Employee Self Service – Annual Leave Booking

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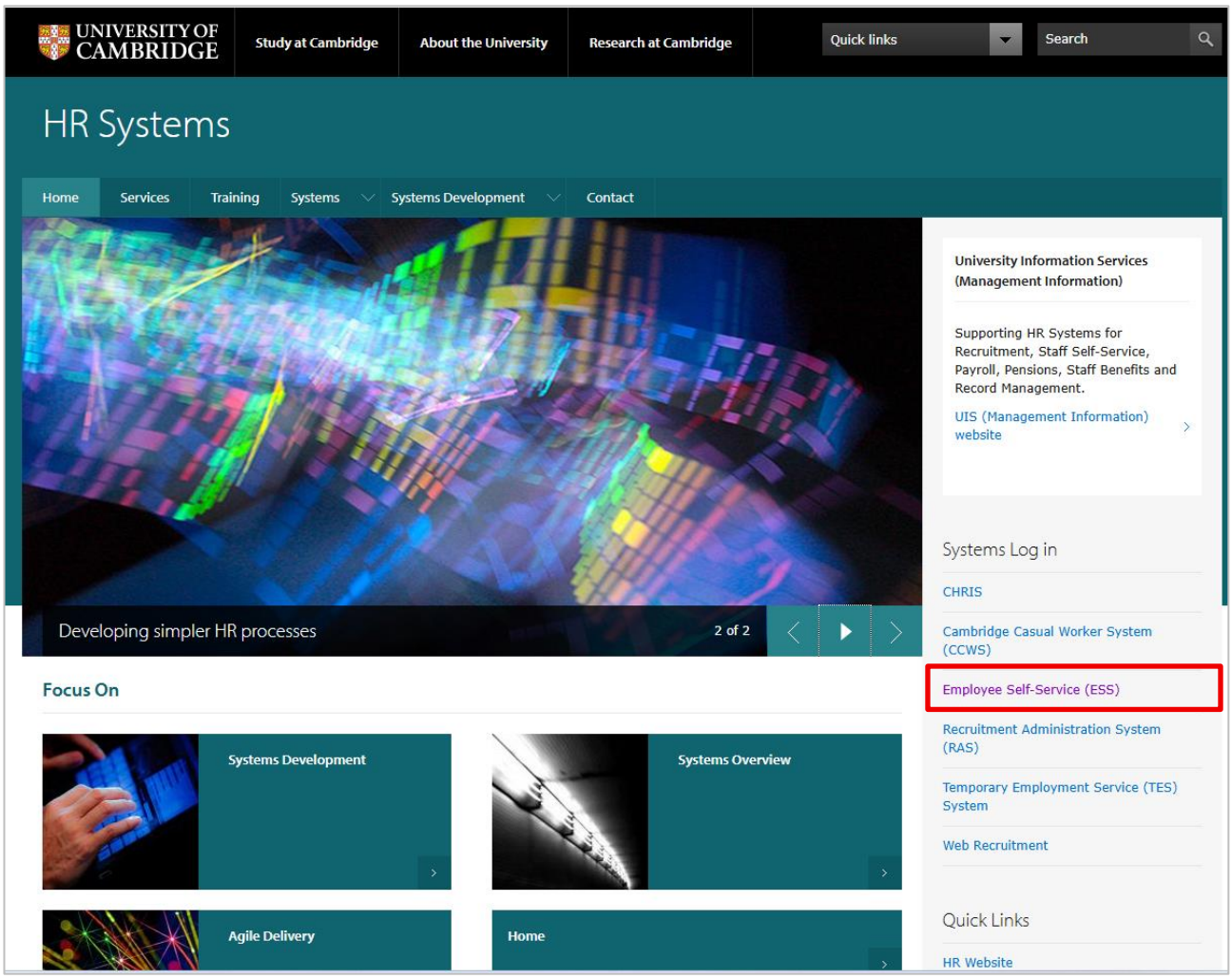
Sections 1 to 3 of this document are instructions for employees how to book their own annual leave. Sections 4 to 12 are instructions for managers dealing with leave requests.

1. Employees - the Login screen

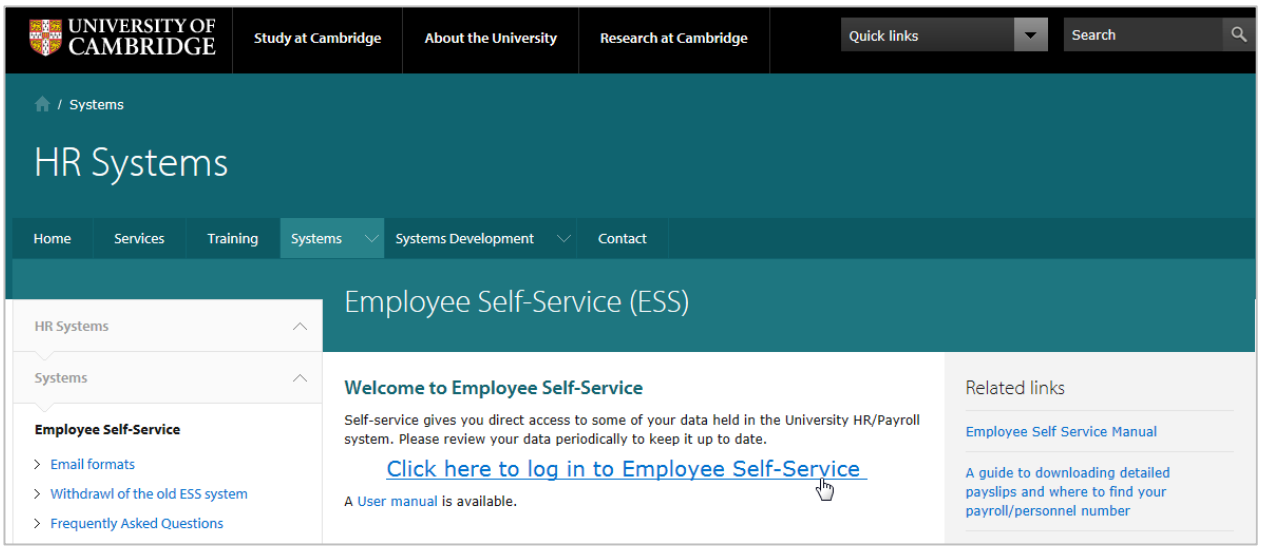
The Employee Self-Service (ESS) system, which provides your payslip, and the CHRIS HR system use multi-factor authentication (MFA) to increase security. You must log in using your University Microsoft account credentials (CRSid@cam.ac.uk email address and password) and have set up MFA. Instructions are available for first time users.

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

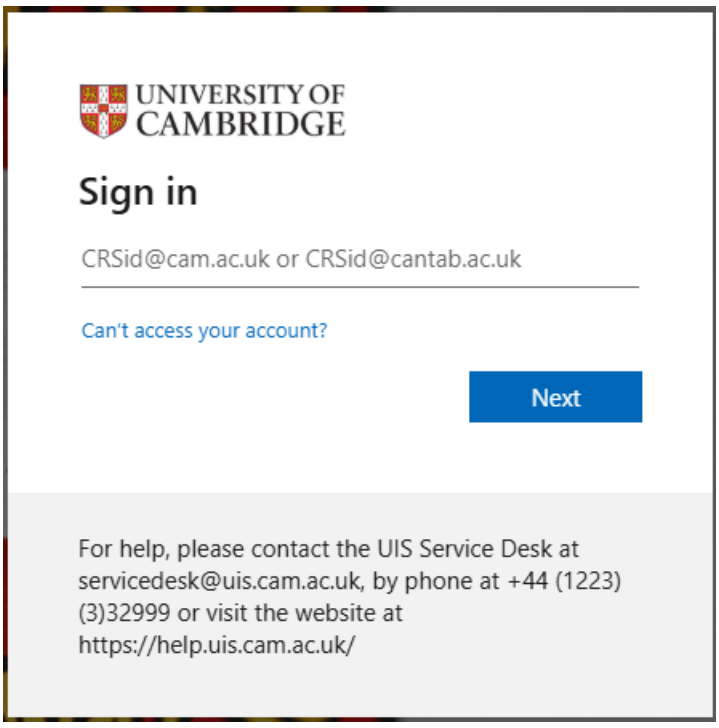


2. Select Employee Self Service (ESS) from the Systems Log in section on the right-hand side.

3. Click the link to log in to Employee Self-Service.



4. The Login screen will be displayed. You will be asked to enter your work email and password.



5. Click on Next.

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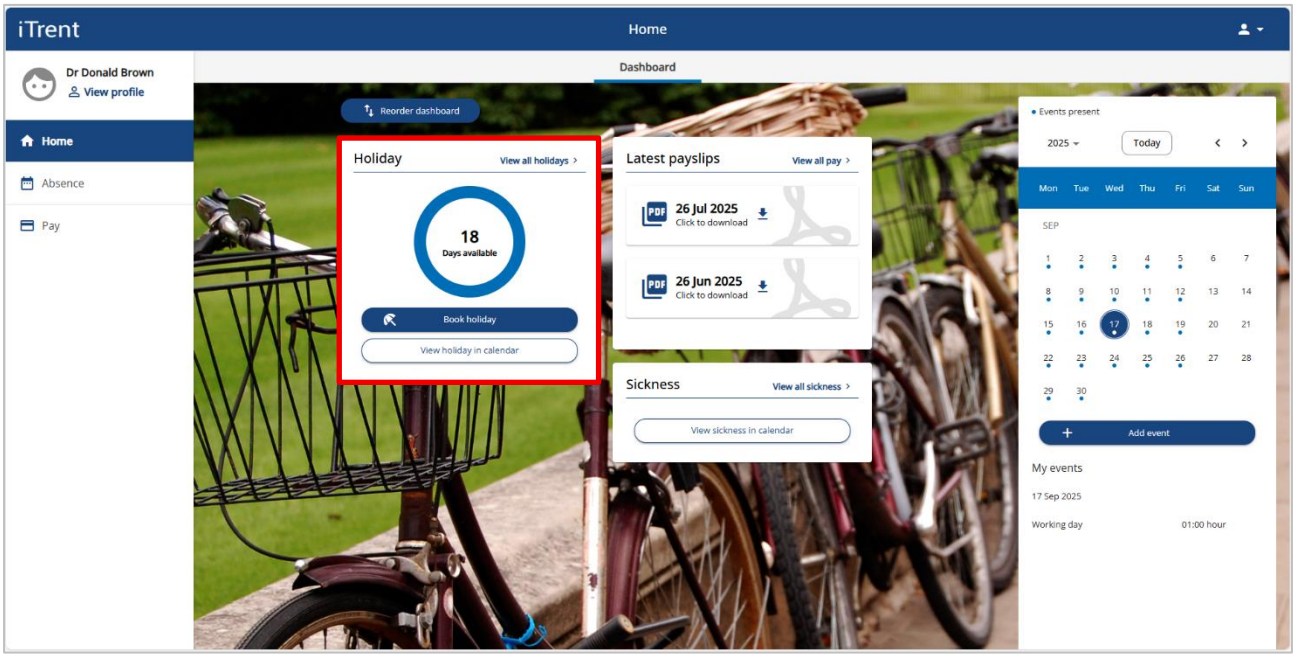
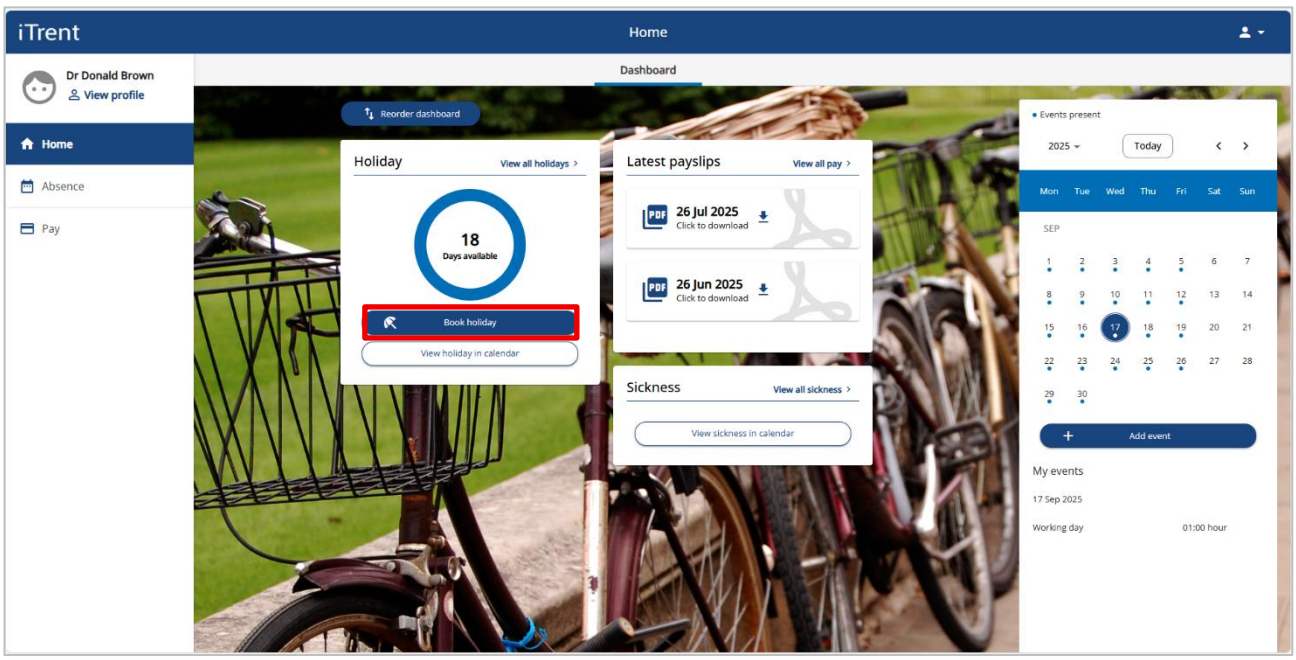
6. After you have logged in successfully, the Employee Self Service screen will be displayed where you can see your outstanding balance and the link to view your bookings in the calendar.



