

MySAM – Requesting & Cancelling Leave

Modified on Tue, 2 Sep at 3:03 PM



To watch a video offering guidance on this area, please click [here](#).

MySAM allows you to request and manage your attendance.

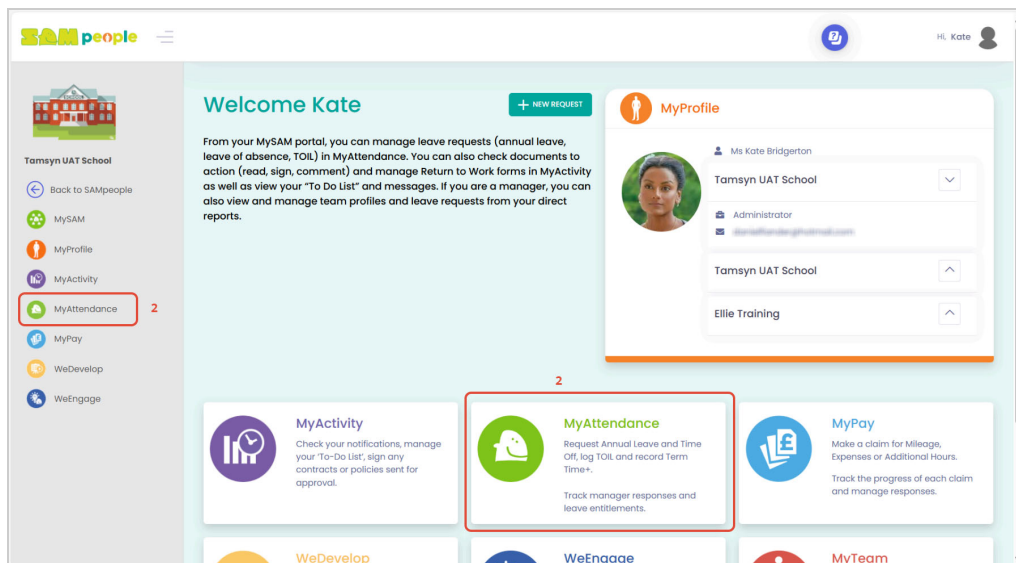
1. Log in to SAMpeople. If you are already a user, you will need to click on **MySAM** on the left-hand menu.

If you are not a SAMpeople user, you will go directly to your MySAM portal.

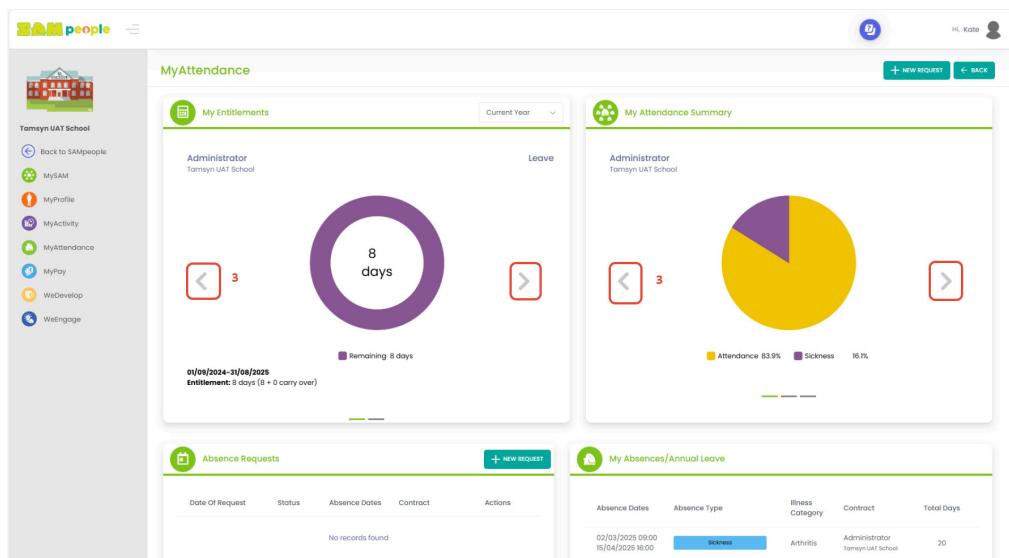
Request Leave

You request leave from the MyAttendance section of MySAM.

