

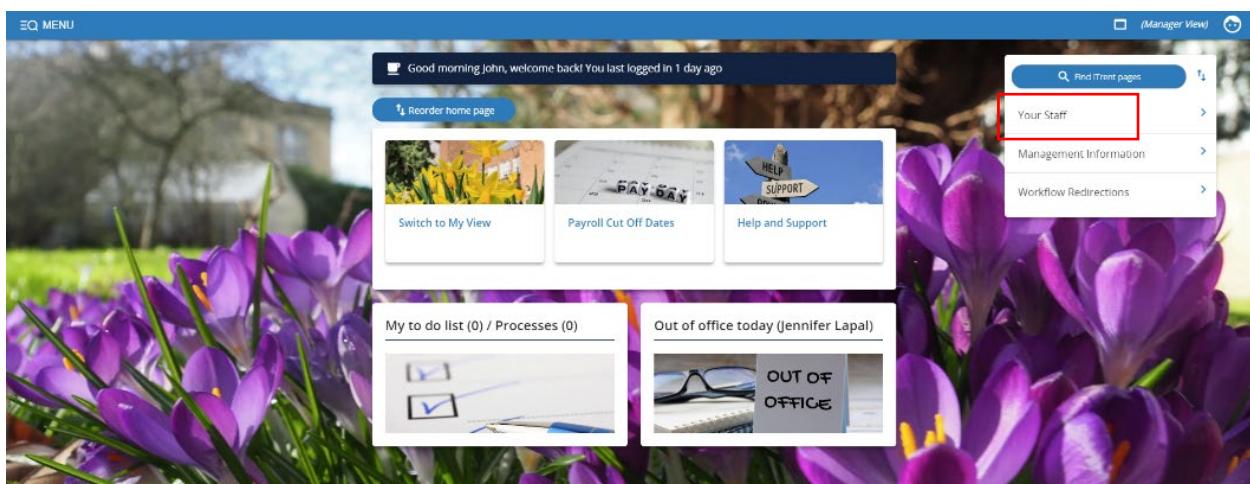
# Manager View

## Deleting absences

There may be instances where a period of sickness or other absence needs to be deleted.

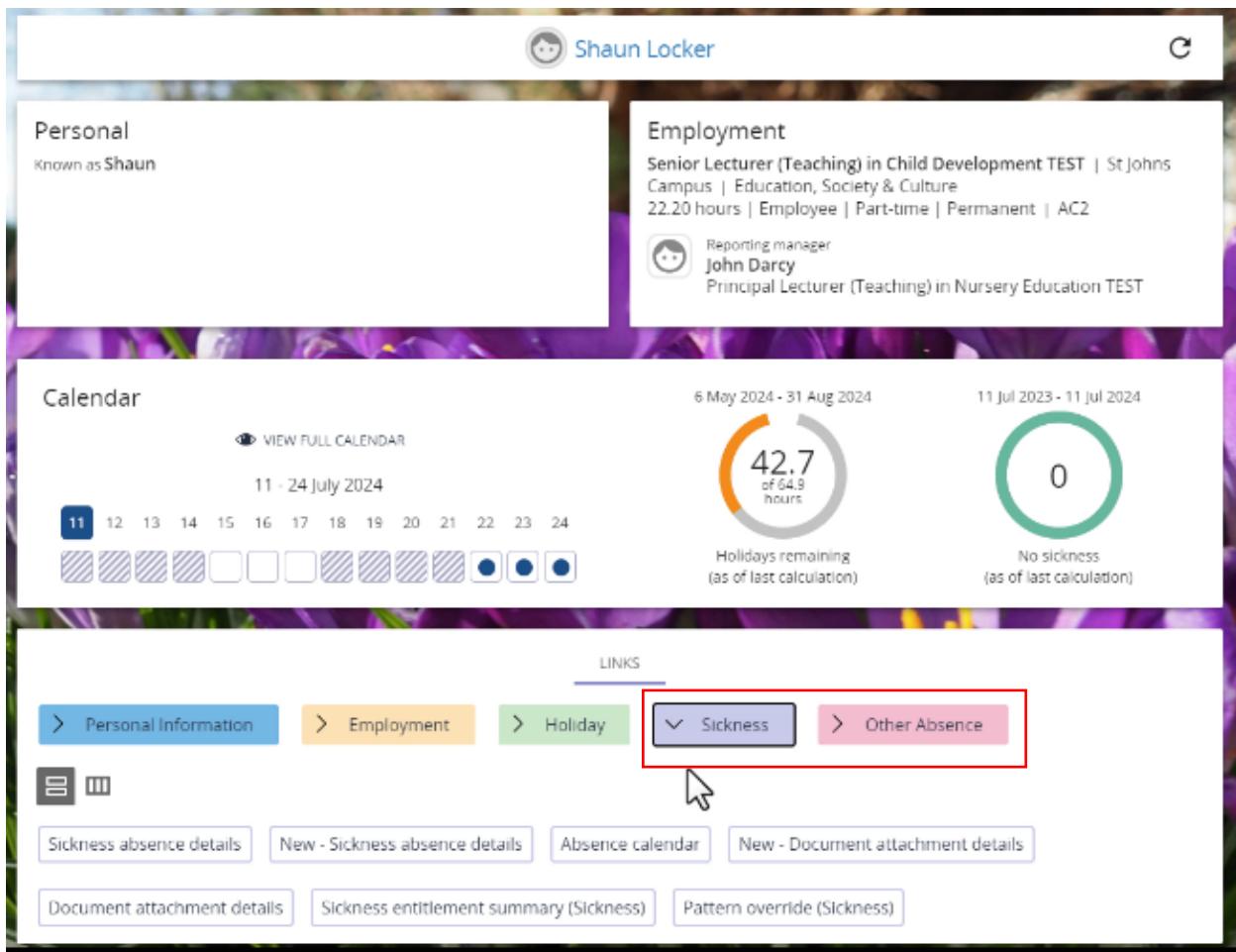
Line managers can do this in **Manager View**, as can **Team Administrators** and **HR Administrators**.