2. Employees - Entering a Holiday Request

1. Select Book Holiday.



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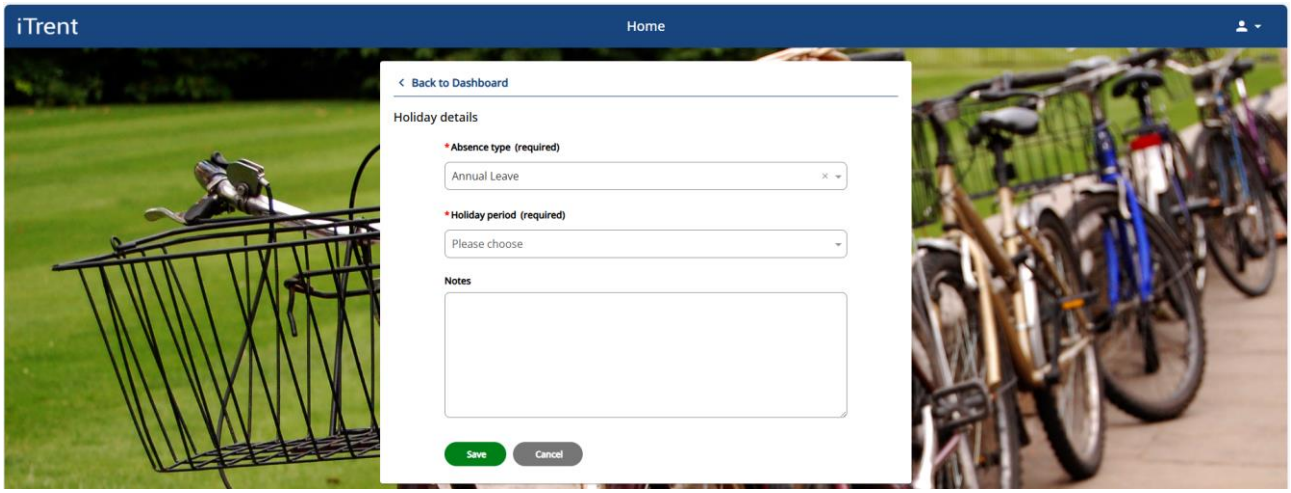
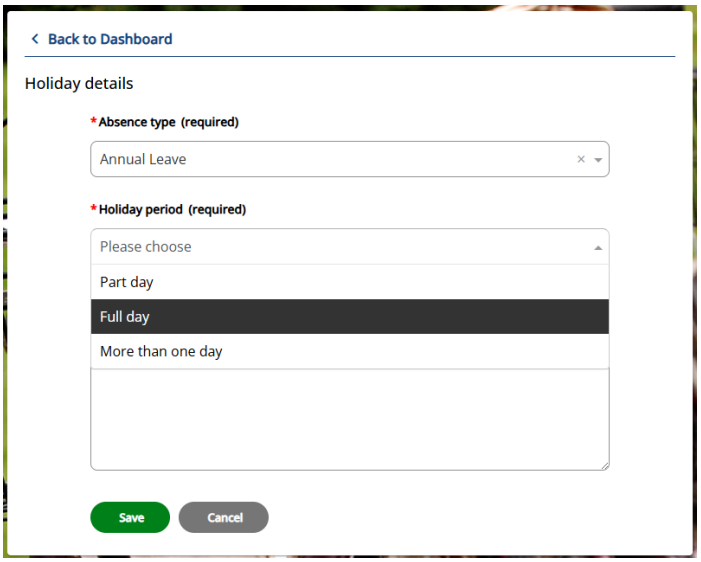
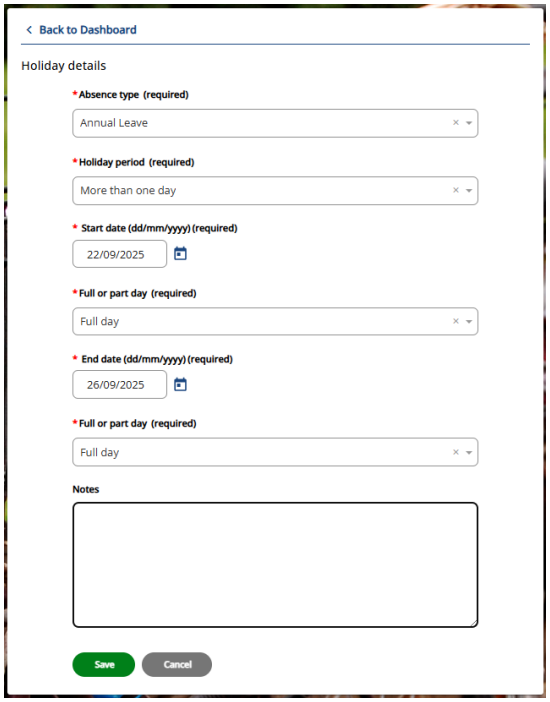
2. The form will display requesting Holiday details.



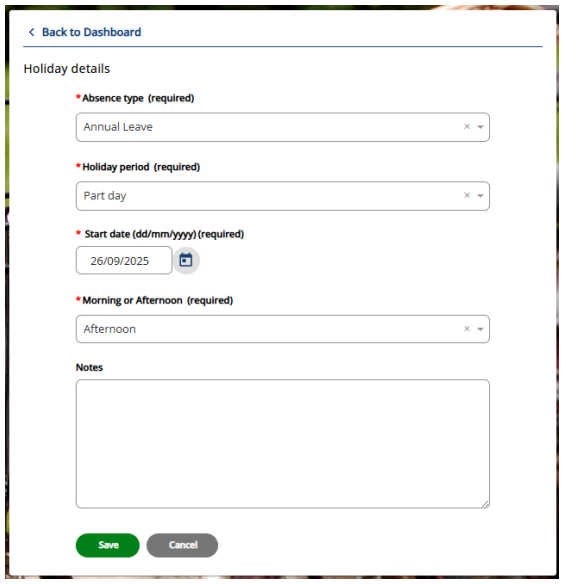
3. Enter the holiday request details. Select Absence type Annual Leave and holiday period of Part day, Full day or More than one day.



4. If more than one day is selected enter the start date and end date. Notes are optional.



5. If Part day is selected, enter the date and then Morning or Afternoon.



6. Click on the Save button.

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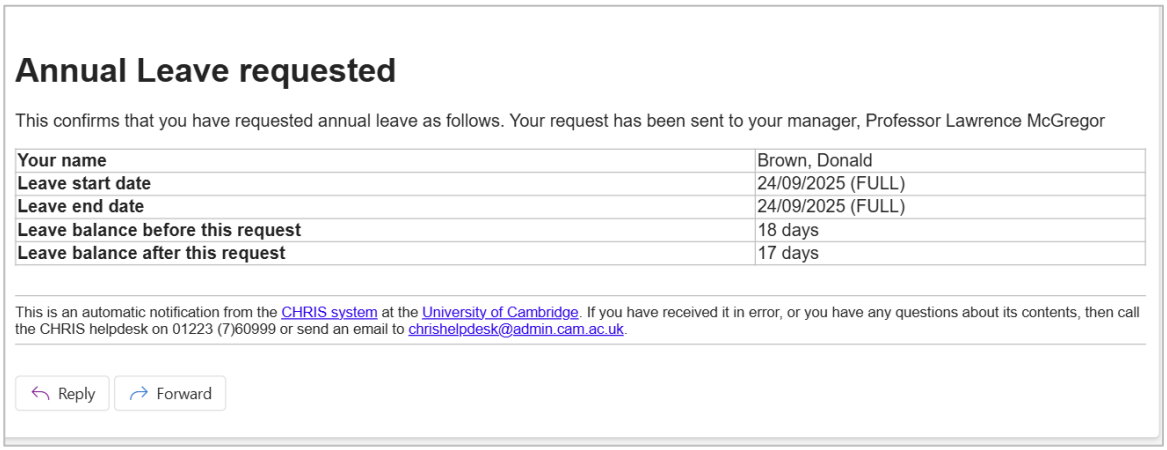
7. An email will be sent confirming the holiday you have requested.



Annual Leave requested

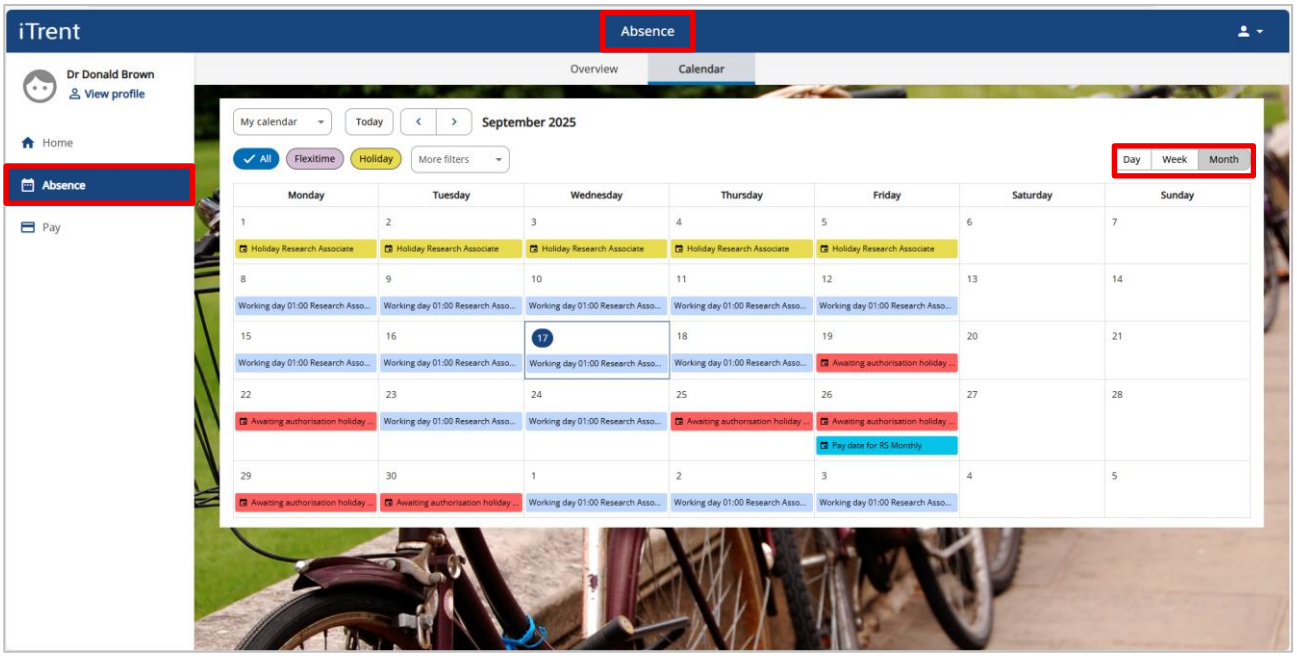
This confirms that you have requested annual leave as follows. Your request has been sent to your manager, Professor Lawrence McGregor

Your name	Brown, Donald
Leave start date	24/09/2025 (FULL)
Leave end date	24/09/2025 (FULL)
Leave balance before this request	18 days
Leave balance after this request	17 days

This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

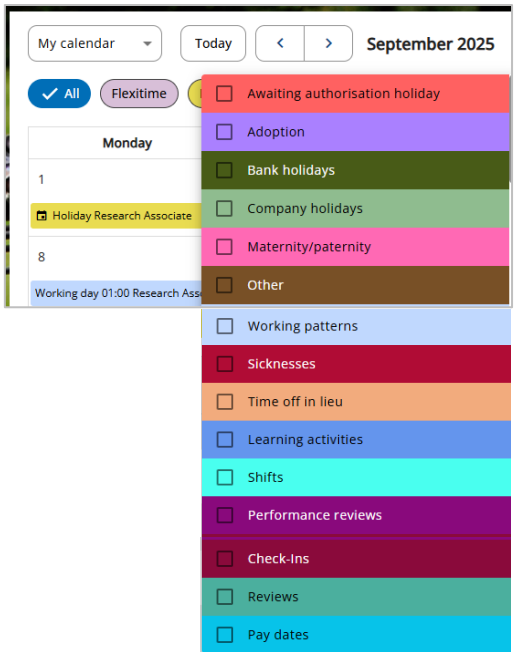
Reply Forward

8. To see your holiday requests, select Absence in the left navigation menu and Calendar from the top of the screen. You can change the view to Day, Week or Month.



9. The Holiday dates entered will be coloured according to their status. Red indicates Awaiting authorisation and Yellow is Approved.

10. Select More filters and use the scroll bar to filter on different categories of leave.



11. Once the holiday has been authorised by your manager you will receive an email notification.

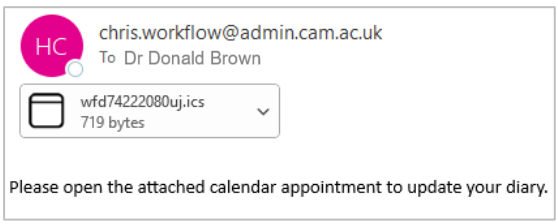
Annual Leave request approved

The following request for annual leave has been approved:

Your name	Brown, Donald
Leave start date	24/09/2025 (FULL)
Leave end date	24/09/2025 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

12. You will also receive a Trent Calendar Appointment which you can use to update your diary. Trent is the name of the software underpinning CHRIS.



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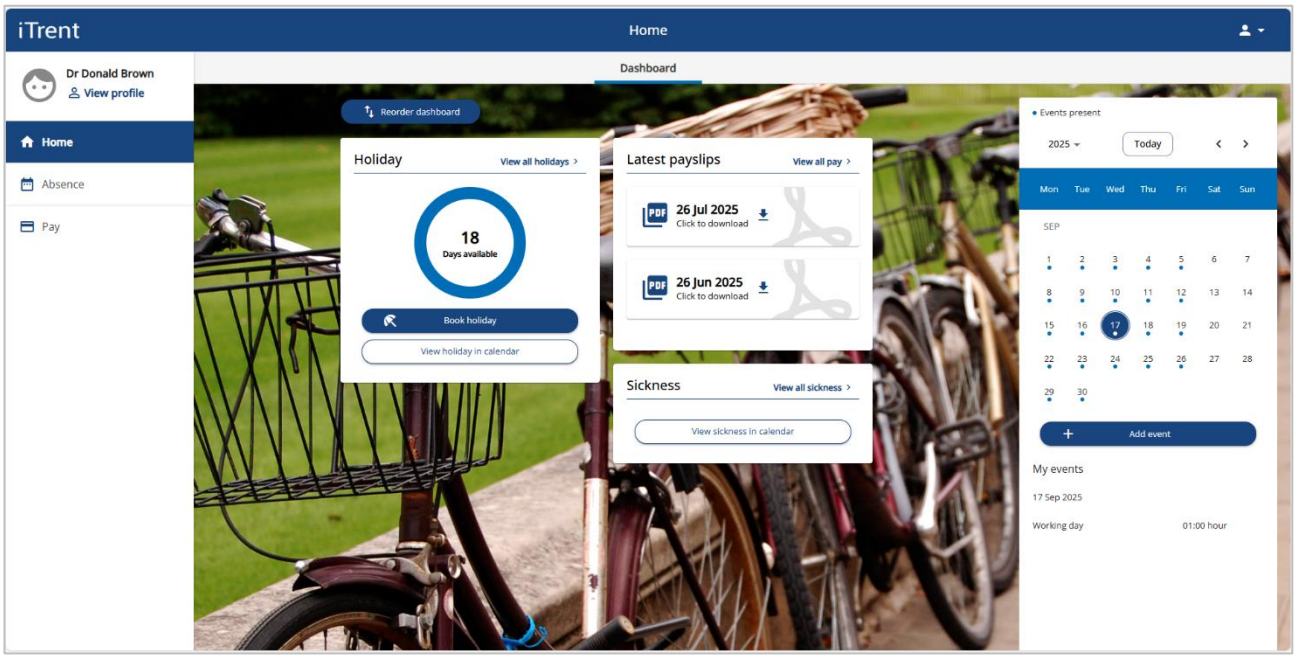
2.1 Deleting or Amending a Leave Request

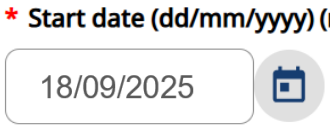
Please note that if you need to amend or delete an annual leave booking starting today or in the past (e.g. because you agreed with your manager that you would not take the leave as planned but this was not updated in CHRIS), please contact your department administrator/local HR contact (or equivalent).

1. Once Annual Leave has been approved you are able to amend or delete the booking if required, if it starts in the future.

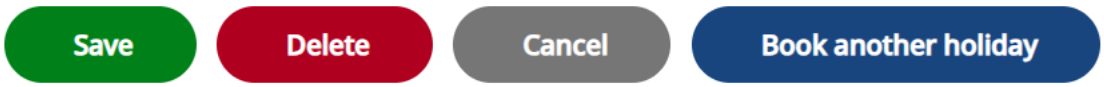


2. In the calendar on the right, navigate to and click on the absence you wish to amend.

3. The booking form will display, amend the date(s) as required and click on Save.



4. To delete the leave request, select the Delete button.



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5. An email confirming that an annual leave amendment has been requested will be received.

