

Training guide: Absence Management



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Contents

Course

Duration

Approximately 30 minutes

An introduction to timeware® absence management

Processing absence requests and monitoring absence statistics...

Description

Understanding absence management

Absence statistics

Adding an absence or holiday request

Amending an absence or holiday record

Declining an absence

Absence and holidays on the 'To-Do' list

Viewing a person's absence and holiday entitlement

Awarding an absence entitlement credit in days and hours

Adding a block booking

Removing a block booking

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



Understanding absence management

timeware[®] absence management covers entitlements, company and individual statistics, absence tracking and trend reporting. Absence management may be used for all people in the company, not just those who clock-in at a terminal or the ESS.









Absence statistics

1. Click on the Absence Statistics Quick Link.





2. The statistics screen will then appear, utilising the parameters defined on your last session. Select 'Absence Reason Key' to display the descriptions of each absence colour.

Absence Statistics													_				>	<
Anchor date: Wed 24 Feb 2021 💌 Sho Higi	w 200 day(s) either side o alight 200 day(s) either side o	of and of and	hor o	date. date.	[Displa	ay rar	nge(s	e): 🤇									
- Range(s)	Absence Reason Key N	ote: A	bser	nce s	statist	tics o	nly d	ispla	ys ap	prov	ed a	abser	nces.					
Everyone (105)	February 2021																	
	Employee	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	Birchall, Simon (3)																	
	Briggs, Phillip (8)																	
	Broadhurst, Liz (5)																	
	Coope, Michael (2)																	
	Gibbons, Ronald (20)																	
	Joy, Mary (19)																	
	Kennerdy, William (14)																	
	Nicholson, Tuilsa (17)																	
	Oldham, Thomas (12)																	
	Page, Denise (16)																	
	Price, Geroge (13)																	
	Shaw, Hannah (11)																	
	Silva, Piere (18)																	
	Webb, Dave (1)								_									
	Wilkinson, Lesley (7)																	
	Wilkinson, Matt (4)																	
	Zelem, George (6)																	
1	(>
Close																<u>R</u> efi	esh	



3. Select 'Display Range(s)' to modify the range of people displayed.

Absence	statistic Range	
Overview		
This option s	ets the range(s) to be displayed within the sta	atistic screen.
Settings		
Range 1:	Everyone	•
Range 2:	Everyone Employees	_
Range 3:	Workgroup Department	
Range 4:	Location Grouping 04	
Range 5:	Grouping 05 Grouping 06	•
Range 6:		•
Range 7:		•
Range 8:		•
Range 9:		•
Range 10:		-
Range 11:		•
Range 12:		•
<u>C</u> ancel	1	<u>0</u> k

Absence	e Statistic Rang	le		×				
Overview								
This option s	ets the range(s)	to be di:	played within the	statistic screen.				
Settings								
Range 1:	Employees							
		E	mployee Range	Selection : Emp	loyees			– 🗆 🗙
Range 2:		Dran	a column header i	here to group by	that column			
Range 3:		Sel	Employee ID A	Payroll	First Name	Last Name	Known As	Employment Status Ba
Range 4:					Dave	Webb	Webb,Dave	Employee
Danas Fr	_			2 2	Michael	Coope	Coope,Michael	Employee
n ange o:	_			33	Simon	Birchall	Birchall,Simon	Employee
Range 6:				4 4	Matt	Wilkinson	Wilkinson,Matt	Employee
Damas 7	_			55	Liz	Broadhurst	Broadhurst,Liz	Employee
nariye 7.	_			66	George	Zelem	Zelem,George	Employee
Range 8:				77	Lesley	Wilkinson	Wilkinson,Lesley	Employee
Damas O.	_			88	Phillip	Briggs	Briggs, Phillip	Employee
Hange 3:	_			99	Marie	Tree	Tree,Marie	Employee
Range 10:				10 10	Nathan	Louis	Louis,Nathan	Employee
	_			11 11	Hannah	Shaw	Shaw,Hannah	Employee
Hange II:				12 12	Thomas	Oldham	Oldham, Thomas	Employee
Range 12:				13 13	Geroge	Price	Price,Geroge	Employee
Cancel	1			14 14	William	Kennerdy	Kennerdy,William	Employee
				15 15	Laura	Snipton	Snipton,Laura	Employee
				16 16	Denise	Page	Page,Denise	Employee
				17 17	Tuilsa	Nicholson	Nicholson, Tuilsa	Employee
				18 18	Piere	Silva	Silva,Piere	Employee
				19 19	Mary	Joy	Joy,Mary	Employee
			1	20.20	Bonald	Gibbone	Gibbons Bonald	Employee

4. <Close> to leave the Absence and Holiday statistics screen.

<u>C</u> lose



Adding an absence or holiday request

1. Click on the Absence Management Quick Link.





2. The Absence Management screen appears at the person last viewed by the user

ee ID: 2	Fi	irst na	me:	Micha	el				Last r	name:	Coop	e					0	0	60	Ð								
tion	Note: A	bsenc	ce cal	endar	only o	display	s appr	oved ab	sence	es.															Abs	ence	Reaso	10
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Entitlements	м	т	¥	т	F	\$	s	м	т	W	т	F	\$	\$	м	т	W	т	F	\$	\$	м	т	v	т	F	s	
	28	23	30	31	1	2	3								1	2	3	4	5	6	7				1	2	3	
	4	5	6	1	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	13	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
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	3	4	5	6	7	8	э	1	8	э	10	11	12	13	5	- 6	7	8	3	10	11	2	3	4	5	6	7	
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	17	18	19	20	21	55	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
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	31																					30	31					
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	- 20	21	22	20	24	25	20	- 10	13	20	21	22	20	24		20	24	0	20	21	20	20	21	22	20	24	25	
		20	20	30				63	20	61	20	20	30	31	20	30							20	20	50	7		
																						3		2	0		0	



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3. Click <Find> and search for the person whose absence you wish to book.

