

Industrial Action

This guide will explain how you can record participation of Industrial Action via Staff Connect. For details on how to amend your absence record, please review the [View, edit, delete or withdraw absence history guide](#).

The Staff Connect absence management module is the only recognised University record of absence and is where you are now able to request annual leave. Your requests are then sent to your line manager or their delegate to review, authorise or reject.

Please note, Industrial Action is recorded in days and is deducted at 1/365th per day of participation. If you have more than one post and are participating on these posts you will have to record this participation for each post.

If you have any queries about how to record your participation or other topics then please read the information found on the [Staff Guide](#)

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.

Immigration status

Please note that some immigration/ right to work statuses require individuals to inform their employer should they leave the UK for any period of time for personal and work related reasons. If your team member is required to record an absence from the UK please inform them to complete the Absence from the UK form in Staff Connect.

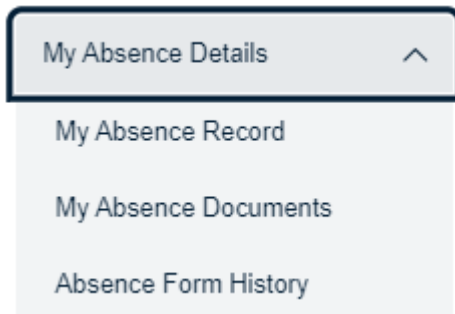
Quick Steps to recording Industrial Action

Here are some quick steps on how to enter a period of Industrial Action. Please see the section below for the full details user guide with screenshots.

1. Click **My Absence Details** followed by My **Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Request New** on the Industrial Action line
4. Enter the start date and end date of the period of action
5. Click **Submit**

Entering a period of Industrial Action

Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



If you have more than one post, the screen below will be displayed. Please select the post you wish to enter a period of industrial action for and then click **Next**.

This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today's date highlighted in blue. The dates highlighted in grey are to highlight weekends, bank holidays and customary days.

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view. You can also view your entitlements and access your team calendar.

To record Industrial Action click **Request New**, highlighted in blue.

Absence / Attendance

Type	Description	Action
AAP	Authorised Absence (Paid)	Request New Open AAP History
AAUP	Authorised Absence (Unpaid)	Request New Open AAUP History
AL	Annual Leave	Request New Open AL History
AL-NP	Annual Leave (Non Prescribed)	Request New Open AL-NP History
ALP	Additional Leave (Purchased)	Request New Open ALP History
COMPAS	Compassionate Leave (Paid)	Request New Open COMPAS History
INDACT	Industrial Action	Request New Open INDACT History
PARENT	Parental Leave (Unpaid)	Request New Open PARENT History
SICK	Sick Leave	Request New Open SICK History

The Record an Absence screen will open. You need to complete the following details:

- **Comments** - the comments box is optional.

Type Industrial Action

Comments

Dates Full Day

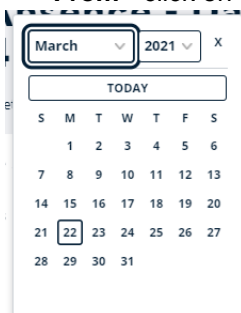
From *

To *

Days

Total Time

- **From** - click on the calendar button to select the start date of participation in industrial action.



Type Industrial Action

Comments

Dates Full Day

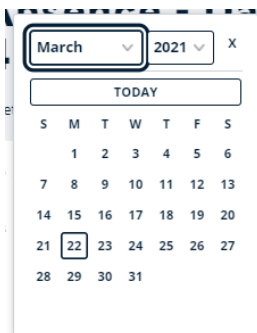
From *

To *

Days

Total Time

- **To** - click on the calendar button to select the end date of participation in industrial action.



Please note if you are participating in one day of industrial action the **From** and **To** date need to be the same. Please note industrial action is deducted at 1/365th so can only be recorded in days.

Type Industrial Action

Comments

Dates Full Day

From *

To *

Days

Total Time

Once you have finished completing the form click the **Submit** button, this will automatically update your record.

The Pay Office will be alerted there is an absence to process. It will appear in your calendar and when you hover over the absence it will appear as “Not processed” until the Pay Office has completed its process.