



MyPeopleHub User Guide: Monthly Colleagues – Managing Time Off

Introduction

This guide is for monthly paid employees and provides an overview of how to use the MyPeopleHub Time Management module.

Using this module, employees can:

- ✓ View and submit absence requests (subject to manager approval)
- ✓ View annual leave balances and entitlement
- ✓ View their absence records
- ✓ Cancel or amend leave requests (where applicable)

Managers can:

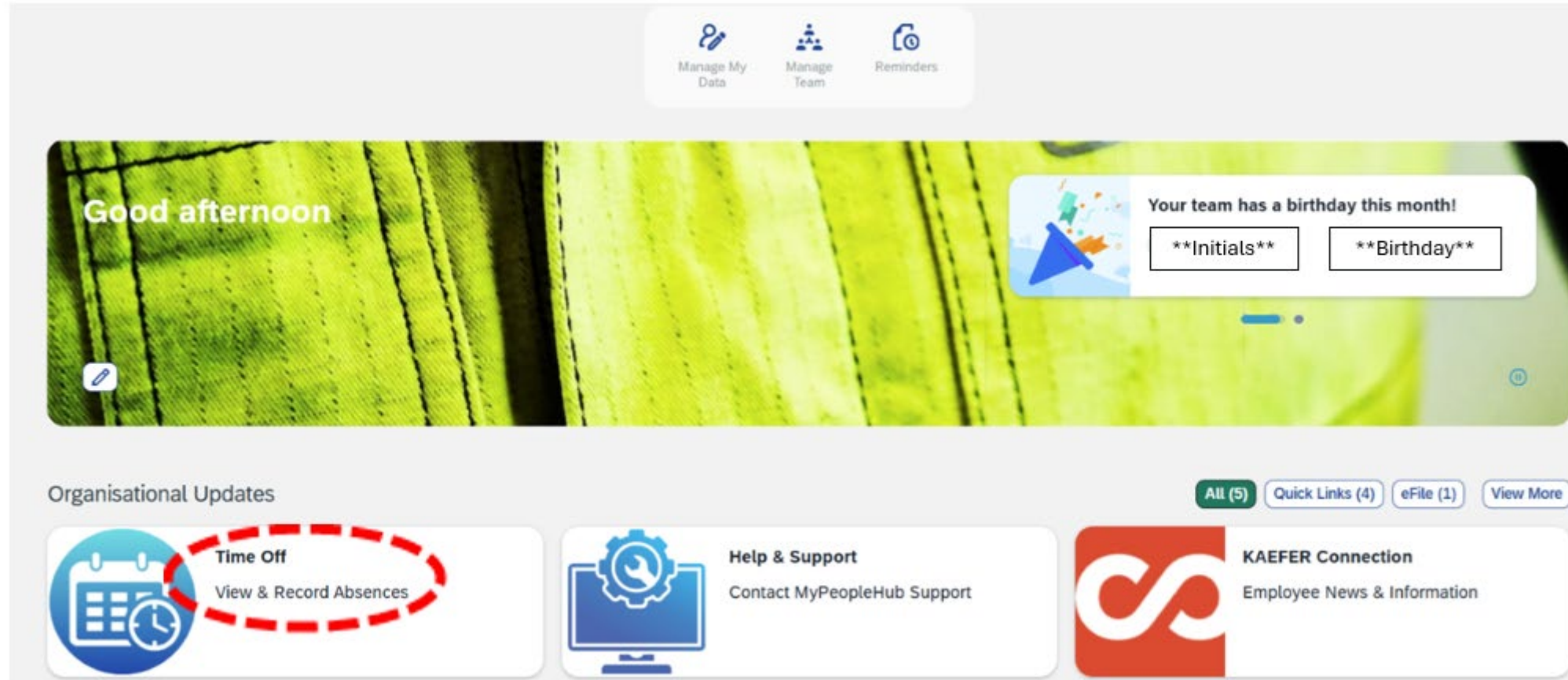
- ✓ Record sickness and absence for their direct reports
- ✓ View team absence records
- ✓ Approve or decline annual leave requests

Need help?

- For support with annual leave, contact your line manager.
- For queries relating to the Managing Absence Procedure or absence records not recorded in MyPeopleHub, please contact HRMonthly@Kaefer.com.
- For queries relating to the use of MyPeopleHub, please contact MyPeopleHub@Kaefer.com.

Viewing & Entering Absences

To view and enter absences, click on **Time Off** from the MyPeopleHub homepage.



Calendars, Balances & Team Absences

You will be presented with a calendar view of your absences. You can also view team absences by selecting **Show Team Absences**.

People Profile / Time Off

Time Off

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31

Today

Selected

Working Day

Non-Working Day

Approved

Pending / Cancellation Pending

Holiday

Show Team Absences

Information

Balances

Annual Leave12 days

Show All

Upcoming Time Off

Early May Bank Holiday (1 day)

Mon, 4 May 2026

Holiday

Spring Bank Holiday (1 day)

Mon, 25 May 2026

Holiday

Summer Bank Holiday (1 day)

Mon, 31 Aug 2026

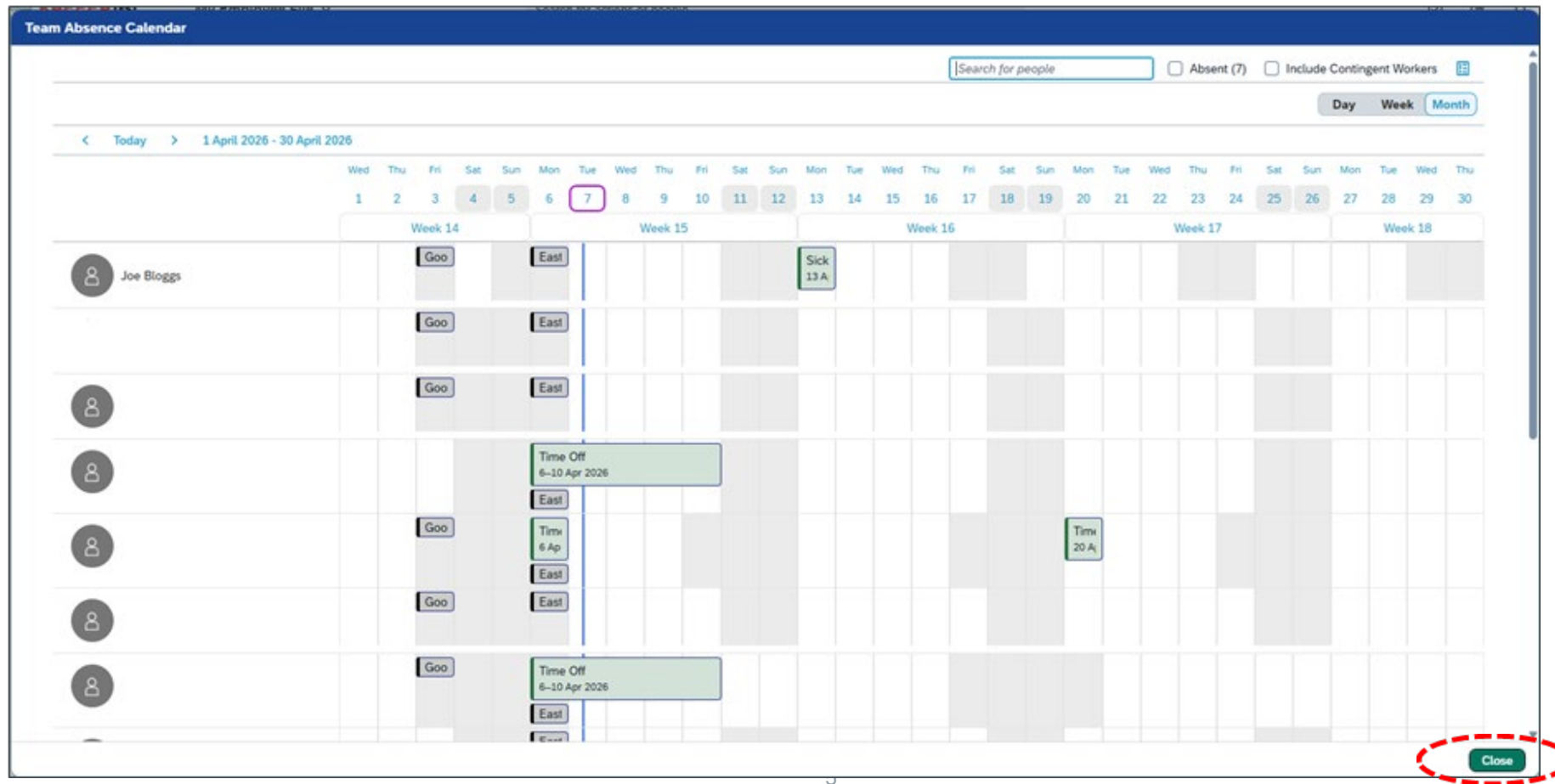
Holiday

Show All

Create Absence

Calendars, Balances & Team Absences

This visibility is designed to help you plan leave more effectively, support coverage across the team and reduce the likelihood of overlapping absences during busy periods. It also gives managers better visibility of team availability when reviewing and approving requests. To exit this view, press **Close**.



