

STAFFING MATCH

TEMP | MANAGED SERVICE | PERM

How to guide

Who's off

Who's off

Holiday booking system

Who's off is an online employee management system that Staffing Match utilise to book holidays throughout the year.

This system also logs any forms of absence, sickness, lieu days, maternity/paternity leave and unpaid days off.

This is a step by step guide to help you book a holiday on the system and see the process for authorisation.

Step 1

Logging in

<https://staff.whosoff.com/login/>

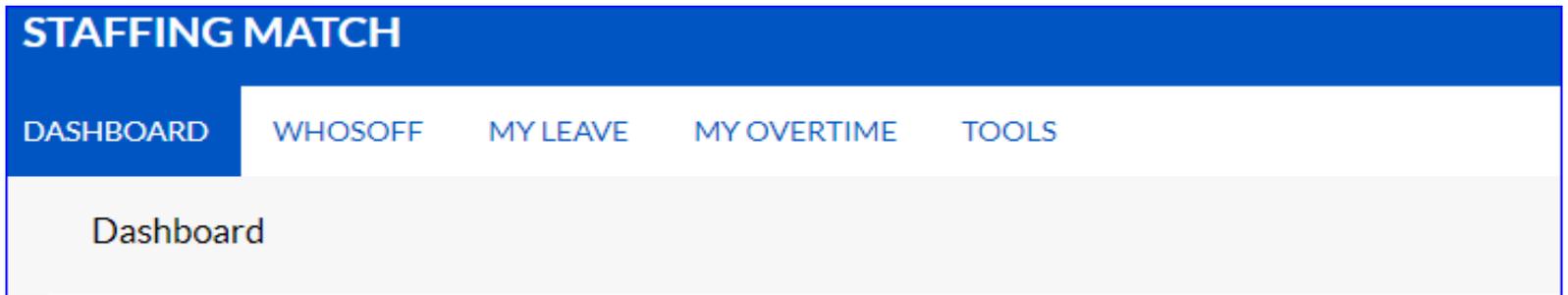


Please enter your work email address and password

These details will be given to you by HR

Step 2

Logging in



Once you have logged into the account you will see various tabs on the screen – please see below what you can expect to see on each screen

Dashboard

- Who in your department has had time off
- Look ahead at the next 7 days
- You can see your up-to-date leave allowance and any pending requests by navigating to 'My Approved/pending Leave' page.
- Submit your leave request

WHOsOff

- See who has booked time off in your department – on any given date in the future

My Leave

- A more detailed view of your holiday requests that have been approved or still in pending and you can cancel any holiday requests that have not occurred

Dashboard

Submit a leave request

When you know the date you wish to book a holiday go to the following box on the dashboard tab

Days = total number of days you will be off including bank holidays and weekends

Working days/allowance days = total number of holiday days that will be taken from your allowance minus any bank holidays and weekends

Submit leave request

Please check and confirm the following:
5 days will be removed from your account on approval. This is because of 1 days where you do not work between the dates specified.

Leave Type	Holiday / Vacation
Start Date	18/Mar/19
End Date	23/Mar/19
Days	6
Working DAYS	5
Allowance DAYS	5

Notes

holiday with the family to Dubai

[Confirm Request](#) [Edit](#)

Select the type of holiday

Select your first day of your holiday

Select the last day of your holiday (include weekends and bank holidays)

Enter a message for your approve to see

There are various types of leave you can request

- **Holiday** – this will be taken from your annual allowance
- **Paid leave** – e.g. Birthday or authorised leave by your line manager which is paid but not taken from your holiday allowance
- **Unpaid leave** – again authorised leave by your line manager but this will be unpaid and taken from your salary

Continued...

Once you confirm your request for a holiday the following will happen

1. A message will be sent to your approver email
2. A message will be sent to your email confirming a request has been made

Once your approver has seen your request they will log onto Whosoff and will

1. Approve your leave request
2. Decline your leave request

Whatever the decision, you will receive the notification in your email

Should you make a request and your approver has not responded for any reason – you will need to go to:

My Leave

Tick pending leave requests

And select the button to send a reminder

Please note

You need to give as much notice as possible for your holiday request – as short notice may result in your holidays being declined

Please do not book any holidays abroad until you have received confirmation from your line manager via the Who's Off email