ICAMS (Imperial College Availability Management System) – USER Guidance Notes

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Link to log in: ICAMS LOGIN

How to raise an annual leave request:

1. In the Actions section of the home page, click on the Raise New Absence Request button.

2. Click on the drop down menu button in the Absence Type field and select ‘Holiday Leave’.
3. Enter the start date of your leave into the Start Date field by selecting the relevant date from the calendar. The calendar will automatically appear when you click into the Start Date field. You also have the option of selecting today’s date by clicking on the Today link underneath the Start Date field or next Monday’s date by clicking on the Next Monday link.

4. Select if the leave will be starting in the morning (AM) or the afternoon (PM) by selecting the appropriate option on the right hand side of the Start Date field.

5. Enter the end date of your leave in the End Date field by selecting the relevant date from the calendar. The calendar will automatically appear when you click into the End Date field.

6. Select if the leave will be ending in the morning (AM) or the afternoon (PM) by selecting the appropriate option on the right hand side of the End Date field.

7. After entering your leave dates, the number of Total Days, Working Days and Allowance Used will display.

8. Add any comments regarding your leave request, that you would like your line manager to view, in the Requester Comments free text area. **Please note:** This is a mandatory field so a relevant comment must be entered.

9. The Approver Details section will display who can approve your leave request.

10. To submit your leave request, click on Create.

**Note:** If you have submitted your leave request, an email notification will be sent to you and your line manager, confirming details of your request, please see example below:
Once your line manager has approved or rejected your leave request, a confirmation email and a calendar update for Outlook will be sent to you and your line manager, please see example below:

![Confirmation email example](image)

**Note:** A warning message will appear if you try and book more than your allocated leave allowance and an error message will appear if you try to request a date or dates that have already been requested.

11. You will then be directed to the **My Absence History** page below. Which provides the following information:

![My Absence History](image)
a) **Leave Allowance**, including: standard allowance (**Standard**), allowance brought forward from previous leave year (**B/Fwd**), additional leave (**Additional**), total leave taken (**Total**), allowance used to date (**Allowance Used**) and allowance remaining (**Allowance Left**).

b) **Absences**, including: type of leave taken (**Type**) e.g. Work From Home, total days taken (**Total Days**), working days taken (**Working Days**) and allowance used (**Allowance Used**).

c) **Absence Requests**, including: start date of leave (**Start Date**), end date of leave (**End Date**), type of leave requested (**Type**), status of leave requested e.g. Approved (**Status**), total days requested (**Total Days**), working days (**Working Days**), allowance used (**Allowance Used**), approver comments e.g. Quick Approve (**Approver Comments**) and any requester comments e.g. Holiday Leave (**Requester Comments**).

**Note:** You can view your absence history from a previous leave year by selecting the relevant year in the Search section of the above page.

**How to amend an unapproved leave request or delete a request:**

1. On the homepage click on the **My Absence History** link in the **Navigation** menu or from the link at the bottom of the page under the heading **Home**.
2. In the **Absence Request** section, click on the pencil icon in the **Details** column next to the leave request that you wish to amend or delete.
3. If you are amending a leave request, change the details as required e.g. Start Date, End Date etc and then click on the **Apply Changes** button.

**Note:** An email notification will be sent to you and your line manager, confirming details of your amended request.
4. If you are deleting a request, click on the Delete button and enter a reason in the Delete Absence Request form, as below:

![Delete Absence Request Form]

5. Once you have entered a reason, please click on the OK button.

Note: An email notification will be sent to you and your line manager, confirming deletion of your leave request.

Viewing Today's availability:

1. On the homepage click on the Todays Availability link in the Navigation menu or from the link at the bottom of the page under the heading Home:
2. To find a person or team/group and to check their availability today e.g. are they at work, working from home etc, enter their surname or the relevant team/group name into the Find Person or Department field and click on the Go button. To reset, click on the Reset button.

3. The system will then display a list of matching teams/groups in the Matching Departments section (if you have entered a team/group) or a list of people matching the surname you have entered in the Matching People section. Please note: The system will only display individuals and teams/groups that you have access to.
4. Click onto the team/group name to check if members of that team/group are available today or if you have entered a surname, click on the individuals name to check if they are available today, you will then be taken to the screen below where you can view the following:

- **Departments** – displays the team/group hierarchy in which the individual(s) work within.
- **Selected Department** – this is the name of the team/group the individual(s) work in e.g. HR Policy, Systems & Information.
- **Manager Availability** – the team/group manager’s name and their availability.
d) **Team Availability** – shows the team members availability.

