

Holiday Period Request

A 'Holiday Period' is a request you may submit to your service to temporarily cease charged hours on timesheets and e-signature data from generating for a specified date range.

This is designed to prevent timesheets from being incorrectly charged and e-Signature 'OOPS' messages from being generated for extended date ranges while you or your Families are on leave.

The request will need to be approved by your service before it will be applied. It may be for one, many or all families in care.

This function must be enabled by your service before you may begin submitting requests.

Submitting a Request

To access the Holiday Periods Request window, you will need to click the **Child Care** and select Holiday Periods:



To request a new Holiday Period, click the **+ Create New Holiday Period** button. This will open the 'Create Holiday Period' window:

Create Holiday Period ✕

Name *

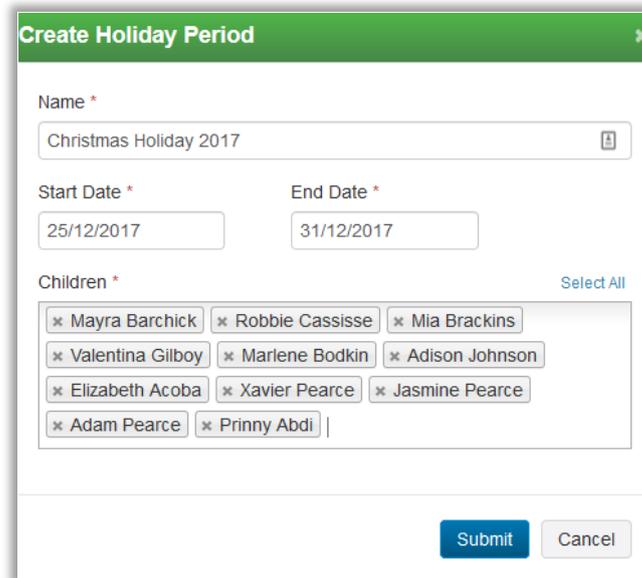
Start Date *

End Date *

Children * Select All

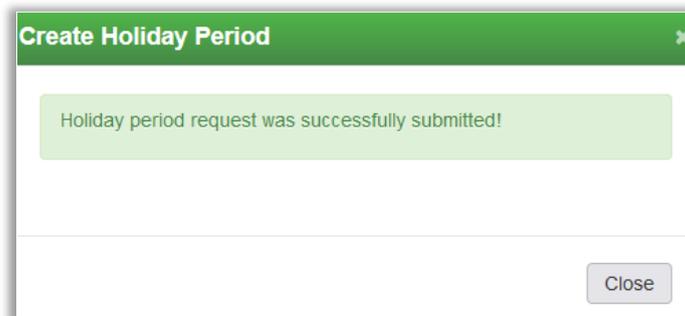
Give your request a name to identify it by (eg Easter Holidays 2017) and select the start and end date for the Holiday Period.

Click into the children dropdown menu to select one or more children. If this Holiday Period applies to all children in your care, click 'Select All'.



Once you are happy with your request, click the **Submit** button to send the request to your service for approval.

You will be notified that the request has been sent:



The status of the request will change to **Submitted for Approval**.

If you have made a mistake, you may click the **View** button and then click the **Revoke** button on the request to amend it and resend (if your Service has not yet actioned it).

Once your service has actioned the request, you will receive an email notifying you of the outcome. Your service may include a comment when approving or rejecting a request. This comment will display in the email.

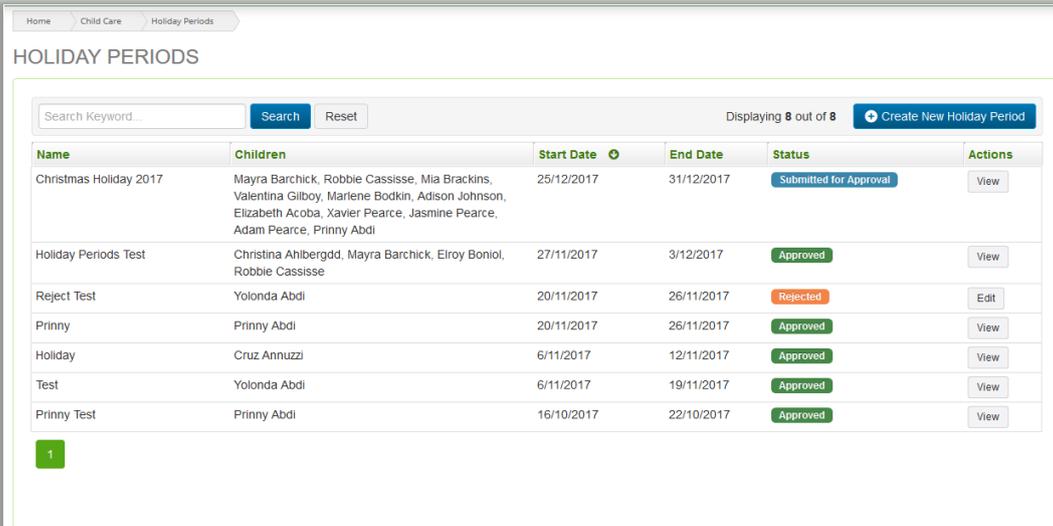
In the event that your service approves your request, no charged hours will be generated on the timesheets for the date range of the Holiday Period. If necessary, charged hours may

still manually be added to the timesheet. Further to this, no e-Signature sessions will appear for signing in/out (or subsequent 'OOPS' messages once all parties return) however may be signed using the casual sign-in process if required.

