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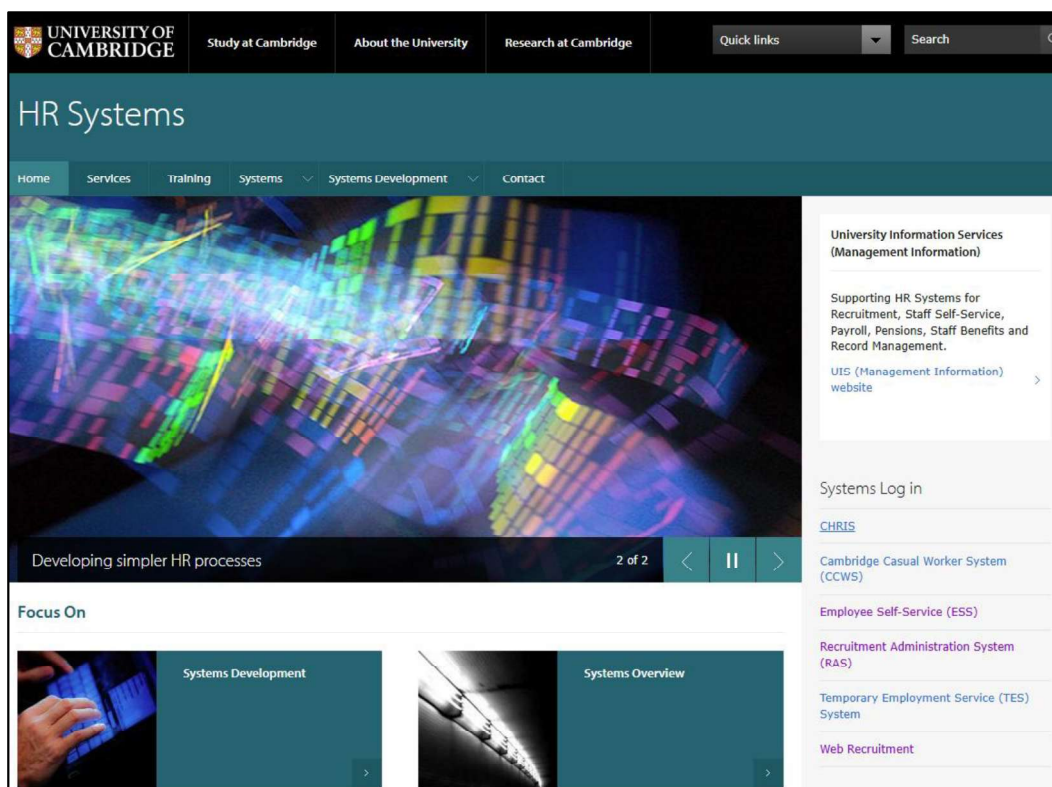
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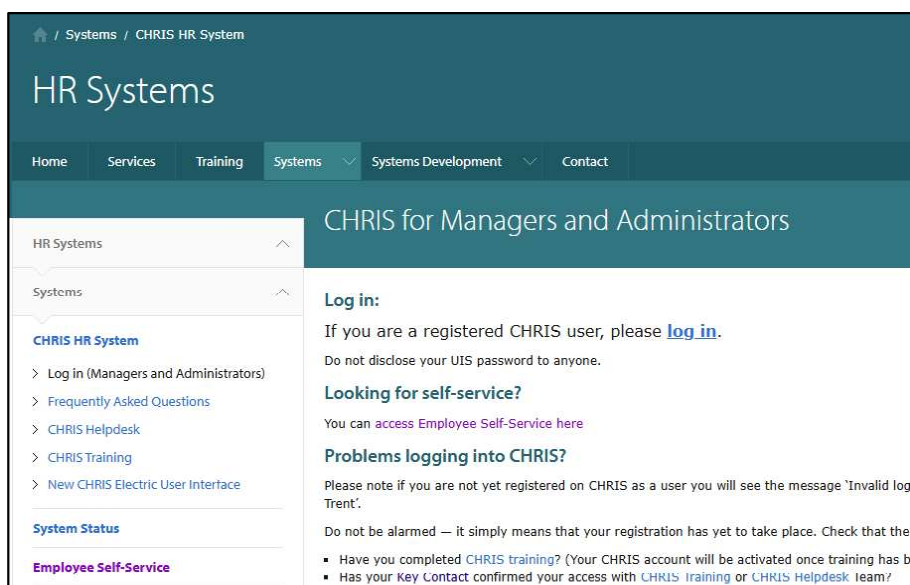


## 1. The Login screen

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

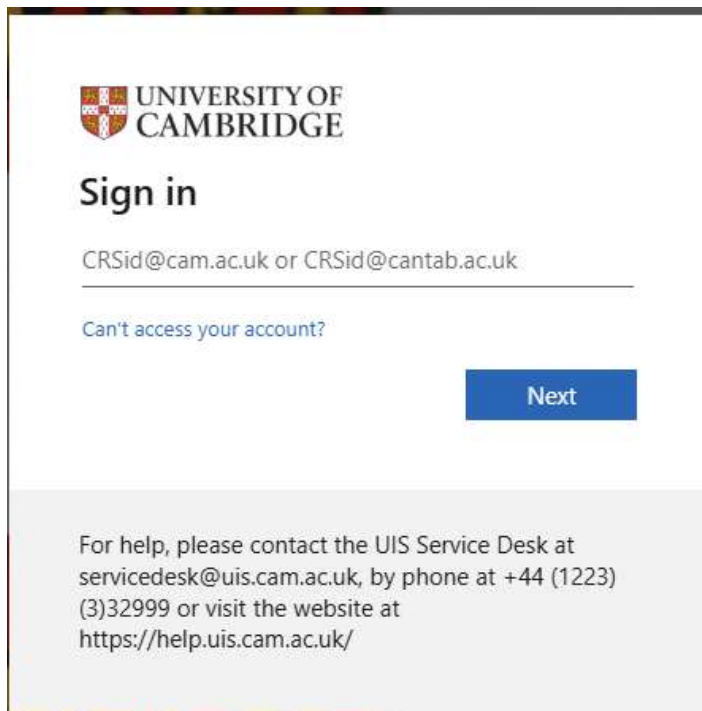


2. Log in to CHRIS from the Systems Log in section on the right-hand side.



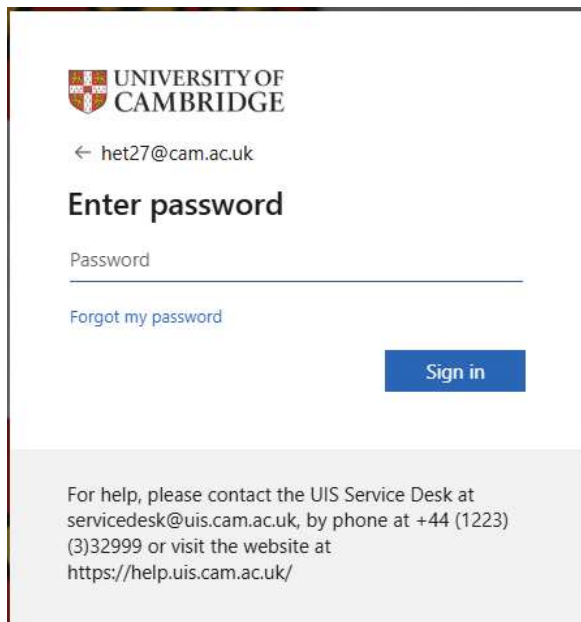


3. The Login screen will be displayed.



The screenshot shows the 'Sign in' screen for the University of Cambridge. At the top is the University of Cambridge crest and name. Below is the heading 'Sign in'. A text input field contains the email address 'CRSid@cam.ac.uk or CRSid@cantab.ac.uk'. Below the input field is a link that says 'Can't access your account?'. To the right of the input field is a blue button labeled 'Next'. At the bottom of the screen, there is a grey box containing contact information for the UIS Service Desk: 'For help, please contact the UIS Service Desk at servicedesk@uis.cam.ac.uk, by phone at +44 (1223) (3)32999 or visit the website at https://help.uis.cam.ac.uk/'.


