

# EMPLOYEE GUIDE

## Absences

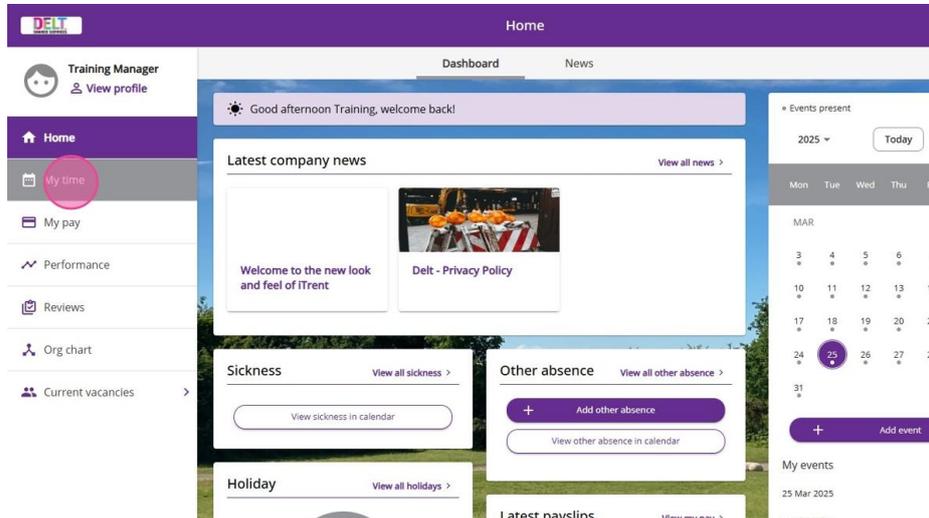
**This guide explains how to manage absences effectively and efficiently. It provides step-by-step instructions on accessing and tracking various leave types, including holidays and sickness, through the Employee Dashboard. By utilising the calendar and filtering options, users can easily monitor their absence records.**

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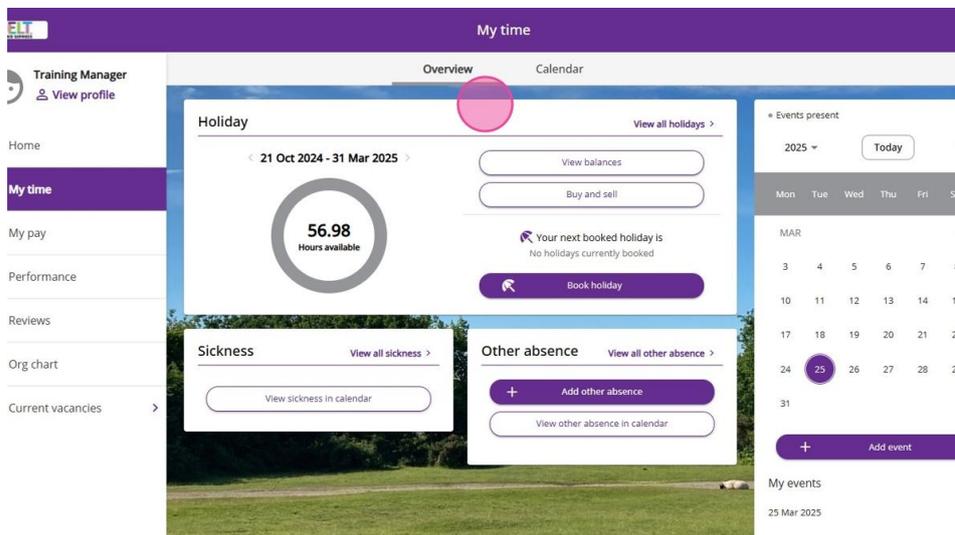
## Accessing Absences

1. From your **Employee Dashboard**, click on **"My Time"** to access all absence-related information, including holiday, sickness, and other leave types.

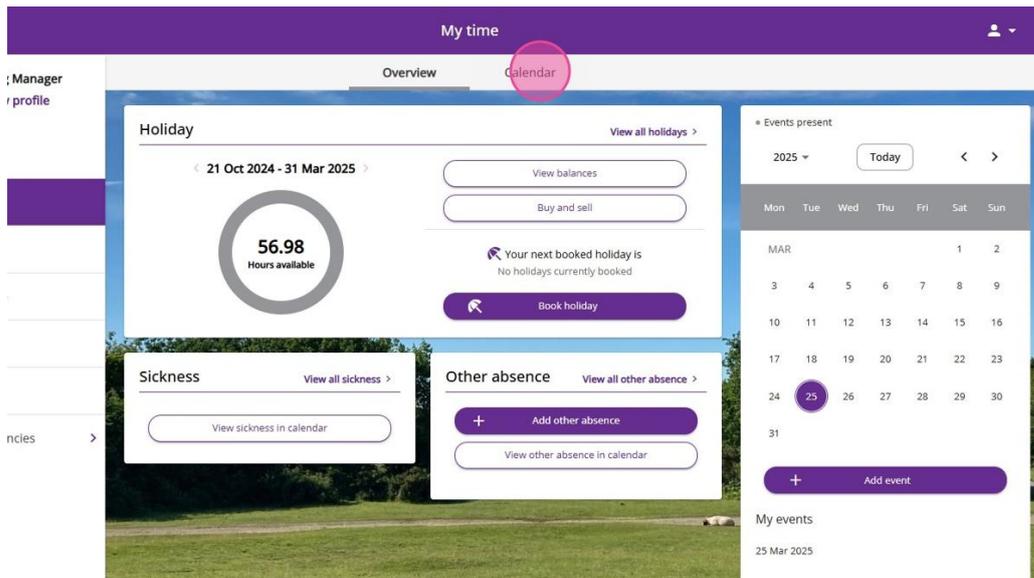


2. You will be directed to the **"My Time" Overview** page. Here, you can:

- View your **holiday balance**
- **Book holiday**
- **Check your sickness calendar**
- **Add or view other absences**

