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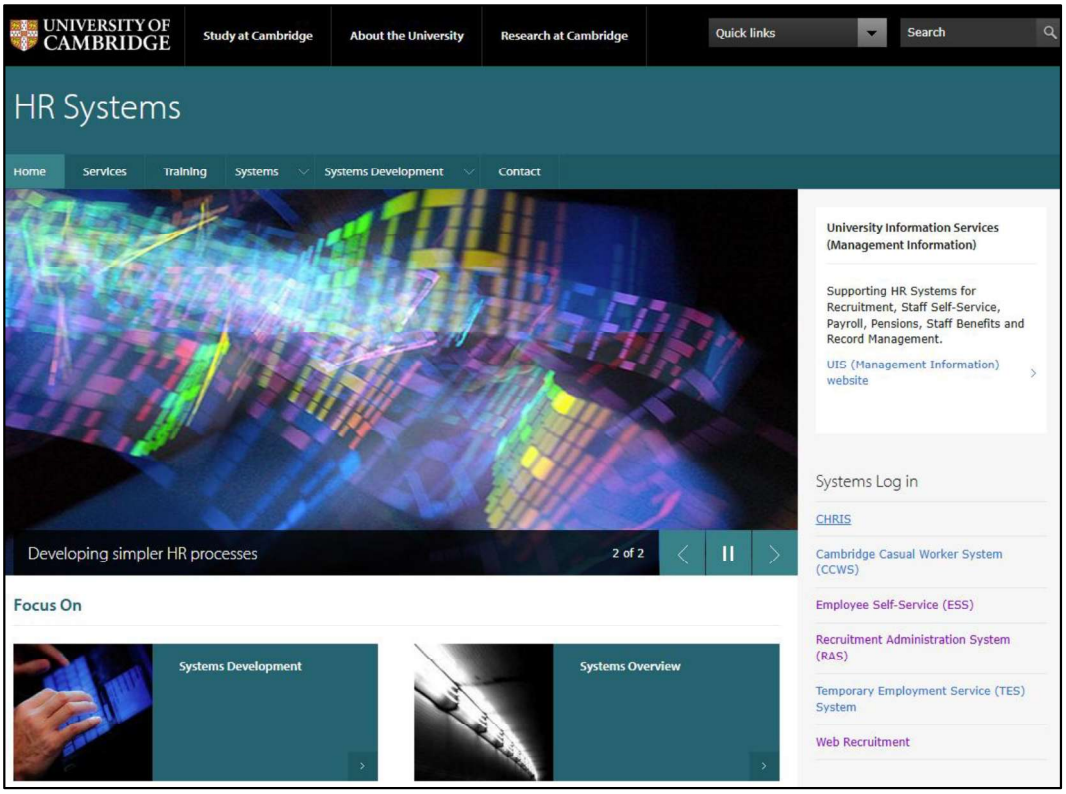
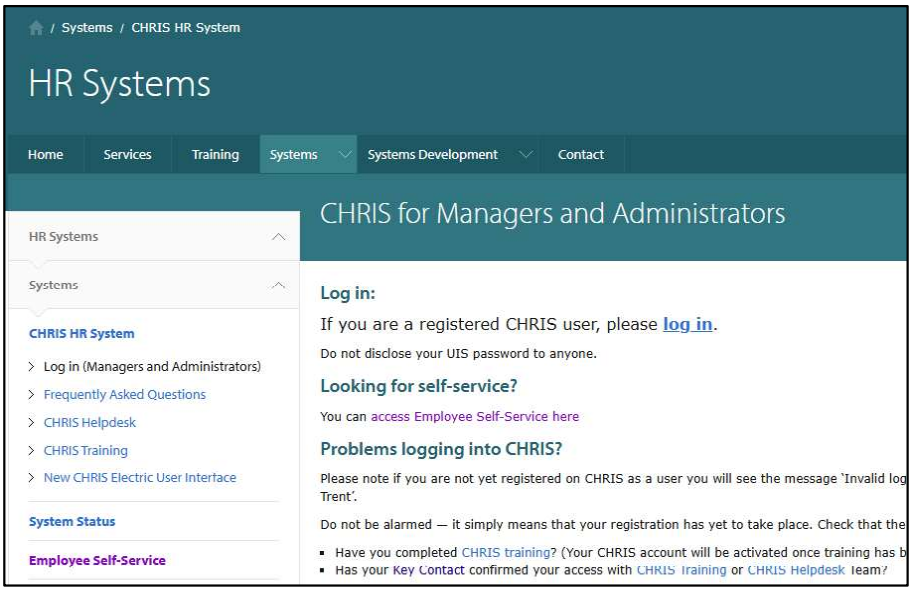
1. The Login screen

1. Locate the HR Systems Home page at https://www.hrsystems.admin.cam.ac.uk

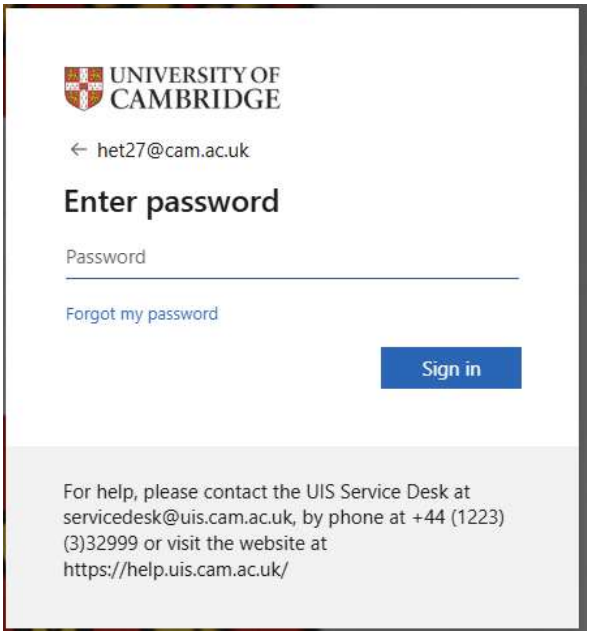


2. Log in to CHRIS from the Systems Log in section on the right-hand side.



3. The Login screen will be displayed.

4. Enter your sign in details and password



5. Then click on Sign in

6. Verify your identity using the Multifactor authentication

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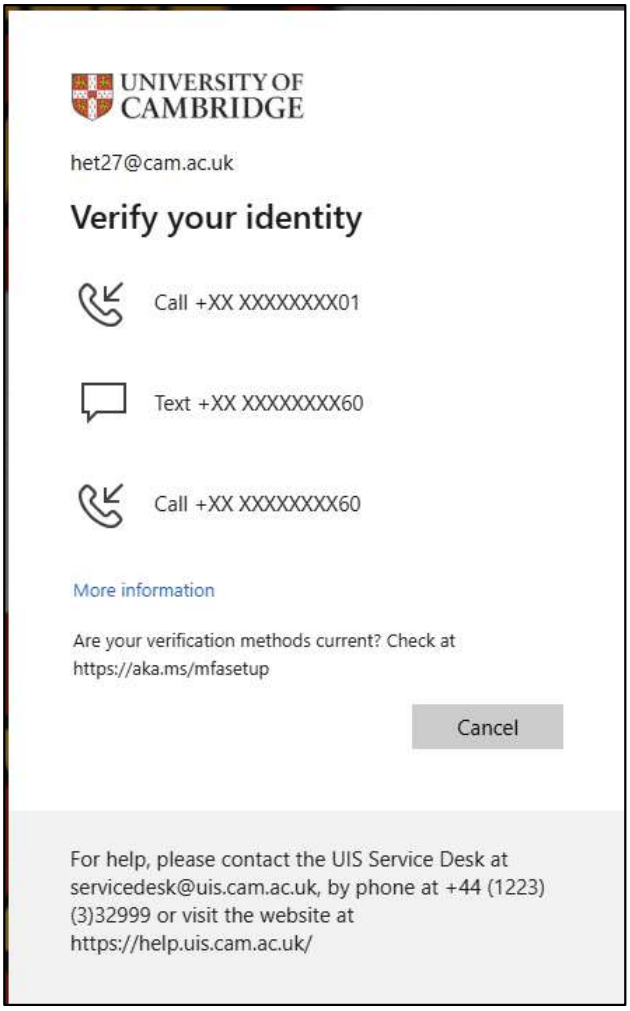
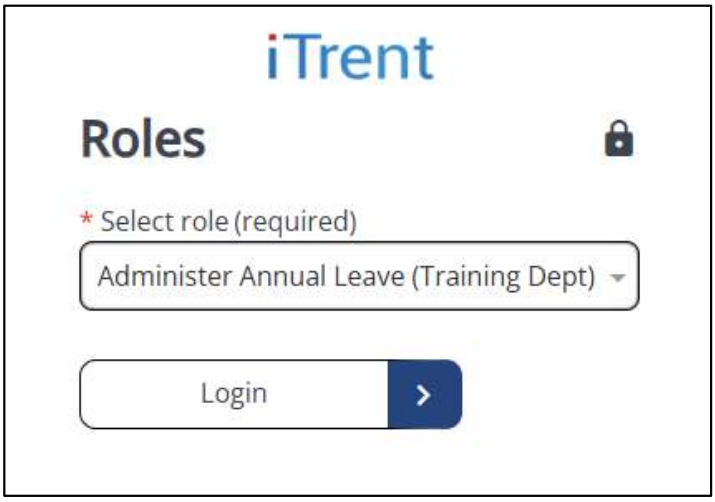


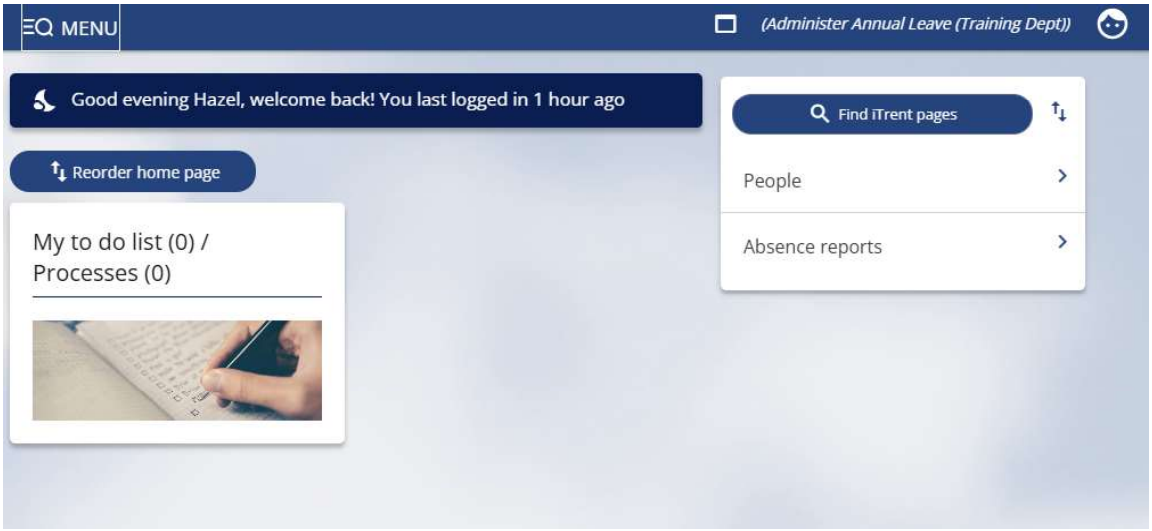
Information regarding setting up Multi-Factor authentication is available here:

[Employee Self Service (ESS) and CHRIS: new way to log in from 3 February 2022 | IT Help and Support]

7. Select your Adminster Annual Leave Role

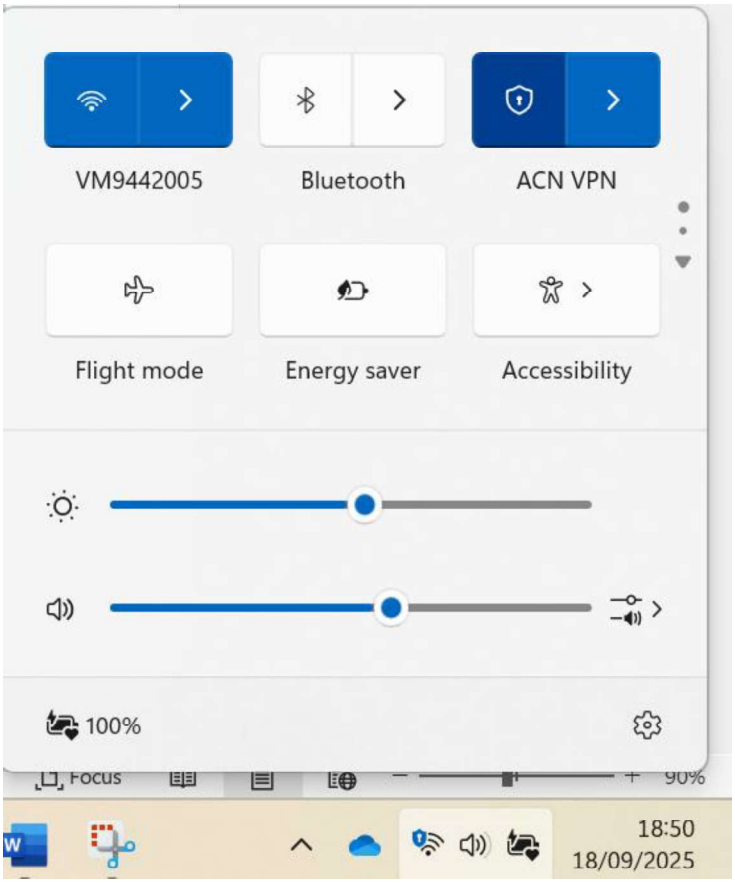


8. The following page will be displayed.



1.1. Connecting to the Virtual Private Network (VPN)

Please note that if you are working from home or in an un-networked location you will need to be logged into the Virtual Private Network (VPN) to use the CHRIS System



Instructions for setting up a Virtual Private Network (VPN) can be found here:

[Remote access when working away from the University | IT Help and Support]

If you see this message displayed when you attempt to log in, then you need to connect to the VPN