<u>F</u> ind	<u>R</u> efresh	Preview	<u>C</u> lose		
Find: Abse	nce Management	i		— D	l X
Search for:				00	
Search through:	Employee ID	-]		
Search type:	Contains	-			
Drag a column h Employee ID ∆	eader here to group	p by that column. First Name	Last Name	Known As	Emplo
Drag a column ⊧ Employee ID ∆	eader here to group Payroll 1 1	p by that column. First Name Dave	Last Name Webb	Known As Webb,Dave	Emplo Emplo
Drag a column h Employee ID ∆	eader here to group Payroll 1 1 2 2	p by that column. First Name Dave Michael	Last Name Webb Coope	Known As Webb,Dave Coope,Michael	Emplo Emplo Emplo
Drag a column h Employee ID ∆	eader here to group Payroll 1 1 2 2 3 3	p by that column. First Name Dave Michael Simon	Last Name Webb Coope Birchall	Known As Webb.Dave Coope,Michael Birchall,Simon	Emplo Emplo Emplo Emplo
Drag a column h Employee ID ∆	Payroll Payroll 2 2 3 3 4 4	p by that column. First Name Dave Michael Simon Matt	Last Name Webb Coope Birchall Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt	Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	eader here to group Payroll 1 1 2 2 3 3 4 4 5 5	p by that column. First Name Dave Michael Simon Matt Liz	Last Name Webb Coope Birchall Wilkinson Broadhurst	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz	Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID ∆	eader here to group Payroll 1 1 2 2 3 3 4 4 5 5 6 6	p by that column. First Name Dave Michael Simon Matt Liz George	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George	Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID д	eader here to group Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7	p by that column. First Name Dave Michael Simon Matt Liz George Lesley	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley	Emplo Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	eader here to group Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8	p by that column. First Name Dave Michael Simon Matt Liz George Lesley Phillip	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson Briggs	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley Briggs,Phillip	Emplo Emplo Emplo Emplo Emplo Emplo Emplo Emplo

iyee ID: 1	F	irst na	me: [Dave					Last r	name:	Web	ь						0	6)								
ption	Note: A	.bsenc	e cal	endar	only c	isplay	s appri	oved ab	sence	es.															Abse	ence l	Reaso	on
Calendar			Jan	uary :	2021					Febr	uary	2021					Ma	rch 2	021					Ap	oril 20	121		
Entitlements	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	w	т	F	s	s	м	т	W	т	F	s	
	28	29	30	31	1	2	з								1	2	3	4	5	6	7				1	2	3	
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	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
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	31																					30	31					
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	-21	20	2.5	50				25	20	21	20	20	30	-	23	30							4	5	6	7	8	
																							-		*		~	



4. To request the absence or holiday, <Right-click> on the required date and select New...

	New	•	0	Abser	nce		
	Amend	Þ	Ð	Abser	nce ei	ntitle	ment credi
	Delete	Þ	v	т	F	s	\$
	View details	Þ					1
Ŧ	Filter	۲	4	5	6	۲	8
	Absence statistics for 'Dave Webb' on 'Tue 23/02/2021'		11	12	13	14	15
	Absence list for 'Dave Webb', 'January 2021 onwards'		18	19	20	21	88
	Absence entitlement credits for 'Dave Webb', 'January 2021 onwards'		25	26	27	28	29
B	Planner for 'Dave Webb' on 'Tue 23/02/2021'	_	ece	mber	202	1	
0	Attendance adjustment for 'Dave Webb' on 'Tue 23/02/2021'	_	W	т	F	\$	\$
0	GPS Tracking for 'Dave Webb' on 'Tue 23/02/2021'		1	2	3	4	5

5. Next, the Absence Booking form will appear.

Absence Booking - (New))			-	- 🗆 X
Employee ID: 1	First name: Dave	Last name: Webb	Ø	•	
Options Caller Information Eatler Information Return to Work Interview Notepad	Essential General information Absence categoly? Absence to be taken? Take absence from? Entitlement deduction: Absence restrictions (Absence can only be Maximum absence duration Absence duration? Force absence duration? Authorisation Authorisation: Appr	I up to? Tue 23 Feb 2021 up to? Tue 23 Feb 2021 to Statistics. 0 (dep) aptional) aken between? i and : . ation? i o paid at a specified rate (optional) Absence rate? ved v I I Finalised	y O	Information	
Cancel					<u>0</u> k



6. Select one of the Absence categories. This entry is optional.

General information			
Absence category?		1	(optional)
Absence to be taken?	Holiday Sickness	^	- 🚥
Take absence from?	Authorised	5	Feb 2021 💌
Entitlement	Unauthorised Compassionate	4	tistics
Entitlement deduction:	Maternity/Paternity Business Absence	~	

7. Next, select the Absence to be taken.

General information		
Absence category?	Holiday 💽 (optional)	
Absence to be taken?	_	•
Take absence from?	Holiday Full Day Holiday Full Day [Paid] Inplace of Sickness Holiday Half Day (Paid]	
Entitlement	Holiday Half Day [Paid] Inplace of Sickness	
Entitlement deduction:	0 😳 (day)	

8. Now confirm the date range of the absence.

General information				
Absence category?	Holiday		 (optional) 	
Absence to be taken?	Holiday Full Day			- 😳
Take absence from?	Tue 23 Feb 2021	up to?	Tue 23 Feb 2021	•
			Statistics	



9. The Absence restrictions enable the user to specify what part of the day (and for how long), the absence can be taken. This entry is optional.

