

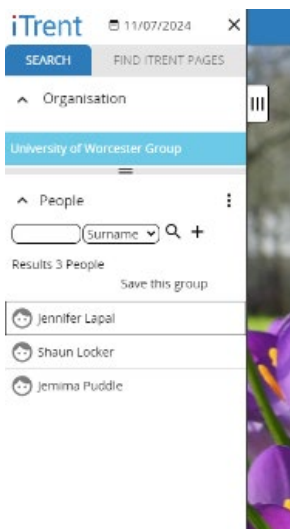
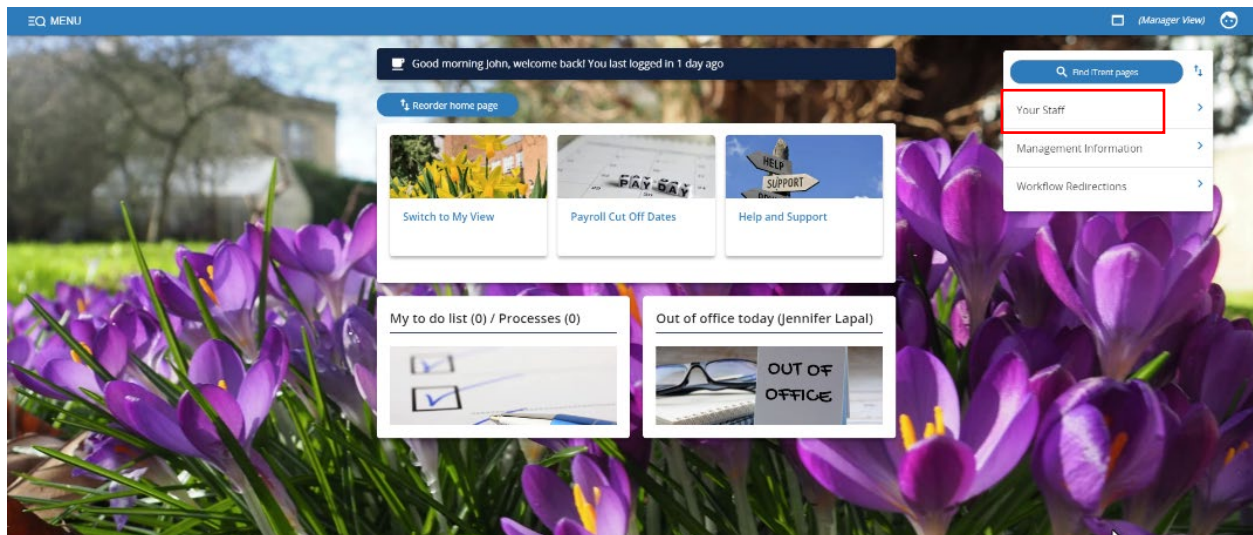
# Manager View

## 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.

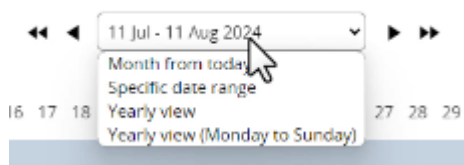
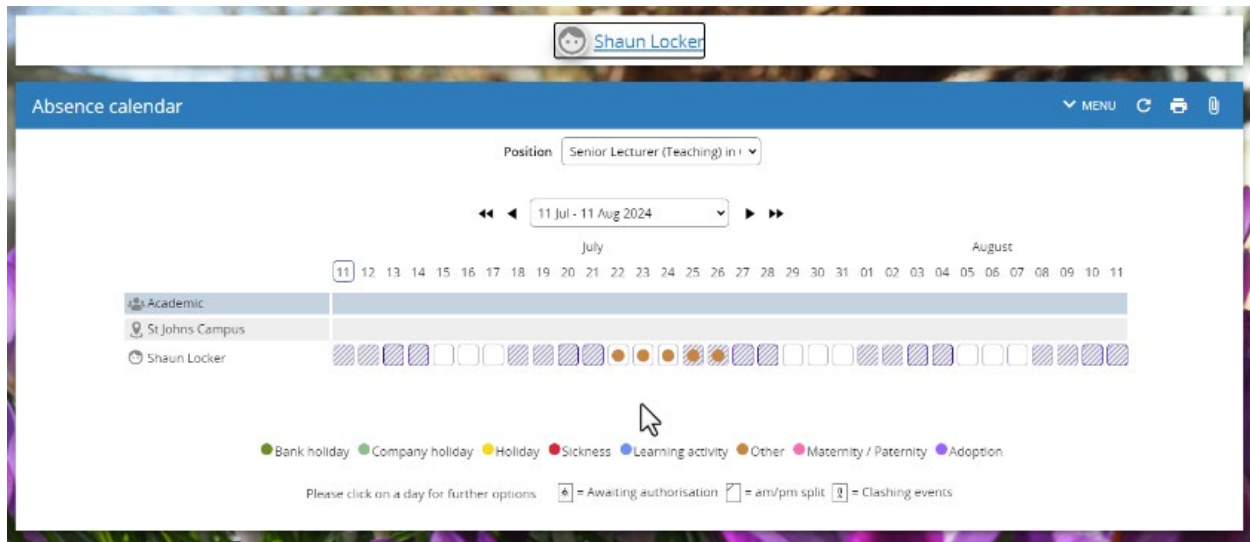
Select **Sickness** or **Other Absence**.