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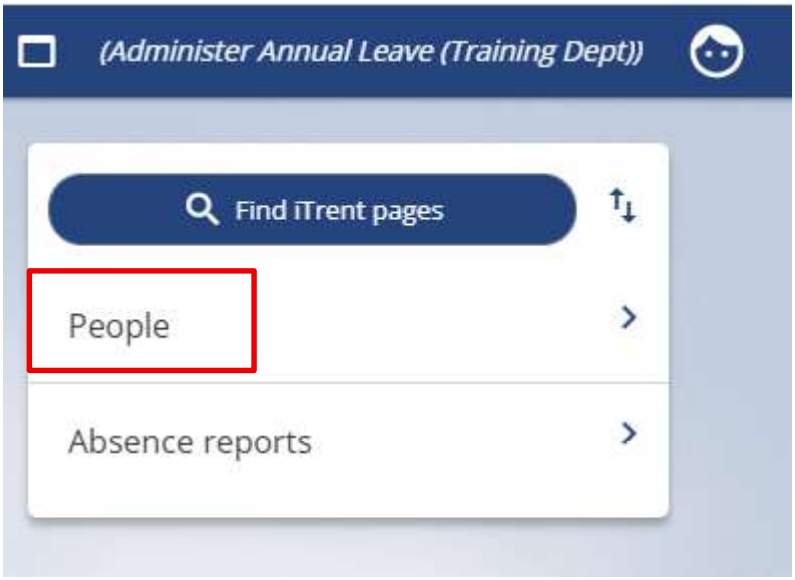
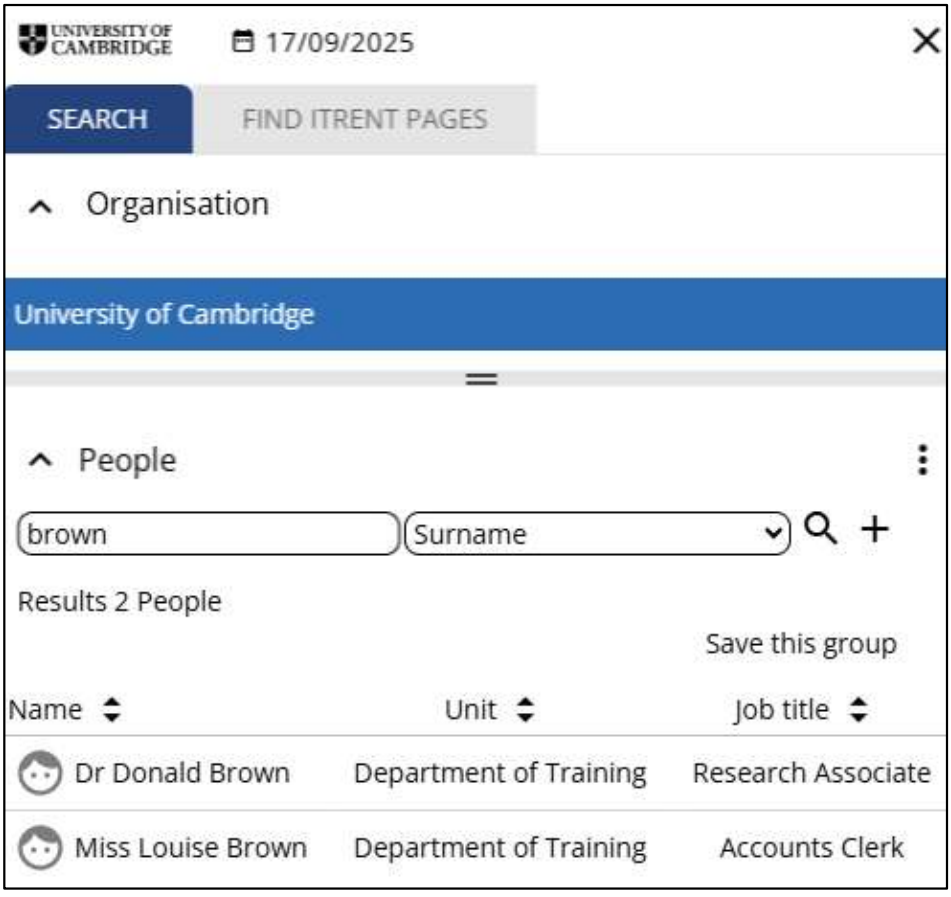
2. Viewing Annual Leave entitlement and balances

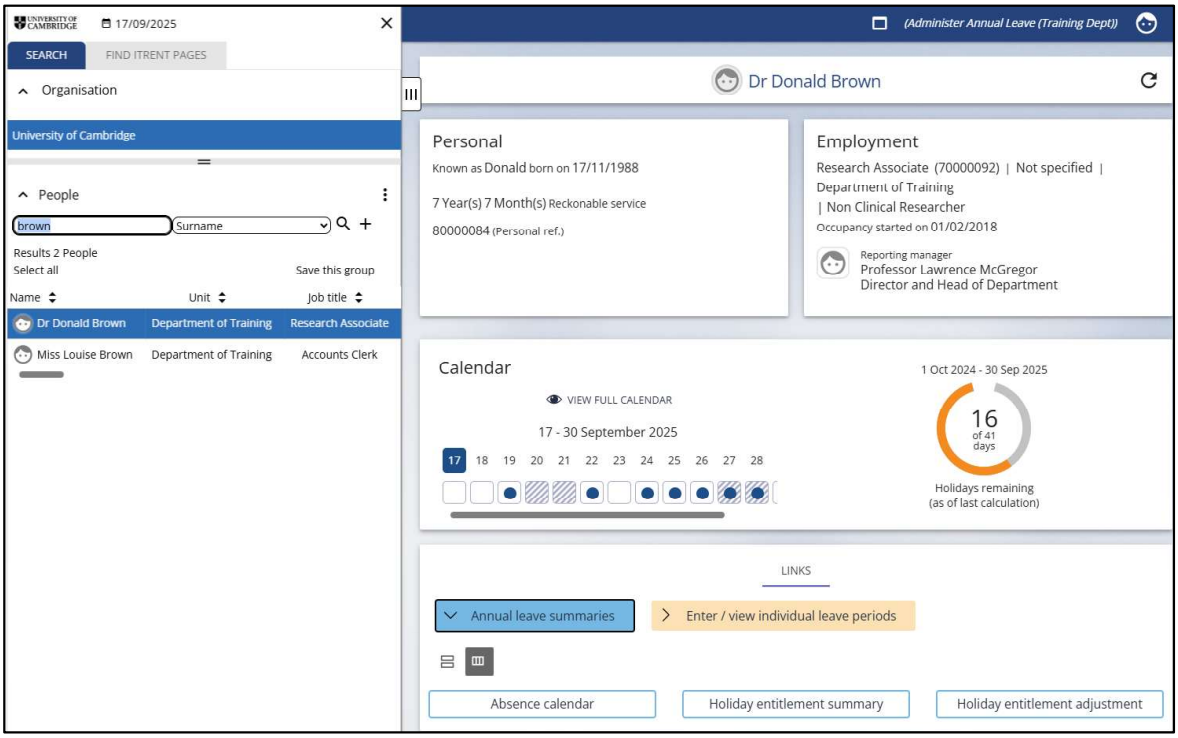
1. Select People



2. Search for the employee

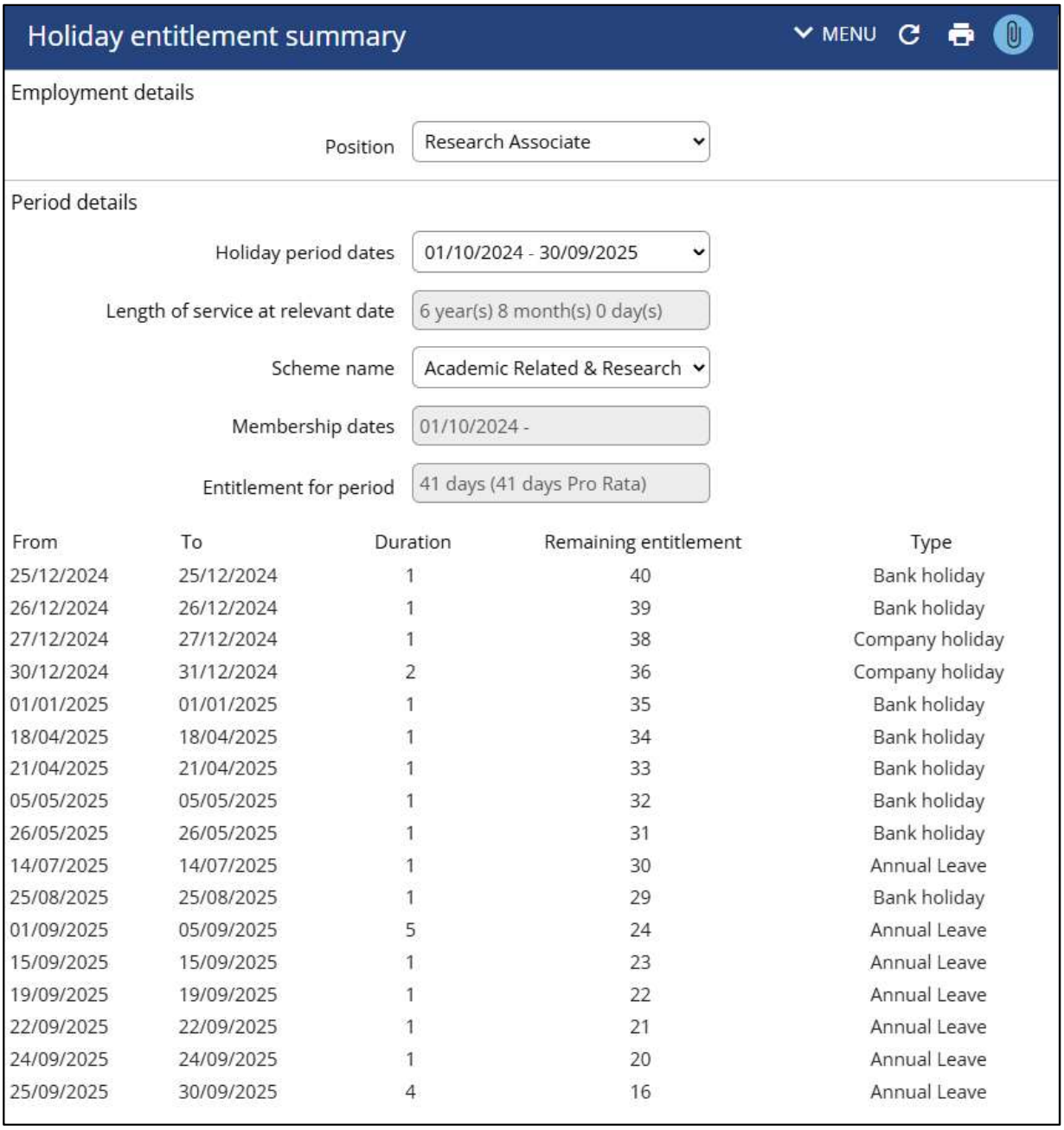


3. Select the employee whose record you wish to view.



4. From the Annual Leave summaries link select Holiday Entitlement Summary

5. The Holiday entitlement Summary screen will be displayed showing dates for Annual Leave, Bank Holiday and Company Holiday and the remaining entitlement. University Closure Days are displayed as Company Holiday. The Christmas closure days 27/12/24 and 30/12/24 – 31/12/24 in the screen shot below.



Holiday entitlement summary

MENU

Employment details

Position: Research Associate

Period details

Holiday period dates: 01/10/2024 - 30/09/2025

Length of service at relevant date: 6 year(s) 8 month(s) 0 day(s)

Scheme name: Academic Related & Research

Membership dates: 01/10/2024 -

Entitlement for period: 41 days (41 days Pro Rata)

From	To	Duration	Remaining entitlement	Type
25/12/2024	25/12/2024	1	40	Bank holiday
26/12/2024	26/12/2024	1	39	Bank holiday
27/12/2024	27/12/2024	1	38	Company holiday
30/12/2024	31/12/2024	2	36	Company holiday
01/01/2025	01/01/2025	1	35	Bank holiday
18/04/2025	18/04/2025	1	34	Bank holiday
21/04/2025	21/04/2025	1	33	Bank holiday
05/05/2025	05/05/2025	1	32	Bank holiday
26/05/2025	26/05/2025	1	31	Bank holiday
14/07/2025	14/07/2025	1	30	Annual Leave
25/08/2025	25/08/2025	1	29	Bank holiday
01/09/2025	05/09/2025	5	24	Annual Leave
15/09/2025	15/09/2025	1	23	Annual Leave
19/09/2025	19/09/2025	1	22	Annual Leave
22/09/2025	22/09/2025	1	21	Annual Leave
24/09/2025	24/09/2025	1	20	Annual Leave
25/09/2025	30/09/2025	4	16	Annual Leave

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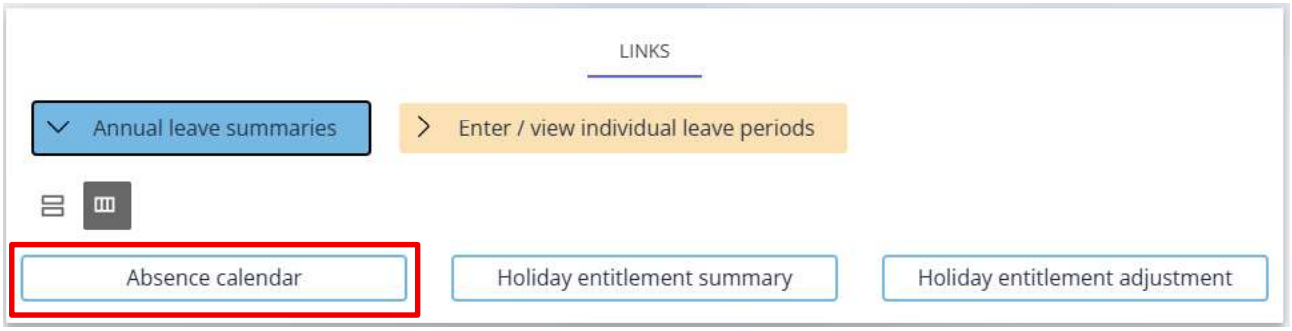
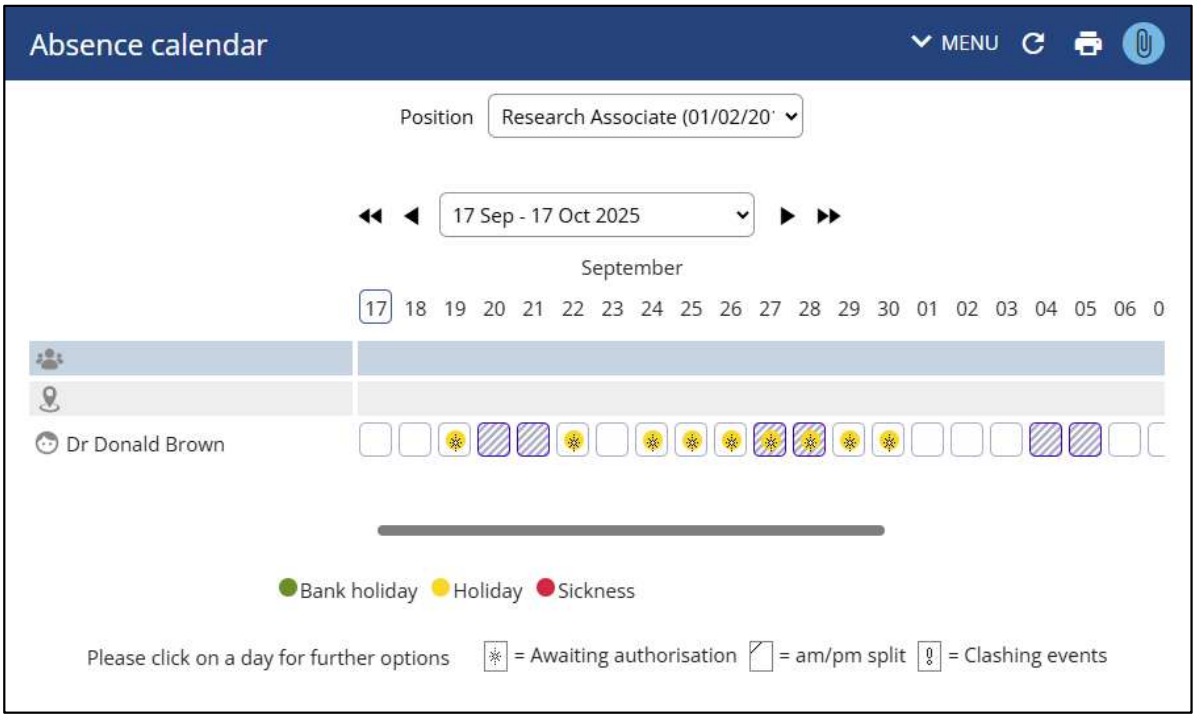
3. Viewing Annual Leave using the Calendar

