Authorised absence (unpaid) – manager guide

This guide will explain how to enter periods of authorised absence for your team.

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 authorised absence (unpaid) 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 period of authorised absence (unpaid).
- **Full Day** - If this is a full day absence please skip to the **To** step below (see page 3)
- **Part Day** - If this is a part day absence click on the **Part Day** button.
  - This will display 3 new fields to complete - Time, Hours off (HH, MM)
- **Time** - enter the time the authorised absence (unpaid) starts into the **Time** box e.g. 09:00 or 13:30
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are entering a part day authorised absence (unpaid) between 09:00 and 12:30 you will need to enter 09:00 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.

- **To** - click the calendar button and select the date for the end of authorised absence (unpaid). Please note if you are booking a single whole or part day off please ensure the **To** date matches the **From** date.

- **Full Day** - if this is a full day absence please click **Confirm planned work time** (see page 4).
- **Part Day** - if this is a part day absence click on the **Part Day** button.
  - this will display 3 new fields to complete - **Time**, **Hours off** (HH, MM)
- **Time** - enter the time the period of authorised absence (unpaid) ends into the **Time** box e.g. 11:00 or 13:30.
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are entering a part day authorised absence (unpaid) between 9:00 and 11:00 you will need to enter 11:00 in the **Time** box then 2 in the **HH** box and 00 in the **MM** box.

Once the end date is selected the system will automatically calculate the **Total Time** requested based on the employee’s contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes).

Please click into **Confirm planned work time**.

This screen will show all the relevant calendar weeks to cover the start and end date of the absence you entered.

If this default working pattern matches the employee’s actual work pattern, click **Save**.

However, if the working pattern does not reflect the employee’s usual hours/days of work please update these details to their usual working pattern for each day in HOURS: MINUTES. If they do not usually work on a particular day please ensure this is entered as 00:00. When you have entered all days, click **Save**.

Please note, the screen shows the week ending rather than week beginning.
Select the absence **Reason** from the drop down list. Please note this is a mandatory field.

Once you have finished and entered all the required data click **Submit**.

If you did not click Confirm planned work time when you clicked Submit you will see this error message. Please see complete this step.

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 calendar and when you hover over the absence it will appear as “Not processed” until the Pay Office has completed its process.