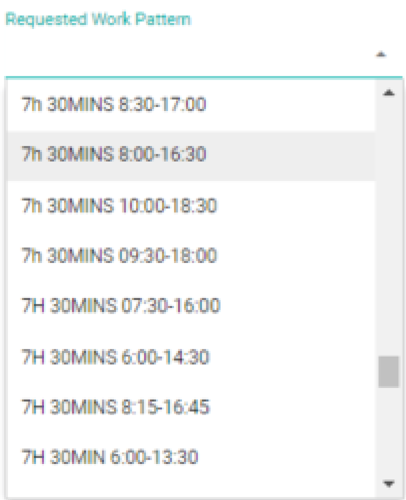
1. In the Roster Change page select an employee you want to make updates for, and also pick relevant week affected by this change.



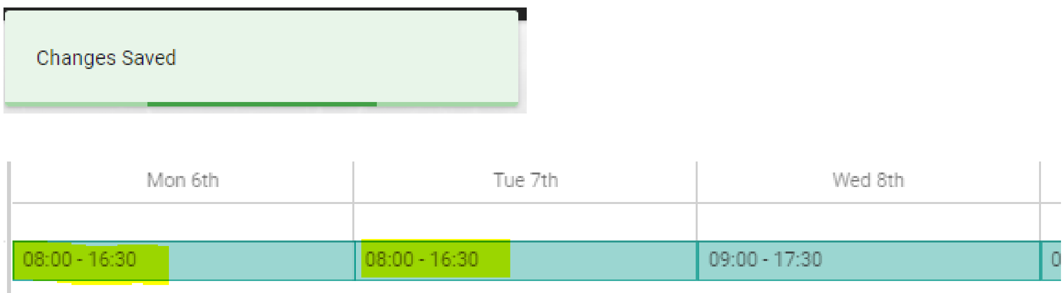
2. Click on dates you want to change so there is a small "tick" sign displayed:



3. Under Requested Work Pattern find the one you need:



4. Once you select the pattern you need, the system will automatically update the dates you picked with new pattern. You will see a box confirming this and that the dates you picked are now updated:



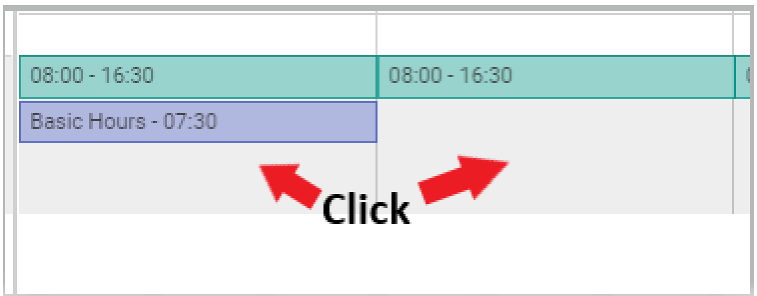
5. Now you can click 

and return to the Scheduler.

Recording and editing an Absence

There may be situations, when the Line Manager will be required to add an absence for an employee. It may be a case for unexpected absences, or types of absences that can only be recorded by the manager or leave approver (e.g. Pre/Ante-Natal, or Study Leave). Also, Manager has the ability to edit details of the already existing absence or request.

When in the **Scheduler**, same as for the previously presented options, click on the blank space underneath roster details for the staff member you wish to add absence for (or update existing one):



Select *Person Absence* and you will be brought over to the screen listing all current absences for them. Details include start and end date of the absence, duration in days/hours/weeks and other details.

Depending on what you need to do, there are two options:

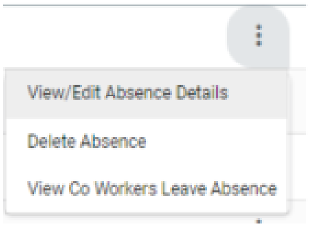
a) **View/Edit Absence details** (for already recorded absences and approved leave requests),

or

b) **Add Absence** (for new absences yet to be recorded on the system).

After selecting the option you need, further steps are similar for both processes.

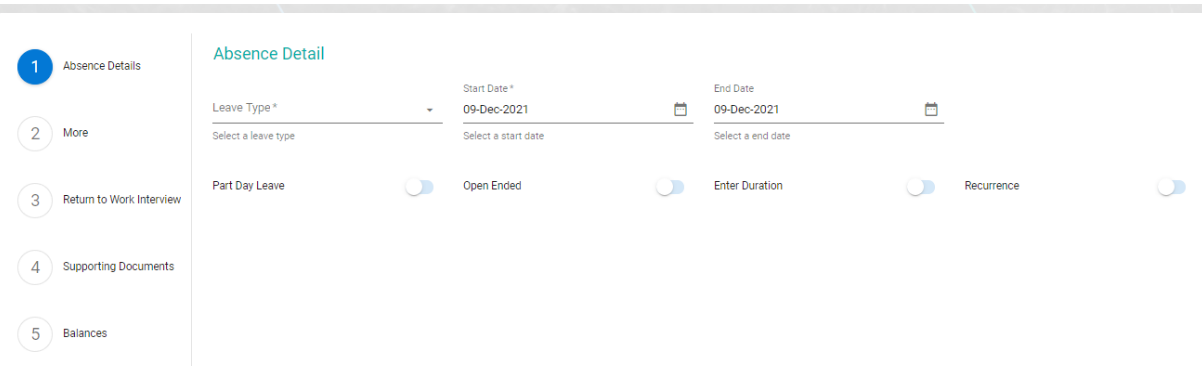
- a) To <u>view</u> details or <u>edit</u> existing Absence, click three dots button and select View/Edit Absence Details:



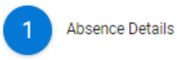
Note: for editing absences that are in the future, you can also click on that absence's box on the Scheduler screen, and it will bring you straight over to editing absence screen.

