

Unavailability

You are able to book your unavailability via your Partner Portal account.

In this session, we will examine the following actions:

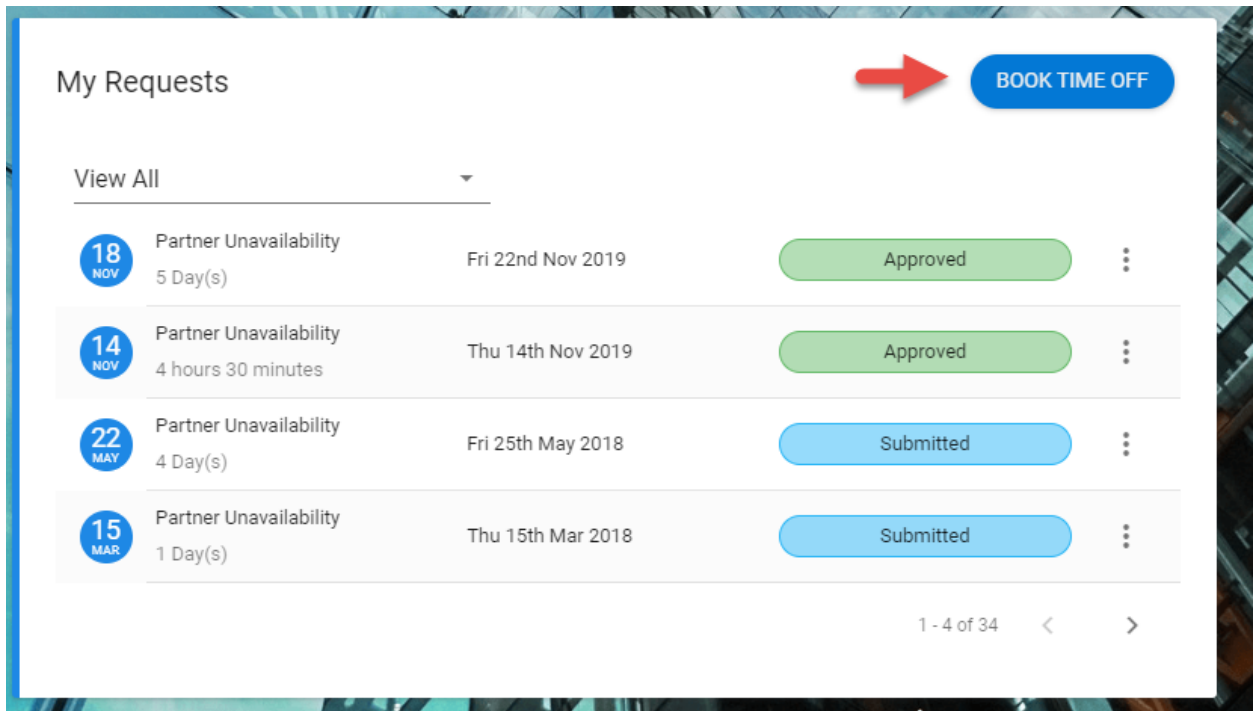
- Submit an unavailability request
- Receipt of your unavailability request
- Check your unavailability on the calendar

