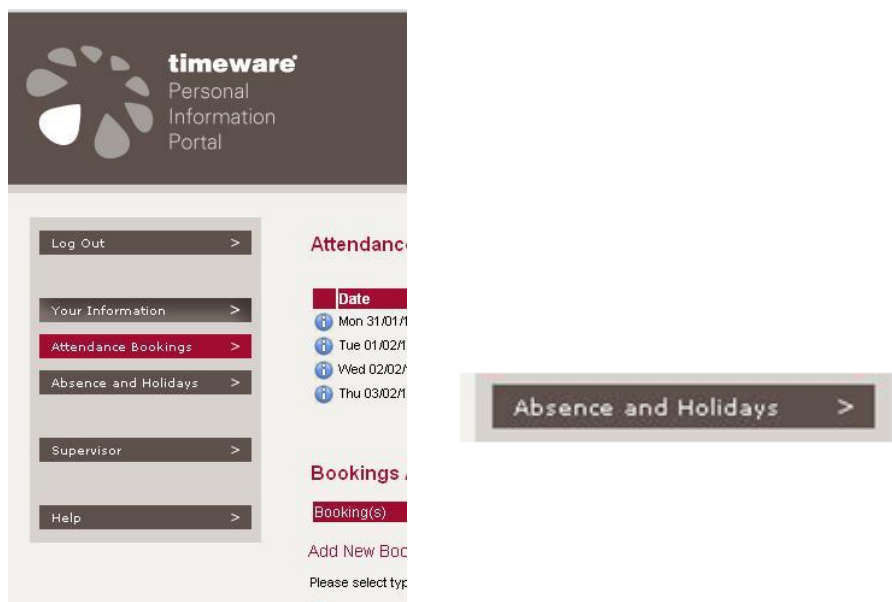




Module: m/07/130

'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: Annual Leave (1/2 Day)
Please select start date: 18 February 2011
Please select finish date: 18 February 2011

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.





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.