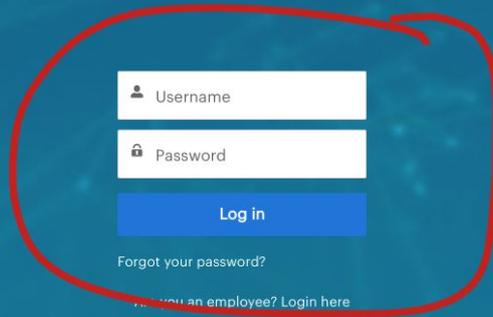**Holiday Submission - Help Guide**

First you will need to log into Salesforce. Your Username and Password are your email address unless you have changed them for security reasons.

Once logged in you will see the below page, You will need to click on 'My Holidays' in the right corner to submit a request.

My Holidays

Home   My Details   My Employee File   My Requirements   Time Registration   My Timesheets   My Holidays

Privacy Notice

If you require help from our team regarding timesheet submission and/or uploading of documents
please do click here and complete the requested fields & one of our team will shortly be in touch to support.

On the right hand side again you will see a 'New' option. Click this to bring up a new submission page.

Below is an example of a submission page for candidates on an hourly rate. It is your responsibility to fill this out correctly. If you need to confirm your working hours , please ask a consultant. Please mark the start and end date and then press save. If you would like a half day please input half of your working hours.

Below is an example of a submission page for candidates on a day rate. It is your responsibility to fill this out correctly, Where it states ours please input days (EG 1 day would be 1.00 in the hours section) .Please mark the start and end date and then press save. If you would like a half day please input 0.5 which will imply half a day.

Holidays are now processed by the Salesforce system, it is up to you as the candidate to ensure you have completed the submission correctly. Unfortunately no holidays can be amended or adjusted once approved. Holidays are approved on the monday following the week your holiday sat in.

WC:12/07/2021-18/07/2021
Any holidays requested in this week will be processed on the 19/07/2021 and then paid on the Friday 23/07/2021

The system will check how much holiday you have accrued and an email will be sent to inform you of any adjustments that may of needed to be made.

If you requested 37.5 hours holiday , but only had 20 hours accrued - the 20 hours will be processed and you will be notified via email.