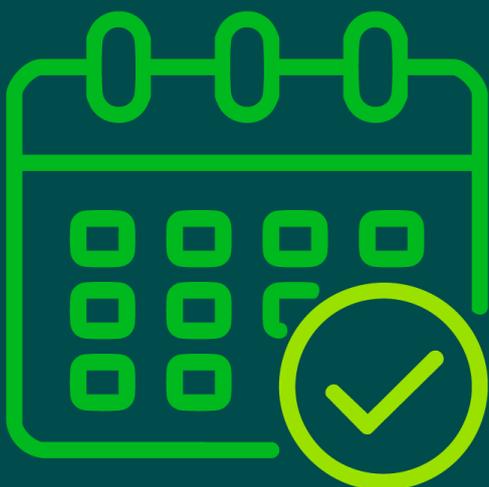


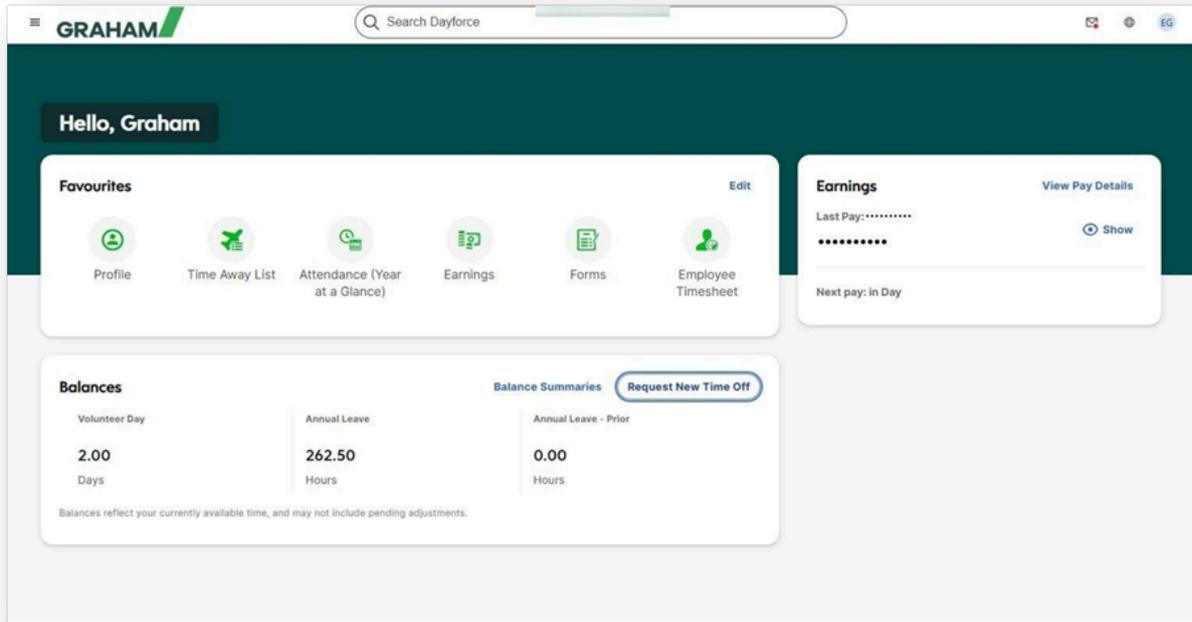
**How to Guide**

# Requesting Annual Leave in

