

# View, edit, cancel/delete or withdraw absence details

This guide shows you how to:

- view any historical or upcoming absences
- edit details of authorised periods of absence
- delete details of authorised periods of absence
- withdraw absence requests pending authorisation

The Staff Connect absence management module is the only recognised University record of absence.

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately. Please use caution when editing or deleting historical leave as Staff Connect record links to payroll.

## Quick Steps to viewing absence details

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 **Open History** on the absence line for the type you wish to view
4. Scroll to the bottom of the page
5. Find the absence period you would like to review and click **View**
6. The details of this absence will be displayed
7. Click **Cancel**

## Quick Steps to editing absence details

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 **Open History** on the absence line for the type you wish to view
4. Scroll to the bottom of the page
5. Find the absence period you would like to review and click **Edit**
6. The details of this absence will be displayed. Amend the details required
7. Click **Confirm planned work time** and review/update the work pattern details
8. Click **Save**
9. Click **Complete**

## Quick Steps to cancelling/deleting absence details

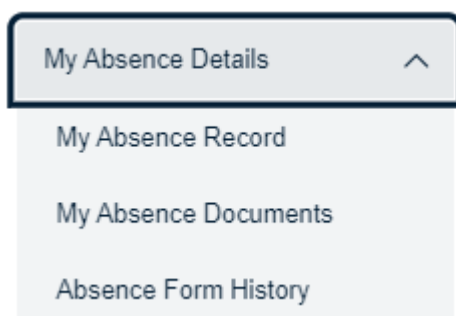
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Open History** on the absence line for the type you wish to view
4. Scroll to the bottom of the page
5. Find the absence period you would like to review and click **Delete**
6. The details of this absence will be displayed
7. Click **Submit**

## Quick Steps to withdrawing absence details

1. Click **My Absence Details** followed by **Absence Form History**
2. Select the absence entry pending authorisation that you wish to withdraw
3. The details of this request will be displayed.
4. Click **Withdraw**

## Viewing, editing or cancelling/deleting details

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 annual leave for and then click **Next**.

### Absence

Select Post or Delegation

Scroll to the bottom of the screen to see the absence types available to view.

Absence / Attendance			
Type	Description	Action	
AAP	Authorised Absence (Paid)	<a href="#">Request New</a>	<a href="#">Open AAP History</a>
AAUP	Authorised Absence (Unpaid)	<a href="#">Request New</a>	<a href="#">Open AAUP History</a>
AL	Annual Leave	<a href="#">Request New</a>	<a href="#">Open AL History</a>
AL-NP	Annual Leave (Non Prescribed)	<a href="#">Request New</a>	<a href="#">Open AL-NP History</a>
ALP	Additional Leave (Purchased)	<a href="#">Request New</a>	<a href="#">Open ALP History</a>
COMPAS	Compassionate Leave (Paid)	<a href="#">Request New</a>	<a href="#">Open COMPAS History</a>
INDACT	Industrial Action	<a href="#">Request New</a>	<a href="#">Open INDACT History</a>
NWP	Non-Working Period	<a href="#">Request New</a>	<a href="#">Open NWP History</a>
PARENT	Parental Leave (Unpaid)	<a href="#">Request New</a>	<a href="#">Open PARENT History</a>
SICK	Sick Leave	<a href="#">Request New</a>	<a href="#">Open SICK History</a>
STULVU	Study Leave (Unpaid)	<a href="#">Request New</a>	<a href="#">Open STULVU History</a>
STUTLV	Study Leave (Paid)	<a href="#">Request New</a>	<a href="#">Open STUTLV History</a>
TOIL	Time off in Lieu	<a href="#">Request New</a>	<a href="#">Open TOIL History</a>

When clicking on the **Open History** next to the relevant absence type a new section will appear at the bottom of the page. This will show you booked and taken absences. Under the **Action** header there are three options as detailed below.

AL

Created Date	Employee	Type	Description	From	To	Action
10/12/2020		AL	Annual Leave	23/12/2021	31/12/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	08/11/2021	12/11/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	29/10/2021	29/10/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
27/07/2020		AL	Annual Leave	20/09/2021	24/09/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
10/12/2020		AL	Annual Leave	30/08/2021	30/08/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## View

Clicking **View** will show you the details of the record.

View absence details

Previously Updated By

Type Annual Leave

Comments

Dates Full Day Part Day

From: 08/11/2021

To: 12/11/2021

hours mins hrs decimal

Total Time 35 00 35:00

[View planned work time](#)

[Cancel](#)

Click **Cancel** to exit this screen and to return to the previous page.