4. Enter your sign in details and password



The screenshot shows the 'Enter password' screen for the University of Cambridge. At the top is the University of Cambridge crest and name. Below is a back arrow and the email address 'het27@cam.ac.uk'. The heading 'Enter password' is displayed. Below it is a 'Password' label and a text input field. A link that says 'Forgot my password' is located below the input field. To the right of the input field is a blue button labeled 'Sign in'. At the bottom of the screen, there is a grey box containing contact information for the UIS Service Desk: 'For help, please contact the UIS Service Desk at servicedesk@uis.cam.ac.uk, by phone at +44 (1223) (3)32999 or visit the website at https://help.uis.cam.ac.uk/'.


5. Then click on Sign in
6. Verify your identity using the Multifactor authentication





**UNIVERSITY OF  
CAMBRIDGE**

het27@cam.ac.uk

### Verify your identity

 Call +XX XXXXXXXX01

 Text +XX XXXXXXXX60

 Call +XX XXXXXXXX60

[More information](#)

Are your verification methods current? Check at  
<https://aka.ms/mfasetup>

Cancel

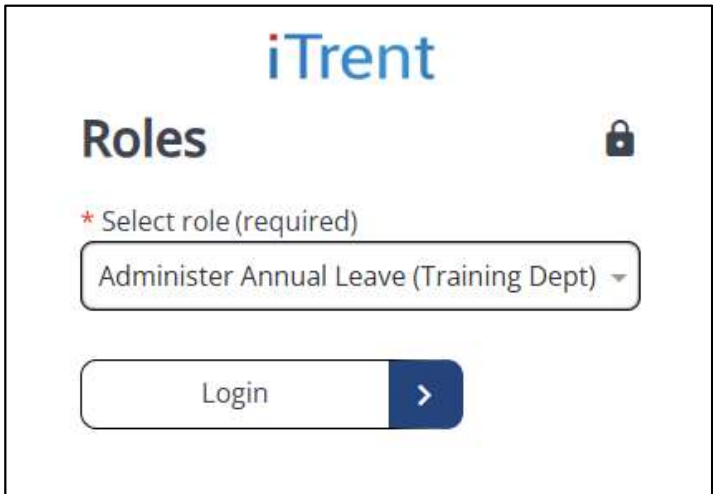
For help, please contact the UIS Service Desk at  
[servicedesk@uis.cam.ac.uk](mailto:servicedesk@uis.cam.ac.uk), by phone at +44 (1223)  
(3)32999 or visit the website at  
<https://help.uis.cam.ac.uk/>

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](#)

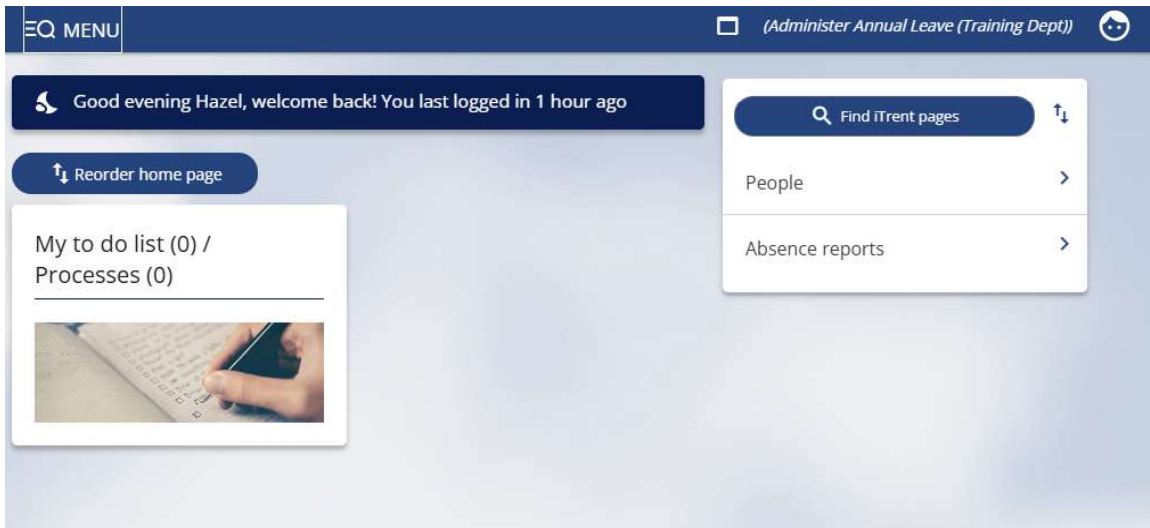


7. Select your Adminster Annual Leave Role



The screenshot shows the iTrent 'Roles' login page. At the top is the iTrent logo. Below it, the word 'Roles' is displayed next to a lock icon. A red asterisk indicates a required field: '\* Select role (required)'. Below this is a dropdown menu currently showing 'Administer Annual Leave (Training Dept)'. At the bottom is a 'Login' button with a right-pointing arrow.

8. The following page will be displayed.

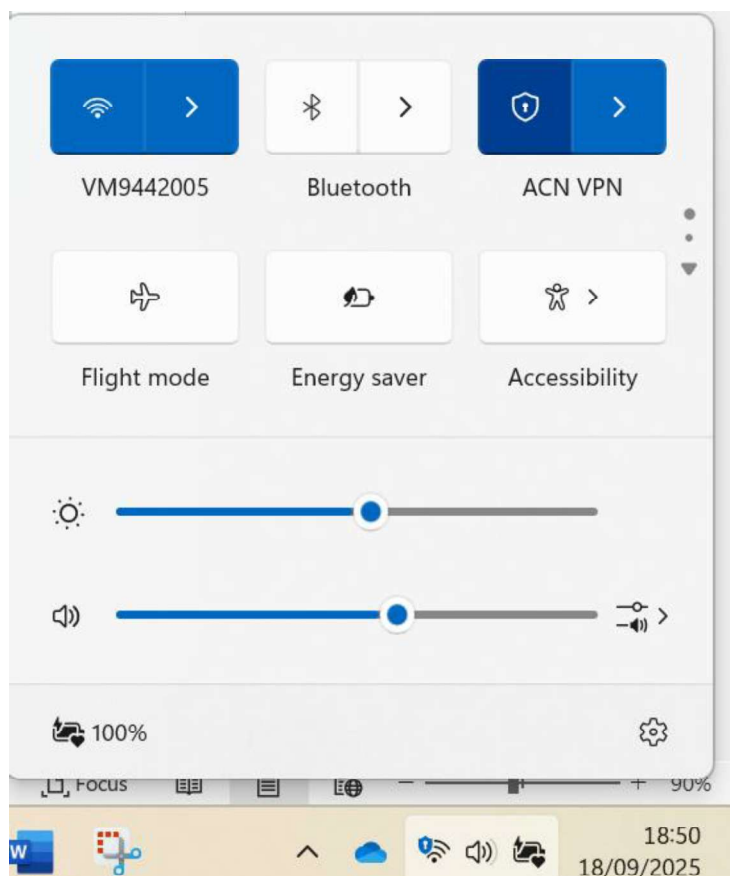


The screenshot shows the iTrent home dashboard for user Hazel. The top navigation bar includes an 'EQ MENU' button, a user profile icon, and the text '(Administer Annual Leave (Training Dept))'. A welcome message reads: 'Good evening Hazel, welcome back! You last logged in 1 hour ago'. Below this is a 'Reorder home page' button. On the left, a 'My to do list (0) / Processes (0)' section features a small image of a hand using a calculator. On the right, a search bar labeled 'Find iTrent pages' is positioned above a list of links: 'People' and 'Absence reports', each with a right-pointing arrow.



