Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS

t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

How to book annual leave

Your annual leave must be booked through the on-line intranet portal.
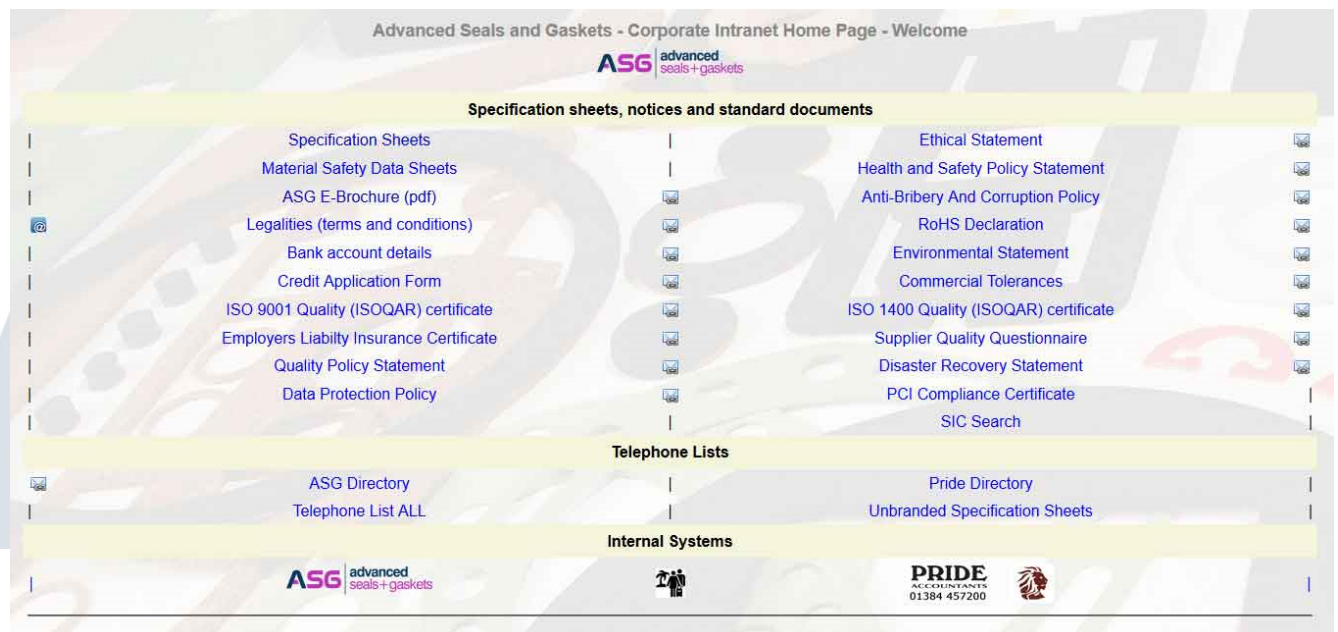
You will need to know:

Your name
Your date of birth
Your attendance fob number

Access to the portal can be either from a company pc, a device connected to the company network / wifi, your pc / laptop at home, or your phone / table on your home wifi or 3G/4G connection.

The company intranet home page is

http://info.advancedseals.co.uk (from outside the company network) or http://bogdan (internal)

Click on the holiday people icon just below the words "Internal Systems" at the bottom centre of the page.

Polymer Works, Hope Street,
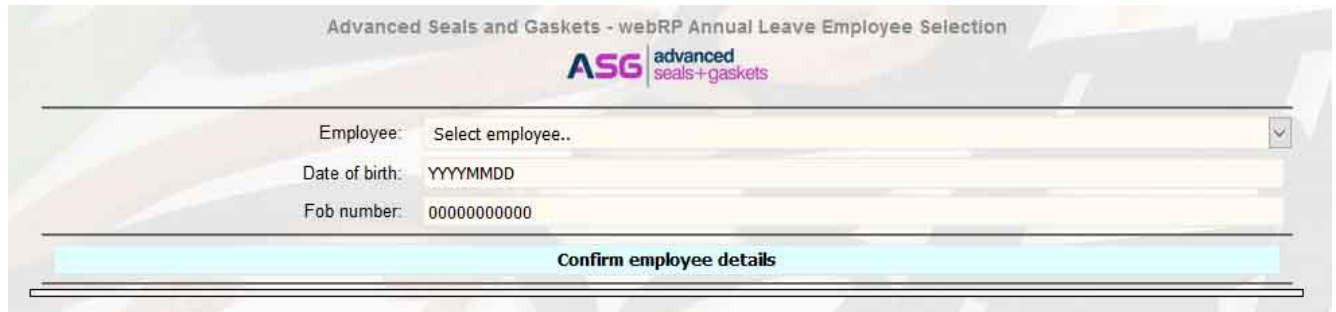Dudley, West Midlands DY2 8RS
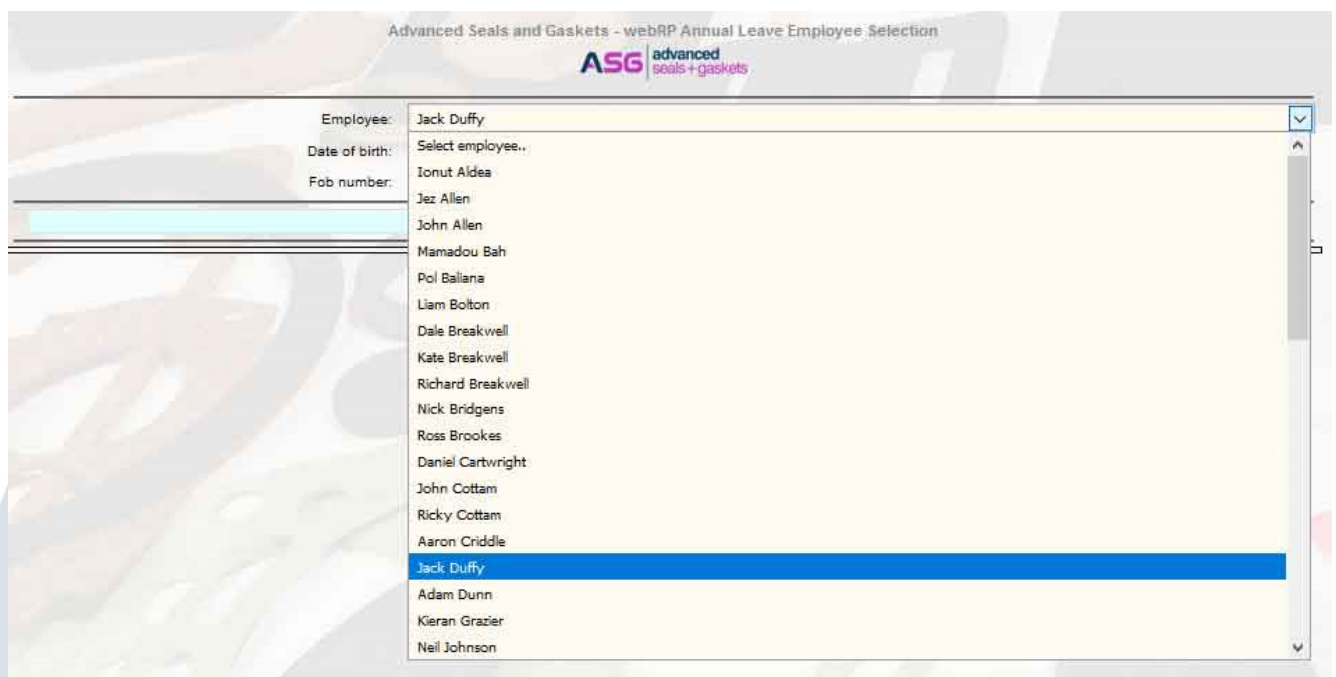
t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

This will bring up the employee selection page

The first box is a drop down list to select your name

Having selected your name, enter your date of birth in what is called ISO format(YYYYMMDD) and then your attendance fob number (it is a 10 digit number which is shown on your HR summary sheet or can be obtained from Kate Breakwell, Aaron Criddle or Nick Bridgens).

And then press "confirm employee details"

Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS
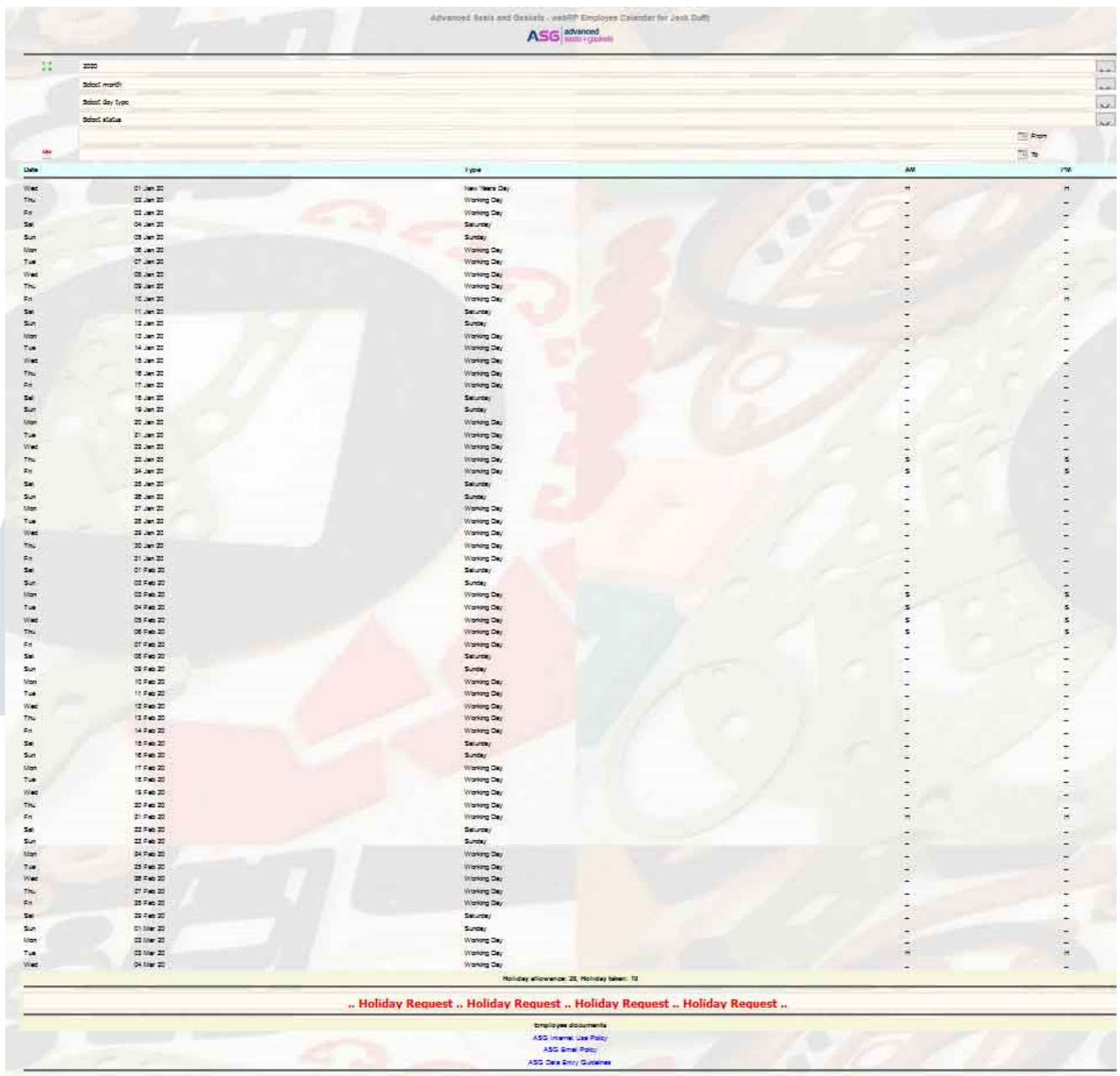
t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

If you have entered the details incorrectly you will be presented with this and you will need to start again.