Creating Annual Leave Requests

To record an annual leave request, select **Create Absence**.

People Profile / Time Off

Time Off

Show Team Absences Information

< April 2026 May 2026 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

☒ Today
☐ Selected
☐ Working Day
☐ Non-Working Day
☒ Approved
☐ Pending / Cancellation Pending
☐ Holiday

Balances

Annual Leave	12 days
Show All	

Upcoming Time Off

Early May Bank Holiday (1 day)	Holiday
Mon, 4 May 2026	
Spring Bank Holiday (1 day)	Holiday
Mon, 25 May 2026	
Summer Bank Holiday (1 day)	Holiday
Mon, 31 Aug 2026	
Show All	

Create Absence

Creating Annual Leave Requests

Enter the dates that you wish to book as Annual Leave
Click **Submit**

Create Absence

Time Type * 

Annual Leave 

Available Balance

12 days

Start Date *  End Date * 

14 Apr 2026  14 Apr 2026 

Requesting  Returning to Work On

1 day  15 Apr 2026

Team Absences

No team members absent

Comment

AM or PM

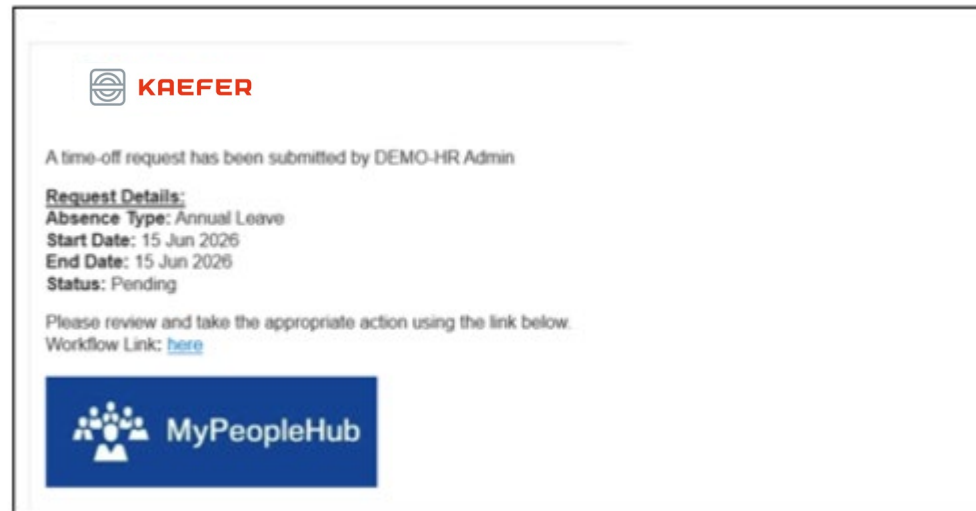
Full Day (Full_Day) 

Submit

Cancel

Please Note

- Only future dated requests will be accepted and can be requested in full and half days
- An email request will be immediately sent to your reporting line / absence manager for them to approve your leave.
- You will receive an email notification when your request has been approved or declined
- If you need to cancel a previous annual leave entry, please inform MyPeopleHub@Kaefer.com