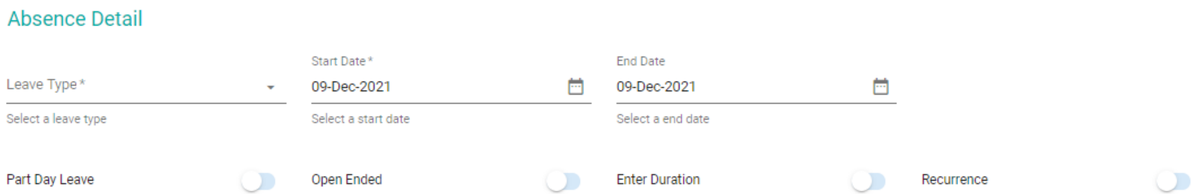
- b) To add new absence, click  button in the top right corner of your screen.

The steps are similar for adding new absence or editing an existing absence.

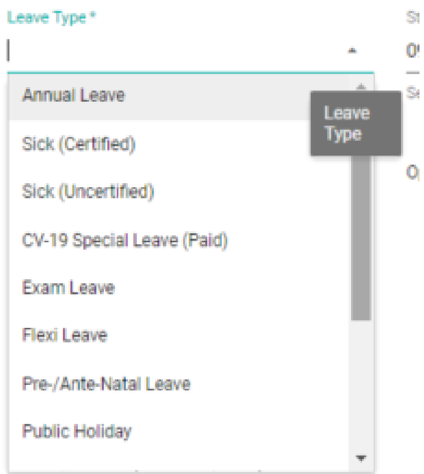


There are 5 steps of adding an absence, but some of them may be skipped, such us *Return to Work Interview* (relevant to returning from long term illnesses) and *Supporting Documents* (functionality not available due to existing limitations of the system).

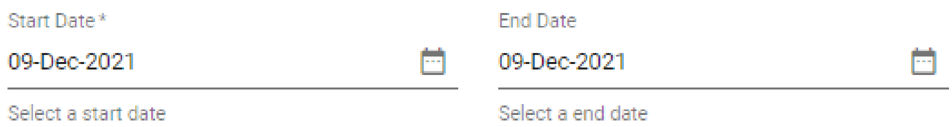
1. Complete Absence Details (Step 1.) 



2. Select Leave Type from the drop-down list, e.g. Sick (Uncertified), or Pre/Ante-Natal Leave:

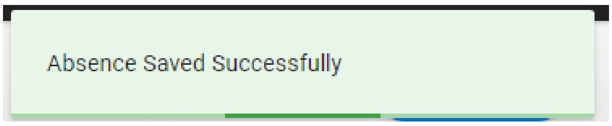


3. Then select dates for the leave. If it is one day leave, select same date for both Start and End Date



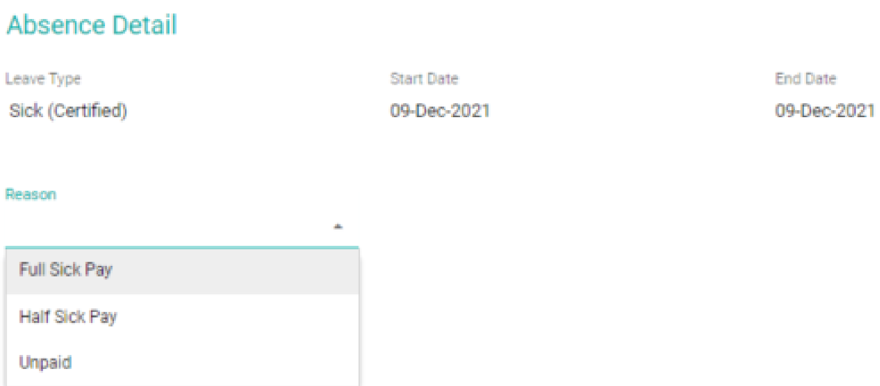
4. In most cases, except "Sick (Certified)", once you put in these details, you can click 

button and the absence will be added successfully



5. For "Sick (Certified)" type of leave, you will be asked to fill in a *Reason* under **More** (Step 2.) 

:

