

Leave Management within MyHR allows you to book annual leave and view your current and future leave entitlements.

Visit StaffNet if you are looking for detailed guidance on [MyHR](#), including how to log in, update your personal information or submit a Form.

This guide is for line managers (or staff with delegated responsibilities) and covers authorising Leave Management Requests

The guide assumes you are already familiar with using the Leave Management Dashboard as a regular member of staff. If you are not familiar with the system, see our Leave Management Quick Guide for Staff for general guidance.

Visit StaffNet if you are looking for detailed guidance on [Pay](#) and [Holidays, leave and Absence](#).



Note: If staff information is incorrect, or editing required due to staffing changes or a re-organisation, please contact myhr@abdn.ac.uk to update their details.

Leave Management Dashboard - Managers View

- The **My People** tab displays modules available to you as a Line Manager, i.e. Team Selector, Manager Reports, and Manager Forms History.
- Selecting any or all of the employees available in the **Team Selector** will reveal the Leave Management (Team View) option.



For further guidance on your personalised Welcome Dashboard view (i.e. under the **Me** tab), and general Line Manager information see [Guides for Staff and Line Managers](#).

Authorising holiday or absence requests

When a team member submits a holiday request, you will receive an email notification advising you to login to MyHR and authorise or reject the request within the next ten days. If you do not process the request, the system will send you a reminder email. If the request is still not processed, the system sends an email to your Line Manager asking them to login to MyHR and authorise or reject the request.



Note: If the request escalates to your line manager, you will no longer be able to view the request.

There are different ways you can authorise requests.

Authorise requests from the Dashboard widget

The quickest way to authorise or reject holiday requests is from the **Authorisation** widget on your Dashboard.

The **Authorisation** widget will display any authorisation requests you have, and how many there are.

For example, the screenshot opposite shows there 1 new **Absence** authorisation request.

You can use the Authorisation widget in one of two ways.

The screenshot shows a widget titled '1 Authorisation'. Below the title, it shows '1 Absence' with a dropdown arrow. At the bottom, there are two rows: '0 Authorising' with a green checkmark icon and '0 Rejecting' with a red X icon. A 'Submit' button is located to the right of these rows.

Simple authorisation

1. Click on **Absence** to expand the view, see which member of staff submitted the request, and the date on which they submitted it.
2. To view more information about the request, click on the **i** button. Click the **i** button again to hide.

The screenshot displays the '1 Authorisation' interface. On the left, there is a sidebar with '1 Authorisation' and '1 Absence' sections. The main area shows a request for '14/09/2026 TEST USER' with a clock icon. Below this, there are status indicators: '0 Authorising' (with a green checkmark) and '0 Rejecting' (with a red cross). A 'Submit' button is located at the bottom right of the main area. On the right, a detailed pop-up window shows the following information:

Employee:	TEST USER
Form Number:	00008774
Post:	Test Post Description
Type:	ANNLVE
Action:	Add
Start Date:	09/11/2026
End Date:	09/11/2026
Total Time:	8.00
Submitted By:	TEST USER On 14 September 2026

3. Choose to authorise (tick) or reject (cross) the request, then click **Submit**.
4. A confirmation message will be displayed on the screen.
5. The system will send an email to the member of staff, to tell them their request has been processed.

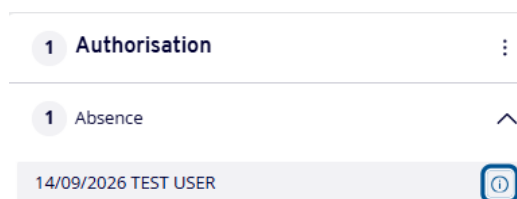
Comparative authorisation

Before authorising a member of staff's request, you may find it helpful to view it in relation to existing holiday requests from other team members – for example, to check for holiday cover over the summer.