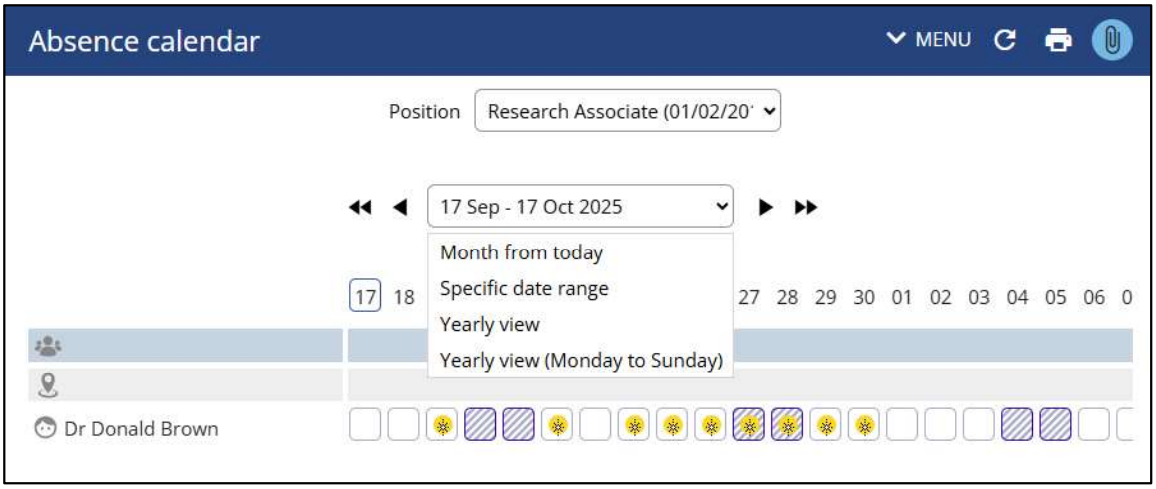
1. Select Absence Calendar from the Annual Leave summaries Link



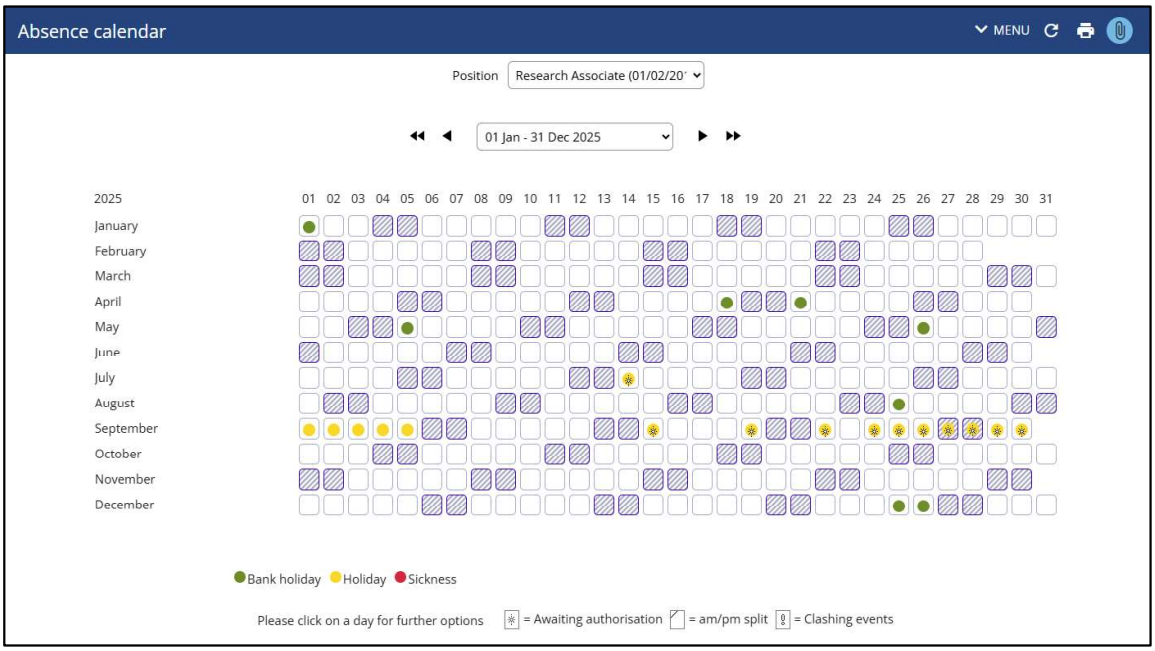
2. The Absence Calendar will be displayed showing absence from today's date for the next month.



3. Use the drop down arrow to the right-hand side of the date range to change the dates viewed from Month from today to either a Specific Date range, or Yearly View.



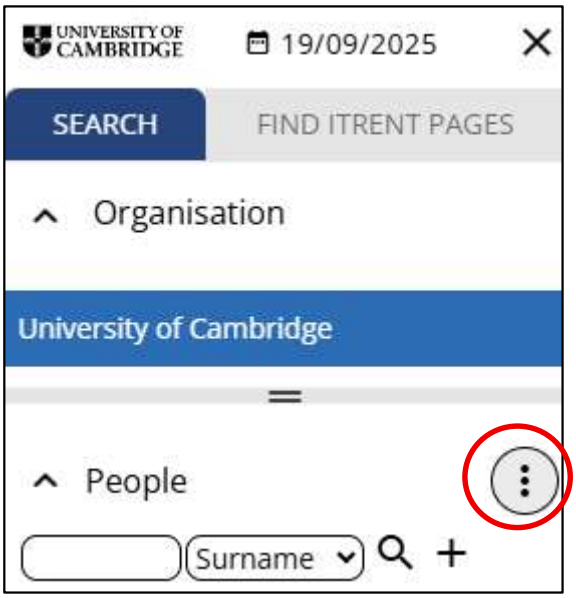
4. Choosing Yearly View will display the screen below.



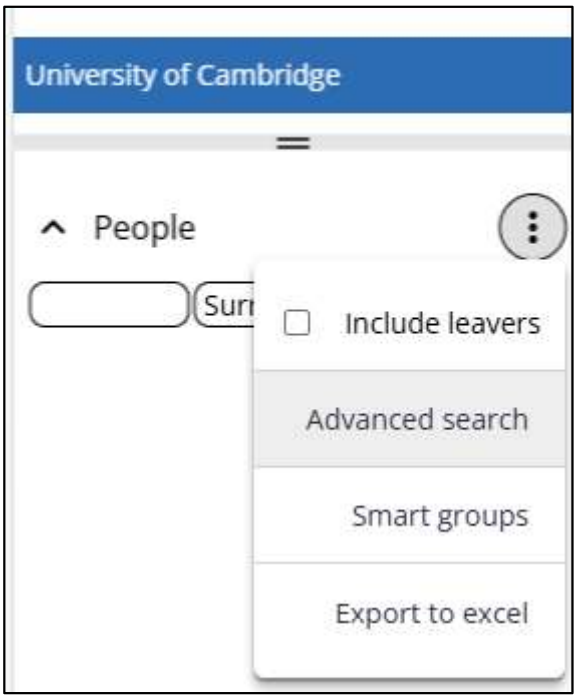
4. Viewing Annual Leave for more than one employee

1. You can view annual leave for the department, or for a group of employees by using the Advanced Search.

2. Click the 3 dots to the right of the search bar



3. Select Advanced search



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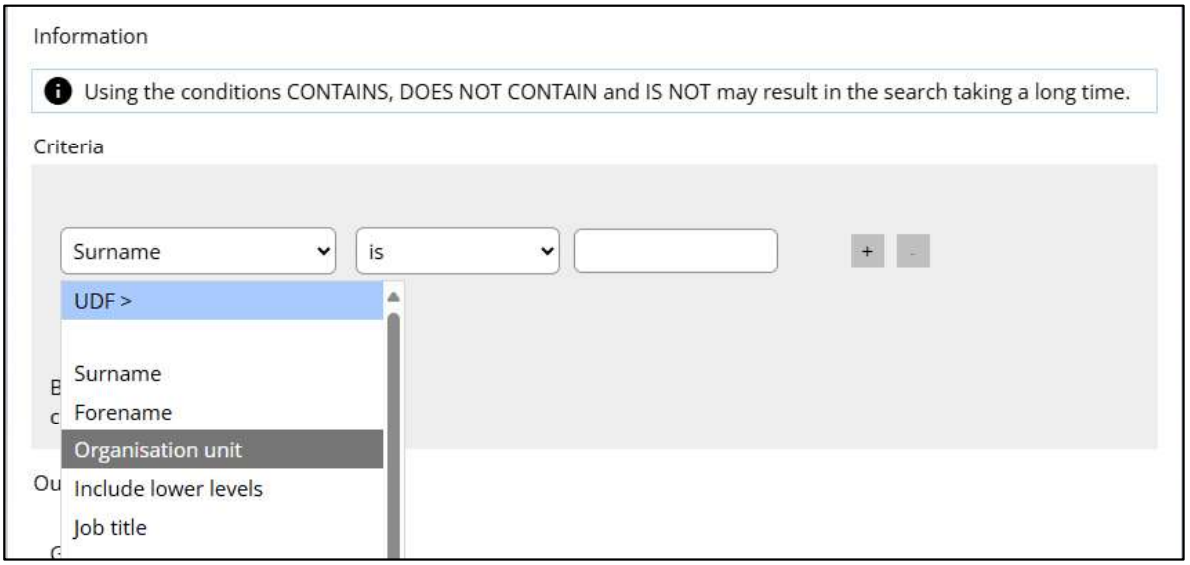
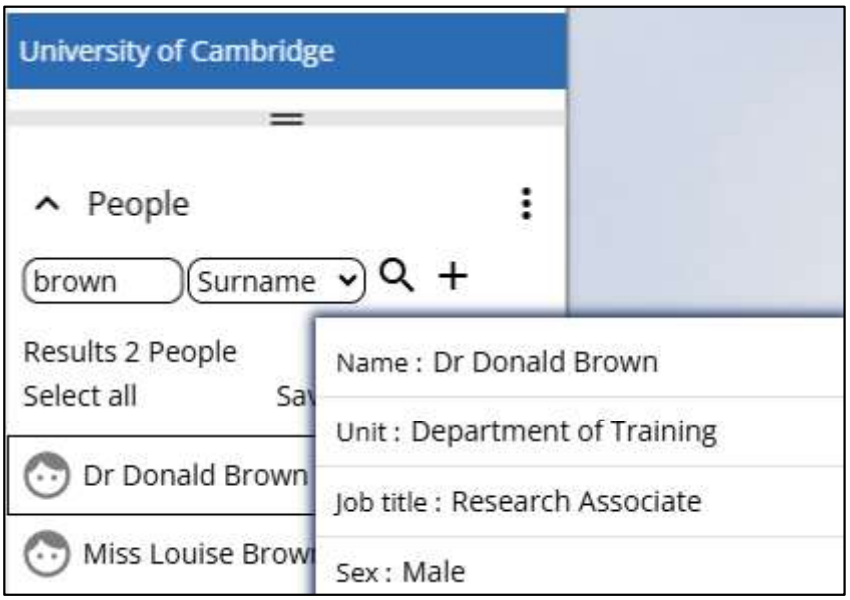
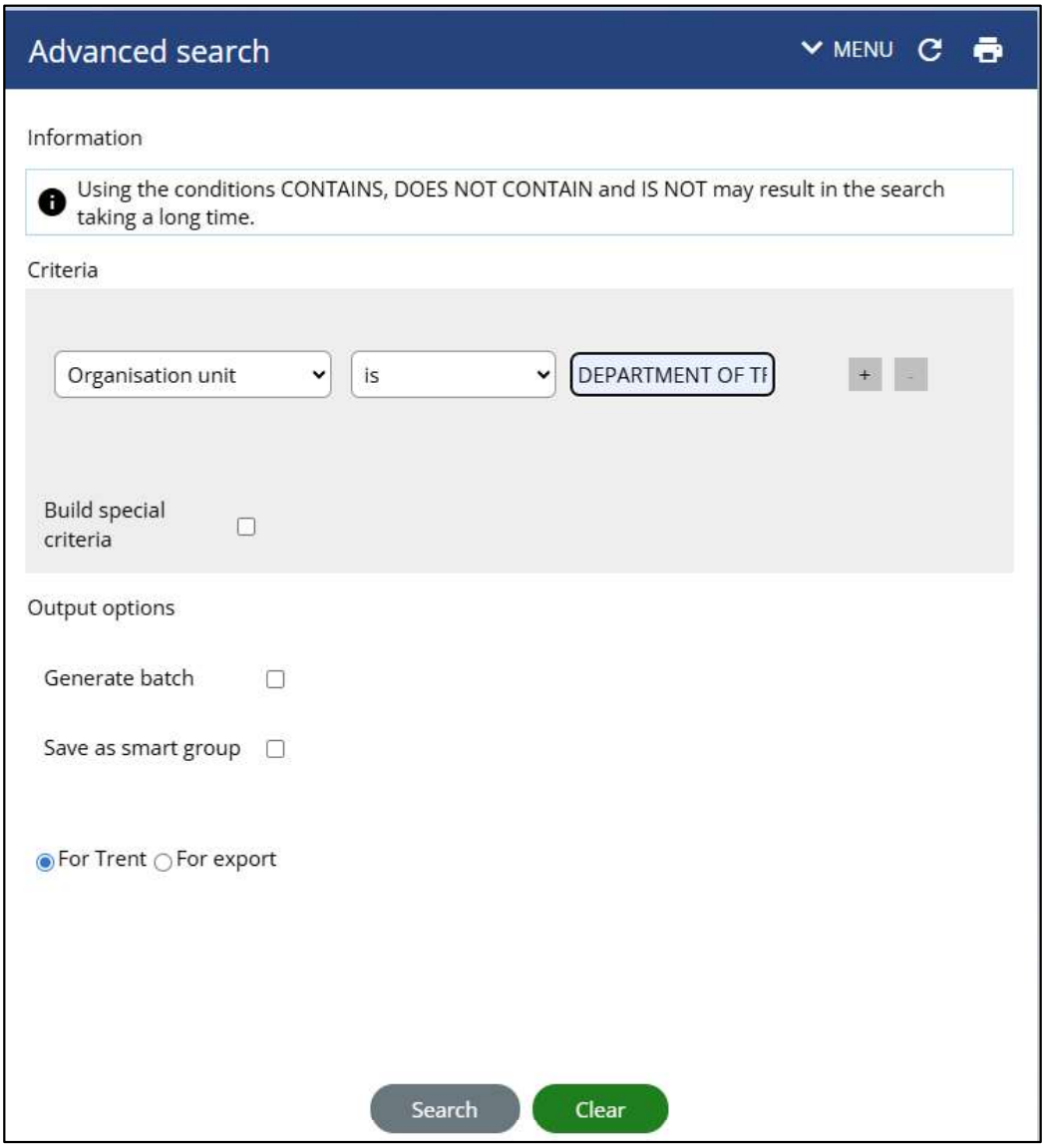
4. Change the search criteria from Surname to Organisation Unit.



5. Enter the Department Name. This must be the full name, including the word Department, as it appears by Unit when you search for a person. e.g Department of Training



6. In the Output Options ‘For Trent’ will automatically be selected. Click on the Search button.



7. All employees in the Department will be displayed alphabetically in the left-hand pane.

8. To select a group of employees, select the first employee and then use the Control (Ctrl) key to select additional employees.

