

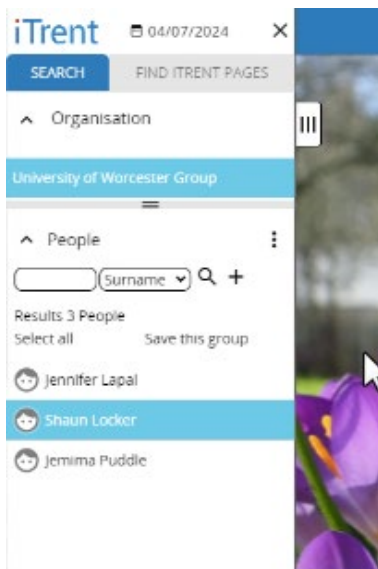
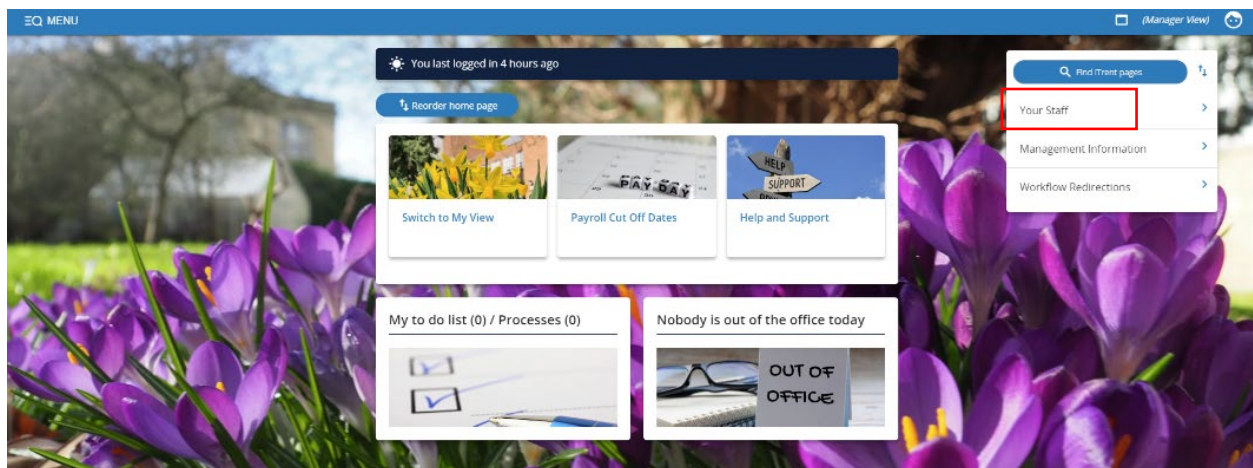
Manager View

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.

