**Process to Carry Over Annual Leave in to the 2020/2021 Leave Year**

At the end of the 2019/2020 leave year there will be no automatic carry-over of outstanding annual leave. Any leave to be carried over will need to be requested using the guidance in this document.

**Creating a Request to Carry Over Additional Annual Leave**

From the MyHR main menu, navigate to UCL Employee Self Service > My Absence > Carry Forward Annual Leave.

**Carry Forward Annual Leave**

Click on ‘Create Request’



*Figure 1: Carry Forward Annual Leave: Create Request*

**Compensation Details**

* In the ‘Type’ field select ‘UCL PTO Accrual Carried Over’



*Figure 2: Carry Forward Annual Leave: Compensation Details: Type*

**Details**



*Figure 3: Carry Forward Annual Leave: Compensation Details: Details*

Complete the following details:

* **Entry effective date:** Enter 01 October 2020.
* **Expiration Date:** Enter 30 September 2021.
* **Plan Hours:** Enter the total number of hours that are to be carried over.

As there will be no automatic carry-over of any outstanding annual leave at the end of the 2019/2020 leave year, please remember to enter the total number of hours to be carried over, including the standard UCL carry over.

* **Notes:** Enter any notes to support the request.
* **Workflow Transaction ID:** This field does not need to be completed.
* **Cost Allocation:** This field does not need to be completed.
* **Effective Date:** This can be left on the date pre-populated.

Click on ‘Apply’ in the top right hand corner

**Future and Ongoing Transactions**

This page will show any transactions that are currently in progress, including the one being completed, or any that have been approved for the future.

* Review the details and select one of the following options:
* Where the request needs amending click on ‘Back’ in the top right hand corner
* Where the request is to be cancelled click on ‘Cancel’
* Where the request is ready to be submitted click on ‘Next’ in the top right hand corner

**Please note:** Where ‘Save for Later’ is selected, the request will be saved in a pending status until this is re-opened and submitted or cancelled.

**Carry Forward Annual Leave Review**

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*Figure 4: Carry Forward Annual Leave: Review*

This page allows for a final review of the request which is to be submitted, including the name of the approver who will receive the request.

* **Comments to Approver:** Enter any comments to support the request for the approvers.
* Review the details and select one of the following options:
* Where the request needs amending click on ‘Back’ in the top right hand corner
* Where the request is to be cancelled click on ‘Cancel’
* Where the request is ready to be submitted click on ‘Submit’ in the top right hand corner

**Please note:** Where ‘Save for Later’ is selected, the request will be saved in a pending status until this is re-opened and submitted or cancelled.

The request has now been submitted for approval.