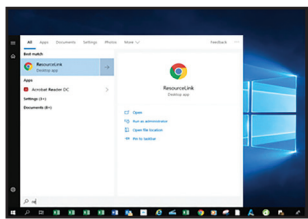

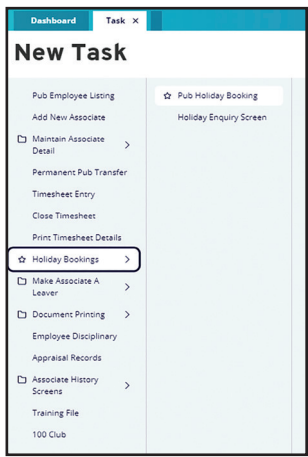

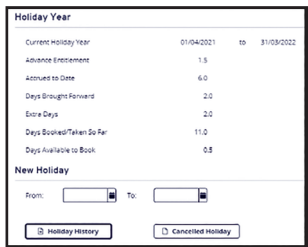

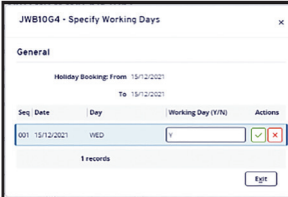





Completed by	• Pub Manager • Shift Manager • Shift Leader
Reference	• SOP - OF0113 - ResourceLink - Cancelling a holiday in ResourceLink • Timesheet amendment form (myJDW)

Step 1		<ul style="list-style-type: none"> Launch ResourceLink from the pub pc via the link in the Start Menu.
Step 2		<ul style="list-style-type: none"> Enter the username. Enter the password. Click on “Sign In”.
Step 3		<ul style="list-style-type: none"> Click on the ‘+’ next to the ‘Dashboard’ tab. Click on “Holiday Bookings”. Click on “Pub Holiday Booking”.
Step 4		<ul style="list-style-type: none"> Enter the ‘Employee Number’ of the employee for whom the holiday needs to be entered. Click on “Select”.
Step 5		<ul style="list-style-type: none"> The holiday booking screen for this employee will be displayed. Check that the holiday days available for the employee are greater than or equal to the number of holiday days requested. All holiday must be entered before 23:59 on Sunday for the holiday to be applied to the current week’s timesheet. All holiday must be entered on to ResourceLink when the holiday request has been accepted, and a response sent back to the employee to confirm this.
Step 6		<ul style="list-style-type: none"> Enter the start date of the holiday using the DD/MM/YY format. Holidays can only be booked in current or future weeks and cannot be booked retrospectively. A two week holiday must be entered as two separate bookings in case one of the weeks is cancelled or the employee returns to work early. Enter the end date of the holiday - if booking a one day holiday this will be the same date as the start date. Once the end date has been filled in, press Enter. If the holiday has not been booked in time, complete a ‘timesheet amendment form’ for the employee and email it to “Pay Queries”. Detail on the email whether or not this is a holiday amendment or a missed holiday booking. Copy in the pub’s Area Manager on the email.

Private and confidential – for internal use only

Step 7		<ul style="list-style-type: none"> • All days to be paid holiday are classed as a working day - change the “N” in the “Working Day (Y/N)” column to “Y” as required. • Click on the green tick to confirm the holiday entry. • Click on “Exit” to return to the Holiday Booking screen.
Step 8		<ul style="list-style-type: none"> • Check the holiday has been saved by clicking on “Holiday History”. • Click on “Save” and then “Yes” in the prompt box to confirm the holiday amendments.
Step 9		<ul style="list-style-type: none"> • The holiday booking screen will now be updated and will display the amount of holiday taken and the amount of holiday days remaining. • The maximum number of days holiday that can be booked in any one week is six days. • If any employee requests more holiday than is shown on their entitlement screen, this additional holiday will need to be authorised by the Area Manager and booked by the Pay Queries department. • If a holiday has not been booked in time, complete a ‘timesheet amendment form’ for the employee and email it to “Pay Queries”. Detail on the email whether or not this is a holiday amendment or a missed holiday booking. Copy in the pub’s Area Manager on the email.
Step 10		<ul style="list-style-type: none"> • To cancel a holiday, refer to SOP - OF0113 - ResourceLink - Cancelling a holiday in ResourceLink. • Note: Only current week or future holiday bookings can be cancelled.