The screenshot shows the Shaun Locker user interface. At the top, the user's name 'Shaun Locker' is displayed. Below this, there are two main sections: 'Personal' and 'Employment'. The 'Personal' section shows 'Known as Shaun'. The 'Employment' section shows 'Senior Lecturer (Teaching) in Child Development TEST | St Johns Campus | Education, Society & Culture', '22.20 hours | Employee | Part-time | Permanent | AC2', and 'Reporting manager John Darcy Principal Lecturer (Teaching) in Nursery Education TEST'. Below these sections is a 'Calendar' section showing the date '11 - 24 July 2024' and a 'VIEW FULL CALENDAR' link. To the right of the calendar are two circular progress indicators: '42.7 of 64.9 hours' for 'Holidays remaining (as of last calculation)' and '0' for 'No sickness (as of last calculation)'. At the bottom, there is a 'LINKS' section with buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Sickness' and 'Other Absence' buttons are highlighted with a red box. Below the links section, there are several buttons for 'Sickness absence details', 'New - Sickness absence details', 'Absence calendar', 'New - Document attachment details', 'Document attachment details', 'Sickness entitlement summary (Sickness)', and 'Pattern override (Sickness)'. A mouse cursor is pointing at the 'Absence calendar' button.

And select **Absence calendar**.

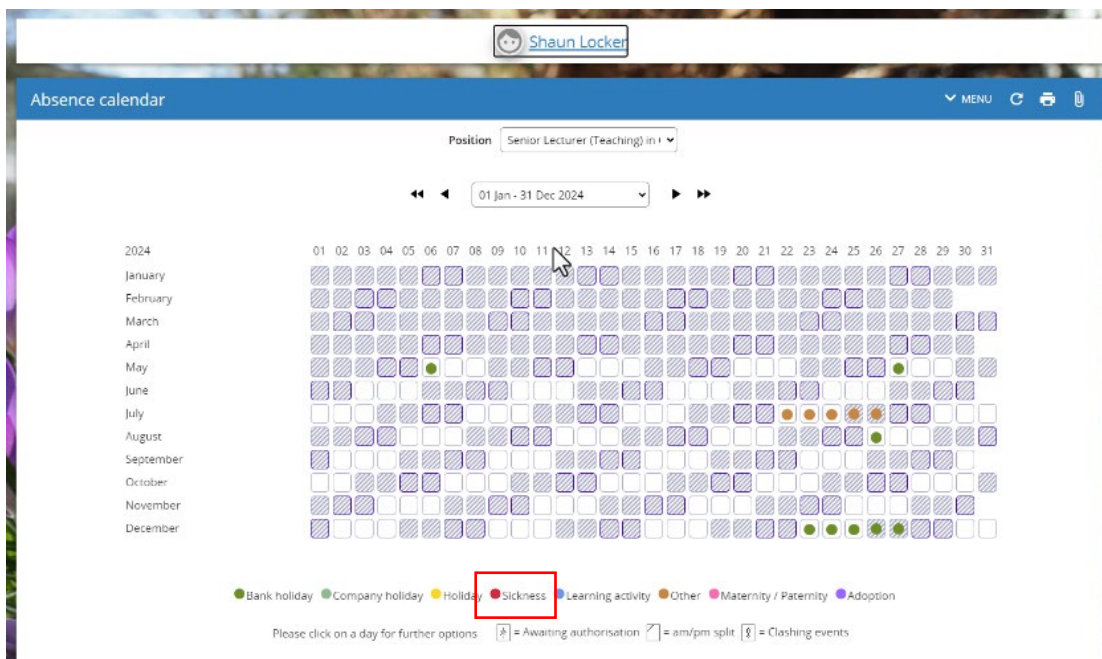
This screenshot is a closer view of the 'LINKS' section from the previous image. It shows the buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. Below these, there are buttons for 'Sickness absence details', 'New - Sickness absence details', 'Absence calendar', 'New - Document attachment details', 'Document attachment details', 'Sickness entitlement summary (Sickness)', and 'Pattern override (Sickness)'. The 'Absence calendar' button is highlighted with a red box, and a mouse cursor is pointing at it.

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 calendar Shaun Locker

Other absence details Shaun Locker

▼ MENU

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.