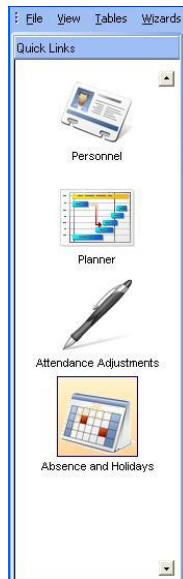




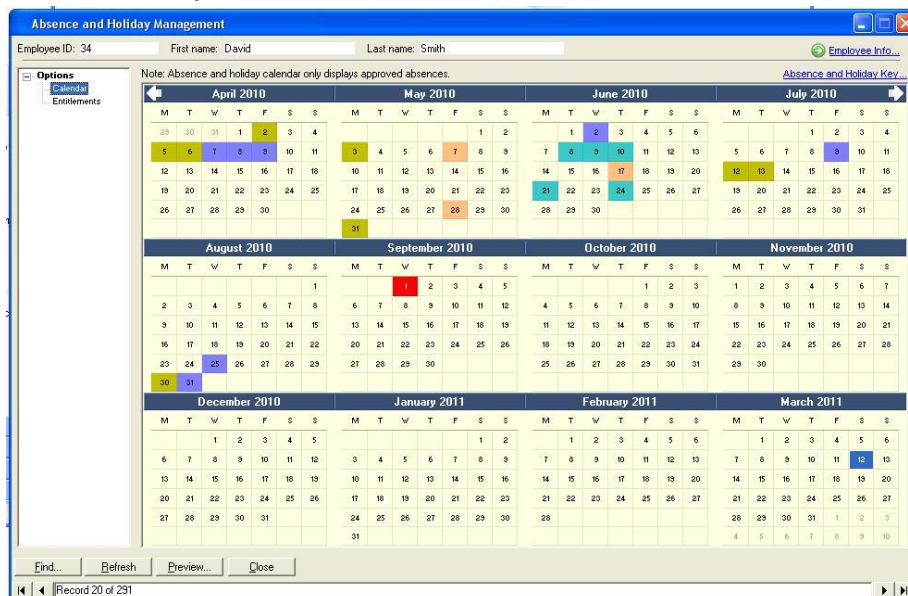
Module: m/03/160

'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





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



Find: Absence and Holiday Management

Search for: Search through: Search type:

Drag a column header here to group by that column.

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

- The person's absence calendar will appear.

Absence and Holiday Management

Employee ID: 36First name: ColinLast name: McCooleEmployee Info...

Note: Absence and holiday calendar only displays approved absences.Absence and Holiday Key...

OptionsCalendarEntitlements

←

April 2010

→

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

←

May 2010

→

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

←

June 2010

→

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

←

July 2010

→

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

←

August 2010

→

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

←

September 2010

→

M	T	W	T	F	S	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

←

October 2010

→

M	T	W	T	F	S	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

←

November 2010

→

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

←

December 2010

→

M	T	W	T	F	S	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

←

January 2011

→

M	T	W	T	F	S	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

←

February 2011

→

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

←

March 2011

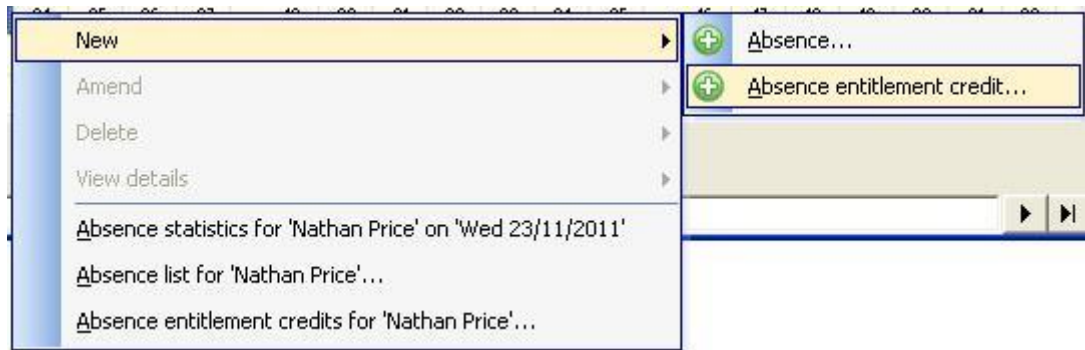
→

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Find...RefreshPreview...Close

Record 22 of 291

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: