Industrial action – manager guide

This guide will show you how to record periods of industrial action for your team. These are recorded in whole days and please note members of staff can record periods of industrial action without requiring authorisation from you.

Please read the FAQs [here](#), if you would like further information.

Quick Steps
This section will detail the quick steps of how to record a period of participation of industrial action. Please refer to the Full Guide section below for full detailed instructions which include screenshots.

1. Log in to Staff Connect
2. Click the My People tab
3. Click Team Absence Details followed by Absence Record from the left hand menu
4. Select the employee you wish to enter an absence on behalf of and click next
5. If they have more than one post please select the post you are recording this period of participation for.
6. Scroll down the page and click Request New on the Industrial Action line
7. Enter the start and end dates of the period of participation
8. Click Submit

Full Guide
Click on the **MY PEOPLE** tab on the left hand menu

Click **Absence** from the left-hand menu

Select the employee you wish to enter an absence on behalf of.

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 dark blue.

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view, and gives you access to the team calendar for this employee.

To record industrial action click **Request New**, highlighted in blue.

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

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

- **From** - Click on the calendar button to select the start date of participation in industrial action
• **To** - click the calendar button and select the date for the end of the period of industrial action. Please note if you are recording a single day please ensure the **To** date matches the **From** date.

This is the day you return to work but the last day of industrial action). Please note industrial action is deducted at 1/365th so can only be recorded in whole days.
Once you have finished and entered all the required data click **Submit** to complete.

Click **Close**

This is authorised automatically, an email confirmation will be sent to the employee for their records. The Pay Office will be alerted there is an absence to process. It will appear in your member of staff’s calendar and when you hover over the absence it will appear as “Not processed” until the Pay Office has completed its process.