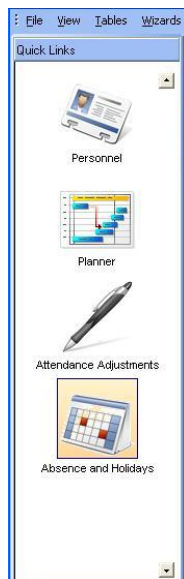




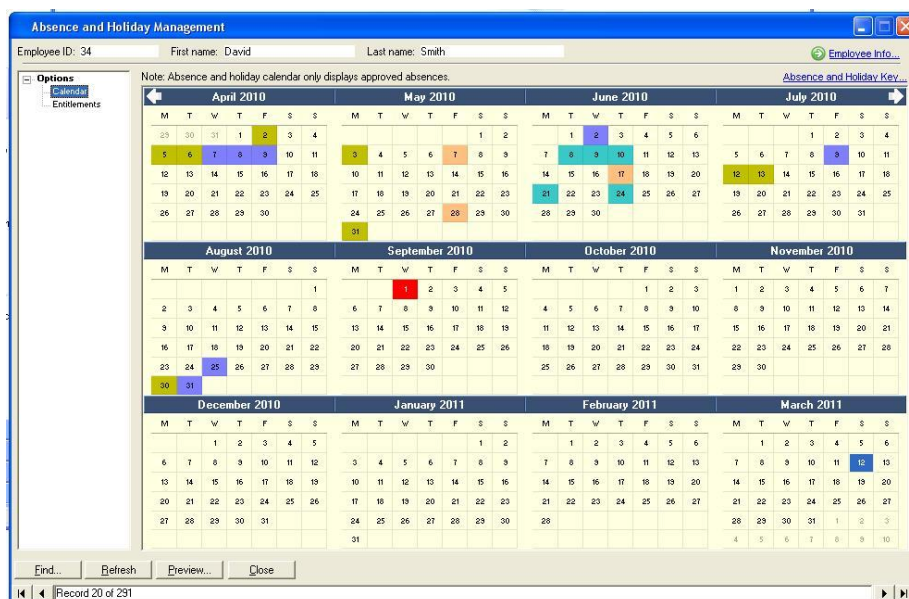
Module: m/03/150

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

1. Click on the Absence and Holiday Quick Link.

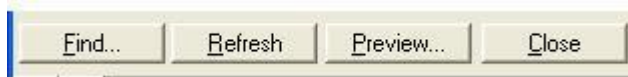


2. The Absence and Holiday screen appears at the record last viewed by the user

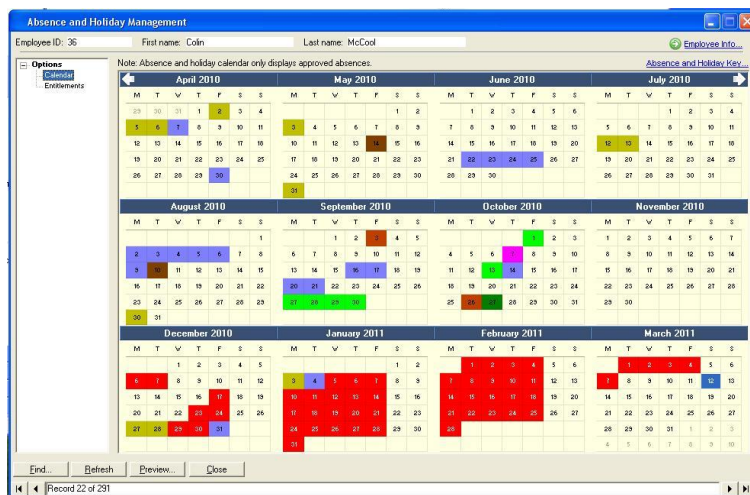




- Click <Find> and search for the person whose entitlements you wish to view.



- 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.

Absence Management

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

Absence Entitlement

Entitlement policy: Standard Holiday Entitlement

From	To	Year Service
Thu 01 February 2018	Thu 31 January 2019	9
Wed 01 February 2017	Wed 31 January 2018	8
Mon 01 February 2016	Tue 31 January 2017	7
Sun 01 February 2015	Sun 31 January 2016	6
Sat 01 February 2014	Sat 31 January 2015	5
Fri 01 February 2013	Fri 31 January 2014	4
Wed 01 February 2012	Thu 31 January 2013	3
Tue 01 February 2011	Tue 31 January 2012	2
Mon 01 February 2010	Mon 31 January 2011	1

Category: **Holiday Absences**

Day

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

Remaining entitlement: 7.25

Find... Refresh Preview... Close

Record 56 of 58

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.

Find... Refresh Preview... Close



Notes