

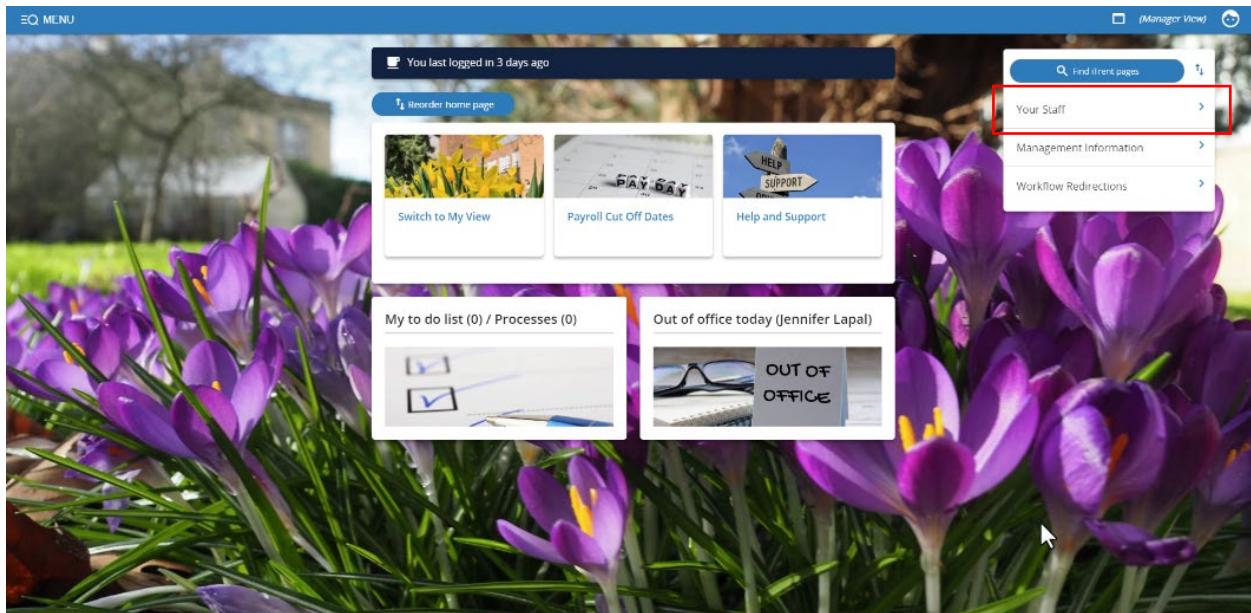
Manager View

Deleting annual leave

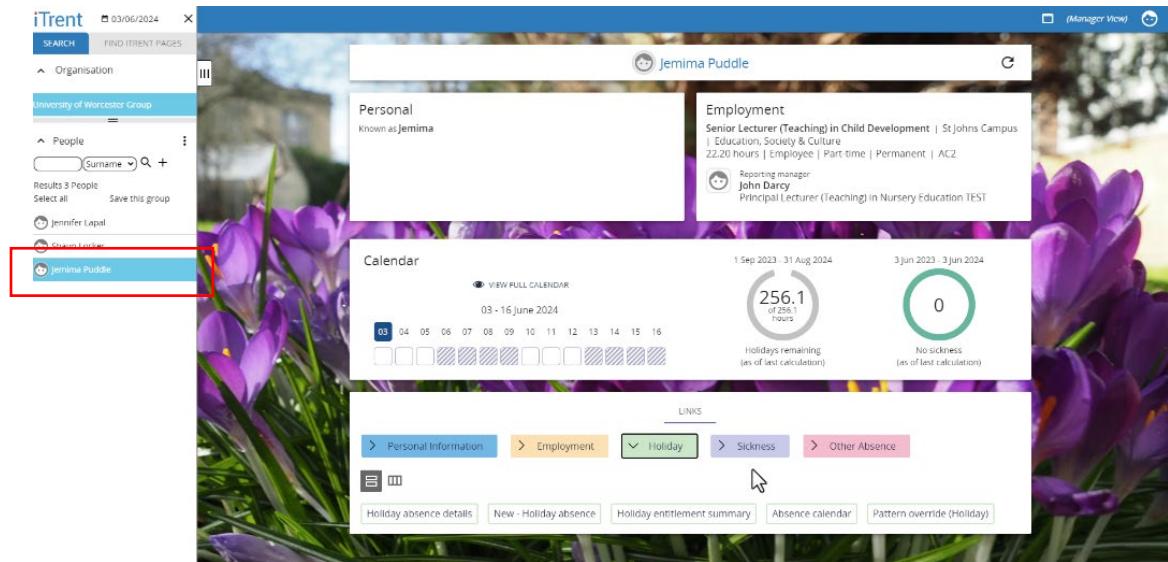
There may be instances where a period of annual leave needs to be deleted.

