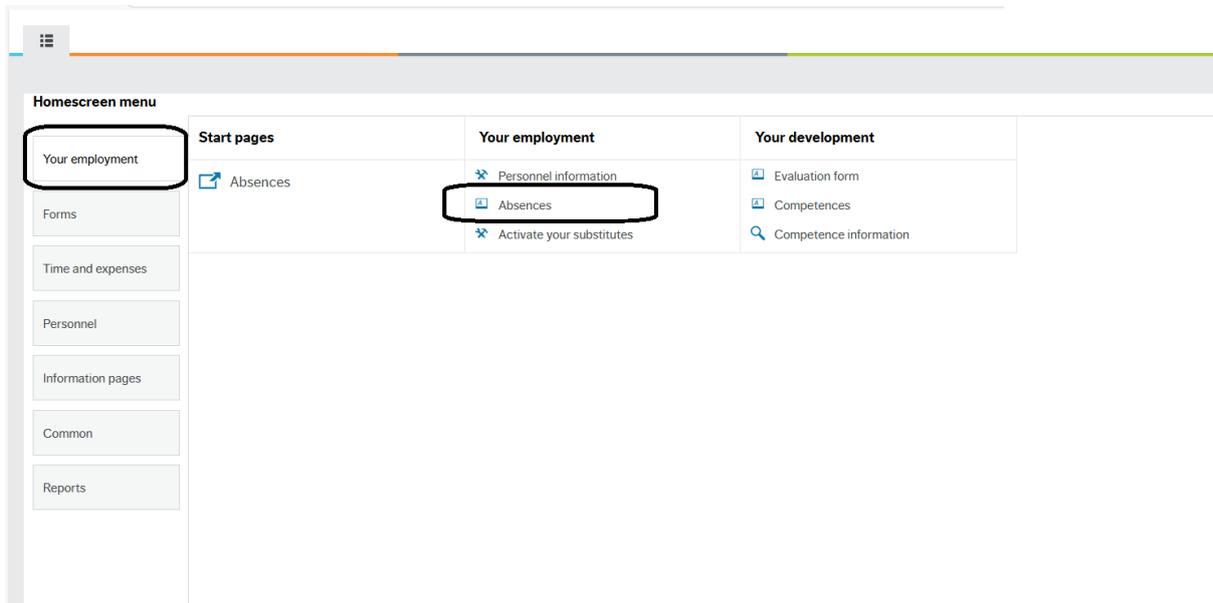
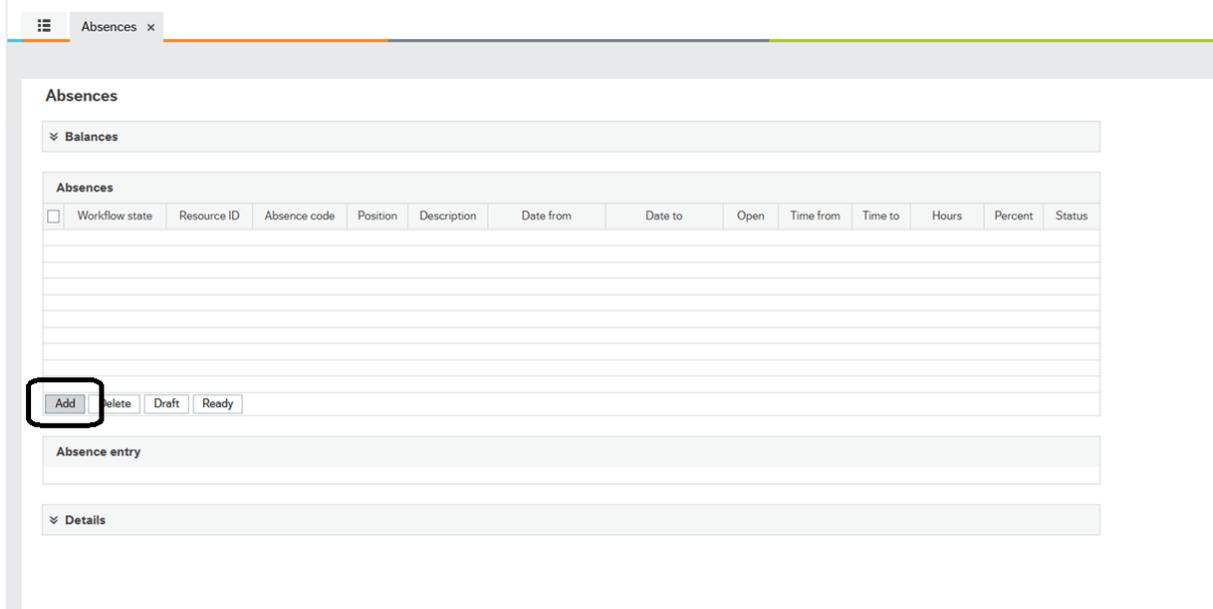


