WEC GROUP
IT Department

Introduction

This guide aims to show you how to view the data stored in the new holiday system.

Everyone with access to a computer at WEC can view the information in the new system.

If you have access to a computer you can check how many days holiday entitlement are still due to you. You can also to see if any holidays you are planning will clash with other people you are 'Linked' to, as well as see who is on holiday in any given week.

LINKED employees should avoid trying to book the same or clashing holidays. Your Manager may decline your requested dates if they do clash.
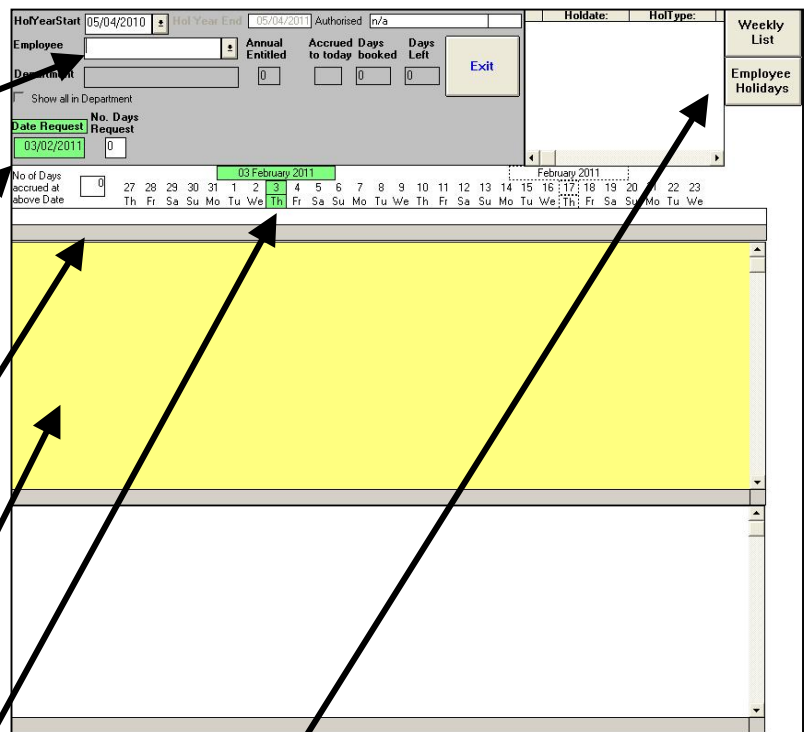
HOW TO VIEW YOUR HOLIDAYS:

1. Open any of the existing databases and select the ⟨ Holiday Entitlement ⟩ button, just you would have in the past.

2. You will now be presented with the following screen:

   a. Select your name from the Employee box (**Remember** it might be Forename/Surname or Surname/Forename)

   b. Type in the start date of the holiday that you're interested in taking holidays. Next then click into 'No of days'.

   c. The calendar will refresh show your existing Holidays/Absence. It will also show Holidays /Absence for anyone your 'Linked' with in the yellow box.

   d. The date shown in Green is the date you've just typed above. The calendar shows seven days before and twenty-one days after that date.

3. If you simply want to see who's on holiday in any given week then press the **Weekly List** button. It will show a screen similar to the old system. Just type a date and all holidays in that week will be displayed. You can even filter the results by department.