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

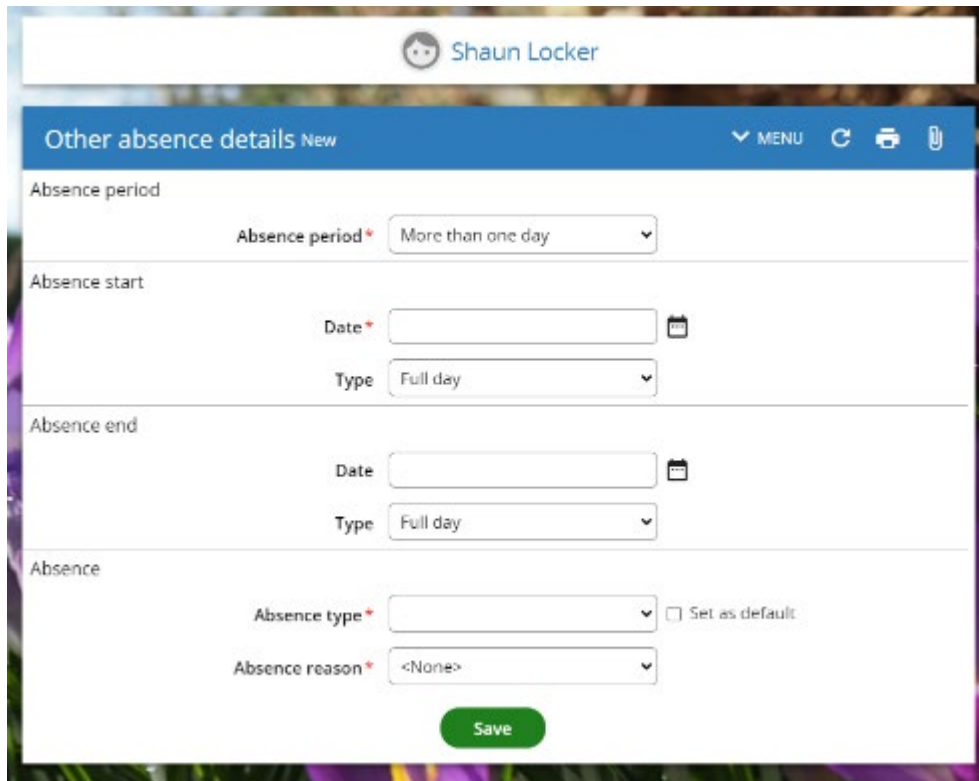
Calendar
VIEW FULL CALENDAR
04 - 17 July 2024
04 05 06 07 08 09 10 11 12 13 14 15 16 17
42.7 of 64.8 hours
Holidays remaining (as of last calculation)
0
No sickness (as of last calculation)

LINKS
> Personal Information > Employment > Holiday > Sickness > **Other Absence**
Other absence details New - Other absence details Absence calendar Pattern override (Other absence)

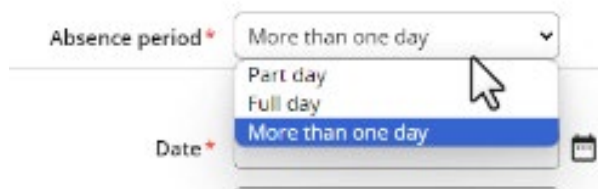
And **New - Other absence details**.

LINKS
> Personal Information > Employment > Holiday > Sickness > **Other Absence**
Other absence details **New - Other absence details** Absence calendar Pattern override (Other absence)

This will bring you to the [Other absence details](#) page.



The screenshot shows a web application interface for 'Shaun Locker'. The main heading is 'Other absence details New'. Below this, there are several form sections: 'Absence period' with a dropdown menu currently set to 'More than one day'; 'Absence start' with a 'Date' field and a 'Type' dropdown set to 'Full day'; 'Absence end' with a 'Date' field and a 'Type' dropdown set to 'Full day'; and 'Absence' with an 'Absence type' dropdown and an 'Absence reason' dropdown set to '<None>'. A green 'Save' button is at the bottom.



This close-up shows the 'Absence period' dropdown menu. The options are 'More than one day', 'Part day', and 'Full day'. A mouse cursor is pointing at the 'More than one day' option, which is highlighted in blue. Below the dropdown, there is a 'Date' field with a calendar icon.

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](#).

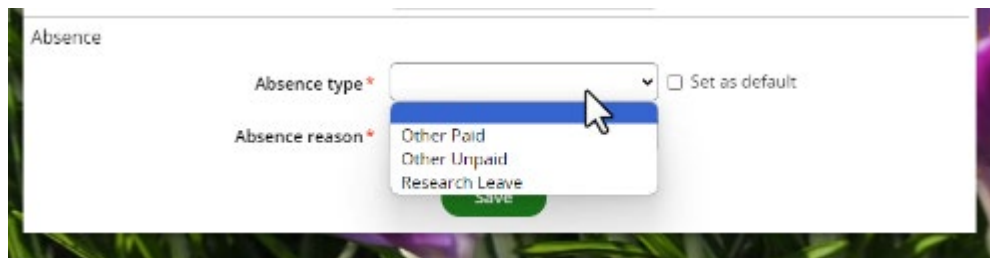
Then select either [Full day](#) or [Half Day – PM](#). The number of hours will be calculated from the employees working pattern.

