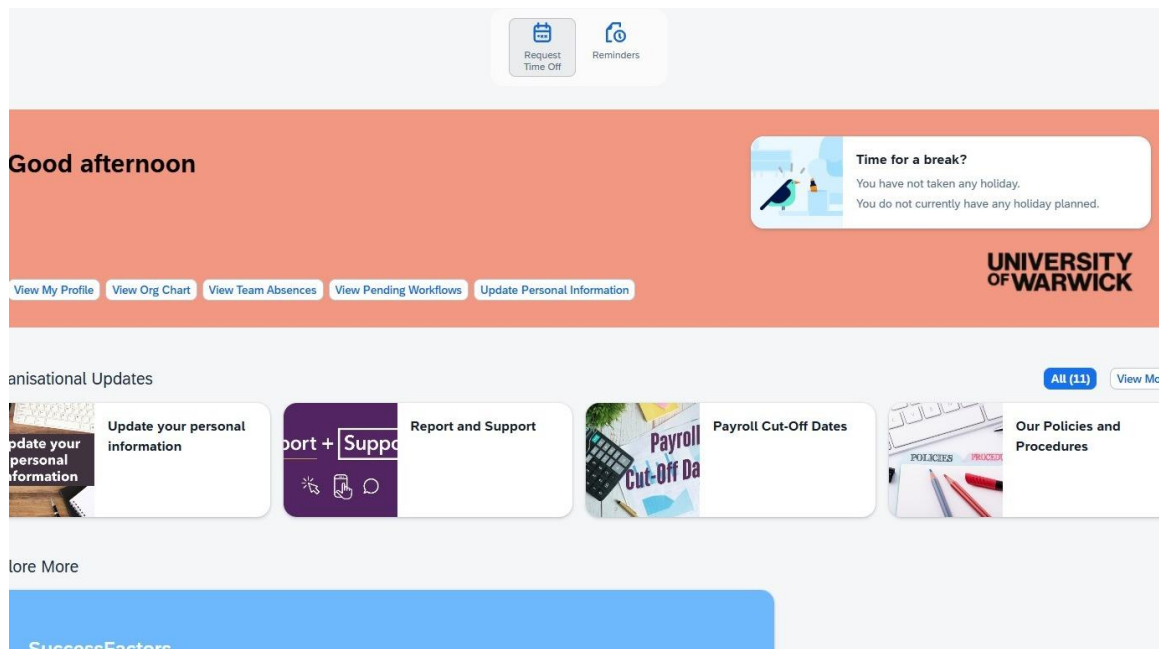


How to Submit and Approve Volunteering Leave in SuccessFactors

This How To guide explains how to submit volunteering leave requests through the SuccessFactors portal. This guide covers the end-to-end process from submitting a new leave request with supporting documentation to line manager approval.

1. Navigate to the SuccessFactors home page



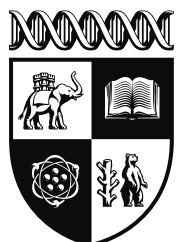
Leave Request Submission

2. Click "Request Time Off".

The screenshot shows the T2 portal home page. At the top, there is a navigation bar with the T2 logo, a 'Home' dropdown, and a search bar. Below the navigation bar, there is a 'Request Time Off' button highlighted with an orange circle. The main content area features a 'Good afternoon' greeting, a 'Time for a break?' notification, and a row of links: 'View My Profile', 'View Org Chart', 'View Team Absences', 'View Pending Workflows', and 'Update Personal Information'. Below this, there is a section for 'Organisational Updates' with links to 'Update your personal information', 'Report and Support', 'Payroll Cut-Off Dates', and 'Our Policies and Procedures'. The bottom of the page has an 'Explore More' link.

3. Select "Volunteering Leave" from the Time Type dropdown menu.

The screenshot shows the 'Request Time Off' form. The 'Time Type' dropdown menu is highlighted with an orange circle, and 'Bookable Leave' is selected. The 'Available Balance' is shown as '14:30 hours'. The form includes fields for 'Start Date' (02 Jul 2026), 'End Date' (02 Jul 2026), 'Requesting' (7:30), and 'Returning to Work On' (03 Jul 2026). There is also a 'Comment' field. The background shows the same T2 portal home page as the previous screenshot.



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The screenshot shows the 'Time Type' dropdown menu open, displaying a list of leave types. The 'Available Balance' is shown as 154:30 hours. The dropdown menu includes the following options: Bookable Leave, Neonatal Care Leave, Adoption Leave - statutory entitlement only, Paternity Leave, Adoption Leave Option A, Adoption Leave Option B, Shared Parental Leave, Strike - with pension contributions, Strike - no pension contributions, Short Term Unpaid Leave, Long Term Unpaid Leave, Compassionate Leave (paid), Career Break, Emergency Care Dependant, Parental Bereavement Leave, Jury Service, Graduate Teaching Assistant Absence, Carers' Leave, Military Service - Training, Military Service - Call Out, Volunteering Leave, Fertility Treatment Leave, and Bereaved Partner's Paternity Leave. The 'Volunteering Leave' option is highlighted with an orange circle.

4. Use the calendar picker to select the Start Date.

The screenshot shows the 'Request Time Off' form. The 'Time Type' is set to 'Volunteering Leave'. The 'Start Date' is 02 Jul 2026, and the 'End Date' is 03 Jul 2026. The 'Requesting' amount is 7.5 hours. The 'Returning to Work On' date is 03 Jul 2026. The 'Comment' field is empty. Below the form, there is a section for attachments with the text 'Please attach a completed Volunteering Application Form *' and an 'Upload' button. A large document icon is shown with the text 'No attachments uploaded' and 'To upload files, drop them here or use the "Upload" button.'