Annual Leave requested

This confirms that you have requested to amend annual leave as follows. Your request has been sent to your manager, Professor Lawrence McGregor

Your name	Brown, Donald
Revised leave start date	18/09/2025 (FULL)
Revised leave end date	18/09/2025 (FULL)
Original leave start date	29/09/2025 (FULL)
Original leave end date	29/09/2025 (FULL)
Leave balance before this request	27 days
Leavebalance before this request	27 days
Leave balance after this request	24 days

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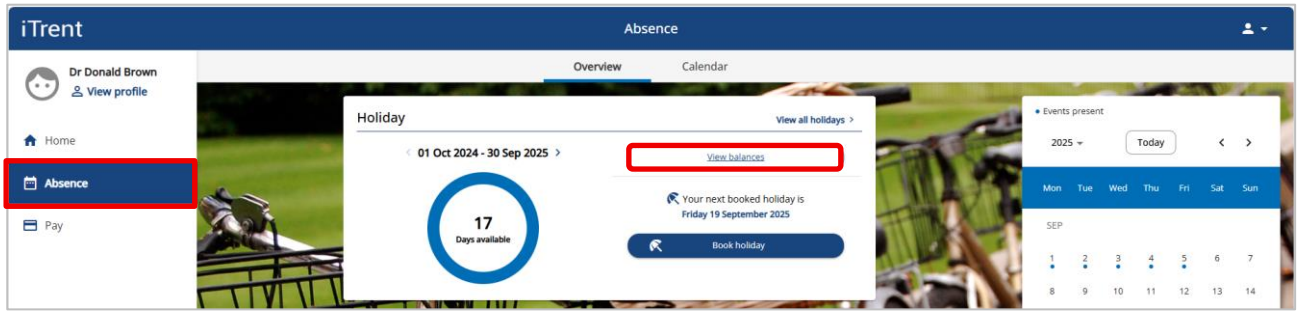
3. Employees - Checking Holiday Balances

1. Select Absence then View balances to check remaining holiday.



2. Select the relevant Holiday year.

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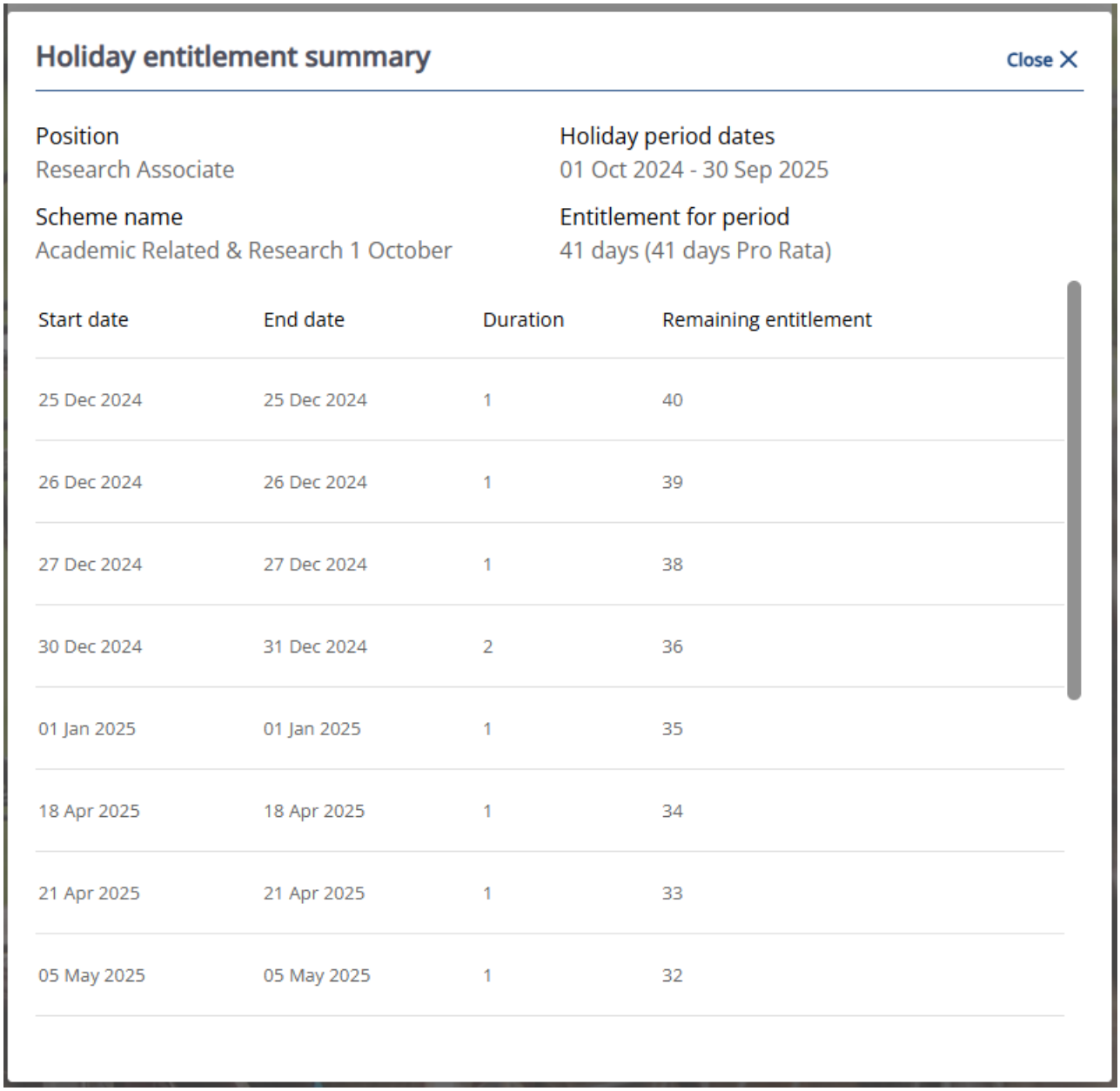
All your bookings are listed.



Holiday entitlement summary

Close

Position
Research Associate

Holiday period dates
01 Oct 2024 - 30 Sep 2025

Scheme name
Academic Related & Research 1 October

Entitlement for period
41 days (41 days Pro Rata)

Start date	End date	Duration	Remaining entitlement
25 Dec 2024	25 Dec 2024	1	40
26 Dec 2024	26 Dec 2024	1	39
27 Dec 2024	27 Dec 2024	1	38
30 Dec 2024	31 Dec 2024	2	36
01 Jan 2025	01 Jan 2025	1	35
18 Apr 2025	18 Apr 2025	1	34
21 Apr 2025	21 Apr 2025	1	33
05 May 2025	05 May 2025	1	32

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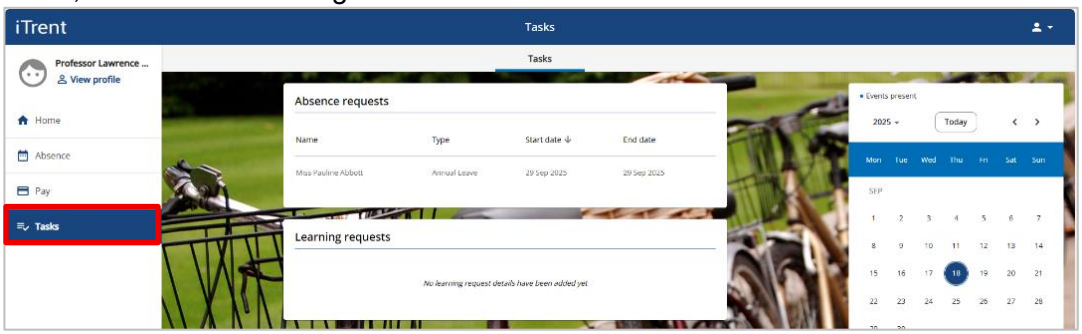
4. Managers - How to authorise holiday

Managers – different ways of viewing and managing the annual leave of your team

Depending on what action you want to take in relation to the annual leave of your team, CHRIS provides different options for you as a line manager:

- If you want to **view an annual leave request and approve it**, the simplest ways to do this are:
    - Via the email request you will have received for an annual leave request; or
    - By logging into CHRIS employee self-service and viewing your tasks in the left menu, as show in the image below.

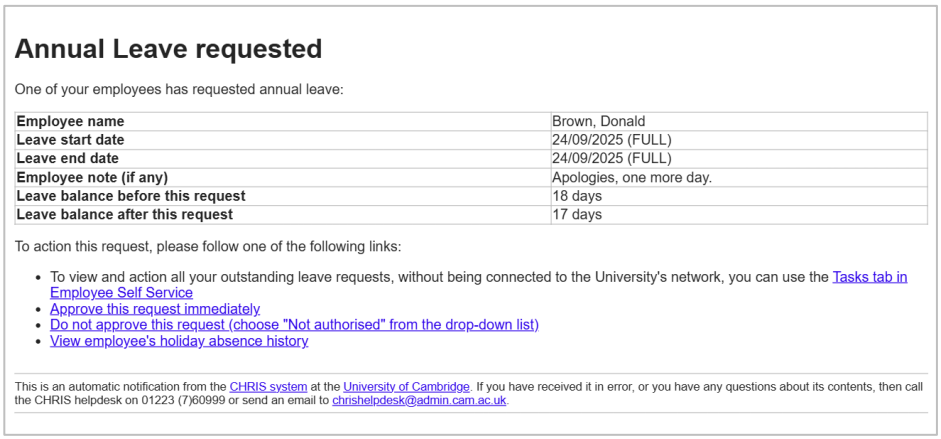


- If you want to carry out **more advanced actions for the annual leave of your team** (such as checking leave balances and existing bookings, running reports), you will need to do this in the People Manager section of CHRIS. You can approve annual leave requests here, too.

Further details on how to carry out these different actions are provided in the sections that follow below.

4.1 To authorise holiday from the Annual Leave requested email

1. An email will be sent to a Manager when a member of staff requests annual leave:



Annual Leave requested

One of your employees has requested annual leave:

Employee name	Brown, Donald
Leave start date	24/09/2025 (FULL)
Leave end date	24/09/2025 (FULL)
Employee note (if any)	Apologies, one more day.
Leave balance before this request	18 days
Leave balance after this request	17 days

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the Tasks tab in Employee Self Service
- Approve this request immediately
- Do not approve this request (choose "Not authorised" from the drop-down list)
- View employee's holiday absence history

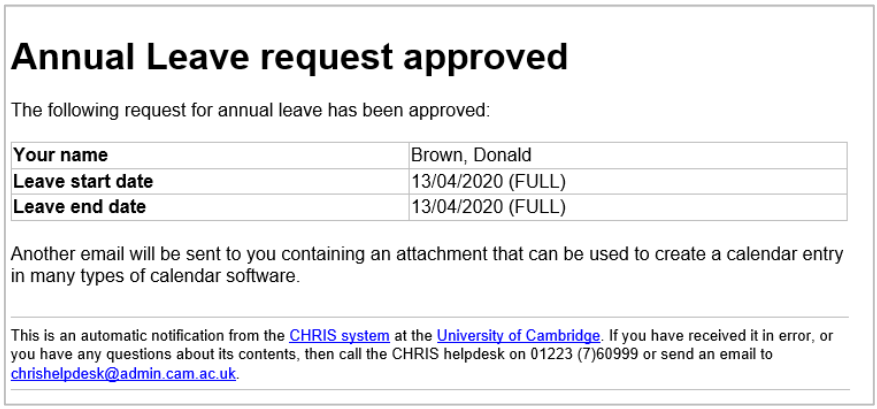
This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

2. To approve, select Approve this request immediately.

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the Tasks tab in Employee Self Service
- Approve this request immediately
- Do not approve this request (choose "Not authorised" from the drop-down list)
- View employee's holiday absence history

3. An email confirming that you have authorised the annual leave will be sent.



Annual Leave request approved

The following request for annual leave has been approved:

Your name	Brown, Donald
Leave start date	13/04/2020 (FULL)
Leave end date	13/04/2020 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

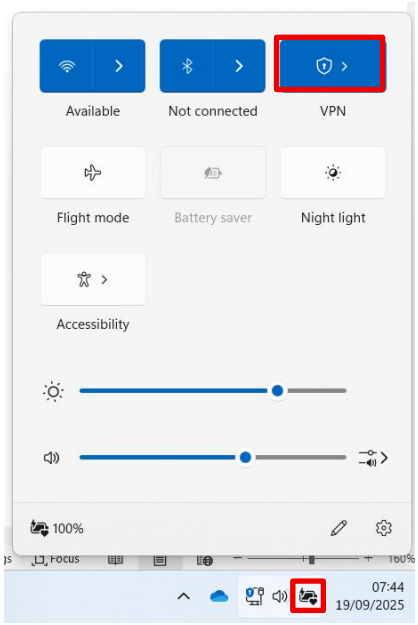
4.2 Authorising Holiday via the To do List in CHRIS

These instructions apply to Managers who can authorise holiday. This method may be preferable if you have several holidays to authorise as it allows you to see a list of holidays requiring authorisation.

If you are accessing CHRIS remotely you must connect via the VPN service which joins your device to the university network. You can do the initial setup for yourself following these instructions:

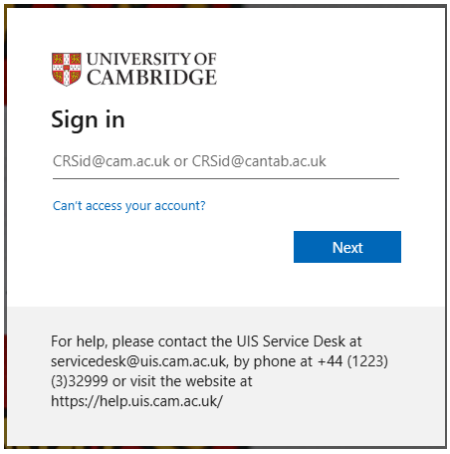
Configuring the UIS VPN on Windows 10 and Windows 11 or macOS devices.
Please don't hesitate to ask for help from the UIS Service Desk.

To connect to the VPN on a Windows device, on the task bar select the network button, then VPN.

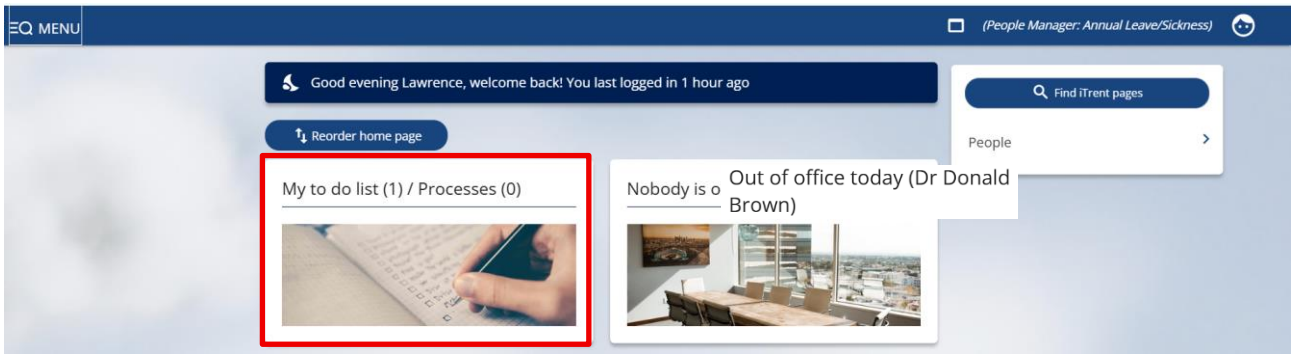


Note that if you see this message displayed when you attempt to log in to CHRIS, then you need to connect to the VPN.

