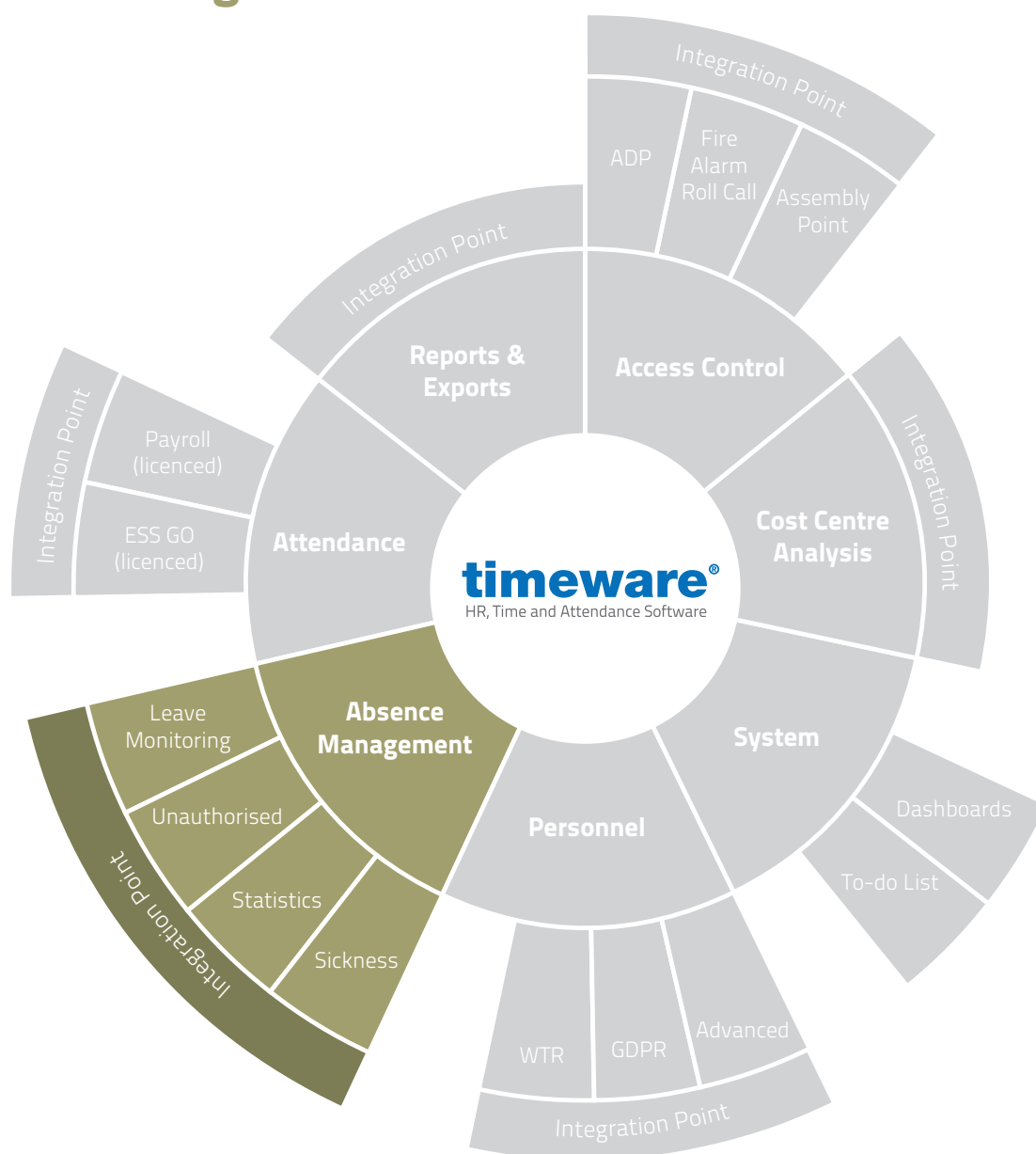


Training guide: Absence Management



Certificate No:
491342025

Contents

Course

Duration

An introduction to timeware® absence management

Approximately 30 minutes

Processing absence requests and monitoring absence statistics...

Description

Understanding absence management

Absence statistics

Adding an absence or holiday request

Amending an absence or holiday record

Declining an absence

Absence and holidays on the 'To-Do' list

Viewing a person's absence and holiday entitlement

Awarding an absence entitlement credit in days and hours

Adding a block booking

Removing a block booking

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

Understanding absence management

timeware® absence management covers entitlements, company and individual statistics, absence tracking and trend reporting. Absence management may be used for all people in the company, not just those who clock-in at a terminal or the ESS.



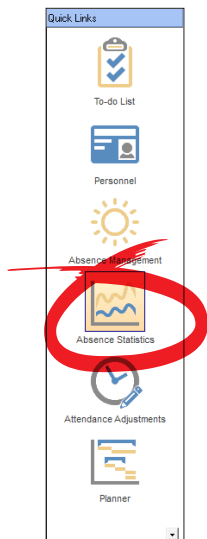
Link to understanding
timeware® absence
management

The screenshot displays the timeware® software interface with several key components:

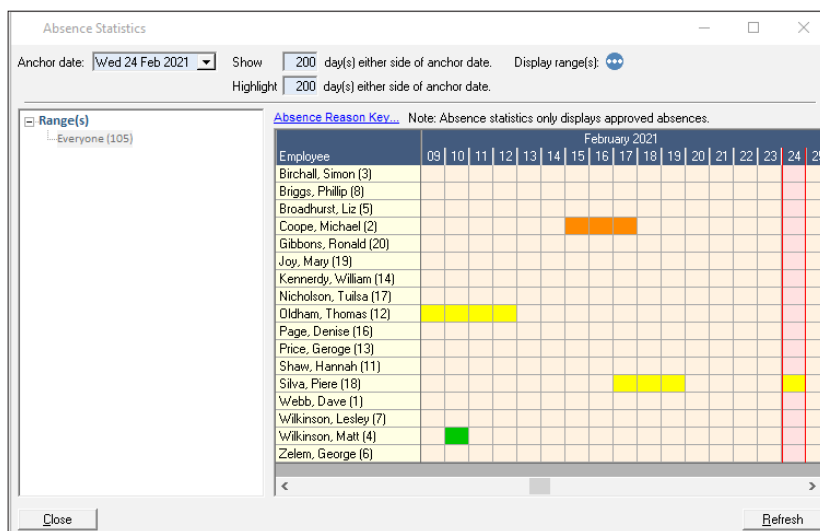
- 'To-do' List:** A sidebar on the left containing icons for To-do List, Personnel, Absence Management, Absence Statistics, Absence Adjustments, and Planner.
- Online Information:** A section at the top of the main window providing links to timeware® Community, latest news, and major developments.
- System Health:** A section indicating that timeware® hardware may require updating due to information which has been modified (3 items remaining).
- Absence Management:** A section listing various absence types and their status, such as 'Outstanding absences that require declining due to cancellation'.
- Absence Statistics:** A window showing a calendar view of absences for a specific employee (Michael Coope) across the year 2021. It includes filters for 'Approved' and 'Finalised AND Non-Finalised' absences.
- Absence Reason Key:** A window providing a detailed breakdown of absence reasons, including categories like 'Fixed Holiday', 'Sickness', 'Training', 'Absence', 'Floating Holiday', 'Medical Appt', 'Medical Absence', 'Compassionate Leave', 'Work Accidents', and 'Other Reasons'.
- Absence Entitlement Policy:** A window showing the entitlement policy for various absence types, including 'Fixed Holiday' and 'Sickness'.

Absence statistics

1. Click on the Absence Statistics Quick Link.



2. The statistics screen will then appear, utilising the parameters defined on your last session. Select 'Absence Reason Key' to display the descriptions of each absence colour.