Explanation: The doctor's appointment is sometime before lunch and cannot exceed 3 hours.

Absence restrictions (optional)	
Absence can only be taken between?	and :
Maximum absence duration?	
Force absence duration to paid at a specifie	d rate (optional)
Absence duration? : Absence rate?	-

10. Finally, select the Authorisation type. You may find that you cannot change this entry if your permissions do not allow. Only when an absence is finalised will an email be sent to the person confirming the status of the absence or holiday request.

Authorisation		
Authorised by:		
Authorisation:	Approved 💌	🔽 Finalised
	Incomplete booking Awaiting decision Declined Approved	

- **11.** Click <Ok> to save the absence request and return to the Absence Management screen.
- **12.** Finally, click <Close> to leave the Absence Management screen.



Amending an absence or holiday record

1. Click on the Absence Management Quick Link.





2. The Absence Management screen appears at the record last viewed by the user

yee ID: 2	F	irst na	me:	Micha	el				Last r	name:	Coop	e						0	60	•								
ption	Note: A	bsend	ce cal	endar	only c	lisplaş	s appr	oved ab	sence	es.															Abs	ence P	Reas	on
Calendar			Jan	uary	2021					Feb	uary	2021					Ma	ch 2	021					Ap	oril 20)21		
Entitlements	м	т	¥	т	F	\$	\$	м	т	v	т	F	\$	\$	м	т	٧	т	F	\$	\$	м	т	¥	т	F	s	
	28	29	30	31	1	2	3								1	2	3	4	5	6	7				1	2	3	
	4	5	6	1	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
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	27	28	29	30			-	25	26	27	28	29	30	31	23	30						27	28	29	30	31	1	
																						3	4	5	6	7	8	



3. Click <Find> and search for the person whose entitlements you wish to view.

<u>F</u> ind	<u>R</u> efresh	<u>P</u> review	<u>C</u> lose		
Find: Abse	nce Management			— 🗆	>
Search for:			00	00	
Search through:	Employee ID	-			
Search type:	Contains	•			
Drag a column ł	neader here to group b	by that column.			
Drag a column ł imployee ID ∆	neader here to group t Payroll	by that column. First Name	Last Name	Known As	Emplo
Drag a column H Imployee ID Δ	neader here to group b Payroll 1 1	by that column. First Name Dave	Last Name Webb	Known As Webb,Dave	Emplo
Drag a column H Imployee ID Δ	neader here to group b Payroll 1 1 2 2	by that column. First Name Dave Michael	Last Name Webb Coope	Known As Webb,Dave Coope,Michael	Emplo Emplo Emplo
Drag a column h imployee ID Δ	Payroll Payroll 11 22 33	py that column. First Name Dave Michael Simon	Last Name Webb Coope Birchall	Known As Webb,Dave Coope,Michael Birchall,Simon	Emplo Emplo Emplo Emplo
Drag a column h imployee ID ∆	neader here to group b Payroll 1 1 2 2 3 3 4 4	First Name Dave Michael Simon Matt	Last Name Webb Coope Birchall Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt	Emplo Emplo Emplo Emplo Emplo
Drag a column h imployee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5	First Name Dave Michael Simon Matt Liz	Last Name Webb Coope Birchall Wilkinson Broadhurst	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz	Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6	First Name Dave Michael Simon Matt Liz George	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George	Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h imployee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7	First Name Dave Michael Simon Matt Liz George Lesley	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley	Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8	First Name Dave Michael Simon Matt Liz George Lesley Phillip	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson Briggs	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley Briggs,Phillip	Emplo Emplo Emplo Emplo Emplo Emplo Emplo Emplo

4. The person's absence calendar will appear.

	F	irst na	me: [Dave					Last r	name:	Web	Ь						0	96	9								
Option	Note: A	.bsenc	e cal	endar	only o	fisplay	is appi	oved ab	sence	es.															Abs	ence	Reaso	on
Calendar			Jan	uary 3	2021					Febr	uary	2021					Ma	rch 2	021					Ap	oril 20)21		
Entitlements	M	т	w	т	F	s	s	м	т	W	т	F	s	s	м	т	w	т	F	s	s	м	т	W	т	F	s	
	28	23	30	31	1	2	з								1	2	3	4	5	6	7				1	2	3	
	4	5	6	7	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	э	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	23	30	31	22	23	24	25	26	27	28	23	30	31					26	27	28	23	30		
			Ma	av 20	21					Ju	ne 2(021					Ju	lv 20	21					Aud	ust 2	2021		
	M	т	W	т	F	s	\$	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	
						1	2		1	2	3	4	5	6				1	2	3	4							Т
	3	4	5	6	7	8	э	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	26	27	28	29	30	28	23	30					26	27	28	29	30	31		23	24	25	26	27	28	
	31																					30	31					
		9	Septe	ember	202	1				Oct	ber	2021					Nove	mber	202	1				Dece	mber	202	1	
	M	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	v	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	Т
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	3	10	11	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	



5. <Right-click> on the required absence/holiday date, select Amend and then click on the absence description.



6. Next, make the necessary amendments in the Absence Booking form.



7. Finally, press <Ok> to save the modification and return to the Absence Management screen.



Declining an absence.

