Classification: Official

NHS England

Accent Leave Manager – Administrator guidance



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Getting started

All administrator accounts are created by the local NHS England team. Once your account is created you will receive a login link. If the link in the email has expired, please use the Forgotten Password option on the site (https://accent.hicom.co.uk/Pro/Live/web/).

If you have any issues, please contact england.studyleave.em@nhs.net.

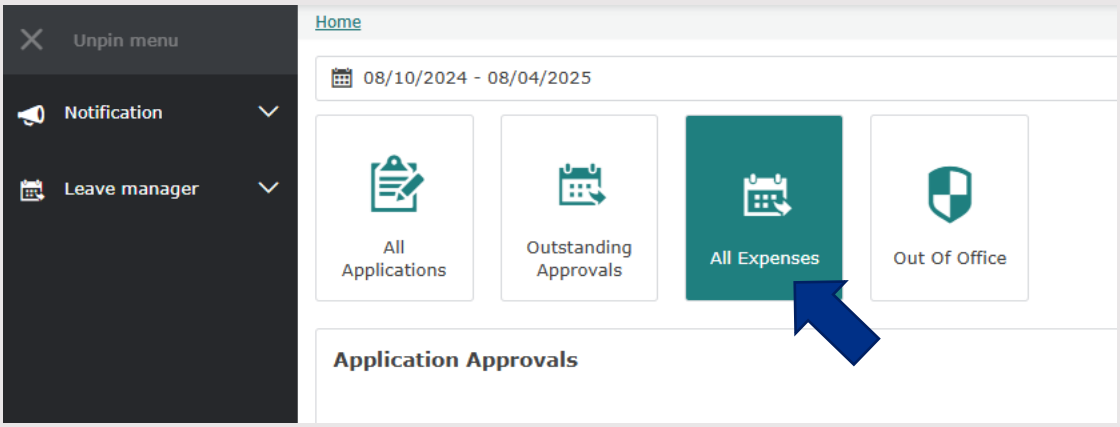
Before processing any expenses, please ensure that you familiarise yourself with the **Study Leave policy** on our website. The policy includes standard rates for expenses and a list of expenses that cannot be processed under the study leave budget.

1. All expenses

Once you are set up on the system, you can access expense records in two ways

- All expenses tab (default filter to pending expenses on approved applications)
- All applications tab (default filter to pending applications)

If you cannot locate a record you are looking for, try removing the default filters set by scrolling across the page to find the application and expense record status columns.

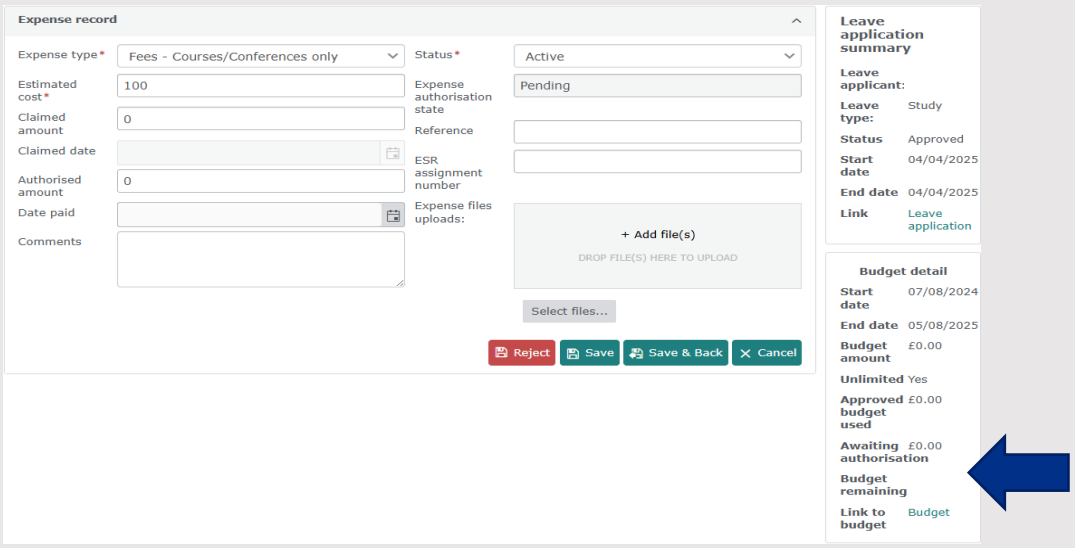


Please note that expenses can only be processed on applications that are approved. Early reimbursement applies only to public transport (eg where a train ticket can be provided with a receipt), accommodation and fees. Mileage and subsistence can only be reimbursed after the activity.