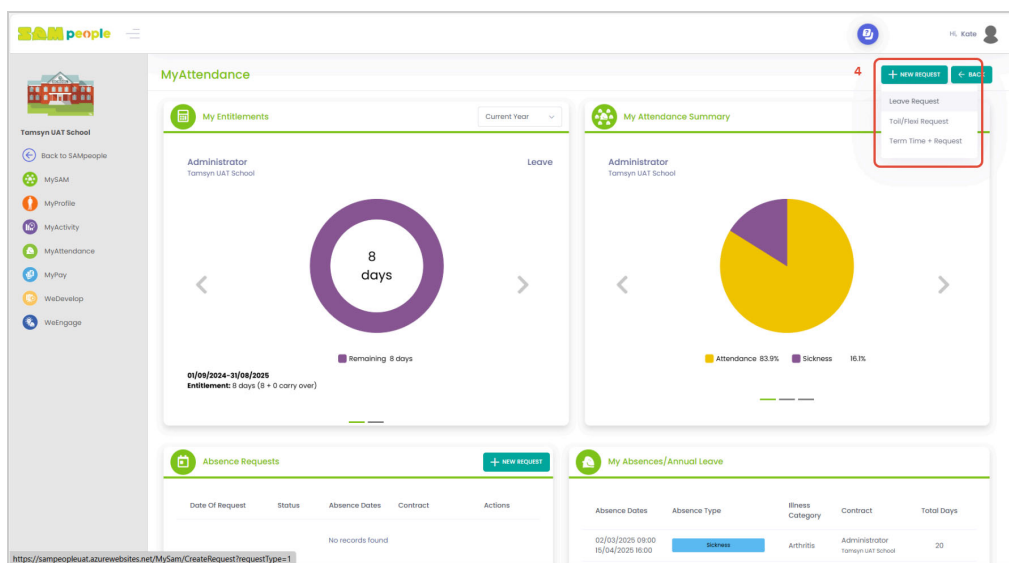
2. To access **MyAttendance**, click on the tile or the left-hand menu option.



3. You will now be able to see your leave entitlements. Please note that if you have multiple contracts with separate entitlements, you can switch between contracts using the arrows.



4. Click **+ NEW REQUEST** from the **Absence Request** section, then select **Leave** from the request type drop-down.



5. The absence request form will load. This is split into three sections.

- Request
- Cover
- Attachments

If you have multiple contracts with leave entitlements, you will need to select the contract you are making the request from. If selecting a range of days, only the time applicable to the working hours of this contract will be requested.

If you need time off from multiple contracts, you will need to make additional requests, so that they can follow the appropriate approvals process.

Create Leave Request

×

Request

5

Contracts

Administrator (Tamsyn UAT School)

▼

Request From Toil

Full Day

From Date

09/06/2025

From Time

8:00

To Date

13/06/2025

To Time

16:00

Category

Annual Leave

▼

Working days

3 day(s)

Notes

Enter reason for request days

Cover

Attachments

Cancel

Request

Request

6. Complete the fields.

- If using accrued TOIL / Flexi hours, toggle **Request From TOIL**
- If requesting a full day absence, toggle **Full Day**. This will apply the contract hours for the period you are requesting

Or

- Enter the **From Date & Time**
- Enter the **End Date & Time**
- The **contract(s)**, the leave request affects will populate
- Select the leave **Category** you are requesting
- Enter any '**Notes**'. These will show in the approval task

Create Leave Request

×

Request

Contracts

Administrator (Tamsyn UAT School)

▼

Request From Toil

☐

Full Day

☐

From Date

09/06/2025

From Time

8:00

To Date

13/06/2025

To Time

16:00

Category

Annual Leave

▼

Working days

3 day(s)

Notes

Enter reason for request days

Cover

Attachments

Cancel

Request

Cover

7. If cover is required, toggle **Cover Required**.

- Use the slider to identify which **periods** require cover
- Add any **Cover Notes**

Create Leave Request

×

Request

Cover

Cover Required

☐

7

Attachments

Cancel

Request

Attachments

Add any supporting documents to the request as an attachment. For example, an appointment letter.

8. **Browse** for your attachment using the blue upload button

If you are happy with the details entered, click **Request**.

The approver will be notified of the request via email.