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



Find the relevant employee.

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



Shaun Locker

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

Calendar  
11 - 24 July 2024

6 May 2024 - 31 Aug 2024  
42.7 of 64.9 hours  
Holidays remaining (as of last calculation)

11 Jul 2023 - 11 Jul 2024  
0  
No sickness (as of last calculation)

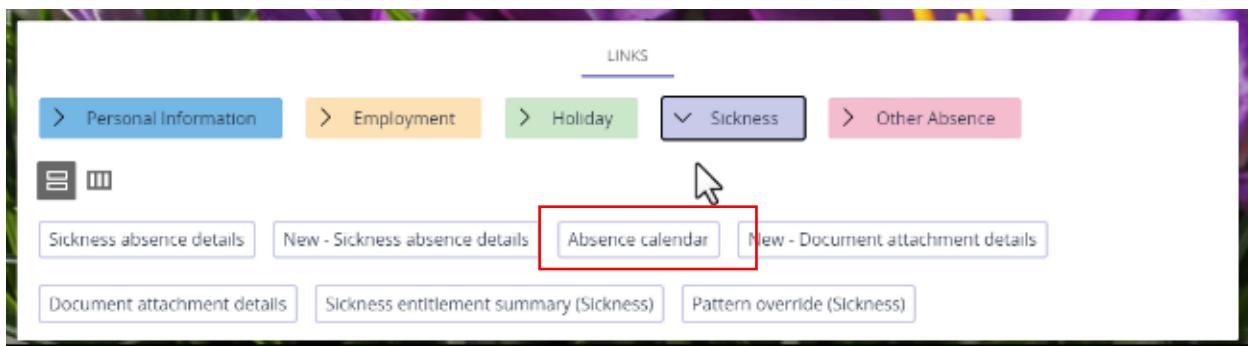
LINKS

> Personal Information > Employment > Holiday > **Sickness** > Other Absence

Sickness absence details New - Sickness absence details Absence calendar New - Document attachment details

Document attachment details Sickness entitlement summary (Sickness) Pattern override (Sickness)

And select **Absence calendar**.