After the Holiday Period end date, the Timesheets and e-Signatures will display as normal.

In the event that your service rejects your request, no changes will be made.

You may view all requests and their statuses on the Holiday Periods main page:



Name	Children	Start Date	End Date	Status	Actions
Christmas Holiday 2017	Mayra Barchick, Robbie Cassisse, Mia Brackins, Valentina Gilboy, Marlene Bodkin, Adison Johnson, Elizabeth Acoba, Xavier Pearce, Jasmine Pearce, Adam Pearce, Prinny Abdi	25/12/2017	31/12/2017	Submitted for Approval	View
Holiday Periods Test	Christina Ahlbergdd, Mayra Barchick, Elroy Boniol, Robbie Cassisse	27/11/2017	3/12/2017	Approved	View
Reject Test	Yolonda Abdi	20/11/2017	26/11/2017	Rejected	Edit
Prinny	Prinny Abdi	20/11/2017	26/11/2017	Approved	View
Holiday	Cruz Annuzzi	6/11/2017	12/11/2017	Approved	View
Test	Yolonda Abdi	6/11/2017	19/11/2017	Approved	View
Prinny Test	Prinny Abdi	16/10/2017	22/10/2017	Approved	View

Troubleshooting

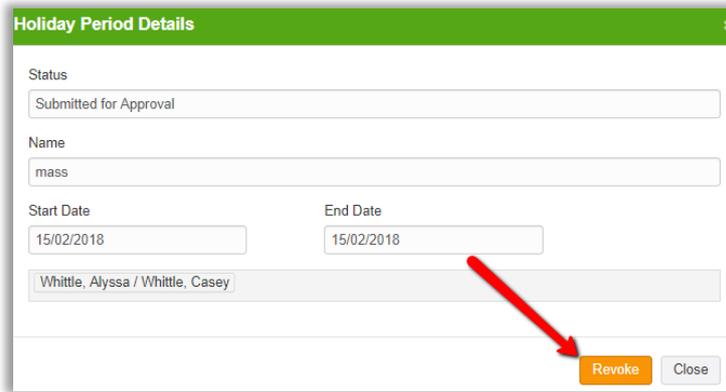
If you've made a mistake and have submitted the holiday period:

First have a look at the status:

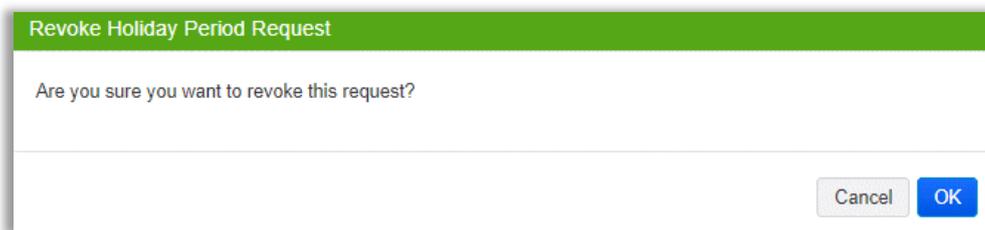
Name	Children / Guardians	Start Date	End Date	Status	Actions
mass	Alyssa Whittle / Casey Whittle	15/02/2018	15/02/2018	Submitted for Approval	View
Christmas Holiday	Alyssa Whittle / Casey Whittle, Emilia Jones / Enzo Jones, Flynn Whittle / Casey Whittle, Katie Bell / Deborah Bell, Melanie Butler / Charles Butler, Talia Bell / Deborah Bell, Tate Whittle / Casey Whittle	12/02/2018	25/02/2018	Submitted for Approval	View
Holiday Christmas	Tate Whittle / Casey Whittle	1/01/2018	7/01/2018	Approved	View
Christmas holiday	Alyssa Whittle / Casey Whittle, Flynn Whittle / Casey Whittle, Melanie Butler / Charles Butler, Molly Lambert / Melissa Hurley, Tate Whittle / Casey Whittle, Trevor Lambert / Melissa Hurley	18/12/2017	31/12/2017	Approved	View

If the status is **submitted for approval**:

Click the view button and select revoke:



Click ok:



You will then get a successful message and you will see it on your screen as revoked:

Christmas Holiday	Alyssa Whittle / Casey Whittle, Emilia Jones / Enzo Jones, Flynn Whittle / Casey Whittle, Katie Bell / Deborah Bell, Melanie Butler / Charles Butler, Talia Bell / Deborah Bell, Tate Whittle / Casey Whittle	12/02/2018	25/02/2018	Revoked	Edit
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You will now be able to edit the holiday period and adjust dates, children and submit it back through to your scheme.

If the status is at **approved**:

We cannot edit an approved holiday period however we can delete it so that you can start again. If you need an approved holiday period removed just lodge a support ticket letting us know the name and dates of the holiday period you want removed.