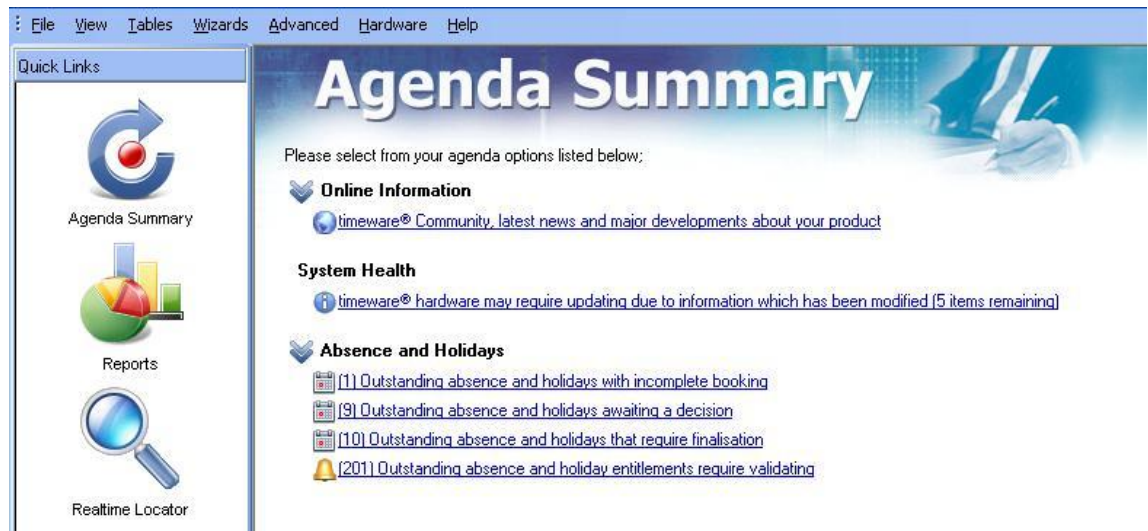




Module: m/03/130

'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.



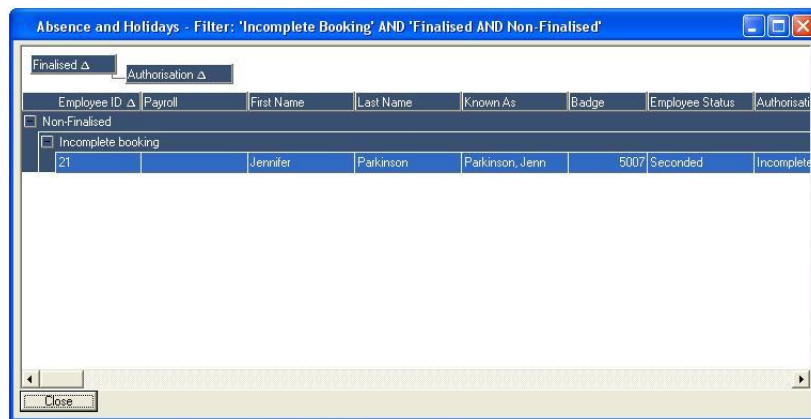
2. The four absence and holiday agenda items covered in this module are;
 - a. Incomplete bookings
 - b. Awaiting decision
 - c. Require finalisation
 - d. Entitlement renewal



