

Annual Leave Guidelines: Inputting data in Excel

A guide for how to use the Excel Spreadsheet to calculate Annual Leave and Bank Holiday entitlement for all staff.

By inputting the requested basic information to the spreadsheet entitled 'Annual Leave', an automatic calculation of Annual Leave entitlement and pro-rata bank holiday entitlement will be generated.

This spreadsheet caters for all staff groups, full-time or part-time. Flexible working patterns now necessitate all staff record their annual leave in hours. The printout, which can be on to card, is to be used as the member of staff's Annual Leave Recording Card.

The spreadsheet can be found on the intranet in the Forms section, non-clinical. To open the spreadsheet, click on the 'Annual Leave Calculation Form' link. Click on the pop-up bar will the appear immediately above the Humber Mental Health logo on your screen, then click on Download File, then Open. The spreadsheet can then be saved to your PC.

Each box in a spreadsheet is called a cell. All the yellow cells in this spreadsheet need to have inputted information to activate the calculation. When moving your mouse, you will see a cross on screen. Position the cross over the first yellow cell i.e. the one alongside 'Name', left click and you will see a double line appear round the cell. Now use your keyboard to input the employee's name.

Similarly, using the mouse again, position the cross within the yellow cell alongside 'Job Title'. Then left click, and key in your information. Using this method, continue to enter the required information in the other yellow cells.

The dates have been entered but can be changed for anyone starting mid period. However, please note that the example format of entering the dates, including the forward slash signs, is crucial to the calculation.

Remember that once all the information is entered you must press **enter** to activate the calculation.

To view the final calculation you may need to press on your keyboard.

The whole sheet can be used as a printout for you to use as your Annual Leave recording paper/card.

On completion of your calculation and printout, and in preparation for any further calculations, do not forget to click on each yellow cell and press delete on your keyboard before exiting the program.

For guidance on options available to people who may not have enough Bank Holiday entitlement to cover the hours they would normally work on Bank Holidays – please refer to the notes, bottom right of the spreadsheet.