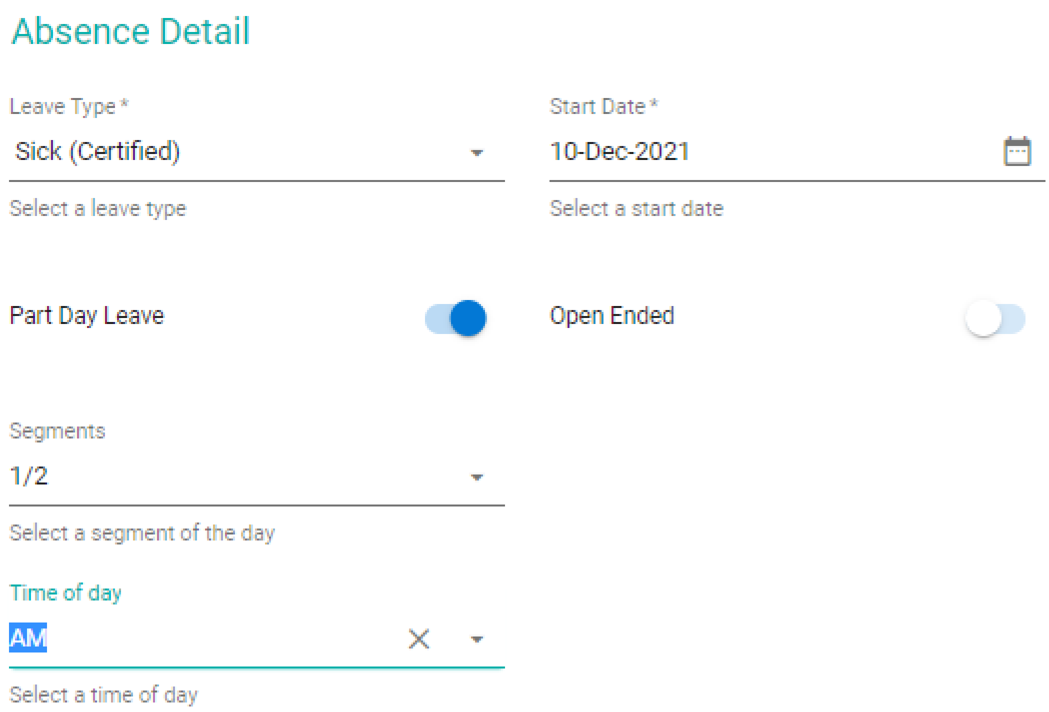


Select applicable pay rate – you may go to *Balances* (Step 5.) 5 Balances to see days used up to date to determine which option should apply. If needed, refer to the Sick Leave Policy.

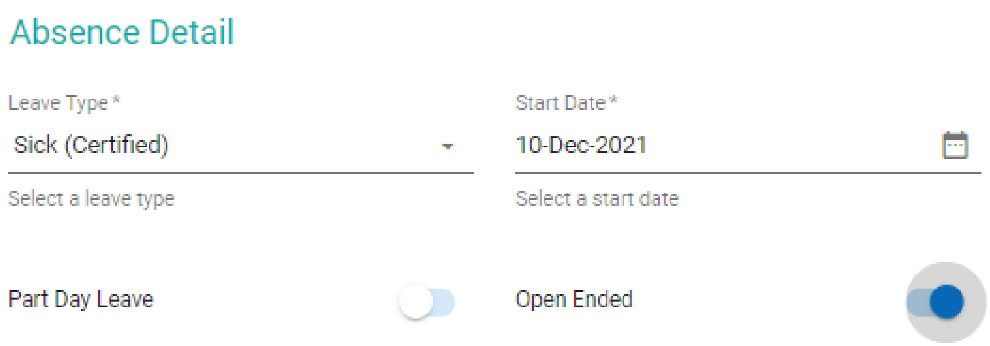
More detailed options include:

- Part Day Leave
- Open Ended absence
- Enter Duration
- Recurring absences

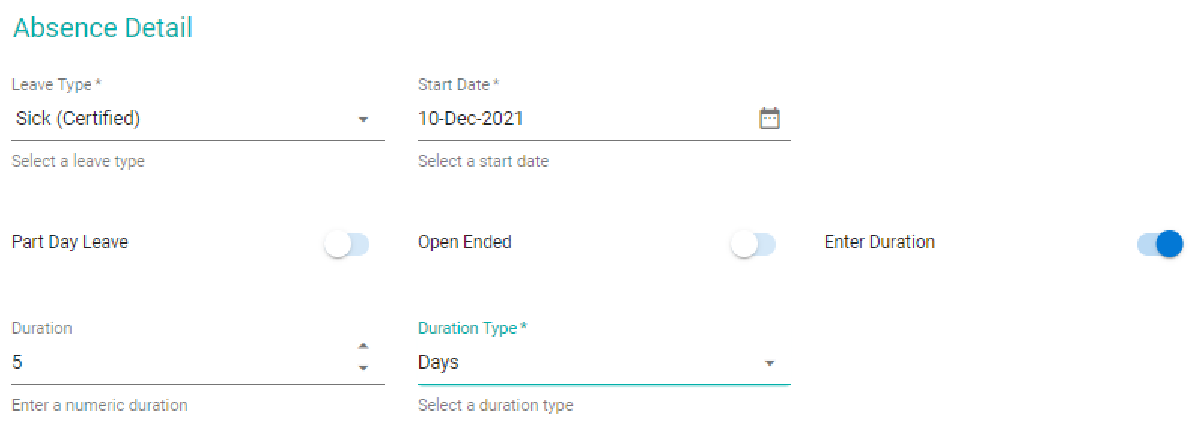
➢ For **Part Day Leave** absence, you need to add information on the *Segments* (system is mostly set up to recognise full day of ½ day requests), and *Time of Day*.