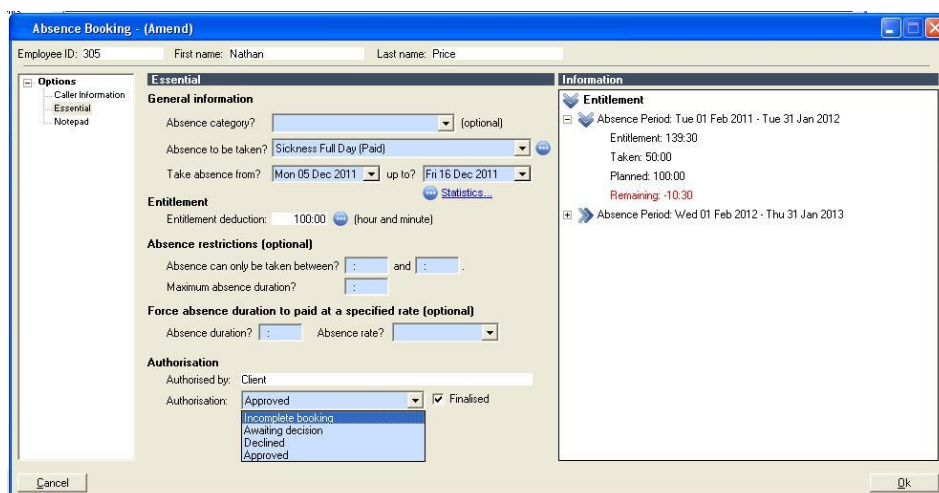
3. Incomplete bookings. This agenda item highlights absence request made at the PIP that have not yet been allocated an absence reason.



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'

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Authorisation
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

Options

- Caller Information
- Essential
- Notepad

Essential

General information

Absence category? (optional)

Absence to be taken? Sickness Full Day (Paid)

Take absence from? Mon 05 Dec 2011 up to? Fri 16 Dec 2011 Statistics...

Entitlement

Entitlement deduction: 100:00 (hour and minute)

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?

Authorisation

Authorized by: Client

Authorisation: Approved ☒ Finalised

- Incomplete booking
- Awaiting decision
- Declined
- Approved

Information

Entitlement

Absence Period: Tue 01 Feb 2011 - Tue 31 Jan 2012

Entitlement: 139:30

Taken: 50:00

Planned: 100:00

Remaining: -10:30

Absence Period: Wed 01 Feb 2012 - Thu 31 Jan 2013

Cancel 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.

Absence and Holidays - Filter: 'All AND 'Non-Finalised'

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Authorisation	Finalised
Non-Finalised								
Awaiting decision								
21		Jennifer	Parkinson	Parkinson, Jenn	5007	Seconded	Awaiting decision	Non-Finalised
22		Mervyn	Fleming	Fleming, Mervyn	5008	Employee	Awaiting decision	Non-Finalised
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting decision	Non-Finalised
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting decision	Non-Finalised
245		Roy	Lawther	Lawther, Roy	6052	Employee	Awaiting decision	Non-Finalised
247		Pauline	Stanfield	Stanfield, Pauli	6054	Employee	Awaiting decision	Non-Finalised
247		Pauline	Stanfield	Stanfield, Pauli	6054	Employee	Awaiting decision	Non-Finalised
305		Nathan	Price	Price, Nathan	1	Employee	Awaiting decision	Non-Finalised
305		Nathan	Price	Price, Nathan	1	Employee	Awaiting decision	Non-Finalised
Incomplete booking								
21		Jennifer	Parkinson	Parkinson, Jenn	5007	Seconded	Incomplete booking	Non-Finalised

Close

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.

Absence Booking - (Amend)

Employee ID: 305 First name: Nathan Last name: Price

Options

- Caller Information
- Essential
- Notepad

Essential

General information

Absence category? [dropdown] (optional)

Absence to be taken? [Sickness Full Day (Paid)]

Take absence from? [Mon 05 Dec 2011] up to? [Fri 16 Dec 2011] [Statistics...]

Entitlement

Entitlement deduction: 100:00 (hour and minute)

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? []

Authorisation

Authorized by: Client

Authorisation: [Approved] [Incomplete booking] [Awaiting decision] [Declined] [Approved] [Finalised]

Information

Entitlement

Absence Period: Tue 01 Feb 2011 - Tue 31 Jan 2012

Entitlement: 139:30

Taken: 50:00

Planned: 100:00

Remaining: -10:30

Absence Period: Wed 01 Feb 2012 - Thu 31 Jan 2013

Cancel Ok