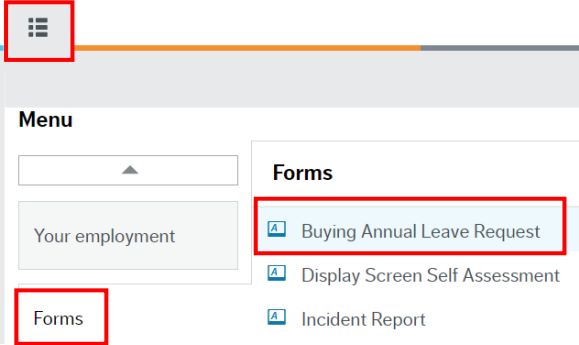
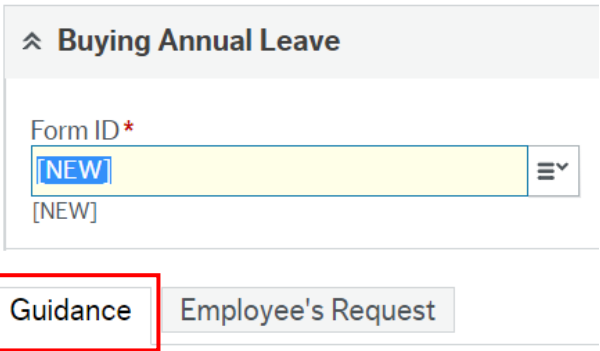
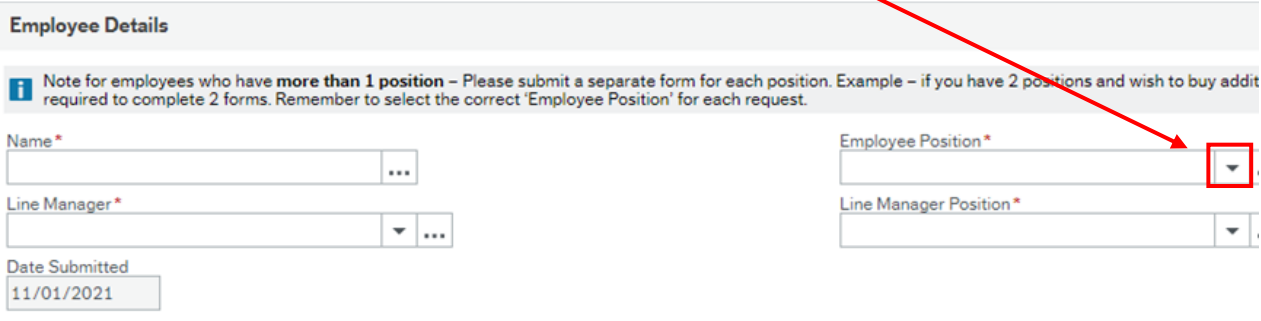


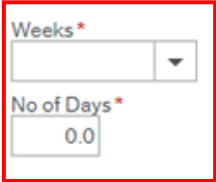
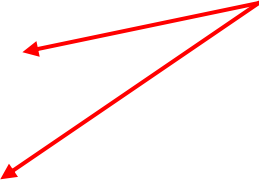
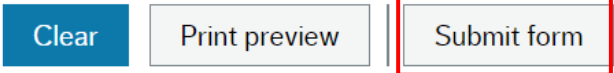
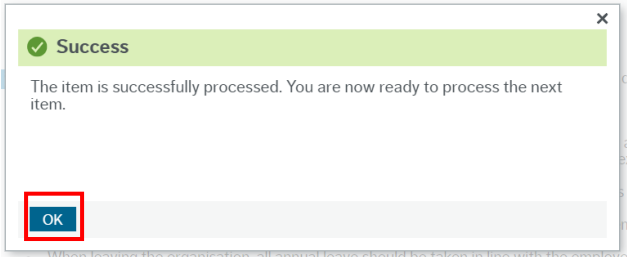
Completing a Request to Buy Additional Annual Form – Employee’s Quick Card