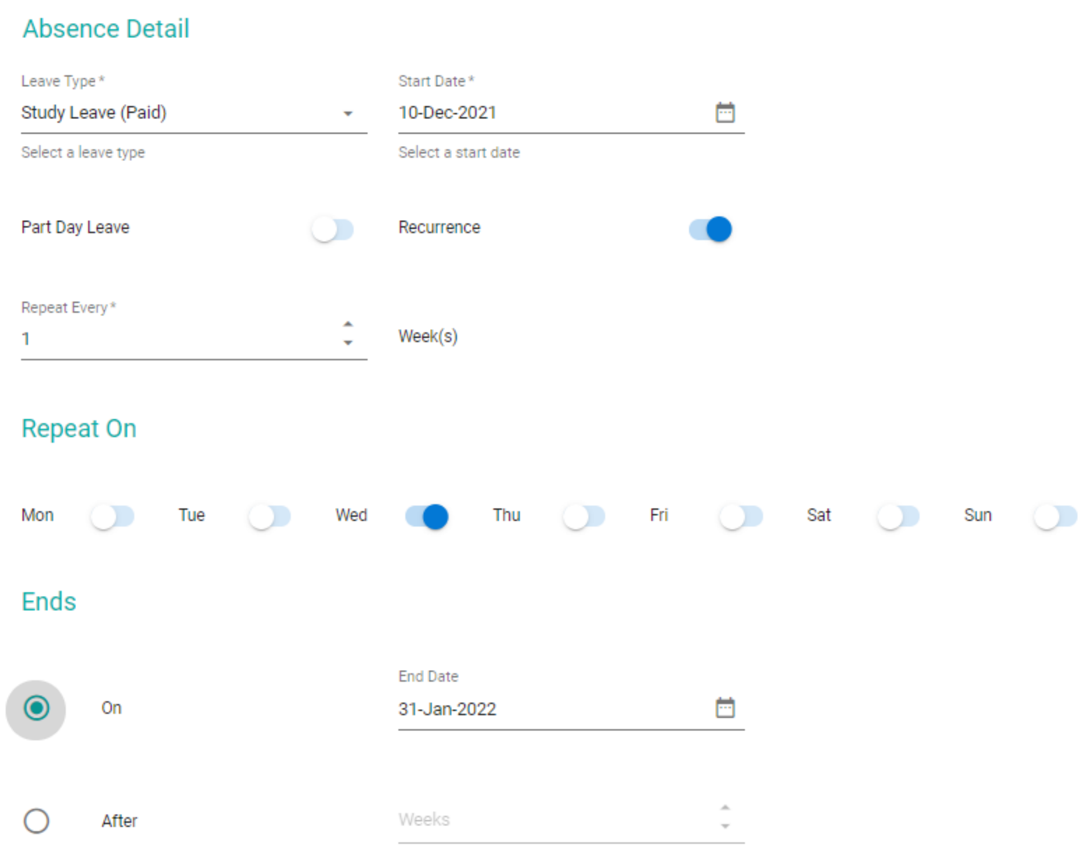
➢ You may use **Open Ended** option for leave that you have a start date, but no end date for.



- **Enter Duration** can be applicable for leave with particular number of days. The system will recognise normal rest days, such as weekends, so the number of days provided under duration should include only working days.



- Regularly occurring absence can also be recorded under **Recurrence** option:



Leave Types

Overview of Leave Types currently on the system and who can record them:

Leave Type	Employee	Manager	HR Only
Annual Leave	✓	✓	n/a
Sick (Certified)	✓	✓	n/a
Sick (Uncertified)	✓	✓	n/a
Exam Leave	✓	✓	n/a
Flexi Leave	✓	✓	n/a
Leave of Absence - Academic	✓	✓	n/a
CV-19 Special Leave (Paid)	X	✓	n/a
Pre-/Ante-Natal Leave	X	✓	n/a
Public Holiday	X	✓	n/a
Special Leave (Compassionate)	X	✓	n/a
Special Leave (Dáil Éireann)	X	✓	n/a
Special Leave (Defence Forces - unpaid)	X	✓	n/a
Special Leave (Defence Forces)	X	✓	n/a
Special Leave (Jury)	X	✓	n/a
Study Leave (Paid)	X	✓	n/a
Study Leave (Unpaid)	X	✓	n/a
Trade Union Duties (Paid)	X	✓	n/a
Trade Union Duties (Unpaid)	X	✓	n/a
Training Leave	X	✓	n/a
Unapproved Absence	X	✓	n/a
Adoptive Leave (Paid)	X	X	✓
Adoptive Leave (Unpaid)	X	X	✓
Career Break	X	X	✓
Carer Leave	X	X	✓
Force Majeure Leave	X	X	✓
Maternity Leave (Paid)	X	X	✓
Maternity Leave (Unpaid)	X	X	✓
Parental Leave (Child 1)	X	X	✓
Parental Leave (Child 2)	X	X	✓
Parental Leave (Child 3)	X	X	✓
Parents Leave	X	X	✓
Paternity Leave (Unpaid)	X	X	✓
Paternity Paid (Paid)	X	X	✓
Pregnancy Sick Leave (Certified)	X	X	✓
Secondment (Paid)	X	X	✓
Secondment (Unpaid)	X	X	✓
Shorter Working Year Scheme	X	X	✓
Sick (Critical Illness)	X	X	✓
Off Duty (Paid)	X	X	✓
Off Duty (Unpaid)	X	X	✓
TRR	X	X	✓

