

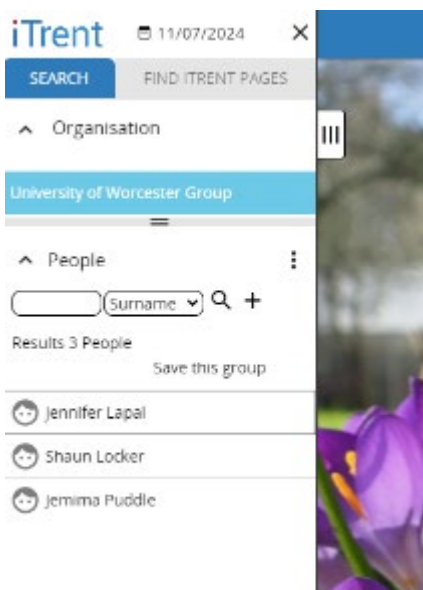
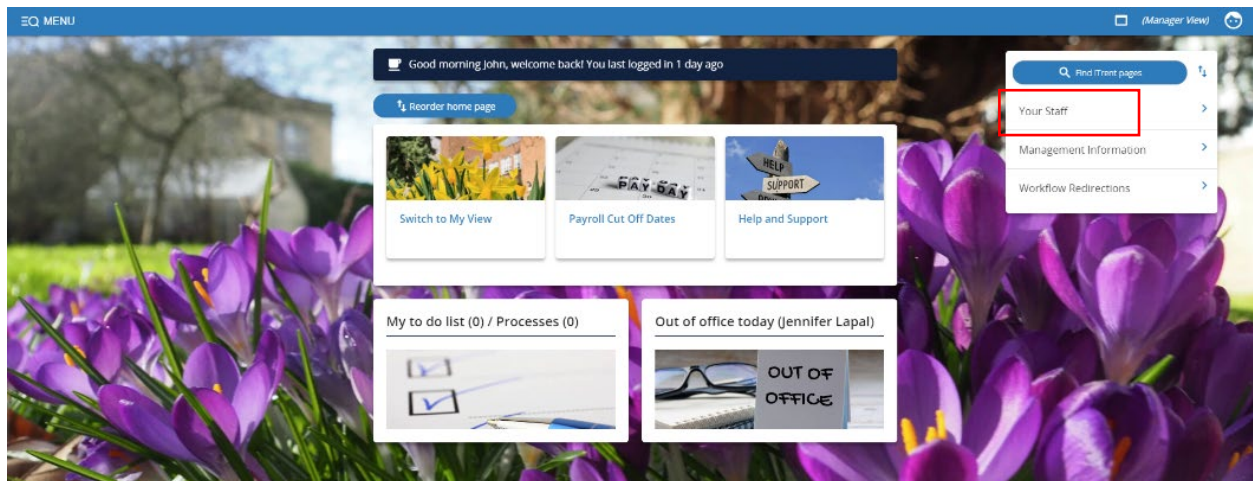
Manager View

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**.

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' (Known as Shaun) and 'Employment' (Senior Lecturer (Teaching) in Child Development TEST | St Johns Campus | Education, Society & Culture | 22.20 hours | Employee | Part-time | Permanent | AC2). The 'Employment' section also lists the reporting manager as John Darcy, Principal Lecturer (Teaching) in Nursery Education TEST.

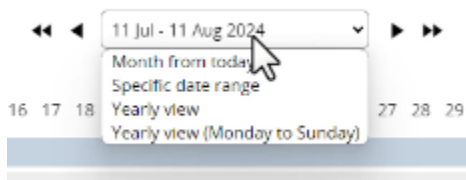
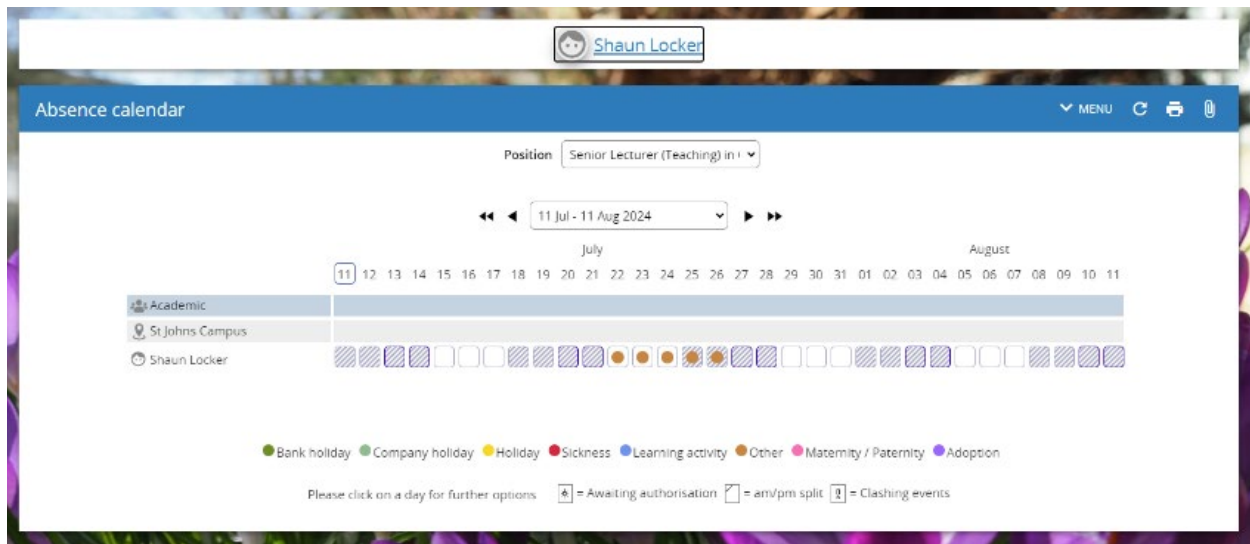
Below these sections is a 'Calendar' section for the period 11 - 24 July 2024. It includes a 'VIEW FULL CALENDAR' link and a calendar grid. To the right of the calendar are two circular progress indicators: 'Holidays remaining (as of last calculation)' at 42.7 of 64.9 hours, and 'No sickness (as of last calculation)' at 0.

