

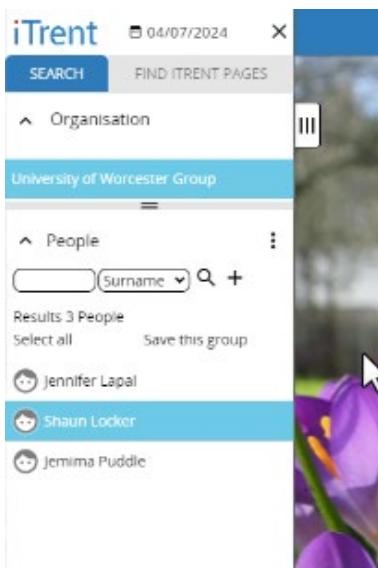
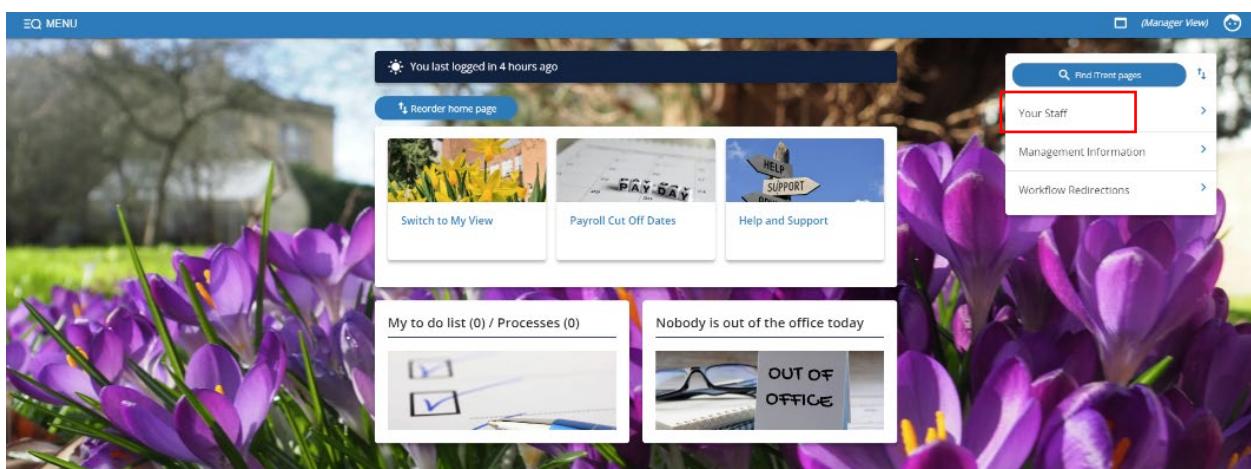
# Manager View

## Recording other absences

There are instances where an employee will request or require a period of other absence. These are often requested off system and need to be recorded in *iTrent*.

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

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



Select the relevant employee.

## Other absence.

The screenshot shows the 'Other absence' page with a purple floral background. At the top, there are two 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). Below these are two circular performance indicators: one showing 42.7 of 64.9 hours remaining (Holidays remaining as of last calculation) and another showing 0 (No sickness as of last calculation). The 'Calendar' section shows a weekly view from 04 to 17 July 2024, with the 4th of July highlighted. Below the calendar are 'LINKS' and a navigation bar with tabs: Personal Information, Employment, Holiday (highlighted in green), Sickness, and Other Absence (highlighted with a red box). At the bottom are buttons for 'Other absence details', 'New - Other absence details' (highlighted with a red box), 'Absence calendar', and 'Pattern override (Other absence)'.

And [New – Other absence details](#).

This screenshot shows the 'New – Other absence details' page, which has a similar layout to the main 'Other absence' page. It features the same purple floral background, 'LINKS' section, and navigation bar with tabs for Personal Information, Employment, Holiday, Sickness, and Other Absence. The 'New - Other absence details' button at the bottom of the navigation bar is highlighted with a red box, indicating the current active page.

This will bring you to the **Other absence details** page.

Absence period

Absence period \* More than one day

Absence start

Date \*

Type Full day

Absence end

Date

Type Full day

Absence

Absence type \*   Set as default

Absence reason \* <None>

Save

Absence period \* More than one day

Part day

Full day

More than one day

The **Absence period** field provides 3 options, the page will update depending on the selection made.

If **More than one day** or **Part day** are selected, you will need to provide the **Absence start type**.