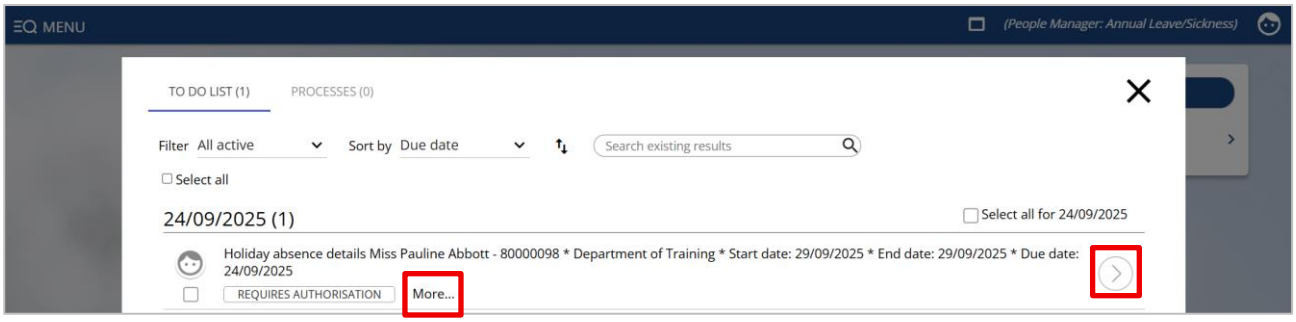
Log in to CHRIS, enter your username and password, you will be required to authenticate via MFA.



1. Click on My to do list (1) on the welcome screen. The number in brackets indicates the number of outstanding tasks.



2. Holiday absence details for leave that requires authorisation will be displayed.



3. Selecting More . . . shows a detailed summary, see below.

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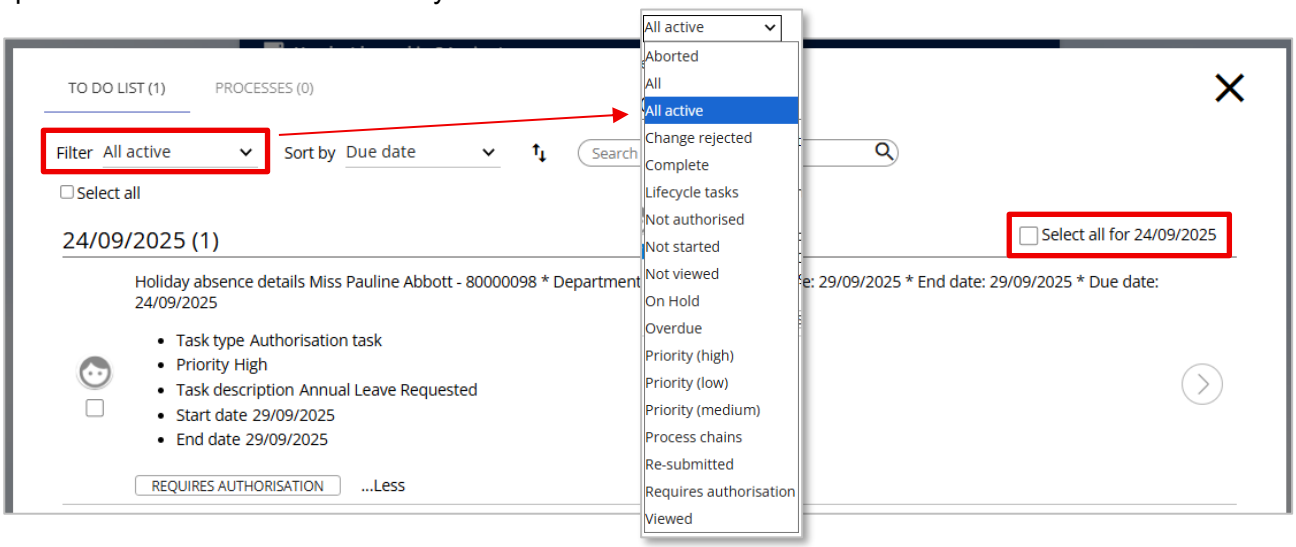
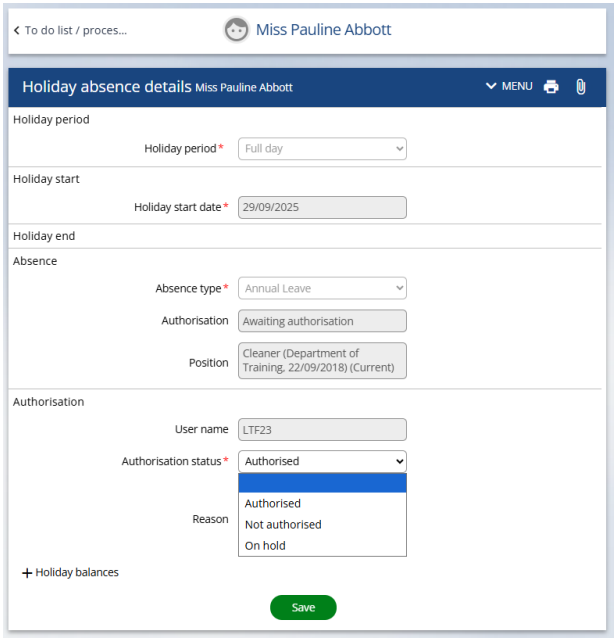
Note the Filter drop-down to return the different status of requests; also you can select all for a specific date to see leave across your team.



4. The right arrow button takes you to a Holiday absence details screen.



5. Select Authorised from the list.

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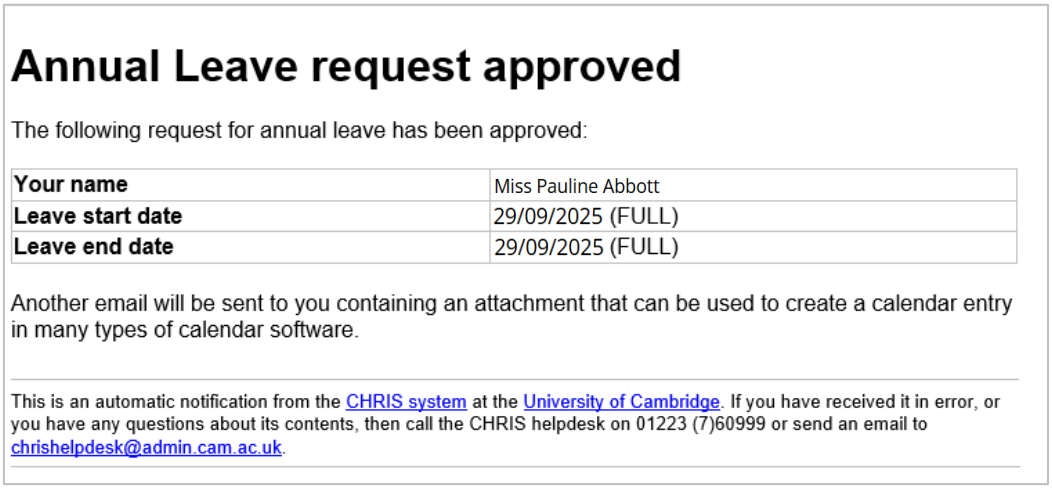
6. An email confirming that you have approved the request will be sent to the requester.



Annual Leave request approved

The following request for annual leave has been approved:

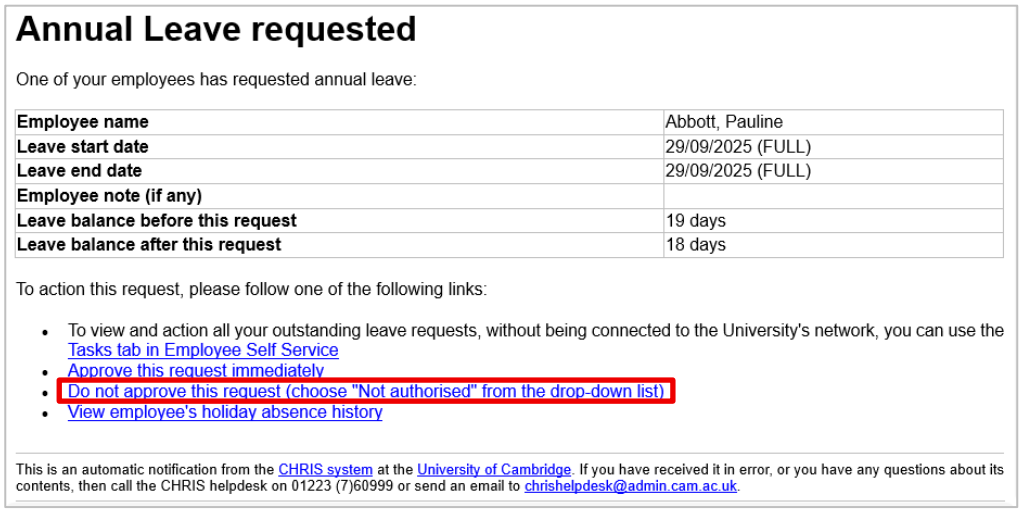
Your name	Miss Pauline Abbott
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

5. Managers - How to Decline an Annual Leave Request

To not authorise holiday from the Annual Leave requested email, select Do not approve this request.



Annual Leave requested

One of your employees has requested annual leave:

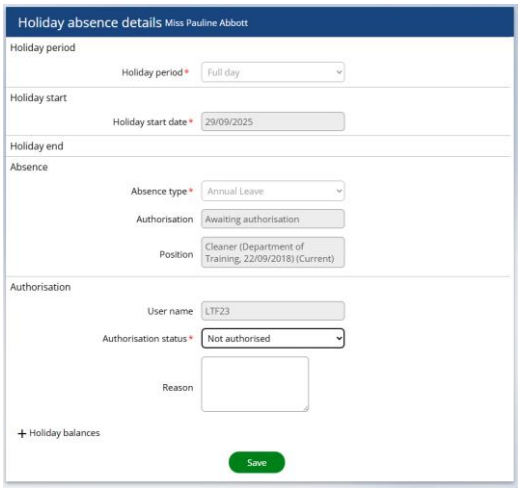
Employee name	Abbott, Pauline
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)
Employee note (if any)	
Leave balance before this request	19 days
Leave balance after this request	18 days

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the Tasks tab in Employee Self Service
- Approve this request immediately
- Do not approve this request (choose "Not authorised" from the drop-down list)
- View employee's holiday absence history

This is an automatic notification from the CHRIS system at the University of Cambridge. If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

You are directed to CHRIS iTrent, select Not authorised; optionally enter a reason and Save.



An email confirming that Annual Leave has not been approved will be sent to the member of staff.

Annual Leave request not approved

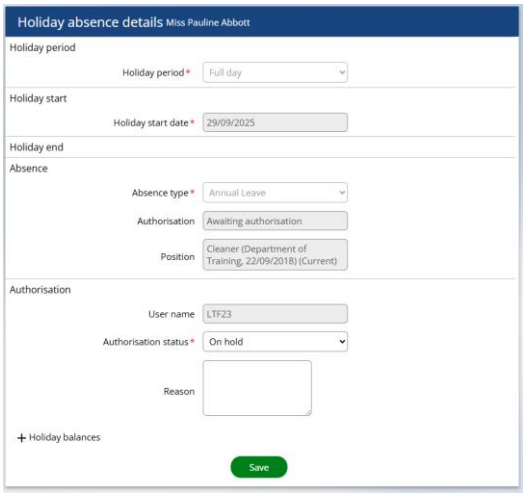
The following request for annual leave has **not** been approved:

Your name	Miss Pauline Abbott
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)

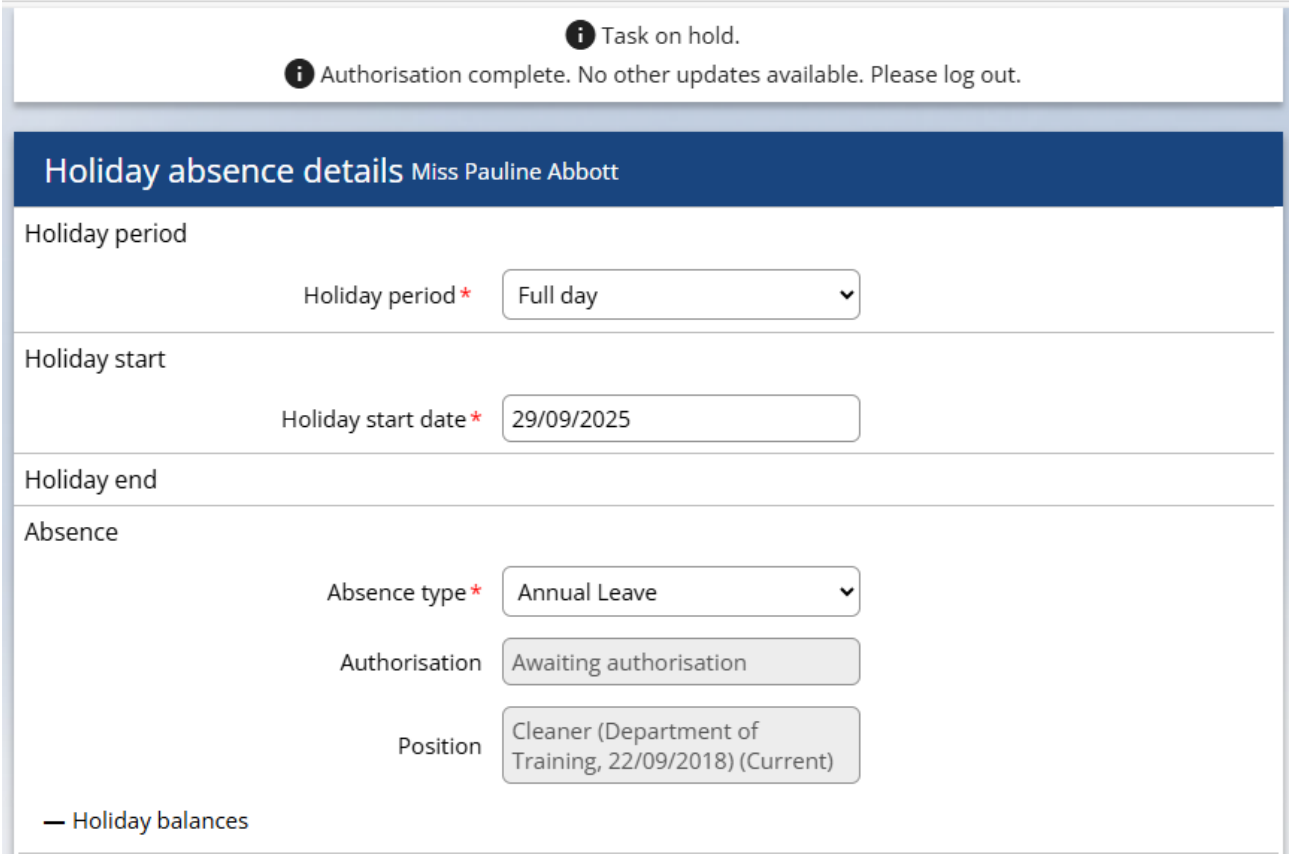
If you have any queries about this, then please contact your manager in the first instance.

6. Managers - Placing an Annual Leave request On Hold

If you wish to place a request on hold to await other Annual Leave requests, select the On Hold option from the To do List.