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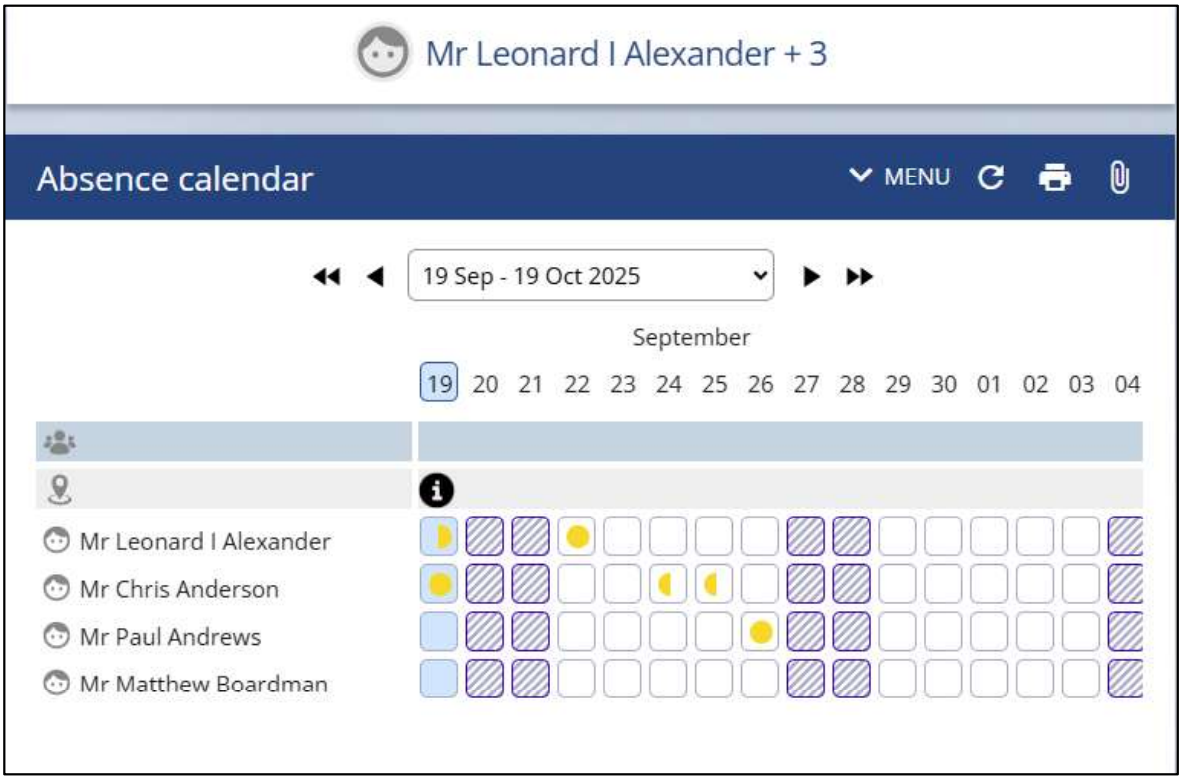
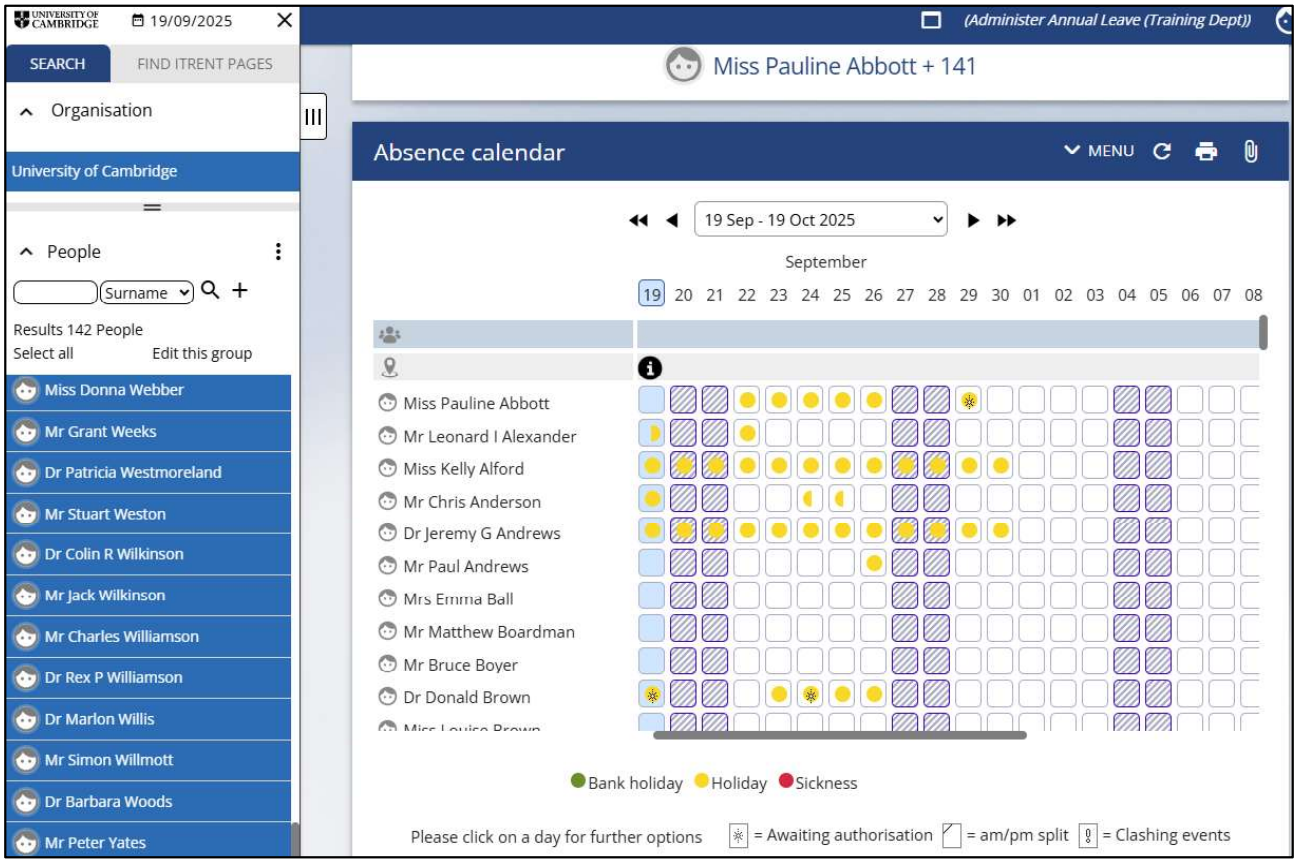
9. Then select Absence Calendar. The selected employees will be displayed.

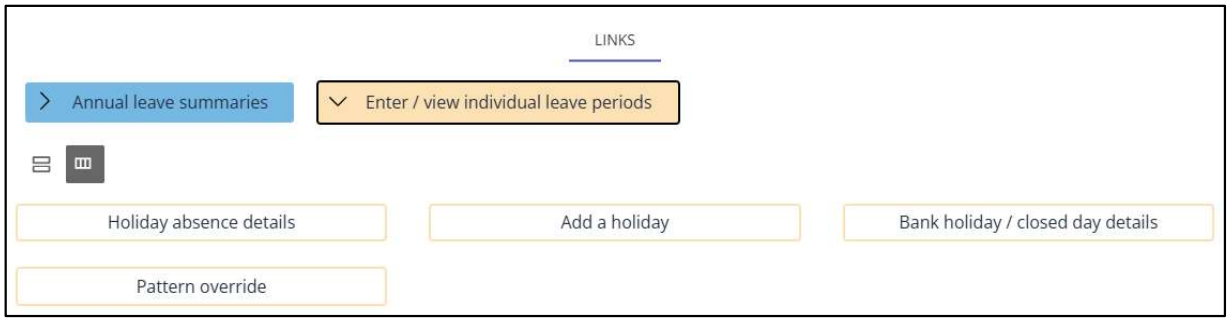


10. To display the calendar for all employees, choose Select all.

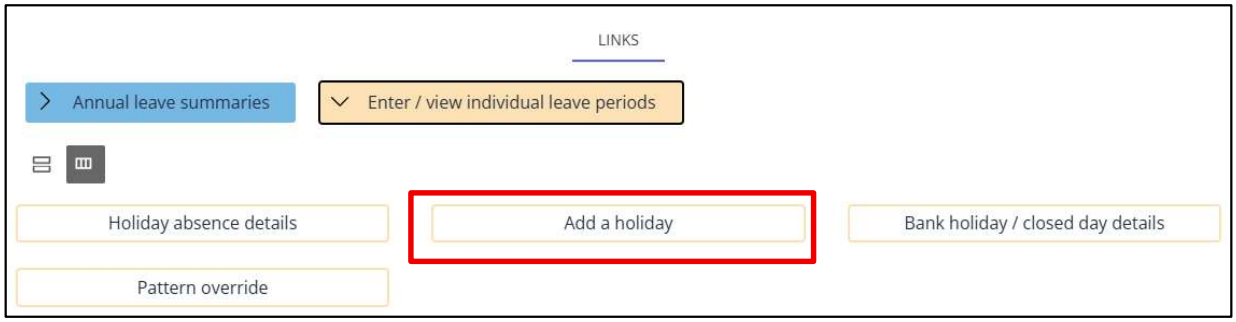

UNIVERSITY OF CAMBRIDGE
19/09/2025
SEARCH
FIND ITRENT PAGES
Organisation
University of Cambridge
People
Surname
Results 142 People
Select all
Edit this group
Miss Donna Webber
Mr Grant Weeks
Dr Patricia Westmoreland
Mr Stuart Weston
Dr Colin R Wilkinson
Mr Jack Wilkinson
Mr Charles Williamson
Dr Rex P Williamson
Dr Marlon Willis
Mr Simon Willmott
Dr Barbara Woods
Mr Peter Yates
(Administer Annual Leave (Training Dept))
Miss Pauline Abbott + 141
Absence calendar
MENU
19 Sep - 19 Oct 2025
September
19 20 21 22 23 24 25 26 27 28 29 30 01 02 03 04 05 06 07 08
Miss Pauline Abbott
Mr Leonard I Alexander
Miss Kelly Alford
Mr Chris Anderson
Dr Jeremy G Andrews
Mr Paul Andrews
Mrs Emma Ball
Mr Matthew Boardman
Mr Bruce Boyer
Dr Donald Brown
Bank holiday
Holiday
Sickness
Please click on a day for further options
= Awaiting authorisation
= am/pm split
= Clashing events

5. Adding Annual Leave Booking on behalf of employees

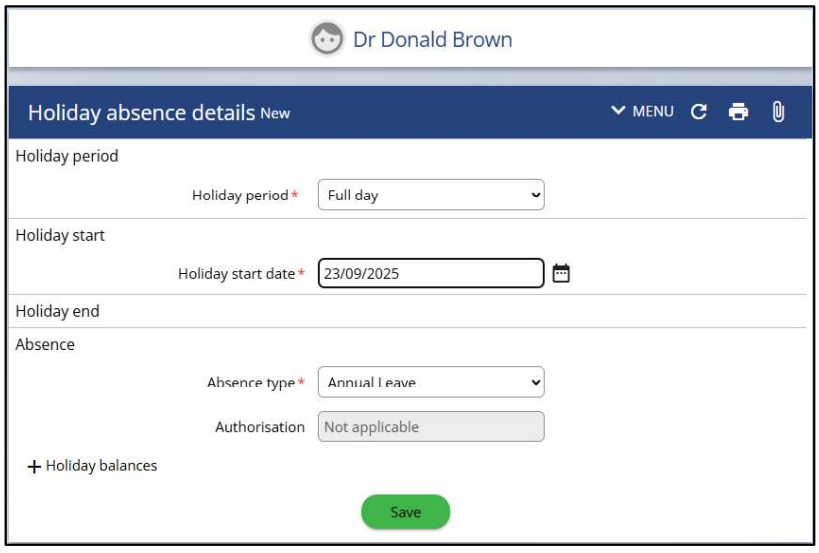
1. Search for the Employee for whom you wish to add Annual Leave and select Enter/view individual leave periods from the Links



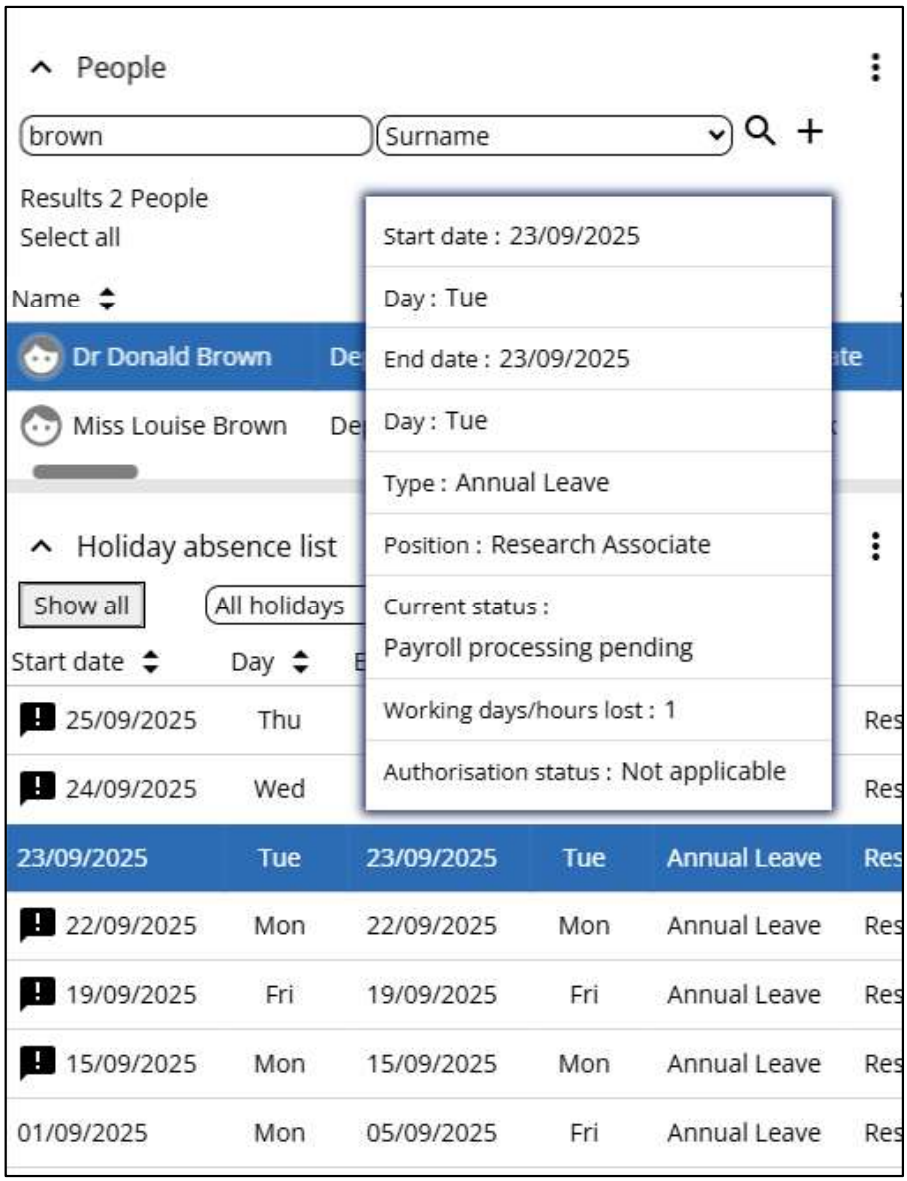
2. Select Add a holiday



3. Enter the date(s) for the annual leave and click on the save button.

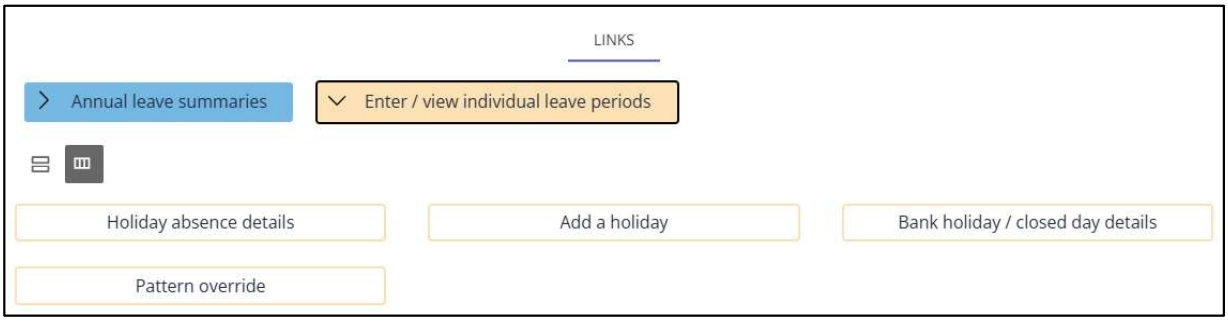


4. The Annual Leave will be displayed in the left-hand pane. Notice that leave entered by an administrator shows authorisation status as Not applicable. When annual leave is entered by an administrator, the manager doesn't receive a notification.