Link to understanding
Absence statistics

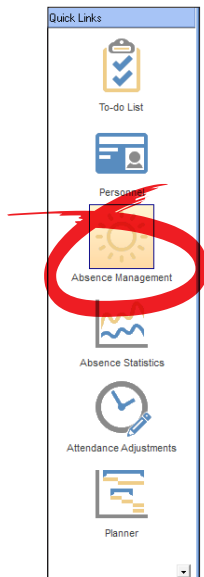
3. Select 'Display Range(s)' to modify the range of people displayed.

Sel.	Employee ID	Payroll	First Name	Last Name	Known As	Employment Status
☒	1	1	Dave	Webb	Webb, Dave	Employee
☐	2	2	Michael	Coope	Coope, Michael	Employee
☐	3	3	Simon	Birchall	Birchall, Simon	Employee
☐	4	4	Matt	Wilkinson	Wilkinson, Matt	Employee
☐	5	5	Liz	Broadhurst	Broadhurst, Liz	Employee
☐	6	6	George	Zelem	Zelem, George	Employee
☐	7	7	Lesley	Wilkinson	Wilkinson, Lesley	Employee
☐	8	8	Phillip	Briggs	Briggs, Phillip	Employee
☐	9	9	Marie	Tree	Tree, Marie	Employee
☐	10	10	Nathan	Louis	Louis, Nathan	Employee
☐	11	11	Hannah	Shaw	Shaw, Hannah	Employee
☐	12	12	Thomas	Oldham	Oldham, Thomas	Employee
☐	13	13	Geroge	Price	Price, Geroge	Employee
☐	14	14	William	Kennerdy	Kennerdy, William	Employee
☐	15	15	Laura	Snipton	Snipton, Laura	Employee
☐	16	16	Denise	Page	Page, Denise	Employee
☐	17	17	Tulsa	Nicholson	Nicholson, Tulsa	Employee
☐	18	18	Piere	Silva	Silva, Piere	Employee
☐	19	19	Mary	Joy	Joy, Mary	Employee
☐	20	20	Ronald	Gibbons	Gibbons, Ronald	Employee

4. <Close> to leave the Absence and Holiday statistics screen.

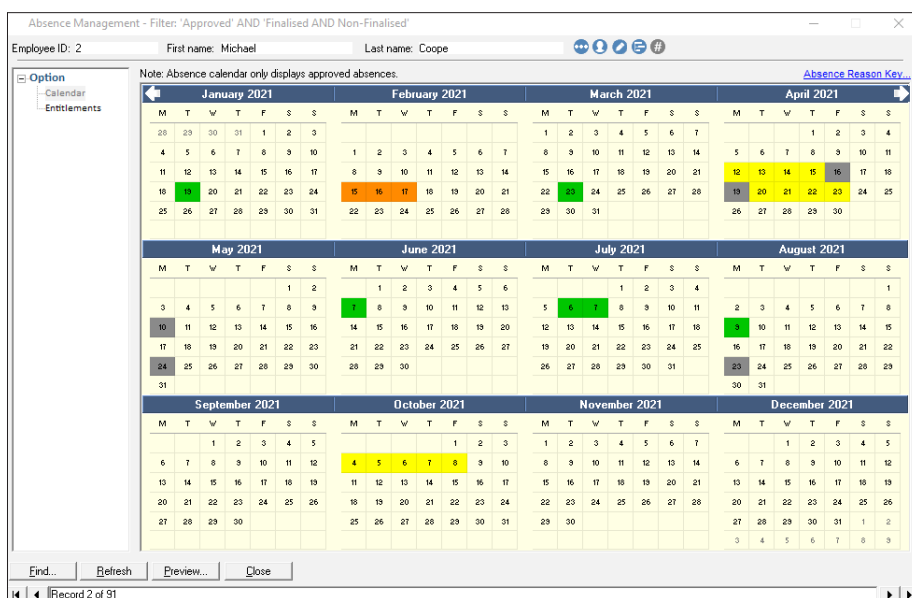
Adding an absence or holiday request

1. Click on the Absence Management Quick Link.



Link to understanding
Adding an absence or
holiday request

2. The Absence Management screen appears at the person last viewed by the user



- Click <Find> and search for the person whose absence you wish to book.



Find... Refresh Preview... Close

Find: Absence Management

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Emplo
1	1	Dave	Webb	Webb,Dave	Empl
2	2	Michael	Coope	Coope,Michael	Empl
3	3	Simon	Birchall	Birchall,Simon	Empl
4	4	Matt	Wilkinson	Wilkinson,Matt	Empl
5	5	Liz	Broadhurst	Broadhurst,Liz	Empl
6	6	George	Zelem	Zelem,George	Empl
7	7	Lesley	Wilkinson	Wilkinson,Lesley	Empl
8	8	Phillip	Briggs	Briggs,Phillip	Empl
9	9	Marie	Tree	Tree Marie	Fmnl

Absence Management - Filter: 'Approved' AND 'Finalised AND Non-Finalised'

Employee ID: 1 First name: Dave Last name: Webb

Note: Absence calendar only displays approved absences.

Absence Reason Key

Option: Calendar Entitlements

January 2021							February 2021							March 2021							April 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	29	30	31	26	27	28	29	30						
25	26	27	28	29	30	31	29	30																			

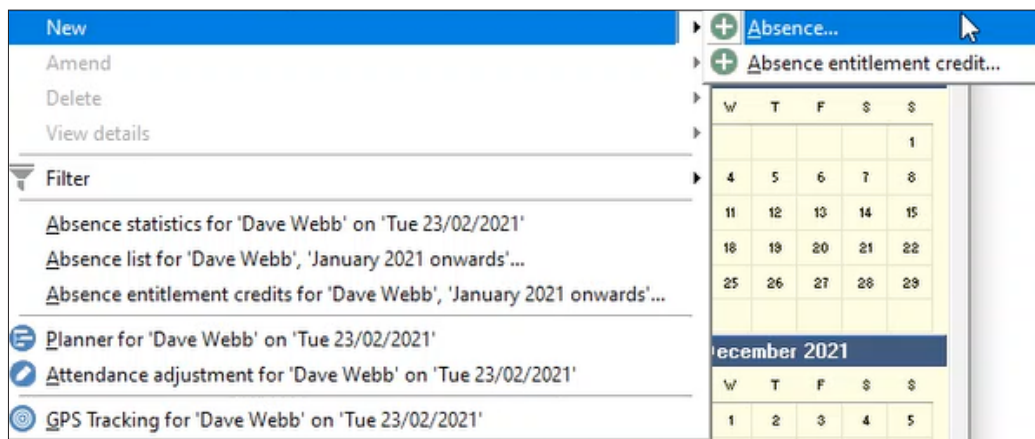
May 2021							June 2021							July 2021							August 2021							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2		1	2	3	4	5	6		1	2	3	4											
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29						
31																					30	31						

September 2021							October 2021							November 2021							December 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3					1	2	3	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	2
																					3	4	5	6	7	8	9

Find... Refresh Preview... Close

Record 1 of 91

- To request the absence or holiday, <Right-click> on the required date and select New...



- Next, the Absence Booking form will appear.

The screenshot shows the 'Absence Booking - (New)' form in the Timeware software. The form is divided into three main sections: 'Options', 'Essential', and 'Information'.
Options: Includes links for 'Caller Information', 'Essential', 'Return to Work', 'Interview', and 'Notepad'.
Essential: Contains several sections:
 - **General information:** 'Absence category?' (dropdown), 'Absence to be taken?' (dropdown), and 'Take absence from?' (date range: Tue 23 Feb 2021 to Tue 23 Feb 2021).
 - **Entitlement:** 'Entitlement deduction:' (0 days).
 - **Absence restrictions (optional):** 'Absence can only be taken between?' (time range), 'Maximum absence duration?' (time).
 - **Force absence duration to paid at a specified rate (optional):** 'Absence duration?' (time) and 'Absence rate?' (dropdown).
 - **Authorisation:** 'Authorised by:' (text field) and 'Authorisation:' (dropdown set to 'Approved' with a 'Finalised' checkbox).
Information: Contains 'Entitlement Forecast' (No Category), 'Tactical Absences', and 'Declined Absence Requests' (No Information).
 The form has 'Cancel' and 'Ok' buttons at the bottom.