This moves the task into a holding pen.



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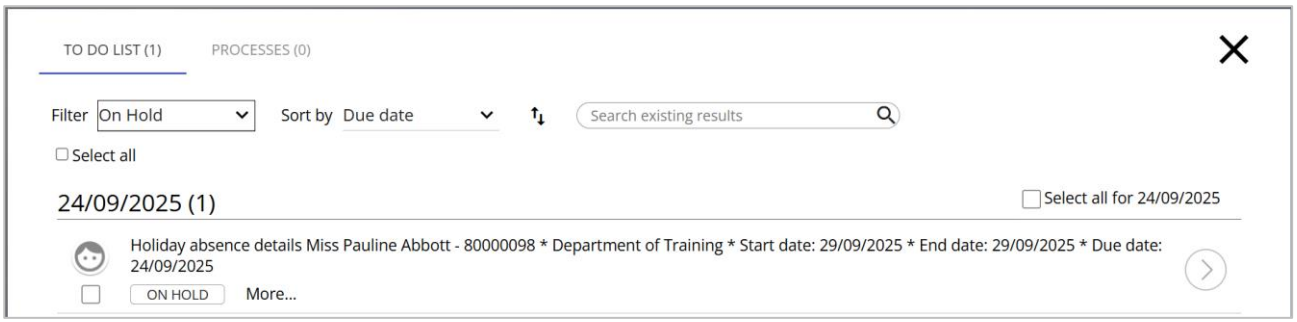
You can find it again in your CHRIS To do list by changing the filter at the top of the page to “On hold”.

The task appears and you can deal with it as normal by selecting the right arrow.



7. Managers - Amendments to holiday

If an employee amends their holiday before the request is approved, then an email notification will be sent.

Annual Leave requested

One of your employees has requested an amendment to an annual leave. These are the new details:

Employee name	Brown, Donald
Leave start date	18/09/2025 (FULL)
Leave end date	18/09/2025 (FULL)
Original Leave start date	29/09/2025 (FULL)
Original Leave end date	29/09/2025 (FULL)
Employee note (if any)	
Leave balance before this request	23 days
Leave balance after this request	22 days

To action this request, please follow one of the following links:

- Approve this request immediately
- Do not approve this request (choose "Not authorised" from the drop-down list)
- View employee's holiday absence history

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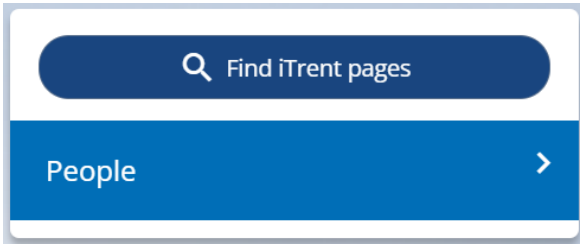
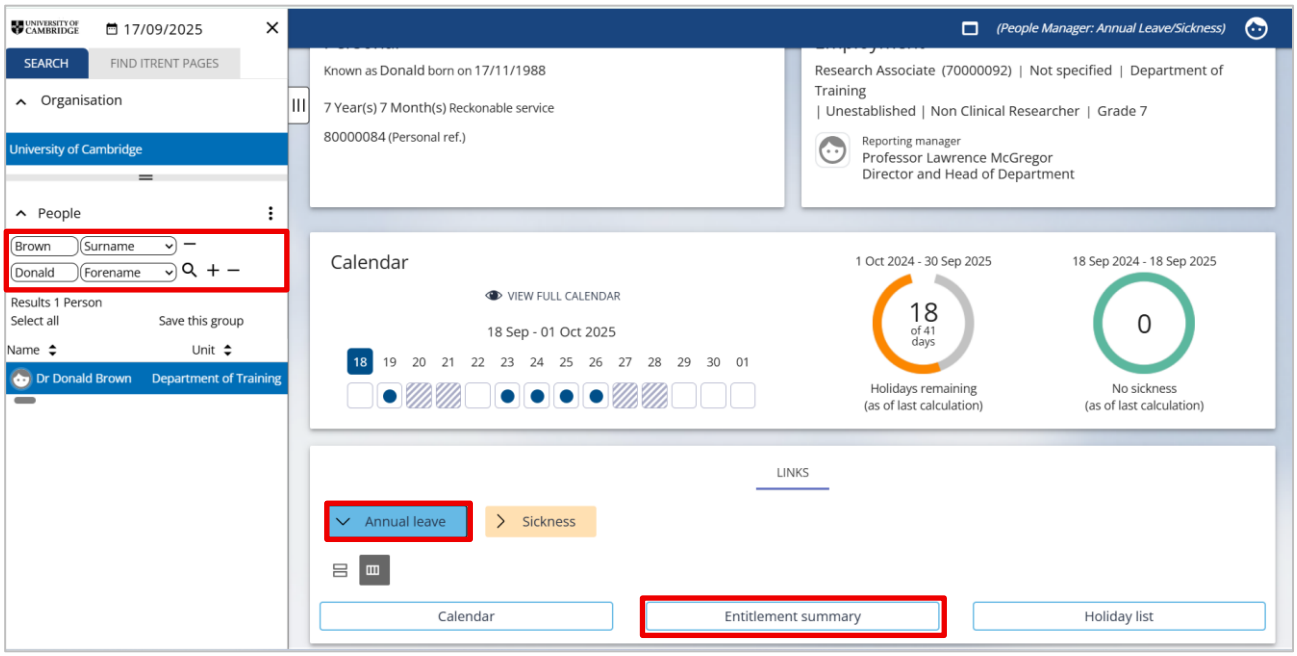
8. Managers - Checking Leave Balance for an individual

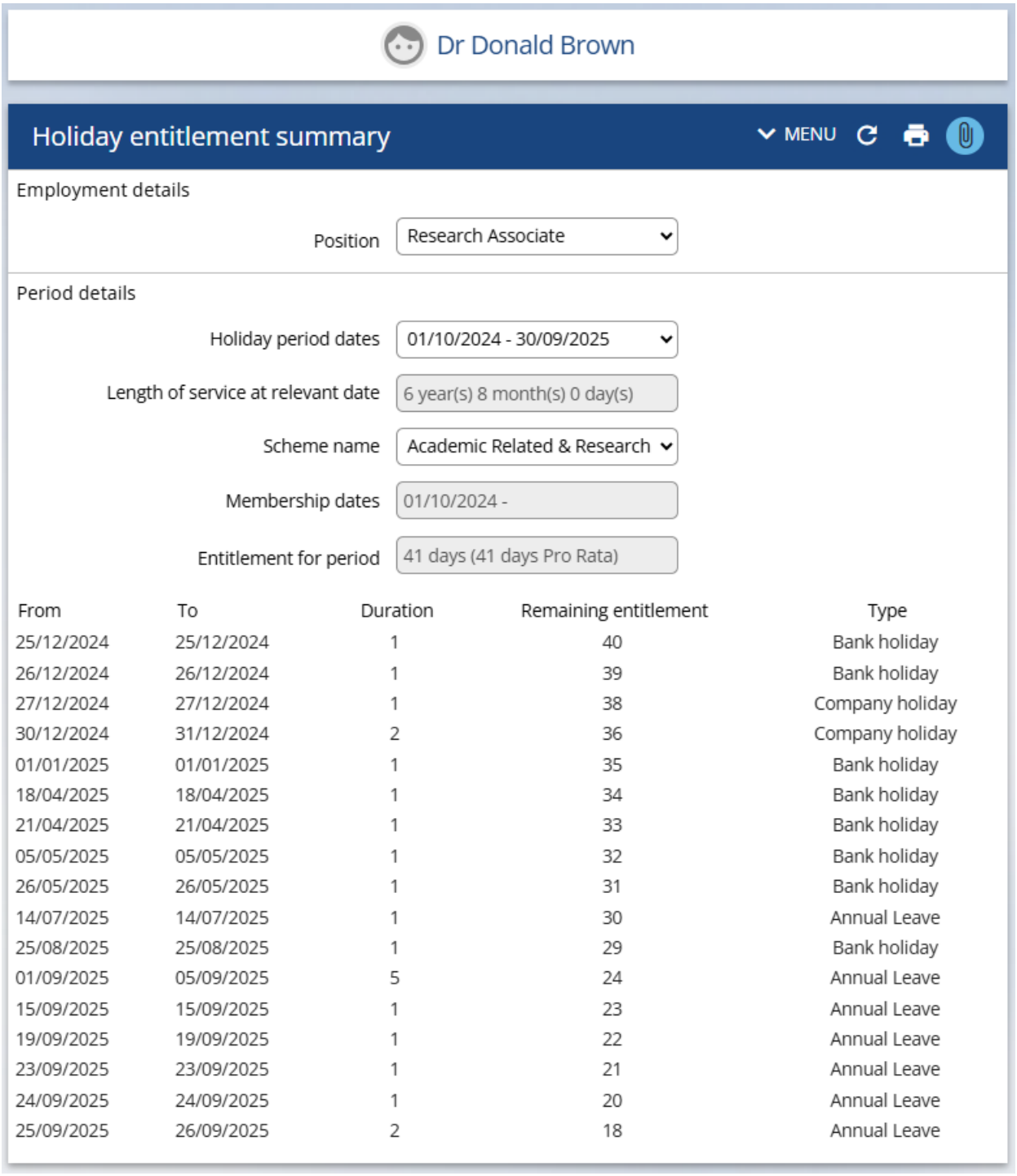
1. Click on the People menu link on the Home Screen.



2. On the left-hand menu search for and select the employee. Using the links at the bottom of the page Select Annual leave > Entitlement summary



3. The Holiday entitlement summary including bookings will be displayed.



Dr Donald Brown

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
23/09/2025	23/09/2025	1	21	Annual Leave
24/09/2025	24/09/2025	1	20	Annual Leave
25/09/2025	26/09/2025	2	18	Annual Leave

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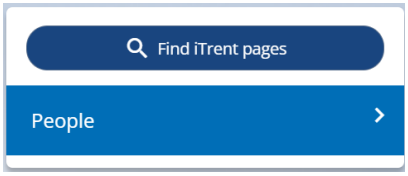
9. Managers - Checking Leave Balance for the team

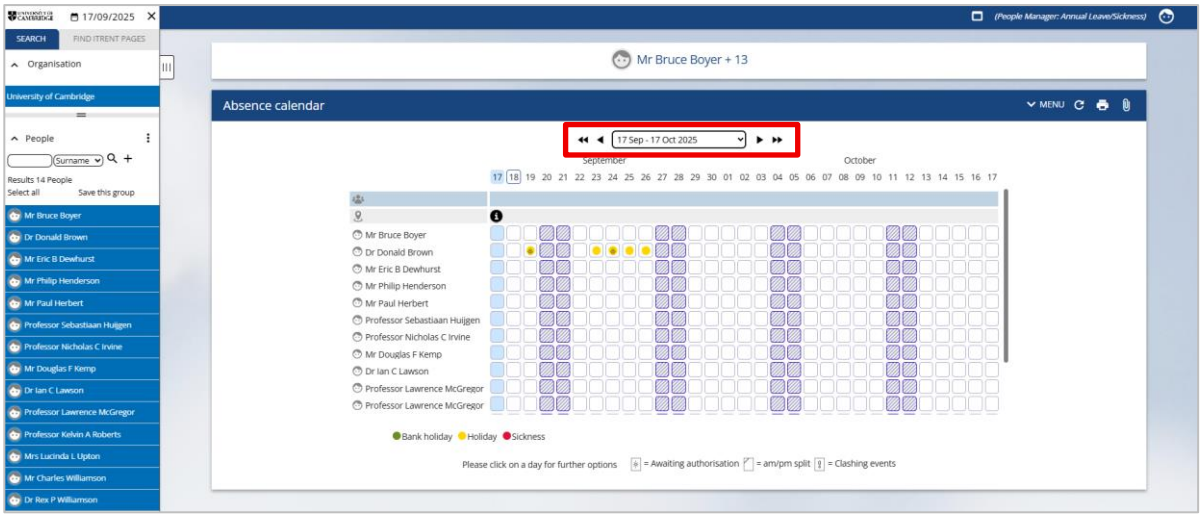
1. Click on the People menu link on the Home Screen



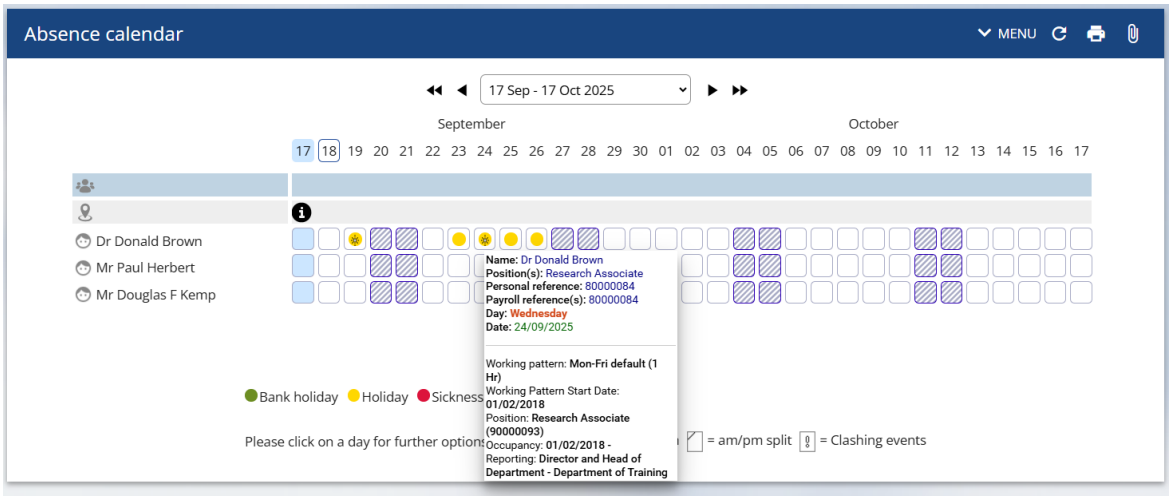
2. On the left-hand menu choose Select all or you can select a number of individual employees by holding down the Ctrl key and selecting the team members you wish to view.

3. Using the links at the bottom of the page Select Annual Leave > Calendar

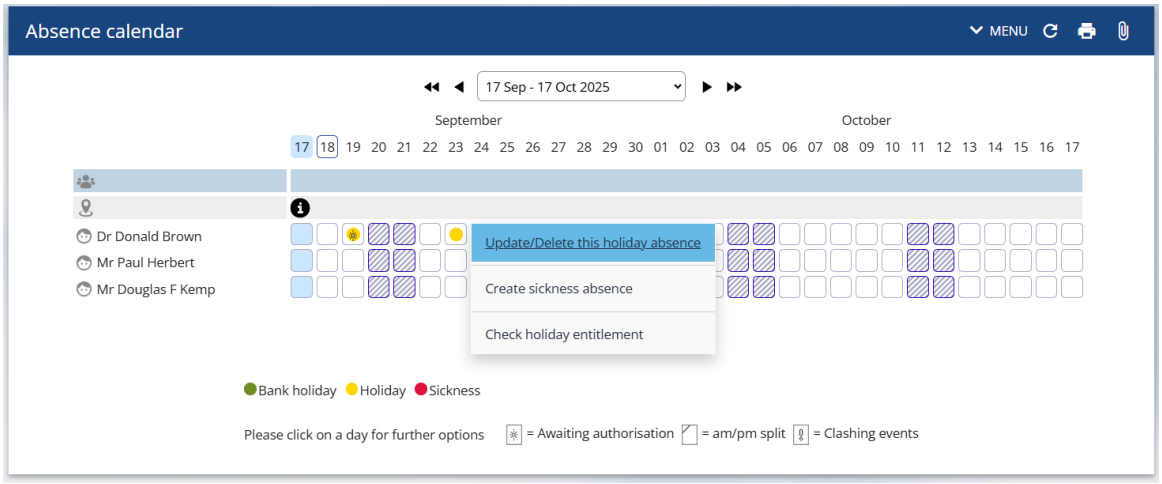
4. Use the navigation buttons to view different date ranges.



