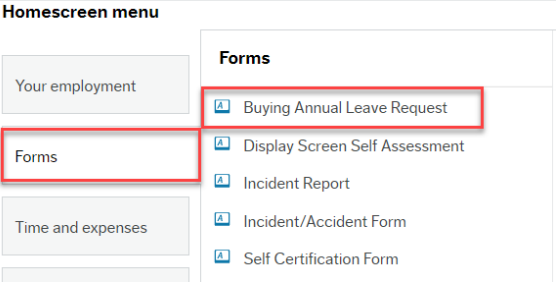
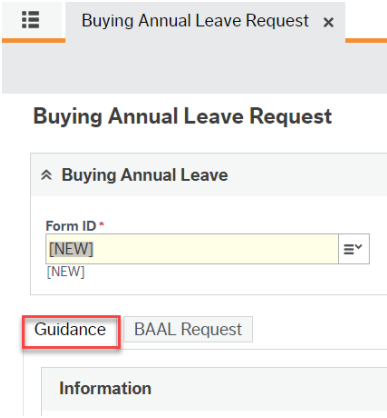
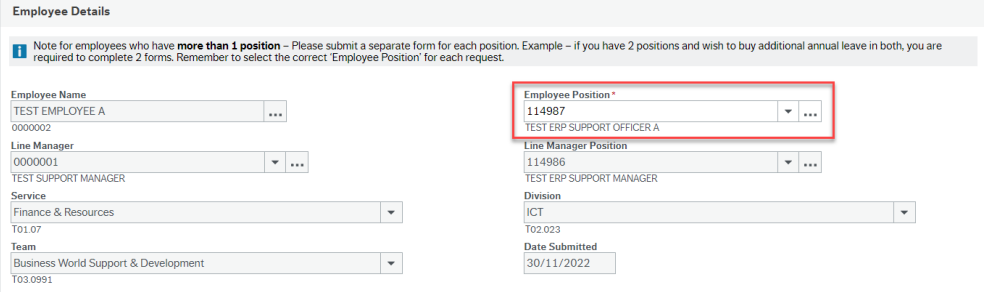


Completing a Request to Buy Additional Annual Form – Employee’s Quick Card

This quick guide will demonstrate how to complete and submit a Request to Buy Additional Annual Leave (BAAL) form in Business World. *If you need assistance to complete the form, please contact your Line Manager in the first instance.*

Please Note; Employee requests must be submitted in Business World ERP by the deadline or they will be rejected.

<p>1</p>		<p>In your Homescreen menu, click on Forms then Buying Annual Leave Request.</p>
<p>2</p>		<p>Please ensure you read the Guidance tab as it contains important information about:</p> <ul style="list-style-type: none"> • The BAAL Policy • The Criteria & Rules • The Deadline for submitting your form
<p>3</p>	<p>Now click on the BAAL Request tab. Your name, position and manager details will appear.</p> <p>If you have more than 1 position in the Organisation, please select the position you wish to buy additional leave against. <u>A separate form is required for each position.</u></p> 	

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Number of Weeks Requested

Enter number of weeks requested - 1 to 6

Enter total no of BAAL days requested

Weeks* ▼

No of Days*

In the Number of Weeks Requested you are required to enter the number of weeks leave you wish to purchase. You also need to input **how many DAYS** this will be for you in line with your work pattern/schedule.

See examples.

- if you normally work a 5 day week, this is 5 days;
- if you normally work 2 days per week, this will be 2 days;
- if you normally work 2.5 days, this will be 3 days for 1 week;
- if you normally work 5 days on week one and 4 days on week 2 then this would be 4.5 days for 1 week;
- If you normally work 4 days on, 4 days off, this will be 3.5 days



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When the **Number of Weeks Requested** section is complete, the deduction calculation will be made and required detail will auto-populate in the **Employment Information** section.

Employment Information

Resource End Date	<input type="text"/>	Employment End Date	<input type="text"/>
Hourly Rate	<input type="text" value="0.00"/>	Contract Hours	<input type="text" value="0.00"/>
Weekly Wage	<input type="text" value="0.00"/>	Total Cost	<input type="text" value="0.00"/>
Deduction from Pay	<input type="text" value="0.00"/>		

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You are now required to **read and agree to the Employee Authorisation Declaration** before you can submit your form. If you do not agree to this declaration, you cannot submit your form.

Employee's Authorisation

Employee Authorisation Declaration

I confirm that I have read and understand the guidance on Buying Additional Annual Leave and I agree that effective from my first available salary date, my salary will be reduced and I will be provided with an additional annual leave entitlement as detailed above. I agree that this arrangement will continue for a period of 12 months and that I can only amend this agreement before the end of that period if I experience a lifestyle event. If I leave the Organisation or my contract is terminated before the end of the 12 month salary sacrifice period, I understand that I will need to pay any outstanding balance from my final salary and use any additional annual leave before my employment with the Organisation has ended. I understand that this is an amendment to my terms and conditions of employment.

By submitting this form, you are confirming that you accept the declaration above.

Test Employee A ...

Choose Yes to confirm *

▼

YES

Completing a Request to Buy Additional Annual Form – Employee's Quick Card

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Never save your form as a draft.

Submit form

Save as draft

Export

✓ Success

Successfully saved. BAAL-2167 is now created and is sent for approval.

OK

Now click on the **Submit Form** button at the bottom of your screen and ensure you receive a success message. Once you have done this, your form will workflow to your Line Manager to approve or decline in Business World.

Next Steps

8

Your request will be reviewed by both your line manager and HR and they will then approve or decline your request.



If your request is approved, you will receive an alert message in Business World to confirm this.

Please note, you will not receive this alert until HR have reviewed all requests they receive.

9



Your tasks ? Group by ∨

BAAL - Return to Requester Full Name: TEST EMPLOYEE B Description:...

[Go to Task management](#)

If your request is declined, you will receive a task in Business World and you must withdraw your form or amend and resubmit.

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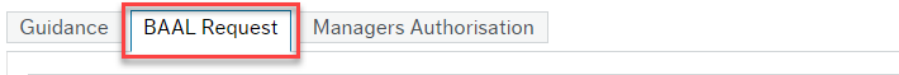
When you open the task, review the Workflow log at the top of the form, this should include a comment from your line manager explaining why your request was declined and what action you should take.



Amend Form & Resubmit – see Step 11
Withdraw Form – see Step 12

11

If your manager has asked you to amend your request, click on the **BAAL Request** tab and navigate to the section you need to update and make appropriate changes. *You must resubmit before the deadline or your request will be declined.*



Once updated click on **Resubmit Holiday Purchase** and you will receive a success message. Your form will workflow back to your line manager to review.



12

If your manager declines your full request and has not asked you to make changes. Click on **Withdraw Holiday Purchase**.



13

What happens next?

Once your request has been **approved by your line manager and HR**, BAAL deductions will be processed by **payroll**. The number of days you have purchased will also be added to your leave balance in Business World, before your deductions start. (As mentioned in Step 8, you will receive an alert in Business World to confirm how many weeks and days have been approved, and details of the deductions from your pay after approval by HR)

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