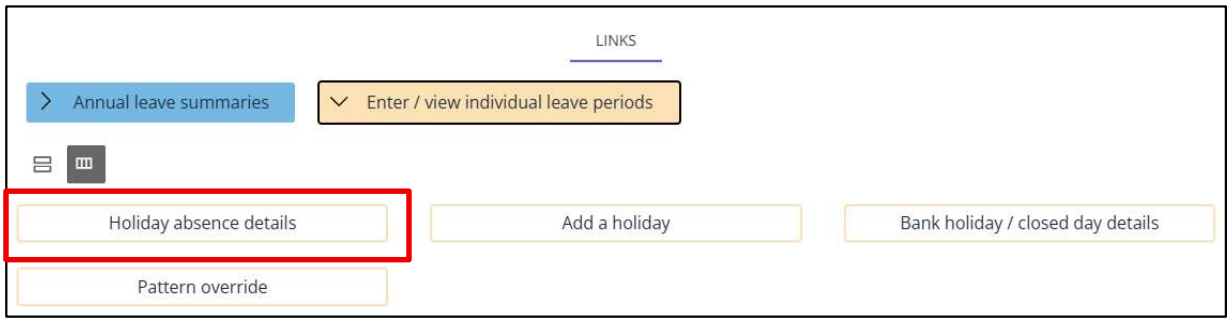


6. Editing Annual Leave Bookings on behalf of employees

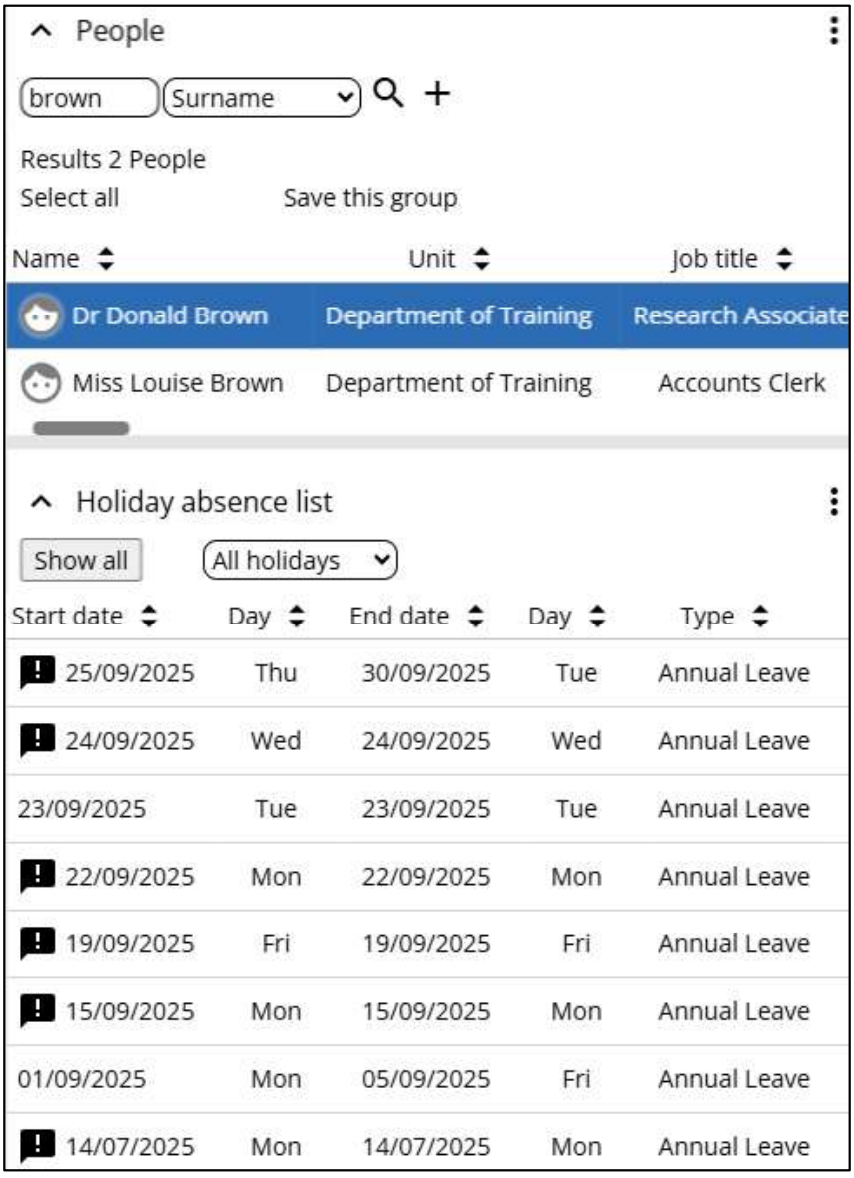
1. Search for the Employee for whom you wish to edit Annual Leave and select Enter / view individual leave periods from the Links



2. Select Holiday absence details



3. The Holiday Absence list will be displayed for the employee.



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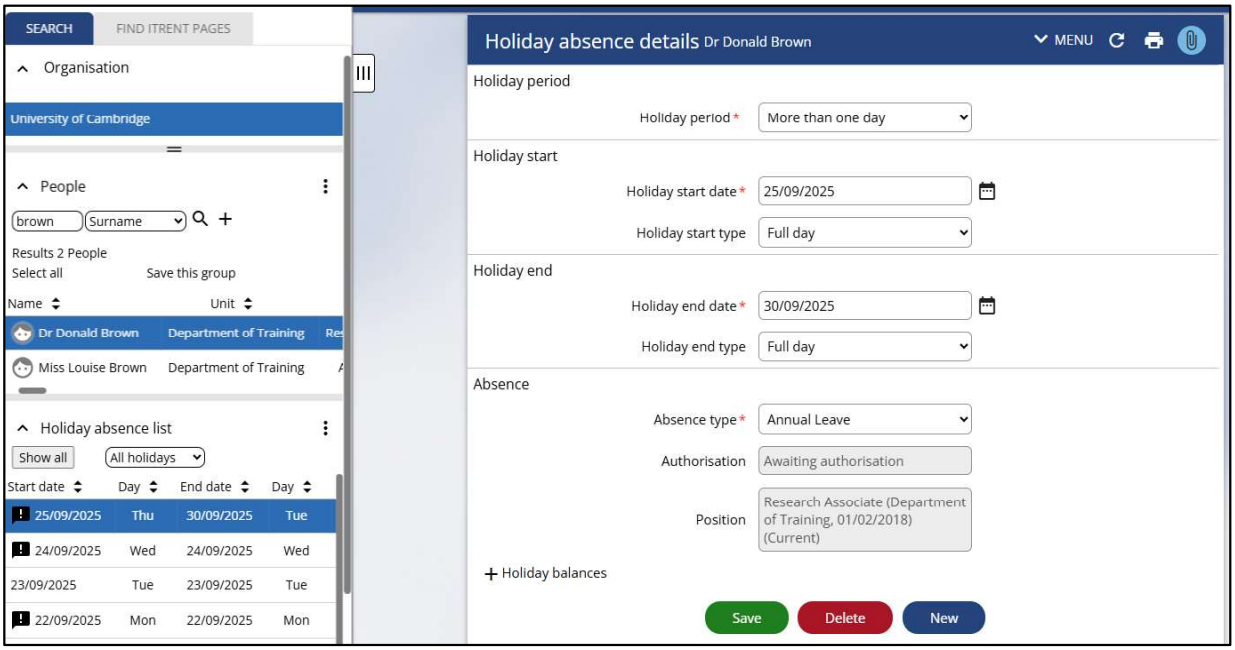
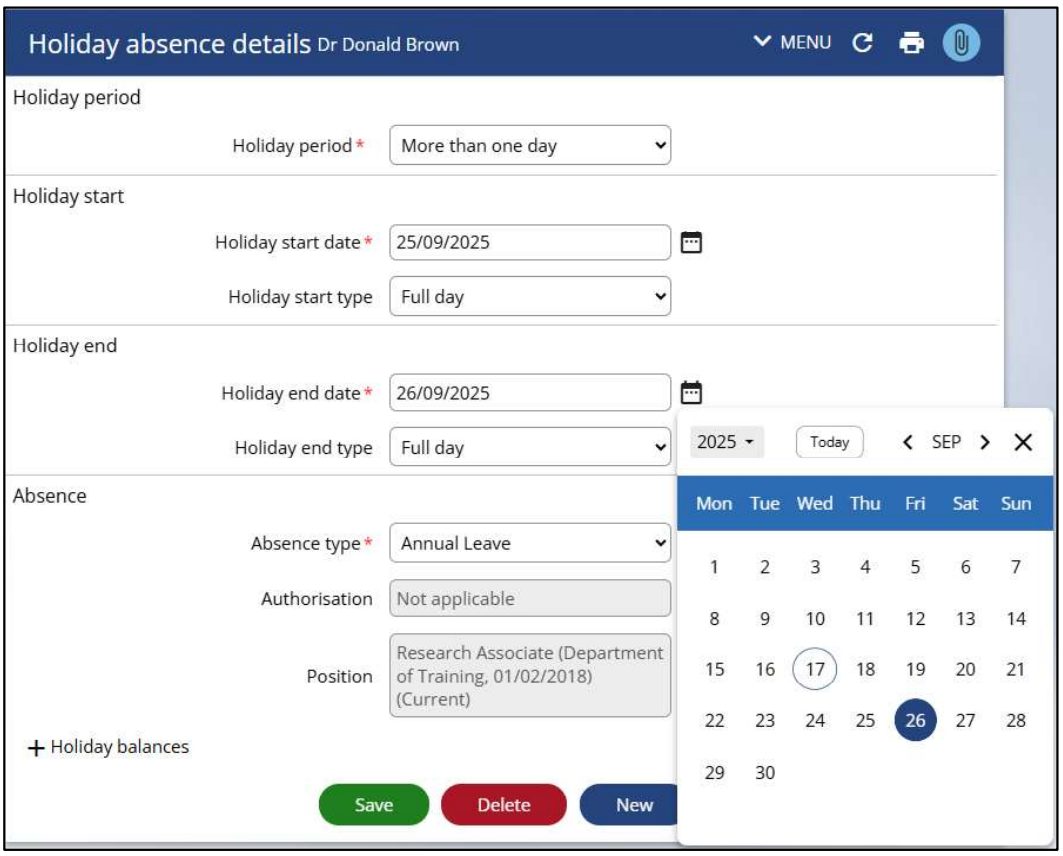
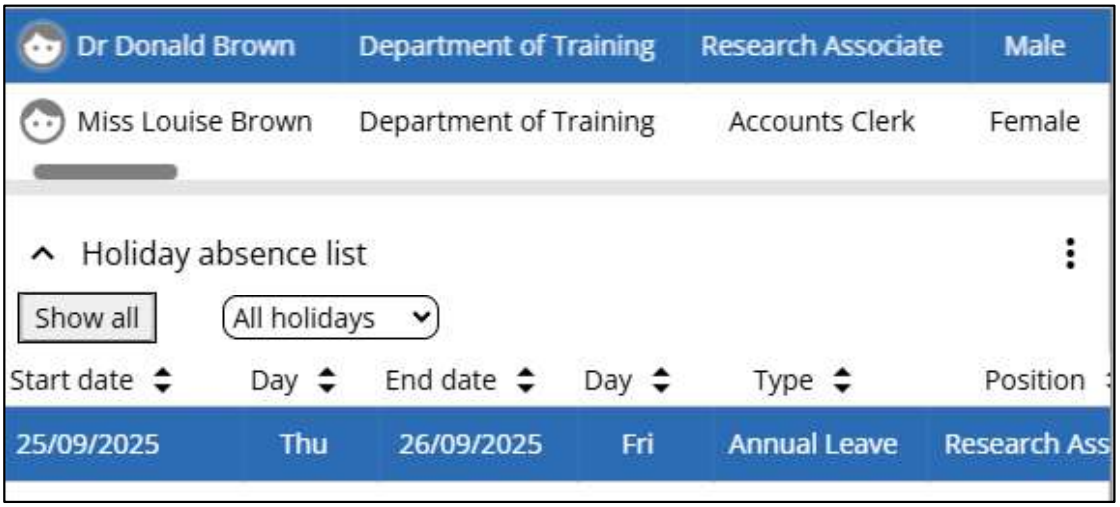
8. Select the Annual Leave that you wish to edit.