5. Mouse over a calendar dot to see more information:



6. Click on a dot for more options:



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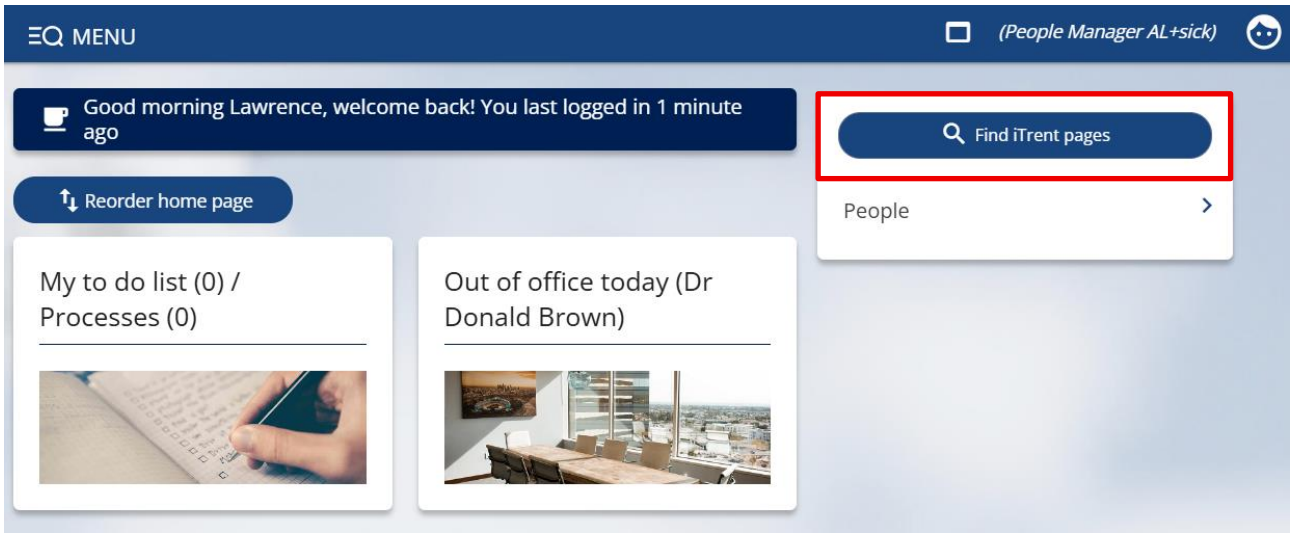
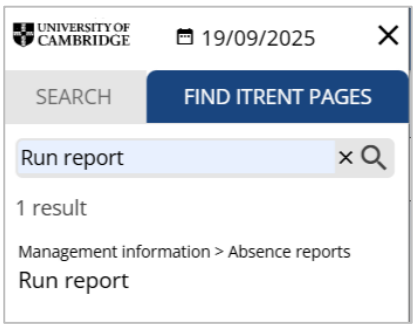
10. Managers - Running Annual Leave Reports

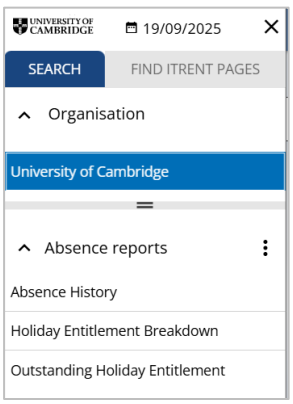
1. From the Home screen, select Find iTrent pages.



2. Search on the keywords 'Run report'.



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



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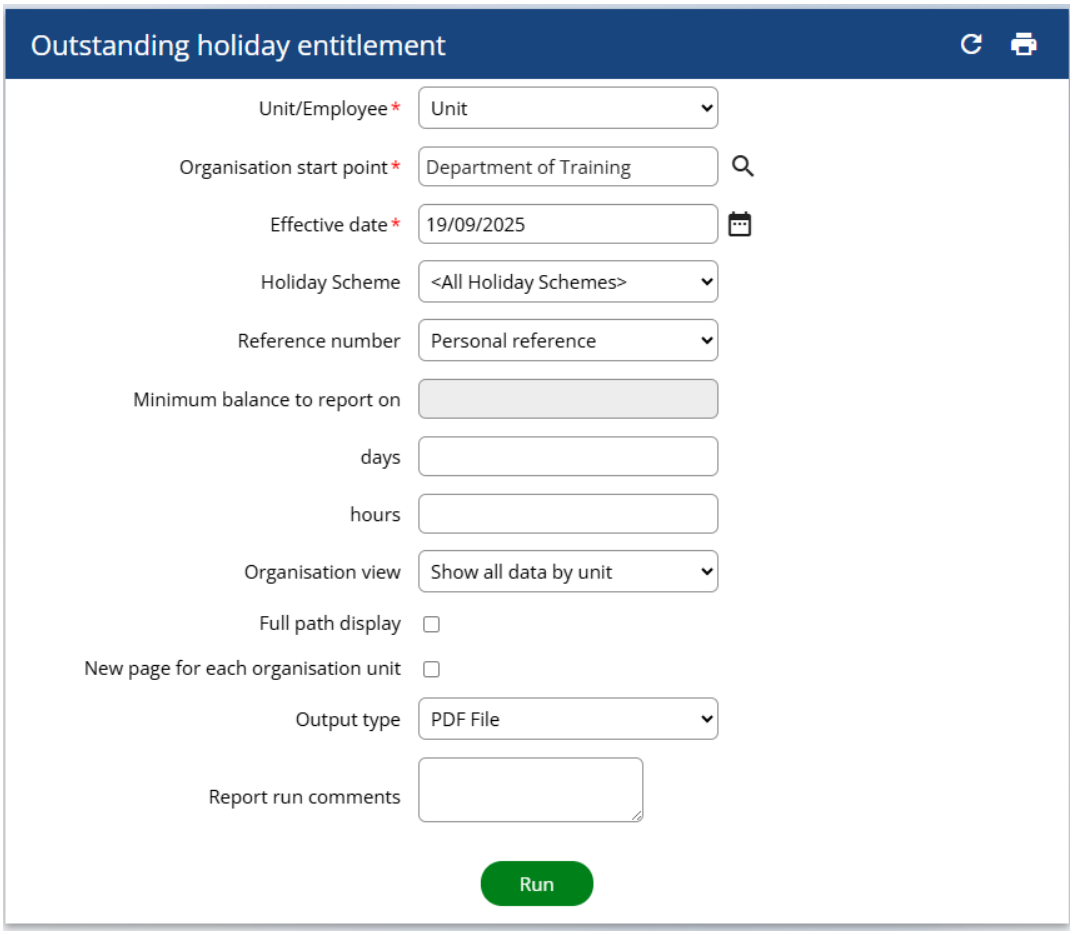
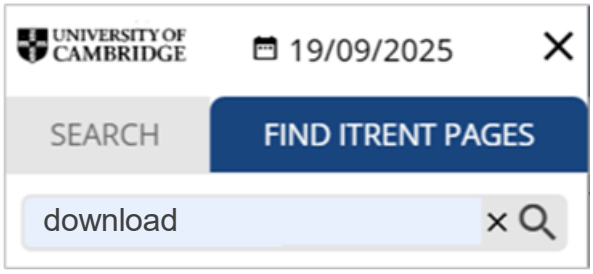
4. Select the Report that you wish to run, change the fields accordingly and click Run.

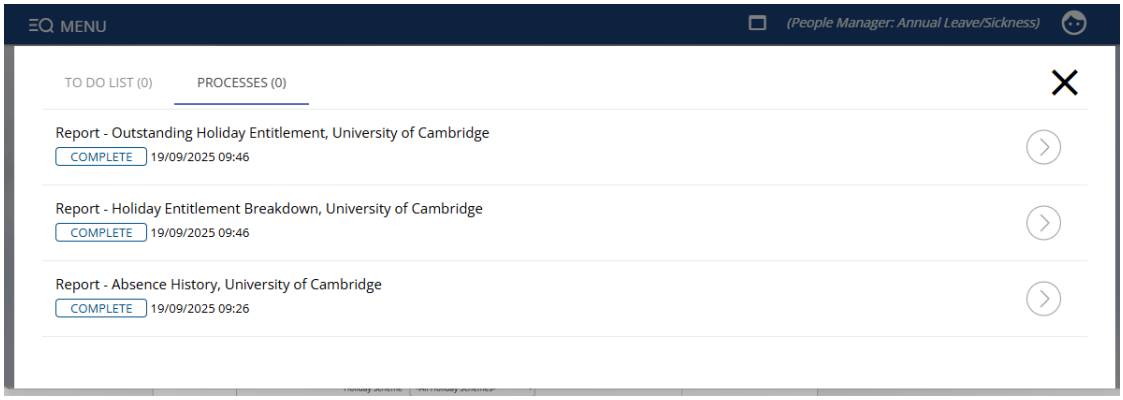


5. To view the reports there are two options:

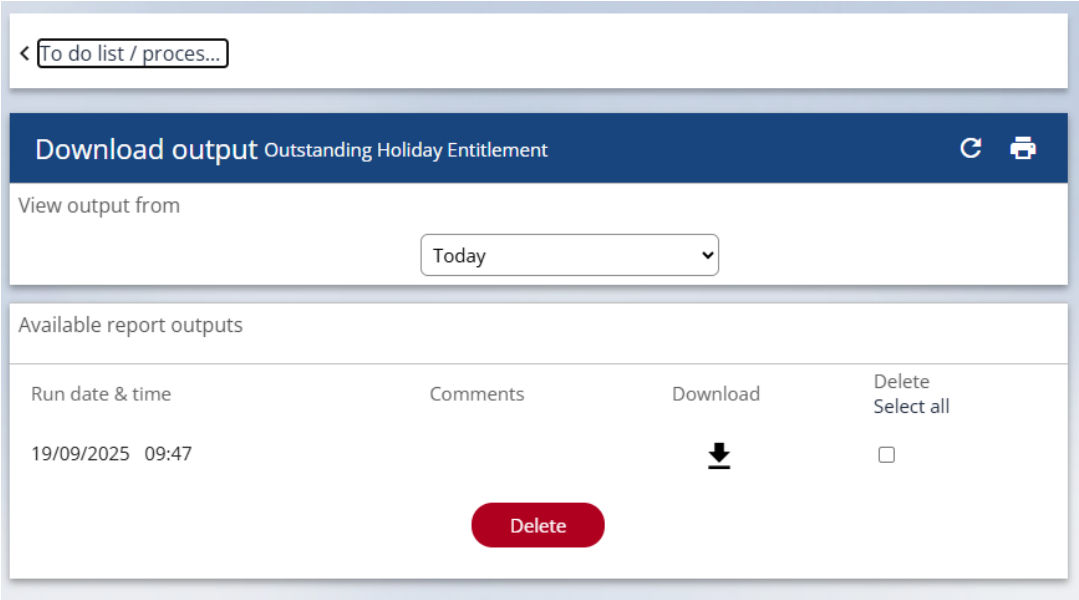
   I. Go to find iTrent pages and enter "download" to get the download output link.



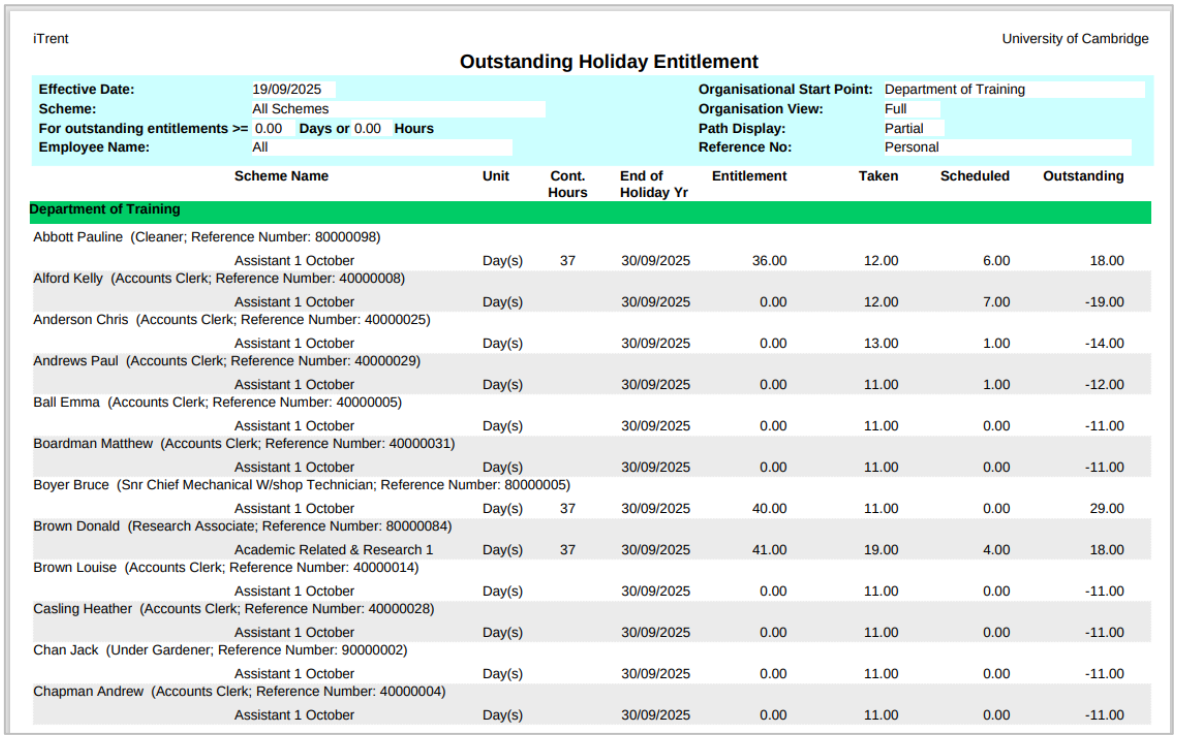
II. Alternatively, in the role switcher menu at the top right, go to "My tasks and processes", click on Processes which takes you to this screen, select the right arrow button.