Line managers – how to update sickness absence for their immediate employees.

Line managers can update absence (sickness etc) via the 'Your employment' menu item



To add an absence (sickness etc), select 'Add'



Within the 'Resource ID' field, you can select your direct employees.

In this example, we are selecting employee '111399' who has notified their manager that they are sick on the 03/06/2025

The screenshot shows the 'Absences' management interface. At the top, there is a tab labeled 'Absences x'. Below it, the 'Absences' section is visible, including a 'Balances' section and a table of absence entries. The table has columns for Workflow state, Resource ID, Absence code, Position, Description, Date from, Date to, Open, Time from, Time to, Hours, Percent, and Status. A single entry is shown with a 'Draft' workflow state, Resource ID '110503', Absence code 'SICK', Position 'All positions', Description 'suffering from...', Date from '03/06/2025', Date to '03/06/2025', Open checked, Time from '09:00', Time to '17:30', Hours '7.50', Percent '100.00', and Status 'Active'. Below the table, there are buttons for 'Add', 'Delete', 'Draft', and 'Ready'. The 'Absence entry' form is also visible, with the 'Resource ID' field set to '110503' and a dropdown menu showing a list of employees, including '111399 Joe Bloggs (Line Manager)'. The 'Absence code' is 'SICK', 'Status' is 'Active', 'Date from' is '03/06/2025', 'Date to' is '03/06/2025', 'Time from' is '09:00', and 'Time to' is '17:30'.

Enter the absence details

(note that if sickness has been recorded, keep it as an "open ended absence" until the employee returns back to work)

The screenshot shows the 'Absence entry' form with the following details: Resource ID: 111399 (A Person (employee)); Absence reason: Headache / migraine; Date from: 03/06/2025; Time from: 09:00; Percent: 100.00; Absence code: SICK (Sick); Description: Suffering from migraine; Open ended absence: checked; Time to: 17:30; Days: 1; Hours: 7.50; Planned hours: 7.50; Preliminary end date: 03/06/2025. There are buttons for 'Edit work schedule' and 'Split'.

Change the workflow state from 'draft' to 'ready'

The screenshot shows the 'Absences' table with the 'Draft' workflow state of the entry highlighted. Below the table, the 'Ready' button is highlighted, indicating the next step in the process.

Save the changes

Absence entry

Resource ID* 111399	Absence code* SICK	Status* Active
Absence reason Headache / migraine	Description Suffering from migraine	Position *
Date from* 03/06/2025	Open ended absence <input checked="" type="checkbox"/>	Preliminary end date* 03/06/2025
Time from 09:00	Time to 17:30	Hours 7.50
Percent 100.00	Days 1	Planned hours 7.50

i Click the Split button to generate the absence details.

Details

Status*
Active

Position
18301
HR/Payroll As

Preliminary
03/06/2025

Hours
7.50

Planned hours
7.50

Success

Successfully saved

OK

To view / amend previously recorded absences

Your employment > Absences

The screenshot shows a HomeScreen menu with three main sections: 'Start pages', 'Your employment', and 'Your development'. The 'Your employment' section contains three items: 'Personnel information', 'Absences', and 'Activate your substitutes'. The 'Absences' item is highlighted with a black box. The 'Your development' section contains three items: 'Evaluation form', 'Competences', and 'Competence information'. The 'Your employment' section is also highlighted with a black box.