## 1.1. Connecting to the Virtual Private Network (VPN)

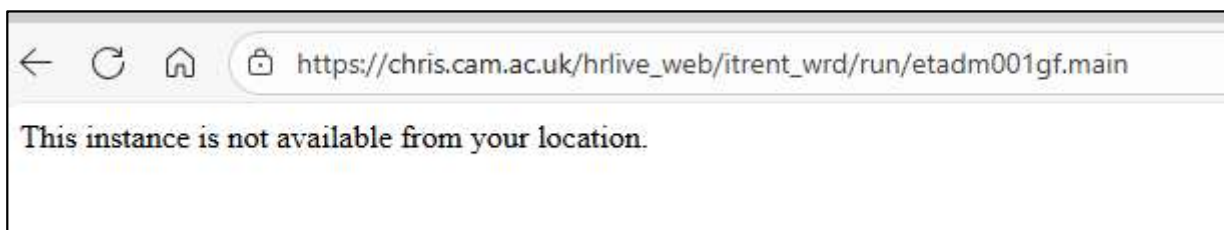
Please note that if you are working from home or in an un-networked location you will need to be logged into the Virtual Private Network (VPN) to use the CHRIS System



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



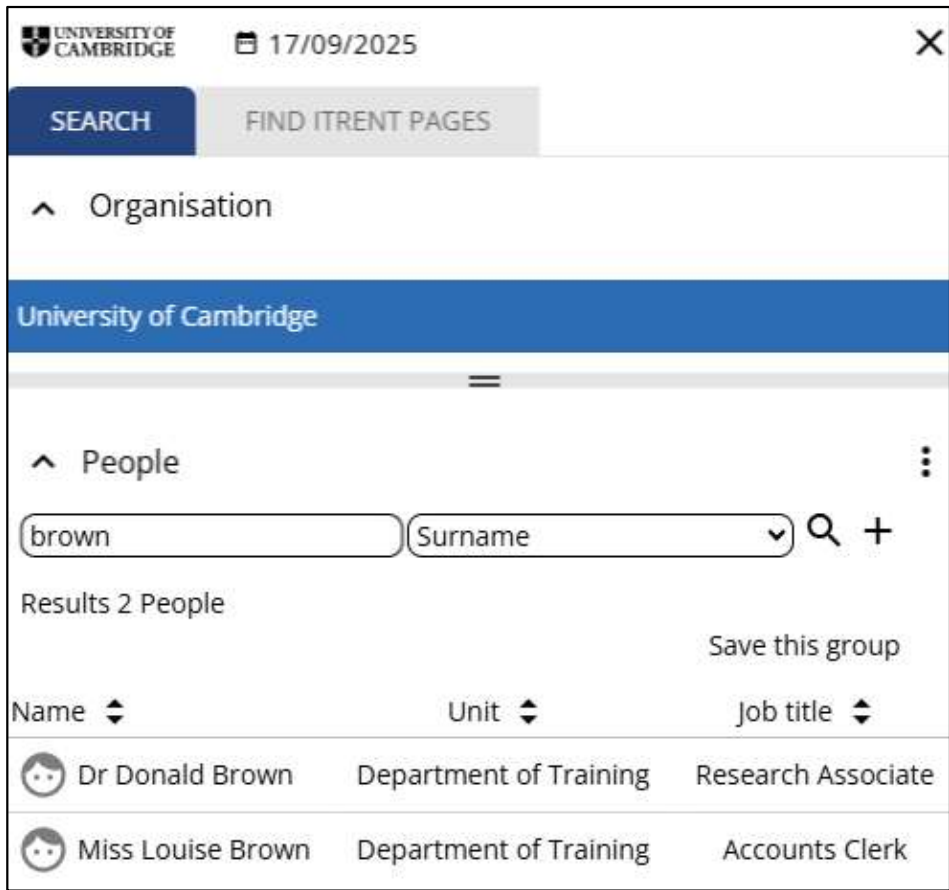


## 2. Viewing Annual Leave entitlement and balances

- 1. Select People



- 2. Search for the employee





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

The screenshot shows the CHRIS system interface for administering annual leave. On the left, there is a sidebar with a search bar and filter options. The main content area displays the employee record for Dr Donald Brown, including personal details (known as Donald, born 17/11/1988, 7 Year(s) 7 Month(s) Reckonable service, 80000084 (Personal ref.)) and employment details (Research Associate (70000092) | Not specified | Department of Training | Non Clinical Researcher | Occupancy started on 01/02/2018). Below this is a calendar view for 17 - 30 September 2025, showing 16 days remaining out of 41. At the bottom, there is a 'LINKS' section with buttons for 'Annual leave summaries', 'Enter / view individual leave periods', 'Absence calendar', 'Holiday entitlement summary', and 'Holiday entitlement adjustment'.

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

This screenshot focuses on the 'LINKS' section of the interface. It shows three main buttons: 'Annual leave summaries' (with a dropdown arrow), 'Enter / view individual leave periods' (with a right arrow), and 'Absence calendar' (with a calendar icon). Below these, there are three buttons: 'Absence calendar', 'Holiday entitlement summary' (which is highlighted with a red border), and 'Holiday entitlement adjustment'.



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

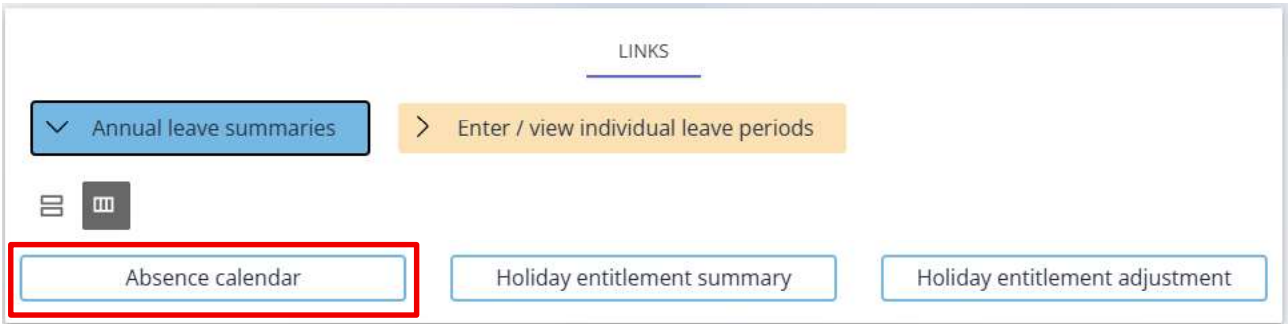
41 days (41 days Pro Rata)