Create Leave Request

Request

Cover

Attachments

Attachments:

Choose files to upload

8

Password Protected Files

Please note that password protection needs to be removed from uploaded files if they are to be used by SAMpeople

Cancel

Request

9. You can **Cancel** or **View** the request in the Absence Requests section by clicking on the **action** dots.

Tammyrn UAT School

Back to SAMpeople

MySAM

MyProfile

MyActivity

MyAttendance

MyPay

WeDevelop

WeEngage

MyAttendance

Current Year

My Entitlements

Administrator
Tammyrn UAT School

Leave

8 days

Remaining: 8 days

01/09/2024 - 31/08/2025
Entitlement: 8 days (8 + 0 carry over)

My Attendance Summary

Administrator
Tammyrn UAT School

Attendance 83.9%

Sickness 16.1%

Absence Requests

NEW REQUEST

Date Of Request	Status	Absence Dates	Contract	Actions
04/06/2025	Request	09/06/2025 08:00 13/06/2025 18:00	Administrator tammyrn UAT School	...

9

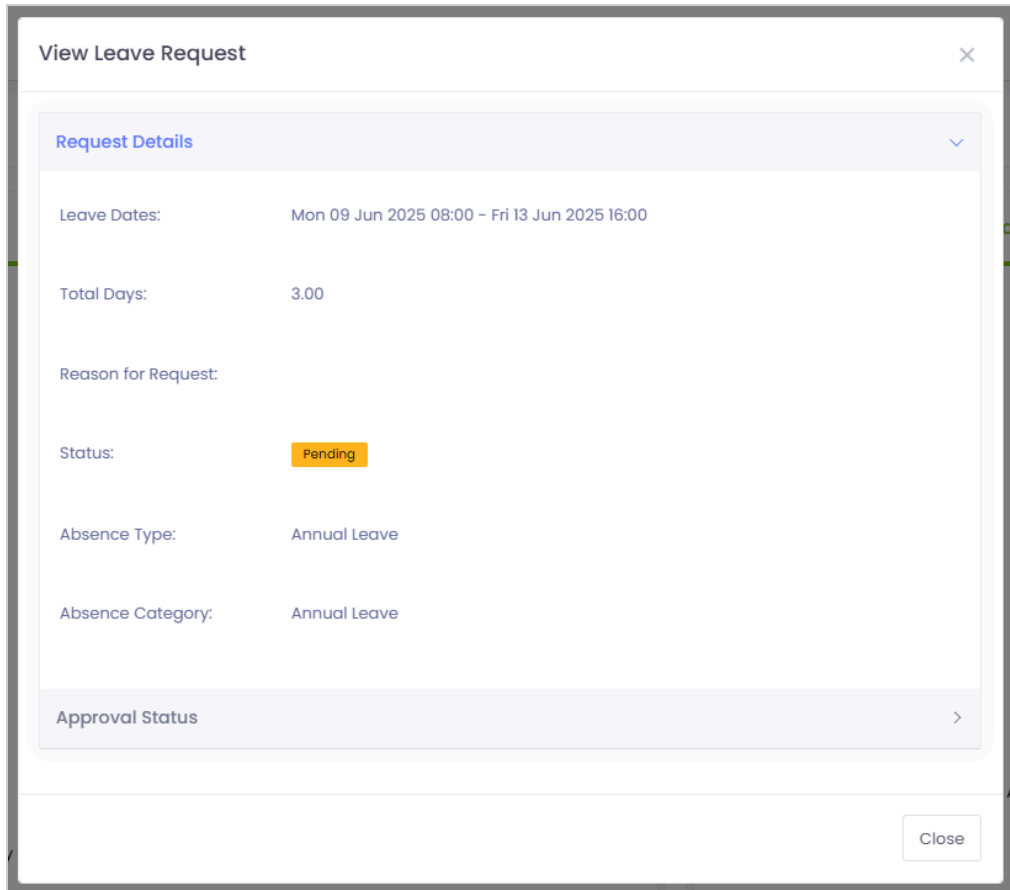
My Absences/Annual Leave

Absence Dates	Absence Type	Illness Category	Contract	Total Days
02/03/2025 09:00 15/04/2025 18:00	Sickness	Arthritis	Administrator tammyrn UAT School	20