Submit Unavailability Requests

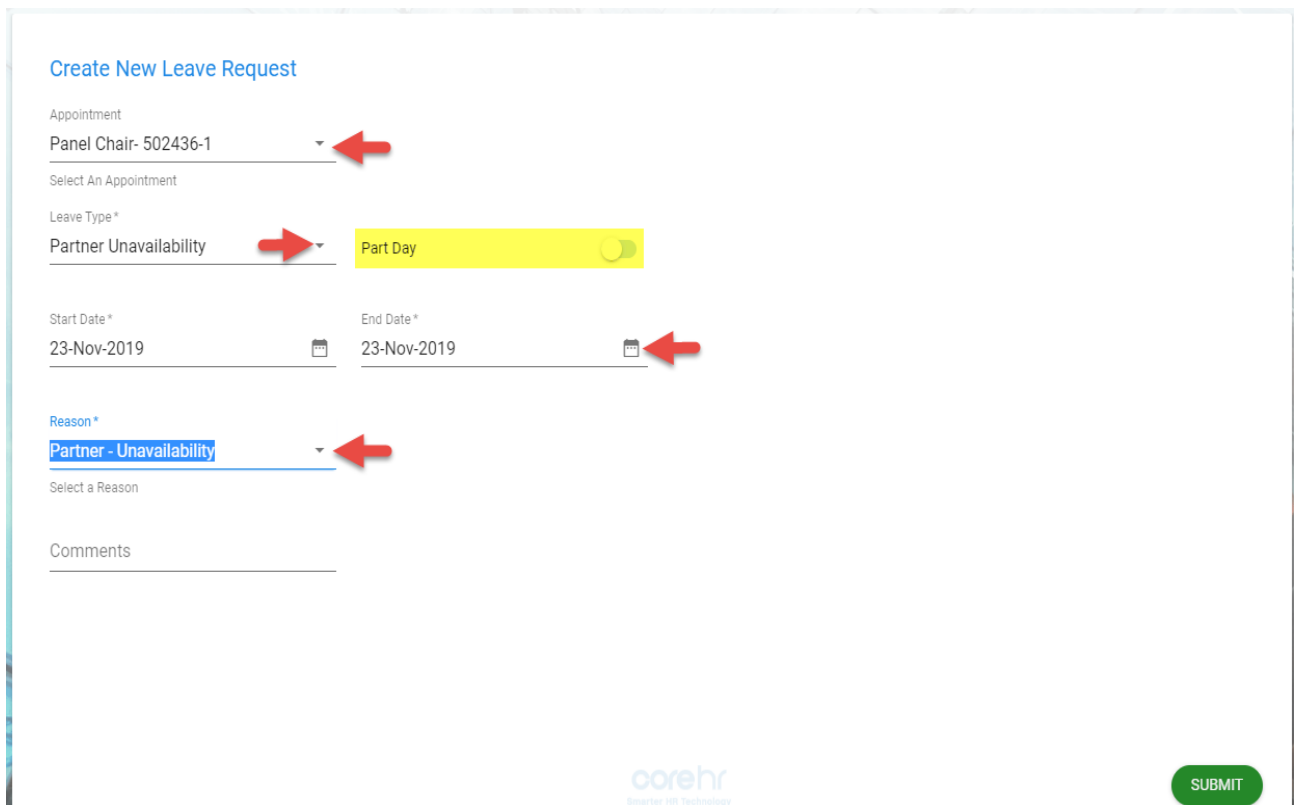
1. Log into your Partner Portal account. Expand the **Navigation Menu** and select **Unavailability**.

The screenshot displays the Partner Portal dashboard. The top navigation bar is blue and contains a search bar for 'Search Dashboards or Widgets', a notification bell with a '2' indicator, and a user profile icon labeled 'TU'. A 'Navigation Menu' is open on the left side, listing various options: 'My Role', 'Unavailability' (highlighted), 'Performance Assessments', 'Agreement Renewal', 'Training', 'Community', and 'Partner Recruitment'. The main content area shows a calendar for November 19th. Below the calendar, there is a 'BOOK TIME OFF' button and a list of unavailability requests. The list includes three entries: 'Unavailability' for 'Fri 22nd Nov 2019' with an 'Approved' status, 'Unavailability' for 'Thu 14th Nov 2019' with an 'Approved' status, and 'Unavailability' for 'Fri 25th May 2018' with a 'Submitted' status. The 'corehr' logo is visible in the bottom left corner of the dashboard.

2. Click on **Book Time Off**.



3. Complete all the relevant fields and select your unavailability dates.



4. Insert your unavailability regarding your role/s with the HCPC.

Please note that you will need to submit your unavailability separately for each of your HCPC roles (if applicable).

Employee Dashboard

Book Time Off BALANCE DETAIL

Create New Leave Request

Appointment

Panel Chair- 502436-1

Panel Chair- 502436-1

Cpd Assessor- 502441-1

Visitor- 502439-1

Part Day

Start Date* 23-Nov-2019

End Date* 23-Nov-2019

Reason* Partner - Unavailability

Select a Reason

Comments

corehr

SUBMIT

5. **Submit** your request.

