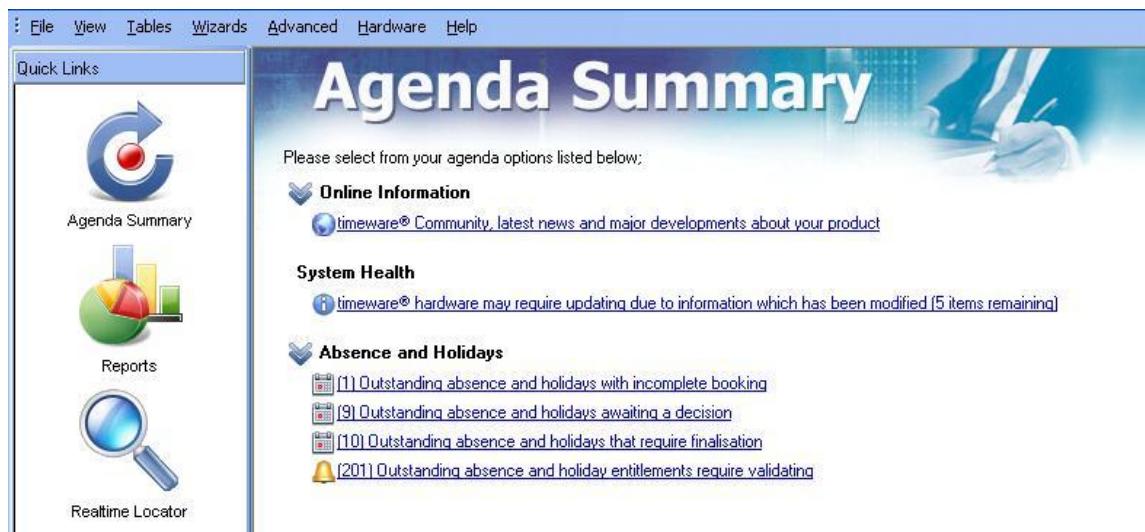




Module: m/03/130

'Absence and holidays on the agenda summary...'

1. A number of 'absence and holiday agenda items' may appear on your agenda dependant on how the timeware® system has been configured.



2. The four absence and holiday agenda items covered in this module are;
 - a. Incomplete bookings
 - b. Awaiting decision
 - c. Require finalisation
 - d. Entitlement renewal



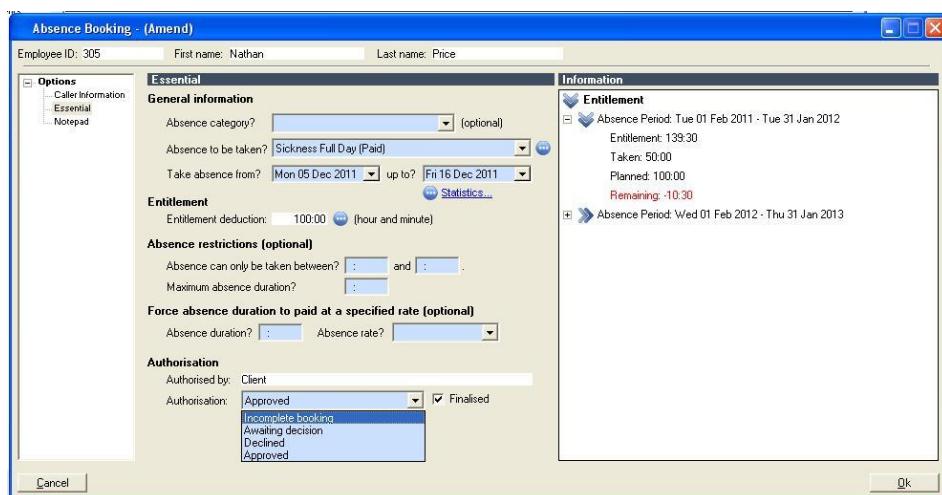
3. Incomplete bookings. This agenda item highlights absence request made at the PIP that have not yet been allocated an absence reason.



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

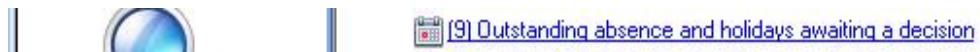


Selecting a person's absence/holiday, enables the user to amend the absence to be taken and the authorisation code. Click <Ok> to return to the personnel absence/holiday selection screen.