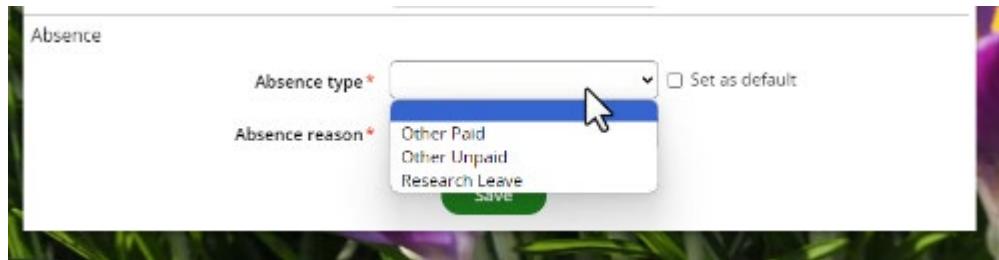
Then select either **Full day** or **Half Day – PM**. The number of hours will be calculated from the employees working pattern.

If **More than one day** or **Part day** are selected, you will also need to provide the **Absence end type**.

Again, select either **Full day** or **Half Day – AM**. The number of hours will be calculated from the employees working pattern.

If you have selected **Part day**, you will need to complete the fields **Absence start time**, **Absence end time** and **Hours absent**. This will override the working pattern hours.

Other absences have been grouped into three types: **Other Paid**, **Other Unpaid** and **Research Leave**.

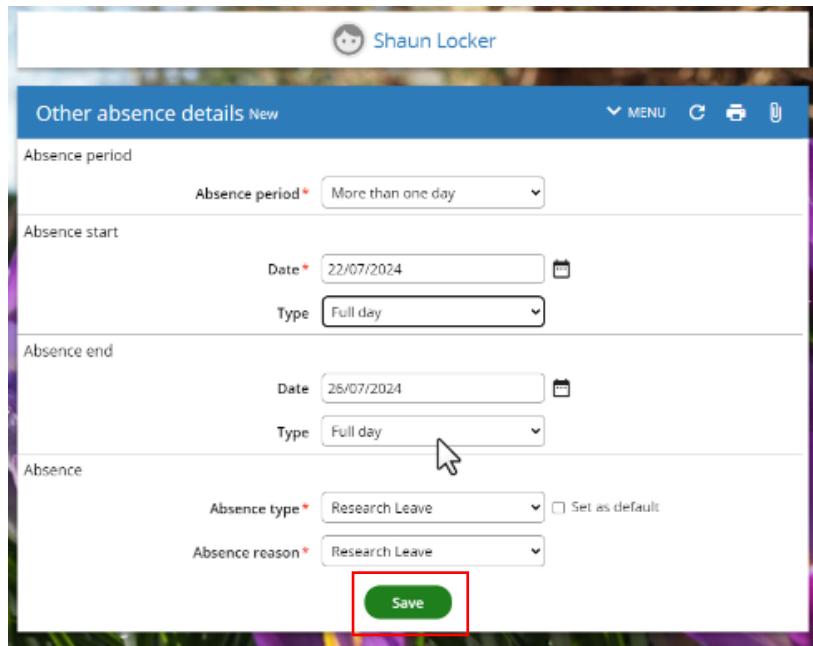


If **Other Paid** is selected as an absence type, there is no payroll action and **iTrent** will only record the absence.

If **Other Unpaid** is selected as an **Absence type**, **iTrent** will record the absence and make an adjustment to pay. No manual intervention is required.

Every **Absence type** has its own **Absence reasons**. **Research Leave** only has one of the same name.

