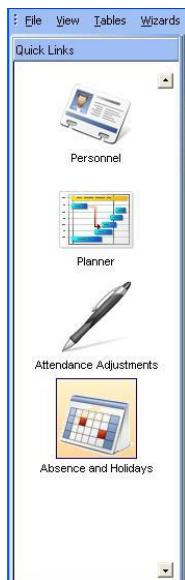




## Module: m/03/160

***'Awarding an absence entitlement credit...' '***

1. Click on the Absence and Holiday Quick Link.



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

The screenshot shows a software interface titled "Absence and Holiday Management". At the top, it displays "Employee ID: 34", "First name: David", and "Last name: Smith". Below this is a "Note: Absence and holiday calendar only displays approved absences." A "Find..." button is located at the bottom left. The main area is a 12-month calendar grid from April 2010 to March 2011. Each month grid is a 6x7 grid of days. Specific dates are highlighted in different colors: yellow, green, blue, and red. The calendar is color-coded to represent different types of absence and entitlements. The interface includes a "Find..." button at the bottom left and a "Record 20 of 291" status at the bottom center.



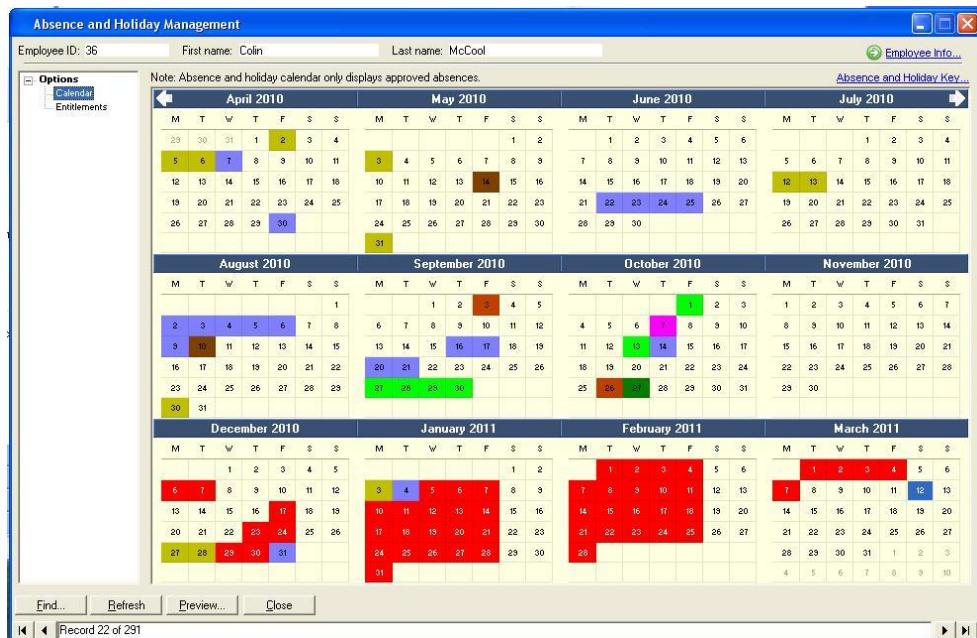
3. Click <Find> and search for the person whose entitlements you wish to view.



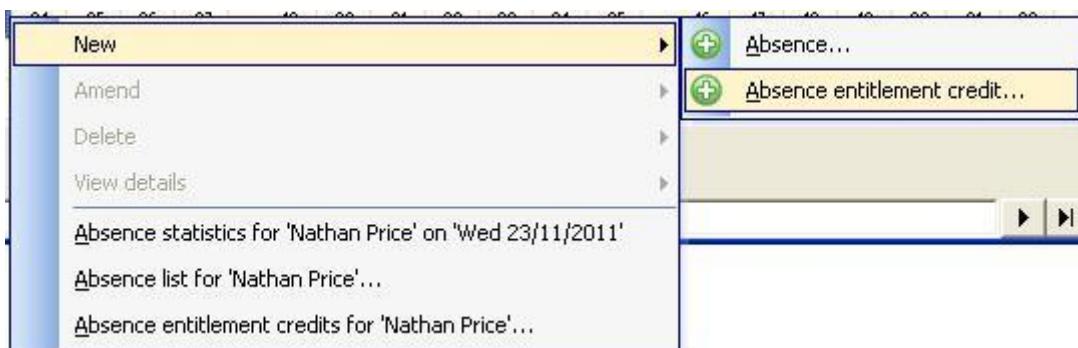
**Find: Absence and Holiday Management**

Employee ID	Payroll	First Name	Last Name	Known As	Employee
34		David	McCambley	McCambley, David	Leaver
35		Leo	Cochrane	Cochrane, Leo	Employee
36		Colin	McCool	McCabrey, Colin	Employee
37		Michael	Finney	Finney, Michael	Employee
38		Michael	Mccormack	Mccormack, Micha	Employee
39		Jolene	Hagen	Hagen, Jolene	Employee
40		Elaine	Simpson	Simpson, Elaine	Employee
41		David	Foster	Foster, David	Employee
42		Joanne	Hewitt	Hewitt, Joanne	Employee

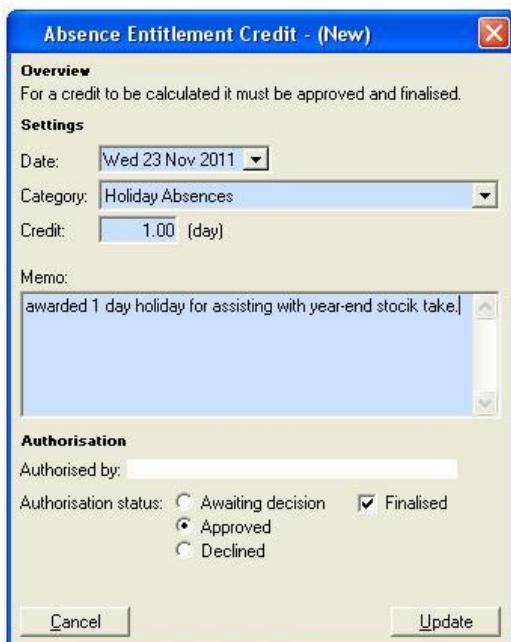
4. The person's absence calendar will appear.



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



6. Next, the Absence Entitlement credit form will appear.



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.

Finally, select <Update> to save the credit.



**Notes:**