1. Click on the Absence Management Quick Link.





2. The Absence screen appears at the record last viewed by the user

loyee ID: 2	Fi	irst na	ime: I	Micha	el				Lastr	name:	Coop	be				•	0	0	6	9								
Option	Note: A	bsend	ce cal	endar	only c	lisplaş	is appi	roved ab	sence	es.															Abs	ence P	Reaso	on
Calendar			Jan	uary	2021					Febr	uary	2021					Ma	ch 2	021					Ap	ril 20	21		
Entitlements	м	т	¥	т	F	\$	s	м	т	W	т	F	\$	\$	м	т	W	т	F	\$	s	м	т	W	т	F	\$	
	28	29	30	31	1	2	з								1	2	3	4	5	6	7				1	2	з	
	4	5	6	7	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	۲	8	э	10	
	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	13	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	23	30	31	22	23	24	25	26	27	28	29	30	31					26	27	28	29	30		
			м	ay 20	21					Ju	ne 21	021					Ju	ly 20	21					Aug	ust 2	021		
	M	т	v	т	F	s	s	м	т	W	т	F	s	s	м	т	v	т	F	s	s	м	т	v	т	F	s	
						1	2		1	2	3	4	5	6				1	2	3	4							
	3	4	5	6	7	8	э	1	8	9	10	11	12	13	5	6	7	8	э	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	. 9	10	11	12	13	14	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	26	27	28	23	30	28	23	30					26	27	28	23	30	31		23	24	25	26	27	28	
	31																					30	31					
		Ş	Septe	embe	r 202	1				Oct	ober	2021					Vove	mber	202	1				Dece	mber	202		
	м	т	v	т	F	s	s	м	т	W	т	F	s	\$	м	т	W	т	F	s	s	м	т	v	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	
	6	7	8	9	10	11	12	4	5	6	7	8	э	10	8	э	10	11	12	13	14	6	7	8	э	10	11	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	23	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	



3. Click <Find> and search for the person whose entitlements you wish to view.

Find: Absence					
Tind. Absence	Management			- 0	
Search for: Search through: En Search type: Co	iployee ID ntains	• •	00	0	
Drag a column head	der here to group by l	that column.		l	
Employee ID Δ	Payroll	First Name	Last Name	Known As	Emple
1	1	Dave	Webb	Webb,Dave	Emplo
2	2	Michael	Сооре	Coope,Michael	Emplo
3	3	Simon	Birchall	Birchall,Simon	Emplo
4	4	Matt	Wilkinson	Wilkinson,Matt	Emple
5	5	Liz	Broadhurst	Broadhurst,Liz	Emple
6	6	George	Zelem	Zelem,George	Emple
7	7	Lesley	Wilkinson	Wilkinson,Lesley	Emple
8	8	Phillip	Briggs	Briggs, Phillip	Emple

4. The person's absence calendar will appear.

loyee ID: 1	F	irst na	me: [Dave					Last r	name:	Web	Ь						0	e ()								
Option	Note: A	.bsend	e cal	endar	only (display	is appr	oved ab	sence	s.															Abs	ence l	Reas	son
Calendar			Jan	uary :	2021					Febr	uary	2021					Ma	rch 2	021					Ap	oril 20)21		
Entitlements	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	\$	м	т	W	т	F	s	
	28	23	30	31	1	2	3								1	2	3	4	5	6	7				1	2	3	
	4	5	6	7	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	۲	8	э	10	
	11	12	13	14	15	16	17	8	э	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31					26	27	28	29	30		
			Ma	ay 20	121					Ju	ne 21	021					Ju	ily 20	21					Aug	just 2	2021		
		т	W	т	F	s	\$	M	т	v	т	F	s	s	M	т	W	т	F	s	s	M	т	W	т	F	s	_
						1	2	-	1	2	3	4	5	6				1	2	3	4							
	3	4	5	6	7	8	3	1	8	9	10	11	12	13	5	6	7	8	3	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	TT Of	18	19	20	12	13	14	15	16	17	18	3	10	11	12	13	14	
		10	13	20	21	22	20	21	22	20	24	20	20	21	10	20	21	22	20	24	20			10	13	20	21	
	31	0	20	61	20	20	00	20	20	50						21	20	20				30	31	27	20		20	
		9	Septe	ember	202	1				Oct	ober	2021					Nove	mber	202	1				Dece	mber	202	1	i.
	м	т	w	т	F	s	s	м	т	v	т	F	s	s	м	т	w	т	F	s	s	м	т	w	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	1
	6	7	8	э	10	11	12	4	5	6	7	8	э	10	8	э	10	11	12	13	14	6	7	8	э	10	11	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	- 14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	



5. <Right-click> on the required absence/holiday date, select amend and then click on the absence.



6. Change the authorisation to declined, then click ok.

Authorisation		
Authorised by:	Admin	
Authorisation:	Approved 💽	🔽 Finalised
	Incomplete booking Awaiting decision	
	Declined	
	Approved	



Absence and holidays on the 'To-Do' list

1. A number of Absence Management 'To-Do' list items may appear on your 'To-Do' list dependant on how the timeware® system has been configured.





the 'To-Do' list

- 2. The three absence and holiday agenda items covered in this module are;
 - a. Awaiting decision
 - b. Require finalisation
 - c. Return to work interview



3. Awaiting a decision. This 'To-Do' List item highlights complete absence/holiday requests that have not yet been approved or finalised by a manager.



Clicking on the agenda link takes the user to the personnel absence/holiday selection screen.