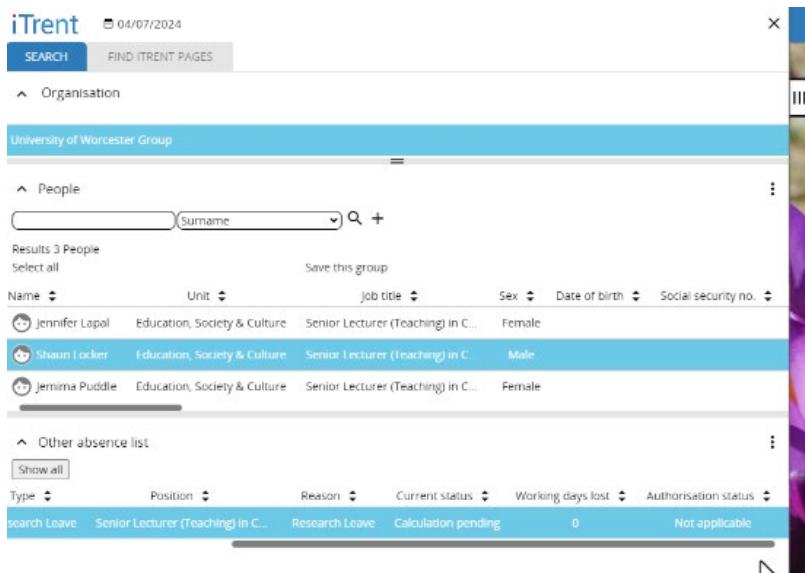
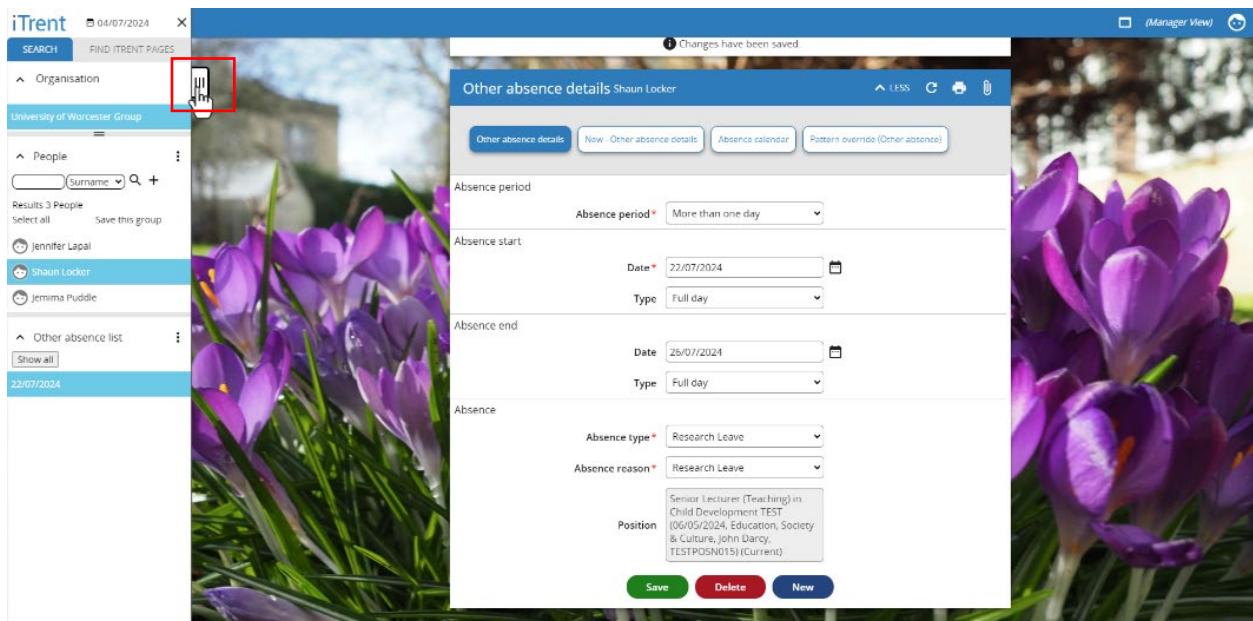
When the details have been entered, select **Save**.



This will record the absence in *iTrent*. You can calculate to immediately see the days/hours lost; however, an absence calculation will run periodically in *iTrent*.

Once you have saved the record, the absence appears in a list on the left-hand side bar, along with other absence dates recorded in *iTrent*.

You can expand it using this tab.



Once expanded, you can view more information about the absence recorded for the employee, including **Working hours lost**.

In this example we have not yet calculated the absence so this is showing as 0 days lost.

This will update once the absence calculation has occurred.

This can be used as a report of **Other absence** for the selected employee and can be exported to Excel. Select the **3 dots** and then **Export to Excel**.

**iTrent** 04/07/2024 X

**SEARCH** **FIND iTRENT PAGES**

Organisation

University of Worcester Group

People

Surname  Search +

Results 3 People

Select all Save this group

Name	Unit	Job title	Sex	Date of birth	Social security no.
Jennifer Lapal	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Female		
Shaun Locker	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Male		
Jemima Puddle	Education, Society & Culture	Senior Lecturer (Teaching) in C...	Female		

Other absence list

Show all

Type	Position	Reason	Current status	Working days lost
Leave	Senior Lecturer (Teaching) in C...	Research Leave	Calculation pending	0

Advanced search Smart groups Person level absences Export to excel

The report you get should look like this.

