

Carry Forward of Annual Leave FAQs (My HSE Self Service)



How do I take my Carry Forward leave?

When you request annual leave, the system will automatically take from your Carry Forward leave 'pot' first. You can check this via the My Leave Requests tile.

Do I still need to use the HR108 Carry Forward of Annual Leave forms?

No, employees in all areas using My HSE Self Service must use the Carry Forward Annual Leave tile via My HSE Self Service.

The use of the HR108 is a local decision however the updating of the system can only be done through My HSE Self service.

Why is my leave shown in hours and not days?

The balance is in hours to accommodate all the different types of contracts in the HSE many of which leave is taken in hours and not days. Please calculate your "Entitlement" or "Availability" in days by dividing the hours shown by your working hours per day.

How do I know whether my manager has approved my carry forward leave?

You can check this by going onto the "Leave Carry Forward" tile. You will then see the messages: "CF Leave has already been approved by your manager" if it has been approved, or "CF Leave request has been rejected by your manager – reason given below" if it has been rejected.

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I made a mistake on my Carry Forward leave request, can this be corrected?

You can correct it if your line manager has not approved it yet. Contact your line manager as they will be able to reject the request, so that you can correct and re submit.

If a Carry Forward Leave request has already been approved, select the CF/AL tile and enter the correct hours into the carried forward hours section and select submit.

How do I calculate carry forward leave?

Ensure all your leave is up to date and approved up to 31st March 202X on My HSE Self Service, the same as you would with the previous paper leave card. This will ensure that the balance in hours you carry forward is accurate. The “Your Leave” tile in HSE Reports on My HSE Self Service – NiSRP will provide an up to date balance from the SAP system. Ensure you select the dates 1st April 202x 31 March 202x from the dropdown menu. Talk to your manager to ensure you are both in agreement regarding the balance in hours to carry forward into leave year 202x/202X.

What is the process for requesting to carry forward annual leave?

Establish the amount of annual leave in hours (see above) to be carried forward as of 31st March 202X. Enter this into My HSE Self Service NiSRP using the “Leave Carry Forward” tile. This can be done from 1st April 202x. Your manager can then approve or reject the request via My HSE Self Service NiSRP. All annual leave balances will then be added to the leave year 202X/202X.

Will I be able to request carry forward of annual leave if My Leave ‘Entitlement’ shows low or minus hours under ‘Available’?

A quota correction is required on SAP HR if leave is overtaken at the end of the leave year. This should be logged by your line manager through HR with the SAP CoE helpdesk for a quota correction.