6. Select one of the Absence categories. This entry is optional.

General information

Absence category? (optional)

Absence to be taken?

Take absence from? 8 Feb 2021

Entitlement

Entitlement deduction:

[Statistics...](#)

7. Next, select the Absence to be taken.

General information

Absence category? (optional)

Absence to be taken?

Take absence from?

Entitlement

Entitlement deduction: 0 (day)

[Statistics...](#)

8. Now confirm the date range of the absence.

General information

Absence category? (optional)

Absence to be taken?

Take absence from? Tue 23 Feb 2021 up to? Tue 23 Feb 2021

[Statistics...](#)

- The Absence restrictions enable the user to specify what part of the day (and for how long), the absence can be taken. This entry is optional.

Explanation: The doctor's appointment is sometime before lunch and cannot exceed 3 hours.

Absence restrictions (optional)

Absence can only be taken between? : and : .

Maximum absence duration? :

Force absence duration to paid at a specified rate (optional)

Absence duration? : Absence rate? ▼

- Finally, select the Authorisation type. You may find that you cannot change this entry if your permissions do not allow. Only when an absence is finalised will an email be sent to the person confirming the status of the absence or holiday request.

Authorisation

Authorised by:

Authorisation: ▼ ☒ Finalised

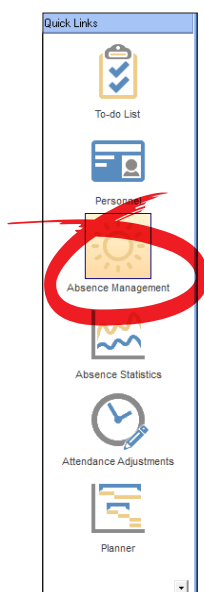
- Incomplete booking
- Awaiting decision
- Declined
- Approved

- Click <Ok> to save the absence request and return to the Absence Management screen.

- Finally, click <Close> to leave the Absence Management screen.

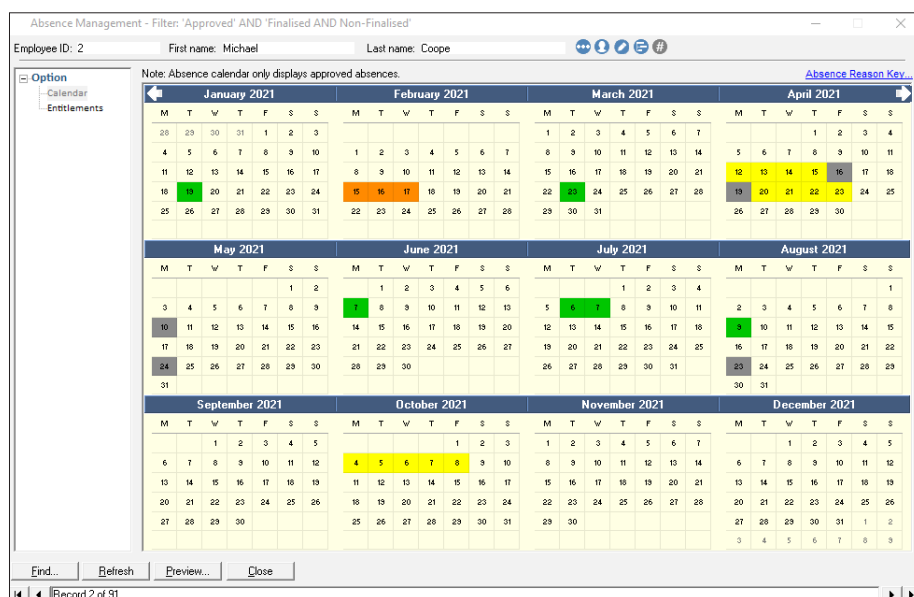
Amending an absence or holiday record

1. Click on the Absence Management Quick Link.



Link to understanding
Amending an absence or
holiday record

2. The Absence Management screen appears at the record last viewed by the user



- Click <Find> and search for the person whose entitlements you wish to view.



Find... Refresh Preview... Close

Find: Absence Management

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Emplo
1 1		Dave	Webb	Webb,Dave	Empl
2 2		Michael	Coope	Coope,Michael	Empl
3 3		Simon	Birchall	Birchall,Simon	Empl
4 4		Matt	Wilkinson	Wilkinson,Matt	Empl
5 5		Liz	Broadhurst	Broadhurst,Liz	Empl
6 6		George	Zelem	Zelem,George	Empl
7 7		Lesley	Wilkinson	Wilkinson,Lesley	Empl
8 8		Phillip	Briggs	Briggs,Phillip	Empl
9 9		Marie	Tree	Tree Marie	Fmnl

- The person's absence calendar will appear.

Absence Management - Filter: 'Approved' AND 'Finalised AND Non-Finalised'

Employee ID: 1 First name: Dave Last name: Webb

Note: Absence calendar only displays approved absences.

Option: Calendar Entitlements

Absence Reason Key

January 2021							February 2021							March 2021							April 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31	29	30	31	29	30	31	29	30	31	29	30	31	29	30	31	29	30	31

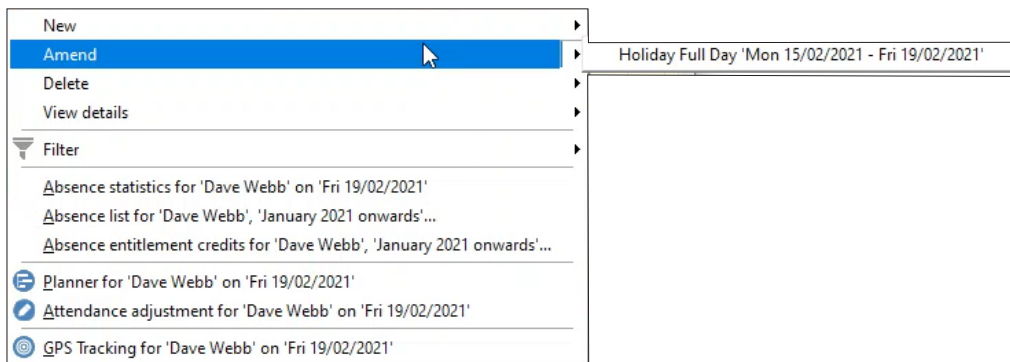
May 2021 June 2021 July 2021 August 2021

September 2021 October 2021 November 2021 December 2021

Find... Refresh Preview... Close

Record 1 of 31

5. <Right-click> on the required absence/holiday date, select Amend and then click on the absence description.

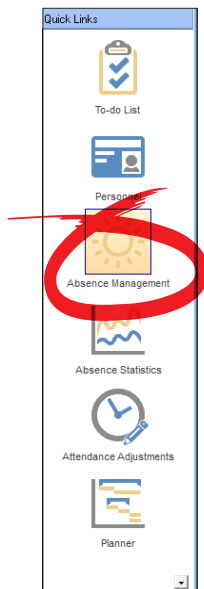


6. Next, make the necessary amendments in the Absence Booking form.

7. Finally, press <Ok> to save the modification and return to the Absence Management screen.

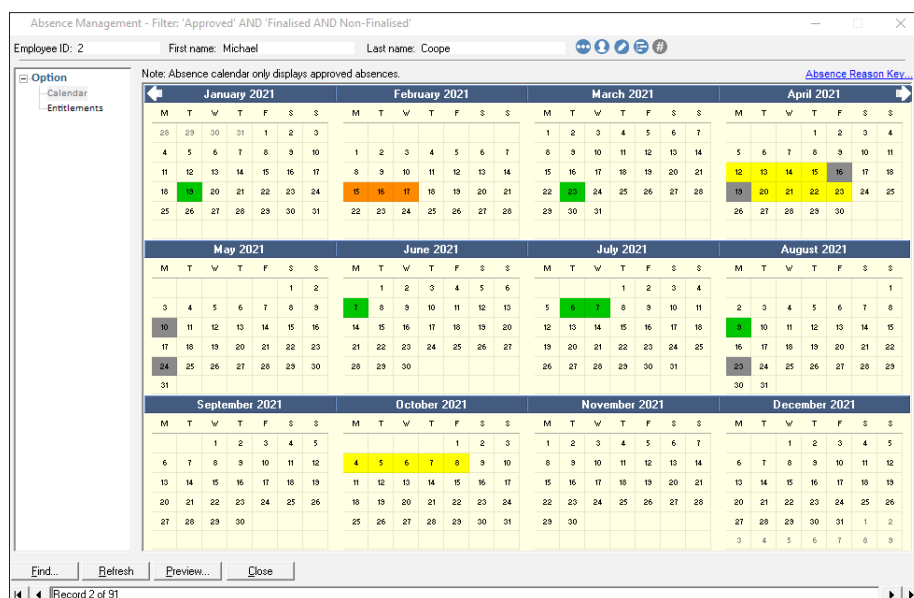
Declining an absence.

