

How to Guide

Requesting Annual Leave in





To request Annual Leave, open your Dayforce "Hub" screen.

Favourites					Edit	Earnings	View Pay Details
٢	×	0			2	Last Pay:	Show
Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Balances			Bala	ance Summaries (Req	uest New Time Off		
Volunteer Day		Annual Leave		Annual Leave - Prior			
2.00		262.50		0.00			
2.00							

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Click on the '**Request new time off**' button

			Edit	Earnings	1
				Last Pay:	
Cin	22J		20		
Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Annual Leave	Bala	Annual Leave - Prior	equest New Time Off		
262.50		0.00			
Hours		Hours			

Using the drop down menu in the **'Reason'** field, select **'Annual Leave'**.

+ Request New Time Off	
	Create Time Off Request
>	Time Requested: 7.75 Hours
	Reason Start Date End Date Select a Reason 18/02/2025 18/02/2025 Image: Select a Reason Image: Select a Reason 18/02/2025 Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Jury Service Image: Select a Reason Image: Select a Reason Image: Select a Reason I

Click the calendar icon next to today's date in the "**Start Date**" field. Use the arrows to scroll to the month you require, and click on the first date of your Annual Leave.

ime Off					Select Status to Filter: Display A
			Create Time Off Req	uest	
	Time Requested: 7.7	5 Hours		S	tatus: O Pending
	Reason	Start Date	End Date	Туре	Remaining Unit
	Annual Leave 💌	18/02/2025	18/02/2025	Annual Leave	254.75 Hours
	Tupe of Request			Annual Leave - Pri	ior 0.00 Hours
	All Day Half Day	February 2020		Volunteer Day	2.00 Days
		MTWTF	s s		
		27 28 29 30 31	1 2		
		3 4 5 6 7	8 9		
	Employee Comments	10 11 12 13 14	15 16		
		17 18 19 20 21	22 23		
		24 25 26 27 28	1 2		6
		3 4 5 6 7	8 9		
	Document Privacy an	d Retention			
	Supporting Documents t years. All attached documents If you do not want this to	that you attach may conta are available to be viewed o occur. please provide th	in personal and private inform by those employees who can e document directly to your aj	nation and may be retained in your reco currently manage your TAFW. oppropriate manager.	ords for at least 7
					L Agree
	Balances				~

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You will note that Monday 21st April has a strikethrough as this is a Bank Holiday and is not available to select.

Appli 2023 P Day Half Day M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 Volunteer Day Volunteer Day M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 ee Comments Volunteer Day 24 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 10 11 10 11 10 11 10 11 12 13 14 5 6 7 8 9 10 11 11 11 11 11 11 11 11 11 11 12 13 14 <th>Appli 2023 P Volunteer Day Day Half Day M T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 e Comments 14 12 16 17 48 19 20 24 22 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 10 10 nent Privacy and Retention 12 3 4 5 6 7 8 9 10 11 nent Privacy and Retention 10 11 11 12 3 4 5 6 7 8 9 10 11 noting Documents that you attach may contain personal and private information and may be retained in your records 1 1 1<th>April 2023 F S S Day Haif Day M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 e Comments F 16 17 46 19 20 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 nent Privacy and Retention Documents that you attach may contain personal and private information and may be retained in your records for the documents are available to be viewed by those employees who can currently manage your TAFW. No No No No No No TAFW. do not want this to occur, please provide the document directly to your appropriate manager. Documents Documents</th><th>Request</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Annual Leave - Prior</th></th>	Appli 2023 P Volunteer Day Day Half Day M T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 e Comments 14 12 16 17 48 19 20 24 22 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 12 3 4 5 6 7 8 9 10 11 10 10 nent Privacy and Retention 12 3 4 5 6 7 8 9 10 11 nent Privacy and Retention 10 11 11 12 3 4 5 6 7 8 9 10 11 noting Documents that you attach may contain personal and private information and may be retained in your records 1 1 1 <th>April 2023 F S S Day Haif Day M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 e Comments F 16 17 46 19 20 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 nent Privacy and Retention Documents that you attach may contain personal and private information and may be retained in your records for the documents are available to be viewed by those employees who can currently manage your TAFW. No No No No No No TAFW. do not want this to occur, please provide the document directly to your appropriate manager. Documents Documents</th> <th>Request</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Annual Leave - Prior</th>	April 2023 F S S Day Haif Day M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 e Comments F 16 17 46 19 20 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 nent Privacy and Retention Documents that you attach may contain personal and private information and may be retained in your records for the documents are available to be viewed by those employees who can currently manage your TAFW. No No No No No No TAFW. do not want this to occur, please provide the document directly to your appropriate manager. Documents	Request								Annual Leave - Prior
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24 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 nent Privacy and Retention orting Documents that you attach may contain personal and private information and may be retained in your records s. tacked documents are available to be viewed by those employees who can currently mapping your TASM	24 22 23 24 25 26 27 28 29 80 1 2 3 4 5 6 7 8 9 10 11 nent Privacy and Retention orting Documents that you attach may contain personal and private information and may be retained in your records s. tached documents are available to be viewed by those employees who can currently manage your TAFW. i do not want this to occur, please provide the document directly to your appropriate manager.	## 22 23 24 25 26 27 28 29 80 1 2 3 4 # 6 7 8 9 10 11 orting Documents that you attach may contain personal and private information and may be retained in your records to a subscription of the second seco	e Comments	-	15	16	17	18	19	20	
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Repeat the process for the "**End Date**".

