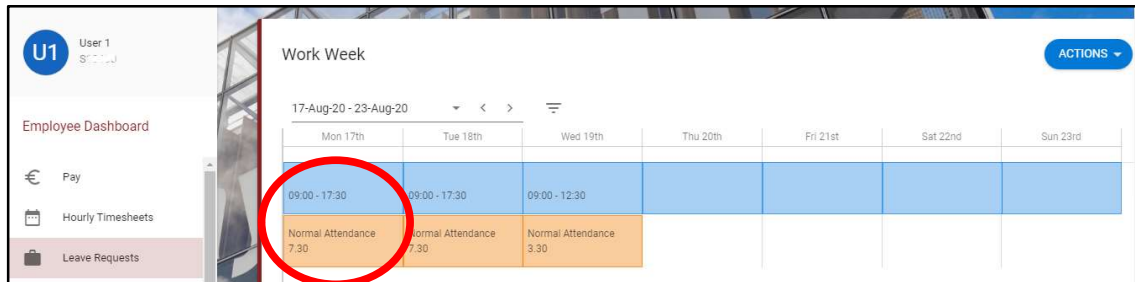# CoreTime (Balance in Hours) User Guide
*[For part-time staff working a combination of full and partial days]*

Requests for annual leave should be submitted to your manager through Employee Self Service (ESS). Please see below the steps involved in applying for annual leave and interpreting your balance:

1. Log into **ESS** and select the **Leave Requests**



1. At the top of this screen you will see your **Work Week** or work pattern. The work pattern represents your start time, finish time and hours worked per day (in hours and minutes). The hours worked per day in this case, are 7 hrs and 30 minutes **7.5 hrs per day in decimal form** and 3 hrs and 30 minutes or **3.5 hrs per day in decimal form**

2. To the right of this screen you will see 'My Balances' which shows your **annual leave balance in hours**
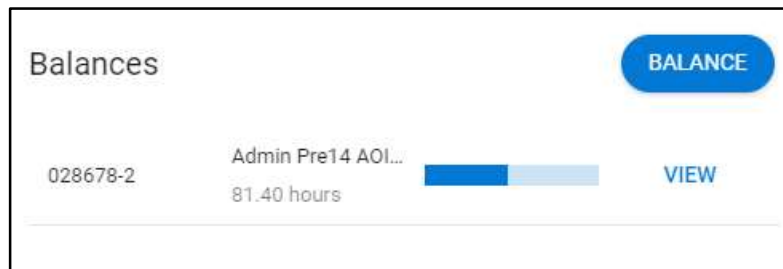


3. Based on the example above, in order to determine how many weeks / days of annual leave you have remaining, use the following method:

   (**Balance in hours**) **divided by** (**hours per week in decimal form**)
   (81.40 hrs) divided by (18.5 hrs) = 4.4 weeks
   (81.40 hrs) divided by (3.7 hrs) = 22 ½ days = 11 days

4.   To book your leave, click on **Book Time Off**

If you are **taking a week's leave** (e.g. Mon – Wed), the system will only deduct your scheduled hours of work for, e.g. 17.5 hours or 18.5 hours.

If you are taking a day's leave and **scheduled to work a full day** (e.g. 9.00am – 5.30pm), **you can book this as a full day or half-day**.

If you are taking a day's leave and **scheduled to work a half-day/partial day** (e.g. 09.30 – 13.00), **you must book this as a full day of leave**, the system will only deduct your scheduled hours of work for that day, e.g. 3.5 hours. **You are not permitted to book half of a partial day**. When submitting an annual leave request, please ensure you select '**No**' for 'Is this part day leave'.
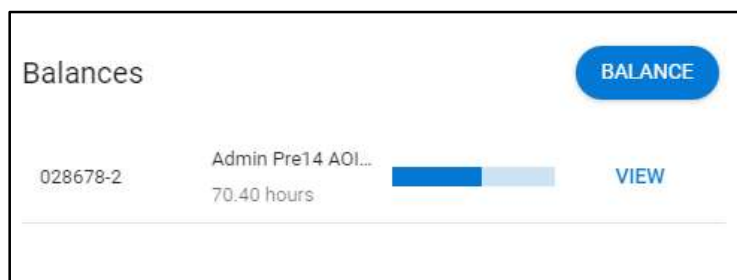


5.   When your annual leave request is approved, your annual leave balance will reduce by the hours per day, for example based on the case above:

**Balance in hours** = 81.4 hrs
**Booked 2 days annual leave** = 7.5 hrs +3.5 hrs = 11hrs

**New balance in hours** = 81.4 hrs – 11 hrs = 70.4 hrs
**New balance in days** = 70.4 hrs divided by 3.7 hrs = 19 ½ days = 9.5 days



6.   **NOTE**: Please ensure to hold enough hours to cover your **reserve days at Christmas**