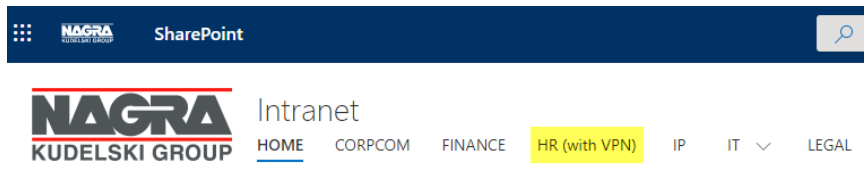


My Time Management (Employee)

1. Log into Allegro from the Intranet

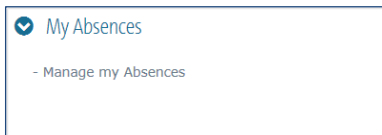


2. Click on 'My Time Management'

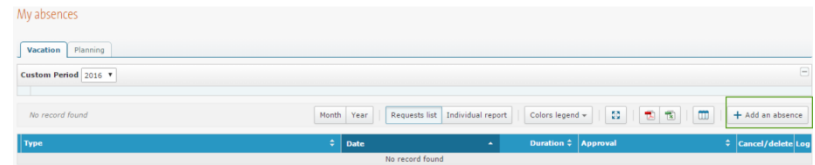


'My Time Management' is where you request absences and view your absences situation.

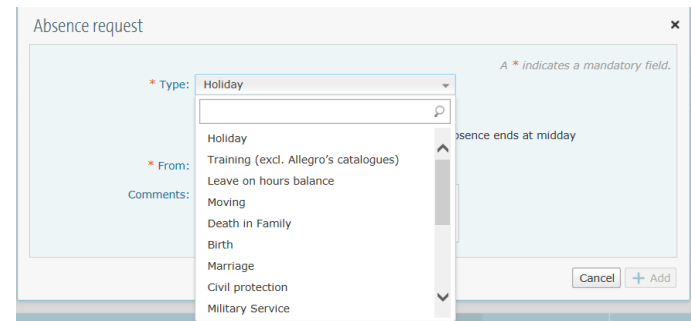
3. Select 'Manage my absences'



4. Click on 'Add an absence'



5. Choose the type of absence you want to request (e.g. holiday, move, wedding etc.)



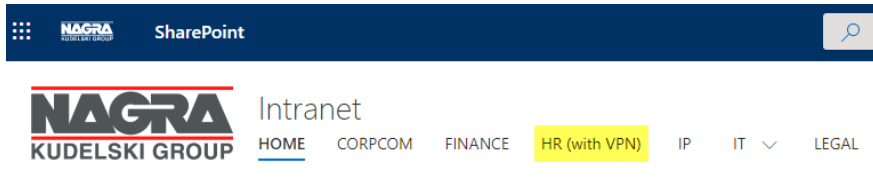
6. Select the start and end dates:

- ❖ If applicable, check 'One day only'/'afternoon only'/'morning only'.
- ❖ Enter any applicable comments.
- ❖ Click '+ Add' to submit.

An email will automatically be sent to your manager requesting approval.

My Time Management (Manager) 1/2

1. Log into Allegro from Intranet



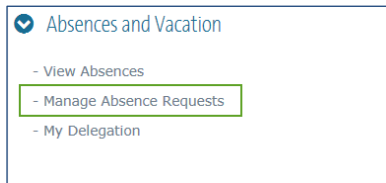
2. Select 'My Direct Reports'

(the email from your Employee to request approval includes a link directing you here)



3. Select 'Manage Absence Requests'

(the email from your Employee to request approval includes a link directing you here)

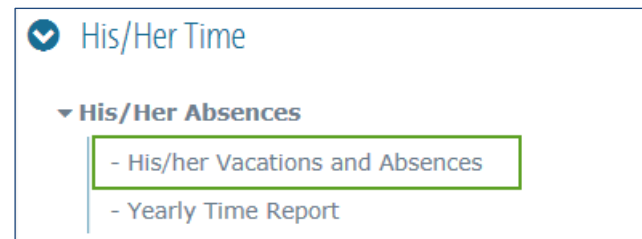


4. Review / approve / decline absence requests from your staff

Type	Start Date	End Date	Duration	Balance	Approval	Log
Holiday	10-07-2017	12-07-2017	3.0 d	11.0 d	approve decline	

5. Your decision will be emailed to your employee

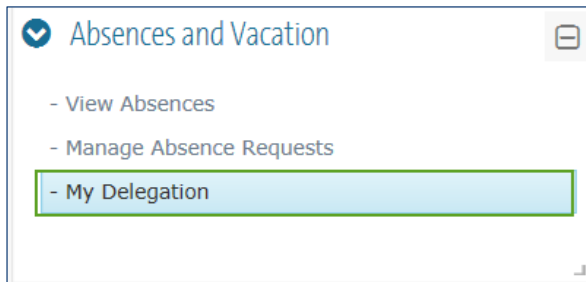
6. View your employee's absences status & history in her/his record: 'His/her Vacations and Absences' section



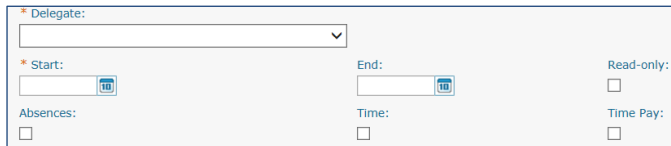
Custom Period 2017	
	Holiday (days)
Balance for 2016	9.0
Entitlement for 2017	25.0
Approved in 2017	21.0
Current approved balance	13.0
Awaiting approval in 2017	0.0
Projected balance	13.0

My Direct Reports(Delegation) 2/2

7. Delegate absences and time to a peer:
Select 'My Delegation' from the Direct Reports
Absences and Vacation menu.



8. Choose: the delegate; the dates of delegation
and his/her rights.

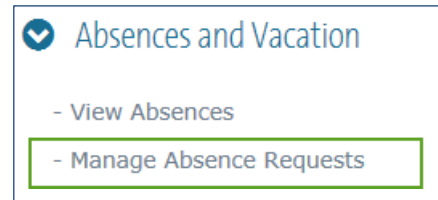
A screenshot of a form for delegating absences. It includes a dropdown menu for 'Delegate', input fields for 'Start' and 'End' dates, and checkboxes for 'Absences' and 'Time Pay'. There are also 'Read-only' checkboxes for 'Absences' and 'Time Pay'.

9. Delegate will receive email notifications for
every absence request during the delegated
period. He/She can handle them on behalf of the
manager.

10. If you are a delegate a new block appears.



11. In 'Manage Absence Requests', handle
absences in 'Manage Absence Requests'.



12. List of pending absences.

Type	Start Date	End Date	Duration	Balance	Approval
Holiday	24-07-2017	31-07-2017	6.0 d	11.0 d	<input type="button" value="approve"/> <input type="button" value="decline"/>
Holiday	06-07-2017	07-07-2017	2.0 d	7.5 d	<input type="button" value="approve"/> <input type="button" value="decline"/>
Training (excl. Allegro's catalogues)	28-06-2017	28-06-2017	0.5 d	0.0 d	<input type="button" value="approve"/> <input type="button" value="decline"/>

13. An email with the delegate's decision will be sent
to the direct report with cc to the manager.