Edit Annual Leave

Upcoming Time Off		
St Andrew's Day (1 day)	Mon, 30 Nov 2026	Holiday
Christmas Day (1 day)	Fri, 25 Dec 2026	Holiday
Boxing Day (1 day)	Mon, 28 Dec 2026	Holiday
Show All		

- Click on **Show All** under **Upcoming Time Off**

2027		
Annual Leave (11 days)		Approved
Annual Leave (0.5 days)	Fri, 16 Apr 2027	Approved
Annual Leave (0.5 days)	Mon, 19 Apr 2027	Approved
Show in Calendar Edit Close		

- You will be presented with a list of all Approved, Pending & Declined requests
- To Edit a Future Dated Absence Select **Edit**

Absences and Holidays		
All Absences Holidays		
Filtered By: Future Events		
2026		
Early May Bank Holiday (1 day)	Mon, 4 May 2026	Holiday
Spring Bank Holiday (1 day)	Mon, 25 May 2026	Holiday
Summer Bank Holiday (1 day)	Mon, 31 Aug 2026	Holiday
Keep in Touch Days (Maternity) (12 days)	Mon, 16 Nov – Fri, 27 Nov 2026	Approved
Christmas Day (1 day)	Fri, 25 Dec 2026	Holiday
Boxing Day (1 day)	Mon, 28 Dec 2026	Holiday
Show in Calendar Edit Close		

- This can be filtered by Past or Future Events

Edit Annual Leave

Edit Absence

Time Type * 

Annual Leave 

Available Balance

13 days

Start Date * 

18 Jan 2027

End Date * 

01 Feb 2027

Requesting 

11 days

Returning to Work On

02 Feb 2027

Team Absences

No team members absent

Comment

AM or PM

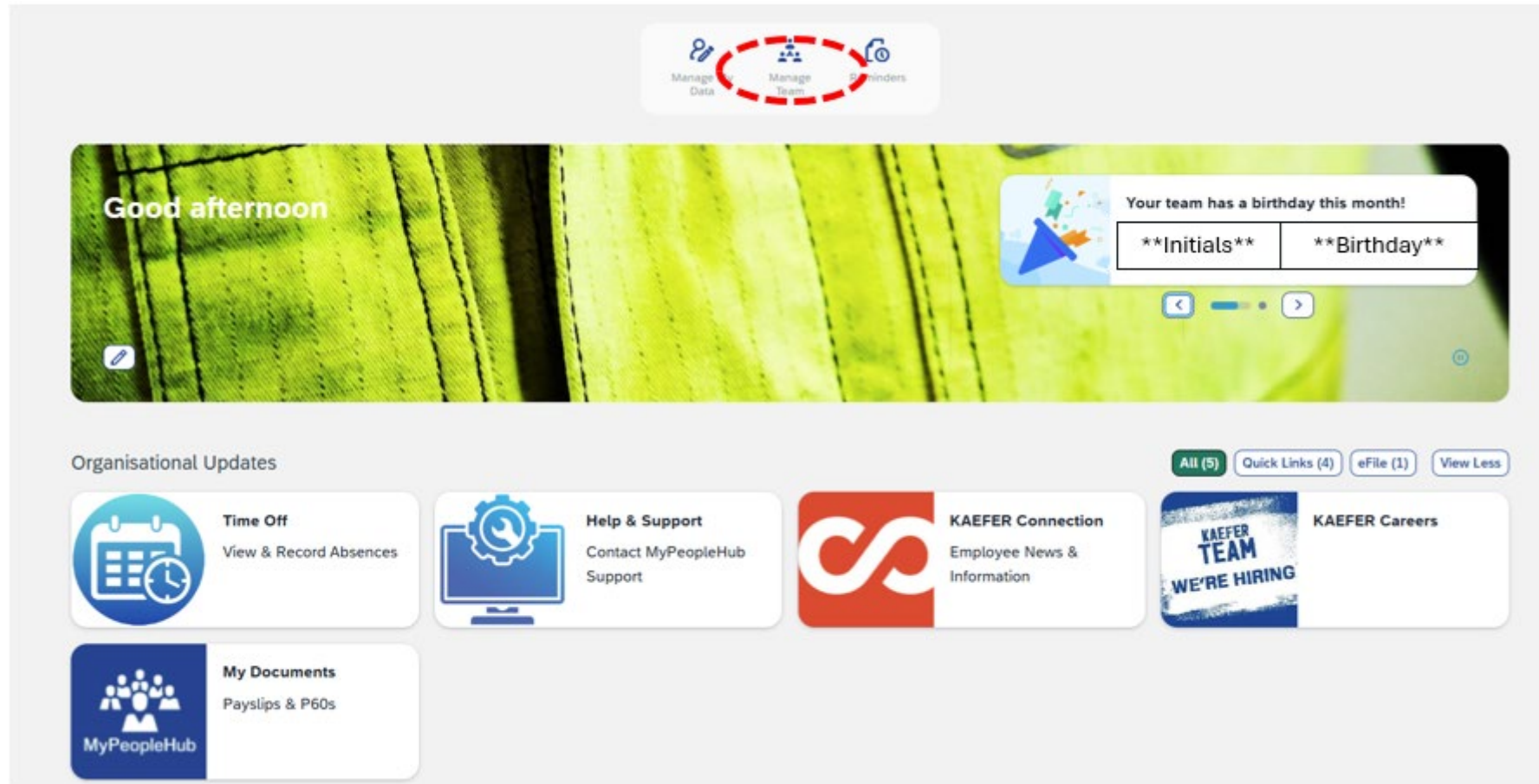
Full Day (Full_Day) 

