

### **STAR #3 – Holiday Bookings**

#### **Situation**

Employees required to submit holiday request forms in triplicate for each leave period. HR department are manually entering details into a spreadsheet to create an audit trail. Human Resources are wary of a technical solution as they are concerned about the audit trail.

#### **Task**

Design an intranet application which will keep sufficient records to satisfy auditing requirements.

#### **Action**

Create an application to submit holiday requests to relevant manager, require reason if declining request, demonstrate to HR that any report can be created.

#### **Result**

Success - solution rolled out to company and subsequently extended to sickness reporting.