View

10. Click the action dots and select **View**.

11. Review the details of the request on the **Request Details** or see the **Approval Status**.

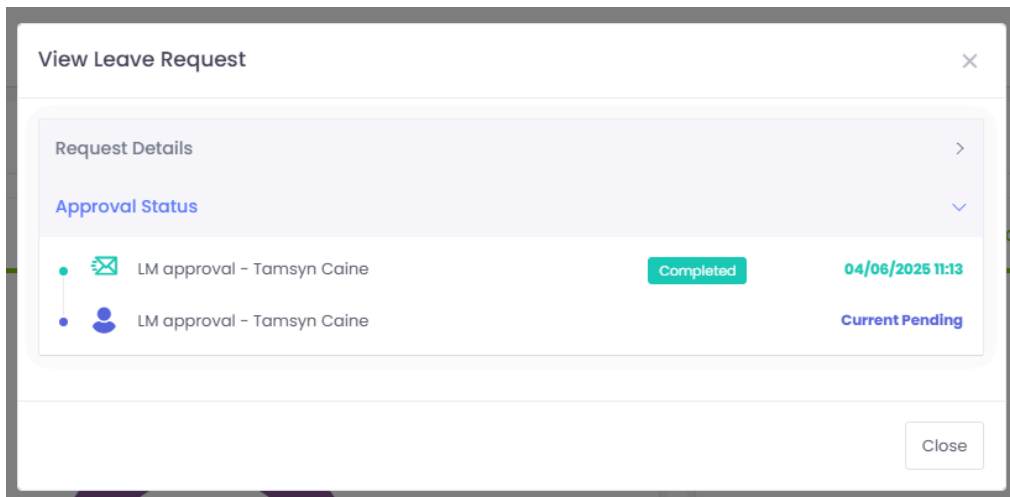


The screenshot shows a 'View Leave Request' modal window. It has a title bar with a close button (X). The main content area is divided into two sections: 'Request Details' (expanded) and 'Approval Status' (collapsed). The 'Request Details' section contains the following information:

Leave Dates:	Mon 09 Jun 2025 08:00 - Fri 13 Jun 2025 16:00
Total Days:	3.00
Reason for Request:	
Status:	Pending
Absence Type:	Annual Leave
Absence Category:	Annual Leave

At the bottom of the modal is a 'Close' button.

Where you see an envelope icon in the approval chain, this shows where the request is being sent for approval. Where you see a user icon, this shows where the request has been granted, denied or remains pending a decision.



The screenshot shows the same 'View Leave Request' modal window, but with the 'Approval Status' section expanded. It displays a vertical timeline of approval steps:

- Step 1: Envelope icon, 'LM approval - Tamsyn Caine', status 'Completed', timestamp '04/06/2025 11:13'.
- Step 2: User icon, 'LM approval - Tamsyn Caine', status 'Current Pending'.

At the bottom of the modal is a 'Close' button.

Cancel

12. From the Absence Requests screen, click the action dots and select **Cancel**.

13. To confirm the cancellation, click **Yes, Delete it**.

The cancellation request will go to the approver to accept.

The screenshot shows the SAM people MyAttendance interface. A confirmation dialog box is displayed in the center, asking "Are you sure?" with the text "You won't be able to undo this!". The dialog has two buttons: "No" and "Yes, cancel it". The background interface includes a sidebar with navigation links, a top navigation bar, and a main content area with charts and tables.

MyAttendance

01/06/2024 - 31/06/2025
Entitlement: 8 days (8 + 0 carry over)

8 days

Attendance 83.9% Sickness 16.1%

Absence Requests

Date Of Request	Status	Absence Dates	Contract	Actions
04/06/2025	Approved	09/06/2025 08:00 13/06/2025 16:00	Administrator Tarmyn UAT School	...

Absences/Annual Leave

Absence Dates	Absence Type	Sickness Category	Contract	Total Days
02/03/2025 08:00 15/04/2025 16:00	Sickness	Arthritis	Administrator Tarmyn UAT School	20
16/02/2025 07:00 25/02/2025 16:00	Sickness	Allergy	Administrator Tarmyn UAT School	5
12/01/2025 08:00 20/01/2025 16:00	Sickness	Blood Pressure	Administrator Tarmyn UAT School	4
12/09/2025 08:00 20/09/2025 16:00	Sickness	Blood Pressure	Teaching Assistant (non-HLTA)	2