

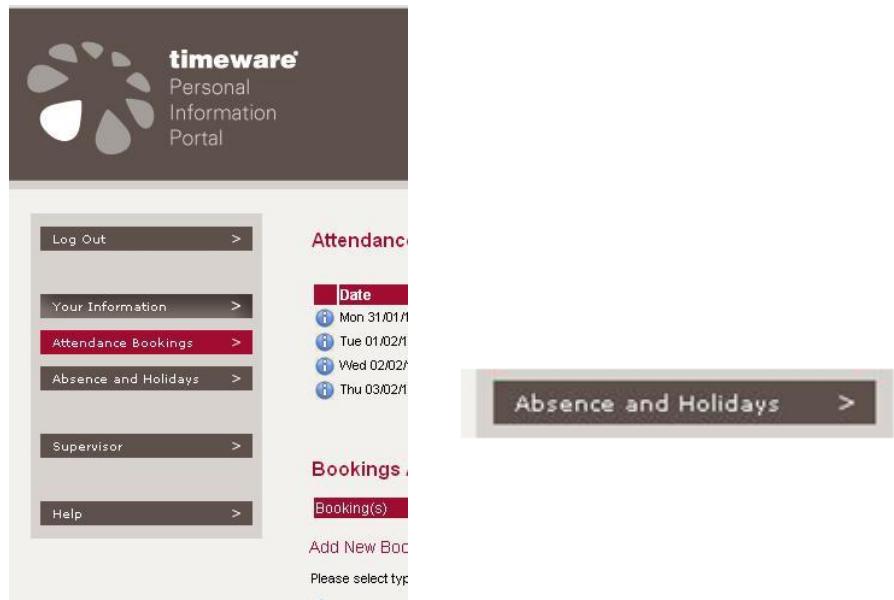


## Module: m/07/130

*'Submitting an absence or holiday request...' '*

1. Log into the timeware® PIP (module m/07/110).

2. Select Absence and Holidays from the left-hand menu.



3. Select the absence and the date range required. Next give a brief explanation about request. Finally, click <Submit Absence>.

**Absence and Holidays**

This option allows you to make an absence request and to display information relating to your current absence year.

**Information**

**Current Absence Year**

**Absence or Holiday**

Please select absence:

Please select start date:

Please select finish date:

**Optional**

Restrict from time:

Restrict to time:

Restrict duration:

Please give a brief explanation for the required absence and the approximate times of day that you will be away to enable your request to be processed efficiently.

I have a dental appointment.

### Absence / Holiday Submitted

Thank you, your information has been processed.



**timeware® Certified  
OPERATOR**



4. Once the absence or holiday request is approved and finalised, (or declined!), by a manager, an Email is sent to the user's personal Email account.
5. You have successfully submitted a booking! To log out of the timeware® PIP, follow module m/07/135.