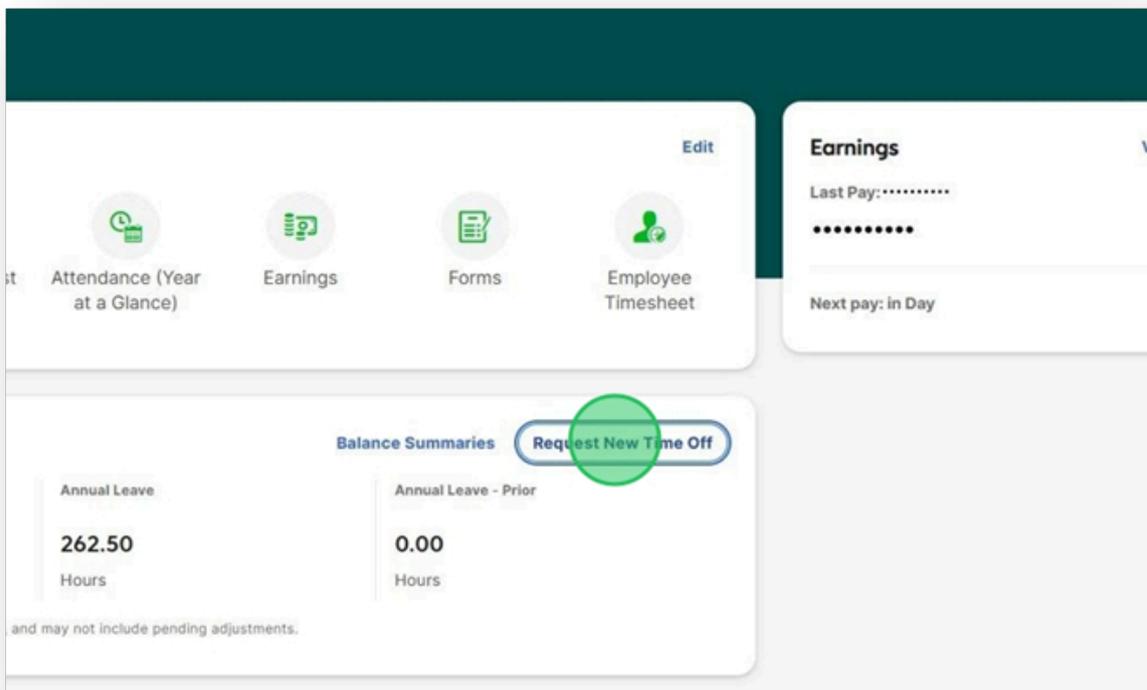
 **dayforce**



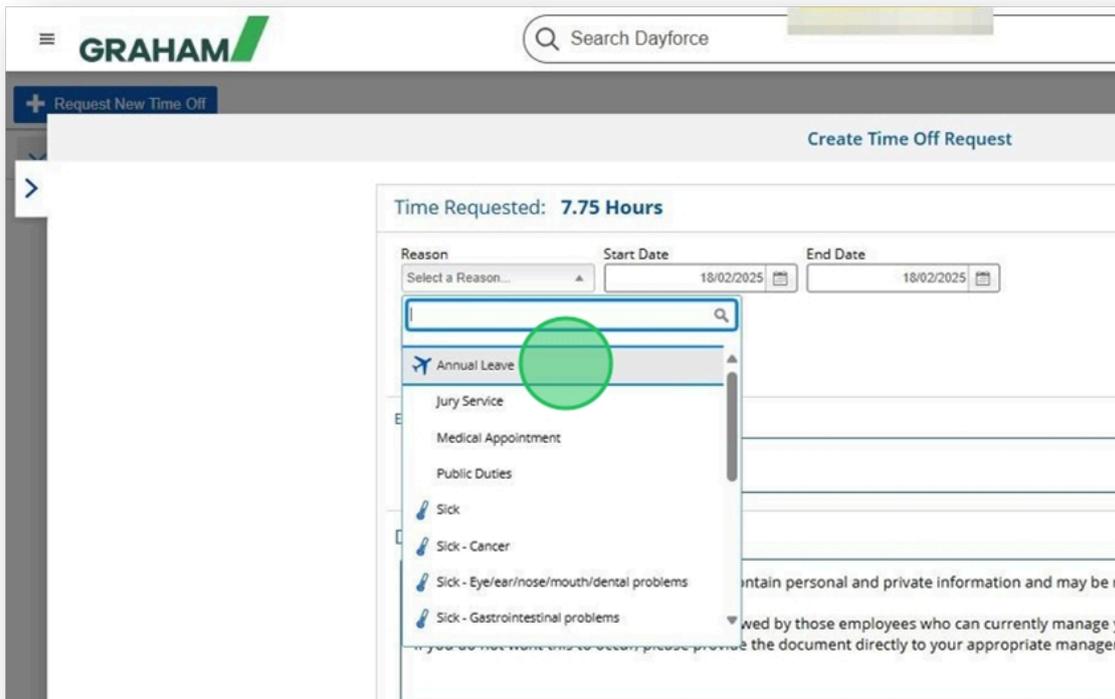
1 To request Annual Leave, open your Dayforce "Hub" screen.



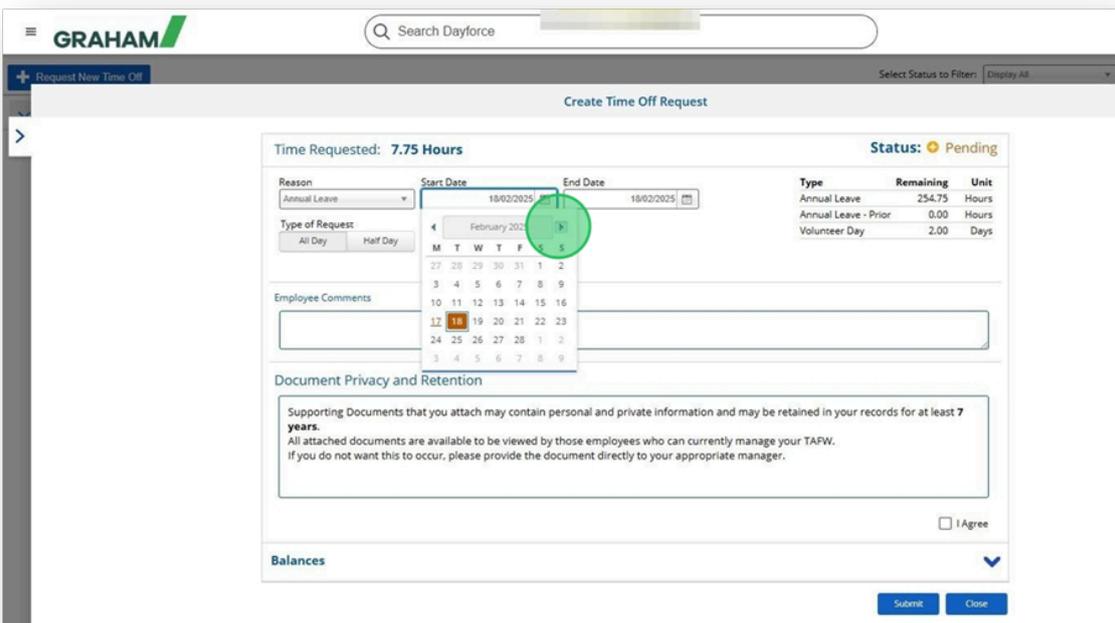
2 Click on the 'Request new time off' button



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



4 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.





- 7 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'**.

**Time Requested: 7.75 Hours**

Reason:

Start Date:

End Date:

**Type of Request**

Employee Comments

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

**Time Requested: 3.87 Hours**

Reason:

Start Date:

End Date:

**Type of Request**

Employee Comments

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

**Time Requested: 7.75 Hours**

Reason:  Start Date:  End Date:

Type of Request:

**Employee Comments**

**Employee Comments**

Annual Leave request as discussed on phone.

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

**Balances**

Balance Details    Expiring Transactions

Type	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

- 11 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 Requested: **29.75 Hours** Status: **Pending**

Reason: Annual Leave Start Date: 22/04/2025 End Date: 25/04/2025

Type of Request: All Day Half Day

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

Employee Comments

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**. All attached documents are available to be viewed by those employees who can currently manage your TAFW. If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Balances

Submit Close

- 12 Next click "Submit".

Time Requested: **29.75 Hours** Status: **Pending**

Reason: Annual Leave Start Date: 22/04/2025 End Date: 25/04/2025

Type of Request: All Day Half Day

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

Employee Comments: Annual Leave as discussed

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**. All attached documents are available to be viewed by those employees who can currently manage your TAFW. If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

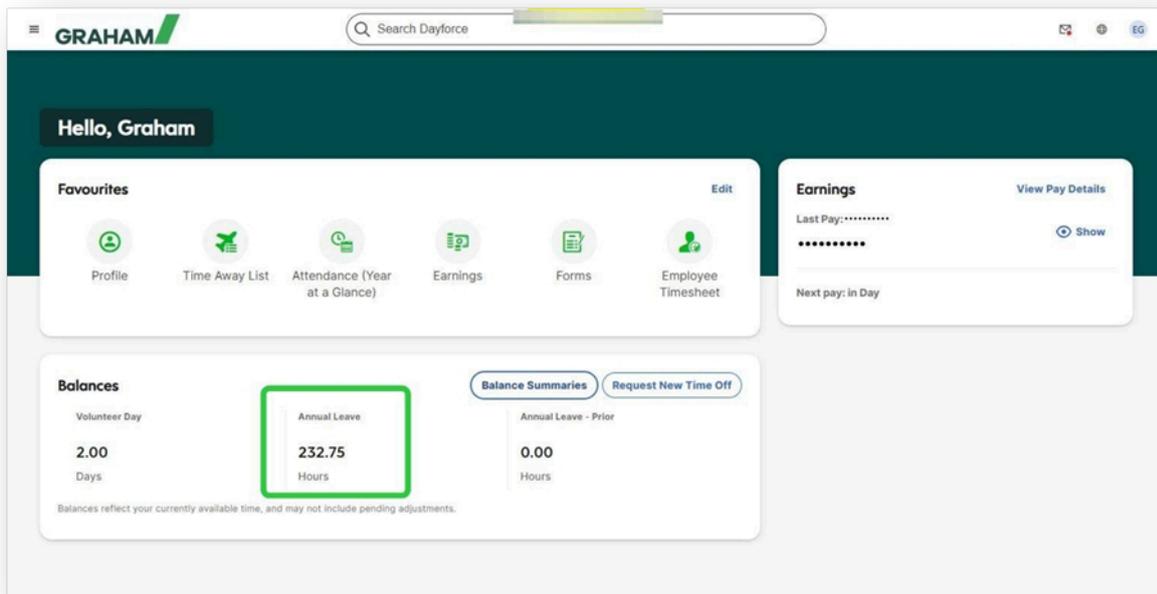
Balances

Submit Close

- 13 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.