1. Click on the Absence Management Quick Link.



Link to Declining an absence.

2. The Absence screen appears at the record last viewed by the user



- Click <Find> and search for the person whose entitlements you wish to view.



Find... Refresh Preview... Close

Find: Absence Management

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Emplo
1 1		Dave	Webb	Webb,Dave	Empl
2 2		Michael	Coope	Coope,Michael	Empl
3 3		Simon	Birchall	Birchall,Simon	Empl
4 4		Matt	Wilkinson	Wilkinson,Matt	Empl
5 5		Liz	Broadhurst	Broadhurst,Liz	Empl
6 6		George	Zelem	Zelem,George	Empl
7 7		Lesley	Wilkinson	Wilkinson,Lesley	Empl
8 8		Phillip	Briggs	Briggs,Phillip	Empl
9 9		Marie	Tree	Tree,Marie	Fmn

- The person's absence calendar will appear.

Absence Management - Filter: 'Approved' AND 'Finalised AND Non-Finalised'

Employee ID: 1 First name: Dave Last name: Webb

Note: Absence calendar only displays approved absences.

Option: Calendar Entitlements

Absence Reason Key...

January 2021							February 2021							March 2021							April 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
28	29	30	01	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
25	26	27	28	29	30	31	29	30	31					29	30	31											

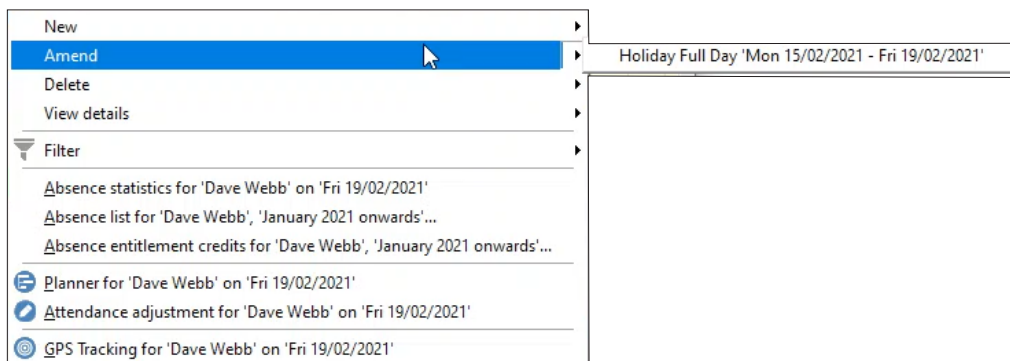
May 2021							June 2021							July 2021							August 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2		1	2	3	4	5	6		1	2	3	4										1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

September 2021							October 2021							November 2021							December 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4				1	2	3	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	2
																					3	4	5	6	7	8	9

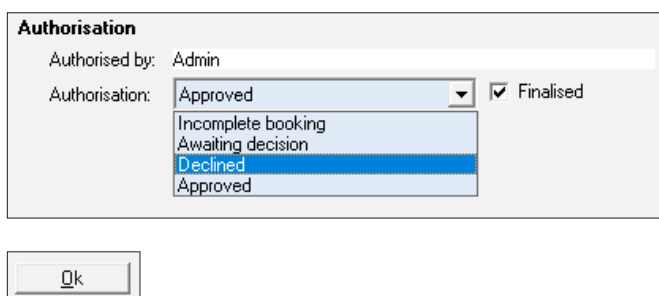
Find... Refresh Preview... Close

Record 1 of 91

5. <Right-click> on the required absence/holiday date, select amend and then click on the absence.

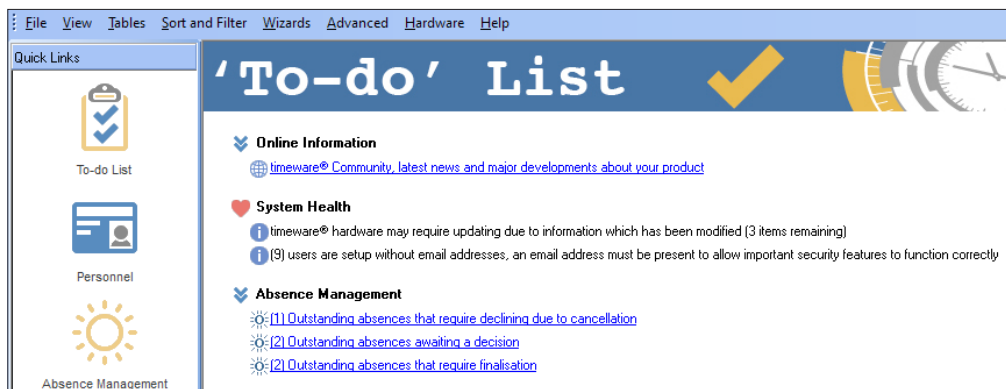


6. Change the authorisation to declined, then click ok.



Absence and holidays on the 'To-Do' list

1. A number of Absence Management 'To-Do' list items may appear on your 'To-Do' list dependant on how the timeware® system has been configured.



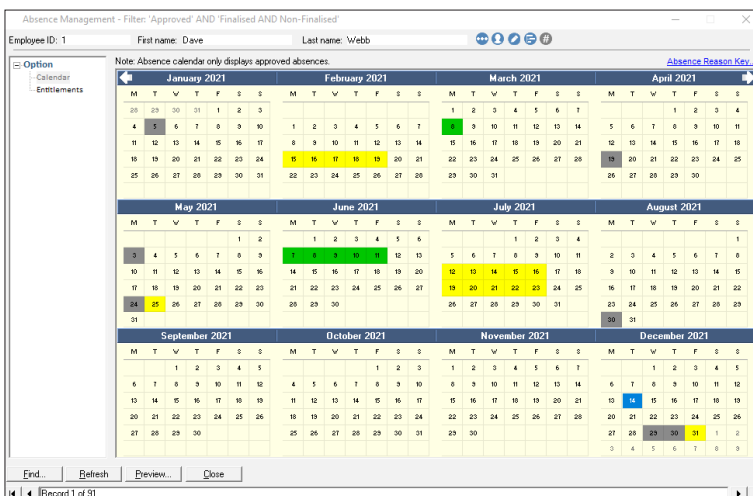
Link to understanding
Absence and holidays on
the 'To-Do' list

2. The three absence and holiday agenda items covered in this module are;
 - a. Awaiting decision
 - b. Require finalisation
 - c. Return to work interview

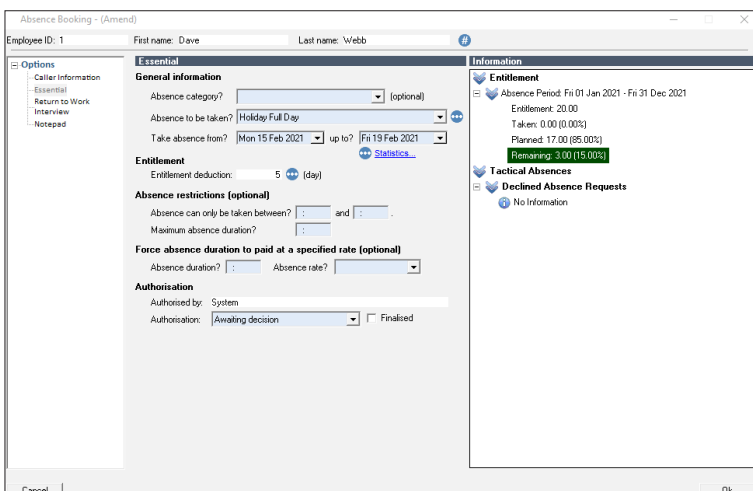
- Awaiting a decision. This 'To-Do' List item highlights complete absence/holiday requests that have not yet been approved or finalised by a manager.