T2

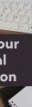
Home

Search for actions or people

Good afternoon

[View My Profile](#)[View Org Chart](#)[View Team](#)

Organisational Updates



Update your personal information

Update your personal information

Explore More

Request Time Off

Time Type*

Volunteering Leave

Start Date*

03 Aug 2026

End Date*

03 Aug 2026

Requesting*

7.5 hours

Returning to Work On

04 Aug 2026

Volunteering Application Form*

Upload

No attachments uploaded

To upload files, drop them here or use the "Upload" button.



6. Type a comment explaining the leave request.

The screenshot shows the 'Request Time Off' form. The 'Time Type' is set to 'Volunteering Leave'. The 'Start Date' and 'End Date' are both '03 Aug 2026'. The 'Requesting' amount is '7.5 hours'. The 'Returning to Work On' date is '04 Aug 2026'. The 'Comment' field is empty and highlighted with an orange circle. Below the comment field, there is a message: 'Please attach a completed Volunteering Application Form*'. To the right of this message is an 'Upload' button. Below the upload area, it says 'No attachments uploaded' and 'To upload files, drop them here or use the "Upload" button.'

7. Click "Upload" to attach the required "Volunteering Application Form".

This screenshot is similar to the previous one, but the 'Comment' field now contains the text 'Please see attached Volunteering Leave request'. The 'Upload' button is highlighted with an orange circle. The rest of the form fields remain the same as in the previous screenshot.



8. Click "Submit" to send the request.

Time Type * ⓘ
Volunteering Leave

Start Date * 03 Aug 2026
End Date * 03 Aug 2026

Requesting ⓘ 7.5 hours
Returning to Work On 04 Aug 2026

Comment

Please attach a completed Volunteering Application Form *

Test.docx
Uploaded On: Jul 01, 2026 · File Size: 13355 bytes

For more information about your time account balances and absences, please go to [Time Off](#).

Submit Cancel

Leave Approval Process

9. Select the pending Volunteering Leave request under the "Needs Attention" section.

Good afternoon

[View My Profile](#) [View Org Chart](#) [View Team Absences](#) [View Pending Workflows](#) [Update Personal Information](#)

Needs Attention

Time Off

JB Joe Bloggs
Submitted on 1 Jul 2026

Period 4 Aug 2026 - 4 Aug 2026
Time Type Volunteering Leave
Duration 7 hours 30 minutes
Approval Status Pending

Job Requisition

Administrative Assistant
Submitted on 1 Jul 2026
Locat... University of Warwick (UNIVERSITYOF...
Req ID 707
Hiring Manager Col Slaw
Recruiter Recruitment Team
Pending For 0 day

Organisational Updates

[Update your personal information](#) [Report and Support](#) [Payroll Cut-Off Dates](#) [Our Policies and Procedures](#)



10. You can download the Volunteering Leave Application Form by clicking the blue text.

T2

Employee Files

Search for actions or people

Do you approve this request?

Volunteering Leave (04/08/2026): Joe Bloggs
 Initiated by Joe Bloggs on 01 July 2026
[Show Workflow Participants](#)

Employee Time

User • Joe Bloggs

Time Type • Volunteering Leave (6022)

Please attach a completed Volunteering Application Form • [Test.docx](#)

Start Date • 04/08/2026

End Date • 04/08/2026

Requesting 7 hours 30 minutes

Approval Status Pending

Flexible Requesting No

Recurrence Group

Created By Joe Bloggs

Created On 01/07/2026 15:53:39 UTC+1:00

Last Modified By Joe Bloggs

Last Modified On 01/07/2026 15:53:40 UTC+1:00

Workflow Initiated By Admin No

Joe Bloggs
 Administration Assistant
 University of Warwick
 (UNIVERSITYOFWARWICK)
 No Direct Reports

Activity

Initiated by Louis Addleton on behalf of Joe Bloggs on 01 July 2026.

Please note from this screen you can "Delegate" the workflow to somebody else. You can also "Decline" the workflow.

11. Type an approval comment in the text field.

Requesting 7 hours 30 minutes

Approval Status Pending

Flexible Requesting No

Recurrence Group

Created By Joe Bloggs

Created On 01/07/2026 15:53:39 UTC+1:00

Last Modified By Joe Bloggs

Last Modified On 01/07/2026 15:53:40 UTC+1:00

Workflow Initiated By Admin No

Absence Duration Category Single Full Day

Time Calendar

Date	Number Of Days	Number Of Hours	Deduction Quantity	(6) More
04/08/2026	1	7.5	7.5	Details

Team Absence Calendar: No others absent during this period.

Comment

Post

Approve

Delegate

Decline



12. Click "Approve" to approve the request.

Approval Status Pending

Flexible Requesting No

Recurrence Group

Created By Joe Bloggs

Created On 01/07/2026 15:53:39 UTC+1:00

Last Modified By Joe Bloggs

Last Modified On 01/07/2026 15:53:40 UTC+1:00

Workflow Initiated By Admin No

Absence Duration Category Single Full Day

Time Calendar

Date	Number Of Days	Number Of Hours	Deduction Quantity	(6) More
04/08/2026	1	7.5	7.5	Details

Team Absence Calendar: No others absent during this period.

Comment

Leave Approved

Post

Approve

Delegate

Decline