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

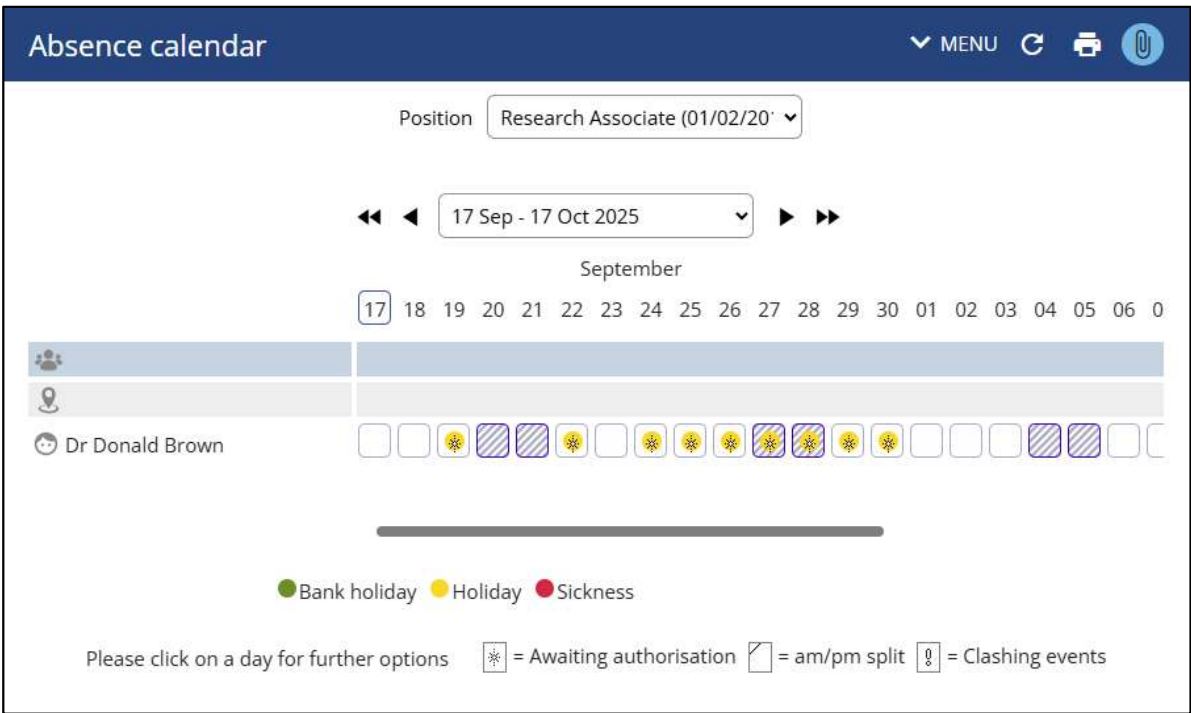


### 3. Viewing Annual Leave using the Calendar

- 1. Select Absence Calendar from the Annual Leave summaries Link

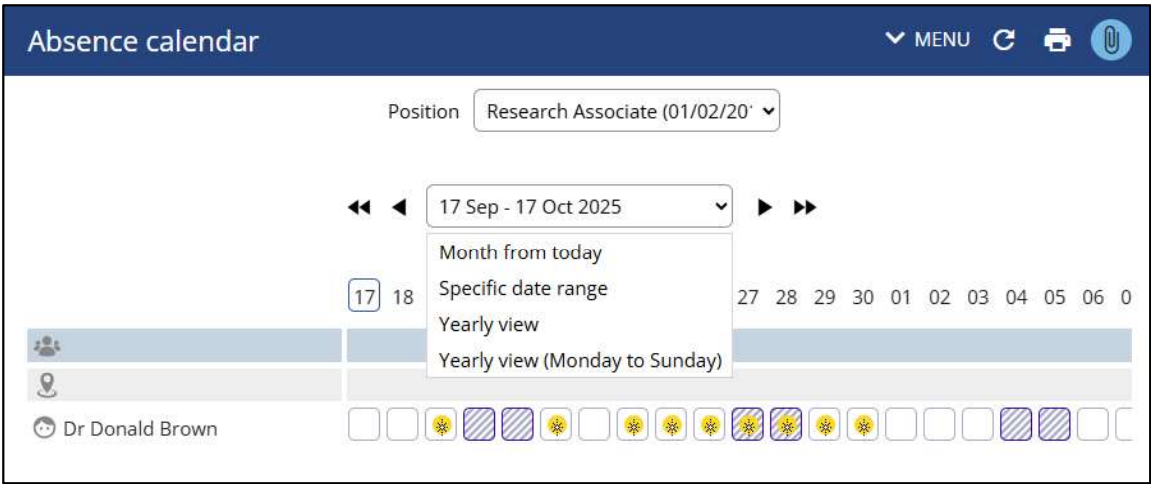


- 2. The Absence Calendar will be displayed showing absence from today's date for the next month.

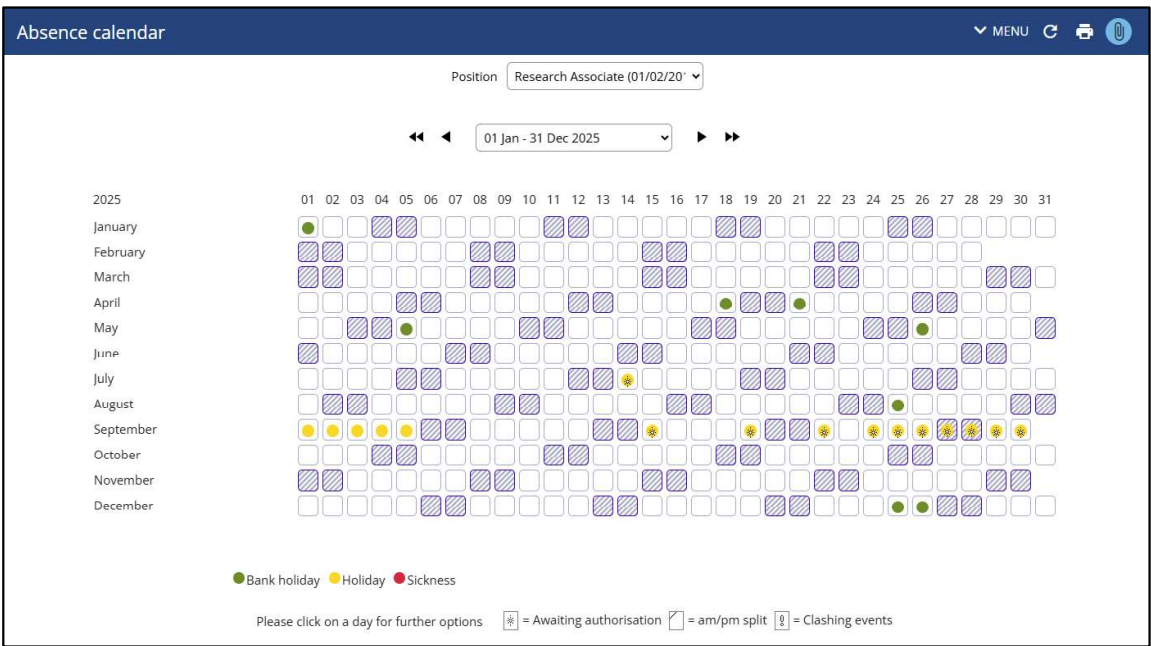




3. Use the drop down arrow to the right-hand side of the date range to change the dates viewed from Month from today to either a Specific Date range, or Yearly View.



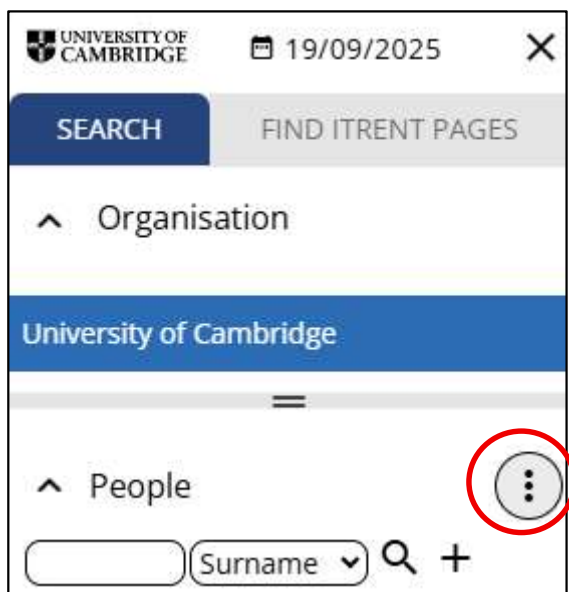
4. Choosing Yearly View will display the screen below.