6. From here you can Delete or Download the report.



7. The file will download to your computer in pdf format.



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Outstanding Holiday Entitlement

Effective Date:	19/09/2025	**Organisational Start Point:**	Department of Training
Scheme:	All Schemes	**Organisation View:**	Full
For outstanding entitlements >=	0.00 **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							
Abbott Pauline (Cleaner; Reference Number: 80000098)							
Assistant 1 October	Day(s)	37	30/09/2025	36.00	12.00	6.00	18.00
Alford Kelly (Accounts Clerk; Reference Number: 40000008)							
Assistant 1 October	Day(s)		30/09/2025	0.00	12.00	7.00	-19.00
Anderson Chris (Accounts Clerk; Reference Number: 40000025)							
Assistant 1 October	Day(s)		30/09/2025	0.00	13.00	1.00	-14.00
Andrews Paul (Accounts Clerk; Reference Number: 40000029)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	1.00	-12.00
Ball Emma (Accounts Clerk; Reference Number: 40000005)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Boardman Matthew (Accounts Clerk; Reference Number: 40000031)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
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
Brown Donald (Research Associate; Reference Number: 80000084)							
Academic Related & Research 1	Day(s)	37	30/09/2025	41.00	19.00	4.00	18.00
Brown Louise (Accounts Clerk; Reference Number: 40000014)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Casling Heather (Accounts Clerk; Reference Number: 40000028)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Chan Jack (Under Gardener; Reference Number: 90000002)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Chapman Andrew (Accounts Clerk; Reference Number: 40000004)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00

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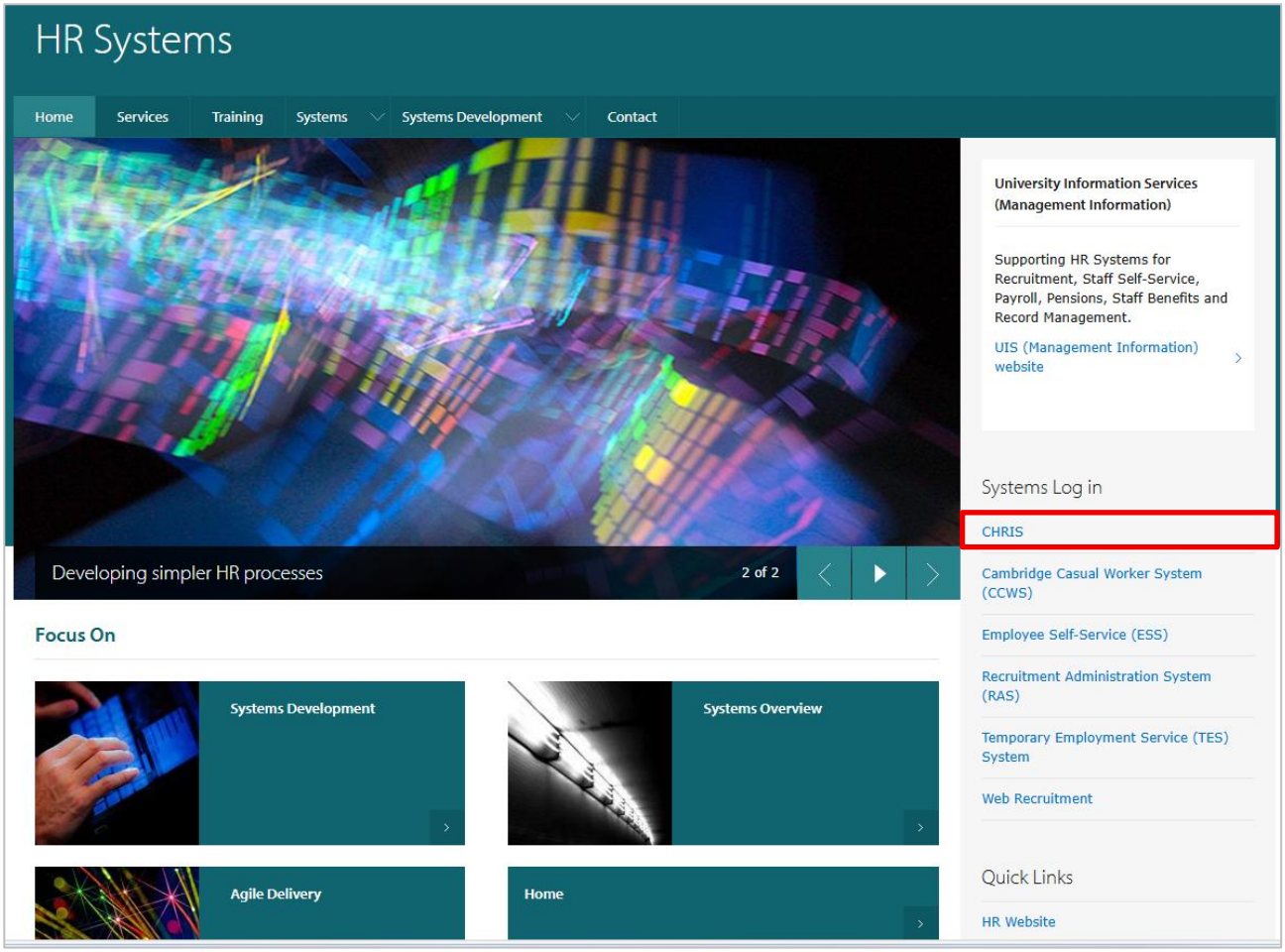
11. Managers - Entering Sickness Absence

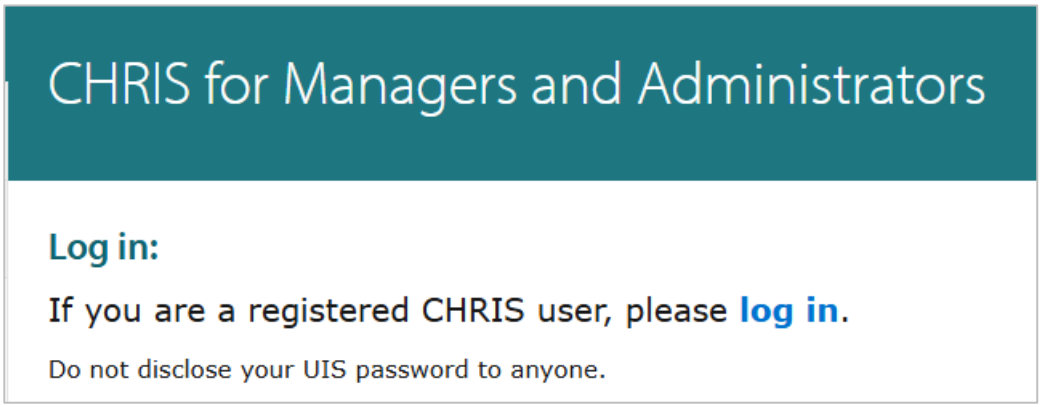
In most institutions using CHRIS to manage annual leave, line managers will also have access to view and record sickness absence details for their team. However, whether you have this access – and whether you are expected to record sickness absence for your team – can depend on your institution. Please contact your department administrator/local HR contact (or equivalent) for details of your local sickness procedures, if required.

If you are accessing CHRIS remotely from home or outside the univeristy network, you must connect via the VPN service which joins your device to the university network. See section 4.2 for instructions how to setup and connect to the VPN.

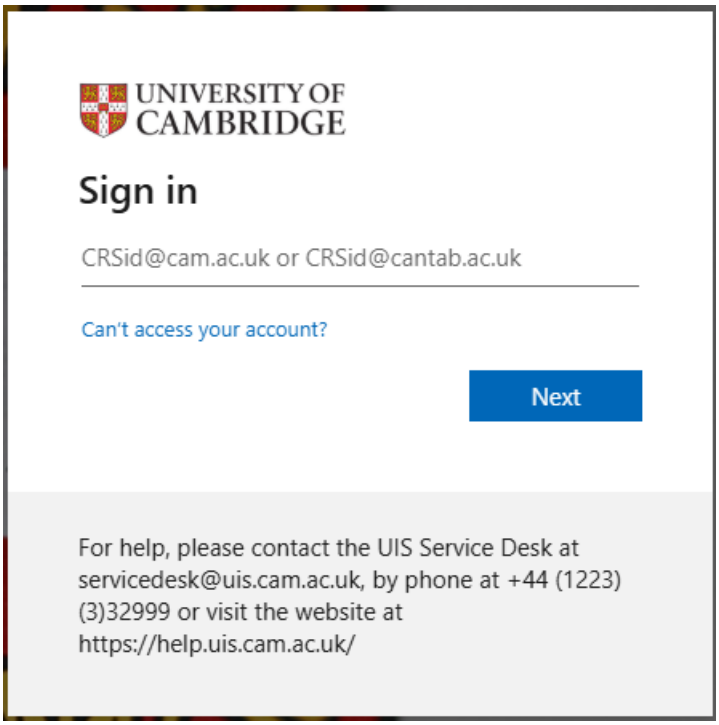
1. Locate the HR Systems Home page at https://www.hrsystems.admin.cam.ac.uk/
2. Select CHRIS



3. Click on the link to Log in:

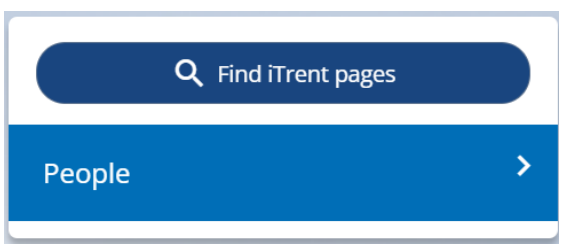


4. The Login screen will be displayed. You will be asked to enter your work email and password.



5. Click on Next to go through the authentication process.

6. Click on the People menu link on the Home Screen



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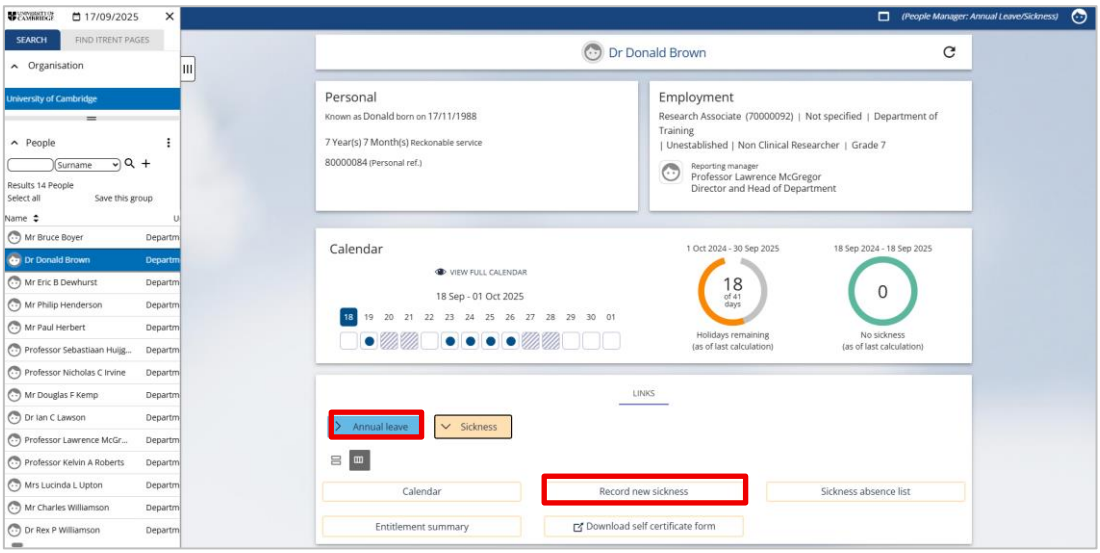
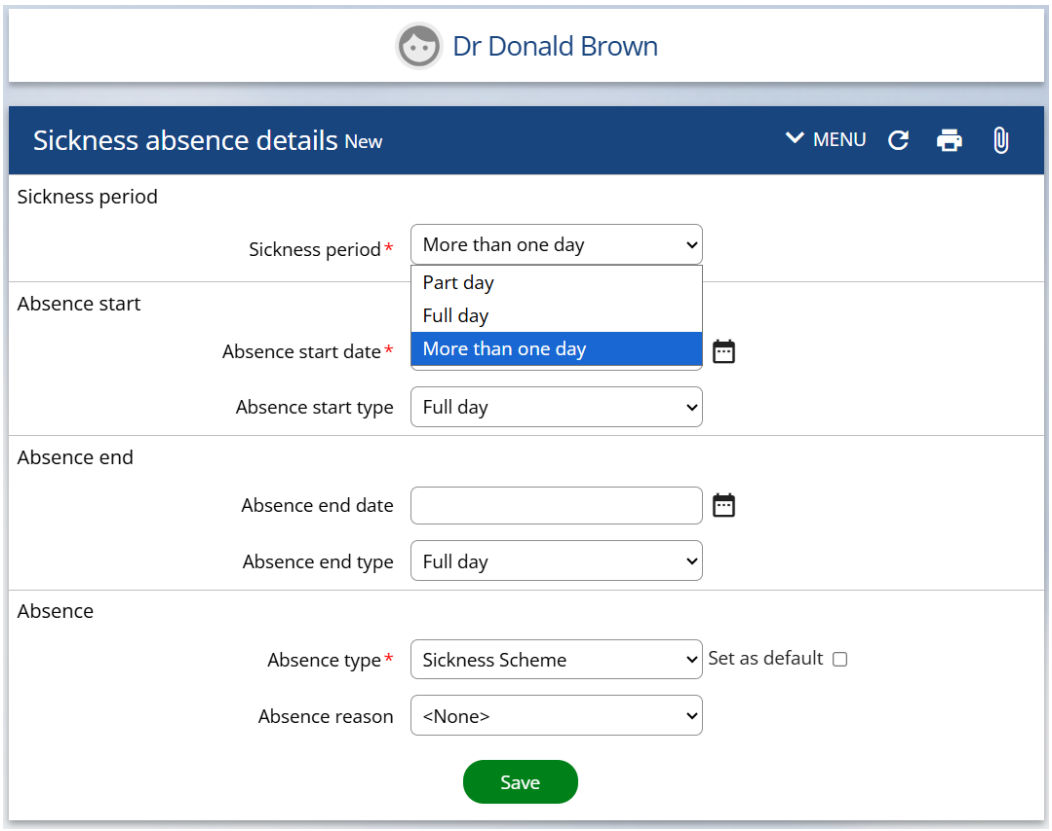
7. On the left-hand menu search or select the employee.

