Accent
Leave Manager – Applying for Leave

Accent
Powered by Hicom

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: https://accent.hicom.co.uk/Portal/Live/Web/

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.

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.

1.3 ACCENT PORTAL

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

links to your account in the top right corner as well as tiles on the main screen allowing navigation to different parts of leave manager.

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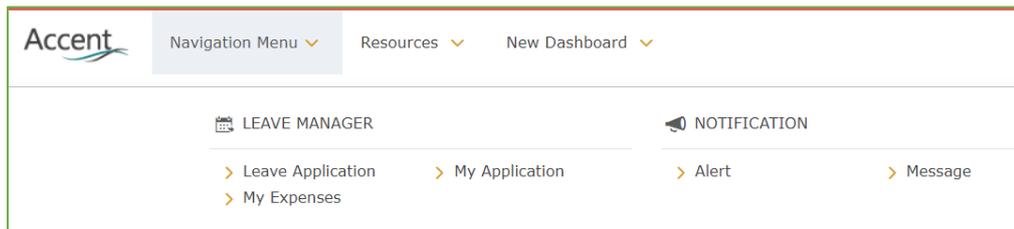
2. LEAVE APPLICATION

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.

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.

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.

Entitlements			
Please select an entitlement:			
Leave type: Annual, Study, Exam	Entitlement type: None	Entitlement start and end date: 06/07/2021 - 21/08/2022	Entitlement days: 25
Remaining Entitlement: 20	Entitlement days pending approval: 7	Approved entitlement days taken: 5	

Budget			
Leave type: Study, Exam, Private	Budget start and end date: 06/07/2021 - 21/10/2022	Budget amount: 1000	
Remaining budget: 967	Budget amount claimed but awaiting authorisation: 0	Approved budget 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	FC	Comments	
Educational supervisor	EB		
Rota manager	RT		
Have you checked that another member of your department is not on leave?	Yes		
I confirm by entering the name of my colleague that they understand and have agreed to provide cover for my rostered duties and responsibilities whilst I am on leave. I have also informed all relevant administrative and clinical staff of the name of my colleague who has agreed to cover.		Yes	

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.

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.

Approval chain

Sequence 1 ⧗

Sequence 3 ⧗

▨▨▨ ▨▨▨ (KSA) ⧗ ✉
No comments

Hicom Tester2 (KA) ⧗
No comments
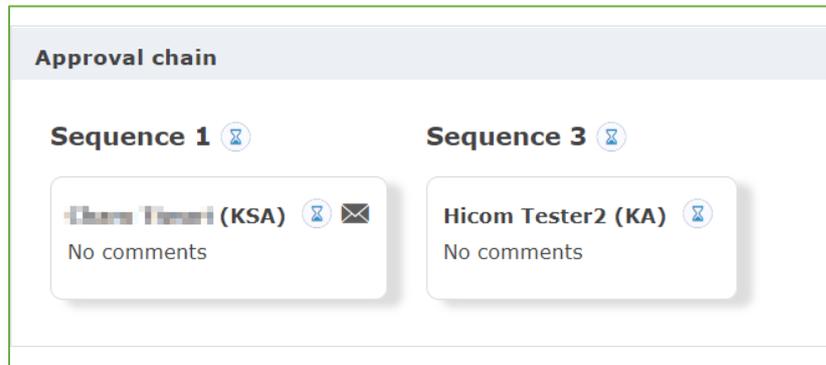
7.   CANCELLING LEAVE

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.

+44 (0) 1483 794945   support@hicom.co.uk   www.hicom.co.uk