

How To: Record Employee Absences

Record Absences King Gary

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Employee	Surname	First Name
00001	Edwards	Alan
00002	King	Gary
00003	Cowan	Carrie
00004	Fink	David
00005	Green	Alex
00006	Murphy	Harry
00007	Nouma	Isabella
00009	Reeves	Susan

Edwards Alan

Personal Calendar Leave Summary

Holiday Summary

Days C/F	5	
Days Due	25	
Service Days	5	Planned 0
Other Additions	0	Taken 2.5
	35	2.5
Days Remaining		32.5

Sick Summary

Uncertified Sick :

Uncertified Sick Leave Due	4
Uncertified Sick Leave Taken	0
Uncertified Sick Remaining	4

Certified Sick :

Certified Sick (Planned or Taken)	0
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Start-End 01/01/2008 - 31/12/2008

Year

Click '+' to add an absence
 Click '-' to delete an absence
 Any absence comments are entered in this 'Comments' section

Click the 'Recalculate' button to recalculate an employee's absences
 The Multi-Absences wizard is accessed here. This wizard allows a user to enter the same absence for all employees in one step

To enter a half day, select 'Half Day' from the Period column

The current year start and end dates

Viewing Alan Edwards' absence record
 The Leave Summary displays information about Alan Edwards' leave entitlements
 The Personal Calendar tab allows the user to enter absences by highlighting the relevant days on the calendar and selecting the absence type for these dates
 The Uncertified Sick leave type is setup in Parameters-> Leave & Absence Types. In this parameter, the Print Category must have 'Other Planable' set to 'Uncertified Sick' in order for the sick days allowance to appear in this Sick Leave Summary section

Absence	Start Date	End Date	Duration	Period
Annual Leave	09/10/2008	09/10/2008	0.5	Half day
Annual Leave	10/10/2008	13/10/2008	2	