MySAM – Requesting & Cancelling Leave

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To watch a video offering guidance on this area, please click <u>here.</u>

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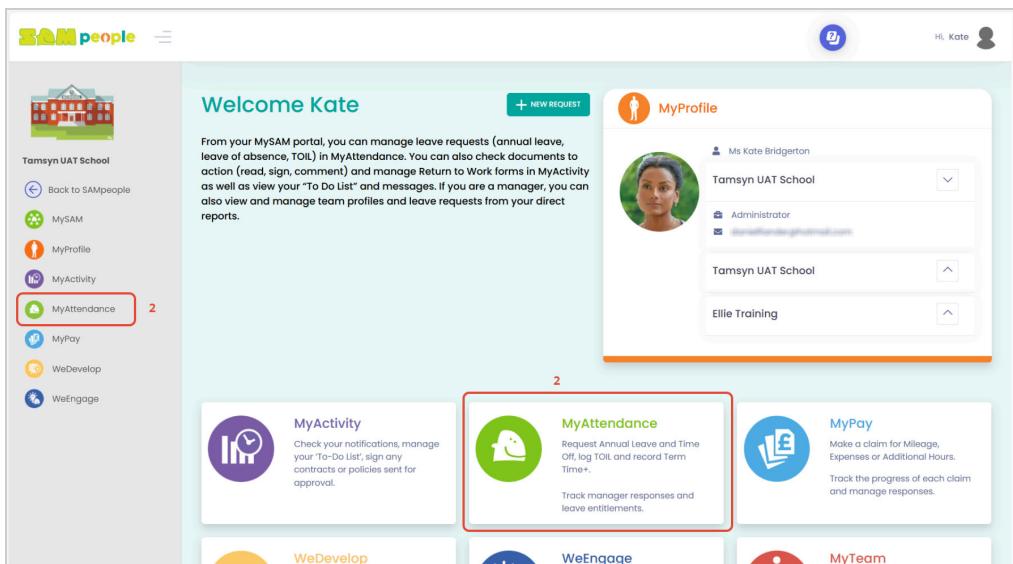
3.   You will now be able to see your leave entitlements. Please note that if you have multiple contracts with separate entitlements, you can switch between contracts using the arrows.

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.
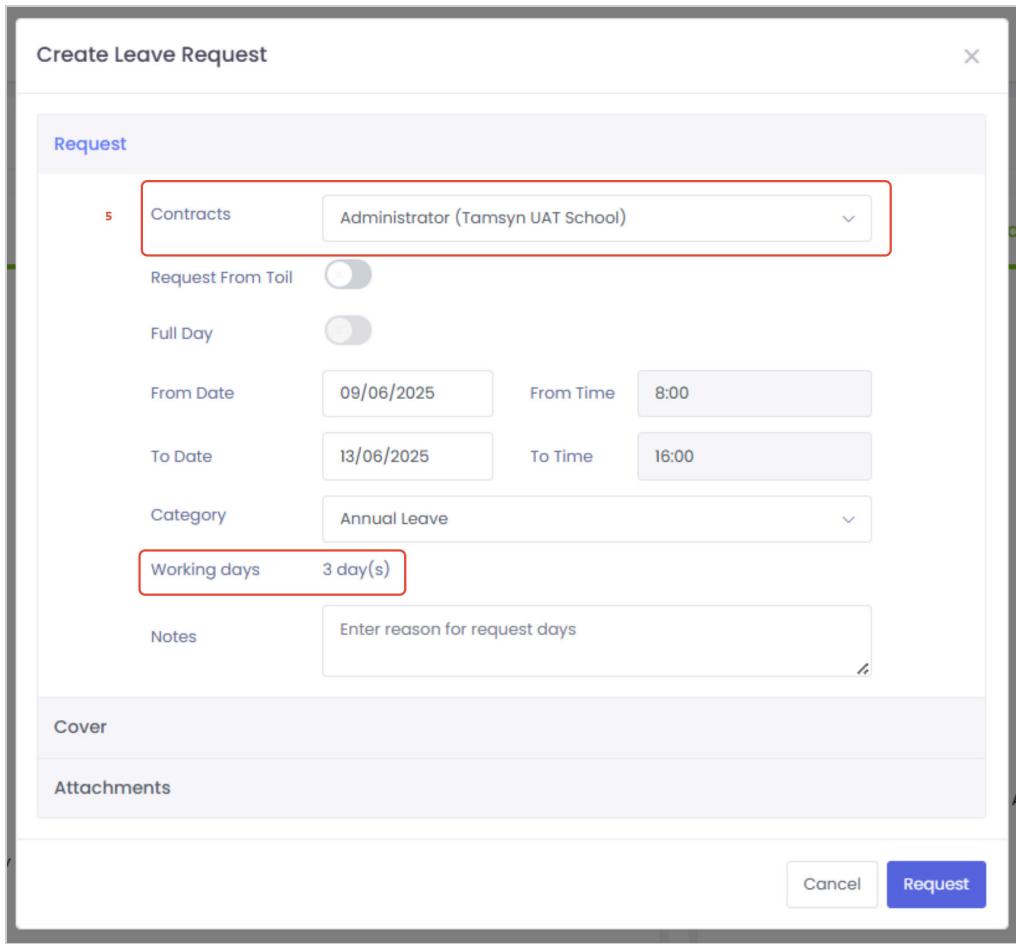
Request