Clicking on the agenda link takes the user to the personnel absence/holiday selection screen.



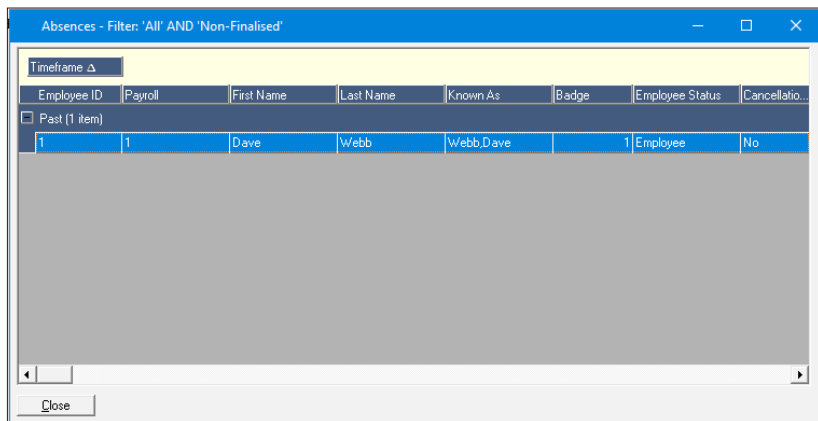
Selecting an person's absence/holiday, enables the user to modify the authorisation details to either Approved or Declined. Click <Ok> to return to the personnel absence/holiday selection screen.



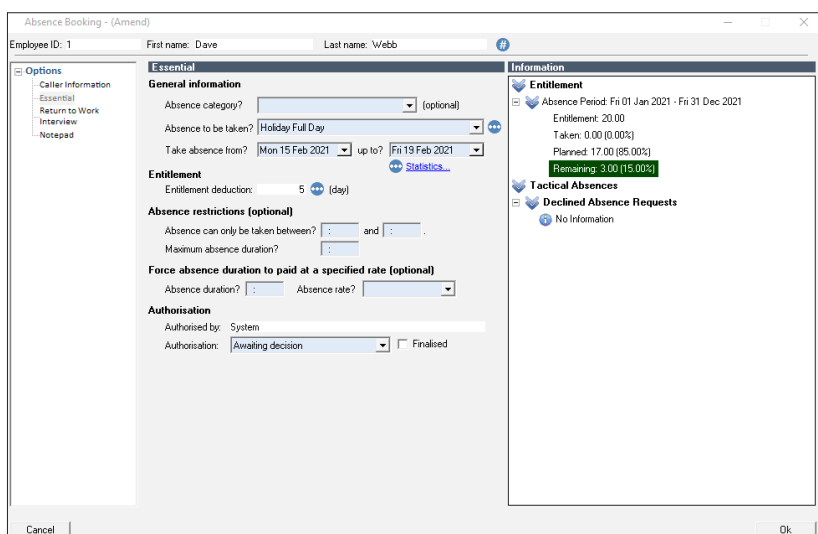
- Require finalisation. Note that this option is mostly used where two step authorisation is required i.e. a line manager says it is fine to take but HR get the final say.



Clicking on the 'To-Do' List link takes the user to the personnel absence/holiday selection screen.



Selecting a personnel absence/holiday enables the user to modify the authorisation details to Finalised. Click <Ok> to return to the employee absence/holiday selection screen.



- Require return to work interview. This agenda item highlights any absence spells that have exceeded the return to work interview limit specified in the appropriate absence reason.


Absence Management


[\(11\) Outstanding absences that require a return to work interview](#)

Clicking on the 'To-Do' List link takes the user to the personnel return to work interview selection screen.

Absences - Filter: 'All' AND 'Finalised AND Non-Finalised' AND 'Return to Work Interview Required'

Timeframe Δ

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Cancellation
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
1	1	Dave	Webb	Webb,Dave	1	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
16	16	Denise	Page	Page,Denise	16	Employee	No
16	16	Denise	Page	Page,Denise	16	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
20	20	Ronald	Gibbons	Gibbons,Ronald	20	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
2	2	Michael	Coope	Coope,Michael	2	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No
14	14	William	Kennerdy	Kennerdy,William	14	Employee	No

Close

Selecting a personnel return to work incident enables the user to record the points discussed in the actual return to work interview. Click <Ok> to return to the 'To-Do' List screen.

Absence Booking - (Amend)

Employee ID: 2 First name: Michael Last name: Coope

Options
 Caller Information
 Essential
 Return to Work
 Interview
 Notepad

Return to Work Interview (Optional)
 Enter the date, time and the person who carried out interview.
General interview information (optional)
 Date and time of interview? Thu 09 Dec 2021 09:00
 Who carried out interview? Admin
 Has return to work interview been conducted? ☒ No ☐ Yes
 Enter notes:
 Discussed on going medical issues

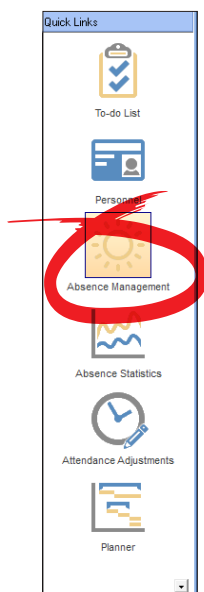
Information
Bradford Factor
 Absence Period: Thu 10 Dec 2020 - Thu 09 Dec 2021
 Spells: 1
 Days: 0
 Score: 0
12 Month Rolling Absence
 Absence Period: Thu 10 Dec 2020 - Thu 09 Dec 2021
 Taken Days: 0
 Taken Hrs And Min: 0:00
 Hospital Appointment (Paid)
 Thu 09 Dec 2021 - Fri 10 Dec 2021
 Authorised by: System
 Memo:
 Public Memo:

Tactical Absences
Declined Absence Requests
 No Information

Cancel Ok

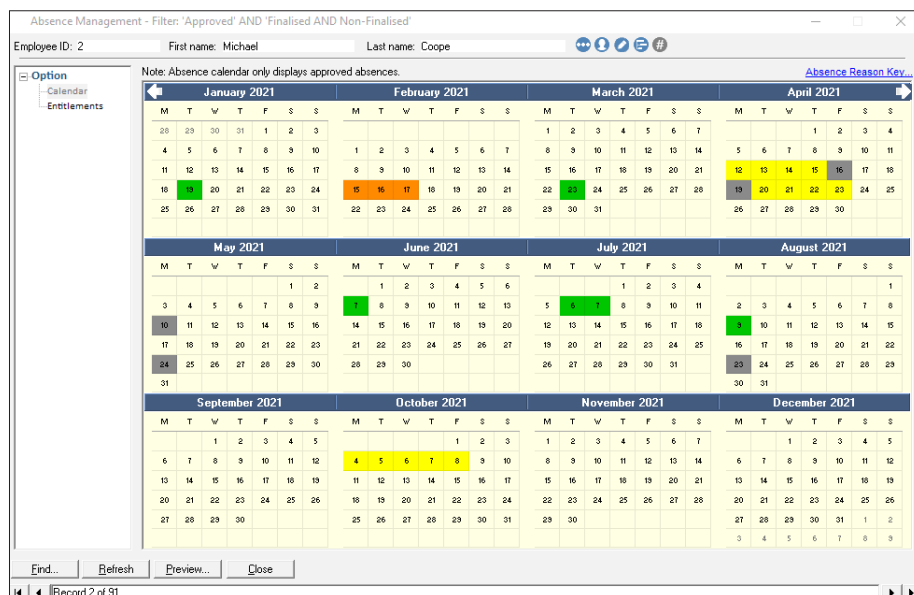
Viewing a person's absence and holiday entitlement