	Note: 4	hsenr	e cal	endar	onlu c	fisnlau	s anns	oved ab	sence	e															Abs	ence	Peas	-
-Calendar			Jan	uary 3	2021		- opp			Febr	uary	2021			1		Ма	rch 2	021			1		Ar	ril 20)21		
Entitlements	м	т	v	т	F	s	s	м	т	v	т	F	s	s	м	т	v	т	F	s	\$	м	т	w	т	F	\$	
	28	65	30	31	1	8	3								1	s	3	4	5	6	7				1	8	3	
	4	5	6	7	8	э	10	1	2	з	4	5	6	7	8	э	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	15	20	21	88	23	24	в	16	π	18	15	50	21	22	23	24	8	26	27	28	19	20	21	55	23	24	
	25	26	27	20	23	30	31	22	23	24	25	26	27	20	23	30	31					26	27	28	23	30		
			M	ay 20	121					Ju	ne 20	321					Ju	ly 20	21					Aug	ust 2	2021		1
	м	т	v	т	F	\$	\$	м	т	v	т	F	s	\$	м	т	v	т	F	\$	s	м	т	w	т	F	\$	
						1	5		1	5	3	4	5	6				1	5	3	4							
	э	4	5	6	1	8	9	7	8	9	10	- 11	12	13	5	6	7	8	э	10	11	2	з	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	э	10	#	12	13	14	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	86	27	88	59	30	28	59	30					26	81	88	59	30	31		23	24	85	26	87	88	
	31																					30	31					
		5	Septe	embe	i 202	1		1		Octo	ober 3	2021				1	Nove	mber	202	1			1	Dece	mber	202	1	
	M	т	×	т	F	\$	\$	м	т	v	т	F	\$	\$	м	т	v	т	F	\$	\$	м	т	w	т	F	\$	
	_		1	2	3	4	5					1	2	3	1	2	3	4	5	6	1			1	2	3	4	
	6	1	8	9	10	11	15	4	5	6	1	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	
	13	14	15	16	17	10	19	11	12	13	14	15	16	17	15	16	17	18	13	20	21	13	14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	59	30				25	88	81	28	59	30	31	59	30						51	28	59	30	31	1	
																						3	4	5	6	7	8	

Selecting an person's absence/holiday, enables the user to modify the authorisation details to either Approved or Declined. Click <Ok> to return to the personnel absence/holiday selection screen.





4. Require finalisation. Note that this option is mostly used where two step authorisation is required i.e. a line manager says it is fine to take but HR get the final say.

Section 2014 Secti

Clicking on the 'To-Do' List link takes the user to the personnel absence/holiday selection screen.

Absences - F	ilter: 'All' AND 'No	n-Finalised'				—	
Timeframe Δ							
Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Cancellatio
🗖 Past (1 item)							
1	1	Dave	Webb	Webb,Dave		1 Employee	No
•							Þ
<u>C</u> lose							

Selecting a personnel absence/holiday enables the user to modify the authorisation details to Finalised. Click <Ok> to return to the employee absence/holiday selection screen.





5. Require return to work interview. This agenda item highlights any absence spells that have exceeded the return to work interview limit specified in the appropriate absence reason.



Clicking on the 'To-Do' List link takes the user to the personnel return to work interview selection screen.

imeframe Δ						
Employee ID	Payroll	First Name	Last Name	Known As Bac	ige Employee Status	Cancellat
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
1	1	Dave	Webb	Webb,Dave	1 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
16	16	Denise	Page	Page,Denise	16 Employee	No
16	16	Denise	Page	Page,Denise	16 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
20	20	Ronald	Gibbons	Gibbons,Ronald	20 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
2	2	Michael	Coope	Coope,Michael	2 Employee	No
14	14	William	Kennerdy	Kennerdy,William	14 Employee	No
4	14	William	Kennerdv	Kennerdv.William	14 Employee	No

Selecting a personnel return to work incident enables the user to record the points discussed in the actual return to work interview. Click <Ok> to return to the 'To-Do' List screen.

Absence booking - (An	ienu)		
Employee ID: 2	First name: Michael	Last name: Coope	
Options	Return to Work Interview (Optional)	Information
Caller Information	Enter the date, time and the pers	on who carried out interview.	😻 Bradford Factor
Return to Work	General interview information	on (optional)	Absence Period: Thu 10 Dec 2020 - Thu 09 Dec 2021
Interview Notepad	Date and time of interview?	Thu 09 Dec 2021 💌 09:00	Dave: 0
	Who carried out interview?	Admin 💌	Score: 0
	Has return to work interview	[™] ⊙ No ⊂ Yes	😻 12 Month Rolling Absence
	Deen conducted ?		Absence Period: Thu 10 Dec 2020 - Thu 09 Dec 2021
	Discussed on going medic	alissues	Taken His And Mis: 0:00
			Hospital Appointment [Paid]
			Authorised by: System
			Memo:
			Public Memo:
			Vactical Absences
			E 😻 Declined Absence Requests
			(i) No Information
			L
<u>C</u> ancel			<u>0</u> k



