

View absence team calendar

This guide will explain how you can view your team absence in Staff Connect.

The team absence calendar will show when your peers i.e. those who also report in to your line manager are absent from work. The calendar will display the short code of ABS to show when they are absent and no additional details will be shown.

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

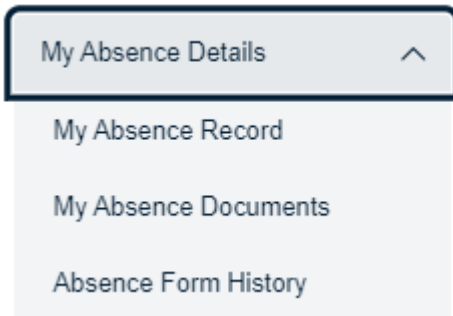
Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.

Quick Steps to view team absence calendar

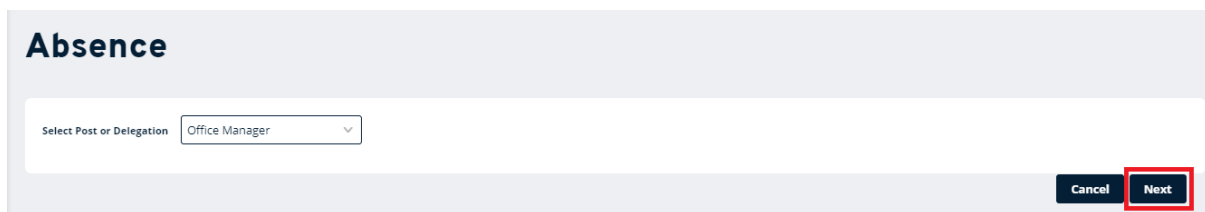
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Scroll to the bottom of the page and click **View Team Calendar**
4. Use the arrows to scroll through months displayed to view the details you need
5. Click **Return** to exit from this screen

Viewing team absence calendar

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



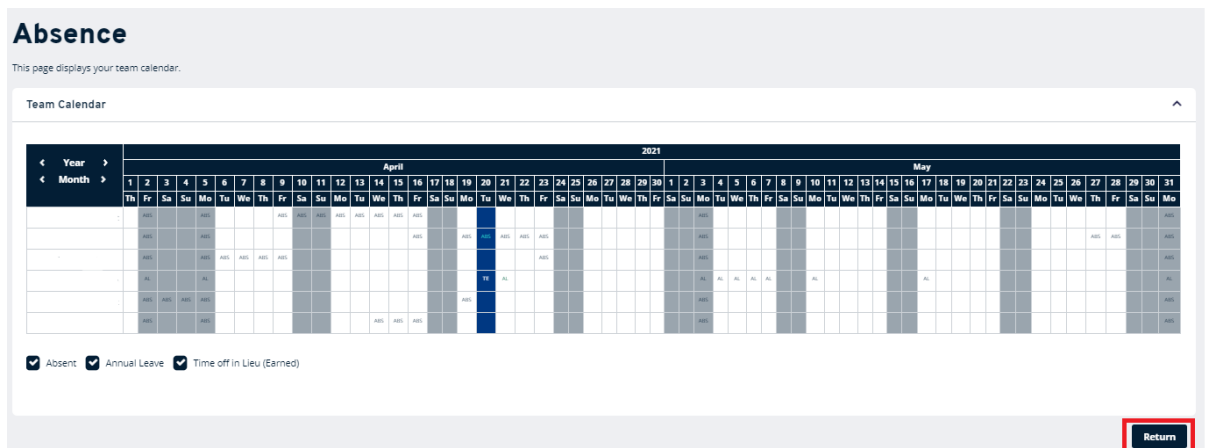
If you have more than one post the screen below will be displayed. Please select the post you wish to view the team calendar for and then click **Next**.



Scroll to the very bottom of the screen and click **View Team Calendar** button.



The **Team View** screen can be used to view all absences for your peers who have the same line manager. You will also be able to see your own leave on this calendar. Your peers' leave will display as ABS (absent) i.e. it will not display the reason for their absence. The calendar view can help you to see if there is sufficient cover in your team before you request annual leave.



Click **Return** once you have finished to go back to your absence calendar.