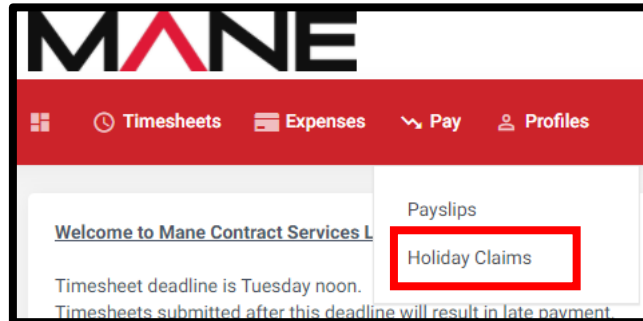


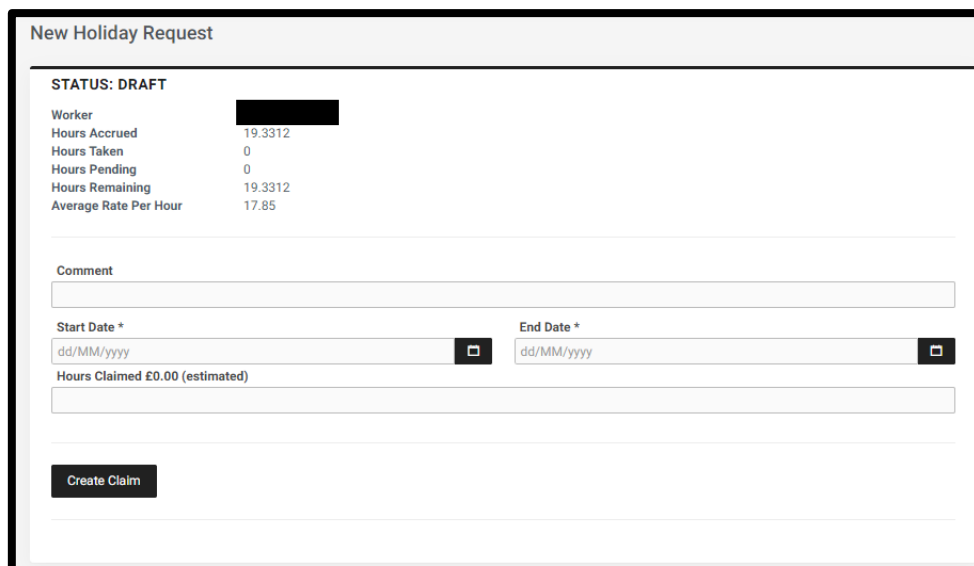
Holiday Form Submission

Click on Pay in the top menu and the Holiday Claims in the drop down. This will take you to a page where you can request holiday. You will also be able to view historic claims that have been made on the portal.



Click on Request Holiday and you will be presented with the screen shown on below. This will show you a breakdown of the hours that you have accrued so far, how many hours you have taken and how many hours you have pending. Please note that if you don't have any hours accrued, you will not be able to request holiday.

Enter the Start and End Date of the holiday and enter the hours if you know them. Once completed, click on Create Claim.

A screenshot of the 'New Holiday Request' form. The title 'New Holiday Request' is at the top. Below it, the status is 'DRAFT'. A table shows worker information and hours: Worker (redacted), Hours Accrued (19.3312), Hours Taken (0), Hours Pending (0), Hours Remaining (19.3312), and Average Rate Per Hour (17.85). Below the table is a 'Comment' field. Then, there are 'Start Date *' and 'End Date *' fields with date pickers. Below these is a 'Hours Claimed £0.00 (estimated)' field. At the bottom, there is a 'Create Claim' button.

This will then show you two new buttons: Update Claim and Delete Claim. If you are happy with your submission, click Submit Claim. After this, you will see the value that you are estimated to be paid once it has been approved by the Client and Payroll team.

Start Date * 19/03/2021

End Date * 19/03/2021

Hours Claimed £120.00 (estimated)

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