National Shared Services Office

Applying for Shorter Working Year (SWY)

**Please Note:**

Due to the update to the system for Pro Rata and Off Pay 10 & 13 week Shorter Working Year applications, the employee records will automatically be updated once a Shorter Working Year application form is approved by a manager.

As such, it is important to take care to ensure that all of the details on the form are correct before submitting or approving the form.

If a form is approved in error, the manager should raise a case with the NSSO to have the employee’s records manually amended to cancel the mistakenly approved application. The manager should inform the employee that they will need to re-apply.

Applicant: Applying for SWY

Step 1: Sign into your HR self-service account.

Step 2: Select the Non Annual Leave option on the Home screen.

Step 3: This will take you to your non-Annual Leave application history. Select Shorter Working Year from the drop down menu under Select Leave Type.

Step 4: This will open your Shorter Working Year application history. Select the Add option to make a new application for Shorter Working Year.

Step 5: A new Shorter Working Year form will now be opened. On this form, you first select the payment option that you wish to apply under, that is, Off Pay or Pro Rata.

Step 6:Once the payment option has been selected, you should choose how many durations of Shorter Working Year you wish to avail of. The eform will automatically display 3 rows for 3 instances; if you wish to avail of 1 or 2 instances and not 3, please update the number in the box labelled ‘Shorter Working Year Instances’.

Please note, that only one Pro Rata application can be accepted each calendar year, so ensure that all instances you wish to avail of are updated on the one form if you are taking multiple instances of SWY.

Enter the start date for your Shorter Working Year, keeping in mind that Pro Rata applications must begin on a Monday and must be in the future calendar year. You may then select the duration of your leave from the drop down menu displayed below. Your return to work date is automatically generated by the system.

Step 7: Please ensure that all of the available tick boxes are selected, if these boxes are now ticked the system will not allow you to submit your application. Once you are happy with the details of your application, you can press the submit button on this screen. Your application will then be sent to your line manager for approval.

Step 8: The status ‘Initiated’ indicates that your form has been submitted, and is now with your manager for approval.

**Please Note:** Before your application is approved by your line manager, you have the option to cancel your SWY request. To cancel an Initiated application you should follow steps 1 - 3 listed above. Once you are in your SWY application history, any pending applications will have an active option to cancel.

Manager: Approving a SWY Application

Step 1: Sign into your HR self-service account.

Step 2: On your self-service home page, select your Manager tab. In one of the side panels there will be a pending application awaiting approval. Select the hyperlinked name to take you to the non-annual leave requests page for the relevant employee.

Step 3: When in the non-annual leave requests page is open, select the approval status of the relevant leave request in order to open the eform to view it.

 Step 4: One the request is open and you can view the eform application, please take care to review all aspects of the request. Ensure that the dates selected have been discussed and agreed with the Head of Division and that the dates of request meet the business needs of the section. If you are happy with the details of the request, then ensure that you tick the associated declaration box, and approve the request.