4. Awaiting a decision. This agenda 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.

Absence and Holidays - Filter: 'Awaiting Decision' AND 'Finalised AND Non-Finalised'

Finalised								Authorisation	
Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Authorisation		
<input type="checkbox"/> Non-Finalised									
Awaiting decision									
21		Jennifer	Parkinson	Parkinson, Jenn	5007	Seconded	Awaiting d		
22		Mervyn	Fleming	Fleming, Mervyn	5008	Employee	Awaiting d		
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting d		
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting d		
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting d		
247		Pauline	Stanfield	Stanfield, Pauli	6054	Employee	Awaiting d		
247		Pauline	Stanfield	Stanfield, Pauli	6054	Employee	Awaiting d		
305		Nathan	Price	Price, Nathan	1	Employee	Awaiting d		
305		Nathan	Price	Price, Nathan	1	Employee	Awaiting d		

Close

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.

Absence Booking - (Amend)

Employee ID: 305	First name: Nathan	Last name: Price																																																									
<table border="1"> <tr> <td>Options</td> <td>Essential</td> <td>Information</td> </tr> <tr> <td>Caller Information</td> <td>General information</td> <td>Entitlement</td> </tr> <tr> <td>Essential</td> <td>Absence category? <input type="button"/></td> <td>Absence Period: Tue 01 Feb 2011 - Tue 31 Jan 2012</td> </tr> <tr> <td>Notepad</td> <td>Absence to be taken? <input type="button"/></td> <td>Entitlement: 139:30</td> </tr> <tr> <td></td> <td>Take absence from? <input type="button"/> up to? <input type="button"/></td> <td>Taken: 50:00</td> </tr> <tr> <td></td> <td><input type="button"/> Statistics...</td> <td>Planned: 100:00</td> </tr> <tr> <td></td> <td>Entitlement deduction: <input type="button"/> 100:00 <input type="button"/> (hour and minute)</td> <td>Remaining: -10:30</td> </tr> <tr> <td></td> <td>Absence restrictions (optional)</td> <td><input type="button"/> Absence Period: Wed 01 Feb 2012 - Thu 31 Jan 2013</td> </tr> <tr> <td></td> <td>Absence can only be taken between? <input type="button"/> and <input type="button"/></td> <td></td> </tr> <tr> <td></td> <td>Maximum absence duration? <input type="button"/></td> <td></td> </tr> <tr> <td></td> <td>Force absence duration to paid at a specified rate (optional)</td> <td></td> </tr> <tr> <td></td> <td>Absence duration? <input type="button"/> Absence rate? <input type="button"/></td> <td></td> </tr> <tr> <td></td> <td>Authorisation</td> <td></td> </tr> <tr> <td></td> <td>Authorised by: Client</td> <td></td> </tr> <tr> <td></td> <td>Authorisation: <input type="button"/> Approved <input checked="" type="checkbox"/> Finalised</td> <td></td> </tr> <tr> <td></td> <td><input type="button"/> Incomplete booking</td> <td></td> </tr> <tr> <td></td> <td><input type="button"/> Awaiting decision</td> <td></td> </tr> <tr> <td></td> <td><input type="button"/> Declined</td> <td></td> </tr> <tr> <td></td> <td><input type="button"/> Approved</td> <td></td> </tr> </table>			Options	Essential	Information	Caller Information	General information	Entitlement	Essential	Absence category? <input type="button"/>	Absence Period: Tue 01 Feb 2011 - Tue 31 Jan 2012	Notepad	Absence to be taken? <input type="button"/>	Entitlement: 139:30		Take absence from? <input type="button"/> up to? <input type="button"/>	Taken: 50:00		<input type="button"/> Statistics...	Planned: 100:00		Entitlement deduction: <input type="button"/> 100:00 <input type="button"/> (hour and minute)	Remaining: -10:30		Absence restrictions (optional)	<input type="button"/> Absence Period: Wed 01 Feb 2012 - Thu 31 Jan 2013		Absence can only be taken between? <input type="button"/> and <input type="button"/>			Maximum absence duration? <input type="button"/>			Force absence duration to paid at a specified rate (optional)			Absence duration? <input type="button"/> Absence rate? <input type="button"/>			Authorisation			Authorised by: Client			Authorisation: <input type="button"/> Approved <input checked="" type="checkbox"/> Finalised			<input type="button"/> Incomplete booking			<input type="button"/> Awaiting decision			<input type="button"/> Declined			<input type="button"/> Approved	
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	<input type="button"/> Approved																																																										
<input type="button"/> Cancel	<input type="button"/> Ok																																																										

5. Require finalisation. This agenda item highlights absence/holiday requests that have been approved or declined but that are waiting for finalisation.



Clicking on the agenda 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.