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

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

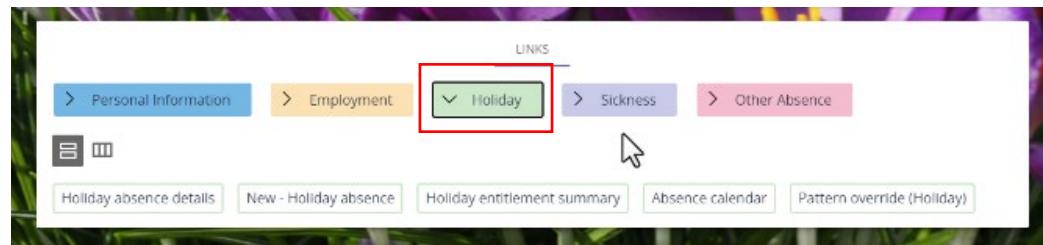


Find the relevant employee.



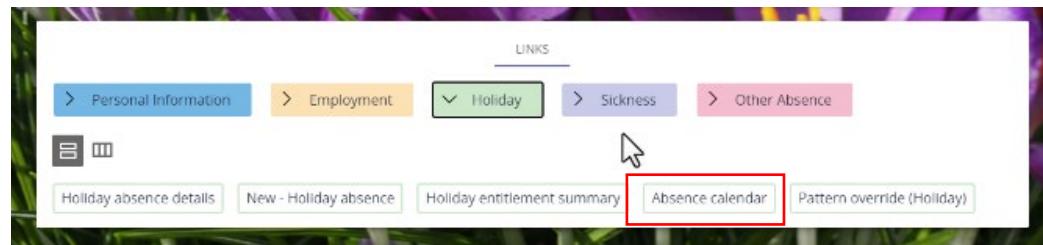
The screenshot shows the iTrent Manager View interface. On the left, a search sidebar displays results for 'Jemima Puddle' under the 'People' section. The main content area shows the profile of 'Jemima Puddle', including her personal information (known as Jemima), employment details (Senior Lecturer in Child Development at St John's Campus), and a calendar view. The calendar highlights 256.1 hours of leave remaining and 0 hours of sickness. Below the calendar, a navigation bar includes links for Personal Information, Employment, Holiday (which is highlighted with a red box), Sickness, and Other Absence. A sub-navigation bar at the bottom provides links to Holiday absence details, New - Holiday absence, Holiday entitlement summary, Absence calendar, and Pattern override (Holiday).

Holiday.



