Manager Guides: All Things Absences

This guide is designed to help you effectively navigate and manage absence records using the iTrent system. It covers how to view and understand the Absence Calendar, as well as how to add and update various types of absences, including holidays and other leave types. By following these instructions, users can ensure accurate absence tracking and maintain reliable employee attendance data.

For guidance on recording and managing sickness absence, please refer to the *Sickness Absence* guide.

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Understanding and Viewing the Absence Calendar

- 1. To view the absence calendar, navigate to the relevant Employee Summary Page.
 - From your Manager Dashboard, go to the right-hand pane.
 - Click "Your Staff"

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	and feel of iTrent		क्त Organisation chart
My to do lis	t (3) / Processes (0)	Nobody is out of the office today	
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- 2. In the **left-hand pane**, use the search bar to find the relevant employee. This will take you to their summary page.
 - Scroll down to the "Links" section.
 - Click on either "Holiday" or "Sickness" (both lead to the Absence Calendar).
 - Click "Absence Calendar" to open it.

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- 3. The calendar will display all absences, including:
 - Holiday
 - Sickness
 - Flexi leave
 - Maternity leave

To filter absences by date, click on the **date field** and choose:

- A specific date range
- A yearly view

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- 4. To view absence details:
 - Hover over a day to see absence information.
 - Click on an absence to view or manage it.

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5. Here, you can view/manage your absence. Click save to confirm any changes or delete to remove the absence.

ibsence			
	Absence type*	Personal holiday	`
	Authorisation	Awaiting authorisation	
	Position	Project Manager (31133578, Training Manager) (Current)	
+ Holiday balances			
	Save	Delete No	ew

Adding Holiday Absence

- 6. To add a Holiday Absence, navigate to the relevant **Employee Summary Page**.
 - From your Manager Dashboard, go to the right-hand pane.
 - Click "Your Staff"

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 You last logged in 1 hour ago 		Q. Find iTrent pages	74
		Your Staff	>
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My to do list (0) / Processes (0)	Out of office today (Training Administrator)		
Paid time View all paid time >	Organisation chart		

- 7. On the **left-hand pane**, use the search bar to find the relevant employee. This will take you to their summary page.
 - Scroll down to the "Links" section.
 - Click on "Holiday".
 - Click "New Holiday absence".

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	LUNK Personal Information > Employment V Holiday > Time & Expenses > ESS Questionnaires > Learning B I Holiday absence details Absence calendar	S Sickness Other Absence Reviews y absence Holiday entitlement summary

8. Complete the following fields using the **drop-downs** to select the **Holiday Period** and **Holiday Start/End Types**, and the **calendar icons** to input the **Holiday Start/End Dates**.

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	Absence type* Personal holiday
	Authorisation
	+ Holiday balances
	Save

9. If you wish to review the employee's **Holiday Balances**, click on the "+" symbol to expand and view more details.

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		Save				

10. Click **save** to complete the process.

Updating Holiday Absence

11. To update a Holiday Absence, navigate to the relevant **Employee Summary Page.**

- From your Manager Dashboard, go to the right-hand pane.
- Click "Your Staff"

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My to	do list (0) / Processes (0)	Out of office today (Training Administrator)		
10.00				
Paid t	ime View all paid time >	Organisation chart		

- 12. On the **left-hand pane**, use the search bar to find the relevant employee. This will take you to their summary page.
 - Scroll down to the "Links" section.
 - Click on "Holiday".
 - Click "Holiday Absence Details".

DELT Shared Services Limited = People : Surname Q +	72141186 (Payroll ref.) CL123456A (Social security)	r started on 18/11/2024 sporting manager raining Manager aarning and Organisation Development Coordinator			
Results 1 Person Select all Save this group Training Administrator Holiday absence list Show all All holidays 16/12/2024	Image: Second and Second	9 Sep 2024 - 31 Mar 2025 69.46 of 111.08 hours Holidays remaining (as of last calculation)			
	LINKS	Other Absence Reviews Holiday entitlement summ			

13. In the left-hand pane, you will see a list of **Holiday Absences**. Hover for more details, and click on the relevant absence to make any updates.

LT Shared S	Start date : 16/12/2024	Changes have been saved.
	Day : Mon	Holiday absonce details Training Administrator
People	End date : 16/12/2024	
	Day : Mon	
ilts 1 Pers	Type : Personal holiday	Holiday absence details New - Holiday absence Holiday entitlement summary
t all	Position : Project Manager	Absence calendar
Training /	Current status : Processed by payroll calculation	Holiday period
Holiday	Working days/hours lost : 0	Holiday period * Full day v
2/2024	Authorisation status : Authorised	Holiday start
		Holiday start date* 16/12/2024
		Holiday end
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		Absence type* Personal holiday
		Authorisation Authorised
		Position Project Manager (31133578, Training Manager) (Current)
		+ Holiday balances
		Save Delete New

14. Make your changes and click **save** to complete the process.

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	Position	Project Manager (31133578, Training Manager) (Current))
	+ Holiday balances		
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Adding Other Absences

15. To update an Other Absence, navigate to the relevant **Employee Summary Page**.

- From your **Manager Dashboard**, go to the **right-hand pane**.
- Click "Your Staff"

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You last logged in 23 hours ago		Q Find iTrent pages	TL.
		Your Staff Management Information	> >
Welcome to the new look and	Delt - Privacy Policy	Workflow Redirections	>
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My to do list (0) / Processes (0)	Nobody is out of the office today		

- 16. On the **left-hand pane**, use the search bar to find the relevant employee. This will take you to their summary page.
 - Scroll down to the "Links" section.
 - Click on "Other Absence".
 - Click "New Other Absence".

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 Organisation 	III >	Holiday	
DELT Shared Services Limited	>	Sickness	
▲ People		Other Absence	١
Surname V Q + Results 1 Person Select all Save this group		New - Other absence	
📀 Training Administrator		Other absence details	
		Absence calendar	
	>	Time & Expenses	
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	>	Learning & Development	

- 17. Complete the relevant fields with the appropriate information for the absence.
 - Use the **bottom absence type drop-down menu** to select the correct absence type for the situation (e.g., compassionate leave, volunteering, jury service, etc.).

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Results 1 Person Select all Save this group		Absence start Date* Type Full day	
Other absence list Show all There were no records found for this query		Absence end Date Type Full day	
		Absence Absence type* Jury Service (Paid)	

18. Input the correct **Type** (Full day, Half day, or Part day). For unpaid absences, partday entries can be used to ensure the correct deduction is applied. However, please note that the hours must be entered into an hour and minutes format (e.g. 1 hour 30 minutes), not in decimal format (e.g. 1.5).

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bsence start					
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19. Once all the details are filled in, click **save** to finalise and record the absence.

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