- To amend your request, update the relevant dates and click **Submit** to save the changes
- To cancel your request completely, click **Cancel Time Off**

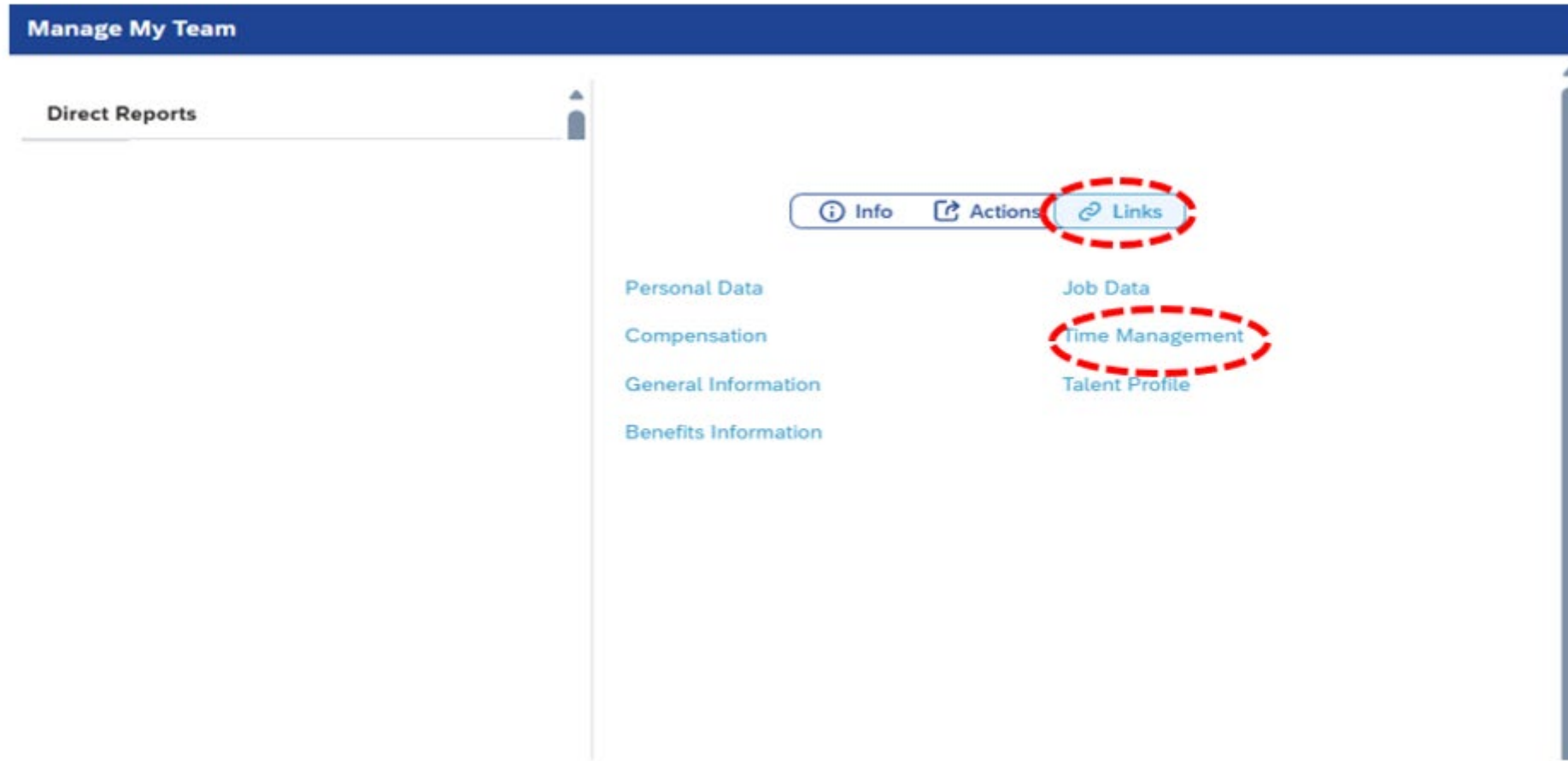
Entering Sickness For a Direct Report (Manager Only)

