

# MySAM – Requesting & Cancelling Leave

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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.

A screenshot of the MySAM portal interface. On the left, there is a vertical navigation bar with icons for Back to SAMpeople, MySAM, MyProfile, MyActivity, MyAttendance (which is highlighted with a red box and the number '2'), MyPay, WeDevelop, and WeEngage. The main content area has a 'Welcome' message and a 'MyProfile' section showing profile details for Ms. Kate Bridgerton. Below this, there are several tiles: 'MyActivity' (with a purple icon), 'MyAttendance' (with a green icon, also highlighted with a red box and the number '2'), 'MyPay' (with a blue icon), and 'WeEngage' (with a blue icon). The 'MyAttendance' tile contains a brief description of its functions.

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.

The screenshot shows the SAMpeople MyAttendance dashboard. On the left, there's a sidebar with icons for Back to SAMpeople, MySAM, MyProfile, MyActivity, MyAttendance, MyPay, WeDevelop, and WeEngage. The main area has four sections: 'My Entitlements' (Administrator, 8 days remaining), 'My Attendance Summary' (Attendance 83.9%, Sickness 16.1%), 'Absence Requests' (No records found), and 'My Absences/Annual Leave' (Sickness, Arthritis, Administrator, Total Days 20). A red box highlights the '+ NEW REQUEST' button in the top right corner.

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

This screenshot is similar to the previous one but includes a red box around the 'Leave Request' dropdown menu in the top right corner of the dashboard header. The menu options shown are 'Leave Request', 'Tol/Flexi Request', and 'Term Time + Request'.

- 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

A

## 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

This screenshot shows the 'Create Leave Request' dialog box. The 'Request' tab is active, displaying fields for contracts, request type (From Toil is selected), full day off, dates (from 09/06/2025 to 13/06/2025), time (from 8:00 to 16:00), category (Annual Leave), working days (3 days), and notes (Enter reason for request days). Below the request tab is a 'Cover' section, which is currently empty. At the bottom right are 'Cancel' and 'Request' buttons.

## 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

This screenshot shows the 'Create Leave Request' dialog box. The 'Cover' tab is active, displaying a 'Cover Required' toggle switch which is checked and highlighted with a red box. The number '7' is displayed next to the switch. Below the cover tab is an 'Attachments' section, which is currently empty. At the bottom right are 'Cancel' and 'Request' buttons.

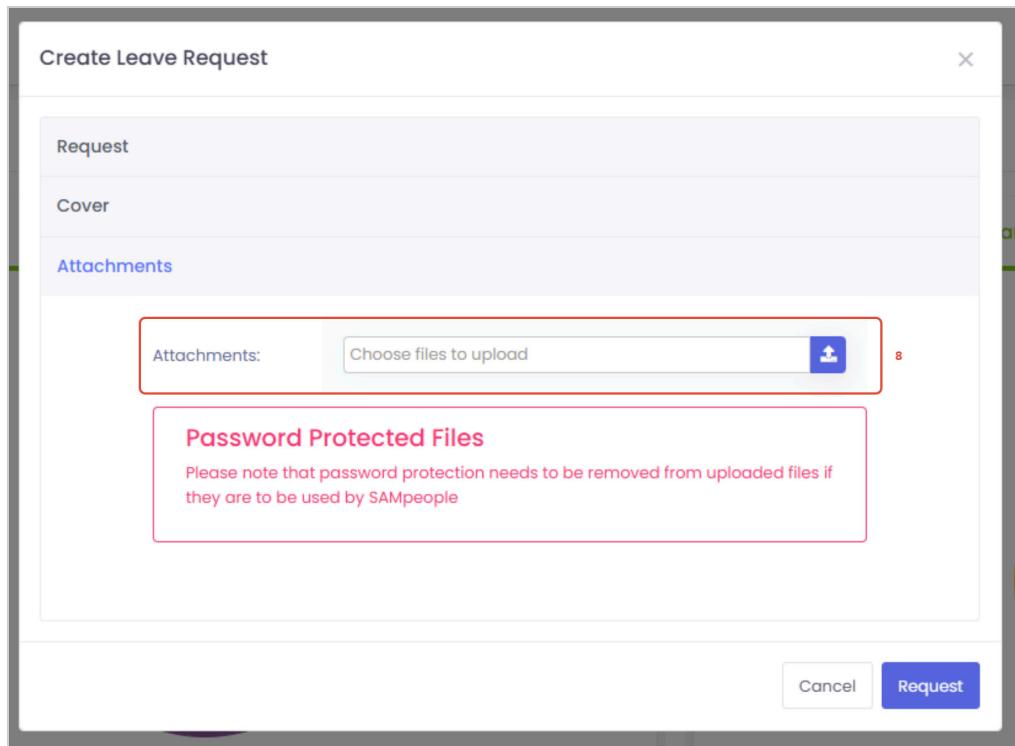
## Attachments

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.

