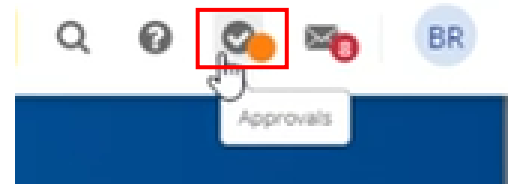


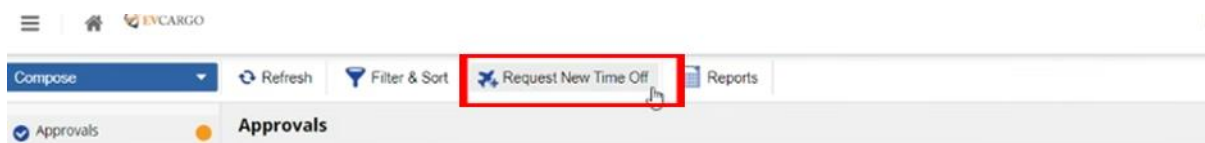
MANAGER– INPUTTING LEAVE and TAFW

Follow the usual process for logging in and ensure to select the Manager Role when prompt.

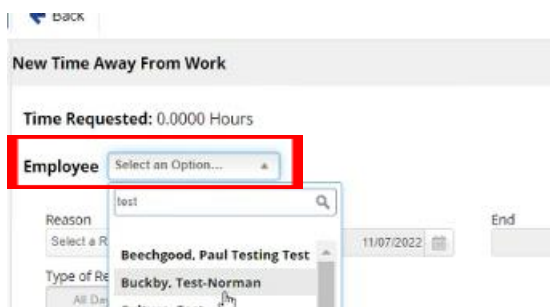
Go to your approvals tab, which can be accessed on the top right of your screen via the tick icon.



You will then be presented with the below screen where you click request new time off.



Next select the employee you wish to add time off for.



Select the reason for the TAFW (the drop down menu is in alphabetical order and ranges from Antenatal Appointment through to working from Home), the dates and the duration

Reason* Start* End*

Type of Request

If partial day is chosen, you will be asked to complete the time from and to

Type of Request

For any TAFW related to **Community Activity** or **Training**, you **MUST** also complete the

Manager Comment section to confirm the type of TAFW that this relates to:

Manager Comment

Finally click Approve and this will save the Employees TAFW.

Approve

Examples of Training activity to be included within TAFW:

Self-led voluntary learning – webinars, seminars, conferences, free courses, internal bespoke training and any hours spent undertaking training as part of an agreed EV Cargo funded course

Community Activity

Any Sustainability training (including community activity undertaken) must also be included within TAFW and again, the comments section **MUST** be completed to confirm the community hours that this relates to.

This includes any learning relating to sustainability (for example UN Global Compact) and community hours (volunteering) – for example – 2 hours volunteering at a local food bank.

WHAT WE LOG

- 01 | Mandatory Compliance Training
- 02 | Health and Safety Training
- 03 | Apprenticeships and EV Cargo funded learning
- 04 | Self-Learning (voluntary within e-learning in EVP)

WHAT YOU LOG

- A | EV Cargo funded learning (if additional training hours taken)
- B | Self-Learning (voluntary outside of e-learning within EVP)
- C | Sustainability (including community hours)

Log within TAFW in EVP

- Self-Learning – any learning (e-learning, webinars, seminars, conferences, courses)
- Sustainability – any learning relating to sustainability (for example UN Global Compact) and community hours (volunteering)

APPROVING TAFW

Follow the usual process for logging in and ensure to select the Manager Role when prompted.

Your approvals can be accessed on the top right of your screen via the tick icon which will appear with an orange circle if you have outstanding TAFW requests to review.



You will then be presented with the below screen where you will be able to approve or deny the colleagues request.



Once the request has been approved you will see this presented as the below.



Please note that EV People is currently capable of making TAFW requests within the next 16 months. Requests for dates further than 16 months in advance will need to be added to EV People once within this timeframe.