

The holiday pay claims process

Holiday pay is claimed online via the holiday pay section. This is found in 'My Unitemps' once logged in.

For help with claiming via the website, please use the following guide:

- Once logged in as a Candidate, click on the 'Claim holiday pay' section, select the red button near the top of the page labelled **'View holiday pay'**
- Selecting this will bring up a list of accrued holiday pay. Holiday pay accrual is dependent on authorised timesheets and is treated per assignment
- The table on this page displays the assignment reference, assignment title, the holiday pay accrued (this is the amount currently outstanding), pay taken (what has already been requested on the website) and then a link to request
- After clicking the 'Request' button it will summarise the request, there is then the option to **'Submit'**
- Submitting will mean your holiday pay accrued, till the point of request, for the assignment will be processed for the next available payroll. Please note you are unable to claim partial amounts of holiday pay

Once holiday pay has been requested it will appear as a holiday timesheet. These can be viewed on your main holiday pay page at the bottom and are organised into a table. They can also be filtered by the search function which sits above the table. Once the holiday timesheet has displayed 'Yes' under the 'Exported' column this confirms the request has been processed for payroll. You can see previously claimed holiday pay under the 'View holiday pay' button on the 'Claim holiday pay section'.

Deadlines for holiday pay requests

Deadlines for holiday pay requests are the same dates as those for timesheet submissions for a particular payroll. To view the lists of deadlines visit your branch information pages in the Information Hub on the website.

End of holiday years

Unitemps holiday year runs from 1 October through to 30 September. All holiday entitlement must be taken during the course of the leave year in which it accrues and cannot be carried forward into the next holiday year. It is your responsibility to ensure that all holiday is requested and taken within the correct leave year to ensure that it does not expire.

Extra day annual leave

If an extra day's annual leave is awarded by the University, we will increase the holiday pay accordingly for all AWR qualified staff working in internal assignments at the University of Warwick.