If you have entered the details correctly you will be presented with your annual calendar

You can filter the view by selecting a specific month - so you can see what holidays are already planned for December (for example)

Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS

t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

Advanced Seals and Gaskets - webRP Employee Calendar for Jack Duffy

2020				⌄
June				⌄
Working Day				⌄
Select status				⌄

From

To

Date		Type	AM	PM
Mon	01 Jun 20	Working Day	–	–
Tue	02 Jun 20	Working Day	–	–
Wed	03 Jun 20	Working Day	–	–
Thu	04 Jun 20	Working Day	–	–
Fri	05 Jun 20	Working Day	–	–
Mon	08 Jun 20	Working Day	–	H
Tue	09 Jun 20	Working Day	–	–
Wed	10 Jun 20	Working Day	–	–
Thu	11 Jun 20	Working Day	–	–
Fri	12 Jun 20	Working Day	–	–
Mon	15 Jun 20	Working Day	–	–
Tue	16 Jun 20	Working Day	–	–
Wed	17 Jun 20	Working Day	–	–
Thu	18 Jun 20	Working Day	–	–
Fri	19 Jun 20	Working Day	–	–
Mon	22 Jun 20	Working Day	–	–
Tue	23 Jun 20	Working Day	–	–
Wed	24 Jun 20	Working Day	–	–
Thu	25 Jun 20	Working Day	–	–
Fri	26 Jun 20	Working Day	–	–
Mon	29 Jun 20	Working Day	–	–
Tue	30 Jun 20	Working Day	–	–

Holiday allowance: 28, Holiday taken: 19

.. Holiday Request .. Holiday Request .. Holiday Request .. Holiday Request ..

Employee documents

You can then press the "Holiday Request" button ....

Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS

t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

You will be presented with the holiday request page.

Holidays should be booked using dates in the format DD/MM/YYYY (or use the calendar selection buttons alongside the date entry box – far easier!)

On either date, you can select a full day, a morning (AM) or an afternoon (PM).

Examples:

A single afternoon for the 26th June would be booked as
26/06/2020 PM
26/06/2020 PM

This will take half a day from your annual allowance.

A holiday starting the lunchtime of the 8th July 25th June returning the same time a week later would be
08/07/2020 PM
15/07/2020 AM

This will take 5 days from your annual allowance.

You do not need to work around week ends, statutory or mandatory holidays, so
21/12/2020
06/01/2021
24th is a mandatory holiday, 25th and 26th are a weekend, 27th and 28th are Christmas day / Boxing day substitutes, 1st and 2nd are a weekend and 3rd is a New Year's Day substitute so that leaves 21st, 22nd and 23rd, 4th 5th and 6th taken from your annual leave – 6 days

Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS

t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

You have the option to enter a reason for the leave request.

Then press *submit request*.

Advanced Seals and Gaskets - webRP Employee Holiday Request / Cancellation / Amendment for Jack Duffy

Make a NEW holiday request or AMEND an existing booking!

If you wish to make a new holiday request, please follow the instructions below.
If you feel there may be any doubt as to your requirements, include your comments in the notes field before pressing 'Submit Request'

If you wish to cancel an existing booking, enter the dates of the booking
and put CANCEL in the notes field before pressing 'Submit Request'

If you wish to amend an existing booking, please cancel the booking first (see above), and then create a new holiday request separately.

Please select the dates which you will NOT BE AT WORK.

If your planned leave period starts or finishes with any statutory statutory holidays, you do not need to include those dates in the date range selected.

If you require a half day of leave, please select AM or PM on the day(s) concerned.

