

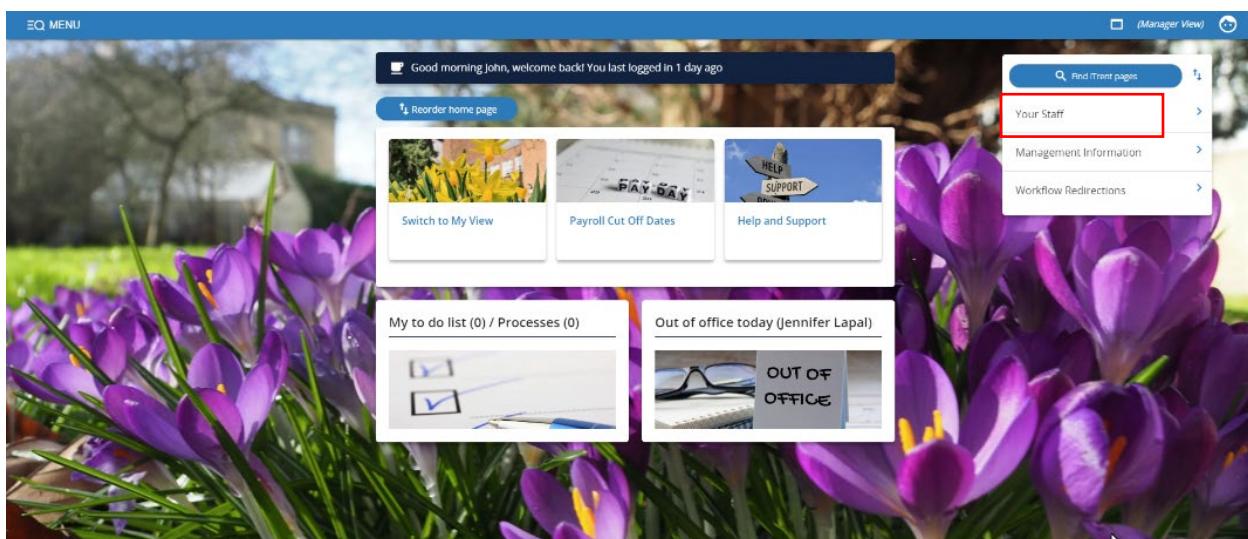
Manager View

Amending absences

There may be instances where a period of sickness or other absence requires amending.

