

## BOOKING HOLIDAYS CONTINUED

Once happy, click  **Save** and the request will be visible in your Manager's requests. They will also receive an email to advise them that the request is there for their attention.

Another way you can book a holiday is to click on **"My Record"** and select the **"Holiday"** screen from the dropdown box at the top. From this screen you have an option to:



This is the same process as mentioned on the previous page.

However you also have the option to:



If you use this option, you are able to manually enter the dates.

Viewing: (105) Sheena Duffy


HOLIDAY

Start Date \*

End Date

Narrative

Duration

Once you have filled in the above screen, click the  **Submit Request**

This will then generate an email to your Manager to approve or decline.




## CHECKING YOUR REQUESTS


You can track your requests by clicking on the **"My Requests"** link in the navigation pane on **"My Home Page"**.

Select show **"detailed"**, as circled below, to view more information regarding your request.

Employee	Details	Show Status
(14963) Sheena Duffy BEST OF KIDS (part)	Authorisation Ruler: Sheena Duffy > System Administrator (Auth. Group) 23/03/2008 11:36 Request Submitted (Sheena Duffy)	⊖
(14096) Sheena Duffy HOME ADDRESS (part)	Authorisation Ruler: Sheena Duffy < System Administrator (Auth. Group) 23/03/2008 11:35 Request Rejected (Christine Mackin)	☹
(14096) Sheena Duffy HOLIDAY (part)	Authorisation Ruler: Sheena Duffy > Christine Mackin 23/03/2008 11:35 Request Authorised (Christine Mackin) - P2VAL	☺

The status of your requests are shown by the face icons:

	Request pending
	Request approved
	Request declined

You can **click** on the **Show**  link to see the details for outstanding requests and also delete them if necessary.

Once a request has been accepted or declined, you cannot delete it as the request has already been actioned. You will have to request to delete your holiday by going back into your holiday screen, selecting the dates you wish to delete and selecting the **Delete Record** icon.



## CASCADE HR

## BASIC FUNCTIONS

## QUICK REFERENCE CARD

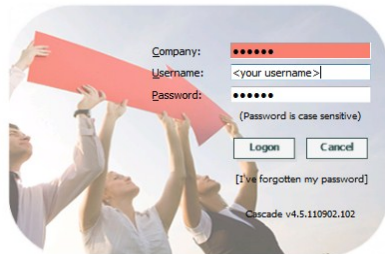


## CASCADE HR BASIC FUNCTIONS

### LOGGING IN

First navigate to the Cascade HR self service page <https://www.cascadehrponline.net>

You will be presented with the following log in screen.



Enter the username and password that you have been provided. You can then change your password within Cascade HR.

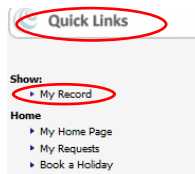
### HOME PAGE

You will then be presented with your home page:



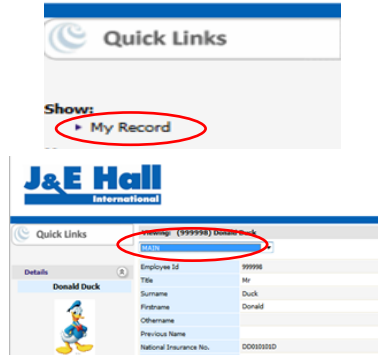
From here you can access your pages via the **navigation pane** on the left.

To return to this screen at any point, **Click** on **“Quick Links”** then **“My home page”**.



When first logging into Cascade HR you should check that your personal data is correct. Various personal data pages will be available to you via a drop down list (i.e **main, bank, next of kin/emergency contact**)

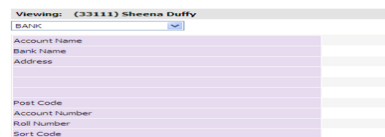
From **“My Home Page”** click **“My Record”** to view any of these personal pages.



Click on any of the drop down options to view your data.

### CHANGING YOUR PERSONAL DETAILS

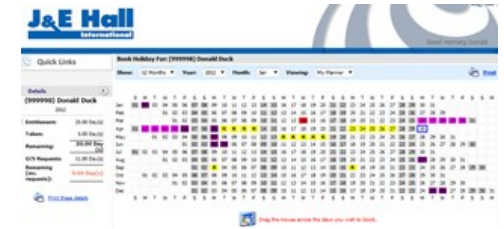
If you should need to update any of your details e.g your bank account, you may do this via the **“Change Request”** option as shown below:



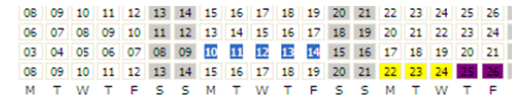
If you have submitted your change and realise you have made an error, when you select **“Change Request”** and re-submit the correct data. A warning message will be generated to advise this data is still pending.

## HOLIDAYS - REQUESTING

From the **“Home Page”** **Click** on the *Book a holiday* link either under the holiday balance speedometer or on the **navigation pane** to the left hand side.

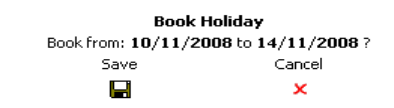


On the left hand side is your current holiday balance. **Pick** the dates you want to book a holiday for by **drag selecting** the dates with your mouse. (NB– you can modify the duration if you wish to take half days by selecting AM or PM at a later stage)



Drag the mouse across the days you wish to book.

Once you let go of the mouse a save or cancel box will appear.



**Selecting** save will then give you the details of the days you have requested. You will then be given an opportunity to amend your request for half days, if you wish. Once you are happy, **Click Save** and you will be given the opportunity to enter a comment to your Line Manager if you wish.