9. Edit the Annual Leave details as required and click on Save.

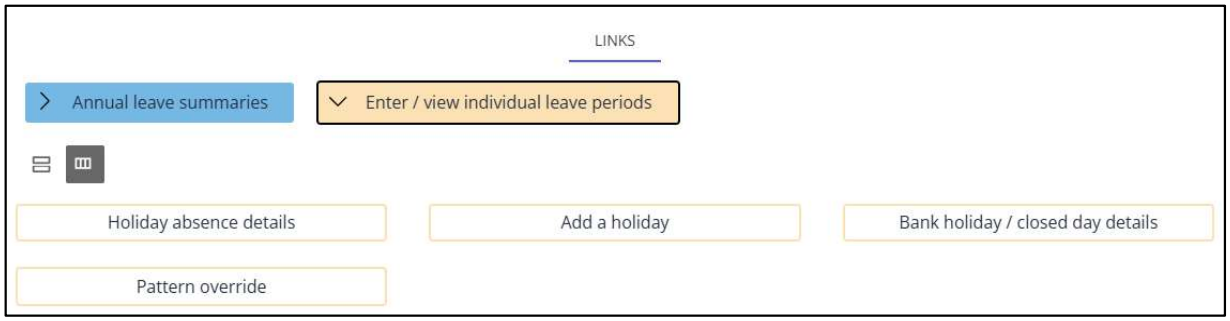


10. The change will be displayed in the left-hand pane.

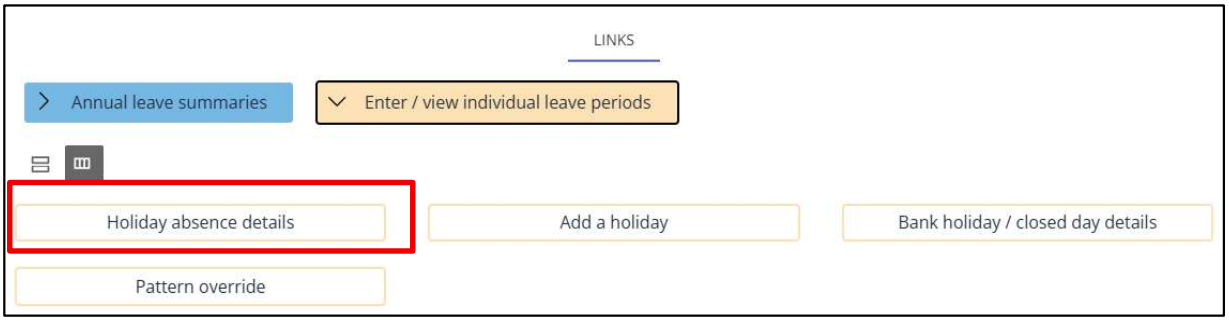


7. Deleting Annual Leave bookings on behalf of employees

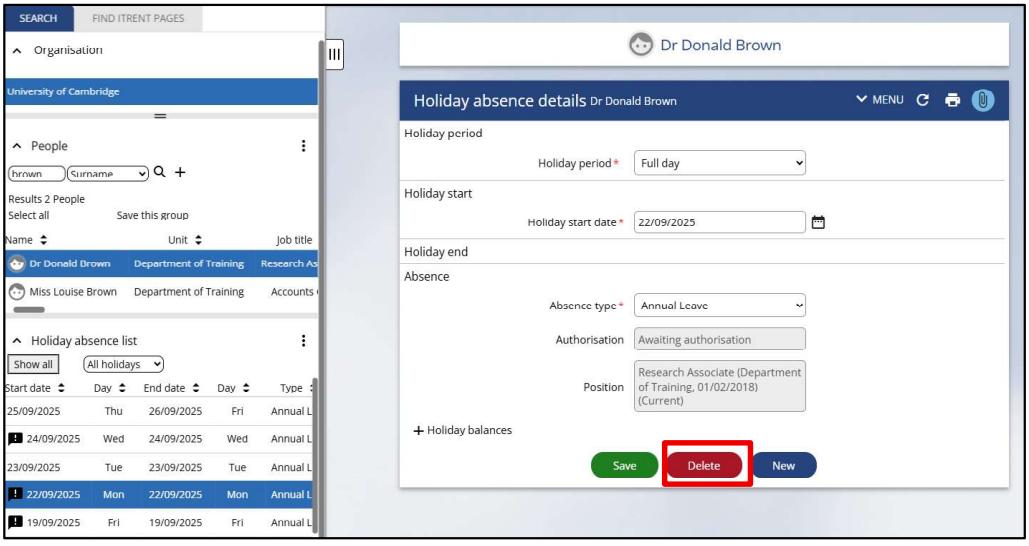
1. Search for the Employee for whom you wish to delete Annual Leave and select Enter / view individual leave periods from the Links



2. Select Holiday absence details

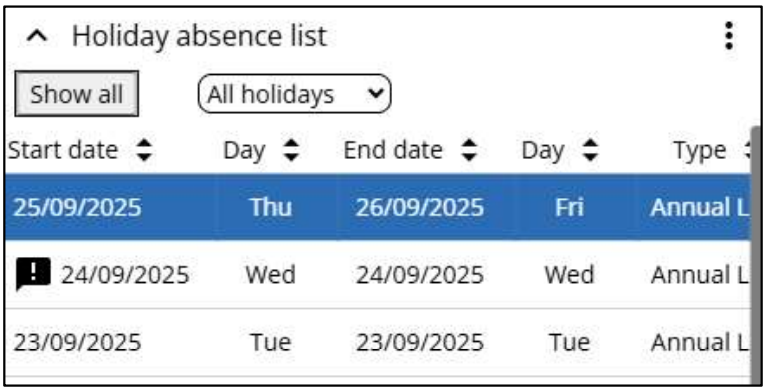


3. Select the Annual Leave Booking that you wish to delete and click on the Delete button.



4. Click on OK to Continue.

5. The Annual Leave will be removed from the list



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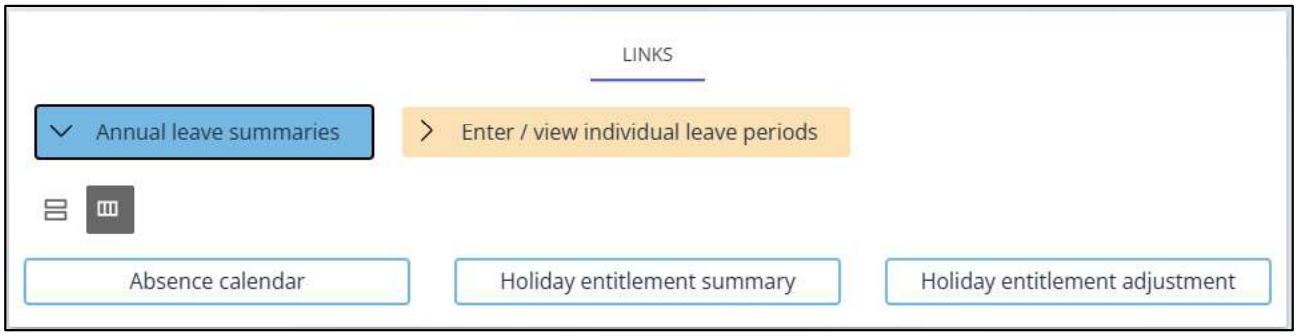
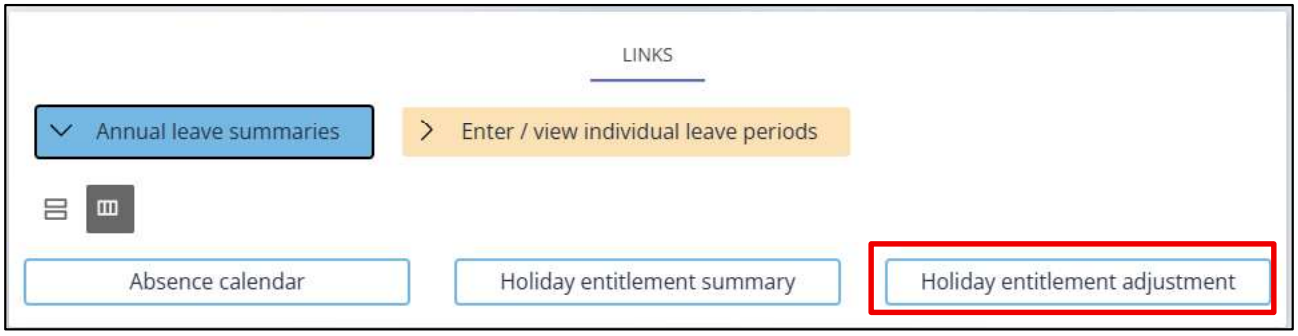
8. Adjusting Annual Leave Balances

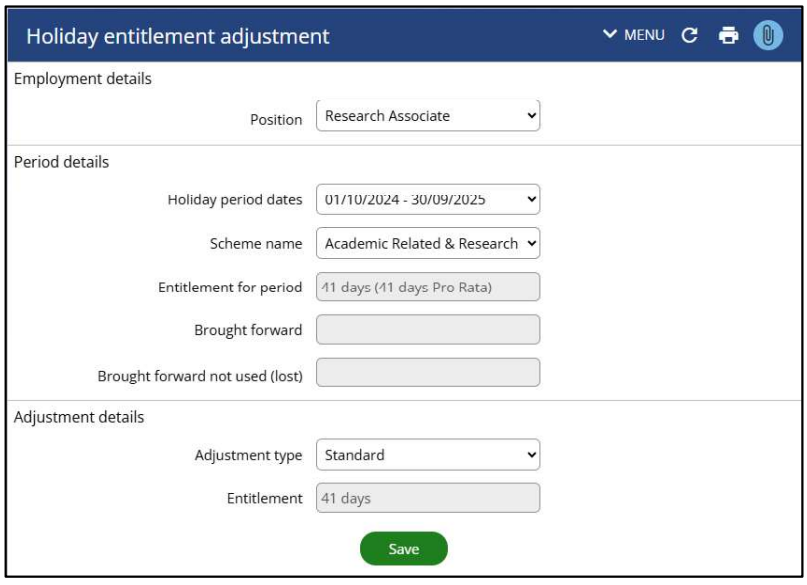
1. Select the Employee for whom you wish to make an adjustment.
2. Select Annual Leave summaries from the links.



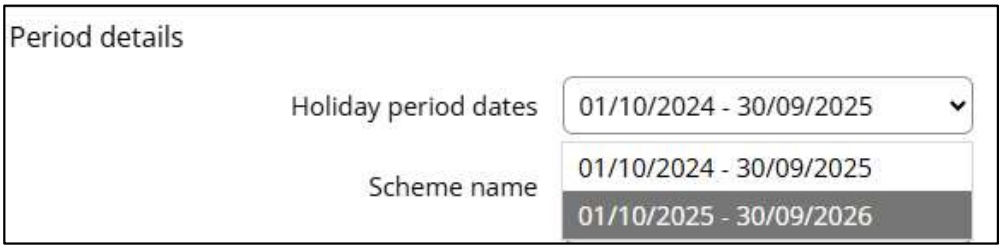
3. Select Holiday entitlement adjustment



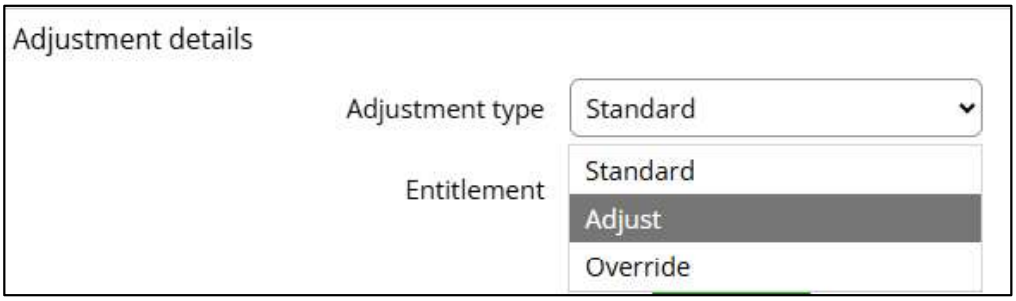
4. The Holiday entitlement adjustment screen will be displayed.



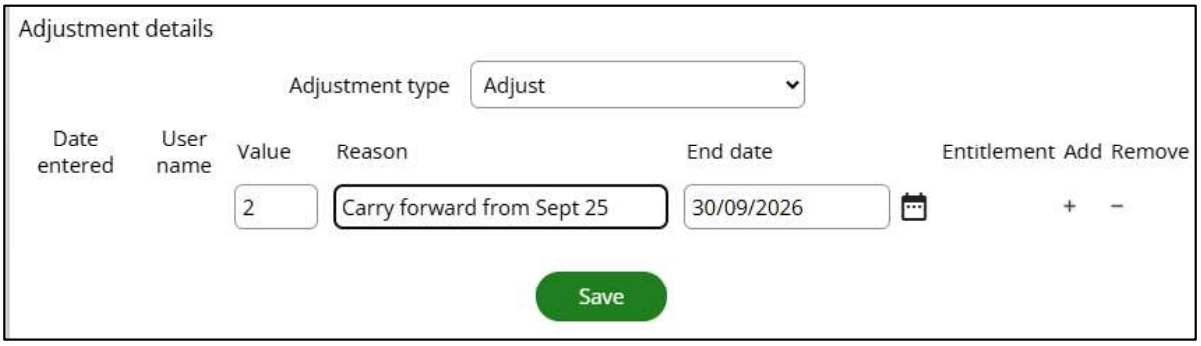
5. Select the Holiday period dates



6. Select the Adjustment Type.

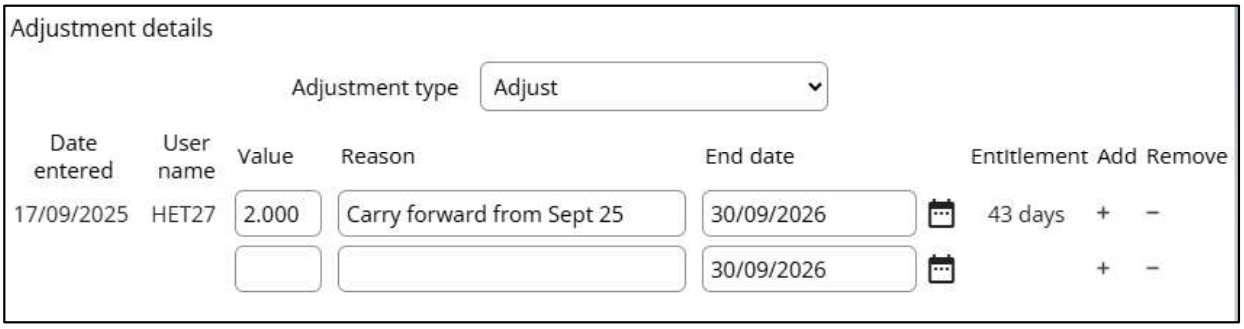


7. Enter the Adjustment details



8. Click on Save

9. The date and user name of the person who made the adjustment will be displayed



University guidance on the standard carryover of leave (as approved by General Board and Council and announced in *Reporter* on 28 June 2023) is as follows:

- The maximum amount of annual leave that can be carried over from one leave year to the next is capped at five days (pro-rated as applicable for part-time/those working fewer than five working days per week).

- Any leave carried over must be taken within the first four months of the new leave year (i.e. by the end of the following January).

Where an employee has 5 days or less carryover leave, this will automatically be carried over by the system and will have an automatic expiry date of 31 January.

A manual adjustment will be required for:

- Employees returning from a period of long-term sickness absence, who will have accrued annual leave as normal during their absence. Please seek HR advice on how to calculate the amount of leave to be carried forward.

- Employees returning from a period of family-related leave (e.g. adoption leave, maternity leave, shared parental leave) that has spanned annual leave years. They will have accrued annual leave as normal during their absence. They must be able to use remaining annual leave from the previous leave year within three months of returning to work.

- Any exceptional approval of additional carryover days or a longer period to use carryover. Exceptions should be carefully considered to ensure that they are justifiable and consistent. Seek HR advice if you are unsure what to do in a particular scenario.