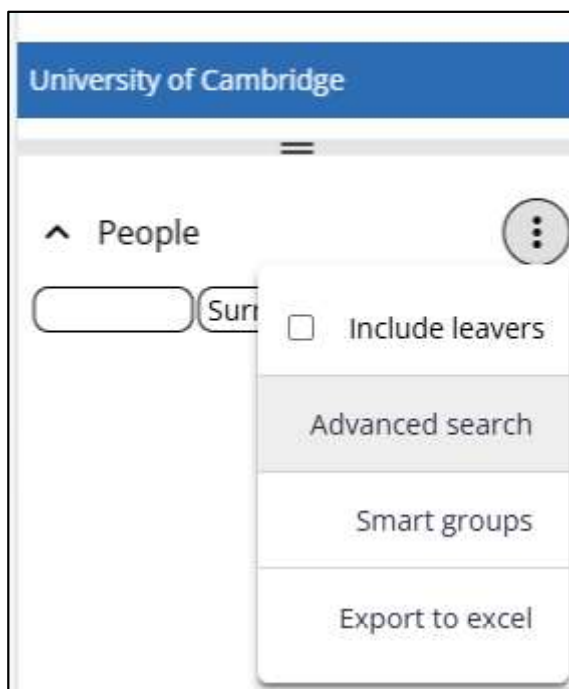


### 4. Viewing Annual Leave for more than one employee

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

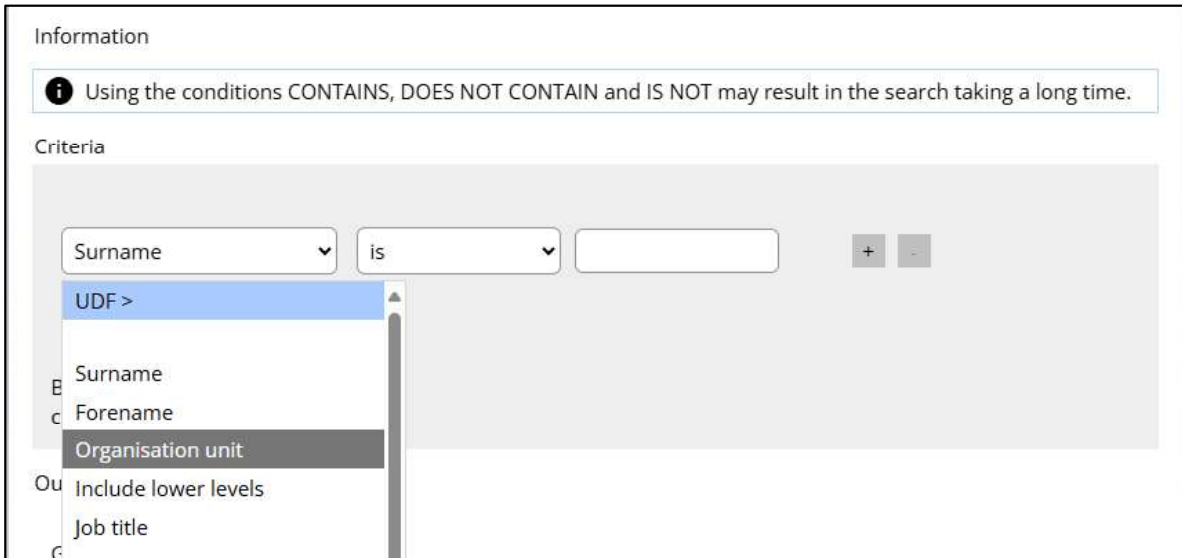


3. Select Advanced search

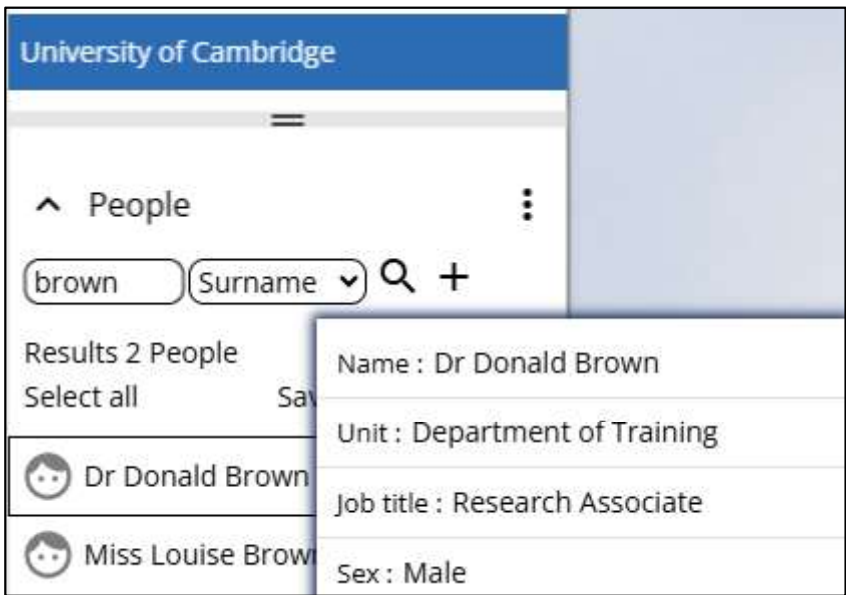




4. Change the search criteria from Surname to Organisation Unit.



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.

Advanced search

▼ MENU ↺ 🖨

Information

ⓘ

Using the conditions CONTAINS, DOES NOT CONTAIN and IS NOT may result in the search taking a long time.