Reviewing balances

Manager has access to details of balances assigned to staff reporting to them through work groups. There are different ways to view details of balance information for employees reporting to you.

a) **Team Balances** tab in *Workforce Management* dashboard, which allows for most comprehensive view of the whole team as well as individual balances.

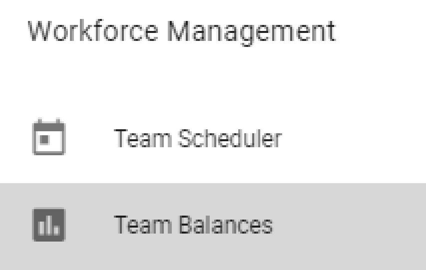
b) Individual employee's **Balance Information** accessed either through further details in Team Balances, or by accessing their *Personnel Profile* through *My Team* widget in *Manager Dashboard* (see Employee Menu)

c) Through **View Details** button when reviewing an active Leave Request submitted for approval.

Note: Approvers with only Leave Approver permissions and proxy approvers with approval responsibilities delegated to them temporarily should only be able to use the **c)** option. It means they will only be able to see balance information only until a request they are reviewing is either approved or rejected.

Team balances

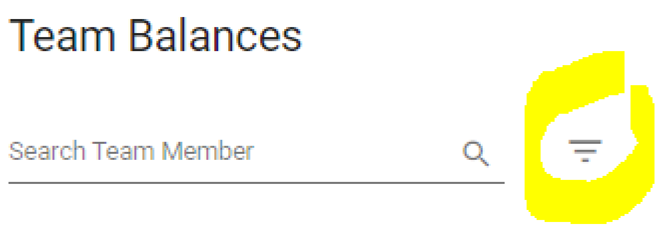
When in the Workforce Management dashboard, go to **Team Balances** tab:

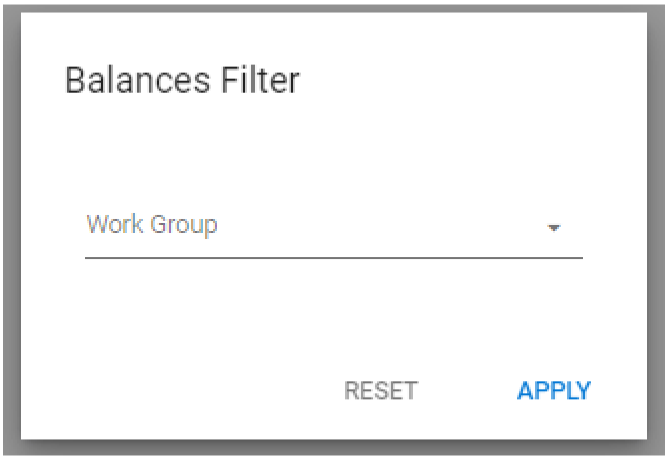


On that screen you will see the list of staff reporting to you with the summary of their leave types that are managed through balances:

- Annual Leave
- Sick (Certified)
- Sick (Uncertified), and
- Parental

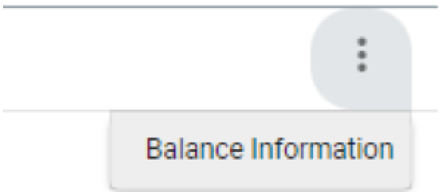
If you have many employees reporting to you, you can search for individuals by name, or narrow down the list by using a work group filter (if you are set as line manager for more than one work group):





Balance Information

To see more details on an employee's leave, click on the three dots button against the employee whose details you wish to see, and select *Balance Information*:



On the **Balance Information** screen, you will see balances currently active for your staff member, with details of entitlements, carried over values, days deducted for Christmas Closure and days taken off to date. Just click on the balance you want to look into, and details will show under Transactions:

Balances for Employee

Active

Balance	Open Period	Type	Status	Allowance	Carried Over	Taken
Annual Leave Full Time (Pre 2014)	01-Jan-2021 to 31-Dec-2021	Days		16.00	0.00	0.00
Sick (Certified)	12-Dec-2019 to 10-Dec-2021	Days		0.00	0.00	5.00
Sick (Uncertified)	12-Dec-2019 to 10-Dec-2021	Days		0.00	0.00	2.00

Transactions for Sick (Uncertified)

Date	Description	Reserved	Floating	Accrued	Carried	Taken
12-Dec-2019	Opening Values	0.00	0.00	0.00	0.00	0.00
13-Aug-2021	Sick (Uncertified)					1.00
29-Nov-2021	Sick (Uncertified)					1.00

Same view of balances assigned to an individual Employee can be accessed through their Personnel Profile.