Viewing a person's absence and holiday entitlement

1. Click on the Absence Management Quick Link.





2. The Absence Management screen appears at the record last viewed by the user

yee ID: 2	F	irst na	me: I	Micha	el				Last r	name:	Coop	e					0	0	60	Ð								
ption	Note: A	bsenc	ce cal	endar	only c	lisplay	is appi	roved ab	sence	es.															Abs	ence	Reas	sor
Calendar			Jan	uary i	2021					Febr	uary	2021					Ma	rch 2	021					Ap	oril 20	021		
Entitlements	м	т	¥	т	F	\$	s	м	т	W	т	F	\$	s	м	т	W	т	F	\$	s	м	т	v	т	F	s	
	28	29	30	31	1	2	з								1	2	з	4	5	6	7				1	2	3	
	4	5	6	1	8	э	10	1	2	3	4	5	6	۲	8	э	10	11	12	13	14	5	6	۲	8	э	10	
	11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	13	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31					26	27	28	29	30		
			M	ay 20	21					Ju	ne 21	021					Ju	ly 20	21					Aug	just 2	2021		
	м	т	v	т	F	s	s	м	т	٧	т	F	s	\$	м	т	٧	т	F	s	s	м	т	v	т	F	s	
						1	5		1	2	3	4	5	6				1	2	3	4							
	3	4	5	6	7	8	э	1	8	э	10	11	12	13	5	6	7	8	э	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	
	17	18	19	20	21	55	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	26	27	28	23	30	28	23	30					26	27	28	23	30	31		23	24	25	26	27	28	
	31																					30	31					
		5	Septe	embe	202	1				Octo	ober	2021				l	Nove	mber	202	1			l	Dece	mbe	r 202	1	
	M	т	v	т	F	s	s	м	т	W	т	F	\$	\$	м	т	W	т	F	s	s	м	т	v	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	
	6	7	8	9	10	11	12	4	5	6	7	8	э	10	8	э	10	11	12	13	14	6	7	8	9	10	11	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	23	30				25	26	27	28	29	30	31	23	30						27	28	29	30	31	1	
																						3	4	5	6	7	8	



3. Click <Find> and search for the person whose entitlements you wish to view.

<u>Find [</u>	<u>R</u> efresh <u>P</u> rev	/iew <u>C</u> lo	se			
	Find: Abse	nce Management			— [⊐ ×
	Search for: Search through: Search type:	Employee ID Contains	•	00	0	
	Drag a column k	neader here to group	by that column.			1
	Employee ID Δ	Payroll	First Name	Last Name	Known As	Emplo
		11	Dave	Webb	Webb,Dave	Emplo
		2 2	Michael	Сооре	Coope,Michael	Emplo
		33	Simon	Birchall	Birchall,Simon	Emplo
		4 4	Matt	Wilkinson	Wilkinson,Matt	Emplo
		55	Liz	Broadhurst	Broadhurst,Liz	Emplo
		5 5 6 6	Liz George	Broadhurst Zelem	Broadhurst,Liz Zelem,George	Emplo Emplo
		55 66 77	Liz George Lesley	Broadhurst Zelem Wilkinson	Broadhurst,Liz Zelem,George Wilkinson,Lesley	Emplo Emplo Emplo
		5 5 6 6 7 7 8 8	Liz George Lesley Phillip	Broadhurst Zelem Wilkinson Briggs	Broadhurst,Liz Zelem,George Wilkinson,Lesley Briggs,Phillip	Emplo Emplo Emplo Emplo

4. The person's absence calendar will appear.

loyee ID: 1	F	irst na	me: (Dave					Last r	name:	Web	Ь						0	6)								
Option	Note: A	.bsenc	e cal	endar	only c	display	is appri	oved ab	sence	s.															Abs	ence	Reas	on
Calendar			Jan	uary	2021					Febr	uary	2021					Mai	rch 2	021					Ap	ril 20)21		
Entitlements	м	т	W	т	F	s	s	м	т	V	т	F	s	s	м	т	v	т	F	s	s	м	т	V	т	F	s	
	28	23	30	31	1	2	3								1	2	3	4	5	6	7				1	2	3	
	4	5	6	7	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	э	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31					26	27	28	23	30		
			Ma	ay 20	21					Ju	ne 21	021					Ju	ly 20	21					Aug	just 2	2021		
	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	
						1	2		1	2	3	4	5	6				1	2	3	4							
	3	4	5	6	7	8	э	7	8	9	10	- 11	12	13	5	6	7	8	э	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	э	10	11	12	13	14	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	
	31																					30	31					
		S	Septe	embe	r 202	1				Octo	ober	2021					Nove	mber	202	1				Dece	mber	202	1	
	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	s	м	т	W	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	
	6	7	8	э	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	- 14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	

Next, click on Entitlements.





5. The screen will then change to display the person's absence and holiday entitlements.

Absence Manageme	ent				– 🗆 X
Employee ID: 2	First name:	Michael	Last name: Coope	• 9 0 🕞 🔀	
	Absence Entitle	ment			
Calendar	Entitlement policy:	20 Days Holiday		•	
Entitlements	Absence period:	From	To	Year Service	
		Fri 01 January 2021		13	
		Wed 01 January 2020	Thu 31 December 2020	12	
		Tue 01 January 2019	Tue 31 December 2019	3	
		Mon 01 January 2018	Mon 31 December 2018	2	
		Sun 01 January 2017	Sun 31 December 2017	1	
		Fri 01 January 2016	Sat 31 December 2016	0	
		Mon 24 August 2015	Thu 31 December 2015	0	
	Category:	Holiday	•		
		Dau			
	Period allowance:	20,			
	Allowance:	20			
	Carry over:	0			
	Credit	0	•		
	Total entitlement:	20	•		
	Absonso worked (r	rofundad): 0	•		
	Absence Wolkeu (i	erundedj. 0	*		
	Absence planned:	12	×		
	Absence plannea.	15	•		
	Remaining entitlem	ient: 7			
· .					
<u>Find</u> <u>R</u> efres	h <u>P</u> review	Close			
I ◀ Record 2 of 91					► H

