Accent Navigation Here - Resources

Dishboard Application List

Applications 😣

Ny Applications Ny Entitlements

Application Date					
13/03/2019	V Start Date	7 End Date			
21/02/2019	29/03/2019	20/02/2012	V Number Of Days		
22/01/2019	28/03/2019	*3/U3/2019 20/03/2019	1	V Leave Type	P
05/12/2018	06/03/2019	20/03/2019	1	Annual	Application S
64/12/2018	28/12/2018	00/03/2019	1	Angual	Draft
C3/12/2018	05/12/2018	28/12/2018	1	Aneros	Draft
11/00/2018	11/12/2018	05/12/2018	1	Annual .	Pandina
19/03/2018	17/12/2018	11/12/2018	1	AUDU2/	Bout
10/03/2018	28/11/2018	17/12/2018	1	Annual	WP Uran
20/05/2018	12/11/2018	28/11/2018	1	Annual	Pending
10/09/2018	14/11/2018	12/11/2018	1	Annual	Pending
10/08/2015	05/11/2018	14/11/2018	1	Annual	Pending
14/08/2015	03/12/2018	05/11/2018	1	Annual	Approved
18/08/2018	01/11/2018	03/12/2018	1	Abnust	2 Roods
109/2018 109/2018	07/12/2018	01/11/2018	1	Annual	Ranning
0.05.9018	01/11/2018	08/12/2018	1	en in Gal	 rending
@8/2018	01/11/2018	01/11/2014	1	Annual	Pending
DHROLD	26/09/2010	01/11/2010	1	Annual	E Pending
\$1201s	01/12/7018	26/09/2010	1	Annual	I Pendina
2018	C3/12/2010	03/12/2018	1	Annua)	2 Pending
0.000	C2/12/2010	03/12/18		Annual	7 Dand
12345000		02/12/2018	1	Annual	renaing
	20 * Herre nue	43/12/2018	1	Annual	* Pending
	per page		1	4	No Draft
				willion 31	Pending
				Annual	2 Pending
					I Pendin
					shung

1 - 20

Copyright @ 2019 Accent. All rights reserved Server: PRODIIS05 Ve

Accent Leave Manager – Applying for Leave





1. **GETTING STARTED**

In general all applicant accounts in Accent are created by system administrators, however for postgraduate doctors in training these accounts are there is an interface process between the Health Education England (HEE) Trainee Information System (TIS) and Accent Leave Manager. This process means that if you are in a current training programme you will already have an account.

1.1 LOGGING IN

The Accent Leave Manager system can be access online via the Accent portal which can be found at: <u>https://accent.hicom.co.uk/Portal/Live/Web/</u>

If you already have your credentials (your email address is the same as your TIS contact email address) you can log in from the home page.

Welcome to Accent	Please Login
Accent is a modular solution designed specifically to support the management of the Trust-based multi-professional workforce.	Email address: intrepid@hicom.co.uk Password:
Accent is compatible with Chrome, Firefox, Edge and Safari. If you are using Internet Explorer you may experience issues.	Forgotten password?
Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.	Sign in

1.2 RESETTING YOUR PASSWORD

If you do not know, or have forgotten your password you can reset it from the homepage too. Select "Forgotten password" to be navigated to the below page, input your registered email address (this is the TIS contact email if you are a postgraduate doctor in training) and press "send reset password link".

You will receive an email with a link to allow you to change your password.

Ple in	ase enter your email address for structions on how to reset your password EmailAddress	
	Notes:	
After clicking 'Send reset par and follow the instructions appear in your inbox, please	ssword link' a link will be sent to your er s to reset your password. In the event ti be sure to check your Spam folder as in possible that it will appear here.	mail. Open this email his email does not n some instances it is



1.3 ACCENT PORTAL

Once you have logged into the system you will be taken to the Accent Portal, this area provided you

The menu items on the page header will also allow navigation to the parts of the system to which you have been granted access.



2. LEAVE APPLICATION

2.1 LEAVE APPLICATION APPROVAL STATUS

There are a number of leave application approval which define the stage of the process your application is at:

- 1. Draft Where you have started your application but not yet submitted it.
- 2. Pending Where you have submitted your application and you are awaiting approval.
- 3. Approved Where all necessary approvers have approved the application.
- **4.** Rejected Where one approver has rejected your application.
- 5. Cancelled Where you have submitted and subsequently cancelled your application.

2.2 LEAVE DETAILS

The leave application will immediately navigate you to a new, blank leave application form. This is the first step in applying for leave.