To access Balances this way:

1. Go to Manager Dashboard
2. In MyTeam widget select employee and click on their menu button
3. Select View Profile
4. Within Employee Profile click to see Time Management tab
5. Select Balance Information

EMPLOYEE DETAIL

CONTRACT

TIME MANAGEMENT

Balance Information

Clocking Details

Attendance Details

Leave Requests

LEARNING AND DEVELOPMENT

Balance Information

Active

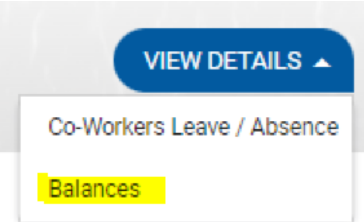
Balance	Open Period	Type
Annual Leave Full Time (Pre 2014)	01-Jan-2022 to 31-Dec-2022	Days
Sick (Certified)	04-Mar-2020 to 03-Mar-2022	Days
Sick (Uncertified)	04-Mar-2020 to 03-Mar-2022	Days

Viewing Details with Leave Request

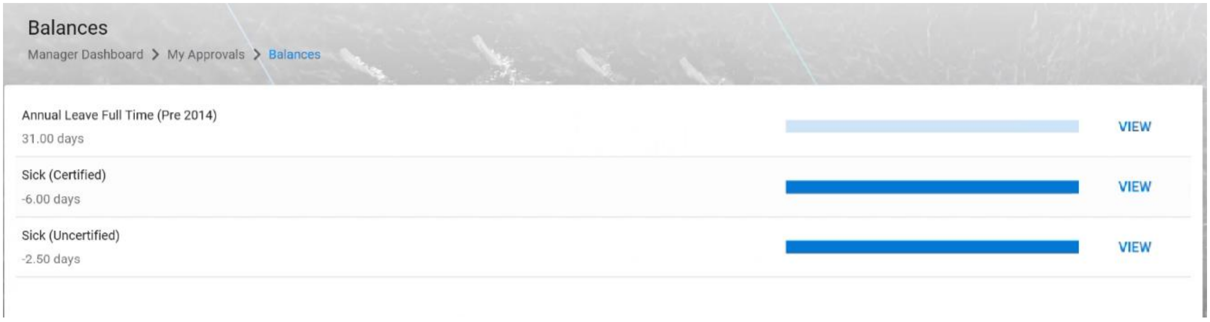
Another opportunity to see balance details is directly at the stage of reviewing a leave request submitted by an employee reporting to you.

If you receive a request to approve leave, you will see it in your notifications and in MyApprovals box.

After clicking Approvals or View button and landing on the particular approval page, you will see a View Details button:



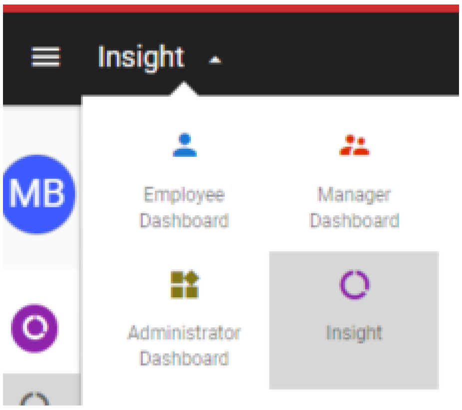
Click on Balances. A list of balances to see will show:



Select the balance you wish to review and click View button. You will be brought into the next page with balance details:

When navigating between tabs (entitlement, carried over, taken or booked leave) you will see details and transactions under each of them.

Insight



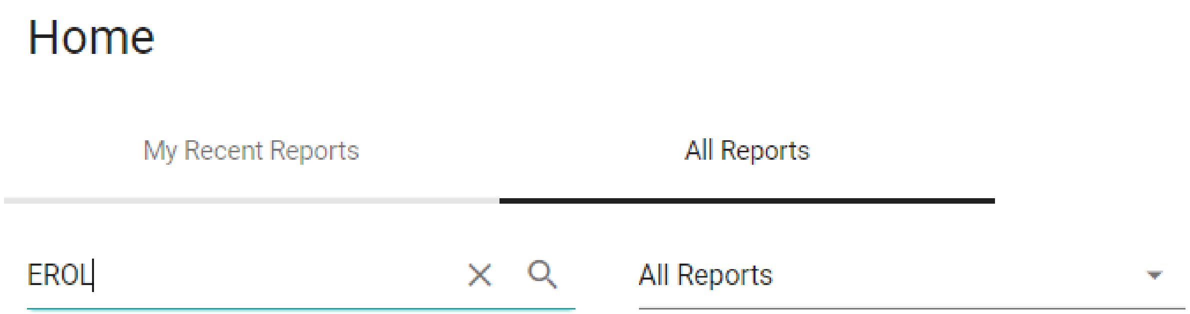
Core Insight is a reporting tool now available to Managers to allow them collect and analyse data on leave details for their staff.