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**.



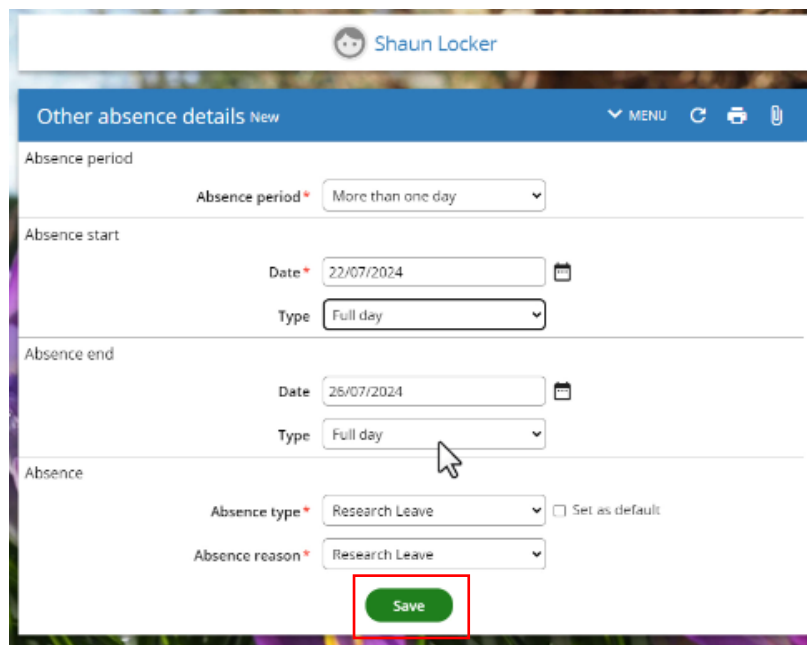
The screenshot shows a form titled 'Absence'. It has two dropdown menus: 'Absence type' and 'Absence reason'. The 'Absence type' dropdown is open, showing three options: 'Other Paid', 'Other Unpaid', and 'Research Leave'. A mouse cursor is pointing at the 'Other Paid' option. To the right of the dropdowns is a checkbox labeled 'Set as default'. Below the dropdowns is a green 'Save' button.

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**.



The screenshot shows a form titled 'Other absence details New'. It has several sections: 'Absence period' with a dropdown set to 'More than one day'; 'Absence start' with 'Date' (22/07/2024) and 'Type' (Full day); 'Absence end' with 'Date' (26/07/2024) and 'Type' (Full day); and 'Absence' with 'Absence type' (Research Leave) and 'Absence reason' (Research Leave). There is a 'Set as default' checkbox next to the 'Absence type' dropdown. At the bottom, a green 'Save' button is highlighted with a red box.

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.

iTrent 04/07/2024

SEARCH FIND iTRENT PAGES

Organisation

University of Worcester Group

People

Surname

Results 3 People

Select all Save this group

Jennifer Lalai

Shaun Locker

Jemima Puddle

Other absence list

Show all

22/07/2024

Other absence details Shaun Locker

Other absence details Now Other absence details Absence calendar Pattern override (Other absence)

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 Research Leave

Absence reason Research Leave

Position

Senior Lecturer (Teaching) in Child Development TEST (06/05/2024, Education, Society & Culture, John Darcy, TESTPOSN015) (Current)

Save Delete New

iTrent 04/07/2024

SEARCH FIND iTRENT PAGES

Organisation

University of Worcester Group

People

Surname

Results 3 People

Select all Save this group

Name	Unit	job title	Sex	Date of birth	Social security no.
Jennifer Lalai	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

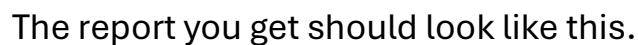
Show all

Type	Position	Reason	Current status	Working days lost	Authorisation status
Research Leave	Senior Lecturer (Teaching) in C...	Research Leave	Calculation pending	0	Not applicable

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 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**.

[illegible]

