**Remote Approvals of Buying Annual Leave Applications**

With the current working arrangements, line managers will need to follow the below steps to review and approve applications for the purchase of annual leave electronically.

**Step 1.**

Once the individual has created and submitted their application on the Sodexo portal, you will receive a email from Sodexo ([no-reply@salarydeductplatform.com](mailto:no-reply@salarydeductplatform.com)) with a link to register and access the application - as below:-

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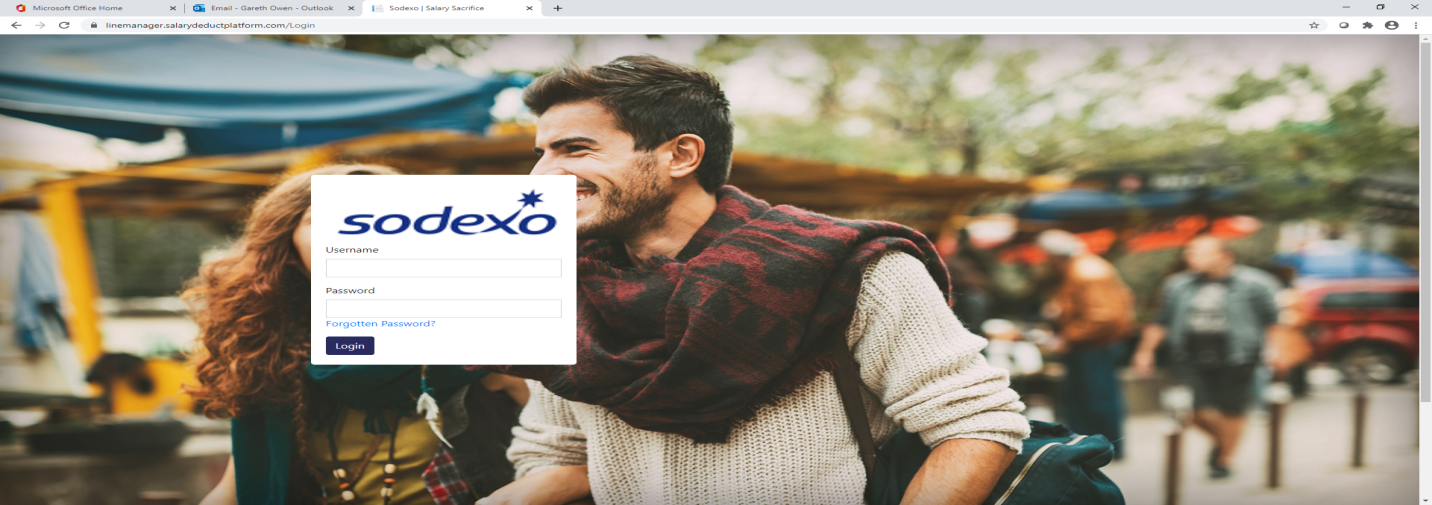
|  |
| --- |
|  |

Dear Name of Line Manager  
  
You have a new annual leave request to approve.  
  
Please click on the following link, login and approve/reject the application.  
  