At the bottom is a 'LINKS' section. It contains a row of buttons: '> Personal Information', '> Employment', '> Holiday', 'v Sickness', and '> Other Absence'. The 'Sickness' button is highlighted with a red box. Below this row are several other buttons: '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 'Sickness' button.

And select **Absence calendar**.

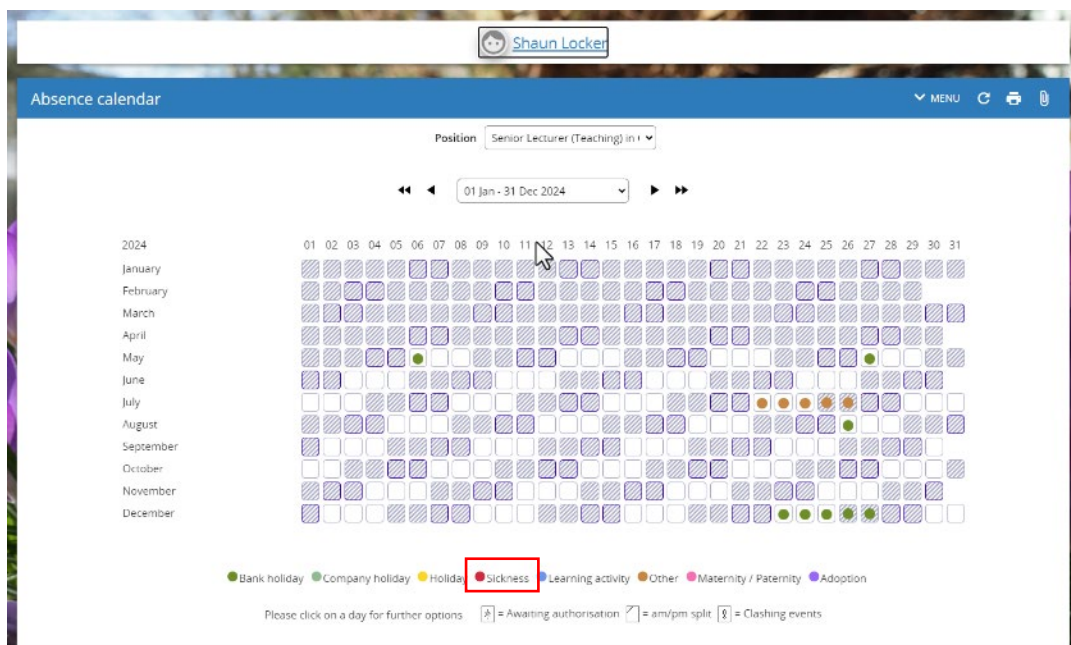
This screenshot is a close-up of the 'LINKS' section from the previous image. It shows the row of buttons: '> Personal Information', '> Employment', '> Holiday', 'v Sickness', and '> Other Absence'. The 'Sickness' button is highlighted with a red box. Below this row, the 'Absence calendar' button is also highlighted with a red box. A mouse cursor is pointing at the 'Absence calendar' button.

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, 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.

< Absence calendar Shaun Locker

Other absence details Shaun Locker

▼ MENU ↺ 🖨️ 📎

Absence period

Absence period* More than one day ▼

Absence start

Date* 23/07/2024 📅

Type Full day ▼

Absence end

Date 26/07/2024 📅

Type Full day ▼

Absence

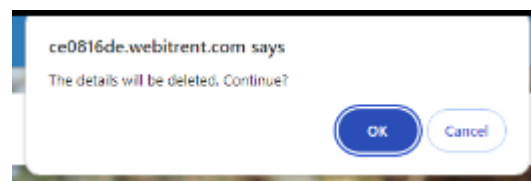
Absence type* Other Paid ▼

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 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.