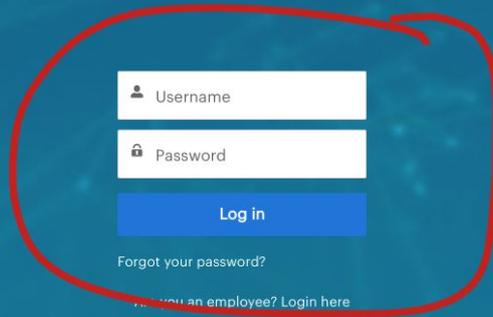




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**Holiday Submission - Help Guide**

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



The image shows the Salesforce login interface. A red circle highlights the login form, which includes a 'Username' input field with a person icon, a 'Password' input field with a lock icon, a blue 'Log in' button, and a 'Forgot your password?' link. Below the button, there is a link for 'If you are an employee? Login here'.



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.



## 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.

The screenshot shows a web application interface. At the top, there is a blue navigation bar with a search box on the right containing the text "Search...". Below the navigation bar is a dark blue menu with several options: "Home", "My Details", "My Employee File", "My Requirements", "Time Registration", "My Timesheets", and "My Holidays" (which is underlined). Below the menu, there is a section for "Holiday Requests" with a "Recently Viewed" dropdown and a refresh icon. To the right of this section, there is a toolbar with several icons: a settings gear, a list view icon, a refresh icon, a pencil icon, and a "New" button. The "New" button is circled in red. Below the toolbar, there is a table with one column header "Holiday Request Name" and a dropdown arrow on the right.

You haven't viewed any Holiday Requests recently.  
Try switching list views.



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.

Search...

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

Holiday Requests  
Recently Viewed  
0 items • Updated a few seconds ago

Holiday Request Name

### New Holiday Request

Information

Holiday Request Name

\*Hours  
7.50

\*Start Date  
10/08/2021

\*End Date  
10/08/2021

Status

Notes

Submitted On

Cancel Save & New Save

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.

The screenshot shows a web application interface with a dark blue header and a navigation menu. The main content area is a 'New Holiday Request' form, which is highlighted with a red circle. The form contains the following fields:

- Information**
- Holiday Request Name**: A text input field.
- \*Hours**: A text input field containing '1.00'.
- \*Start Date**: A date picker field containing '10/08/2021'.
- \*End Date**: A date picker field containing '10/08/2021'.
- Status**: A text input field.
- Submitted On**: A text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

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.

EG:

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.

EG:

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.