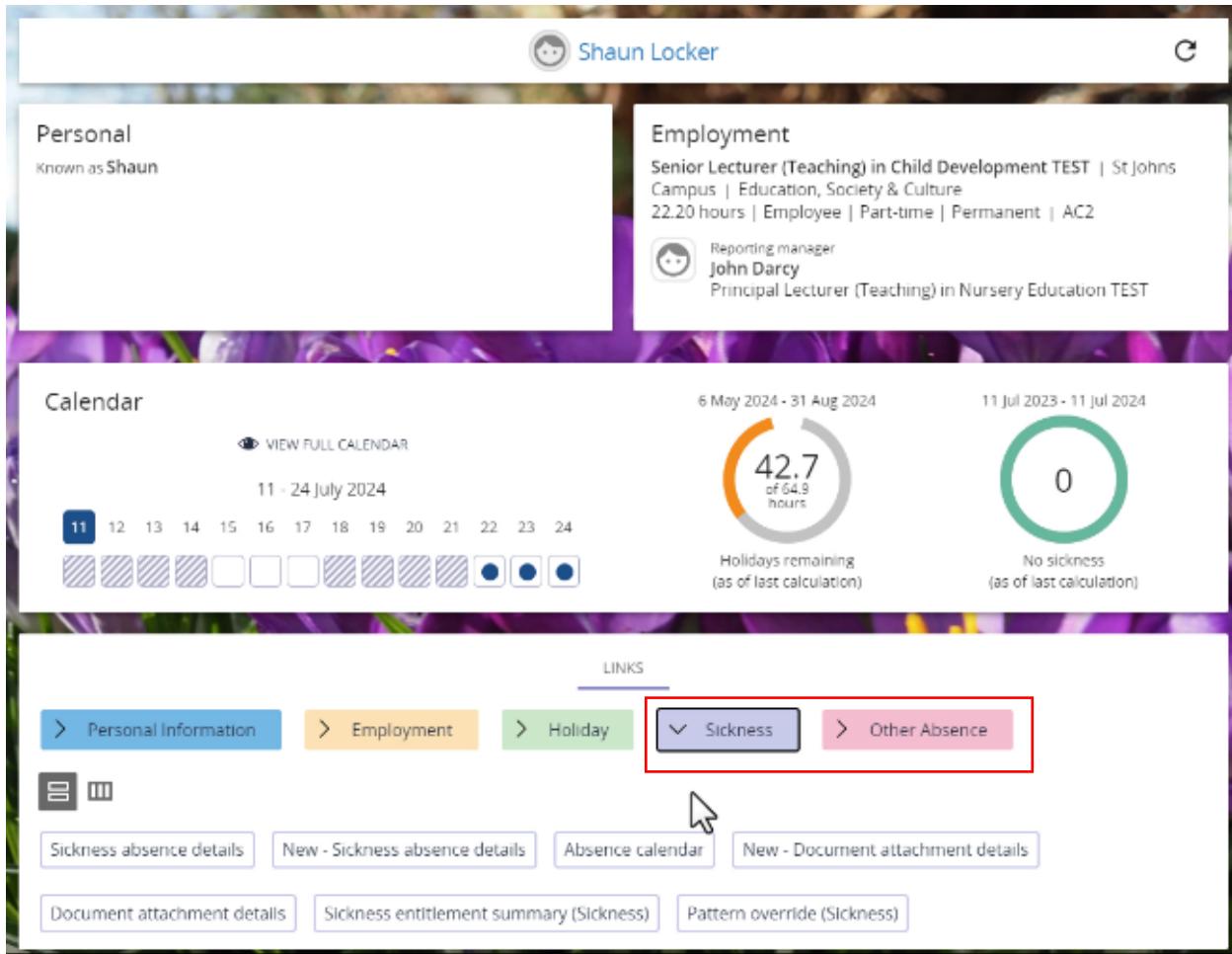
Line managers can do this in **Manager View**, as can **Team Administrators** and **HR Administrators**.

From the home screen select **Your Staff**.



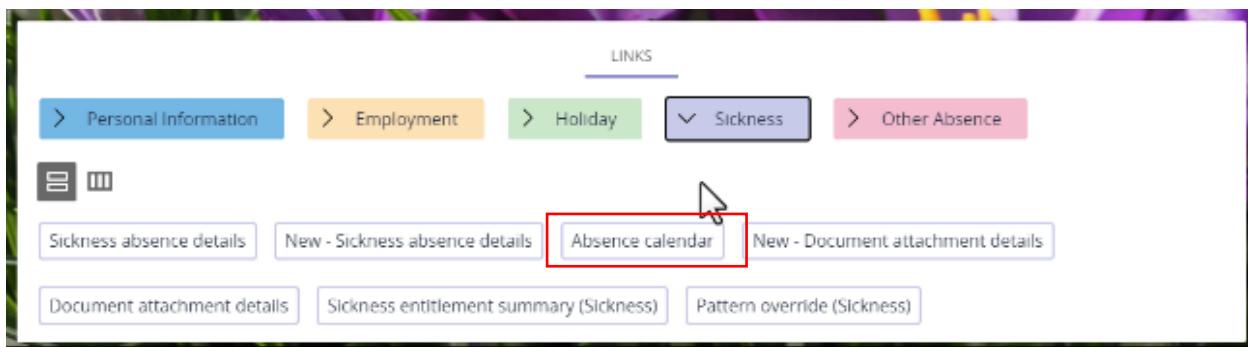
Find the relevant employee.