1. Click on the Absence Management Quick Link.

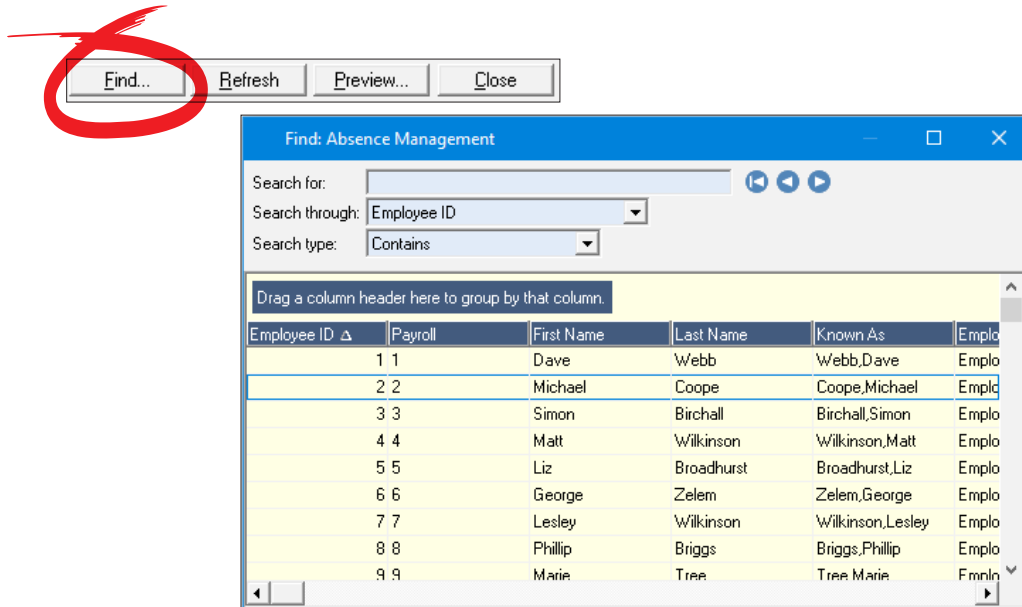


Link to understanding
Viewing a person's
absence and holiday
entitlement

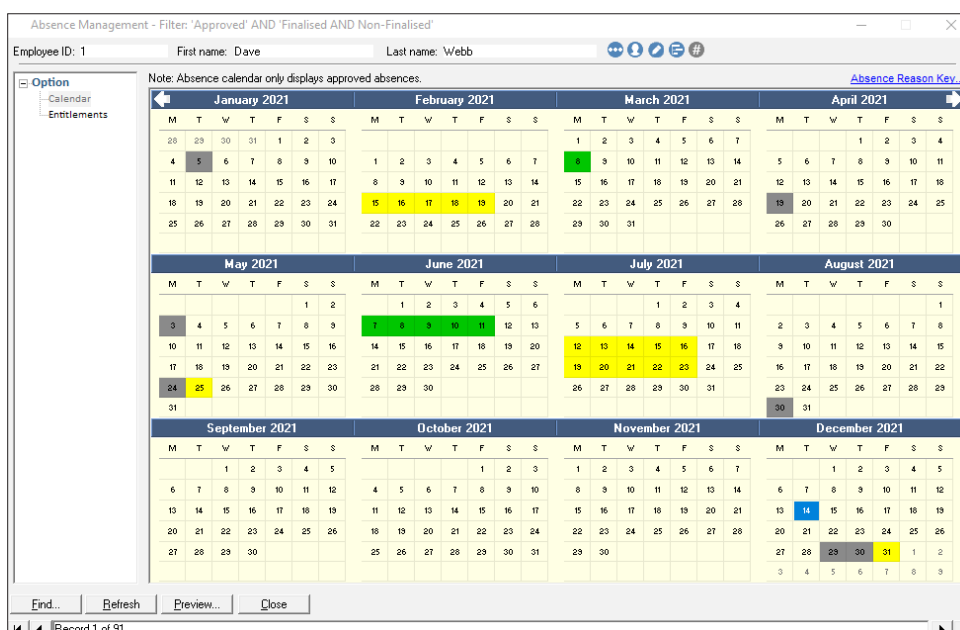
2. The Absence Management screen appears at the record last viewed by the user



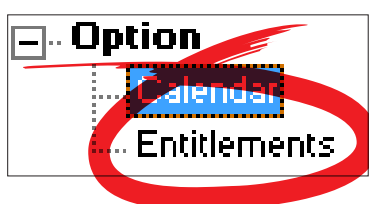
- Click <Find> and search for the person whose entitlements you wish to view.



- The person's absence calendar will appear.



Next, click on Entitlements.



- The screen will then change to display the person's absence and holiday entitlements.

Absence Management

Employee ID: 2 First name: Michael Last name: Coope

Absence Entitlement

Entitlement policy: 20 Days Holiday

Absence period:	From	To	Year Service
	Fri 01 January 2021	Fri 31 December 2021	13
	Wed 01 January 2020	Thu 31 December 2020	12
	Tue 01 January 2019	Tue 31 December 2019	3
	Mon 01 January 2018	Mon 31 December 2018	2
	Sun 01 January 2017	Sun 31 December 2017	1
	Fri 01 January 2016	Sat 31 December 2016	0
	Mon 24 August 2015	Thu 31 December 2015	0

Category: **Holiday**

Day: 20

Period allowance: 20

Allowance: 20

Carry over: 0

Credit: 0

Total entitlement: 20

Absence worked (refunded): 0

Absence taken: 0

Absence planned: 13

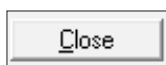
Remaining entitlement: 7

Find... Refresh Preview... Close

Record 2 of 91

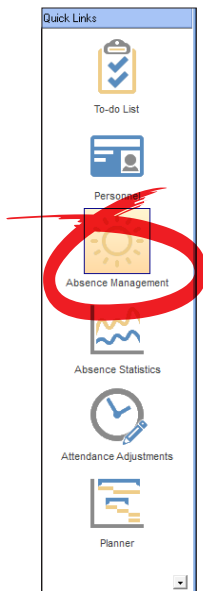
Any of the ten categories can be displayed

- Click <Close> to leave Absence Management.