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
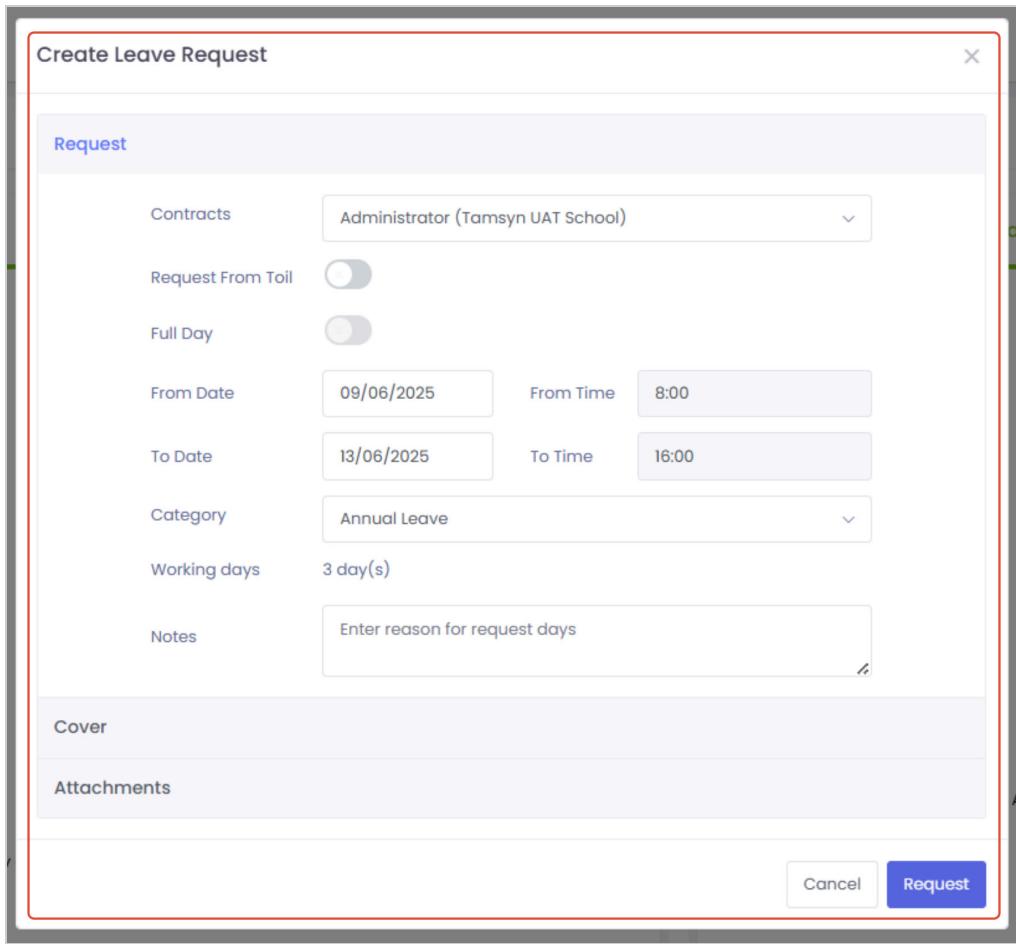
Cover

