

Use of Leave Module in My Interfisc Online (computer) for the employee

With this module you can submit, change and cancel your leave request. You can also view the approval or rejection of your supervisor.

The description below is for using the leave module on a PC, laptop or tablet. The use of the leave module in the "Unit4 Mobile HR app" is similar, but may differ slightly due to a simpler layout.

Request leave

1. Select "Out of office" in the left (dark gray) column and then click on "Leave".
2. On the page that appears, the leave from the past is displayed. The leave from previous years can easily be seen by choosing another year at the top of the page at "Year".
3. At the bottom of the page, choose "New leave request".
4. In the next screen you can submit the desired leave.
 - a. Multiple days: Choose a start date and an end date using the calendar (see icon at the end of the lines). Under the heading "Leave days / hours" you can see the number of days that are requested and the relevant number of hours. This takes into account the weekdays that you do not work according to your schedule.
 - b. A day or a number of hours per day: Choose the same day for both the start date and end date (see icon at the end of the lines). Under the heading "Leave days / hours" (below) you can see the number of days you request your leave for and the relevant number of hours. If you want to take fewer hours off than there are in a normal working day, you can change this at "Number of hours".
5. Select the type of leave under "Type of leave".
6. You can then do the following with the application:
 - "Save draft": You do not yet definitively submit the leave to your supervisor.
 - "Save and submit": You definitively submit the leave to your supervisor.
 - "Cancel": You stop the request.
 - "Delete": You delete a previously submitted leave request or draft.
7. If you have selected "Save and submit", a green bar appears at the top left with the text "✓ The data is saved."
8. You can open your leave card by clicking on the "Leave report" button (turns light blue when going over the text) on the right-hand side next to the calendar. You will then see that the requested leave has not yet been approved by the supervisor ("not yet approved"). The leave card also shows how many hours you have left for this year.

The leave request has been approved or declines

As soon as the leave request has been approved or declined by the manager, you will be informed of this by a notification. A reminder is sent by e-mail that the notification is in the portal. In the portal you can see the notification on the main page, on your dashboard under the heading "My actions and signals". Then click on "Notifications" (unread).

You can reach this dashboard on the main page by clicking on the icon with the double portrait or the house at the top right corner (next to the language selection).

Leave request has been approved

If the leave request has been approved, the message "not yet approved" has disappeared from the leave card. You can find the leave card by clicking on the main page (dashboard) and clicking on "Leave card" under "My leave (year)". The leave application was also listed here under the heading "Pending leave requests". Now that the manager has made a decision, the leave request has disappeared here. You can find the approval on the main page under "My actions and signals". Click on "Notifications" (unread). You can see the approved leave request here. You can change this if necessary, for example if you want to take fewer hours than originally requested. To do this, click on the notification itself and adjust the leave as described in step 4 point b.

Leave request has been declined

Has the leave request not been approved? Then you will also receive a notification. This can also be found under the heading "My actions and signals". Then select "Notifications" (unread) and you will see the rejected leave request. By clicking on the "Details" button you can read the reason for the rejection (for example, "due to insufficient occupation"). You can accept or resubmit the rejection by using the appropriate buttons.