Any of the ten categories can be displayed

6. Click <Close> to leave Absence Management.





Awarding an absence entitlement credit in days and hours

1. Click on the Absence Management Quick Link.





2. The Absence Management screen appears at the person last viewed by the user

yee ID: 2	F	irst na	me: I	Micha	el				Last r	name:	Coop	be					0	0	6(Ð								
ption	Note: A	bsend	e cal	endar	only c	lisplaş	is appr	oved ab	sence	s.															Abs	ence	Reas	on
Calendar			Jan	uary	2021					Febr	uary	2021	l				Ma	ch 2	021					Ap	oril 20	021		
Entitlements	м	т	¥	т	F	\$	s	м	т	W	т	F	\$	s	м	т	W	т	F	\$	s	м	т	¥	т	F	\$	
	28	29	30	31	1	2	3								1	2	з	4	5	6	7				1	2	3	
	4	5	6	1	8	э	10	1	2	3	4	5	6	7	8	э	10	11	12	13	14	5	6	7	8	э	10	
	11	12	13	14	15	16	17	8	э	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	
	25	26	27	28	29	30	31	22	23	24	25	26	27	28	23	30	31					26	27	28	29	30		
			M	ay 20	121					Ju	ne 21	021					Ju	ly 20	21					Aug	just 2	2021		
	м	т	٧	т	F	s	s	м	т	v	т	F	s	s	м	т	w	т	F	s	s	м	т	v	т	F	s	
						1	2		1	2	3	4	5	6				1	2	3	4							
	3	4	5	6	7	8	э	1	8	э	10	11	12	13	5	6	7	8	э	10	11	2	3	4	5	6	7	
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	
	17	18	19	20	21	55	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	
	24	25	26	27	28	29	30	28	23	30					26	27	28	23	30	31		23	24	25	26	27	28	
	31																					30	31					
		5	Septe	embe	r 202	1				Octo	ober	2021					Nove	mber	202	1			l	Dece	mber	r 202	1	
	M	т	v	т	٢	\$	s	м	т	٧	т	F	s	\$	м	т	٧	т	F	s	\$	м	т	v	т	F	s	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	۲			1	2	3	4	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	
	13	14	15	16	17	18	13	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	
	27	28	23	30				25	26	27	28	29	30	31	23	30						27	28	29	30	31	1	
																						3	4	5	6	7	8	



3. Click <Find> and search for the person whose entitlements you wish to view.

<u>F</u> ind	<u>R</u> efresh	Preview	<u>C</u> lose		
					~
Find: Abse	nce Management			— L	×
Search for:				00	
Search through:	Employee ID	•			
Search type:	Contains	-			
Drag a column h	neader here to group b	by that column.			
Drag a column ŀ Employee ID ∆	neader here to group b Payroll	by that column. First Name	Last Name	Known As	Emplo
Drag a column h Employee ID ∆	neader here to group b Payroll 1 1	by that column. First Name Dave	Last Name Webb	Known As Webb,Dave	Emplo
Drag a column ł Employee ID ∆	Payroll Payroll 1 1 2 2	by that column. First Name Dave Michael	Last Name Webb Coope	Known As Webb,Dave Coope,Michael	Emplo Emplo Emplo
Drag a column ł Employee ID Δ	Payroll Payroll 11 22 33	First Name First Name Dave Michael Simon	Last Name Webb Coope Birchall	Known As Webb,Dave Coope,Michael Birchall,Simon	Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	neader here to group b Payroll 1 1 2 2 3 3 4 4	y that column. First Name Dave Michael Simon Matt	Last Name Webb Coope Birchall Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt	Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5	wy that column. First Name Dave Michael Simon Matt Liz	Last Name Webb Coope Birchall Wilkinson Broadhurst	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz	Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID ∆	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6	wy that column. First Name Dave Michael Simon Matt Liz George	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George	Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7	y that column. First Name Dave Michael Simon Matt Liz George Lesley	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley	Emplo Emplo Emplo Emplo Emplo Emplo Emplo
Drag a column h Employee ID Δ	Payroll Payroll 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8	y that column. First Name Dave Michael Simon Matt Liz George Lesley Phillip	Last Name Webb Coope Birchall Wilkinson Broadhurst Zelem Wilkinson Briggs	Known As Webb,Dave Coope,Michael Birchall,Simon Wilkinson,Matt Broadhurst,Liz Zelem,George Wilkinson,Lesley Briggs,Phillip	Emplo Emplo Emplo Emplo Emplo Emplo Emplo Emplo

4. The person's absence calendar will appear.





5. To award an absence entitlement credit, <Right-click> on the required date and select <New>, Absence entitlement credit.