Select **Sickness** or **Other Absence**.



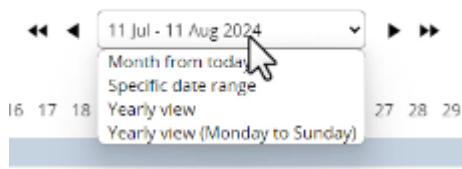
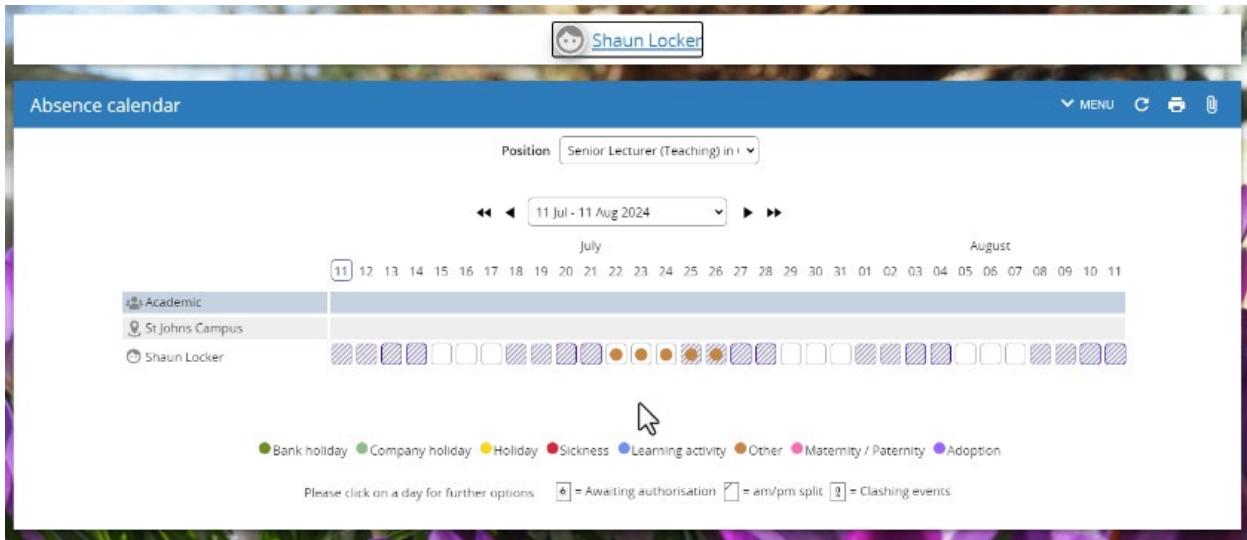
The screenshot shows the 'Shaun Locker' dashboard. The top navigation bar includes 'Personal' (Known as Shaun), 'Employment' (Senior Lecturer (Teaching) in Child Development TEST | St Johns Campus | Education, Society & Culture | 22.20 hours | Employee | Part-time | Permanent | AC2, Reporting manager John Darcy, Principal Lecturer (Teaching) in Nursery Education TEST), and a 'Calendar' section for 11-24 July 2024. The calendar shows 11 days with various icons. Below the calendar are two circular statistics: one orange circle showing 42.7 of 64.9 hours remaining, and a green circle showing 0 hours of sickness remaining. The 'LINKS' section at the bottom has buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness' (which is highlighted with a red box), and 'Other Absence'. Below these are several smaller buttons for 'Sickness absence details', 'New - Sickness absence details', 'Absence calendar' (which has a cursor arrow pointing to it), 'New - Document attachment details', 'Document attachment details', 'Sickness entitlement summary (Sickness)', and 'Pattern override (Sickness)'.

And select **Absence calendar**.