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

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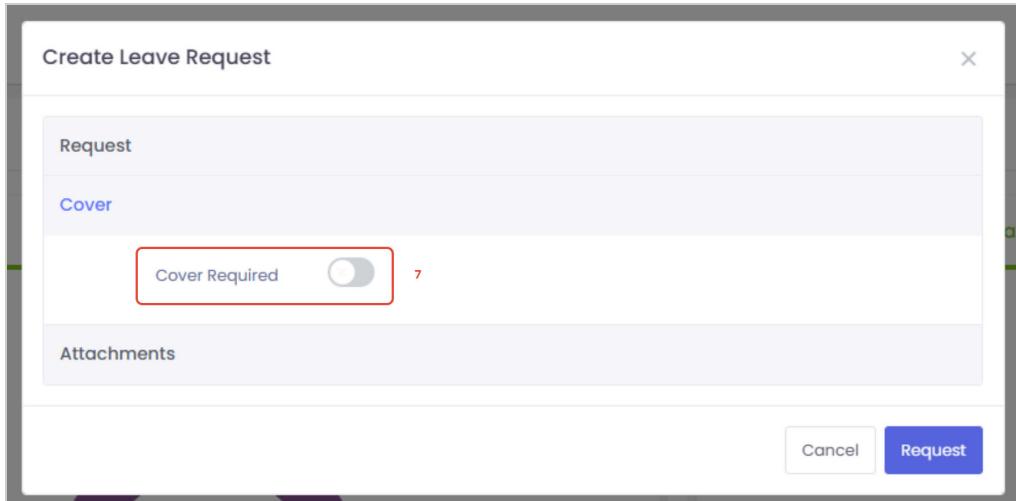
Attachments