8. Using the subject boxes and links at the bottom of the page select: Sickness > Record New Sickness.



9. This will open a new sickness absence details page



10. Select whether the sickness absence is Part day, Full day or More than one day.

11. Enter the sickness absence start date.

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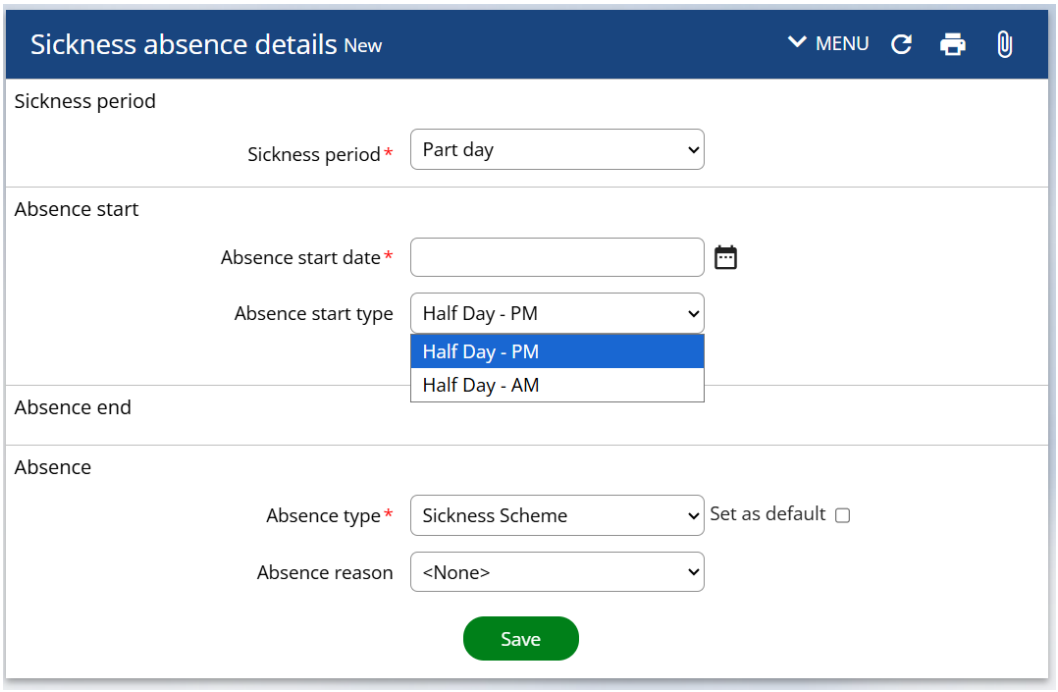
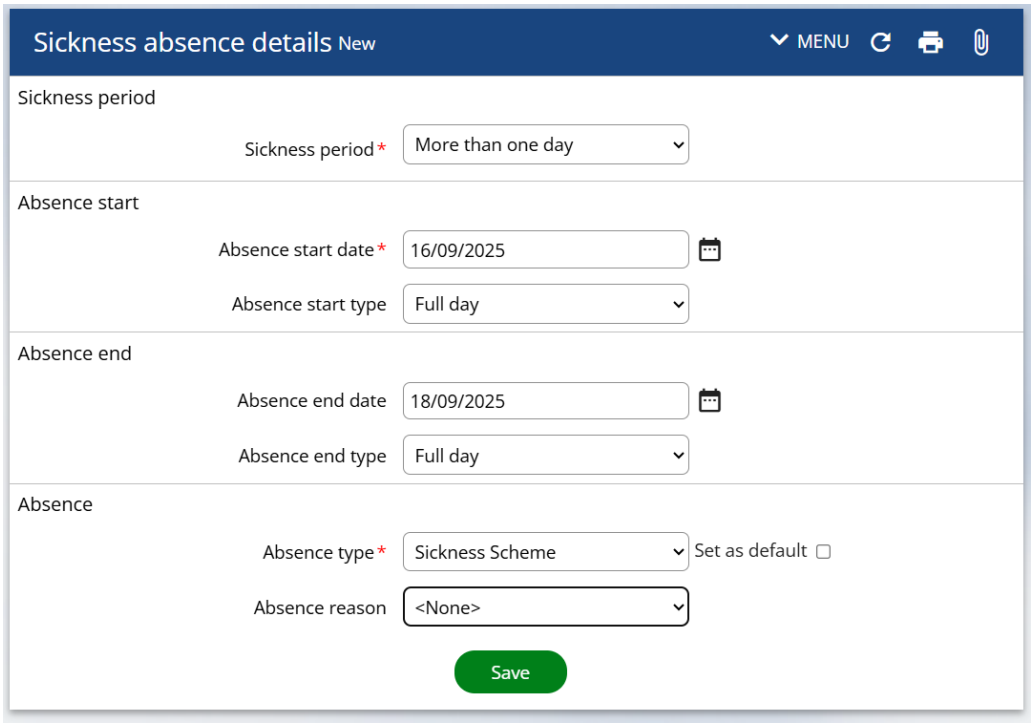
12. If Part day has been selected, enter whether Half Day – PM or Half Day – AM



13. If a sickness period of More than one day has been selected, enter the Absence end date.



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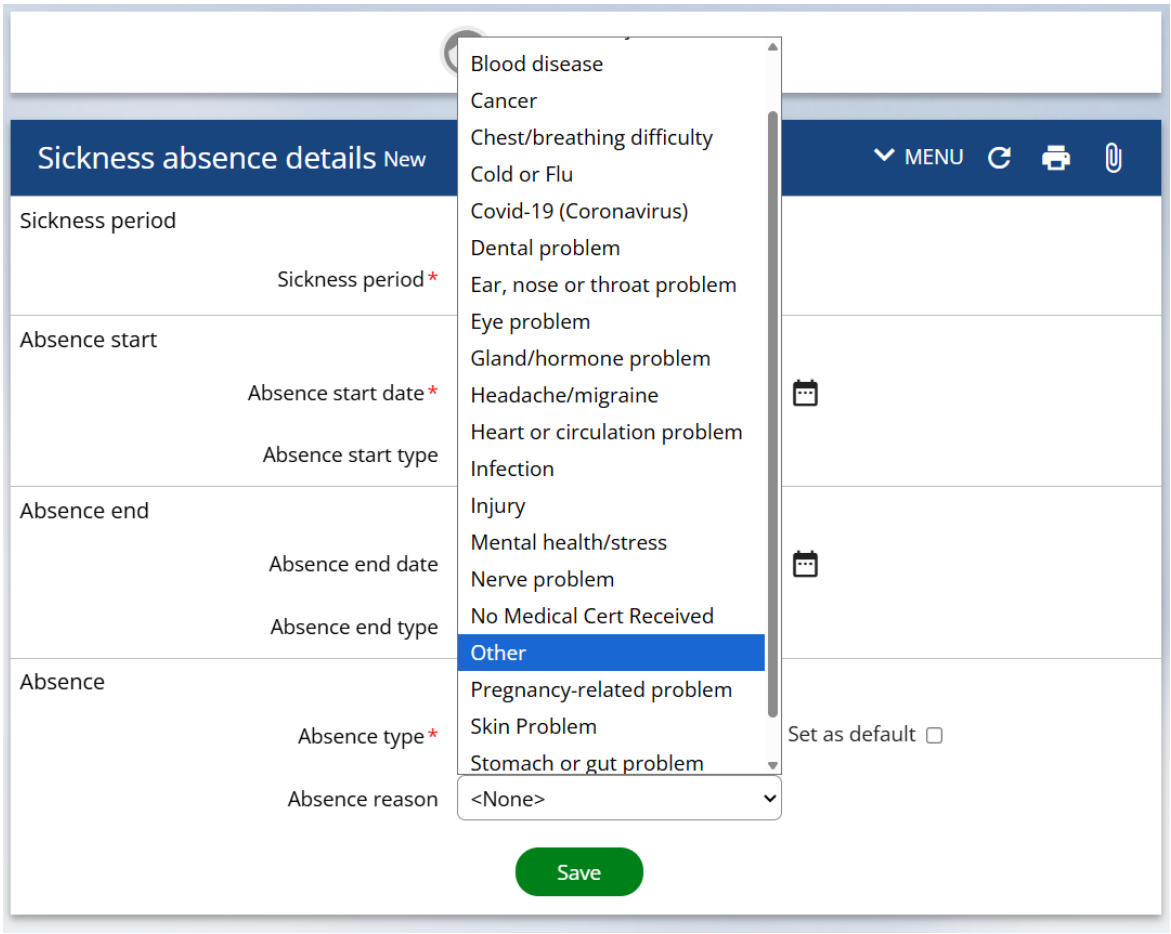
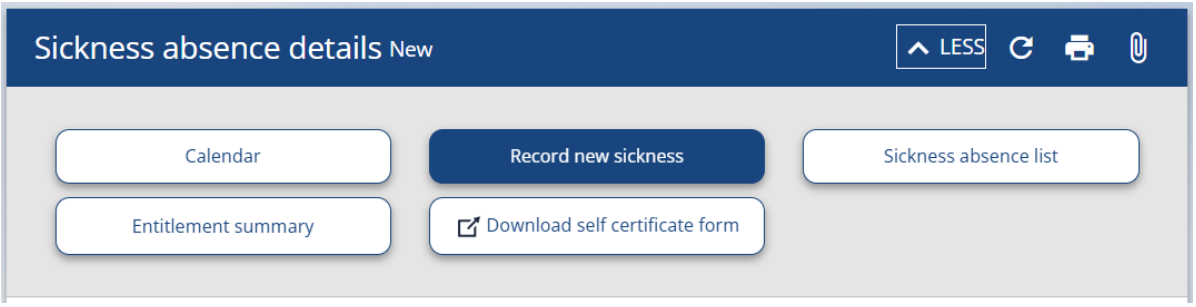
14. Select the Absence reason and select Save



15. The Menu link at the top of this screen provides options of what to do next. You can view the calendar or entitlement summary. Log a new sickness for this employee or Download a self-certification form to give to the employee on their return.



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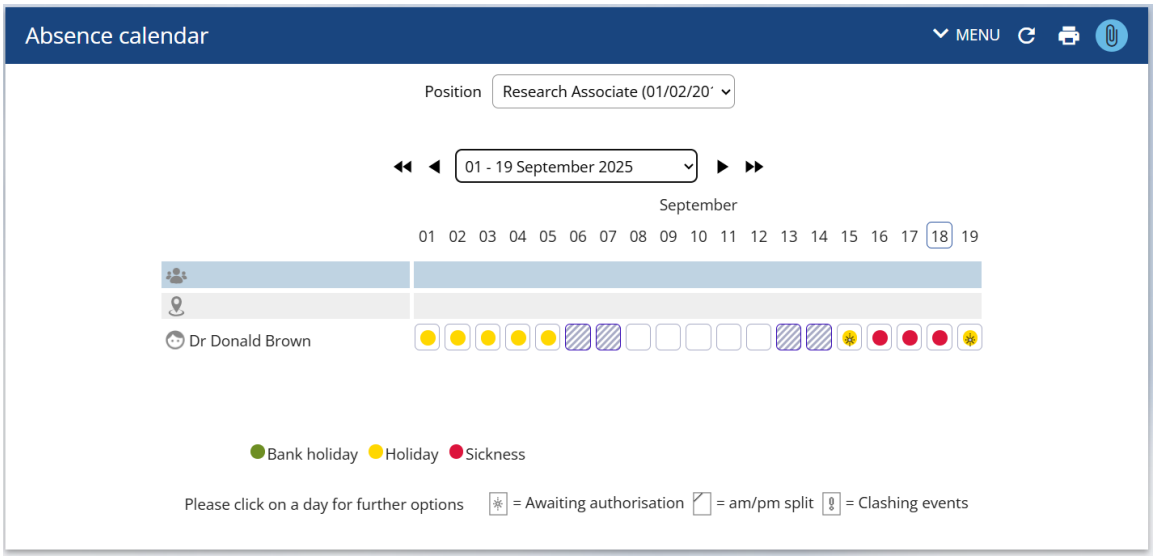
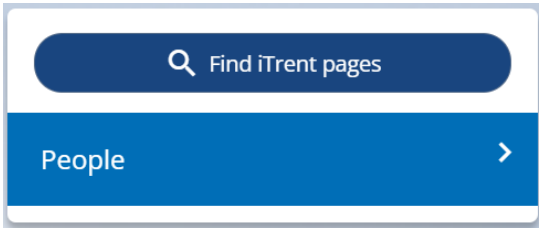
16. Viewing the calendar will show the logged sickness.



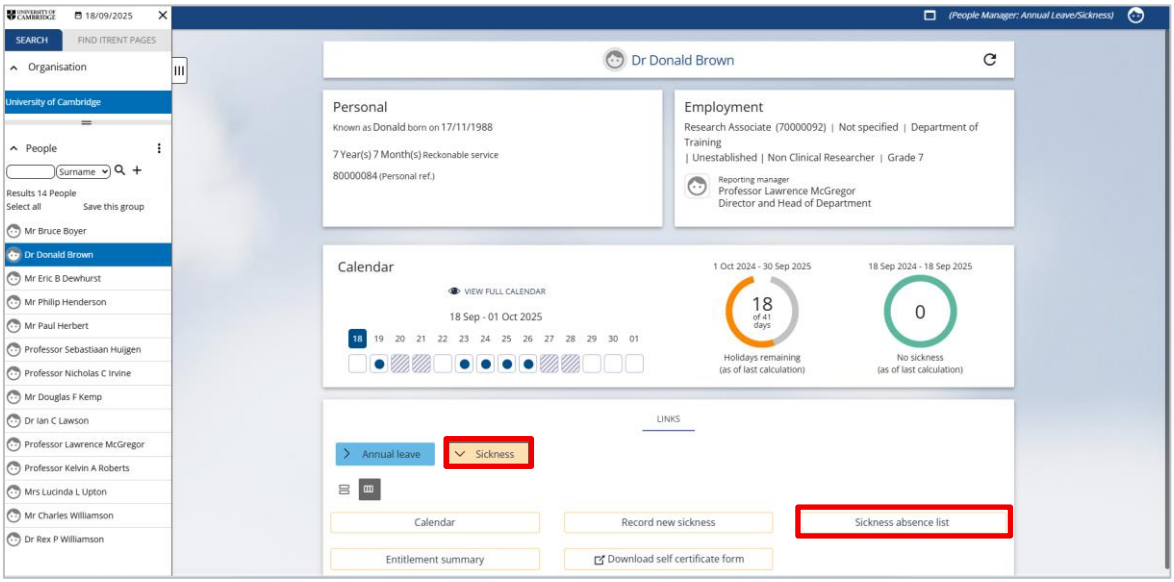
12. Managers - Amending or Deleting Sickness Absence

1. Click on the People menu link on the Home Screen

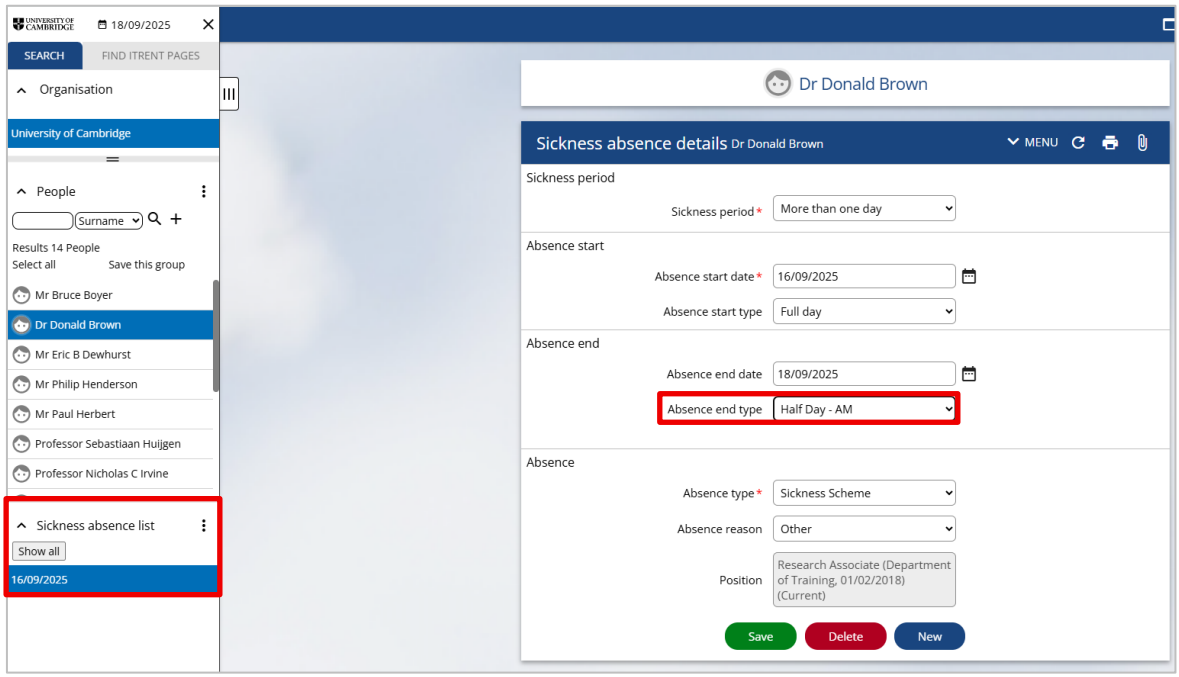


2. On the left-hand menu search or select the employee

3. Using the subject boxes and links at the bottom of the page select Sickness > Sickness absence list.



4. Select the Absence you wish to amend from the left-hand side menu.



5. Amend details and Save, or Delete as required.