https://linemanager.salarydeductplatform.com/  
  
  
Warm regards  
  
Salary Deduct admin team

|  |
| --- |
| https://www.salarydeductplatform.com/Images/Email/footer.jpg |

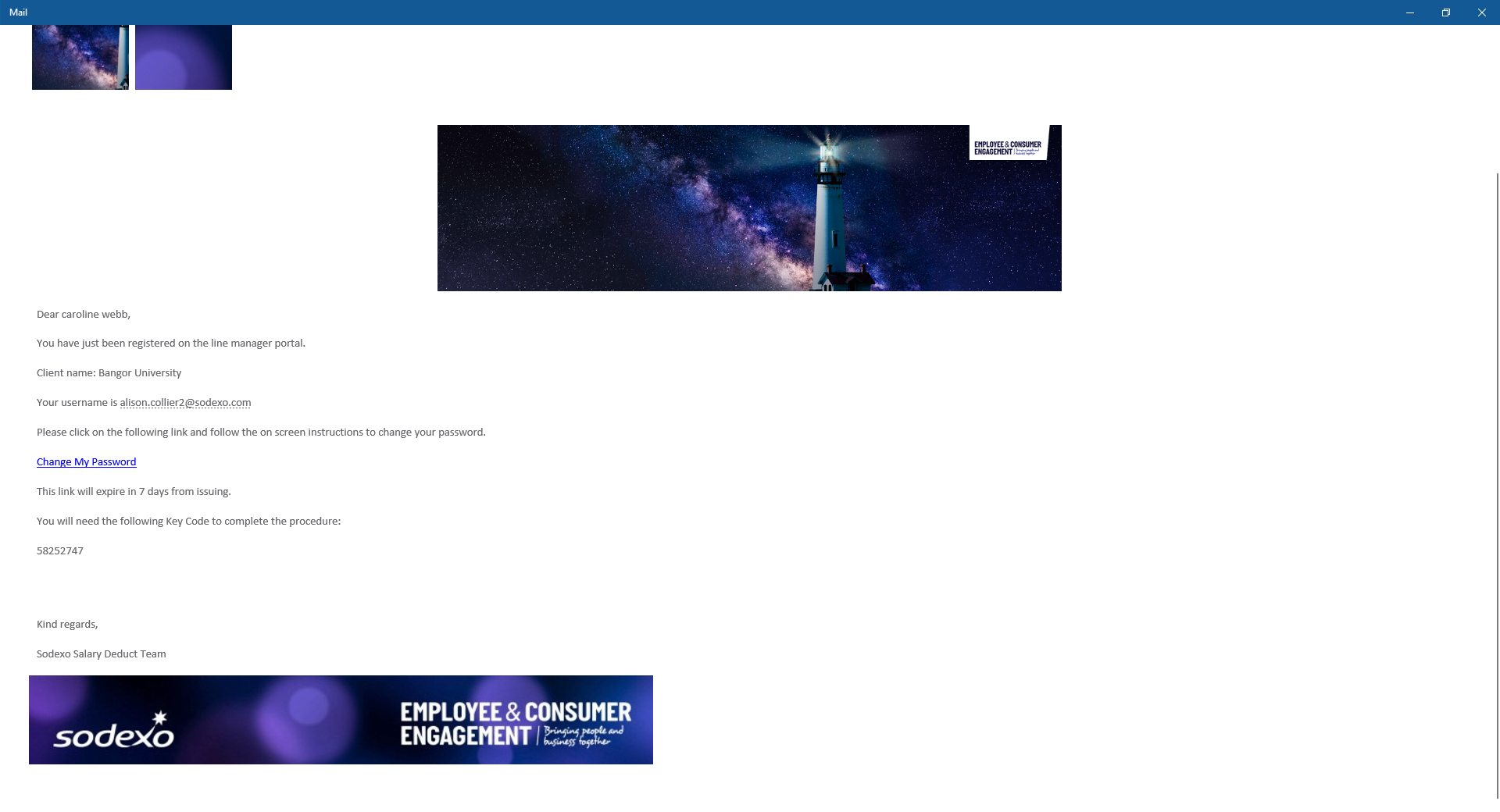
**Step 2**

Clicking on the link will take you to the below page, please enter your bangor.ac.uk email address ***(using your name version not the username version)*** as this must match what staff have entered as your known email address. Create a password to register for the first time.



**Step 3**

You’ll receive an email as per below asking you to click on the link and change your password - entering the key code noted as well when prompted



**Step 4**

After changing your password you’ll then need to log in again into the line manager portal through the address <https://linemanager.salarydeductplatform.com/>

Once logged in you’ll see a screen like the one below, and by selecting electronically signed in the drop down you’ll see any applications shared with you by your team members for review and electronic approval