AL

Created Date	Employee	Type	Description	From	To	Action
10/12/2020		AL	Annual Leave	23/12/2021	31/12/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	08/11/2021	12/11/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	29/10/2021	29/10/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
27/07/2020		AL	Annual Leave	20/09/2021	24/09/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
10/12/2020		AL	Annual Leave	30/08/2021	30/08/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## Edit

Clicking **Edit** will bring to the Edit an Absence. Any amendments in this screen will be processed in the same way as the Record an Absence screen (see relevant guide)

To edit an absence please amend the details below and click in to Confirm planned work time to update the work pattern.

Previously Updated By

Type Annual Leave

Comments

Dates Full Day Part Day

From: 08/11/2021

To: 12/11/2021

hours mins hrs decimal

Total Time 35 00 35:00

[Confirm planned work time](#)

[Cancel](#) [Submit](#)

Once complete, click **Submit** to process the change or **Cancel** to return to the previous screen.

AL

Created Date	Employee	Type	Description	From	To	Action
10/12/2020		AL	Annual Leave	23/12/2021	31/12/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	08/11/2021	12/11/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
31/08/2021		AL	Annual Leave	29/10/2021	29/10/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
27/07/2020		AL	Annual Leave	20/09/2021	24/09/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
10/12/2020		AL	Annual Leave	30/08/2021	30/08/2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## Cancel/Delete

Clicking **Delete** will display the absence request.

Employee – View, edit, delete or withdraw absence entry  
Version 1.4  
Date: November 2021  
Author: Staff Connect

To delete this absence, review the information below and submit.

Previously Updated By |

Type Annual Leave

Comments

Dates Full Day Part Day

From 08/11/2021

To 12/11/2021

hours mins hrs decimal

Total Time 35 00 35.00 [View planned work time](#)

[Cancel](#) [Submit](#)

You cannot make any adjustments from this screen.

Click **Submit** to delete the absence entry.

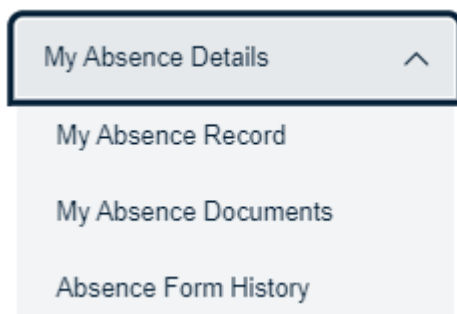
Once this request to cancel/delete leave has been authorised then your absence record will be updated. If this period of leave relates to annual leave then any entitlement will be also be returned.

Click **Cancel** to return to the previous screen. If the absence is historic, payroll will recalculate the absence record.

## Withdrawing absence requests pending authorisation

This section of the guide shows you how to withdraw an absence entry; this will only be possible if it is still awaiting authorisation. If the absence needs to be withdrawn after being authorised please see guidance above for deleting leave.

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



Your Absence Form History page will display all absence requests submitted within Staff Connect. The top of the screen can be used to filter the items displayed at the bottom of the screen.

Dashboard / Absence Form History

## Form History

Keyword Search:  Date From:  Date To:

Event Filter:  Status Filter:

Results per page:  Showing 76 results

Description	Event	Status	Raised Date
Absence (Edit): Time off in Lieu (13/09/2021 - 13/09/2021)	Time Mgmt Absence	Authorised	13 Sep 2021
Absence (Add): Time off in Lieu (13/09/2021 - 13/09/2021)	Time Mgmt Absence	Authorised	6 Sep 2021
Absence (Add): Annual Leave (08/11/2021 - 12/11/2021)	Time Mgmt Absence	Authorised	31 Aug 2021
Absence (Add): Annual Leave (29/10/2021 - 29/10/2021)	Time Mgmt Absence	Authorised	31 Aug 2021
Absence (Delete): Time off in Lieu (06/08/2021 - 06/08/2021)	Time Mgmt Absence	Authorised	31 Jul 2021
Absence (Add): Time off in Lieu (06/08/2021 - 06/08/2021)	Time Mgmt Absence	Authorised	28 Jul 2021

Scroll down to the bottom of the page and navigate to the absence entry line you would like to review. Click the drop down arrow on the right hand side to expand the request.

Please note you can only withdraw an absence that has the status of Submitted.

Clicking on the title of the request will show the details of the request made.

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

**Previously Updated By**

**Type** Annual Leave

**Comments**

Dates	Full Day	Part Day
<b>From</b> 03/11/2021	<input checked="" type="radio"/>	<input type="radio"/>
<b>To</b> 03/11/2021		

hours mins hrs decimal

**Total Time** 7 00 7,00 [View planned work time](#)

[Withdraw](#)

Click the **Withdraw** button.

When you make a change to any leave the form history will create a new record of this change but will not replace the old one so when using form history please be aware there may be more than one line for the same occurrence of an absence.