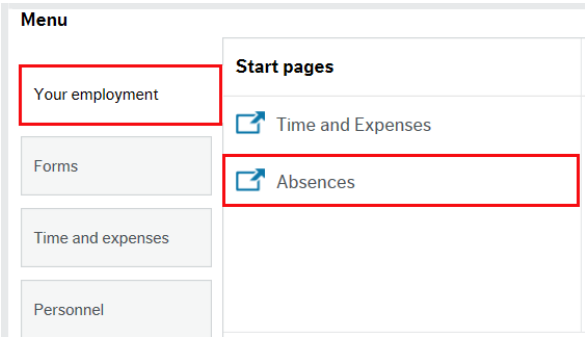
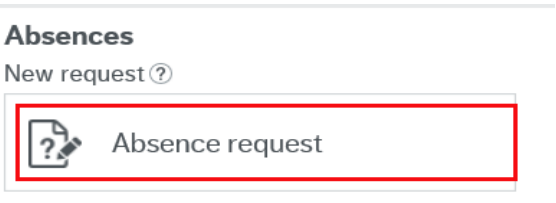
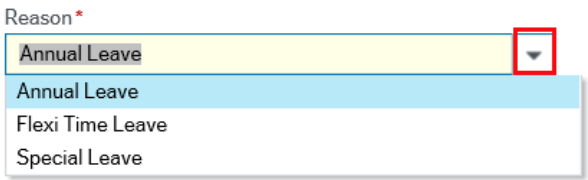





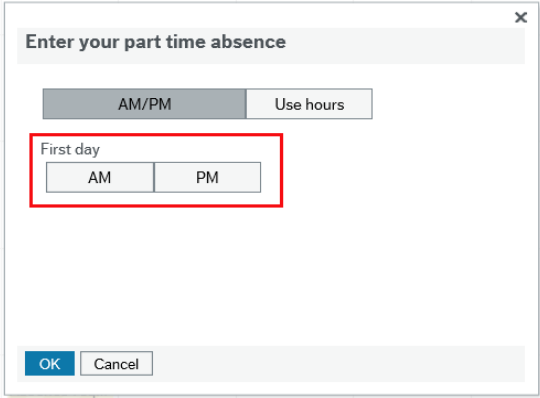
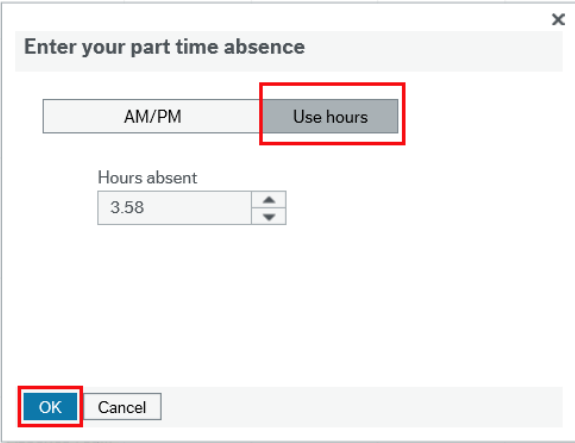
How to request half-day planned leave

There is now an updated process to request half-day planned leave in Business World. Please follow the steps below.

NOTE: Business World does not link to Etarmis, therefore you must ensure you update this as normal, so your Flexi balance is correct.

1	 <p>The screenshot shows a 'Menu' section with 'Your employment' highlighted in a red box. To the right, under 'Start pages', 'Absences' is also highlighted in a red box.</p>	<p>Navigate to 'Your Employment' tab then click on the 'Absences' button in the Start pages section.</p> <p>This will open the absences window.</p>
2	 <p>The screenshot shows the 'Absences' section with a 'New request ?' link. Below it, the 'Absence request' button is highlighted with a red box.</p>	<p>Click on the 'Absence request' button to open a new planned absence request.</p>
3	 <p>The screenshot shows a 'Reason *' dropdown menu. The 'Annual Leave' option is selected and highlighted in yellow. The dropdown arrow is highlighted with a red box.</p>	<p>Click on the triangle to select the type of planned leave you wish to request from the dropdown.</p>
4	 <p>The screenshot shows two date selection fields: 'First day *' and 'Last day *'. Both fields contain the date '27/07/2020' and have a calendar icon to the right.</p>	<p>Click on the calendar icon to select the date(s) you are requesting.</p> <p>Or type the date in DDMMYY format.</p>
5	 <p>The screenshot shows a 'Position *' dropdown menu. The selected position is 'ERP Support Manager' with the ID '111089' displayed below it.</p>	<p>If you have a single position this will auto-populate.</p> <p>If you have more than 1 position, use the dropdown to select a specific position or all positions. If you select All Positions, each line manager will receive the request to approve.</p>
6	 <p>The screenshot shows the question 'Is this a full day?' with two radio buttons: 'Yes' and 'No'. The 'No' button is selected and highlighted with a red box.</p>	<p>To request a half-day, click 'No'.</p>

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<p>7</p>		<p>Click on AM for a half-day in the morning or click on PM for a half day in the afternoon.</p>				
<p>8</p>		<p>Click on the 'Use hours' tab. This window will show your half day hours. Click 'OK'.</p>				
<p>9</p>	<p>Summary</p> <table border="1" data-bbox="217 1211 754 1350"> <tr> <td>Number of days</td> <td>1</td> </tr> <tr> <td>Number of hours</td> <td>3.57</td> </tr> </table>	Number of days	1	Number of hours	3.57	<p>The summary section will now show half-day hours.</p>
Number of days	1					
Number of hours	3.57					
<p>10</p>	<p>Additional information</p> <div data-bbox="245 1429 770 1559" style="border: 1px solid #ccc; height: 58px; width: 100%;"></div>	<p>If you wish to add any detail to your request, you can type a message in the additional information field.</p>				
<p>11</p>	<div data-bbox="181 1641 770 1738" style="border: 1px solid #ccc; padding: 5px;"> Send for approval Save as draft View requests </div>	<p>Click on 'Send for approval' to submit your request. The request will then workflow to your line manager based on the position hierarchy to be approved.</p>				