# Checking an Employee's Annual Leave

YOU CAN CHECK THIS BY DOING THE FOLLOWING:

LOG INTO myTeam

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 able to scroll along until you find 'Holidays remaining' as shown here. This summarises that the employee has 129.5 remaining form balance of 217.5 hours for the current holiday period for 2020.

1 Jan 2020 - 31 Dec 2020

129.5
of 217.5 hours

Holidays remaining
(as of last calculation)
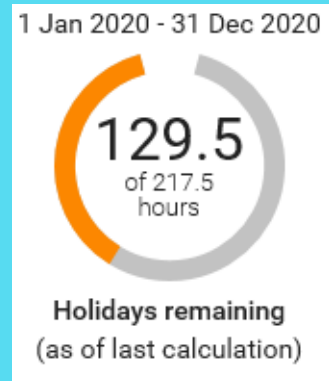
If you click on the circle you will be taken to the Holiday Summary screen for the employee where you will be able to see at a glance all the dates the employee has taken for annual leave

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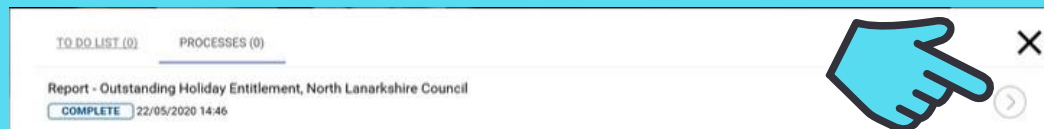Holiday Scheme - Select 'A/L NLC Schedule A (Hours)
Reference Number - Leave as Personal Reference
Minimum balance - Can be left blank or you can enter your preference

Organisation View - Leave as Show all data by unit

Output Type - Chnge 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

TO DO LIST (0)	PROCESSES (0)
Report - Outstanding Holiday Entitlement, North Lanarkshire Council	
COMPLETE 22/05/2020 14:46	

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	Comments	Download	Delete Select all
22/05/2020 14:46		⬇	☐

IF YOU NEED ANY FURTHER SUPPORT, PLEASE CALL THE ESC PEOPLE HELPDESK ON 01698 403151 OR EMAIL ESC-HELPDESKTEAM@NORTHLAN.GOV.UK