**Note:** You can search for individuals sitting in other teams/groups (that you have access to) from the above page by using the **Find Person or Department** search field in the **Search** section.

**Viewing Who’s who:**

1. On the homepage click on the **Who's Who** link in the **Navigation** menu or from the link at the bottom of the page under the heading **Home**:

   ![ICAMS - Availability Management System (Development)](image)

   2. You will then be directed to the page above where you have the following options:

   a) In the **Search** section, you can select the particular person or team/group e.g. HR – OD – Postdoc Development Centre that you wish to view from the picklist.

   b) In the **Tree** section, you can view a team/groups structure and where appropriate collapse this structure by clicking on the **Collapse All** button. You can expand
the structure to show all areas within the departments hierarchy and the individuals who sit within these areas by clicking on the Expand All button. To reset the Tree, click on the Reset Tree button.

c) In the Managers section, you will see the name, photo and email address of the manager and deputy manager/2nd contact for the team/group you are looking at. Please note: the 2nd Contact field is mandatory; therefore where a deputy manager/2nd contact is not required, the same individual may appear as both the manager and 2nd Contact.

d) In the Members section, team members within the department you are viewing will appear, showing their name, email address and photo.

How to view the Absence Calendar:

1. On the homepage click on the Reporting tab or the Reporting link at the bottom of the page:

![Absence Calendar Interface]

Alternatively, you can view the calendar by clicking on the Show Calendar button in the Today’s Absences section on the homepage.

2. The Absence Calendar will be displayed as below. On this page you have the following options:
a) The **Today's Absences** section will display the name(s) of anyone in your team(s) that is taking leave today.

b) The **Absence Calendar** will default to the current month but you can view previous and future months by clicking on the **Previous** and **Next** buttons. Clicking on the **Today** button will return you to the current month, highlighting today's date.

**Please note:** Individuals who are not Managers will only have access to **Absence Calendar**.

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**How to change your photo?:**
1. On the homepage, click on the ‘Click here to upload a new picture’ link in the My Photo section.

2. In the Upload Photo section, click on the Browse... button to upload your new picture.

Note: Uploaded pictures must be .gif or .jpg and no bigger than 30K in size.

3. Find the image that you wish to upload and click on the Open button. The file path to the image will then display in the Upload Photo section, as shown below:
4. Click on the Create button in the Upload Photo section. You will then see a message at the top of your screen that reads ‘Action Processed’ and your new photo will be displayed.

FAQs

1. How do I book my leave if I work part-time?

   If you are a part-time employee, in order for your leave entitlement to calculate correctly, you will need to raise separate leave requests that reflect your working pattern i.e. if your working pattern is that you work on a Monday, Thursday and Friday and you wish to take one week’s annual leave, you will need to raise one request for the Monday and a separate request for Thursday and Friday.

2. Can I cancel a leave request before submitting?
If when entering your leave details, you need to cancel the request before submitting, clicking on the **Cancel** button will return you to the homepage.

3. **Can I amend a leave request that has already been approved?**

   No, you are only able to amend a leave request that has not yet been approved.

4. **What absence types can be viewed in the Absence Calendar?**

   The following absence types can be viewed:

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Appears in Absence Calendar as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Additional Holiday Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Time Off In Lieu</td>
<td>Leave</td>
</tr>
<tr>
<td>Compassionate Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Unpaid Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Paternity / Maternity Support Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Adoption / Surrogacy Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Domestic / Family Emergency Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Study Leave</td>
<td>Leave</td>
</tr>
<tr>
<td>Sabbatical Leave / Leave of Absence</td>
<td>Leave</td>
</tr>
<tr>
<td>Jury Service / Witness Duty</td>
<td>Leave</td>
</tr>
<tr>
<td>Volunteer Reserve Forces</td>
<td>Leave</td>
</tr>
<tr>
<td>Public Duties</td>
<td>Leave</td>
</tr>
<tr>
<td>Sickness</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Meeting</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Medical Appointment</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Non Working Day</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Training</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Conference</td>
<td>Out of Office</td>
</tr>
<tr>
<td>Secondment</td>
<td>Secondment</td>
</tr>
<tr>
<td>Work from Home</td>
<td>Work from Home</td>
</tr>
</tbody>
</table>

5. **Are College Closure days and Bank Holidays displayed in the Absence Calendar?**

   Yes, both dates will be displayed in the Absence Calendar.

6. **Can I hide my photo?**
Yes, to hide your photo, click on the ‘Click here to upload a new picture’ link in the My Photo section of the homepage and then click on the Hide My Photo button.