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.*


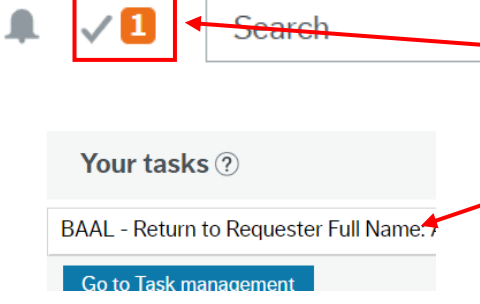
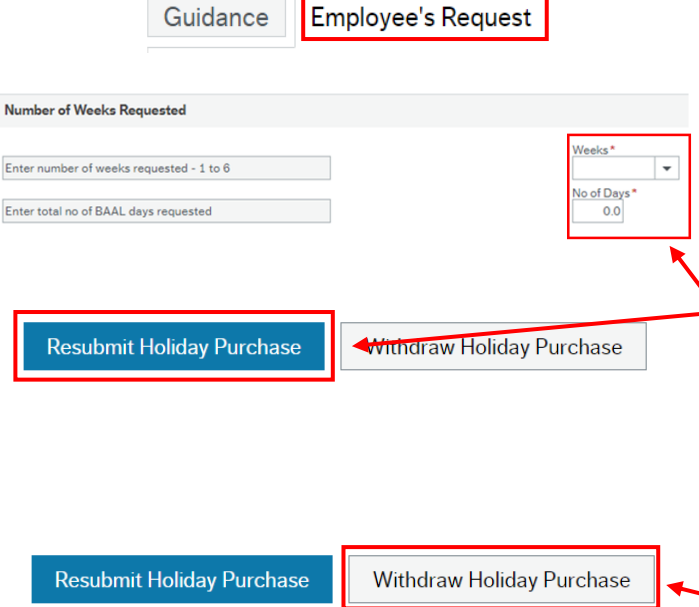
The deadline to submit your BAAL request form in Business World is Monday 25th January 2021.

<p>1</p>		<p>In your menu, click or tap 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 • Your Salary Deductions • The Criteria & Rules • Number of weeks to can request to purchase, including Renfrewshire Leisure. • The Deadline for submitting your form(s) and • Who to contact if you need assistance.
<p>3</p>	<p>Now click on the Employee’s Request Tab. Your name, position and manager details will appear. 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> 	

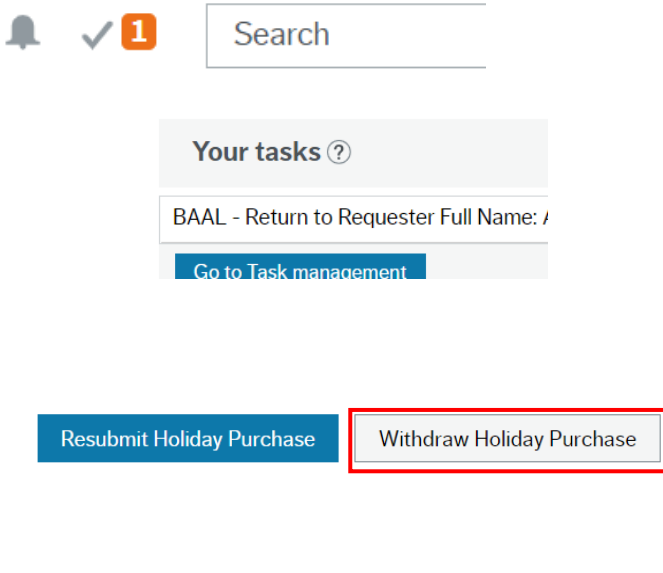
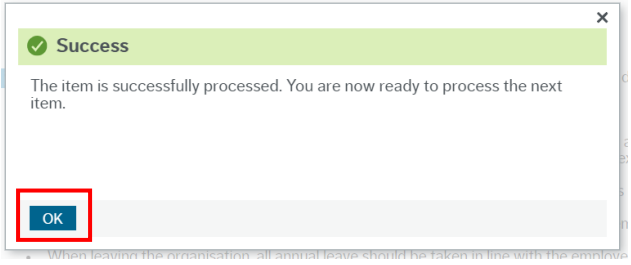
Completing a Request to Buy Additional Annual Form – Employee’s Quick Card

<p>4</p>	<p>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. For example: -</p> <ul style="list-style-type: none"> • 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. <p>Number of Weeks Requested</p> <p>Enter number of weeks requested - 1 to 6</p> <p>Enter total no of BAAL days requested</p> 	
<p>5</p>	<p>Employee's Authorisation</p> <p>Employee Authorisation Declaration</p> <p>I confirm that I have read and understand with an additional annual leave entitlement</p> <p>Pension Contributions</p> <p>Pension Contributions Declaration</p> <p>i I am aware that it is my responsibility to read the SDFO website http://scotland.gov.uk</p> 	<p>You are now required to read and agree to the 2 Declarations before you can submit your form.</p> <p>If you do not agree to these declarations, you cannot submit your form.</p>
<p>6</p>		<p>Now click/tap on the Submit Form button at the bottom of your screen. Once you have done this, your form will workflow to your Line Manager to approve or decline in Business World. Never save the form as a draft.</p>
<p>7</p>		<p>You will receive a success message to let you know your form has been submitted. Just click/tap on OK to close the message. Your form will now workflow to your line manager to in Business World. <i>Your manager may need to discuss your request with a senior member of staff within the service before they can approve or decline your request.</i></p>