Start pages	Your employment	Your development
Absences	Personnel information	Evaluation form
	Absences	Competences
	Activate your substitutes	Competence information

Select > Open

The screenshot shows the 'Absences' page. The page has a header with 'Absences' and a sub-header with 'Balances'. Below the header is a table with columns: Workflow state, Resource ID, Absence code, Position, Description, Date from, Date to, Open, Time from, Time to, Hours, Percent, and Status. The table is currently empty. Below the table are buttons for 'Add', 'Delete', 'Draft', and 'Ready'. Below the buttons is a section for 'Absence entry' and a section for 'Details'. At the bottom of the page are buttons for 'Save', 'Clear', 'Open', and 'Export'. The 'Open' button is highlighted with a black box.

Workflow state	Resource ID	Absence code	Position	Description	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status	
											7.50	100.00	Active

Select the employee's name, and absence type (optional) that that you want to view/amend

Press Load

The screenshot shows a dialog box titled "Absences" with a sub-header "Open previous absences". It contains two main sections: "Search criteria" and "Status".

Search criteria:

- Resource: 110503 (dropdown menu)
- Absence code: (empty dropdown)
- Position: (empty dropdown)
- Workflow state: (empty dropdown)

Status:

- Active
- Transferred
- Reversed
- Parked
- Partly transferred
- Reversed transferred

A "Load" button is located at the bottom left of the dialog.

This screenshot is similar to the previous one but with different search criteria. The "Resource" field is now 111399 and the "Absence code" field is SICK. Both fields are circled in black. The "Load" button at the bottom left is also circled in black.

Search criteria:

- Resource: 111399 (dropdown menu)
- Absence code: SICK (dropdown menu)
- Position: (empty dropdown)
- Workflow state: (empty dropdown)

Status:

- Active
- Transferred
- Reversed
- Parked
- Partly transferred
- Reversed transferred

In this example we want to extend the date to from the 03/06/2025 to 04/06/2025

Select the check box of the relevant row

The screenshot shows a table titled "Absences" with a sub-header "Balances". The table has the following columns: Workflow st..., Resource ID, Absence co..., Position, Description, Date from, Date to, Open, Time from, Time to, Hours, Percent, and Status.

Workflow st...	Resource ID	Absence co...	Position	Description	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status
<input type="checkbox"/> Finished	[REDACTED]	SICK	Human Reso...		28/10/2022	28/10/2022		09:00	16:30	6.50	100.00	Active
<input type="checkbox"/> Finished	[REDACTED]	SICK	Human Reso...		12/06/2023	12/06/2023		09:00	17:30	7.50	100.00	Active
<input type="checkbox"/> Finished	[REDACTED]	SICK	HR/Payroll A...		13/09/2023	13/09/2023		09:00	17:30	7.50	100.00	Active
<input type="checkbox"/> Finished	[REDACTED]	SICK	HR/Payroll A...		04/02/2025	04/02/2025		09:00	17:30	7.50	100.00	Active
<input checked="" type="checkbox"/> Ready	[REDACTED]	SICK	All positions	suffering fro...	03/06/2025	03/06/2025	<input checked="" type="checkbox"/>	09:00	17:30	7.50	100.00	Active

At the bottom of the table, there is a summary row with a total of 36.50 hours. Below the table are buttons for "Add", "Delete", "Draft", and "Ready".

Uncheck the “open ended absence”

Change the “preliminary end date” to 04/06/2025

Press ‘Save’

Absence entry

Resource ID* 111399	Absence code* SICK	Status* Active
A person (employee) Absence reason Headache / migraine	Sick Description suffering from migraine	Position 18301 HR/Payroll Assistant
Date from* 03/06/2025	<input type="checkbox"/> Open ended absence	Date to* 04/06/2025
Time from 09:00	Time to 16:30	Hours 15.00
Percent 100.00	Days 2	Planned hours 15.00

Details

Show historical data

Action overview

Zoom	Date	Action	Subject	Workflow	Responsible	Due date	Status	Alternate	Comment	Historical	Filter
------	------	--------	---------	----------	-------------	----------	--------	-----------	---------	------------	--------

Status*
Active

Position

✓ Success

Successfully saved. The item is now sent for approval.

OK

16:30

1

Planned hours