Criteria

Organisation unit ▼

is ▼

DEPARTMENT OF Tf

+ -

Build special criteria

☐

Output options

Generate batch

☐

Save as smart group

☐

☒ For Trent

☐ For export

Search

Clear

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



^

People

⋮

Surname

▼

🔍

+

Results 142 People

Select all

Edit this group

Miss Pauline Abbott

Mr Leonard I Alexander

Miss Kelly Alford

Mr Chris Anderson

Dr Jeremy G Andrews

Mr Paul Andrews

Mrs Emma Ball

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

Results 142 People

Select all

Edit this group

Miss Pauline Abbott

Mr Leonard I Alexander

Miss Kelly Alford

Mr Chris Anderson

Dr Jeremy G Andrews

Mr Paul Andrews

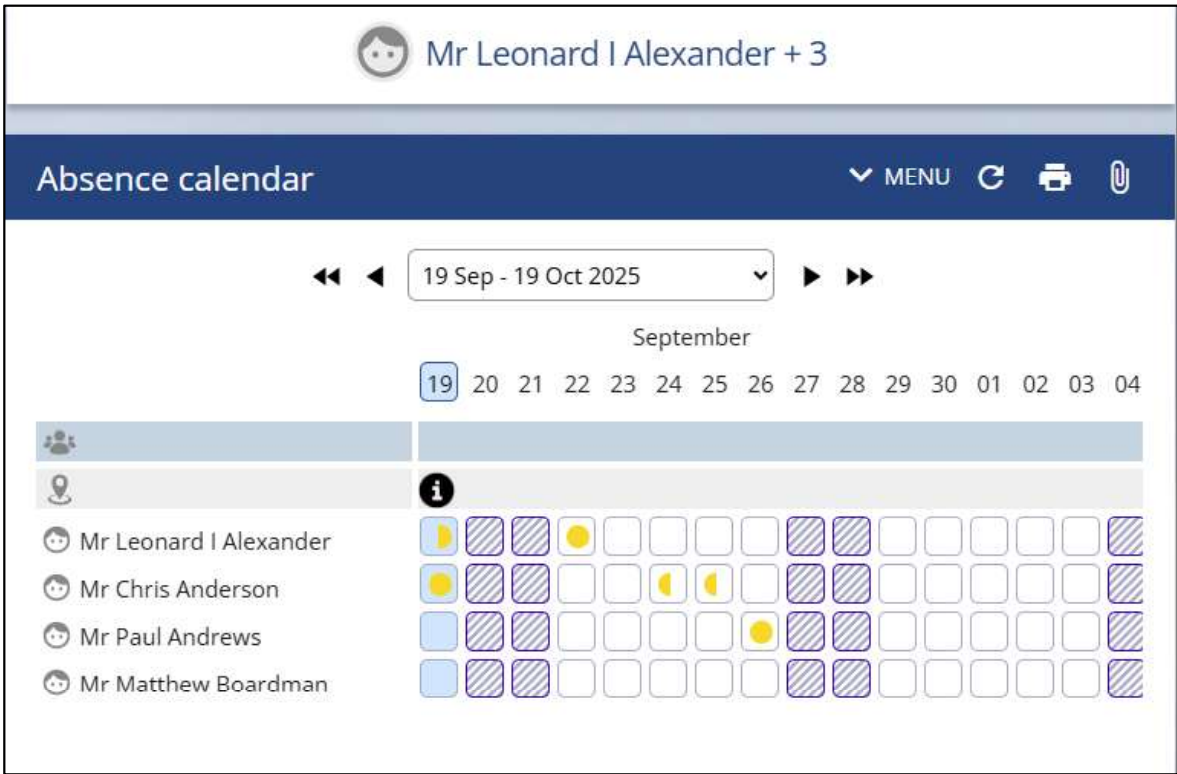
Mrs Emma Ball

Mr Matthew Boardman

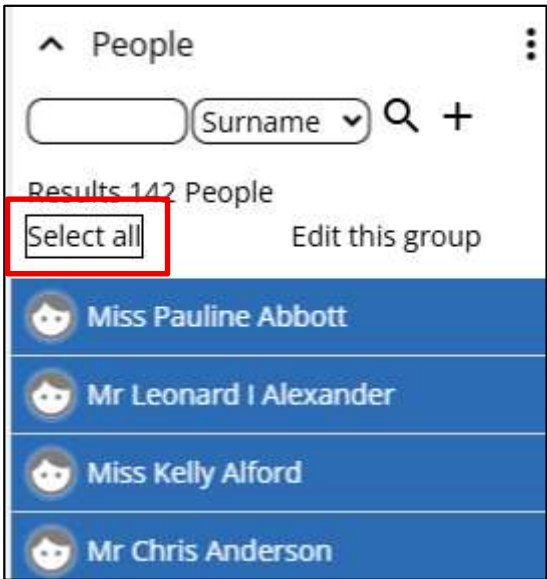
Mr Bruce Boyer



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

X

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

Miss Louise Brown

Bank holiday

Holiday

Sickness

Please click on a day for further options

= Awaiting authorisation

= am/pm split

= Clashing events

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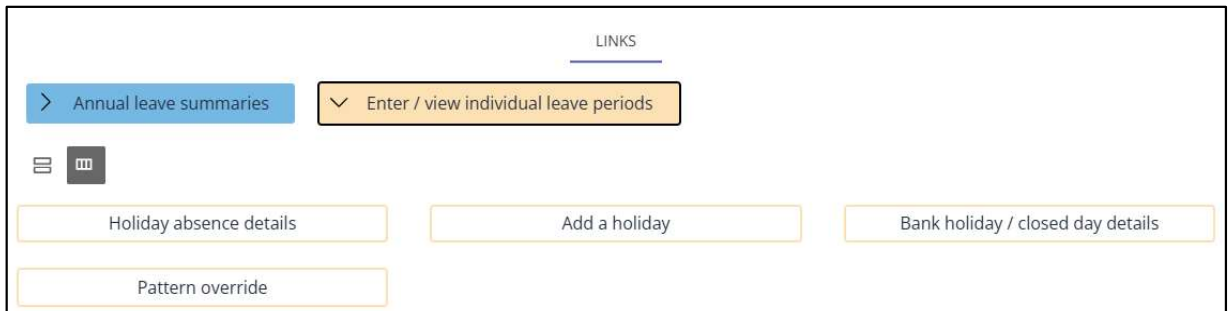
Last Modified: 19 September 2025

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## 5. Adding Annual Leave Booking on behalf of employees

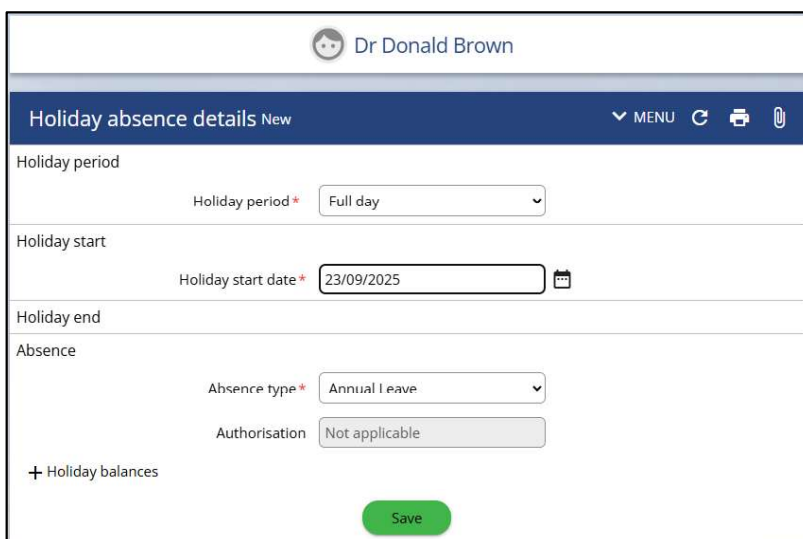
1. Search for the Employee for whom you wish to add Annual Leave and select Enter/view individual leave periods from the Links



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.

^ People

Results 2 People

Select all

Name ^

Dr Donald Brown

De

Miss Louise Brown

De

^ Holiday absence list

Start date ^

Day ^

! 25/09/2025

Thu

! 24/09/2025

Wed

23/09/2025

Tue

23/09/2025

Tue

Annual Leave

Res

! 22/09/2025

Mon

22/09/2025

Mon

Annual Leave

Res

! 19/09/2025

Fri

19/09/2025

Fri

Annual Leave

Res

! 15/09/2025

Mon

15/09/2025

Mon

Annual Leave

Res

01/09/2025

Mon

05/09/2025

Fri

Annual Leave

Res

Start date : 23/09/2025

Day : Tue

End date : 23/09/2025

Day : Tue

Type : Annual Leave

Position : Research Associate

Current status :

Payroll processing pending

Working days/hours lost : 1

Authorisation status : Not applicable

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Last Modified: 19 September 2025

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## 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

LINKS

> Annual leave summaries

▼ Enter / view individual leave periods

Holiday absence details

Add a holiday

Bank holiday / closed day details

Pattern override

- 2. Select Holiday absence details

LINKS

> Annual leave summaries

▼ Enter / view individual leave periods

Holiday absence details

Add a holiday

Bank holiday / closed day details

Pattern override



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

^ People

brown

Surname

Q

+

Results 2 People

Select all

Save this group

Name

Unit

Job title

Dr Donald Brown

Department of Training

Research Associate

Miss Louise Brown

Department of Training

Accounts Clerk

^ Holiday absence list

Show all

All holidays

Start date

Day

End date

Day

Type

25/09/2025

Thu

30/09/2025

Tue

Annual Leave

24/09/2025

Wed

24/09/2025

Wed

Annual Leave

23/09/2025

Tue

23/09/2025

Tue

Annual Leave

22/09/2025

Mon

22/09/2025

Mon

Annual Leave

19/09/2025

Fri

19/09/2025

Fri

Annual Leave

15/09/2025

Mon

15/09/2025

Mon

Annual Leave

01/09/2025

Mon

05/09/2025

Fri

Annual Leave

14/07/2025

Mon

14/07/2025

Mon

Annual Leave



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

SEARCH

FIND ITRENT PAGES

Organisation

University of Cambridge

People

brown

Surname

Results 2 People

Select all

Save this group

Name

Unit

Dr Donald Brown

Department of Training

Miss Louise Brown

Department of Training

Holiday absence list

Show all

All holidays

Start date

Day

End date

Day

25/09/2025

Thu

30/09/2025

Tue

24/09/2025

Wed

24/09/2025

Wed

23/09/2025

Tue

23/09/2025

Tue

22/09/2025

Mon

22/09/2025

Mon

Holiday absence details Dr Donald Brown

Holiday period

Holiday period \*

More than one day

Holiday start

Holiday start date \*

25/09/2025

Holiday start type

Full day

Holiday end

Holiday end date \*

30/09/2025

Holiday end type

Full day

Absence

Absence type \*

Annual Leave

Authorisation

Awaiting authorisation

Position

Research Associate (Department of Training, 01/02/2018) (Current)

+ Holiday balances

Save

Delete

New

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

Holiday absence details Dr Donald Brown

Holiday period

Holiday period \*

More than one day

Holiday start

Holiday start date \*

25/09/2025

Holiday start type

Full day

Holiday end

Holiday end date \*

26/09/2025

Holiday end type

Full day

Absence

Absence type \*

Annual Leave

Authorisation

Not applicable

Position

Research Associate (Department of Training, 01/02/2018) (Current)

+ Holiday balances

Save

Delete

New

2025

Today

<

SEP

>

X

Mon

Tue

Wed

Thu

Fri

Sat

Sun

1

2

3

4

5

6

7

8

9

10

11

12

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14

15

16

17

18

19

20

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23

24

25

26

27



28

29

30



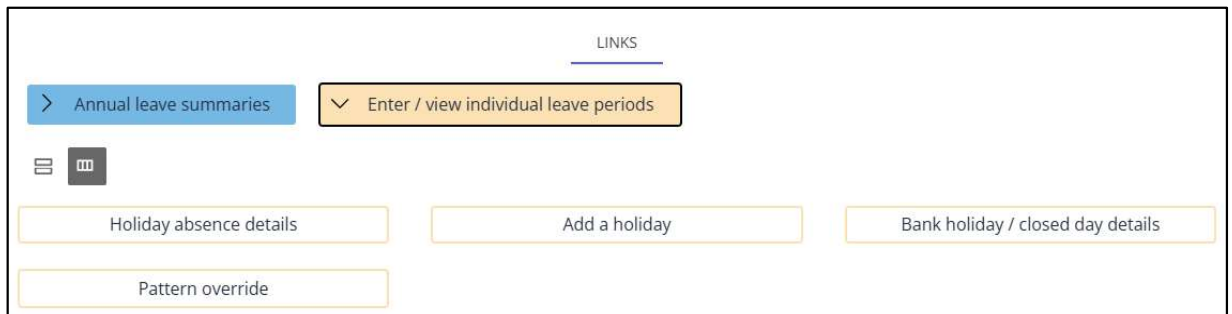
10. The change will be displayed in the left-hand pane.

