

# *User Manual*

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## The Holiday System



# Step 1

Login to the holiday system at [www.theholidaysystem.biz](http://www.theholidaysystem.biz) with your email address and password. If you have forgotten your password, click the link to have your password emailed to you.

## The Holiday System



### Please login

Click [here](#) to have your password sent to your email address .

Email:

Password:

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# Step 2

When you have logged in you will see a list of all of your holiday requests. From this page you can apply for a new holiday or a half day holiday.

## The Holiday System

The Holiday System

[My Requests](#) [Reports](#) [My Details](#) [Logout](#)

### Your leave status

Leave Available ('13)	15	Leave Pending Approval ('13)	0
Leave Available ('14)	14	Leave Pending Approval ('14)	0

### Your Booking Requests

Applied ▼	From	To	Leave	Comment	
30/10/13	30/10/13	30/10/13	0 Days	Adjustment Made	User 782 "Richard Harvey". Annual Leave: 0 days Year: -10 days, Next Year:-11 days.

[Book a New Holiday](#) or [Book a ½ Day](#).

# Step 3

When you book your holiday, select the first and last date of the holiday, the system knows all the national holidays and weekends and will take these into account when you book your holiday. You have the option to enter a comment against the holiday requests, this is stored in the system and also given to your manager. You will be presented with the details of your holiday, press the confirm button if you want to go ahead.

The Holiday System

The Holiday System

My Requests

Pending

Approved

Declined

Cancelled

Staff Details

Reports

My Details

Company

Lo

New Booking Request

November 2013

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2013

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First Day of Leave  
☐ %Day

Last Day of Leave  
☐ %Day

Comment

Europe

next >

©2006 Harveys.IT Ltd. You are logged in as 'Richard Harvey'. c=4,f=4,p=10,e=30/10/2014,l=28/01/2015

## Step 4

If you want to just book a half day holiday, you just enter the date and again you can fill in a comment. We suggest you put AM/PM in on the comment so your manager know when you are going to be away.

# The Holiday System

The Holiday System

My Requests

Pending

Approved

Declined

Cancelled

Staff Details

Reports

My Details

Company

Lo

Book a ½ day off

Day of Leave

29 November 2013

Comment

Dentist PM

next >

Your manager will receive an email, he will either approve or decline your holiday request. If it is denied he will enter the reason for the denial.

In your home screen you will be able to see the status of all your holiday requests. If you need to cancel a holiday request, this can only be actioned by your manager or the HR manager.

If you want to change your password, this can be actioned in the My Details tab. You can choose any password, however you are advised to use a complex password to stop anyone accessing your holiday system without your permission.

The reports Tab allows you to select a start date and show all the holidays for colleagues in your group for the number of weeks specified. This can be useful if you are looking at booking a holiday during a busy period of the year.



## *Manager Manual*

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When you login to the holiday system, you will see a list of all your holiday requests. From this page you can apply for a new holiday or a half day holiday. All the actions relating to a managers requests are the same experience as a user.

As a Manager you have a number of additional tabs.

- Pending** - This shows you all pending requests that need your attention. You will also receive a notification via email for each holiday request and a reminder if the request remains outstanding
- Approved** – This shows you all the approved holiday requests for staff that report to you. In the event you need to cancel an approved holiday request, you select cancel holiday request at the end of the line and enter a reason why the holiday request has been cancelled. The member of staff will get an email to advise them of this action and their holiday entitlement will be credited with the number of days from this request.
- Declined** – This shows you a list of all the holiday requests that have ben denied for the staff that report to you.
- Cancelled** – This shows you a list of all cancelled requests. It also contains any adjustments to a user’s holiday entitlement as an audit trail.
- Staff Details** – This shows you a list of all the staff that report to you.



## *HR Manager Manual*

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Important Note, you need at least 1 HR manger per system. A HR Manager can also be a group manager.

A HR Manager, can see all holiday requests for all staff. They can approve / deny and cancel requests for all staff.

In addition to the User and Manager features. The HR Manager has the following additional functions.

### Staff details TAB

Amend All Staff details

Adjust Holiday entitlements.

Setup reports for users.

View Staff history.

Retire Staff

Delete Staff

Add retrospective leave – Used for entering holidays after the fact and sickness.

Export to Excel

### Company TAB

Amend and update the company contact details.

Upgrade the software and purchase more users.

See previous payment history.