Available Reports

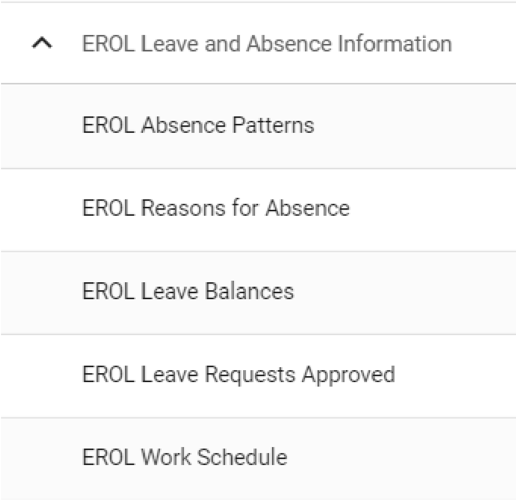
After you select **Insight** from your available dashboard list, in your Home section you will see two tabs:

- My Recent Reports – displaying the reports you most recently used
- All Reports – search tool allowing you to find report you need

Type in search word into the search bar, e.g. EROL:



A list of reports available to you with that keyword will display.

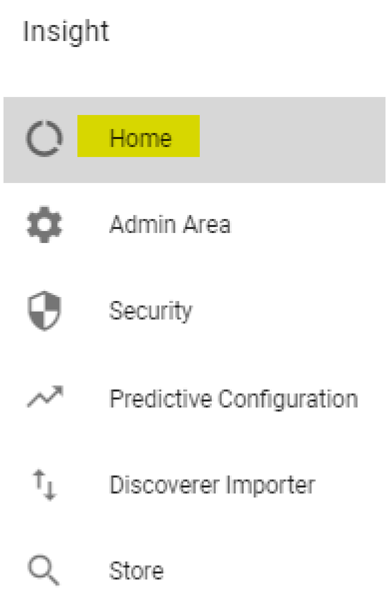


As a line manager you should have access to the following EROL reports that are grouped under ***EROL Leave and Absence Information*** umbrella:

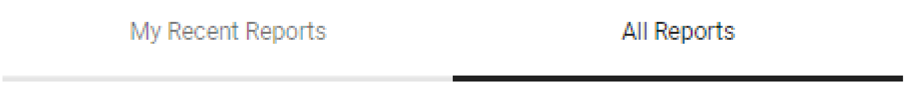
- ***EROL Absence Patterns*** – this report includes information on the day of the week that a leave request falls on. It should allow to track if certain type of leave is being requested in a pattern.
- ***EROL Reasons for Absence*** – Gives a list of all leaves taken by your team: by type of leave, with reason and by gender. Includes a pie chart by types of leaves for a quick overview.
- ***EROL Leave Balances*** – List of all balances assigned to a staff member: sick leave balances (paid and unpaid), annual leave balance, and potentially parental leave one.
- ***EROL Leave Requests Approved*** – a historical log of leave requests that you approved to date.
- ***EROL Work Schedule*** – details of working schedule of your employees – what pattern they have assigned to work on the system.

How to run a report

1. Go to your **Insight** dashboard.
2. Select ***Home*** tab, if not landed there:

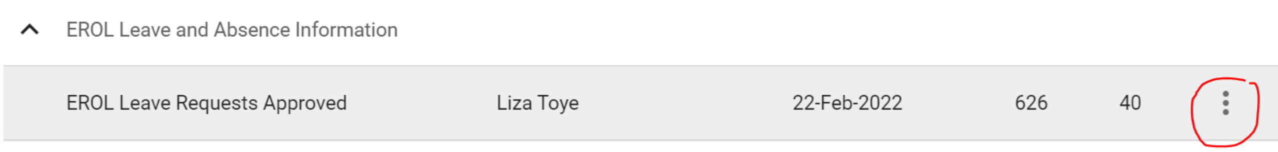


3. If running a report for the first time – go to *All Reports*

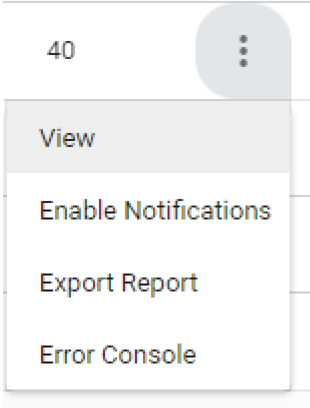


4. There may be more reports available to you, so to narrow down the list, you can use the search tool by typing in a part of the name of the report you are interested in, e.g. EROL, or Request:

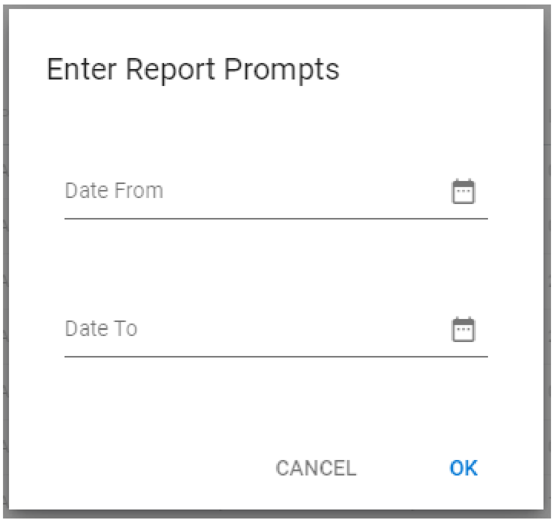
5. Click on the 3 dots sign by the report you want to run:



6. Click View option



7. A report should open. If you run it for the first time, you may be asked to select parameters narrowing down the search, like dates of the period you wish to see the data generated for:



8. Confirm parameters by clicking **OK** button.

    Note: If you run this report before, Insight may populate it with information as per your last view, so make sure report contains data as per the current date:

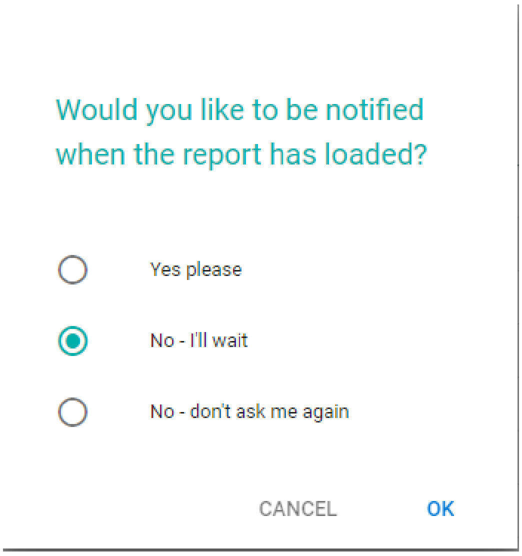
Data as of 10-Feb-2022 17:04 (Record Count: 333) - out-of-date data

Data as of 23-Feb-2022 11:44 (Record Count: 417) - refreshed data

    a. If the data is out of date, click REFRESH DATA button in the top right corner.

    b. You may be asked to confirm search parameters, so select as appropriate and confirm with clicking OK:

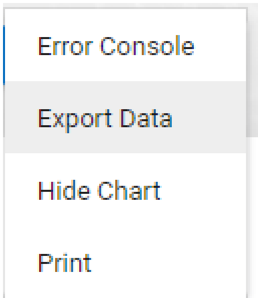
9. Reporting tool then will ask you if you would like to be notified once the report is generated:



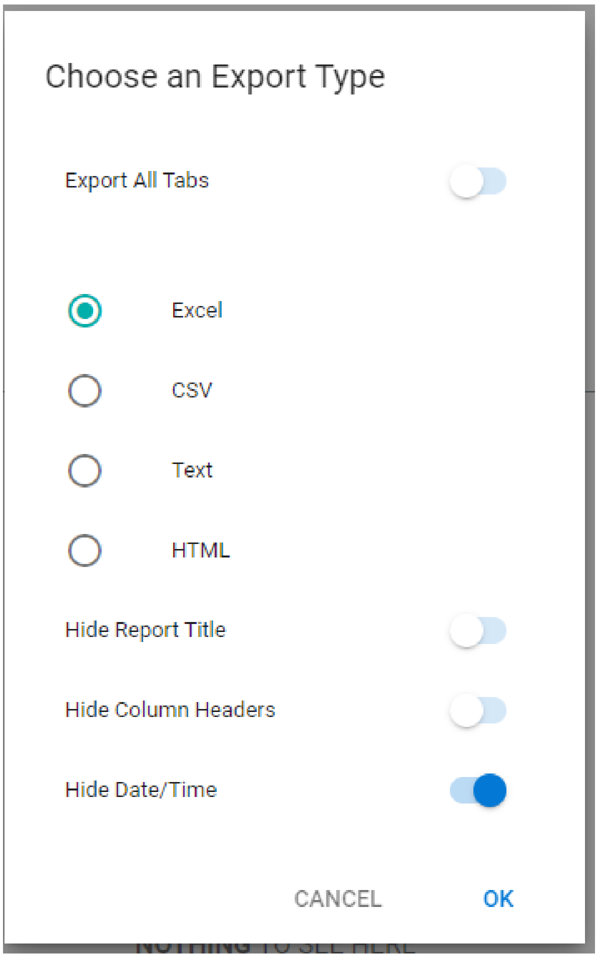
Tip: This is particularly useful if running large reports that may take a long time to generate, but in most cases running EROL reports takes only a few seconds up to a minute.

10. You can then export the report or print it off – click 

button and select *Export Data*:



11. A menu will pop up allowing you to personalise your export options, so confirm your selection and click OK.



12. After a moment, a file will generate and depending on your browser's download options, you either may be asked where you wish to save the generated file, or it will automatically save in your device's default Downloads folder.

***

That is all we have prepared for you as the Line Manager or Leave approver. We hope you will find our new ELeave platform useful and easy to work with.

We invite you to visit our webpage for ELeave, where you can find user guides, FAQ and we will be gradually adding other useful information as the project develops.

If you have questions, please direct them to ELeave@tcd.ie. We will be happy to hear your feedback and suggestions.

Enjoy!