Hi, Kate

+ NEW REQUEST + NEW REQUEST

MyAttendance

Administrator Tomsyn UAT School

8 days

Remaining: 8 days

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

Absence Requests

Date Of Request	Status	Absence Dates	Contract	Actions
04/08/2025	Leave	09/08/2025 08:00 13/08/2025 16:00	Administrator Tomsyn UAT School	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">...</span> 9

My Attendance Summary

Administrator Tomsyn UAT School

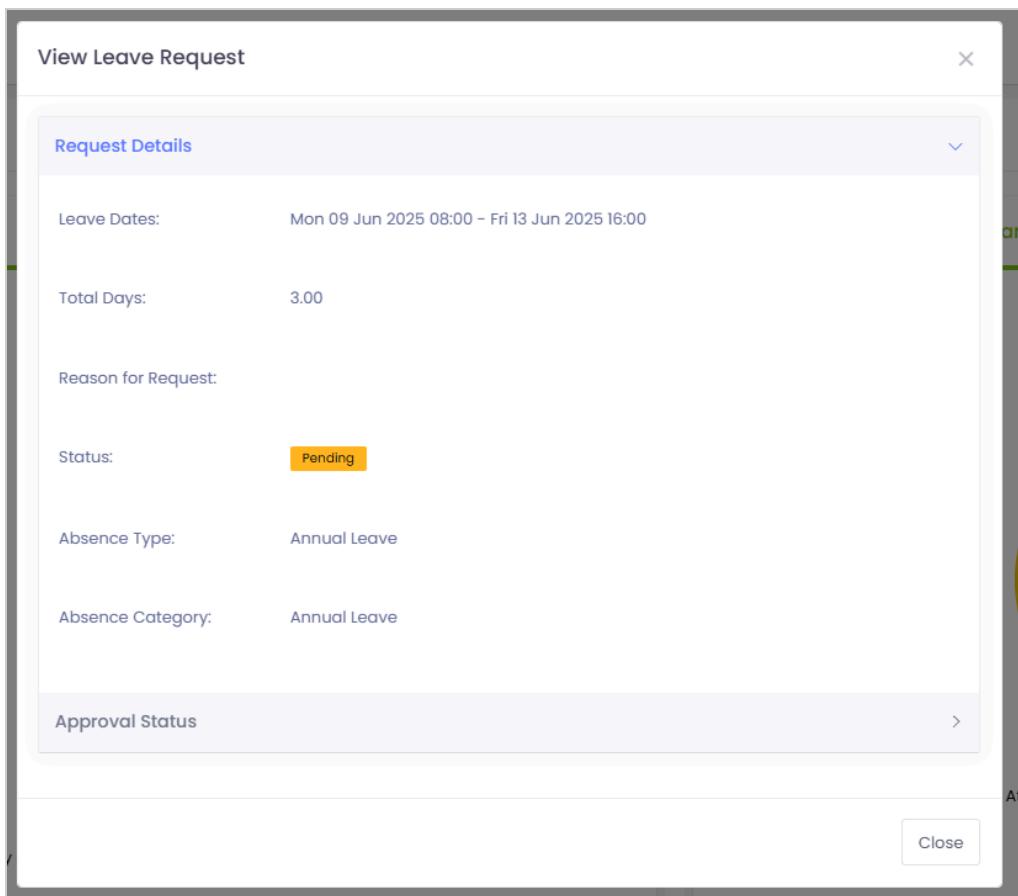
Attendance 83.9% Sickness 16.1%

Absence Dates Absence Type Illness Category Contract Total Days

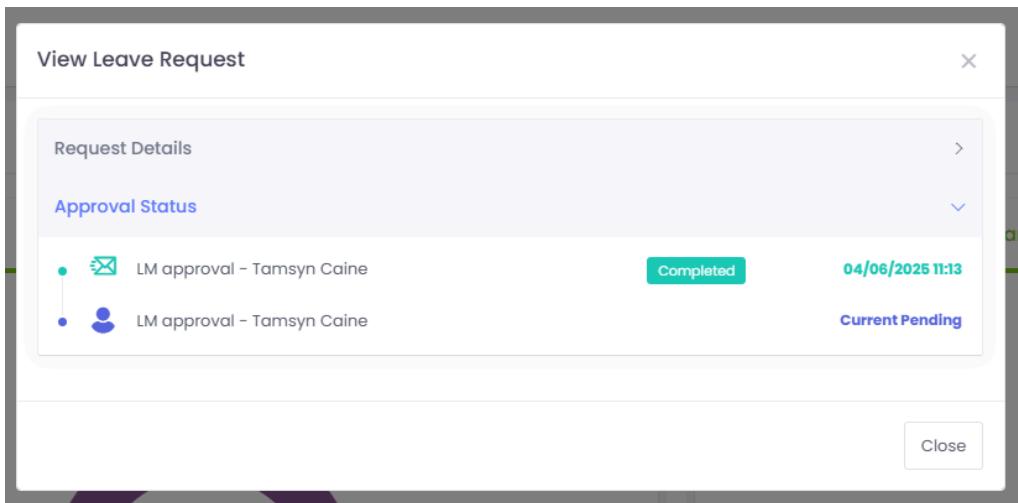
02/03/2025 09:00 15/04/2025 16:00	Sickness	Arthritis	Administrator Tomsyn UAT School	20
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**View**

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.