Create New Leave Request

Appointment

Panel Chair- 502436-1

Select An Appointment

Leave Type* Partner Unavailability

Part Day

Start Date* 23-Nov-2019

End Date* 23-Nov-2019

Reason* Partner - Unavailability

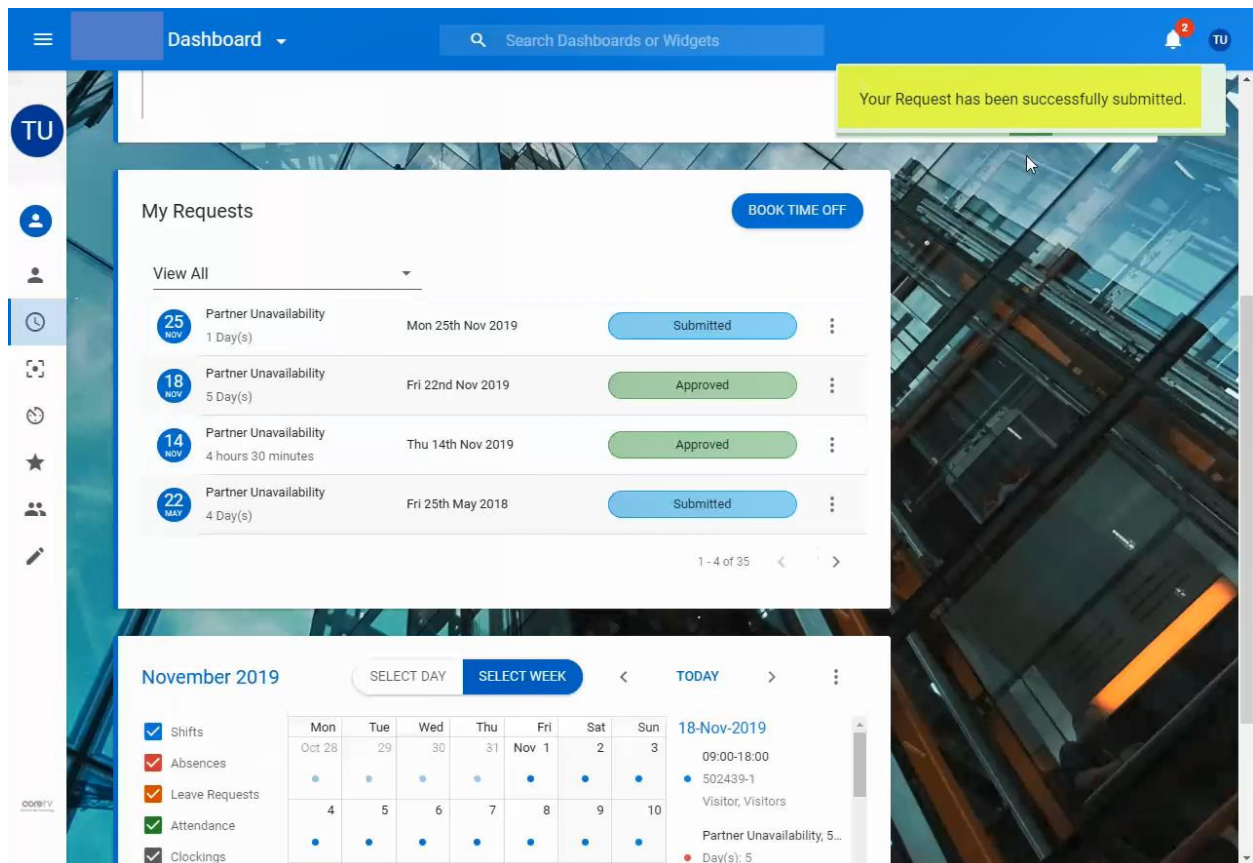
Select a Reason

Comments

corehr

SUBMIT

6. A confirmation message will be displayed on top of your screen.

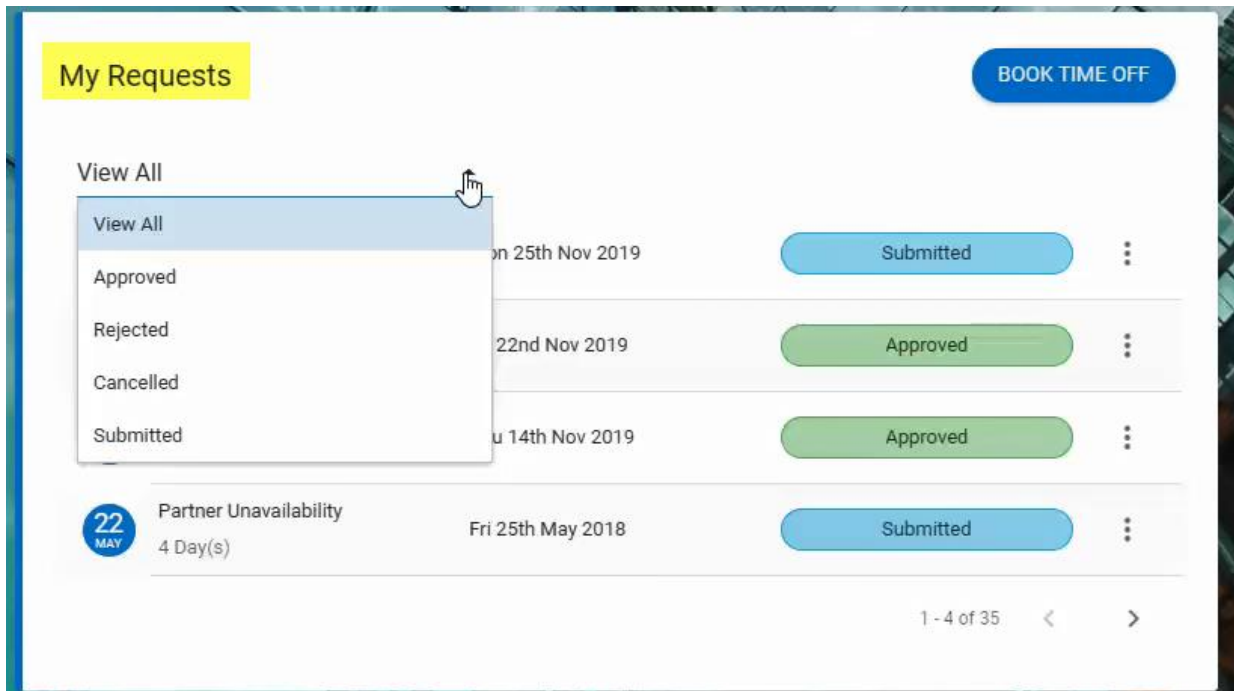


Receipt of Unavailability Request

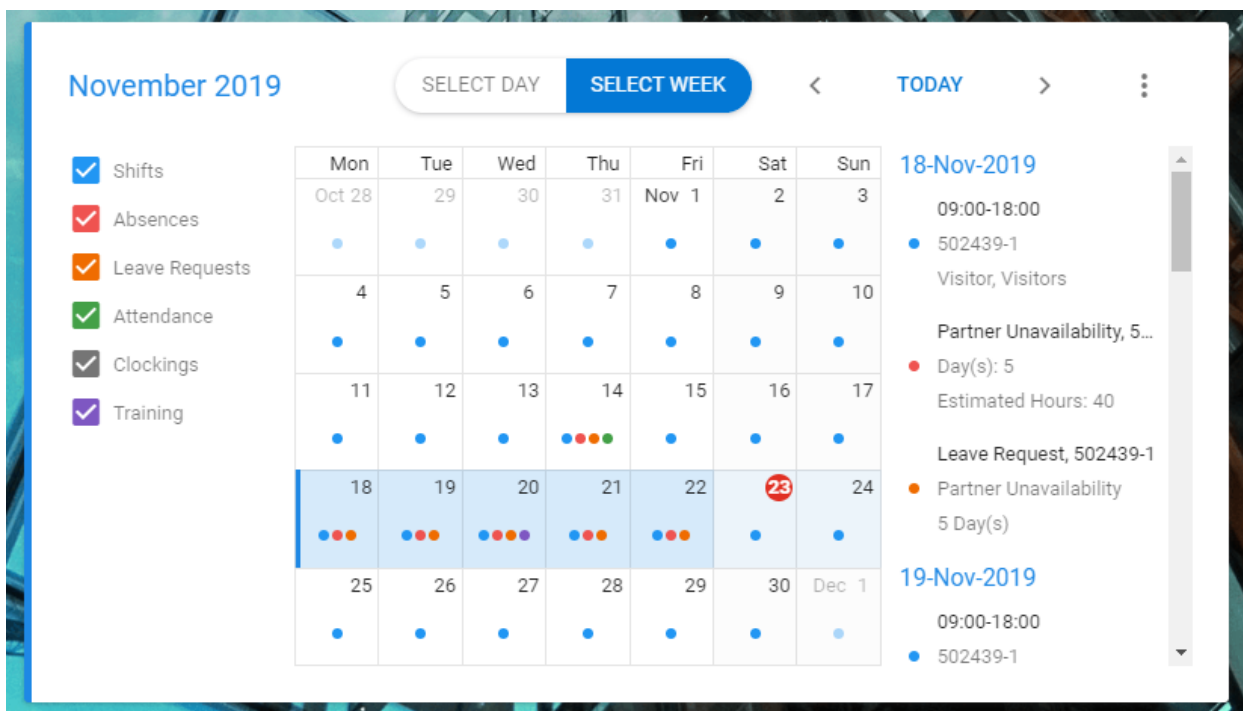
1. Once you have submitted your request, you will receive a confirmation email stating that you have submitted an unavailability request.
2. Your unavailability notification will be sent to the relevant department.
3. Once the relevant department has confirmed your unavailability, you will receive an email in your inbox asking to visit the Partner Portal in order to check the updated status of your request.

Check Your Unavailability

1. You can check the status of your requests on the **My Requests** list. Select the status of the requests you would like to check from the drop down menu.



2. Whenever you submit a request and / or a request has been confirmed, a red or orange tag will appear on your calendar.



3. You have the option to display your pending training courses on your **Work Week** calendar. Click on the **Filter** and **Apply**