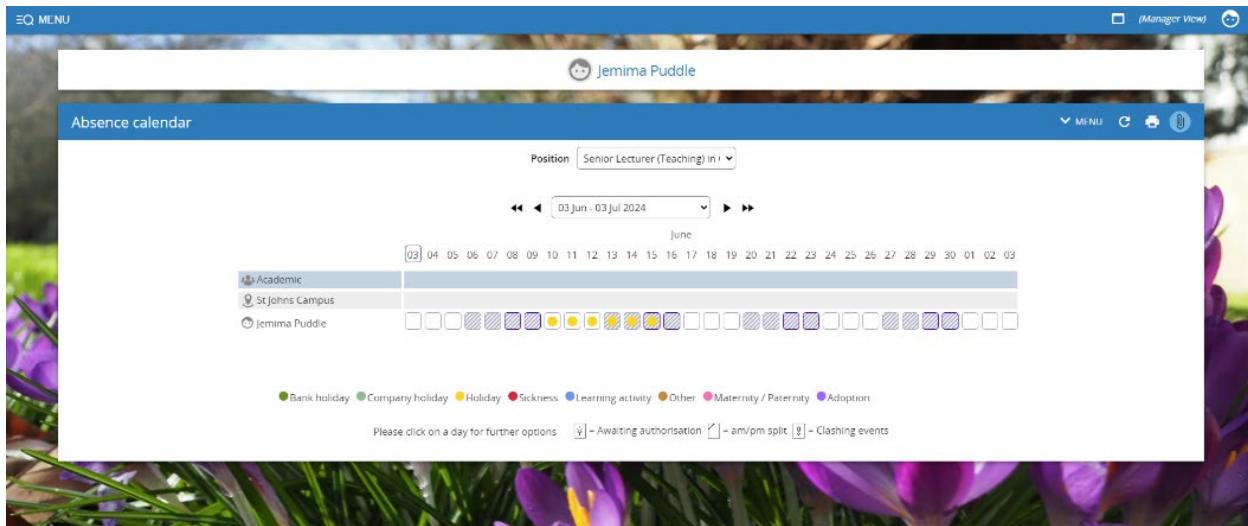
This screenshot shows the 'Holiday' section of the iTrent Manager View. The 'Holiday' link in the top navigation bar is highlighted with a red box. Below the navigation, a sub-navigation bar includes links for Holiday absence details, New - Holiday absence, Holiday entitlement summary, Absence calendar, and Pattern override (Holiday). A cursor is hovering over the 'Absence calendar' link.

And select **Absence calendar**.

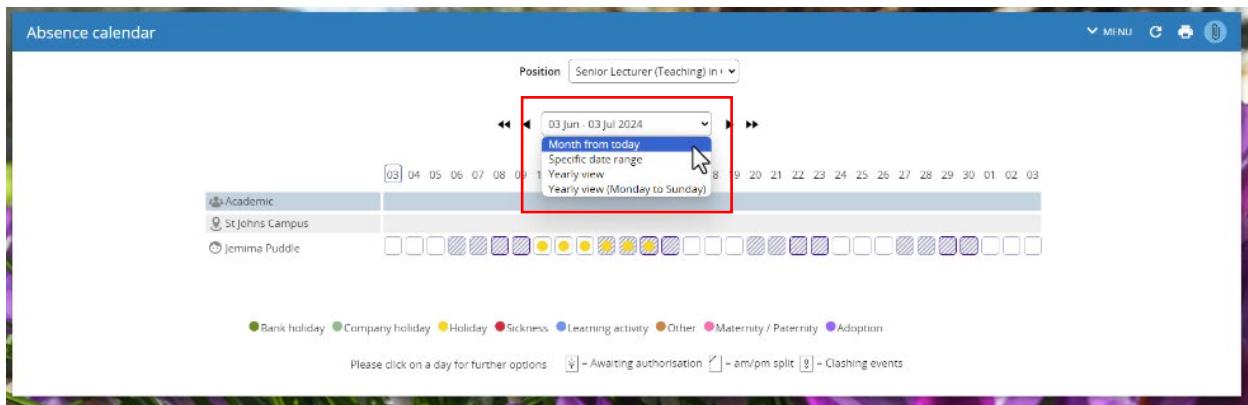


This screenshot shows the 'Absence calendar' section of the iTrent Manager View. The 'Absence calendar' link in the sub-navigation bar is highlighted with a red box. Below the navigation, a sub-navigation bar includes links for Holiday absence details, New - Holiday absence, Holiday entitlement summary, Absence calendar (which is highlighted with a red box), and Pattern override (Holiday). A cursor is hovering over the 'Absence calendar' link.