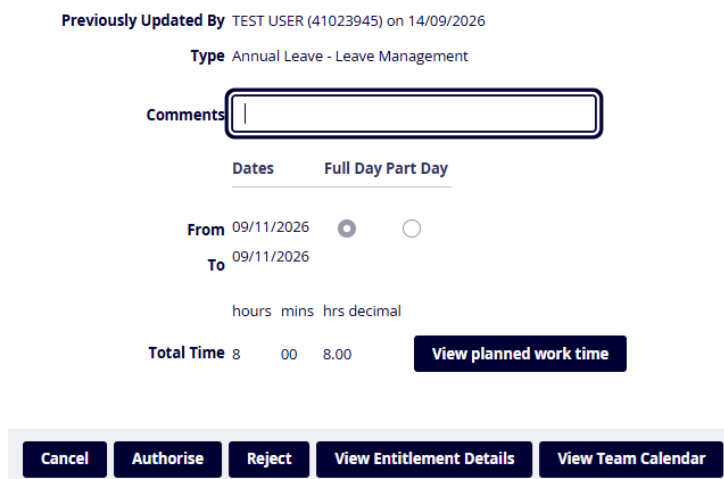


Note: If a staff member has more than one request to authorise, this method only deals with the opened request.

Click on the requester's name to open the request.



1. The **Absence** request opens, displaying full details of the request and allowing the Line Manager to **View Planned Work Time**, **View Team Calendar** and **View Entitlement Details**.



2. **View Entitlement Details** shows all the information available to an individual in relation to their entitlement (See Quick Guide for staff).
3. **View Team Calendar** allows the LM to view any annual leave bookings for the immediate team.
4. **View Planned Work Time** allows the LM to review the work pattern for the duration of the leave booking.



Note: It is important to review this to ensure to correct hours are being deducted from the leave balance. This is particularly important where bookings are not in full weeks, work patterns are part-time or work patterns non-standard.

5. Once you have viewed the request in relation to others, and added any **comments** if required, click **[Authorise]** or **[Reject]** as appropriate.
6. The system will prompt you to confirm your request. Click **OK** to submit, or **Cancel**.
7. A confirmation message will be displayed on the screen.
8. The system will send an email to the member of staff to tell them their request has been processed.
9. Return to the Navigation Pane to select another service, or **Sign Out**.

Authorise requests from My Responsibilities

1. From the **Me** tab, in the Navigation Pane, click **My Responsibilities** then **My Authorisations** to view the Authorisation screen.
2. The Authorisation screen provides a summarised overview of authorised, rejected or pending requests.

Authorisation

☐ 1
☒ Pending Authorisations

☒ 3
 Requests this month

Event Type

Absence

Employee

TEST USER (41023945)

Results per page: 20

Showing 1 result

Description	Event	Time Remaining	Submitted Date	Employee	Actions
☐ ANNLYE: From 09/11/2026 - To 09/11/2026	Absence	9 Days	14 Sep 2026	TEST USER	☒ ☒ ☒

- Click the number within the **Pending Authorisations** section of the screen to view only pending authorisation requests. These will be displayed under the **Description** heading.
- To view more detail about a request, click the drop-down arrow to the right of it.
 - This view also displays clearly how many days you have left to authorise before the system sends you a reminder email. If you take no action, the system will send the request to your Line Manager.

☐ ANNLYE: From 09/11/2026 - To 09/11/2026

Absence

Employee: TEST USER (41023945)

Post: Test Post Description (HUMAN25)

Form Number: 00008774

Submitted By: TEST USER (41023945)

Submitted On: 14 Sep 2026

Type: ANNLYE

Action: Add

Start Date: 09/11/2026

End Date: 09/11/2026

Total Time: 8.00

9 Days

14 Sep 2026

TEST USER

☒
☒
☒

Authorisation Progress

⊗

⊙

Authorise by: 25 Sep 2026

9 DAYS LEFT

- Click the up arrow to hide the detail again.
- Choose to authorise (tick) or reject (cross) the request, then click **Submit**.
- A message will be displayed on the screen prompting you to confirm or cancel your request. Click **Confirm** to authorise.