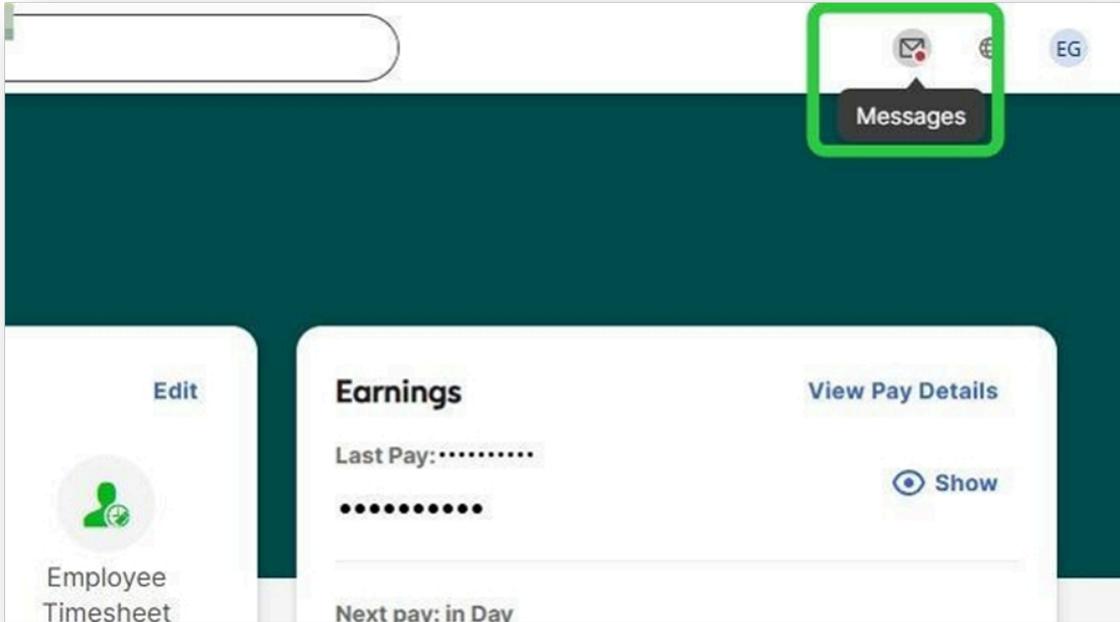


- 14 You will notice your Annual Leave **"Balance"** has updated.

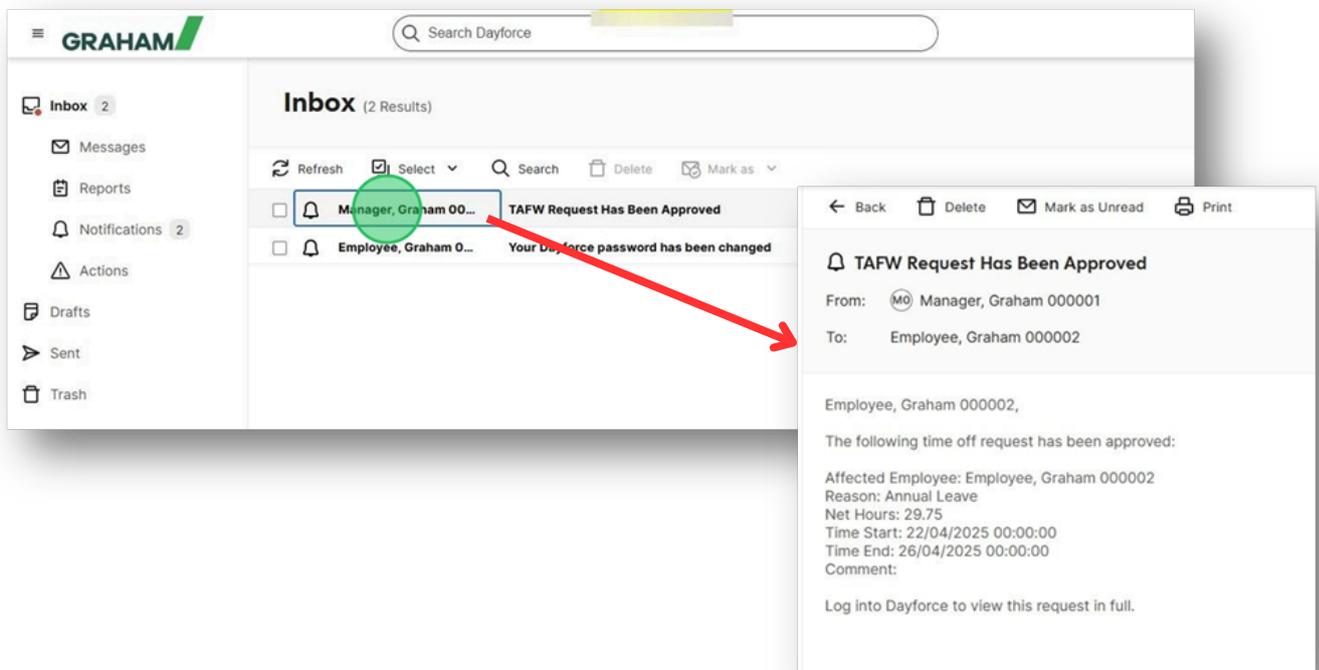


Your Line Manager will now get a notification in Dayforce to approve your Annual Leave Request