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<p>8</p>	<p>If your BAAL request is approved in full : you will receive an alert (information) message in Business World to tell you this. Alerts will not be sent out until applications from all employees are reviewed by HR which is likely to be in early February. To view your alerts in Business World, follow the instructions in Row 9 below.</p> <p>If your manager declines PART of your BAAL request: it will workflow back to you as a task in Business World so please ensure you log into Business World to check if your form has been returned for any reason. See Row 10 & 13 below for instructions on how to open and amend, or withdraw, your form.</p> <p>If your BAAL request is declined: your form will workflow back to you in Business World so that you can see the reason(s) why (See Row 12 & 13 below), so please ensure you log into Business World to check if your form has been declined. Your Line Manager will also contact you to explain the reason(s) why your request was declined in more detail.</p>	
<p>9</p>		<p>To view any alerts (messages) you receive in Business World, click/tap on the Alert icon, which is a bell, then click on the alert message you wish to read, and it will open.</p>
<p>10</p>		<p>To view any tasks, you have received in Business World, click/tap on your task list at the top-right of your screen so see all your tasks.</p> <p>Then, click/tap on the task you want to open.</p>
<p>11</p>		<p>Manager asks you to amend or withdraw your request – Example: if you requested 2 weeks, but your manager can only approve 1 week, you can either change/overwrite your request to 1 week, or you can withdraw your request on the Employee’s Request Tab.</p> <p>To amend & re-submit – change the number of <u>weeks & days</u> on the Employee’s Request tab, then tap/click on the Resubmit button at the bottom of your screen. The form will now go back to your manager a second time to agree in Business World. Your deadline to resubmit is 25/1/21.</p> <p>To withdraw your request – just click/tap on the Withdraw Holiday Purchase button at the bottom of your screen, then click OK.</p>

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<p>12</p>	 <p>The screenshot shows a user interface with a search bar at the top, a notification bell, and a checkmark with a '1' badge. Below is a section titled 'Your tasks' with a question mark icon. A task is listed: 'BAAL - Return to Requester Full Name: /'. Below the task list are two buttons: 'Resubmit Holiday Purchase' and 'Withdraw Holiday Purchase', with the latter highlighted by a red rectangular box.</p>	<p>Manager Declines your Full Request and you must withdraw your request To view any tasks, you have received in Business World, click/tap on your task list at the top-right of your screen so see all your tasks.</p> <p>Then, click/tap on the task you want to open.</p> <p>To withdraw your request – just click/tap on the Withdraw Holiday Purchase button at the bottom of your screen, then click OK.</p>
<p>13</p>	 <p>The screenshot shows a dialog box with a green header bar containing a checkmark and the word 'Success'. The main text reads: 'The item is successfully processed. You are now ready to process the next item.' At the bottom of the dialog box, there is an 'OK' button highlighted with a red rectangular box.</p>	<p>When you amend, or withdraw, your form you will see a success message. Just click OK to close the message.</p>
<p>14</p>	<p>What happens next?</p> <p>Once your request has been approved by your line manager and HR, BAAL deductions from your salary/wage will start on the following dates:</p> <ul style="list-style-type: none"> • Weekly payrun: 29th April 2021 • 2-Weekly payrun: 22nd April 2021 • 4-Weekly payrun: 28th April 2021 <p>The number of days you have purchased will be also be added to your leave balance in Business World, before your deductions start. (As mentioned in Row 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, in the early February.)</p>	

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

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Menu

Start pages

- Time and Expenses
- Absences
- Timesheets

Your employment

- Personnel information
- My Absence
- Team Absence
- Absences
- Activate your substitutes
- My Forms

My Forms x

My Forms

Resource ID *

Load

Workflow State	Link
Finished	<input type="button" value="Link"/>
Finished	<input type="button" value="Link"/>

You will be also able to **see your approved BAAL form and details of your salary/wage deductions** by clicking/tapping on **My Forms**.

Now click on the **Load** button so see a list of all your Business World forms.

When you find the form you want to see, just click/tap on the **Link box** at the right-hand side of the row and your form will open-up for you read.