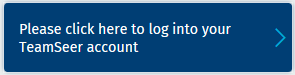
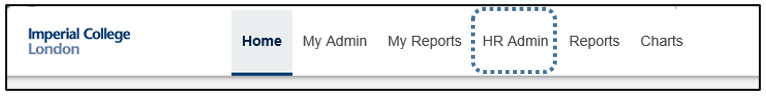
**Bulk Update of Rolled Over Leave to an Allowance**

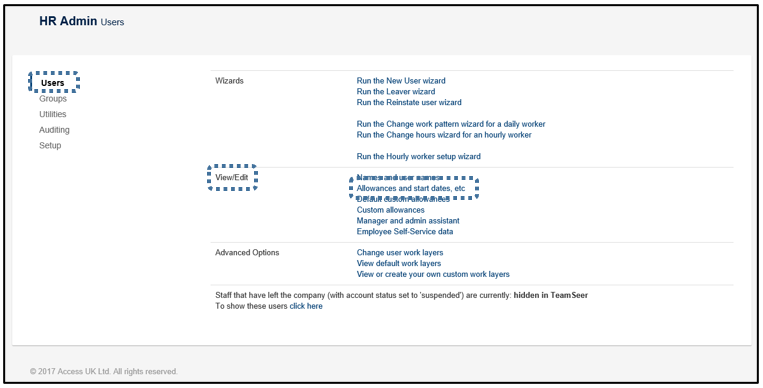
If you need to update a large number of records to reflect the approved rolled over leave allowance or holiday bought, use the below bulk upload steps.

To access the system click here [](https://saml.imperial.ac.uk/simplesaml/module.php/core/loginuserpass.php?AuthState=_f6e91c680d5293f995f00fbf1eb93f3136644cc08f%3Ahttps%3A%2F%2Fsaml.imperial.ac.uk%2Fsimplesaml%2Fsaml2%2Fidp%2FSSOService.php%3Fspentityid%3Dteamseer%26cookieTime%3D1516880222) and enter your single sign on details.

On the top ribbon of tabs select **HR Admin**



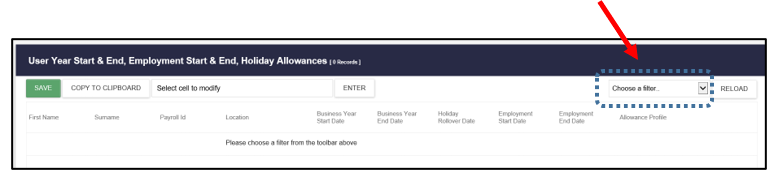
The HR Admin page will be displayed



On the left hand side, the **Users** submenu should be selected by default, but if it’s not click on the **Users** section.

In the **View/Edit** section in the middle of the page select **Allowances and Start dates, etc.**

To set the filter, in the top right corner click into the box labelled **Choose a filter.**



A number of different filters are available with:

All users

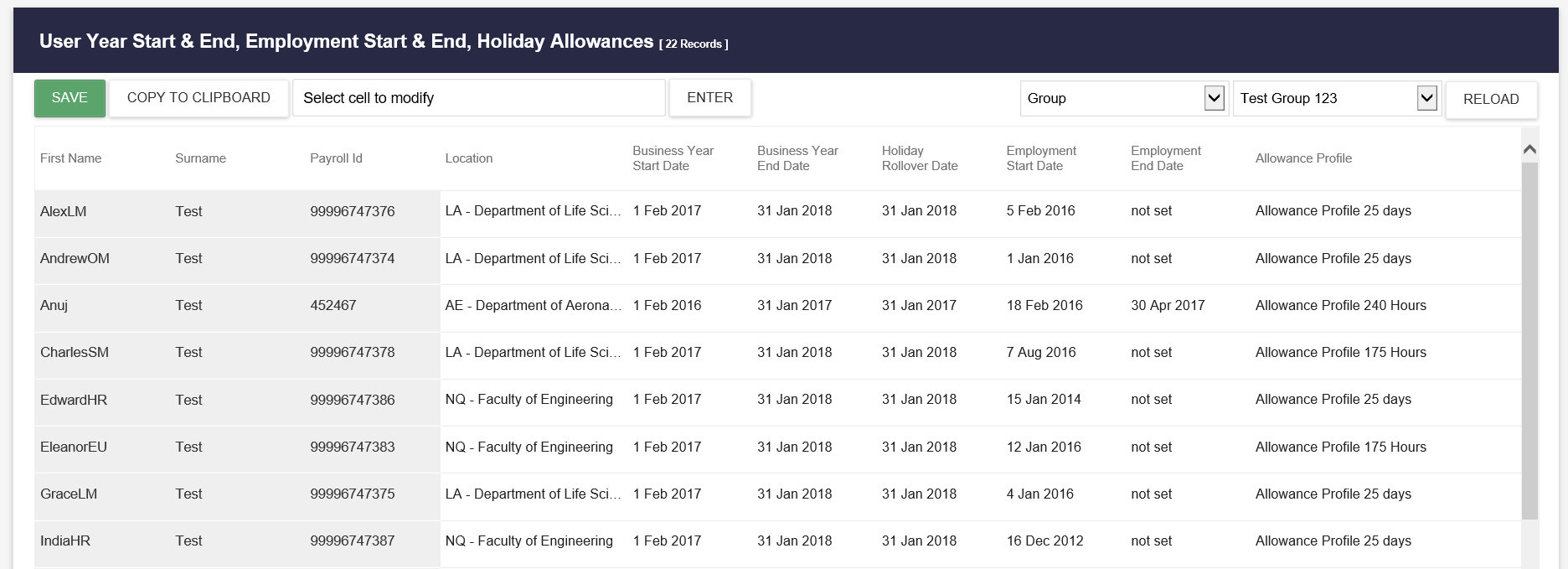
Group

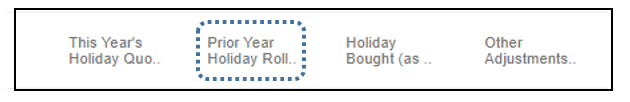
Location

Surname starts with…

To view a team calendar group, select **GROUP and** hit the **Reload** button  
  
Example shows **Group** andthe AE – Department of Aeronautics filters selected and this will open up the employee data in that specific TeamSeer Calendar Group.

Results will appear.





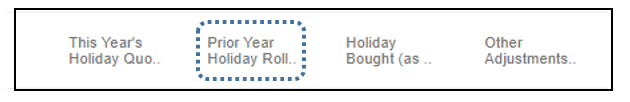
* **Prior Year Holiday Rollover** will rollover a maximum of **5 days annual leave** into the new leave year of 1 February.

***TIPS:***

* *You can use the arrows and navigation bar to scroll through to see allowance columns.*
* *If you hover the curser over any of the column titles, the further title details will be shown about the data or information contained in that column.*
* *Click on the column titles to arrange (words by alphabetic or numbers by) order*



The additional leave approved by a department will be manually added into the Prior Year Holiday Rollover:



* The **Prior Year Holiday Rollover** field
  + Will hold the allowance rolled over of up to 5 days
  + Hourly allowance rolled over will show in minutes (example: 35 hours will show as 2,100 minutes)
  + This data will be held in the rollover spreadsheet provided to you by the HR Systems team

**Steps to bulk update rolled over allowance**

1. To enter the number of days of additional leave **click** into the cell for the relevant staff member. E.g. AmdrewOM Test. The cell will be highlighted dark blue;



1. This activated the edit box in the top left of the page and the cursor has automatically populated the data from the column selected (**Prior Year Holiday Rollover** or the **Holiday Allowance**).
2. Enter the correct amount



1. Press the **Enter** button and the column will be updated with the corrected amounted.

Repeat steps A to D and work through the rest of the additional approved leave in that team calendar group.

\*Note **Hourly allowance** will need to be added in minutes. Alternatively go to the My Admin | Allowance page to add the hourly allowance.

**When you’ve finished entering the approve rollover allowance or bought leave for all employees you must hit the green Save button**  **in the top left hand corner.**



**NOTE: If you exit before pressing the save button all your work will be lost.**