	Dr Donald Brown	Department of Training	Research Associate	Male
	Miss Louise Brown	Department of Training	Accounts Clerk	Female
^ Holiday absence list				⋮
<div>Show all</div> <div>All holidays</div>				
Start date	Day	End date	Day	Type
25/09/2025	Thu	26/09/2025	Fri	Annual Leave
Research Ass				



## 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



LINKS

> Annual leave summaries

▼ Enter / view individual leave periods

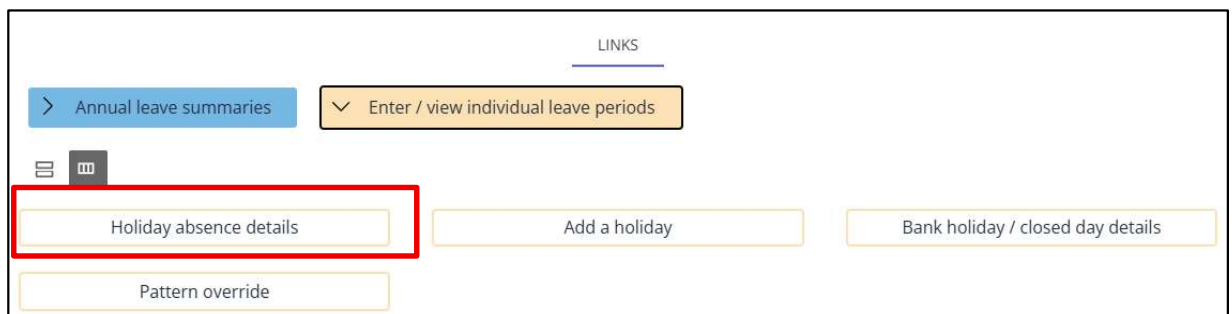
Holiday absence details

Add a holiday

Bank holiday / closed day details

Pattern override

2. Select Holiday absence details



LINKS

> Annual leave summaries

▼ Enter / view individual leave periods

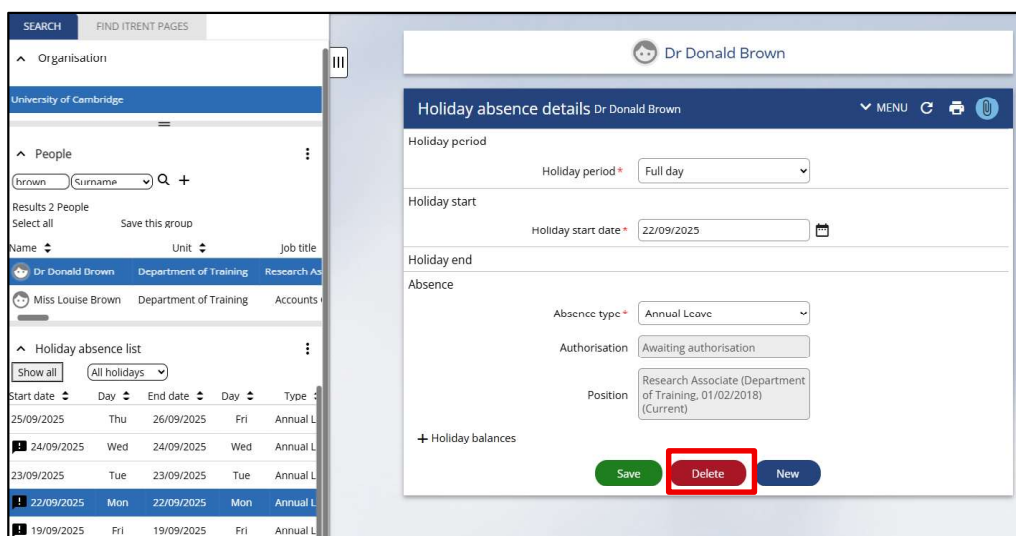
Holiday absence details

Add a holiday

Bank holiday / closed day details

Pattern override

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



SEARCH FIND ITRENT PAGES

Organisation

University of Cambridge

People

Dr Donald Brown Department of Training Research Associate

Miss Louise Brown Department of Training Accounts Assistant

Holiday absence list

Start date	Day	End date	Day	Type
25/09/2025	Thu	26/09/2025	Fri	Annual Leave
24/09/2025	Wed	24/09/2025	Wed	Annual Leave
23/09/2025	Tue	23/09/2025	Tue	Annual Leave
22/09/2025	Mon	22/09/2025	Mon	Annual Leave
19/09/2025	Fri	19/09/2025	Fri	Annual Leave

Holiday absence details Dr Donald Brown

Holiday period

Holiday period \* Full day

Holiday start

Holiday start date \* 22/09/2025

Holiday end

Absence

Absence type \* Annual Leave

Authorisation

Awaiting authorisation

Position

Research Associate (Department of Training, 01/02/2018) (Current)

+ Holiday balances

Save Delete New



4. Click on OK to Continue.

**chris.cam.ac.uk says**

The details will be deleted. Continue?

OK


Cancel

5. The Annual Leave will be removed from the list

^ Holiday absence list

Show all

All holidays

Start date	Day	End date	Day	Type
25/09/2025	Thu	26/09/2025	Fri	Annual L
 24/09/2025	Wed	24/09/2025	Wed	Annual L
23/09/2025	Tue	23/09/2025	Tue	Annual L



## 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.

LINKS

Annual leave summaries

Enter / view individual leave periods

Absence calendar

Holiday entitlement summary

Holiday entitlement adjustment

- 3. Select Holiday entitlement adjustment

LINKS

Annual leave summaries

Enter / view individual leave periods

Absence calendar

Holiday entitlement summary

Holiday entitlement adjustment

- 4. The Holiday entitlement adjustment screen will be displayed.

Holiday entitlement adjustment

Employment details

PositionResearch Associate

Period details

Holiday period dates01/10/2024 - 30/09/2025

Scheme nameAcademic Related & Research

Entitlement for period41 days (11 days Pro Rata)

Brought forward

Brought forward not used (lost)

Adjustment details

Adjustment typeStandard

Entitlement41 days

Save



5. Select the Holiday period dates

Period details

Holiday period dates

01/10/2024 - 30/09/2025

Scheme name

01/10/2024 - 30/09/2025

01/10/2025 - 30/09/2026

6. Select the Adjustment Type.

Adjustment details

Adjustment type

Standard

Entitlement

Standard

Adjust

Override

7. Enter the Adjustment details

Adjustment details

Adjustment type

Adjust

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
		2	Carry forward from Sept 25	30/09/2026			+ -

Save

8. Click on Save



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

Adjustment details

Adjustment type Adjust

Date entered	User name	Value	Reason	End date		Entitlement	Add	Remove
17/09/2025	HET27	2.000	Carry forward from Sept 25	30/09/2026		43 days	+	-
				30/09/2026			+	-

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.



