



Dealing with leave requests

Instructions to supervisors for the use of Self Service

These instructions consist of two parts, the first of which concerns how to deal with leave requests. The second part concerns how to assign a substitute in case of absence.

Dealing with leave requests

You have received an e-mail indicating that a number of your employees have requested leave. Below you will find step-by-step instructions for dealing with these requests.

Step 1

Log in

- Log in as described in the instructions for employees.
- You are now in the calendar; in order to deal with leave requests, click on 'Inbox' in the left top corner of the light blue bar.

Step 2

Starting the procedure

- You will now see an overview of all leave requests waiting for approval.
- To start the approval procedure, click on the request which you wish to deal with.
- At the bottom of the screen you will see the request and the leave details of the relevant person.
- If you first wish to check which of your employees have leave in the relevant period, click on 'Team Calendar' at the top of the page. To go back, click on 'Hide'.

Step 3

Approving and refusing leave

- You can approve or refuse the leave by clicking on one of the two 'Buttons' at the bottom of the screen. You will automatically be redirected to the control screen.
- By clicking on 'Review' at the bottom of the page you can confirm your decision.
- To confirm, click on the 'Orange Button'.
- You can now choose: either click on 'Deal with further request' if you wish to approve another leave request, or end the programme. You can do the latter by clicking as usual on the 'X' in the top right corner and then clicking on 'Log off'.

Assigning a substitute

If you are planning to be absent for a longer period of time due to holidays or another reason, you can assign a substitute for dealing with the leave requests of your employees. You can choose for this purpose any of the employees in your organisational unit.

Step 1

Log in

- Log in as described in the instructions for employees.

Step 2

Maintain substitute

- You are now in the calendar. In order to assign a substitute, click on 'Inbox' in the left top corner of the light blue bar.
- Click on 'Maintain substitute', in the grey bar on the left.

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Step 3

Create a Substitute Rule

- Click under My Substitute Rules on 'Create Rule'. In the 'Assignee' box, fill in the surname of your chosen substitute.
- Click on 'Select'. You will now see a pop-up screen.
- If you have not selected the right substitute, click on 'End'. If the name of the substitute is correct, click on 'Apply'.
- You now have two options: 'Receive my tasks' (with this first option you can assign a one-time substitute) or 'Fill in for me' (with this second option, you can assign someone to be your standard substitute).
- Once you have made a choice, click on 'Next'.
- We advise you to assign a *standard* substitute as soon as possible, so that, if you are absent unexpectedly, your tasks can be reassigned without any complications.

First Option (Reassign my tasks)

- You can now choose: your tasks will be reassigned immediately or starting at a later date. In the latter case, select a date using the calendar.

Note: the 'On-Rule is activated' should always be turned on.

- You can now choose between 'Back', 'Save' and 'End'. To confirm your selection, choose 'Save'.
- In the next screen you can see your substitute. The substitute is now activated. If you wish to cancel the substitution, click on 'Turn off'. The substitute rule remains in place; you can switch it 'On' or 'Off'.

Note: the substitution is active when the Turn Off button is visible, and is inactive when the Turn On button is visible.

- You can now click on 'End' at the top right or choose another option from the left-hand column.

Second option (My substitute)

- For this procedure, you follow the same steps as in option one. The difference is that with the second option, you assign a permanent substitute who can activate or de-activate the substitute rule him or herself (for instance if you are suddenly taken ill).

Your substitute can do this in his or her **own** 'Inbox' under 'Substitute rules of other users'.

- By clicking on 'Take over', the leave requests and the corresponding e-mail will automatically be sent to the substitute.
- In order to end the application, the assignee must click on 'End take over'.

You have been assigned as a substitute

Click on 'Inbox' at the top of the blue bar. If you have been assigned as a substitute, you will see a grey bar appear in your inbox.

The grey bar gives you three choices following:

Work on

'My items': this button gives you only those tasks for which you are personally responsible.

'Items on behalf of': this button gives you the tasks of the person you are substituting for.

'All items': this will give you all your own tasks as well as the tasks of the person you are substituting for.