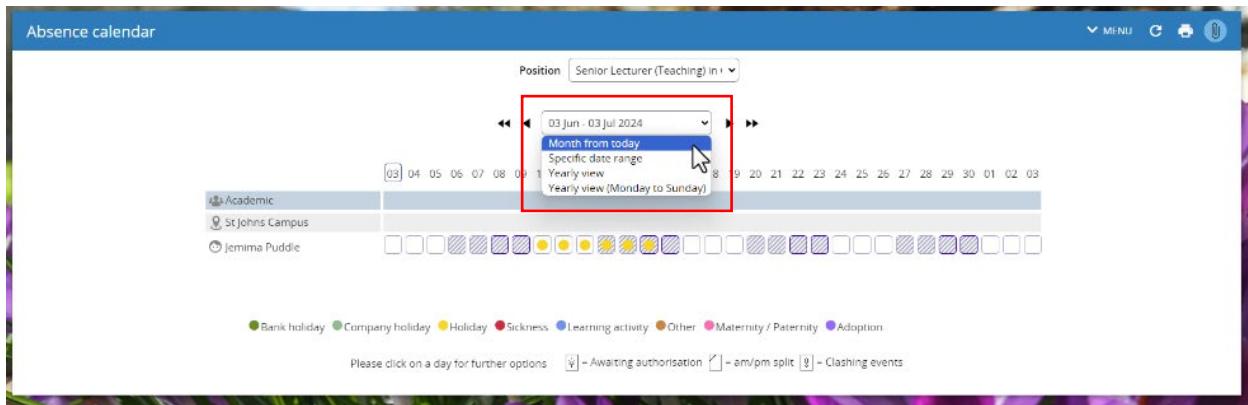
This will present you with the **Month from today** view of the employee's absences.

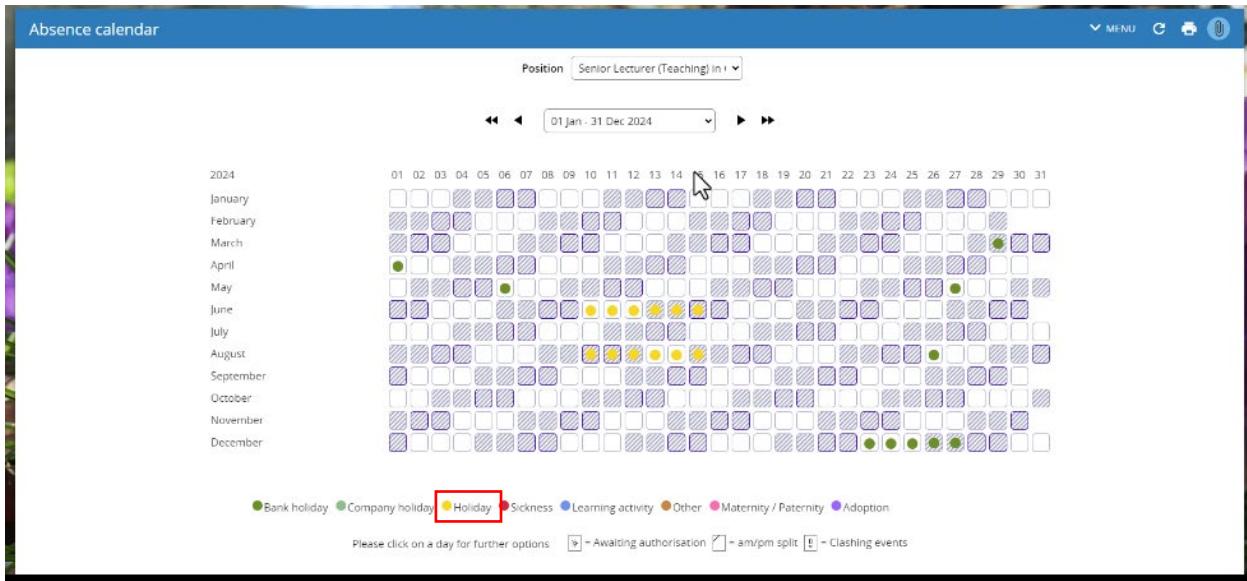


Using this drop down, you can select multiple views: **Month from today**, **Specific date range**, **Yearly view** and **Yearly view (Monday to Sunday)**.



