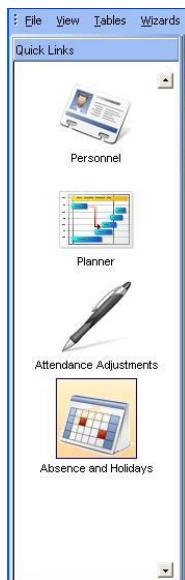




## Module: m/03/150

**'Viewing a person's absence and holiday entitlement...' '**

1. Click on the Absence and Holiday Quick Link.



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

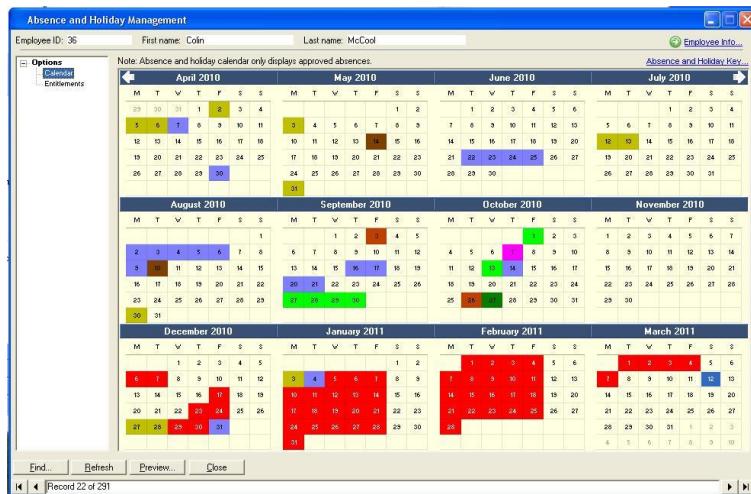
The screenshot shows the 'Absence and Holiday Management' window. At the top, it displays the employee information: Employee ID: 34, First name: David, Last name: Smith. Below this is a toolbar with 'File', 'View', 'Tables', and 'Wizards'. A 'Quick Links' sidebar on the left contains icons for 'Personnel', 'Planner', 'Attendance Adjustments', and 'Absence and Holidays', with 'Absence and Holidays' being the active link. The main area is a 12-month calendar grid from April 2010 to March 2011. Each month grid shows the days of the week (M, T, W, T, F, S, S) and the dates of the month. Specific dates are highlighted in different colors: yellow, green, blue, and red, likely representing different types of absences or holidays. The bottom of the window has a toolbar with 'Find...', 'Refresh', 'Preview...', and 'Close' buttons, and a status bar indicating 'Record 20 of 291'.



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



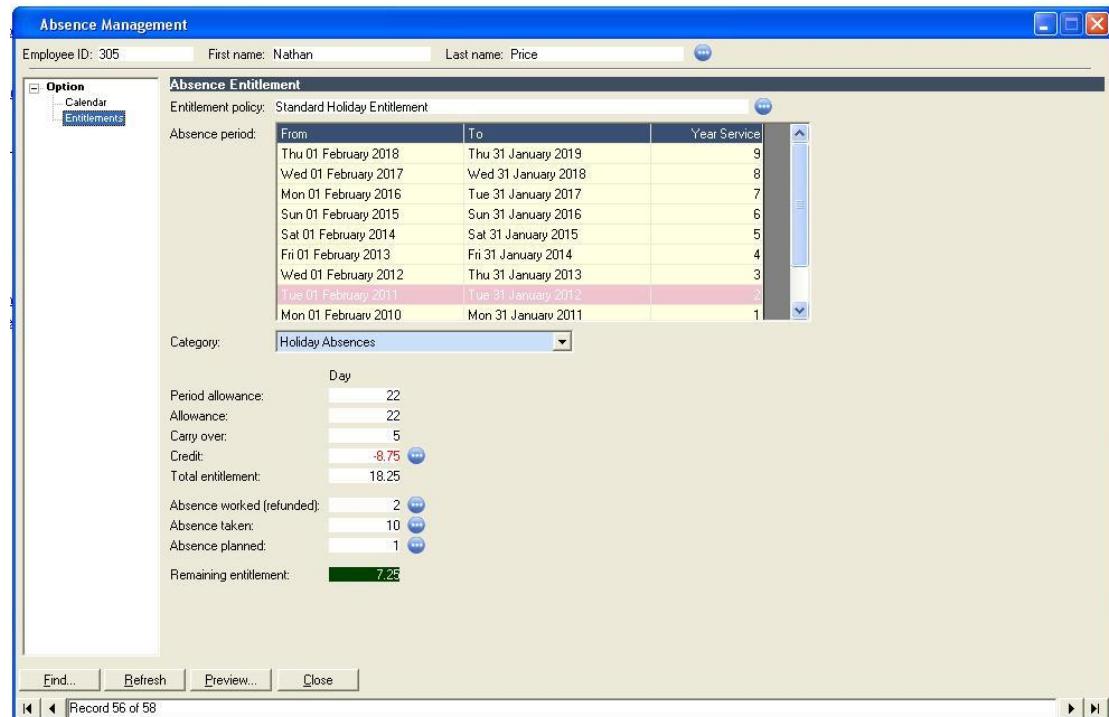
4. The person's absence calendar will appear.



Next, click on Entitlements.



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



The screenshot shows the 'Absence Management' window. At the top, it displays 'Employee ID: 305', 'First name: Nathan', and 'Last name: Price'. The main area is titled 'Absence Entitlement' and shows a table of absence periods. The table has columns for 'From', 'To', and 'Year Service'. The rows list various dates from 2011 to 2019, with the row for 'Tue 01 February 2011' highlighted in pink. Below the table, a 'Category' dropdown is set to 'Holiday Absences'. To the right, there are several numerical fields: 'Period allowance: 22', 'Allowance: 22', 'Carry over: 5', 'Credit: -8.75', 'Total entitlement: 18.25', 'Absence worked (refunded): 2', 'Absence taken: 10', 'Absence planned: 1', and 'Remaining entitlement: 7.25'. At the bottom of the window are buttons for 'Find...', 'Refresh', 'Preview...', and 'Close'.

Any of the ten categories can be displayed

<Right-click> on the grid to access the Print option.

6. Click <Close> to leave Absence and Holiday Management.





## Notes

Training module: m-03-150 *Viewing a person's absence and holiday entitlement.....*

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