

My Inbox – Processing Carry Forward Leave

In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year. This must be submitted by the employee for manager approval.

- 1. Logon as MXXXXXXXX
- 2. Under Manager Apps -Click the "My Inbox" tile

Home V News HSE Employe	ee Apps HSE Manag	er Apps HSE Report	5				
HSE Employee Apps							
My Payslips View my payslips	My Addresses Manage my addresses	My Bank Details Manage my bank det	My Leave Requests Manage my leave re	My Travel and Expenses	My Travel Privileges Manage Travel Privil	My Inbox All Items	Leave Carry Forward Leave Carry Forward
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My Inbox All Items	My Team Calendar View my team	Self Cert >5 This report will only	Line Manager Key Date Report				
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HSE Reports							
Annual Leave Status Report for 10	Total Employee ex- penses this year Expenses for 10 emp	Absence report further info					

Note: -Click on the filter icon – on the left hand side of the Inbox at the bottom. Select Approve Leave Carried Forward and click on OK to view the Leave Carried Forward requests.

<	Filter By: Task Type	$\nabla_{\mathbf{x}}$
Search		Q
Select All		
Approve I	Leave Carried Forward	
Approve of	document	
Approve e	expense	
Leave Re	quest	
Leave Re	quest reminder	

3. Select the task for approval. For Example, Aisling Graham's Leave Carried Forward Approval



- From Date: Displays the start date of the new leave year 01.04.20XX
- **To Date:** Displays the end date that the leave must be taken 30.09.20XX (however this may be extended by manager)
- Carry Forward quota: Number of Hrs employee has requested to carry forward
- Reason: Reason for carrying forward leave
- **Comment:** Additional info supplied by the Employee
- AL Status Report: This displays the annual leave balance in hours from the Annual leave status report and the annual entitlement.(taken from the AL Status Reporting Tile)
- 4. Review the information on the Carried Forward submission the end date of the quota can be amended if

required up to the end of the leave year 31.03.20XX by selecting	(this must be done prior
to approval)	

Change Date for Leave C	arry Fo	orward
End date:		
31.03.2021		Ē
	ОК	Cancel

5. To Approve the Carried Forward Leave select the Approve button at end of screen – the following pop up box presents.

Submit Decision			
You selected "Approve".			
	Submit	Cancel	

6. To Reject the Carried Forward Leave select the Reject button at end of the screen – the following pop up box presents

Submit Decision			
You selected "Reject".			
Submi	Cancel		

Reason for decision must be populated to inform the employee of the reason for rejection of the Carried Forward Leave

7. Continue this process until all Carried Forward Leave has been Approved/ Rejected.

Items listed from Employee who do not report to you

1. If a Manager finds Leave Carried Forward that relates to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.



Click on Forward and input OM Admin in the search and select accordingly.

	Forward selected task to	
OM Admin		<u></u>
	No recipients found	

2. To exit My Inbox choose the Back arrow < or Home Button <?