Managers are responsible for recording any sickness absences for the employees in their team.
Select **Manage Team**.



Entering Sickness For a Direct Report (Manager Only)

From this list select the relevant employee and click on **Links** then select **Time Management**.



Entering Sickness For a Direct Report (Manager Only)

You will be taken to their Time Management view where you will have access to Go to **Administer Time**.

The screenshot displays the 'People Profile' interface with a focus on the 'Time Management' section. On the left, a sidebar contains navigation links: 'Time Management' (highlighted), 'General Information', 'Talent Profile', and 'Benefits Information'. The main content area is titled 'Time Management' and includes three primary panels: 'Time Information', 'Upcoming Time Off', and 'Time Account Balances'. The 'Upcoming Time Off' panel lists four holidays: August Bank Holiday (1 day) on 3 Aug 2026, October Bank Holiday (1 day) on 26 Oct 2026, Christmas Day (1 day) on 25 Dec 2026, and Boxing Day (1 day) on 28 Dec 2026, each with a 'Holiday' status button. Below this list, a red dashed circle highlights the 'Go to Administer Time' link. The 'Time Account Balances' panel shows 'Annual Holiday (IRL Monthly)' with 18.5 days available and 'Manual Adjustments (IRL Monthly)' with 0 days available, both bookable until 31 Dec 2026. A 'Go to Administer Time' link is also present at the bottom of this panel. At the top right of the interface, there are buttons for 'Public Profile' and 'As of Today'. An 'All Actions' button is located below the profile picture on the left.

Time Off Type	Date	Status
August Bank Holiday (1 day)	3 Aug 2026	Holiday
October Bank Holiday (1 day)	26 Oct 2026	Holiday
Christmas Day (1 day)	25 Dec 2026	Holiday
Boxing Day (1 day)	28 Dec 2026	Holiday

Account Balance	Bookable Until	Days Available
Annual Holiday (IRL Monthly)	31 Dec 2026	18.5 days
Manual Adjustments (IRL Monthly)	31 Dec 2026	0 days

Entering Sickness For a Direct Report (Manager Only)

Select **Create Absence**.

[Absences](#) [Time Accounts](#) [Time Purchases](#) [Work Schedule](#) [Planned Working Time](#)

Absences (0)

Create Absence

Start Date	End Date	Taken	Time Type	Related Records	Requester	Requested On	Status
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Select **Sickness** from the Time Type dropdown, **Enter Details** and **Click Submit**

Create Absence

Time Type ?
Sickness

Start Date
16 Jun 2026

End Date
16 Jun 2026

Requesting ?
1 day

Returning to Work On
17 Jun 2026

Recurring Absence
☐

Comment

Reason for Absence *
No Selection

Accident at Work *
No Selection

AM or PM
No Selection

Submit

Cancel

KAEFER. Count on us.