	Select Status to Filter: Display All
Create Time Off Request	
Time Requested: 7.75 Hours	Status: O Pending
Reason Start Date End Date Annual Leave 2204/2025 Image: Comparison of the comparis	Type Remaining Unit Annual Leave 254,75 Hours Annual Leave - Prior 0.00 Hours Volunteer Day 2.00 Days
Supporting Documents that you attach may contain personal and private information years. All attached documents are available to be viewed by those employees who can curre if you do not want this to occur, please provide the document directly to your appropriate the	and may be retained in your records for at least 7 ntly manage your TAFW. late manager.
	I Agree
Balances	~

You may wish to book a half day's annual leave. To do this you can toggle the '**Type of Request'** button to '**Half Day'**.

Reason Select a Reason	Start Date	04/03/2025	End Date	04/03/2025
Type of Request All Day Half [Day			
mployee Comments				

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You will see the **'Time Requested'** balance will automatically calculate the half day in hours.

Reason Annual Leave	Start Date	End Da	18/02/2025
Type of Request			
All Day Half D	bay		
mployee Comments			

You can also add a message for your Line Manager if required in the 'Employee Comments' box:

			End Date	
Select a Reason		04/03/2025	04/03/2025	
Type of Request				
All Day Ha	lf Day			
mployee Comments				
•				
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				_
				-

10 You can click on the down arrow to review your current balances if required.

alances										
Balance Details	Expiring	Transactio	ons							
Туре	Start	End	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Annual Leave	01/01/2025		240.00	28.93	-7.75	-3.87	228.38	17.31	0.00	Hours
Annual Leave - Prior	01/01/2025			0.00	0.00	0.00		0.00	0.00	Hours
Volunteer Day	01/01/2025			2.00	0.00	0.00		2.00	0.00	Days

You will see the number of hours you have requested in the "**Time Requested**" field, and you can view your remaining balances at the top right.

Time Reque	sted: 29.75 Hours		Status: O Pending	
Reason Annual Leave Type of Request All Day	t Haif Day	End Date	Type Remaining Unit Annual Leave 232.75 Hours Annual Leave Prior 0.00 Hours Volunteer Day 2.00 Days	
Employee Comm	ients			
L				
Supporting C years. All attached if you do not	Documents that you attach may conta documents are available to be viewed want this to occur, please provide the	in personal and private information and by those employees who can currently e document directly to your appropriate	may be retained in your records for at least 7 manage your TAFW. manager.	
Balances			~	
			Submit Close	



	Туре	Remaining	Unit
Annual Leave	Annual Leave	232.75	Hours
Type of Request	Annual Leave - Prior	0.00	Hours
All Day Helf Day	Volunteer Day	2.00	Days
Employee Comments			
Annual Leave as discussed			
Supporting Documents that you attach may contain personal and private information and r years. All attached documents are available to be viewed by those employees who can currently in If you do not want this to occur, please provide the document directly to your appropriate r	may be retained in your record nanage your TAFW. manager.	s for at least	
			I Agree
			~
Balances			
Balances		Submit	Close

This will return you to your "**Time Away List**" where you can see your request is now "**Pending**" approval from your Line Manager. You can then click on the GRAHAM logo to return to your "**Hub**" screen.

ances						
- Tu An	uesday, 22 April 2025 nual Leave	Requested Monday, 17 February 2025	Approved by	4 days	• Pending	

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You will notice your Annual Leave "**Balance**" has updated.

Favourites					Edit	Earnings	View Pay Details
٢	*	9	1		2	Last Pay:	• Show
Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Ralancos			Balanc	e Summarias	quast New Time Off		
Volunteer Day	[Annual Leave		Annual Leave - Prior			
2.00		232.75		0.00			
Davs		Hours		Hours			

(i)

Your Line Manager will now get a notification in Dayforce to approve your Annual Leave Request You will receive a "**Message**" in Dayforce to alert you to any approvals. You will see a red dot on the "**Message Centre**" icon indicating there is an unread message. Click on the envelope icon to access your messages.

		Messages		
	-			
Edit	Earnings	View Pay Details		
Edit	Earnings Last Pay:	View Pay Details		
Edit	Earnings Last Pay:	View Pay Details		



Click on the message from your Line Manager regarding your "**Time Away From Work**" Request. You can click on "**Back**" to view other messages, or click on the GRAHAM Logo to return to your "**Hub**" screen.

Inbox 2	Inbox (2 Results)				
Messages	😴 Refresh 🖳 Select 👻 🔍 Search 📋 Delete 🔯 Mark as 🗸				
Reports	Manager, Graham 00 TAFW Request Has Been Approved	← Back ① Delete ☑ Mark as Unread 吕 Print			
Notifications 2	Employee, Graham 0 Your Day force password has been changed	☐ TAFW Request Has Been Approved			
Actions		From: Mo Manager, Graham 000001			
Drafts		To: Employee, Graham 000002			
Sent					
Trash		Employee, Graham 000002,			
		The following time off request has been approved:			
		Affected Employee: Employee, Graham 000002 Reason: Annual Leave			
		Net Hours: 29.75 Time Start: 22/04/2025 00:00:00			
		Time End: 26/04/2025 00:00:00 Comment:			
		Log into Dayforce to view this request in full			

Click on your "**Time Away List**", where you will see the status of your request is now showing as "**Approved**".

Favourites			Edit	Earnings	View P
(2	Last Pay:	
Profile	Attendance (Year at a Glance)	Earnings Forms	Employee Timesheet	Next pay: in Day	
2.00 Days Balances reflect your currently a	232.75 Hours valiable time, and may not include pending adjus	0.00 Hours			
_			_	_	_

You have now successfully requested annual leave in Dayforce

If you have any questions please contact your HR team