C	Ab	sence.						New
G	Ab	sence	entitler	nent	credi	t 🕻	3	Amend
21					Nove	mber	2	Delete
F	s	s	м	т	W	т		View details
	2	3	1	2	3	4	1	Filter
	э	10	8	э	10	11		Absence statistics for 'Michael Coope' on 'Fri 23/07/2021'
5	16	17	15	16	17	18		Absence list for 'Michael Coope', 'January 2021 onwards'
2	23	24	22	23	24	25	é	Absence entitlement credits for 'Michael Coope', 'January 2021 onwards'
9	30	31	29	30			6	Planner for 'Michael Coope' on 'Fri 23/07/2021'
							-	Attendance adjustment for 'Michael Coope' on 'Fri 23/07/2021'
							(<u>GPS Tracking for 'Michael Coope' on 'Fri 23/07/2021'</u>

6. Next, the Absence Entitlement credit form will appear.

Absence Entitlement Credit - (New)	Absence Entitlement Credit - (New) X
Overview For a credit to be calculated it must be approved and finalised.	Overview For a credit to be calculated it must be approved and finalised.
Settings	Settings
Date: 23/07/2021	Date: Fri 23 Jul 2021 💌
Category: Holiday	Category: Holiday
Credit: 1.00 (day)	Credit: 11:00 (hour and minute)
Memo:	Memo:
	,
Authorisation	Authorisation
Authorised by:	Authorised by:
Authorisation status: C Awaiting decision Finalised	Authorisation status: C Awaiting decision Finalised Approved Declined
<u>Cancel</u>	<u>C</u> ancel <u>U</u> pdate

Simply select the date and absence category along with the amount of credit to be awarded. The memo field is optional but it is recommended that a reason for the credit is described within.

Depending on how your system is configured will depend on if the credit is in days or in hours.

Finally, select <Update> to save the credit.



Adding a block booking

1. Click on Wizards, then Absence Block Booking Wizard.





2. Press Next until you reach employee range. Select the range of employees you want to create the block booking for. This can be everyone, groupings or individuals.

Absence Block Booking Wizar	i -
	Employee Selection You must first select a range of employee's for the absence block booking. Select employee range Range: Everyone
Help	< Back Next > Finish Cancel



3. Once a range is selected, press Next, then select the absence to be taken, and the dates from and to.

Absence Block Booking Wizar	d
	General Absence Details Select the absence to be taken and the date range. Use the statistics link to display information that may influence your absence booking. General information Absence to be taken? Bank Holiday [Paid] Take absence from? Fri 06 0 ct 2023 ▼ up to? 06/10/2023 ▼
Help	< Back Next > Finish Cancel

4. The next fields are optional, click next and finish.

Please note, block bookings can take up to three hours to be input. Do not be alarmed if it does not appear immediately and do not attempt to add it again. You could end up with multiple block bookings!



Removing a block booking

1. Click on Tables, then Company, then Absence, then Absence Block Booking





2. You will be presented with all the block bookings ever made on your system.

Absence Block	Bookings					_		\times
Overview This screen displays appropriate option. P booking being entere	a list of absence block lease note that block b d until the absence ge	bookings. These may be viewe ookings are handled by the 'Sys tting inserted against an employ	d, amended or deleted by right (tem Maintenance' event within ee.	clicking on the selecte the Event Handler, so	d block book there could l	ing and choosing be a delay from th) the ie block	
Drag a column hea	der here to group by th	at column.						^
Absence From Δ	Absence To	Absence	Authorisation	Authorised By	Finalised	Awaiting Deleti	on Handi	ec
Mon 22/04/2019	Mon 22/04/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Mon 06/05/2019	Mon 06/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Mon 27/05/2019	Mon 27/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Mon 26/08/2019	Mon 26/08/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Wed 25/12/2019	Wed 25/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Thu 26/12/2019	Thu 26/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Fri 27/12/2019	Fri 27/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes	
Mon 30/12/2019	Mon 30/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes	
Tue 31/12/2019	Tue 31/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes	
Mon 09/05/2022	Thu 19/05/2022	Holiday Full Day	Approved	Admin	True	No	Yes	
Tue 13/09/2022	Tue 13/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Tue 20/09/2022	Tue 20/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Mon 10/04/2023	Mon 10/04/2023	Bank Holiday [Paid]	Approved	Admin	True	No	Yes	
Fri 05/05/2023	Fri 05/05/2023	College Full Day [Paid]	Approved	Admin	True	No	Yes	
4								
							-	-
<u>C</u> lose								



3. Once you find the block booking you wish to remove, right click on it and delete. It will add a red strikethrough to the row.

Absence Block	Bookings					_	
verview his screen displays ppropriate option. P ooking being entere	a list of absence block lease note that block b d until the absence ge	bookings. These may be viewed, ookings are handled by the 'Syster tting inserted against an employee.	amended or deleted by right m Maintenance' event within	clicking on the selecte the Event Handler, so	d block book there could t	ing and choosing be a delay from th	g the ne block
Drag a column hea	der here to group by th	lahanna	Authorization	Authorized Du	Cinalized	Austine Deleti	an II an dia
Mon 22/04/2019	Mon 22/04/2019	Rapk Holidau [Paid]	Autronsation	Admin	True	No.	Un Hanue Yes
don 06/05/2019	Mon 06/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
don 27/05/2019	Mon 27/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
4on 26/08/2019	Mon 26/08/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Ved 25/12/2019	Wed 25/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
hu 26/12/2019	Thu 26/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
ri 27/12/2019	Fri 27/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
ton 30/12/2019	Mon 30/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
ue 31/12/2019	Tue 31/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
4on 09/05/2022	Thu 19/05/2022	Holiday Full Day	Approved	Admin	True	No	Yes
ue 13/09/2022	Tue 13/09/2022	Bank Holiday [Paid]	Approved	Admin	True	Yes	Yes
ue 20/09/2022	Tue 20/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
fon 10/04/2023	Mon 10/04/2023	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
ri 05/05/2023	Fri 05/05/2023	College Full Day [Paid]	Approved	Admin	True	No	Yes
•				·			Þ
Close							

Please note that deleting a block booking much like adding one, takes up to three hours to remove. Do not be alarmed if the block bookings remain once you use the delete option !