For example, a morning of leave on the 5th of January would show as 5th January AM to 5th January AM.
Annual leave from the afternoon of Monday 6th August to the morning of Friday the 17th August (working the Monday morning and the Friday afternoon) would show as 6th August PM to 17th August AM

Employee:	Jack Duffy	
Holiday from:	05/08/2020	All Day
Holiday to:	19/08/2020	All Day
Notes:	Annual trip to Skegness	

Submit Request

Polymer Works, Hope Street,
Dudley, West Midlands DY2 8RS

ASG | **advanced seals+gaskets**

t: 01384 252555
f: 01384 252373
e: info@advancedseals.co.uk

http://www.advancedseals.co.uk

You will then be shown a list of other employees who have also booked off the same days (which may give an indication as to whether your annual leave will be approved).

The request is sent to Kate Breakwell for approval and she will notify you in either event, usually within a working day.

You should **NOT** book any holidays or similar until such times as you have a confirmatory email from Kate.

Advanced Seals and Gaskets - webRP Employee Holiday Request / Cancellation / Amendment for Jack Duffy

ASG | **advanced seals+gaskets**

Your request has been submitted and you may now close this webpage.
Other employees (listed below) have already booked leave during the period you have selected and this may affect approval of your requested dates.

Date	Employee	A P
Wednesday 05 Aug 2020 - Working Day		H-H
Wednesday 05 Aug 2020 - Working Day		H-H
Wednesday 05 Aug 2020 - Working Day		H-H
Wednesday 05 Aug 2020 - Working Day		H-H
Thursday 06 Aug 2020 - Working Day		H-H
Thursday 06 Aug 2020 - Working Day		H-H
Thursday 06 Aug 2020 - Working Day		H-H
Thursday 06 Aug 2020 - Working Day		H-H
Friday 07 Aug 2020 - Working Day		H-H
Friday 07 Aug 2020 - Working Day		H-H
Friday 07 Aug 2020 - Working Day		H-H
Friday 07 Aug 2020 - Working Day		H-H
Friday 07 Aug 2020 - Working Day		H-H
Monday 10 Aug 2020 - Working Day		H-H
Monday 10 Aug 2020 - Working Day		H-H
Monday 10 Aug 2020 - Working Day		H-H
Monday 10 Aug 2020 - Working Day		H-H
Tuesday 11 Aug 2020 - Working Day		H-H
Tuesday 11 Aug 2020 - Working Day		H-H
Tuesday 11 Aug 2020 - Working Day		H-H
Wednesday 12 Aug 2020 - Working Day		H-H
Wednesday 12 Aug 2020 - Working Day		H-H
Thursday 13 Aug 2020 - Working Day		H-H
Thursday 13 Aug 2020 - Working Day		H-H
Friday 14 Aug 2020 - Working Day		H-H
Friday 14 Aug 2020 - Working Day		H-H
Friday 14 Aug 2020 - Working Day		H-H
Friday 14 Aug 2020 - Working Day		H-H
Monday 17 Aug 2020 - Working Day		H-H
Monday 17 Aug 2020 - Working Day		H-H
Monday 17 Aug 2020 - Working Day		H-H
Monday 17 Aug 2020 - Working Day		H-H
Tuesday 18 Aug 2020 - Working Day		H-H
Tuesday 18 Aug 2020 - Working Day		H-H
Tuesday 18 Aug 2020 - Working Day		H-H
Tuesday 18 Aug 2020 - Working Day		H-H
Tuesday 18 Aug 2020 - Working Day		H-H
Wednesday 19 Aug 2020 - Working Day		H-H
Wednesday 19 Aug 2020 - Working Day		H-H
Wednesday 19 Aug 2020 - Working Day		H-H
Wednesday 19 Aug 2020 - Working Day		H-H
Wednesday 19 Aug 2020 - Working Day		H-H

You entered the incorrect details, please close this window

Close this window

If you wish to cancel some already booked annual leave, follow the same procedure – enter the existing dates – and in the description, put PLEASE CANCEL ANNUAL LEAVE.

If you wish to modify some dates, it is simpler to cancel the entire range and then rebook with the new dates.

Any questions about the booking system should be directed at Nick Bridgens
(nick.bridgens@advancedseals.co.uk)