## 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.

Pattern override

Pattern Override 01/09/2025 - 05/09/2025

▼ MENU ↺ 🖨️ 📎

Pattern information

Position \*

Research Associate

▼

Pattern type

Working Pattern

▼

From date \*

01/09/2025

📅

To date

05/09/2025

📅

Number of days in this pattern

5

Pattern date details

	Mon	Tue	Wed	Thu	Fri	Total
Week 1	01:00	01:00	01:00	01:00	01:00	5:00

Validate

Save

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

Pattern override

Pattern Override 01/09/2025 - 05/09/2025

▼ MENU ↺ 🖨️ 📎

Pattern information

Position \*

Research Associate

▼

Pattern type

Working Pattern

▼

From date \*

01/09/2025

📅

To date

05/09/2025

📅

Number of days in this pattern

5

Pattern date details

	Mon	Tue	Wed	Thu	Fri			Total
Week 1	01:00	01:00	00:00	01:00	01:00			4:00

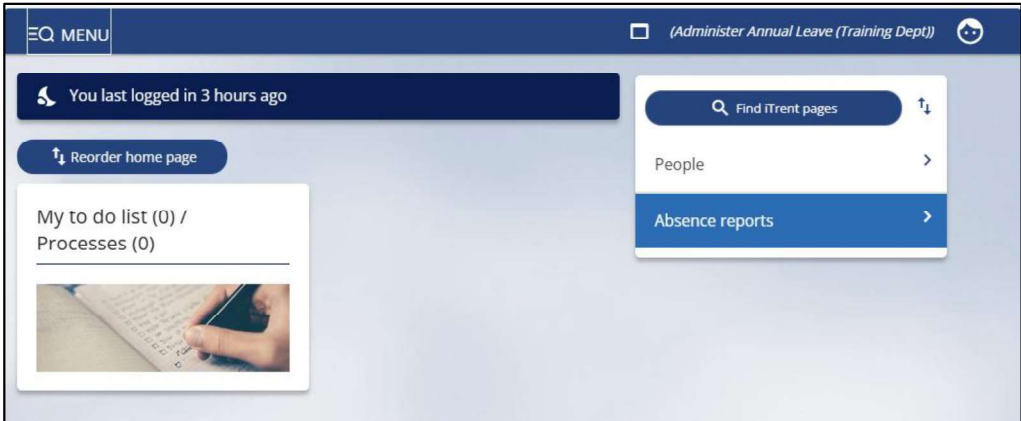
Validate

Save

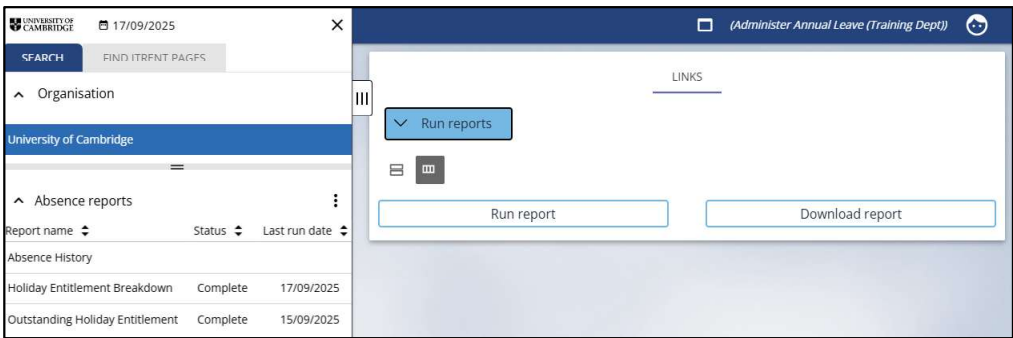


# 10. Running Annual Leave Reports

- 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.





## Absence History Report

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

Absence history

Unit/Employee \*Unit

Organisation start point \*Department of Training

Absence groupHoliday

Absence typeAnnual Leave

Absences from \*18/09/2024

Absences to \*18/09/2025

▼ MENU

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

Absence History

Generating report "Absence history". You will be notified upon its completion.

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

Absence history

^ LESS

Run report

Download report



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

iTrent

University of Cambridge

Absence History

Absences From: 17/09/2024 To: 17/09/2025

Absence Group: Holiday

Absence Type: Annual Leave

Organisation Start Point: Department of Training

Organisation View: Full

Employee Name: All

Include Leavers: No

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

Holiday entitlement breakdown

▼ MENU ↺ 🖨

Unit/Employee \*Unit▼

Organisation start point \*Department of Training🔍

Effective date \*18/09/2025📅

Holiday Scheme<All Holiday Schemes>▼

Reference numberPersonal reference▼

People to include in the report

Those with basic entitlement only. ☒

Those with brought forward entitlement. ☒

Those with manual adjustments/overrides. ☒

Organisation viewShow all data by unit▼

Full path display ☐

New page for each organisation unit ☐

Output typePDF File▼

Report run comments

Run

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

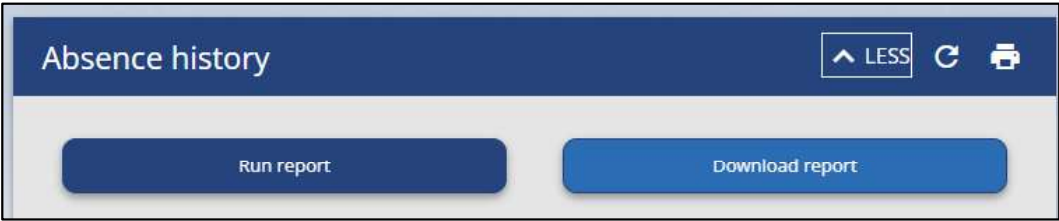
Absence History

📘

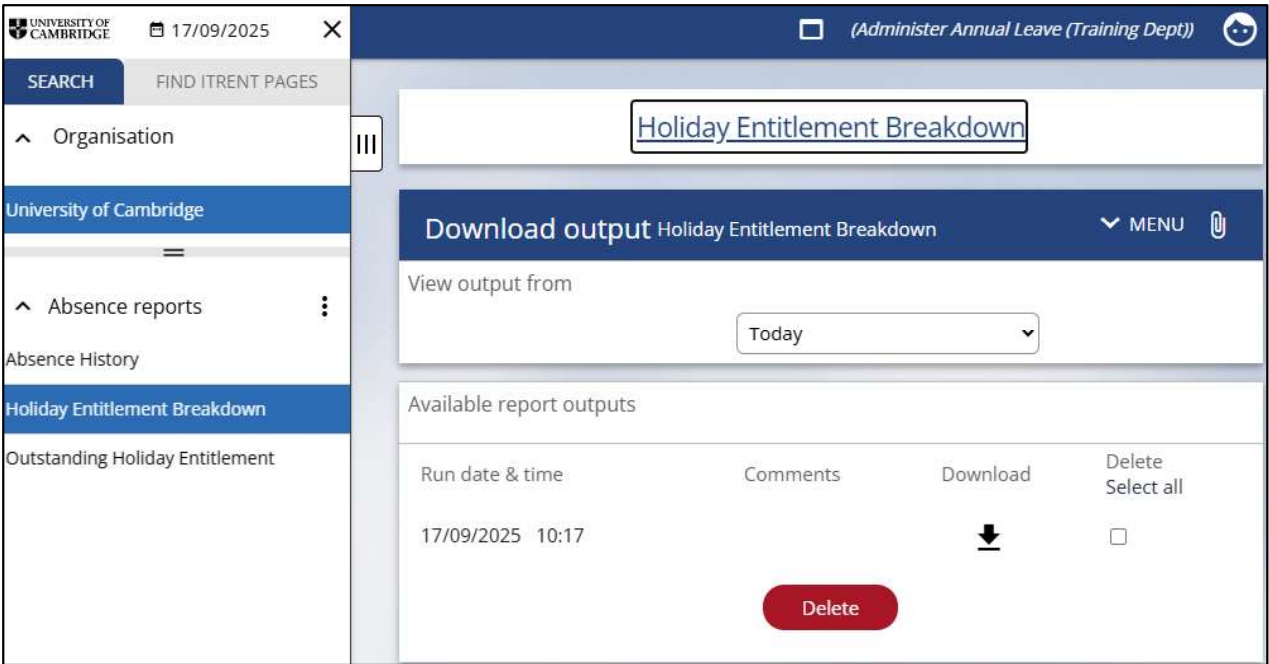
Generating report "Absence history". You will be notified upon its completion.



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

iTrent				University of Cambridge						
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.

Outstanding holiday entitlement

Unit/Employee \*

Unit

Organisation start point \*

Department of Training

Effective date \*

18/09/2025

Holiday Scheme

<All Holiday Schemes>

Reference number

Personal reference

Minimum balance to report on

days

hours

Organisation view

Show all data by unit

Full path display

New page for each organisation unit

Output type

PDF File

Report run comments

Run

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

Minimum balance to report on

days

20



- A confirmation message will be displayed.

## Outstanding Holiday Entitlement

Generating report "Outstanding holiday entitlement". You will be notified upon its completion.

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

## Outstanding Holiday Entitlement

**Download output Outstanding Holiday Entitlement**

View output from

Today

Downloads

HET27\_ABSOUTHOL\_1892025203345\_73510850kA.pdf  
[Open file](#)

HET27\_ABSHOLENT\_1792025101357\_47454150ho (2).pdf  
[Open file](#)

HET27\_ABSHOLENT\_1792025101357\_47454150ho (1).pdf  
[Open file](#)

[See more](#)

Available report outputs

Run date & time	Comments	Download	Delete
18/09/2025 20:34			<input type="checkbox"/>

- The report will be displayed.

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University of Cambridge

Outstanding Holiday Entitlement

Effective Date:

18/09/2025

Scheme:

All Schemes

For outstanding entitlements >=

20

Days or 0.00

Hours

Employee Name:

All

Organisational Start Point:

Department of Training

Organisation View:

Full

Path Display:

Partial

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)							