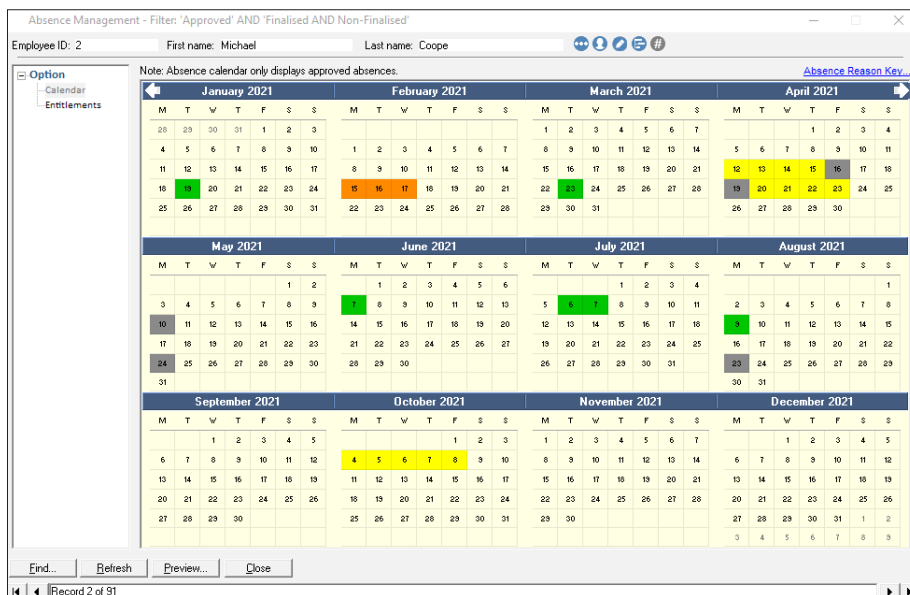
Awarding an absence entitlement credit in days and hours

1. Click on the Absence Management Quick Link.

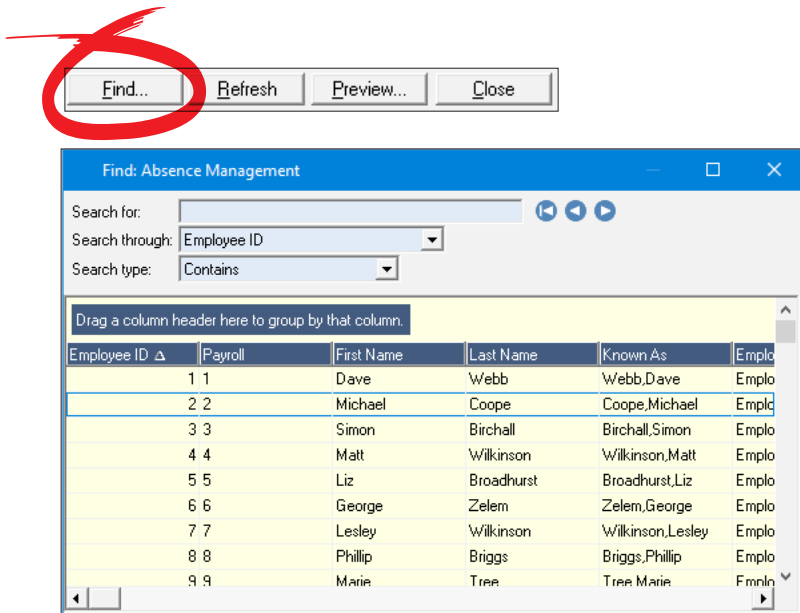


Link to understanding
Awarding an absence
entitlement credit in
days and hours

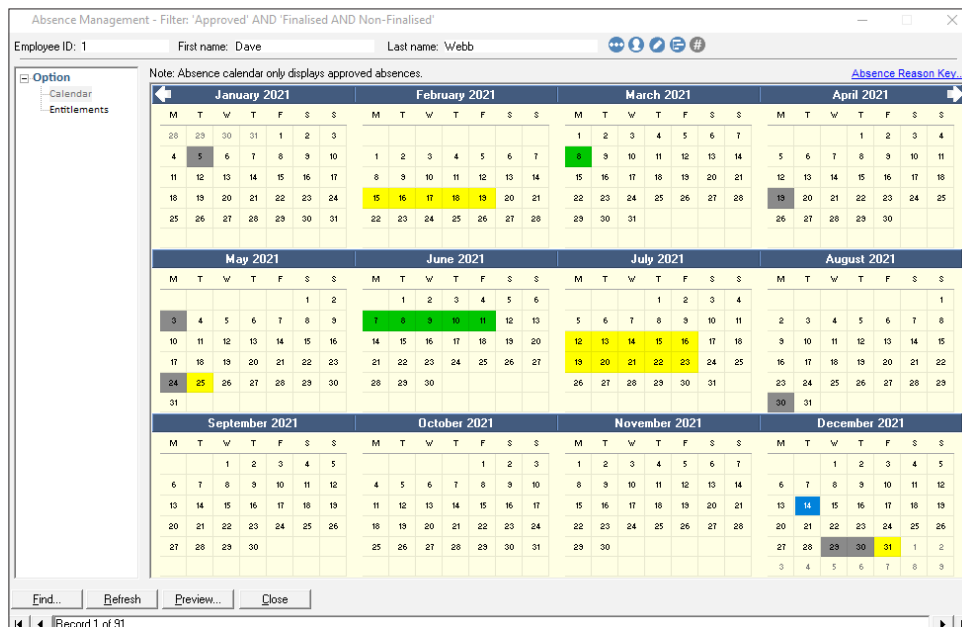
2. The Absence Management screen appears at the person last viewed by the user



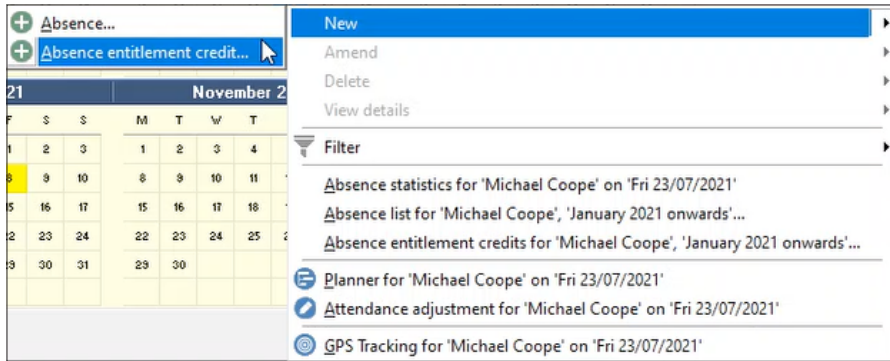
- Click <Find> and search for the person whose entitlements you wish to view.



- The person's absence calendar will appear.



- To award an absence entitlement credit, <Right-click> on the required date and select <New>, Absence entitlement credit.



- Next, the Absence Entitlement credit form will appear.

Absence Entitlement Credit - (New)

Overview

For a credit to be calculated it must be approved and finalised.

Settings

Date: 23/07/2021
Category: Holiday
Credit: 1.00 (day)

Memo:

Authorisation

Authorised by:

Authorisation status:
☐ Awaiting decision
☒ Approved
☐ Declined
☒ Finalised

Cancel

Update

Absence Entitlement Credit - (New)

Overview

For a credit to be calculated it must be approved and finalised.

Settings

Date: Fri 23 Jul 2021
Category: Holiday
Credit: 11:00 (hour and minute)

Memo:

Authorisation

Authorised by:

Authorisation status:
☐ Awaiting decision
☒ Approved
☐ Declined
☒ Finalised

Cancel

Update

Simply select the date and absence category along with the amount of credit to be awarded. The memo field is optional but it is recommended that a reason for the credit is described within.

Depending on how your system is configured will depend on if the credit is in days or in hours.

Finally, select <Update> to save the credit.