Do you want to process these authorisations/rejections?

☒ Authorising (1)

ANNLYE: From 09/11/2026 - To 09/11/2026

Absence

TEST USER

☒ Rejecting (0)

Cancel

Confirm ✓

- The system will send an email to the staff member, notifying them that their request has been processed.



Before authorising a member of staff's request, you may find it helpful to view it in relation to existing holiday requests from other team members – for example, to check for holiday cover over the summer.

Click on the request **description** to open the request.

The option to **View Entitlement Details**, **View Team Planner** and **View Planned Work Time** will be available as described in the Simple Authorisation section.

Description

Annual: From 19/05/2021 - To 19/05/2021

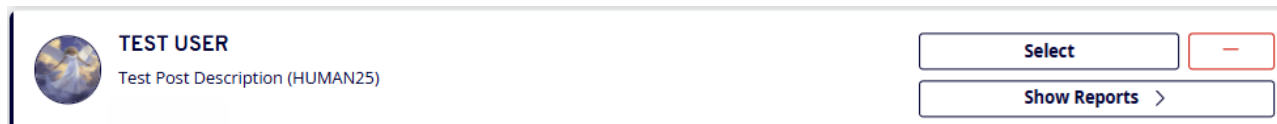
Request a holiday on behalf of a team member

If it is not possible for a member of your team to access MyHR and submit a holiday request, you can submit the request on their behalf.



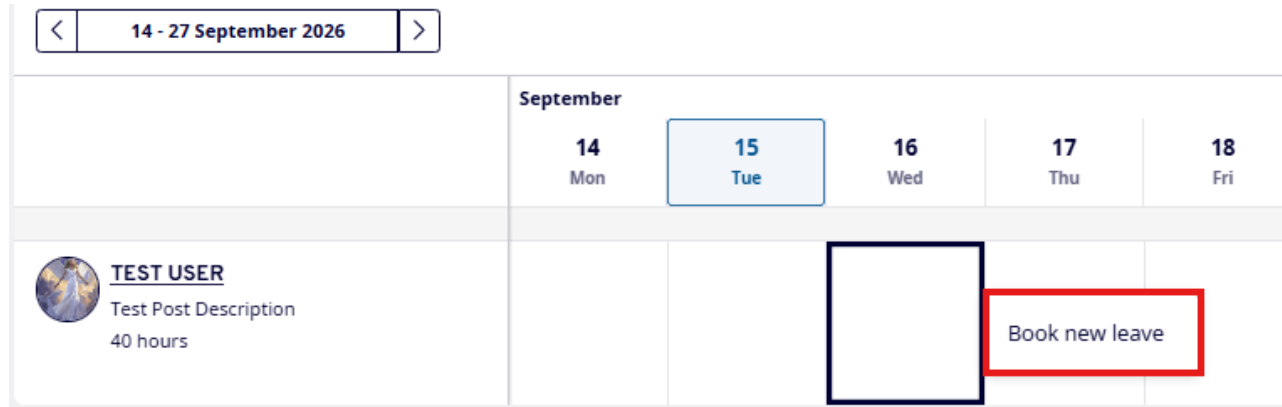
Note: When you submit a holiday request on behalf of a team member, it is automatically authorised. Email notification is also sent to you, as Line Manager. Please make sure you forward this notification to your team member for their records.

1. From the **My People** tab, click on **Team Selector** in the Navigation Pane.
2. Enter the team member's last name in the **Search by team member name** search box and click the search icon.
3. Click **Select** to the right of the team member's name.



- The Navigation Pane beneath the My People tab changes to reflect the team member you selected.

4. From the Navigation Pane, click **Leave Management (Team View)**
5. Click the date you want the leave to begin and select **[Book New Leave]**



6. Book the leave in the same way you would book your own.
7. Check the holiday dates and click **[Submit]**.