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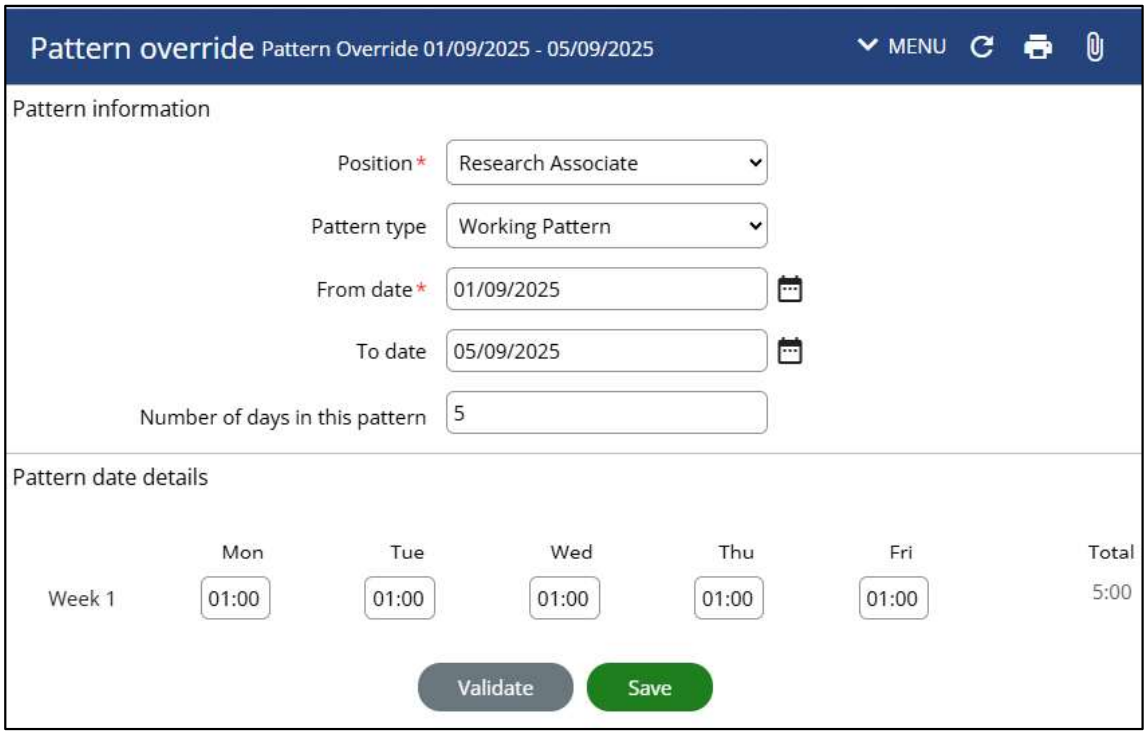
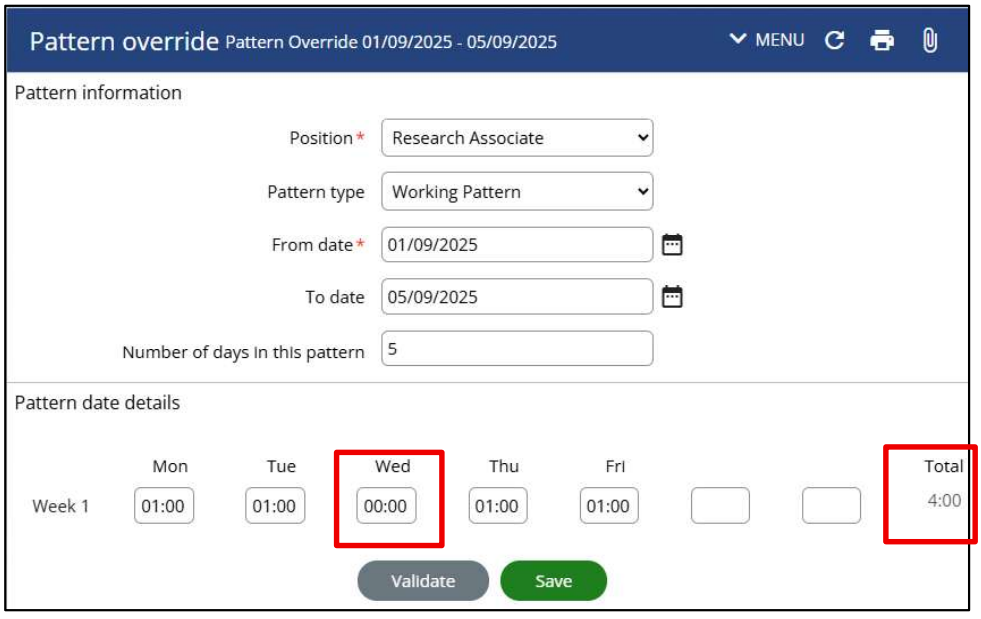
9. Using Pattern Override

This screen can be used to adjust a period of annual leave where the employee doesn't have a regular working pattern.

This screen shows days worked or days not worked according to the working pattern for the employee. The Pattern date details will display 01:00 for a working day and 0:00 for a non-working day. It does not so the number of hours each day.

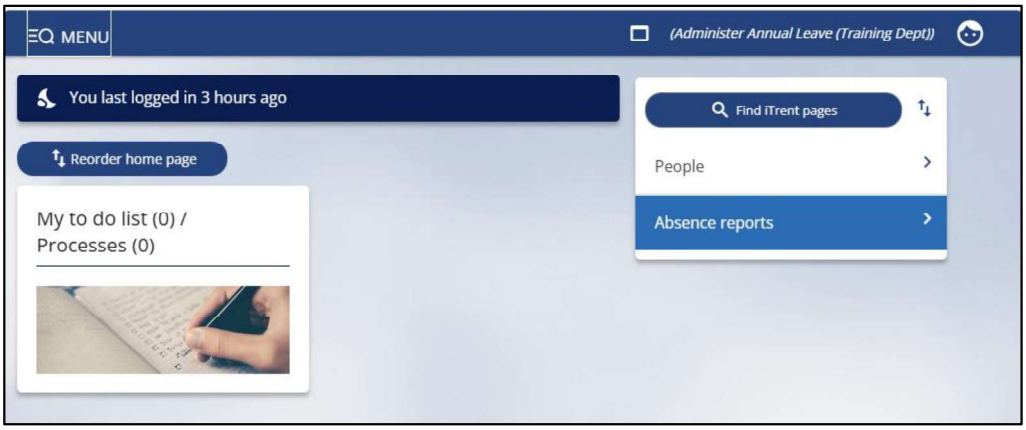


A non-working day in the annual leave period can be adjusted to 0:00 for a non-working day.

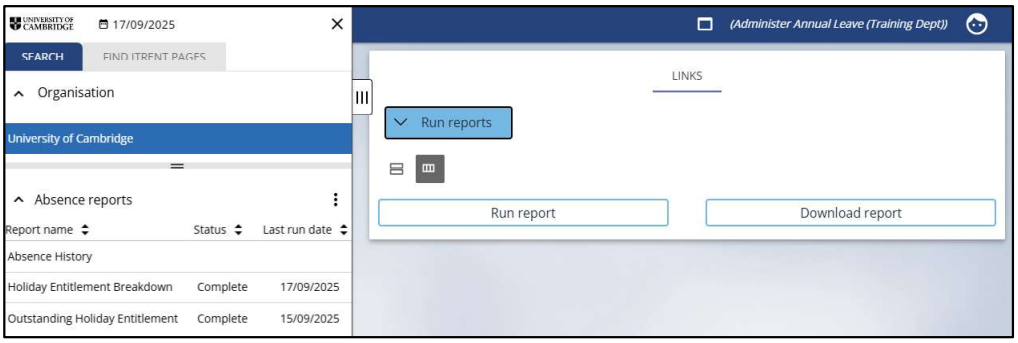


10. Running Annual Leave Reports

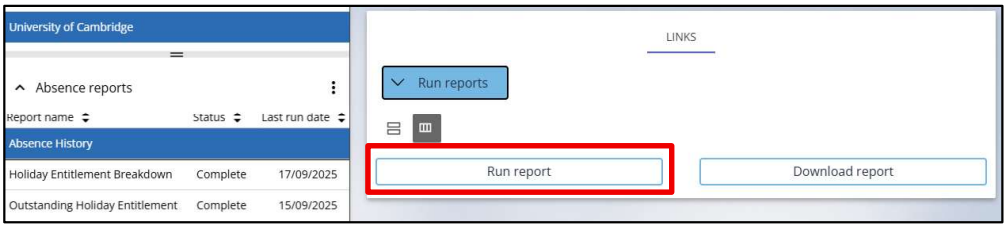
1. Select Absence Reports from the Main Menu



2. The Run reports link will be displayed and the 3 available absence reports: Absence History, Holiday Entitlement Breakdown and Outstanding Holiday Entitlement.



3. Select the Report that you wish to run and click on Run Report.



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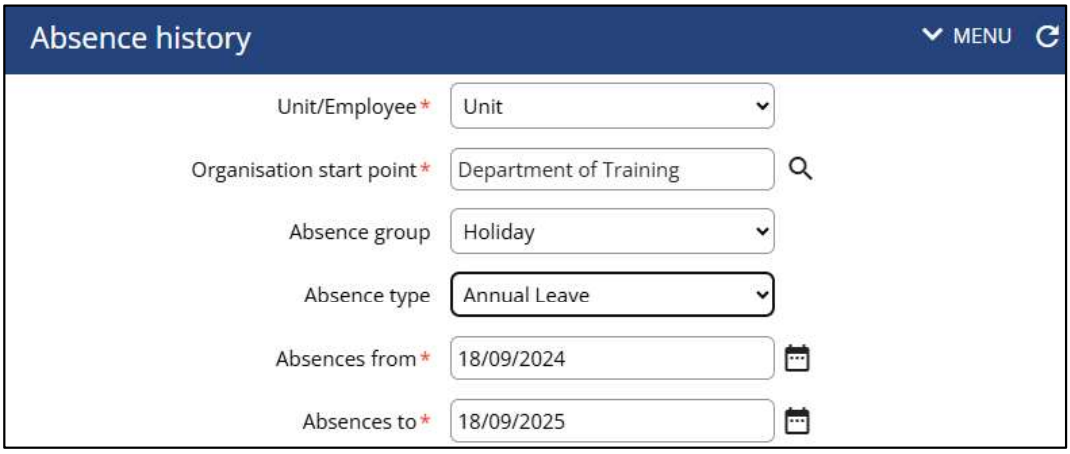
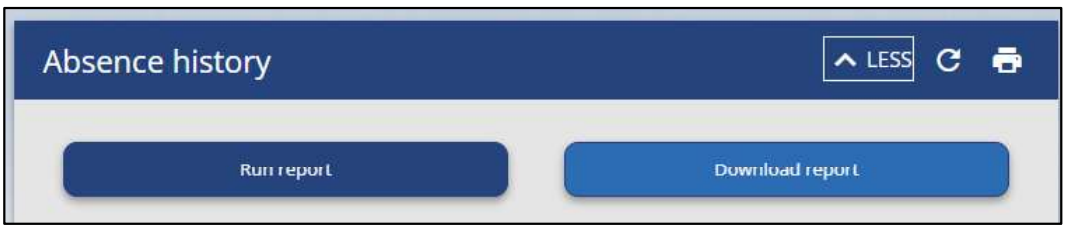
Absence History Report

1. Choose the Absence Group and Absence Type and dates if required and click on Run

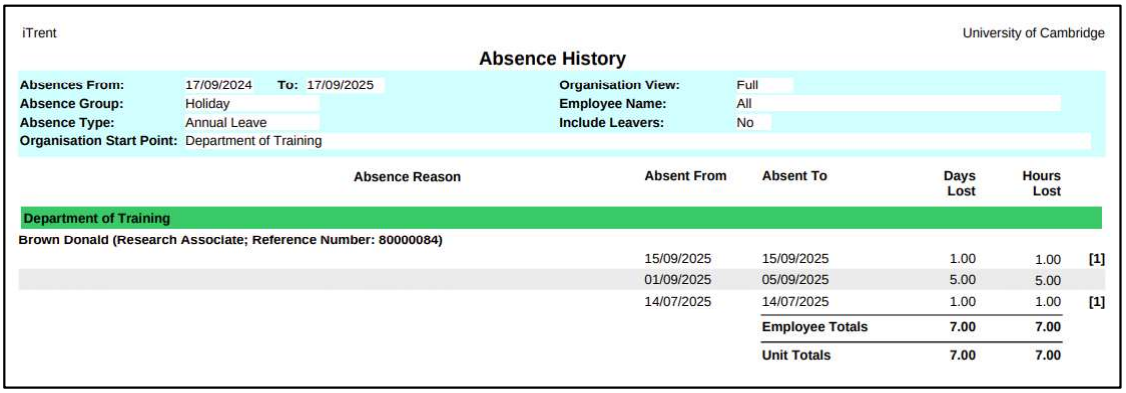


2. A message will be displayed confirming that the report is being generated.

3. Use the menu button at the top of the screen to navigate to Download Report.



4. Click on the Download arrow to view the report and Open the file when prompted.



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Absence History

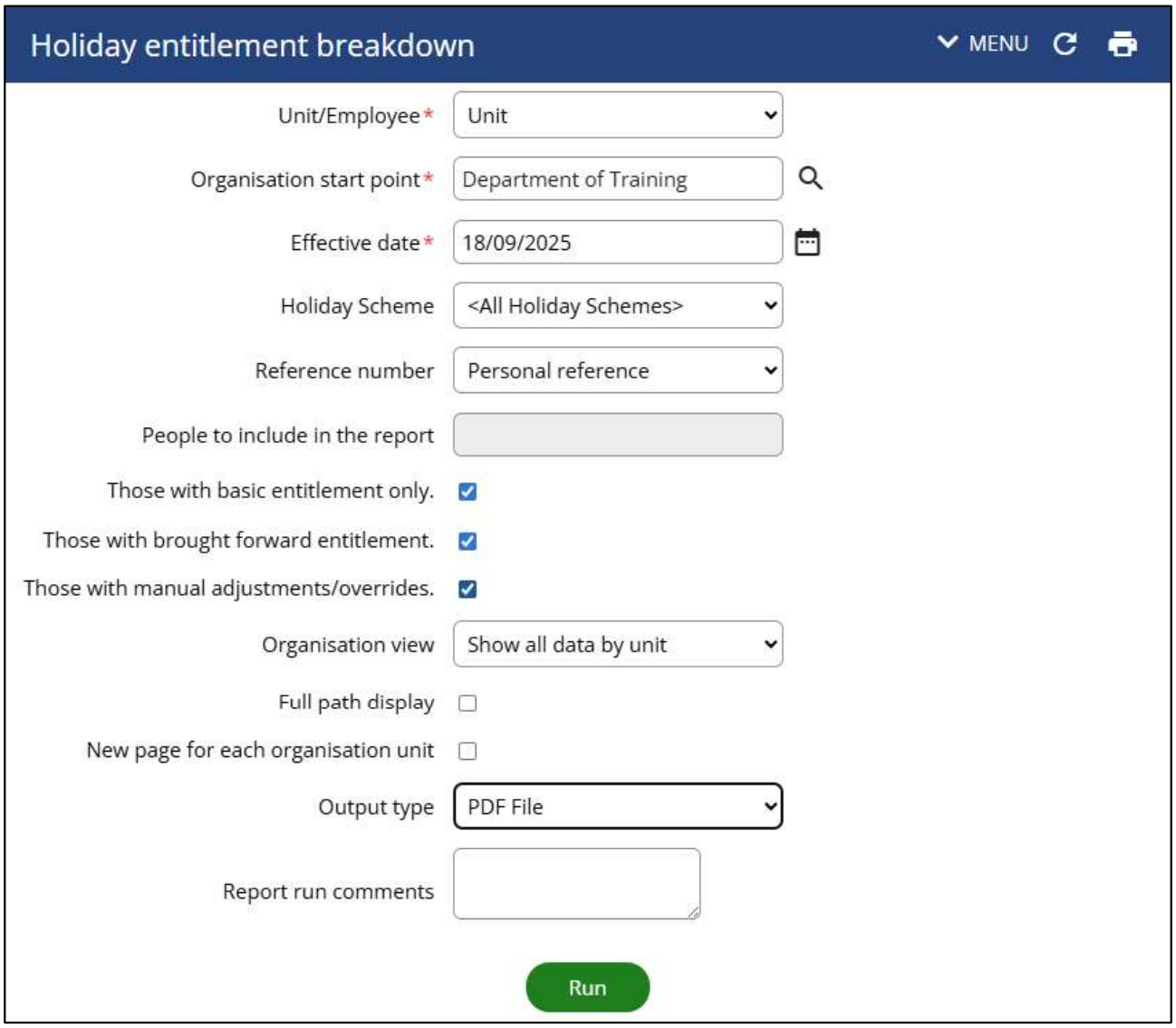
Absences From:	17/09/2024 **To:** 17/09/2025	**Organisation View:**	Full
Absence Group:	Holiday	**Employee Name:**	All
Absence Type:	Annual Leave	**Include Leavers:**	No
Organisation Start Point:	Department of Training		

Absence Reason	Absent From	Absent To	Days Lost	Hours Lost	
Department of Training					
Brown Donald (Research Associate; Reference Number: 80000084)					
	15/09/2025	15/09/2025	1.00	1.00	[1]
	01/09/2025	05/09/2025	5.00	5.00	
	14/07/2025	14/07/2025	1.00	1.00	[1]
		Employee Totals	**7.00**	**7.00**	
		Unit Totals	**7.00**	**7.00**	

The report shows an ‘hours lost’ column which should be ignored. We don’t use CHRIS to record working patterns to the level of granularity that would make it meaningful. It will always be the same as the number of days.