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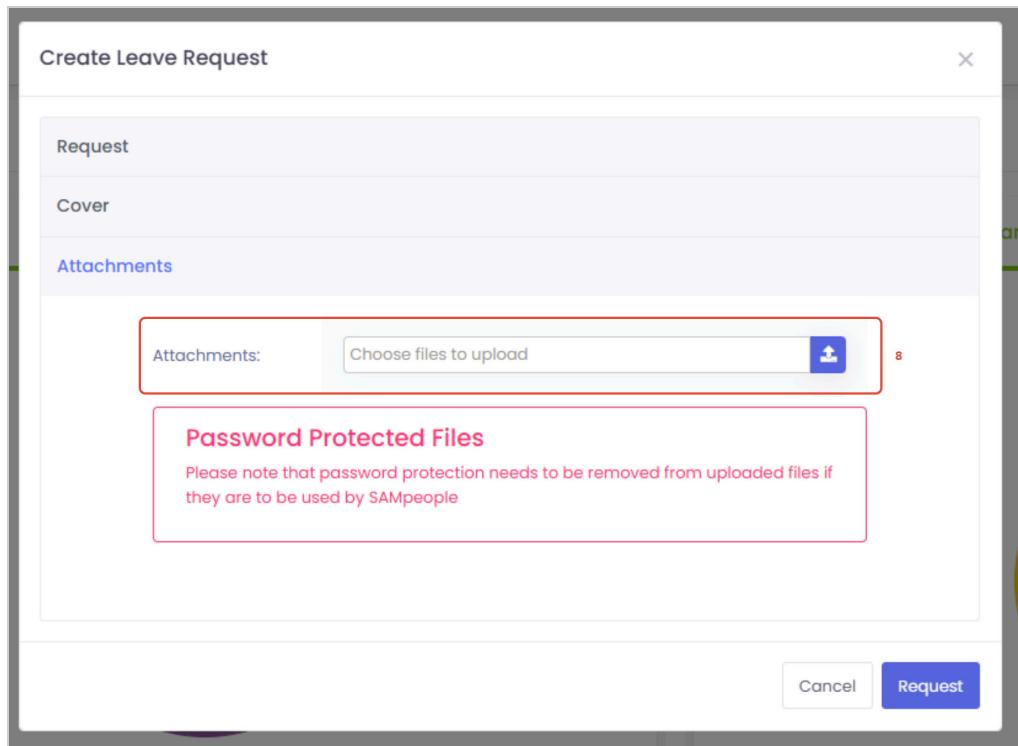
9. You can **Cancel** or **View** the request in the Absence Requests section by clicking on the **action** dots.
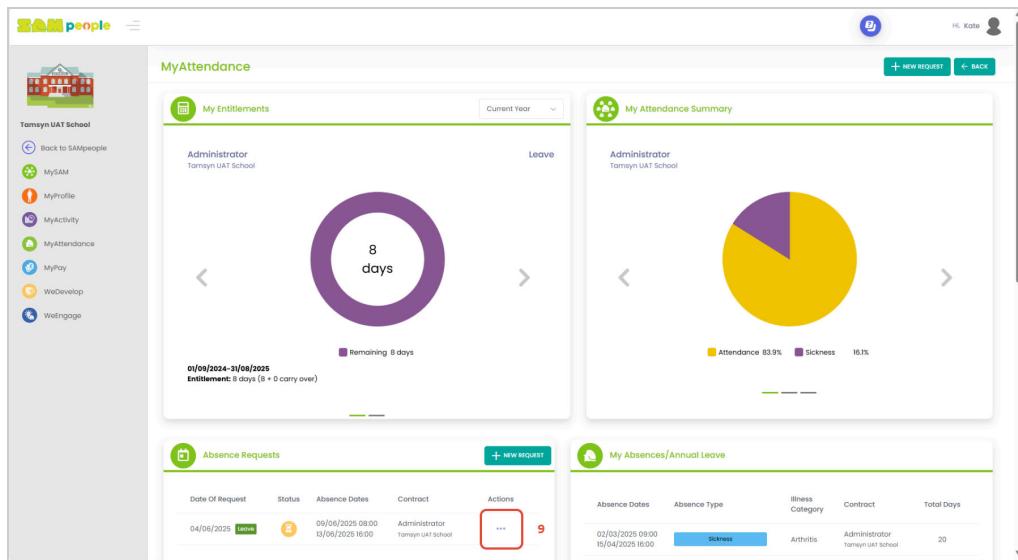
View