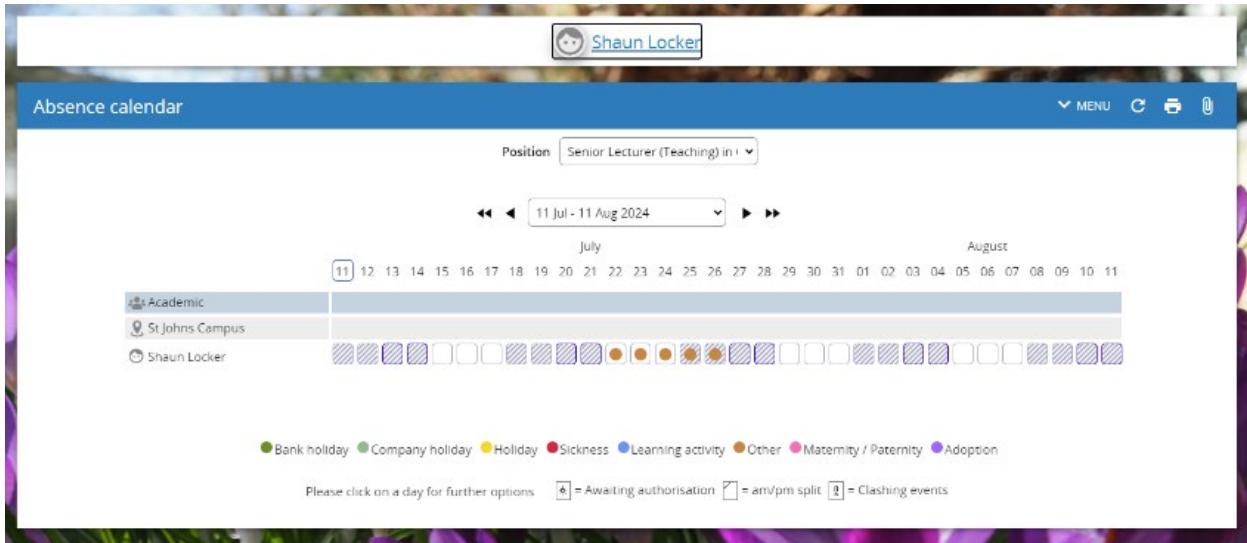
LINKS

> Personal Information > Employment > Holiday > Sickness > Other Absence

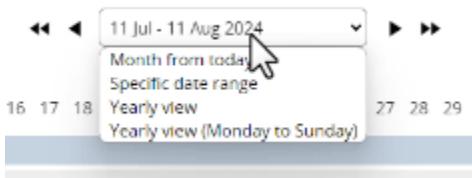
Sickness absence details New - Sickness absence details **Absence calendar** New - Document attachment details

Document attachment details Sickness entitlement summary (Sickness) Pattern override (Sickness)

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



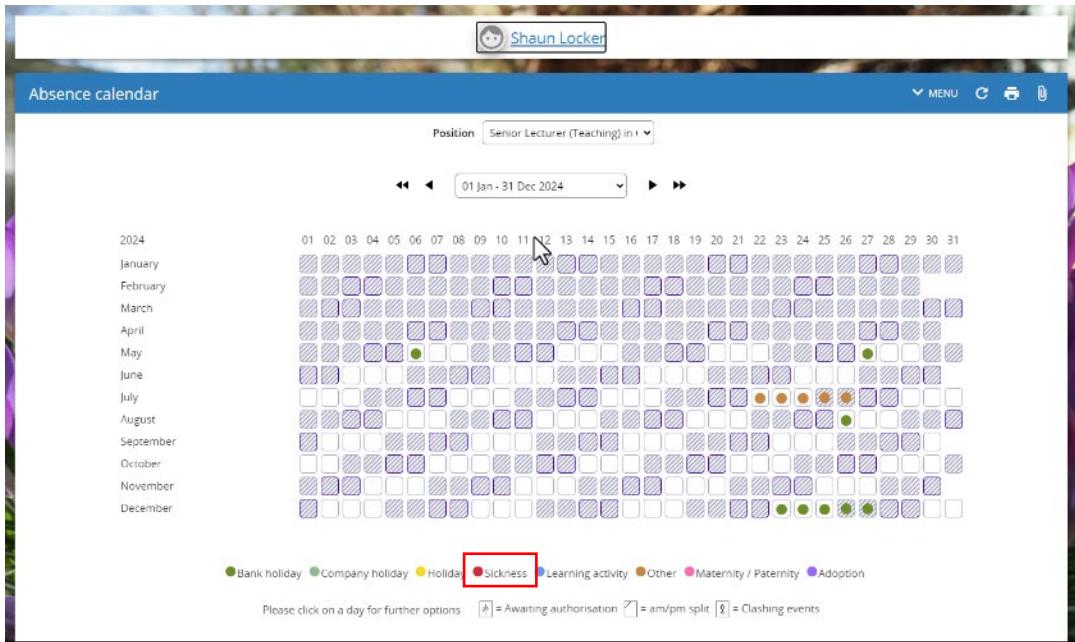
The screenshot shows the 'Absence calendar' interface. At the top, there is a user profile for 'Shaun Locker' and a 'Position' dropdown set to 'Senior Lecturer (Teaching) in ...'. Below this is a date range selector showing '11 Jul - 11 Aug 2024'. The calendar grid for July and August is displayed, with days from 11 to 31 of July, and 01 to 11 of August. The grid uses various colors to represent different absence types: blue for Academic, grey for St. John's Campus, and a mix of other colors for individual staff members. A legend at the bottom defines the colors: Bank holiday (green), Company holiday (light blue), Holiday (yellow), Sickness (red), Learning activity (light green), Other (orange), Maternity / Paternity (pink), and Adoption (purple). A note at the bottom says 'Please click on a day for further options'.