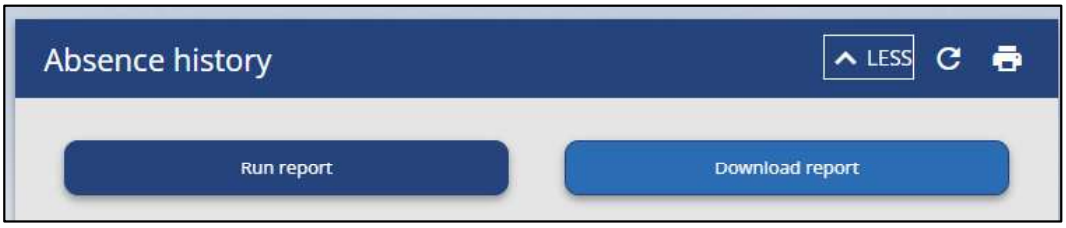
Holiday Entitlement Breakdown

1. Select the required fields and click on Run

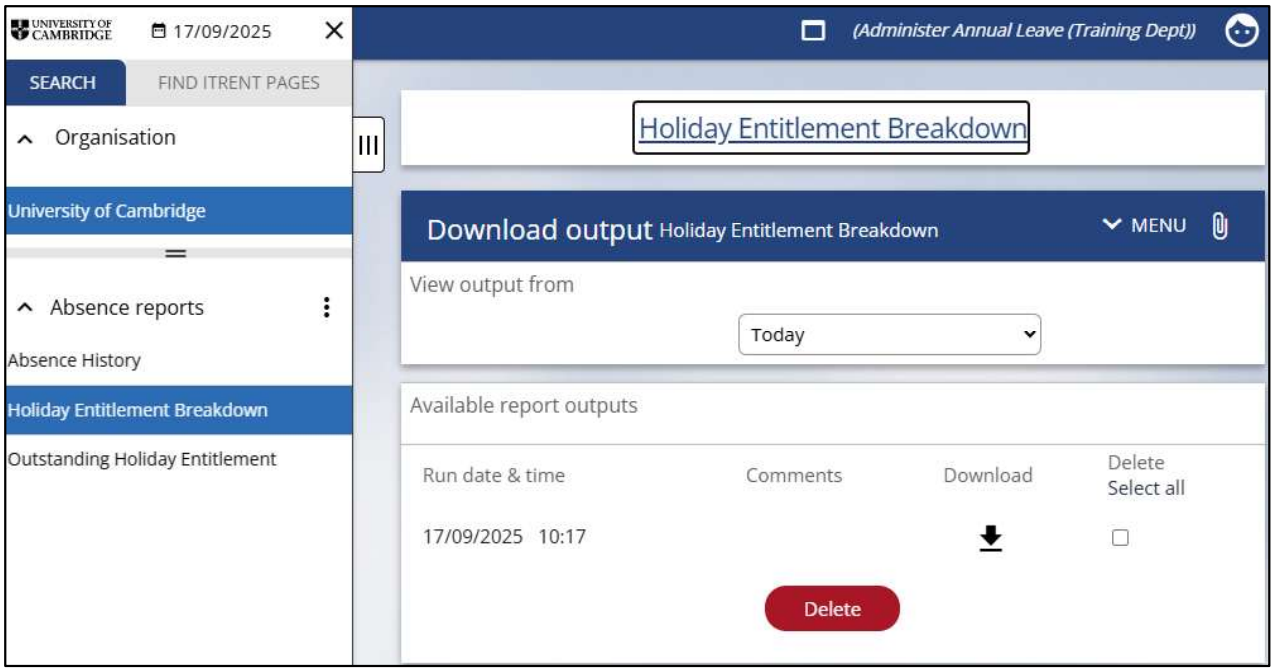


2. A message will be displayed confirming that the report is being generated.

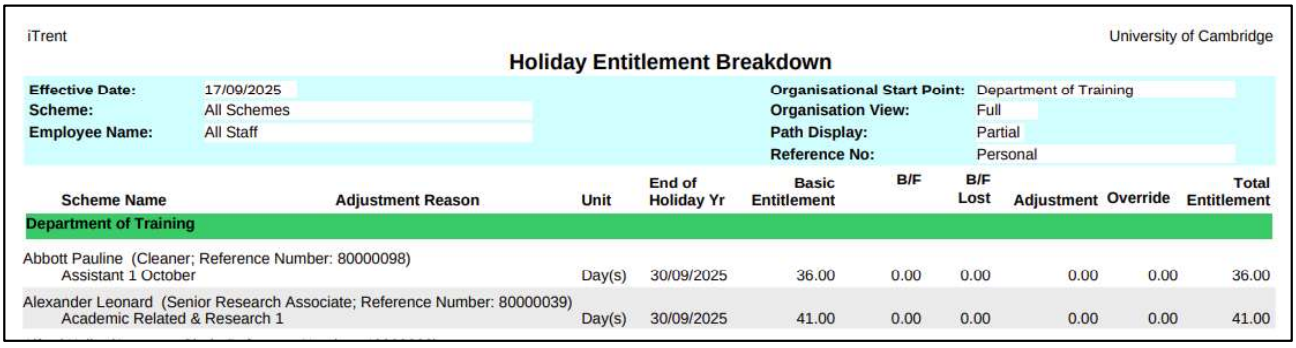
3. Use the menu button at the top of the screen to navigate to Download Report.



4. Click on the Download arrow to view the report and open when prompted



5. The report will be displayed



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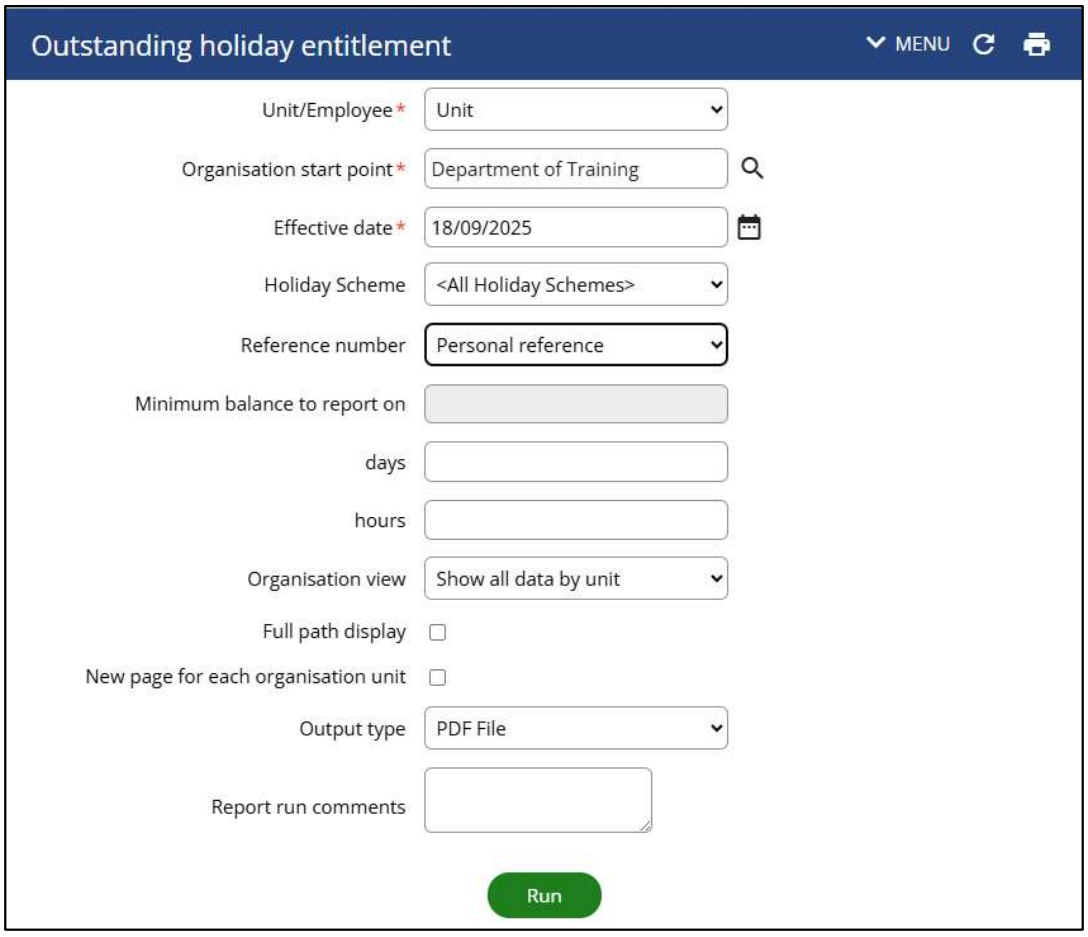
Holiday Entitlement Breakdown

Effective Date:	17/09/2025	**Organisational Start Point:**	Department of Training
Scheme:	All Schemes	**Organisation View:**	Full
Employee Name:	All Staff	**Path Display:**	Partial
		Reference No:	Personal

Scheme Name / Adjustment Reason	Unit	End of Holiday Yr	Basic Entitlement	B/F	B/F Lost	Adjustment	Override	Total Entitlement
Department of Training								
Abbott Pauline (Cleaner; Reference Number: 80000098) Assistant 1 October	Day(s)	30/09/2025	36.00	0.00	0.00	0.00	0.00	36.00
Alexander Leonard (Senior Research Associate; Reference Number: 80000039) Academic Related & Research 1	Day(s)	30/09/2025	41.00	0.00	0.00	0.00	0.00	41.00

Outstanding Holiday Entitlement

1. The Outstanding Holiday Entitlement Report can be used to report on all employees in the Department with any outstanding holiday or to highlight employees who still have a large amount of leave to take by setting the Minimum balance to report on.



2. Enter a minimum balance if required, and click on Run

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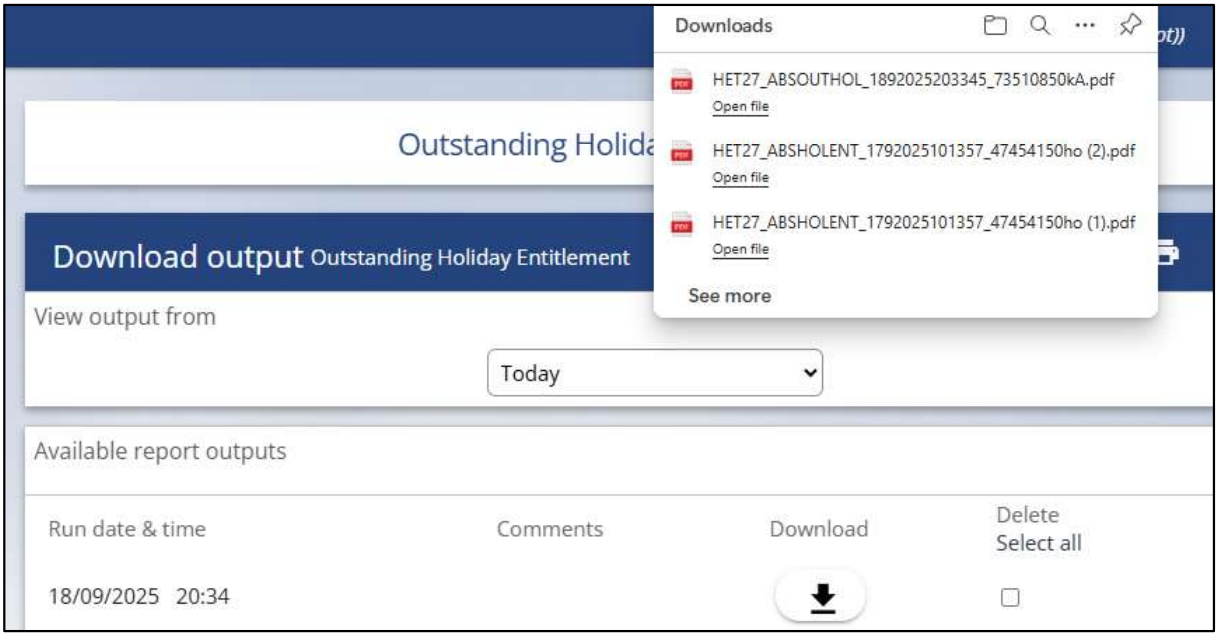
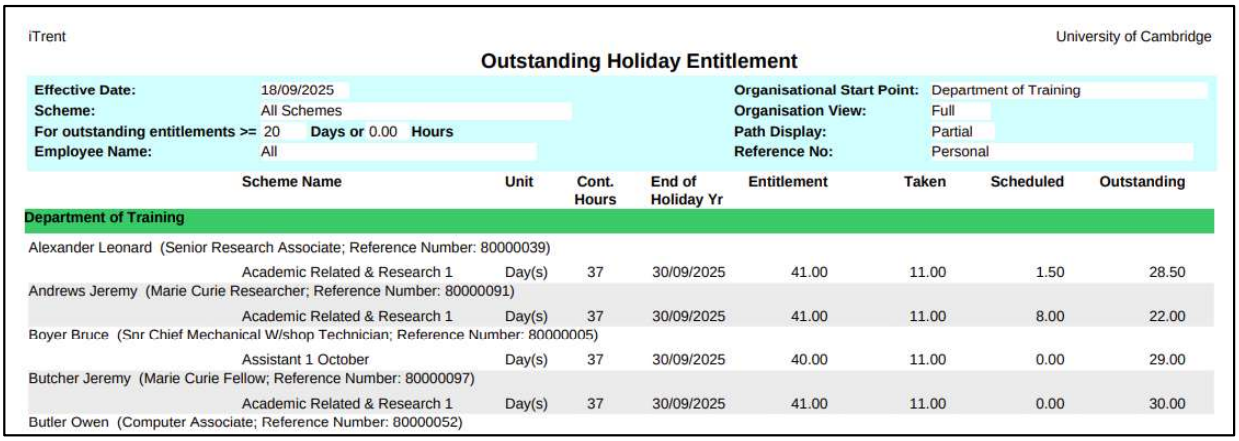
3. A confirmation message will be displayed.

4. Navigate to Download Report, click on the Download arrow and open the file when prompted.



5. The report will be displayed.



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Outstanding Holiday Entitlement

Effective Date:	18/09/2025	**Organisational Start Point:**	Department of Training
Scheme:	All Schemes	**Organisation View:**	Full
For outstanding entitlements >=	20 **Days or** 0.00 **Hours**	**Path Display:**	Partial
Employee Name:	All	**Reference No:**	Personal

Scheme Name	Unit	Cont. Hours	End of Holiday Yr	Entitlement	Taken	Scheduled	Outstanding
Department of Training							
Alexander Leonard (Senior Research Associate; Reference Number: 80000039)							
Academic Related & Research 1	Day(s)	37	30/09/2025	41.00	11.00	1.50	28.50
Andrews Jeremy (Marie Curie Researcher; Reference Number: 80000091)							
Academic Related & Research 1	Day(s)	37	30/09/2025	41.00	11.00	8.00	22.00
Boyer Bruce (Snr Chief Mechanical W/shop Technician; Reference Number: 80000005)							
Assistant 1 October	Day(s)	37	30/09/2025	40.00	11.00	0.00	29.00
Butcher Jeremy (Marie Curie Fellow; Reference Number: 80000097)							
Academic Related & Research 1	Day(s)	37	30/09/2025	41.00	11.00	0.00	30.00
Butler Owen (Computer Associate; Reference Number: 80000052)							