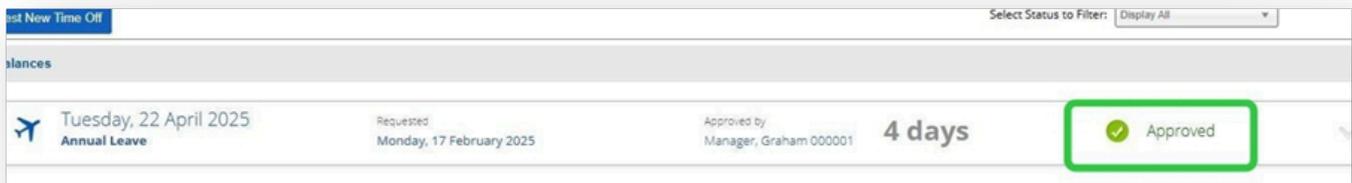
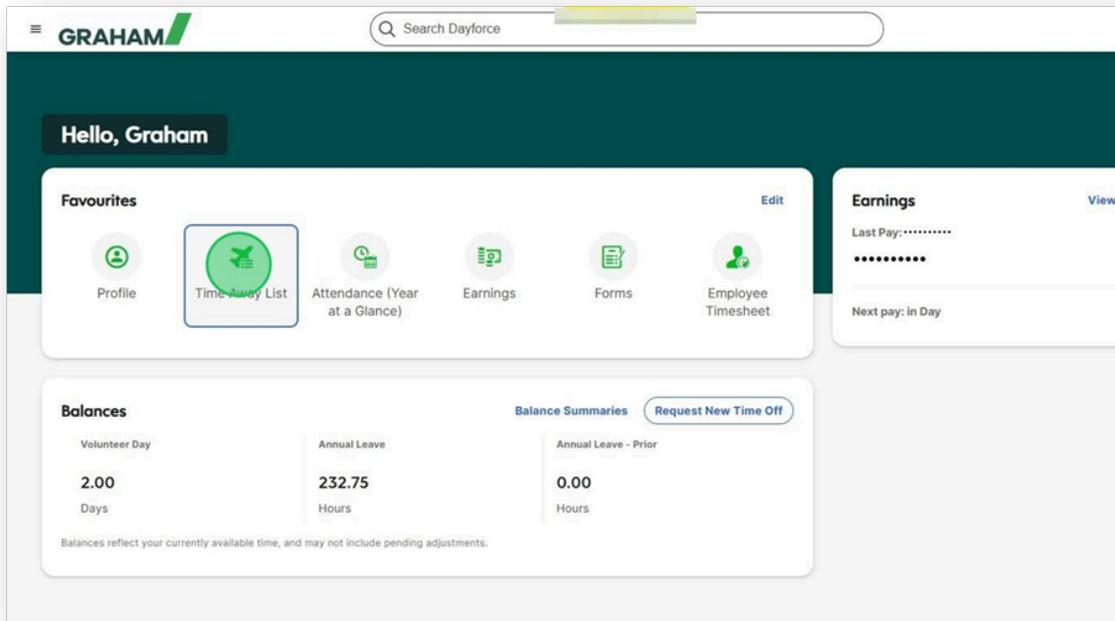
- 15 You will receive a **"Message"** in Dayforce to alert you to any approvals. You will see a red dot on the **"Message Centre"** icon indicating there is an unread message. Click on the envelope icon to access your messages.



- 16 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.



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



**You have now successfully requested annual leave in Dayforce**

If you have any questions please contact your HR team