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

11. Review the details of the request on the **Request Details** or see the **Approval Status.**
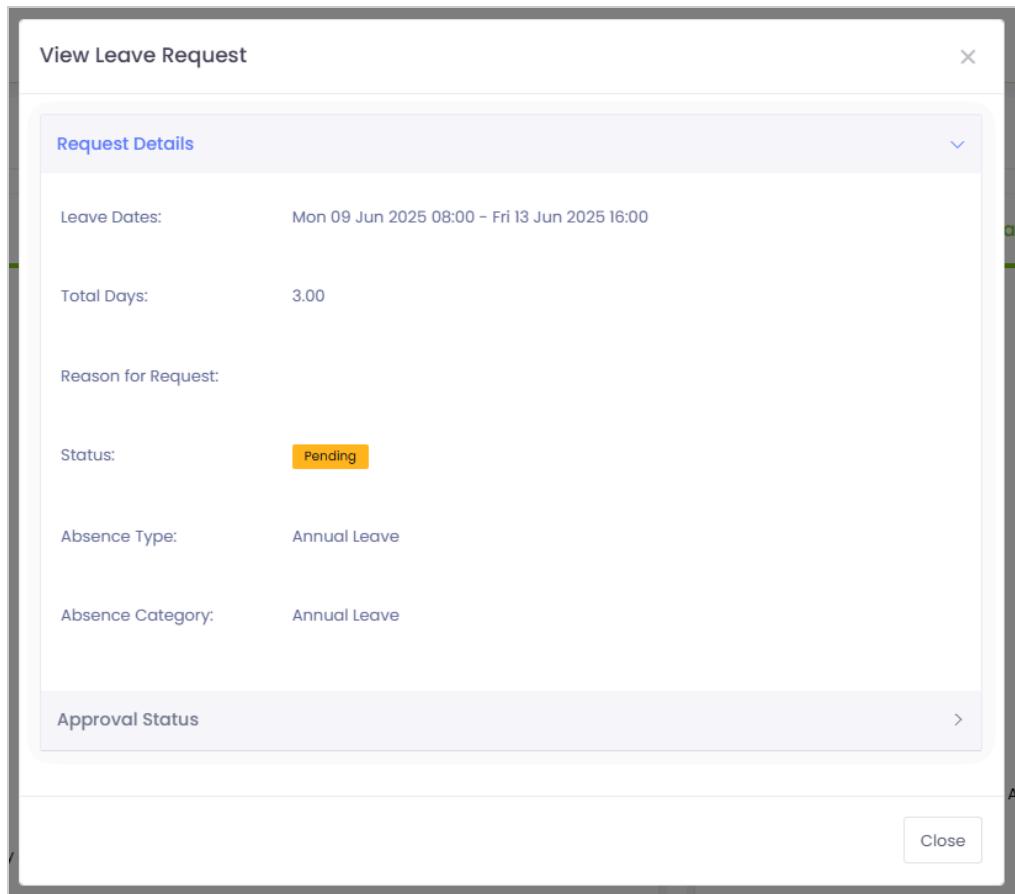
Where you see an envelope icon in the approval chain, this shows where the request is being sent for approval. Where you see a user icon, this shows where the request has been granted, denied or remains pending a decision.
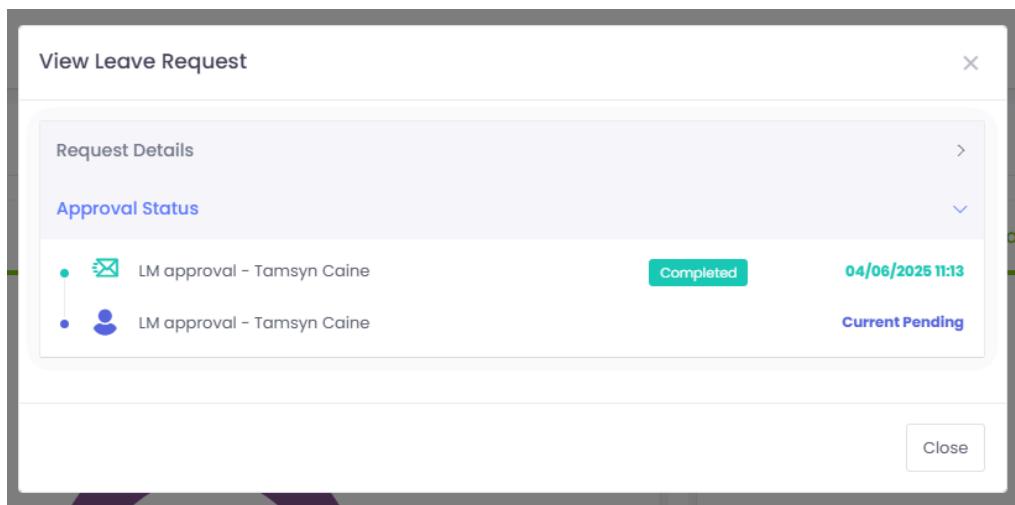
Cancel

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.