Application form							
Leave details							
Applicant	Hicom Tester1 (H	licomtester1@gmail.com)	Start date 🚺	17/08/2021	**	Number of 3 2	
Leave type 5	Study	*	End date 🛛 2	18/08/2021	ti i	uu jo	
Please select a placemer	it:						
Reg Post 20-07-2021 (Clinical Research Fellow	In Post) 4	AIREDALE NHS TRUST Academic		20/0)7/2021 - 13/	05/2022	
Audit Post (Academic) Academic Clinical Fellow		AIREDALE NHS TRUST Academic		30/0	07/2021 - 30/	07/2022	
							6 🖺 Save 🗙 Cancel



- **1.** Input your leave start date
- **2.** Input your leave end date
- 3. Check the total days leave if necessary
- 4. Select the placement you are applying against If there is only one it should be auto selected
- 5. Select Leave type Only leave types which are available against your placement will be available to select
- **6.** Save the details Please note it is not possible to change these details after this point. If dates, leave type, or placements need to be changed a new application must created

2.3 EVENT DETAILS

If your leave type requires event details this section is where you can record details of the event, course, or exam which you are attending during your period of leave. In some applications you will be able to select from a drop down of pre-approved events for your grade, programme specialty and leave type, in other applications you will simply be asked for the name of the event/purpose of leave. This configuration is defined by your regional HEE team.

Documents can also be uploaded in this section which relate to the application, this can be used to store booking confirmation or study programmes for events if appropriate or required by your organisation. This section **IS NOT** used to store payment receipts.

Once the details of you leave details have been saved the rest of the application form will be loaded, the content of the form is dependent on your local area and the leave type you select.

Event details			
Event	~	Course reference	
My event does not appear in the list above	No	Venue	
Aspirational event name		Provider	
Entitlement type		Website	
Document upload	+ Add file(s)		
	Select files		

Mandatory fields are marked in **bold**.



2.4 ENTITLEMENTS AND BUDGETS

Where you have been allocated a leave entitlement and/or budget this section will display the details of each including how many leave days and how much money you have spent from your entitlement and budget respectively.

Entitlement days: 25
nt: 1000
lget used: 33

The available budgets and entitlements are displayed based on the dates, and leave type you've selected within the leave details. Depending on the configuration set by HEE for you region you may require a budget or entitlement to apply, if you do not have any records please contact your local study leave coordinator for information.

Select the appropriate budget and entitlement, where there is only one option the system should auto select this for you.

Note: The study leave process in the East Midlands region is very specific and you will requirement both a valid budget and entitlement in order to apply for leave. Both are dependent upon whether you are applying for a pre-approved or aspirational even in the next section.

3. COVER & AUTHORISATION

Depending upon the leave type and organisation you work for you may be required to complete the Cover & Authorisation section of the application. This section as details of the arrangements in place within your firm, team, or department during your period of leave. Mandatory fields are set by your local HEE team. You may also be asked to make a declaration that you have complied with local processes and procedures.

Cover & authorisation			
Person covering	R:	Comments	
Educational supervisor	80		
Rota manager	82		4
Have you checked that another member of your department is not on leave?	Yes 🔵		
I confirm by entering the name of to provide cover for my rostered also informed all relevant admin who has agreed to cover.	of my colleague that they understand and have agreed duties and responsibilities whilst I am on leave. I have istrative and clinical staff of the name of my colleague	0	



4. **EXPENSES**

Expenses can be added to your leave application assuming your leave type has this enabled e.g. you can add expenses for study leave but not for annual leave.

Depending upon the rules set by your local organisation you will be able to add expenses prior to submission and during the approval process. You are only able to add estimated expenses until the end date of your leave period has passed. After this point you will be able to claim the expenses and add any additional documents to the expense claim.

After you have claimed your expense an approval chain will be created depending upon the configuration at your organisation, all approvers are require to approve your expense. You will receive a notification when this process is complete.

Expenses					
Expense details					~
Expense type Estimated cost Claimed date	Subsistence 14.50	?	Expense authorisation state Reference	Pending	
Expense files uploa	ds		310103	Active	~
Expense files uploads:			+ Add file(s)		
	Select files TestDoc1.doc x 12 KB			✓ Done	
				🖺 Sav	e × Cancel

A separate, dedicated guidance document is available for claiming expenses, please be aware that your employer and local training organisation will have specific policies and processes in place for reimbursement of your costs, this is not managed through Accent.

5. SUBMITTING LEAVE

Once your application is complete and you have provided all mandatory fields you are able to submit your application. Doing so will trigger the system to create an approval chain for your application, this is a list of people who are required to approve your application.

After you have submitted your leave application you can access it at any time via the My Applications menu item.



6. APPROVAL CHAIN

Once your application is submitted you are able to see the list of required approvers at the bottom of the page and also the status of their decision i.e. who the application is currently sitting with for approval. Depending upon the set up in your organisation you may be able to contact approvers if, for example, the application has stalled with a particular approver for a long time.

quence 1 😰	Sequence 3 😰
(KSA) 🗵 🖂	Hicom Tester2 (KA)
comments	No comments

7. CANCELLING LEAVE

If you have submitted an application which you subsequently want to revoke you can do this from within the leave application.

If you have submitted the application and it has not been actioned by any approvers you can cancel the leave without approval being required. However, if your application has been approved and you cancel it a number of approvers may need to review it e.g. your Rota Coordinator.



Hicom is a trading name of Hicom Technology Ltd No. 4516040 and Hicom Business Solutions Ltd No. 4869496 Registered in England, Red House, Cemetery Pales, Brookwood, Surrey GU24 0BL ©Hicom 2021