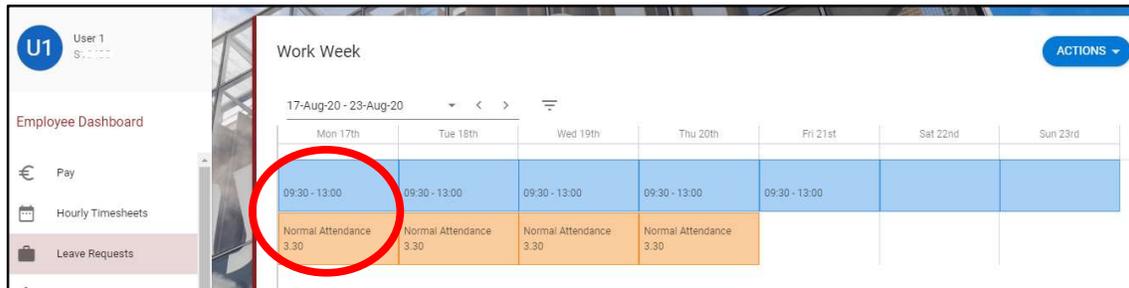


# CoreTime (Balance in Hours) User Guide

[For part-time staff working partial days]

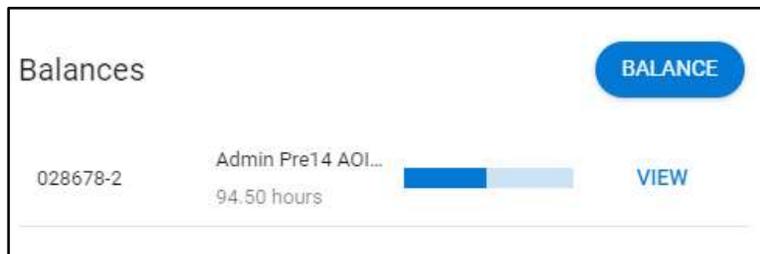
Requests for annual leave should be submitted to your manager through Employee Self Service (ESS). Please see below the steps involved in applying for annual leave and interpreting your balance:

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



Work Week						
17-Aug-20 - 23-Aug-20						
Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
09:30 - 13:00	09:30 - 13:00	09:30 - 13:00	09:30 - 13:00	09:30 - 13:00		
Normal Attendance 3.30	Normal Attendance 3.30	Normal Attendance 3.30	Normal Attendance 3.30			

2. 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 3 hrs 30 minutes or **3.5 hours per day in decimal form**
3. Scroll to **Balances** which shows your **annual leave balance in hours**



Balances	
028678-2	Admin Pre14 AOI... 94.50 hours

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

(**Balance in hours**) divided by (**hours per day in decimal form**)  
(**94.50 hrs**) divided by (**3.5 hrs**) = 27 days

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

**Employees working partial days are only permitted to book a full day of annual leave.** When submitting an annual leave request, please ensure you select '**No**' for '**Is this part day leave**'.

Please note: the system will not allow managers to approve half day leave requests

**Create New Leave Request**

Appointment  
Administrative Officer li

Select An Appointment

Leave Type\*  
Annual Leave **Part Day**

Start Date\*  
07-Sep-2020

End Date\*  
09-Sep-2020

Comments

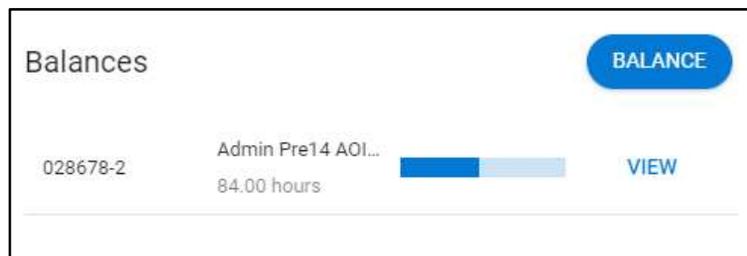
6. When your annual leave request is approved, your annual leave balance will reduce by the hours per day, for example based on the case above:

**Balance in hours** = 94.50 hrs

**Booked 3 days annual leave** = 3.5 hrs x 3 = 10.5 hrs

**New balance in hours** = 94.50 hrs – 10.5 hrs = **84.00** hrs

**New balance in days** = 84.00 hrs divided by 3.5 hrs per day = 24 days



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