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

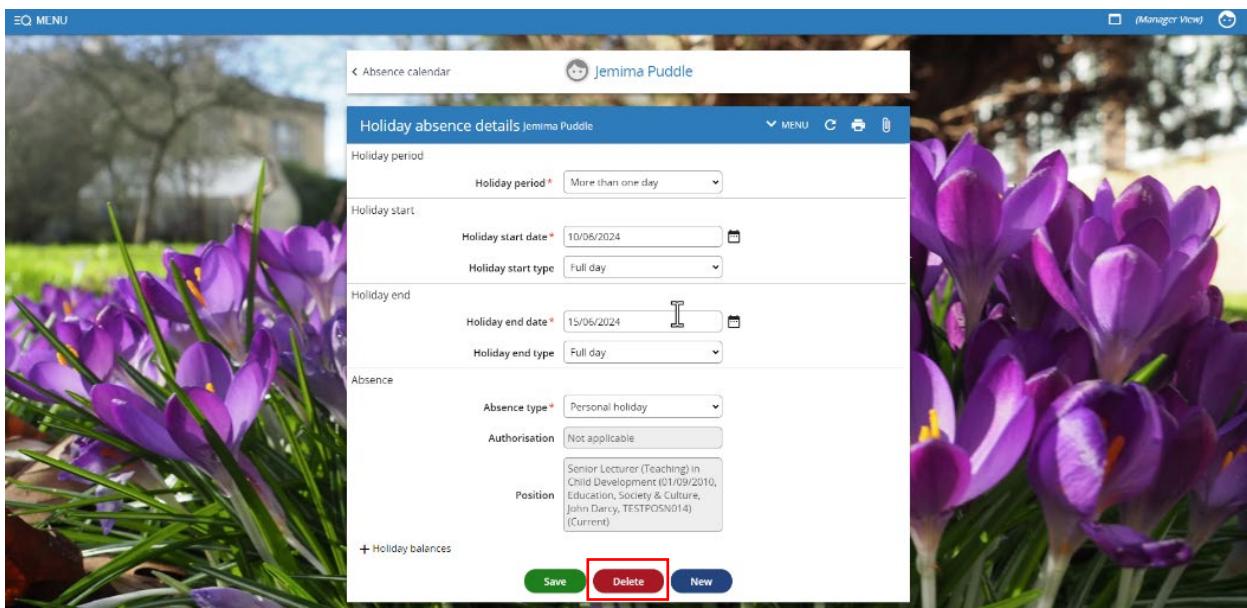




As per the key at the bottom of the page, holiday is represented by the yellow circles on the calendar.

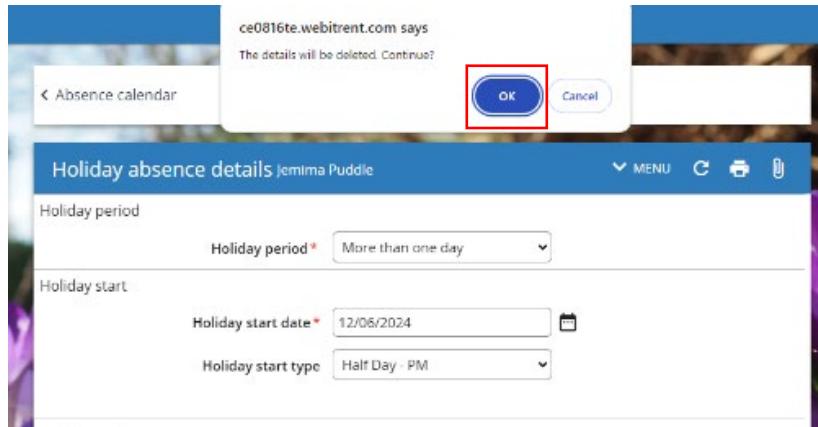
Find the holiday period that requires deleting and select it.

This will take you through to the **Holiday absence details** page for that holiday period.



From here simply click **Delete**.

And then **OK** in the dialogue box.



Once you have done this, the employee will be notified that the leave has been amended for them.