The screenshot shows the 'Absence calendar' interface with a dropdown menu open over the date range selector. The menu options are: 'Month from today' (which is selected and highlighted in blue), 'Specific date range', 'Yearly view', and 'Yearly view (Monday to Sunday)'. The calendar grid for July and August is visible in the background.

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**.

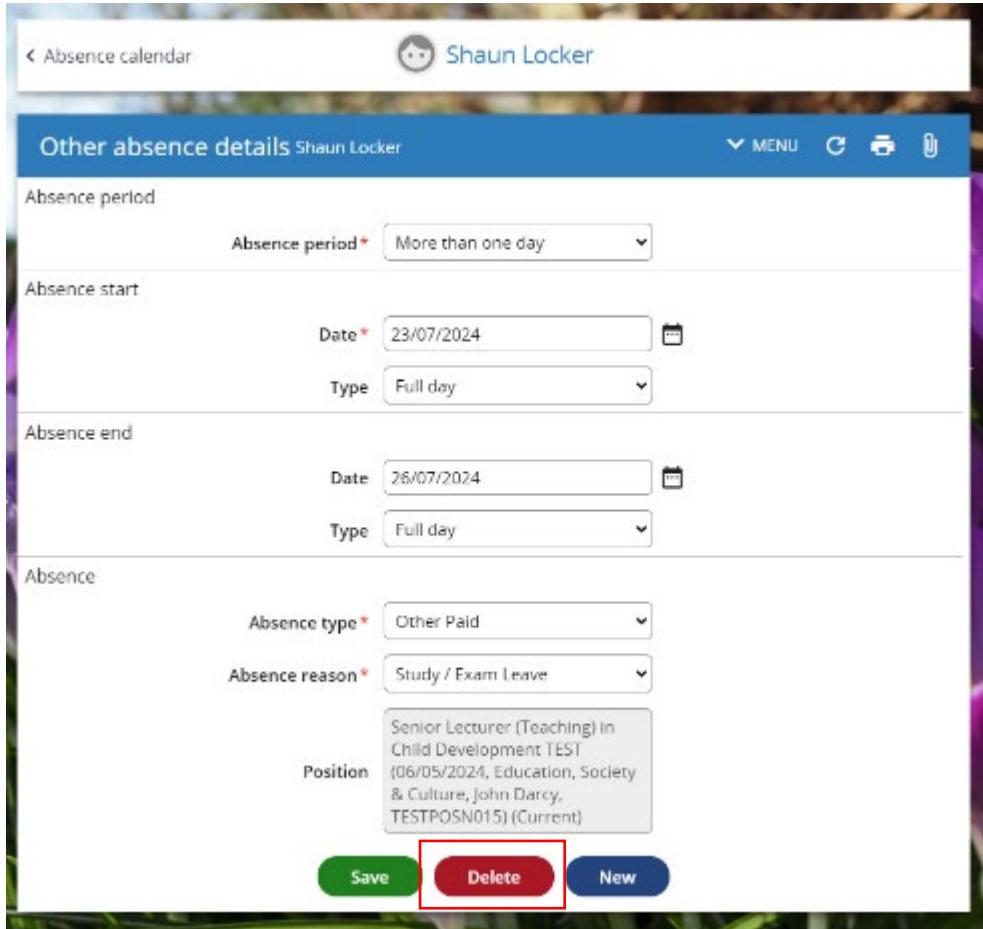


The screenshot shows the 'Absence calendar' interface with the 'Yearly view' selected. The date range selector shows '01 Jan - 31 Dec 2024'. The calendar grid for the entire year 2024 is displayed, with days from 01 to 31 of each month. The grid uses various colors to represent different absence types. A legend at the bottom defines the colors: Bank holiday (green), Company holiday (light blue), Holiday (yellow), Sickness (red), Learning activity (light green), Other (orange), Maternity / Paternity (pink), and Adoption (purple). A note at the bottom says 'Please click on a day for further options'.

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

Find the absence period that requires deleting and select it.

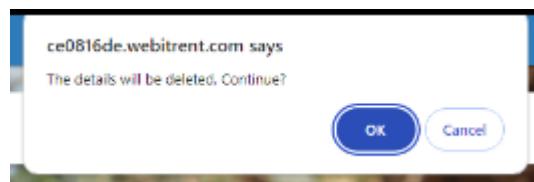
This will take you through to the relevant absence details page depending on the absence type selected.



The screenshot shows the 'Other absence details' page for an employee named Shaun Locker. The page is titled 'Other absence details' and shows the following fields:

- Absence period:** Set to 'More than one day'.
- Absence start:** Date is 23/07/2024, Type is 'Full day'.
- Absence end:** Date is 26/07/2024, Type is '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).
- Buttons:** Save, Delete (highlighted with a red box), and New.

From here simply click **Delete** and then **OK** in the dialogue box.



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