

# Checking an Employee's Annual Leave

YOU CAN CHECK THIS BY DOING THE FOLLOWING:

## LOG INTO



Select the employee who you wish to view using 'People'. When the employee's details appear on the screen you will see a box in the middle of the screen which you may be able to scroll along until you find 'Holidays remaining' as shown here. This summarises that the employee has 129.5 remaining from a balance of 217.5 hours for the current holiday period for 2020.



If you click on the circle you will be taken to the Holiday Summary screen for the employee where you will be able to see at a glance all the dates the employee has taken for annual leave

From	To	Duration	Remaining entitlement
01/01/2020	01/01/2020	7	210.5
02/01/2020	02/01/2020	7	203.5
09/01/2020	09/01/2020	3.5	200
14/01/2020	14/01/2020	3.5	196.5

## RUNNING ANNUAL LEAVE REPORTS

You can also run reports to view the outstanding holiday entitlement for your employee(s) using . From the Home screen click on Absence Reports and select 'Outstanding Holiday Entitlement' from the left hand side and 'Run Report'.

Outstanding holiday entitlement MENU

Unit/Employee Unit

Organisation start point North Lanarkshire Council

Effective date 22/05/2020

Holiday Scheme A/L NLC - Schedule A (Hours)

Reference number Personal reference

Minimum balance to report on

days

hours

Organisation view Show all data by unit

Full path display

New page for each organisation unit

Output type CSV File

Report run comments

RUN

Unit/Employee - Leave as Unit  
Start Point - Leave as NLC

Effective Date - Choose a date  
Holiday Scheme - Select 'A/L NLC Schedule A (Hours)  
Reference Number - Leave as Personal Reference  
Minimum balance - Can be left blank or you can enter your preference

Organisation View - Leave as Show all data by unit

Output Type - Change to CSV in order for report to display as a spreadsheet (better for multiple employees)

Run - click when you're ready to run the report

Once the report is ready you will receive an email and a notification on myTeam to tell you. You can retrieve the report by selecting your To Do list and Processes



Using the arrow highlighted you will then be taken to the Download area

Click on the arrow highlighted and select 'Open' on the warning message. Your report will now be visible

Download output Outstanding Holiday Entitlement MENU

View output from Today

Available report outputs

Run date & time	Comment	Download	Delete Select all
22/05/2020 14:46			<input type="checkbox"/>

IF YOU NEED FURTHER SUPPORT - FOR STAFF LIVE ON MYNL PORTAL - PLEASE RAISE A [PEOPLE HELPDESK GENERAL ENQUIRY](#) REQUEST FORM. FOR STAFF NOT YET LIVE - PLEASE EMAIL [ESC-HELPDESKTEAM@NORTHLAN.GOV.UK](mailto:ESC-HELPDESKTEAM@NORTHLAN.GOV.UK)