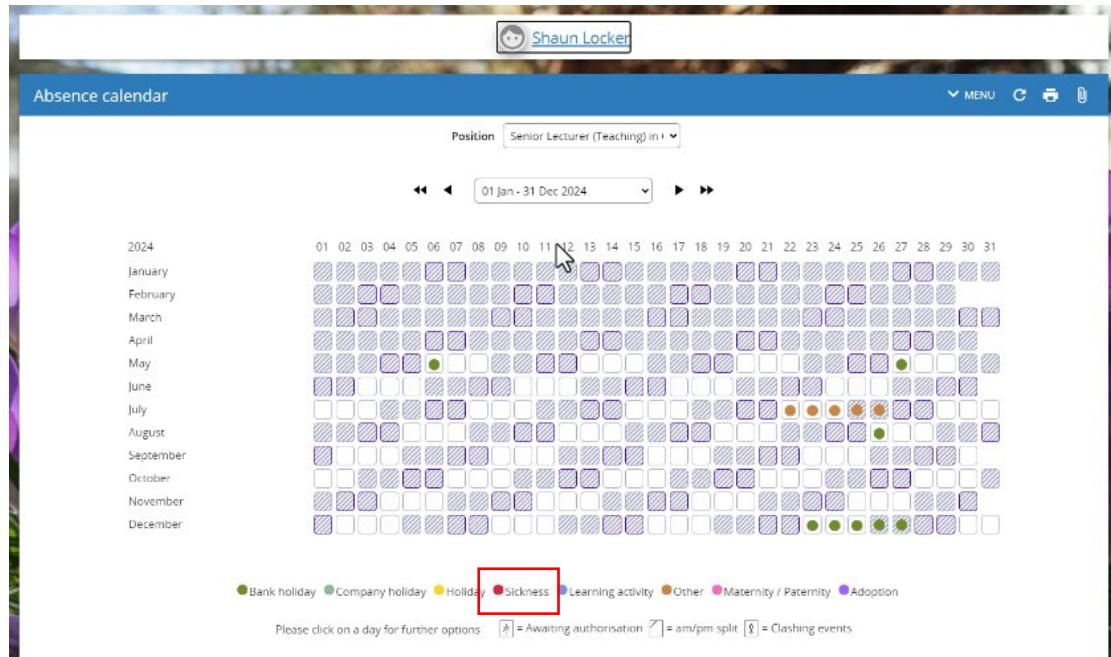
This screenshot is similar to the previous one, showing the 'Shaun Locker' dashboard. The 'LINKS' section at the bottom has buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Absence calendar' button is highlighted with a red box and has a cursor arrow pointing to it. Below these are several smaller buttons for 'Sickness absence details', 'New - Sickness absence details', 'Absence calendar' (which is highlighted with a red box), 'New - Document attachment details', 'Document attachment details', 'Sickness entitlement summary (Sickness)', and 'Pattern override (Sickness)'.

This will present you with the **Month from today** view of the employee's absences.



Using this drop down, you can select multiple views: **Month from today**, **Specific date range**, **Yearly view** and **Yearly view (Monday to Sunday)**.

In this example we will use **Yearly view**.



As per the key at the bottom of the page, for example sickness is represented by the red circles on the calendar.

Find the absence period that requires editing and select it.

This will take you through to the relevant absence details page for the type of absence selected.

Absence period

Absence period* More than one day

Absence start

Date* 22/07/2024

Type Full day

Absence end

Date 26/07/2024

Type Full day

Absence

Absence type* Other Paid

Absence reason* Study / Exam Leave

Position

Senior Lecturer (Teaching) in Child Development TEST (06/05/2024, Education, Society & Culture, John Darcy, TESTPOSN015) (Current)

Save Delete New

From here edits can be made as necessary.

Once these are done, select **Save** and the absence will be amended.

Position

Senior Lecturer (Teaching) in Child Development TEST (06/05/2024, Education, Society & Culture, John Darcy, TESTPOSN015) (Current)

Save Delete New

Once you have done this, the employee will be notified that the sickness or other absence has been amended for them.