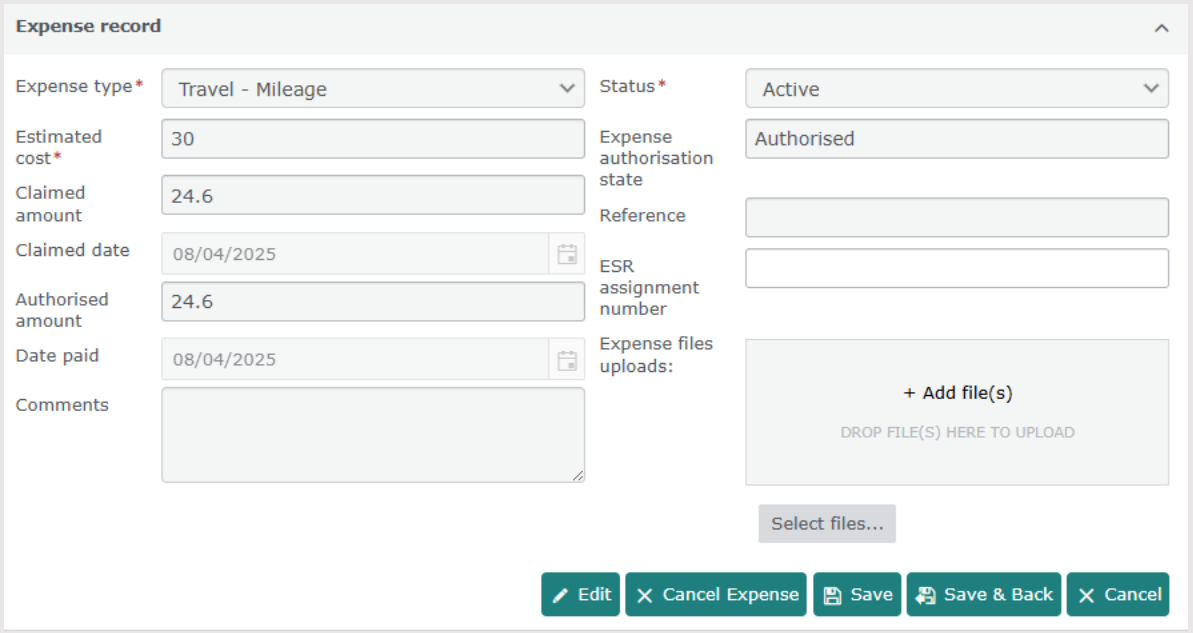
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2. Expense details

For the applicants that have a set budget amounts, the system will only allow them to estimate expenses up to their remaining budget amount. On the right hand side you will see the budget details for the set period of time.



Once you have input the claimed and authorised amount, click save and add any applicable comments. The claimed date will auto-populate once you click save.



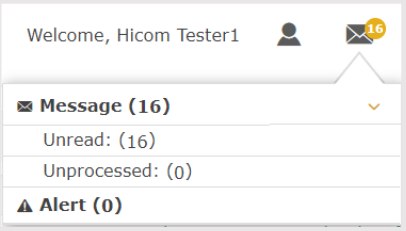
If an expense has not been claimed by the applicant, you will **need to reject** the expense on the expense record.

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3. My Notifications

The My Notifications section allows you to access messages and alerts which have been sent to you.

- Notifications related to leave applications
- Notifications related to leave approval or rejection



Most messages in Accent will include a link to the application to which it refers.

Guidance and resources

Further guidance and resources can be found on our website, please ensure that you familiarise yourself with the Study Leave policy before processing expenses
www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage

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