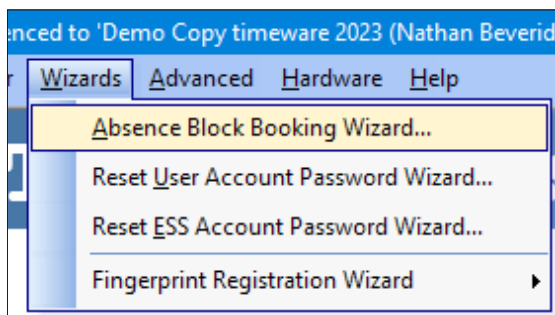
t2-0755: Copyright NMD³ Ltd

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www.timeware.co.uk
support@timeware.co.uk
+44 (0) 1706 658222

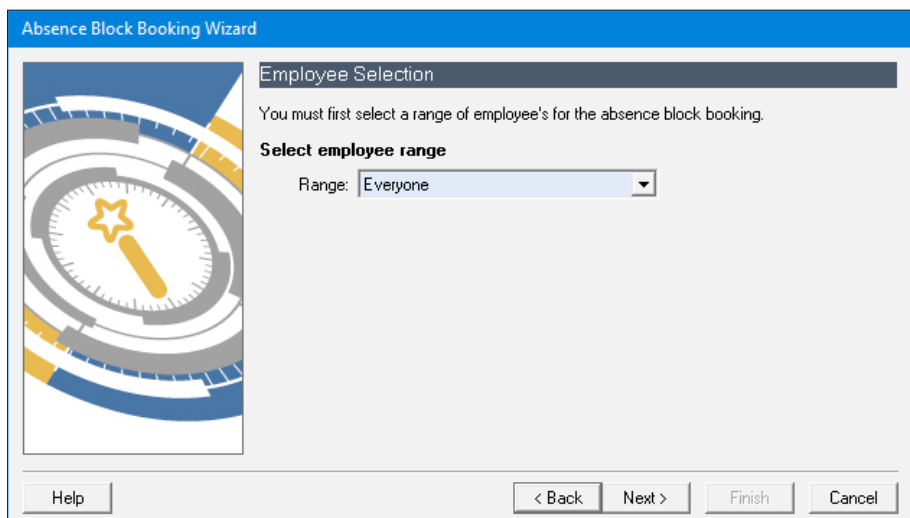
Adding a block booking

1. Click on Wizards, then Absence Block Booking Wizard.

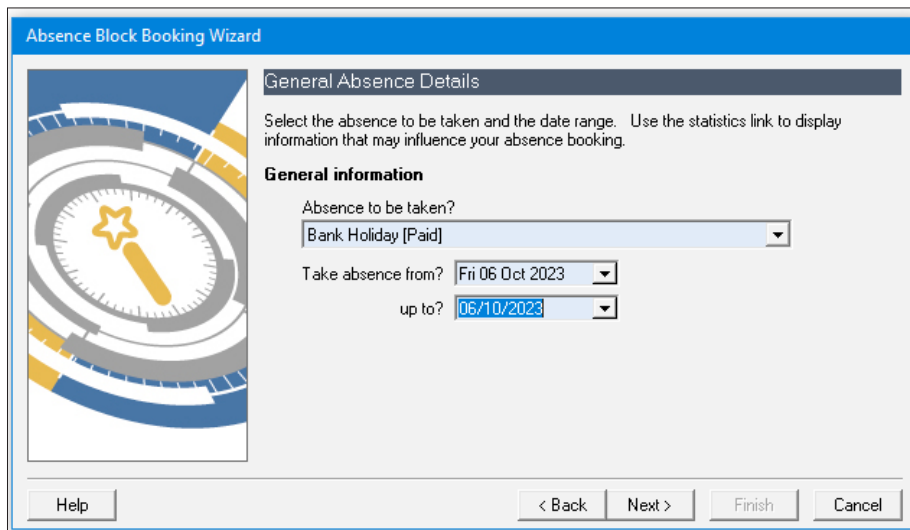


Link to understanding
Adding a block booking

2. Press Next until you reach employee range. Select the range of employees you want to create the block booking for. This can be everyone, groupings or individuals.



3. Once a range is selected, press Next, then select the absence to be taken, and the dates from and to.



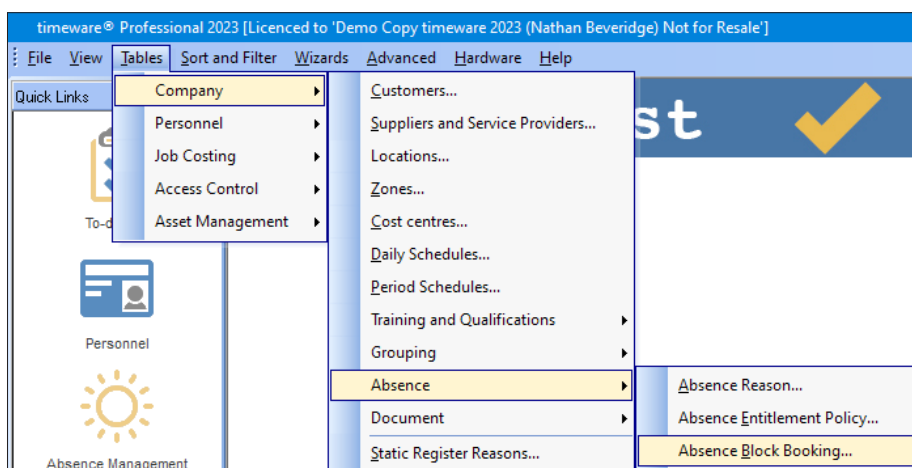
The screenshot shows a software window titled "Absence Block Booking Wizard". On the left is a graphic of a clock face with a yellow star. The main area is titled "General Absence Details" and contains the instruction: "Select the absence to be taken and the date range. Use the statistics link to display information that may influence your absence booking." Below this, under "General information", are three dropdown menus: "Absence to be taken?" (set to "Bank Holiday [Paid]"), "Take absence from?" (set to "Fri 06 Oct 2023"), and "up to?" (set to "06/10/2023"). At the bottom are buttons for "Help", "< Back", "Next >", "Finish", and "Cancel".

4. The next fields are optional, click next and finish.

Please note, block bookings can take up to three hours to be input. Do not be alarmed if it does not appear immediately and do not attempt to add it again. You could end up with multiple block bookings !

Removing a block booking

1. Click on Tables, then Company, then Absence, then Absence Block Booking



Link to understanding
Removing a block
booking

2. You will be presented with all the block bookings ever made on your system.

Absence Block Bookings

Overview
This screen displays a list of absence block bookings. These may be viewed, amended or deleted by right clicking on the selected block booking and choosing the appropriate option. Please note that block bookings are handled by the 'System Maintenance' event within the Event Handler, so there could be a delay from the block booking being entered until the absence getting inserted against an employee.

Absence From	Absence To	Absence	Authorisation	Authorised By	Finalised	Awaiting Deletion	Handle
Mon 22/04/2019	Mon 22/04/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 06/05/2019	Mon 06/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 27/05/2019	Mon 27/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 26/08/2019	Mon 26/08/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Wed 25/12/2019	Wed 25/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Thu 26/12/2019	Thu 26/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Fri 27/12/2019	Fri 27/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 30/12/2019	Mon 30/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 31/12/2019	Tue 31/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 09/05/2022	Thu 19/05/2022	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 13/09/2022	Tue 13/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Tue 20/09/2022	Tue 20/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 10/04/2023	Mon 10/04/2023	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Fri 05/05/2023	Fri 05/05/2023	College Full Day [Paid]	Approved	Admin	True	No	Yes

Close

- Once you find the block booking you wish to remove, right click on it and delete. It will add a red strikethrough to the row.

Absence Block Bookings

Overview
This screen displays a list of absence block bookings. These may be viewed, amended or deleted by right clicking on the selected block booking and choosing the appropriate option. Please note that block bookings are handled by the 'System Maintenance' event within the Event Handler, so there could be a delay from the block booking being entered until the absence getting inserted against an employee.

Drag a column header here to group by that column.

Absence From	Absence To	Absence	Authorisation	Authorised By	Finalised	Awaiting Deletion	Handle
Mon 22/04/2019	Mon 22/04/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 06/05/2019	Mon 06/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 27/05/2019	Mon 27/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 26/08/2019	Mon 26/08/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Wed 25/12/2019	Wed 25/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Thu 26/12/2019	Thu 26/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Fri 27/12/2019	Fri 27/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 30/12/2019	Mon 30/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 31/12/2019	Tue 31/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 09/05/2022	Thu 19/05/2022	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 13/09/2022	Tue 13/09/2022	Bank Holiday [Paid]	Approved	Admin	True	Yes	Yes
Tue 20/09/2022	Tue 20/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 10/04/2023	Mon 10/04/2023	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Fri 05/05/2023	Fri 05/05/2023	College Full Day [Paid]	Approved	Admin	True	No	Yes

Close

Please note that deleting a block booking much like adding one, takes up to three hours to remove. Do not be alarmed if the block bookings remain once you use the delete option !