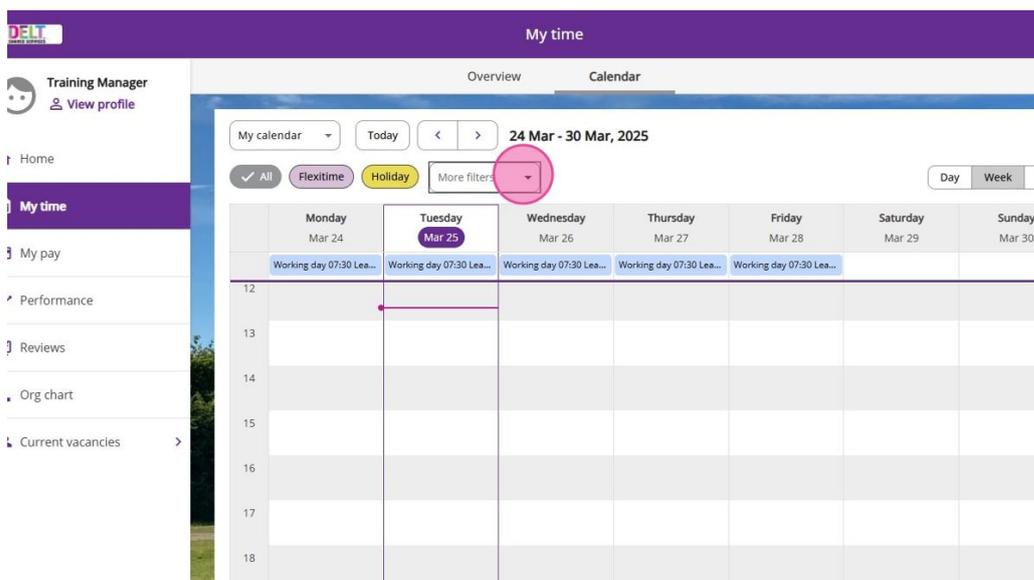


3. To see an overview of your absences, click **"Calendar"**.

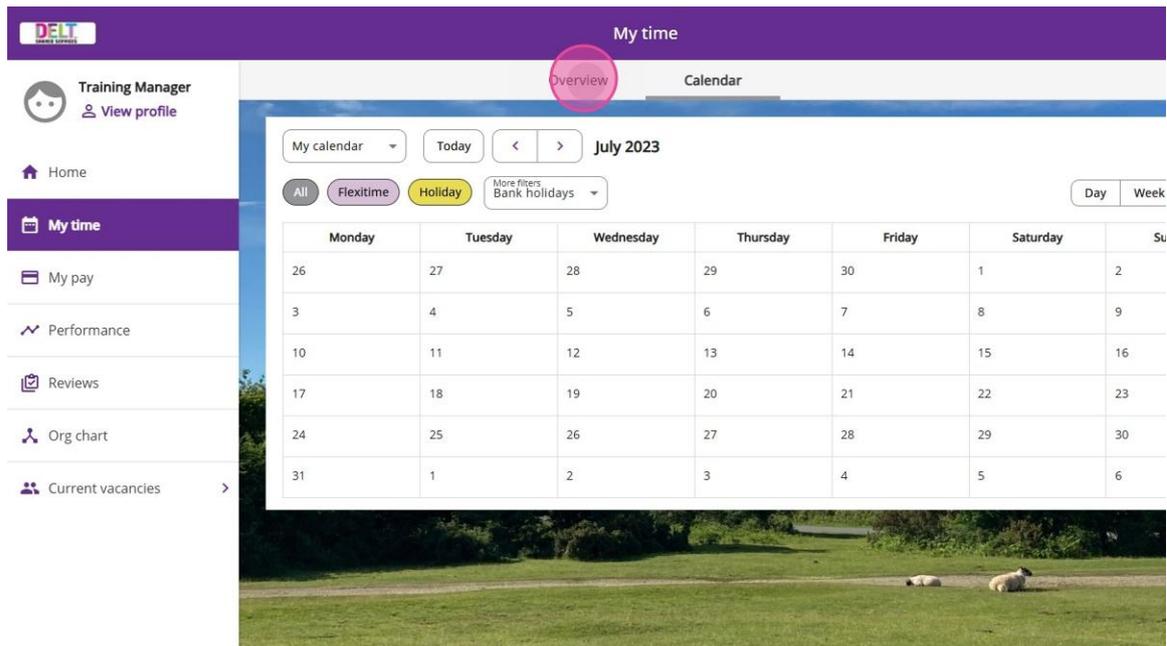


4. In the calendar view, you can:

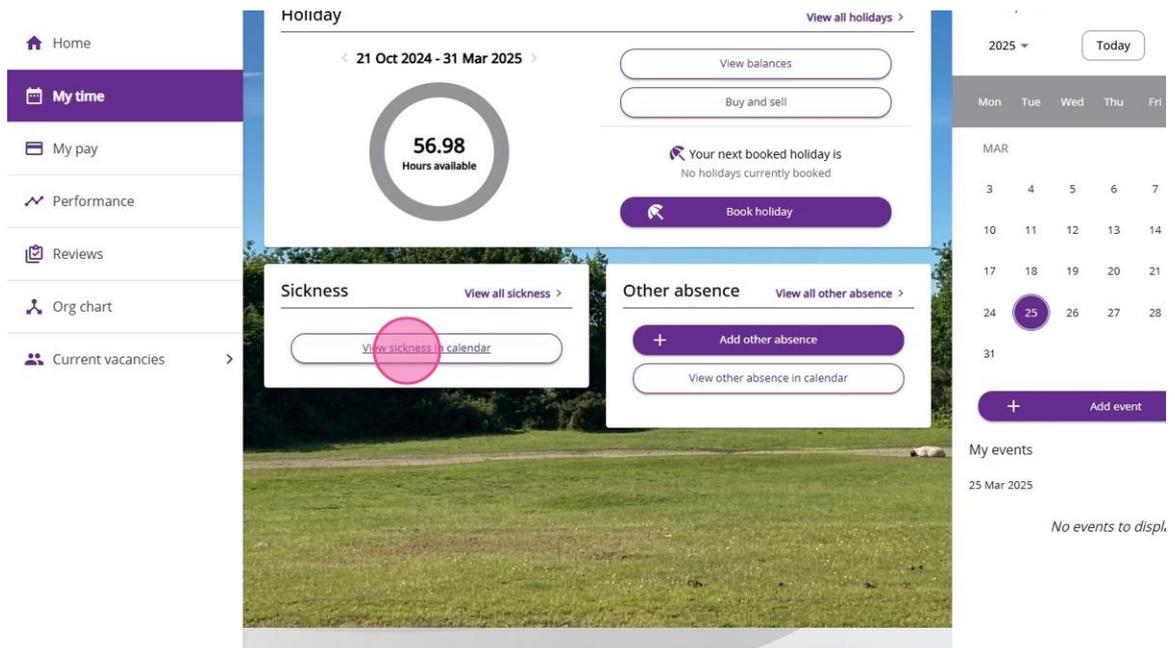
- Filter by **Flexitime**, **holiday**, **sickness**, and other leave types.
- Switch between **day**, **week**, or **month** views.
- Apply additional filters to find specific absence records.



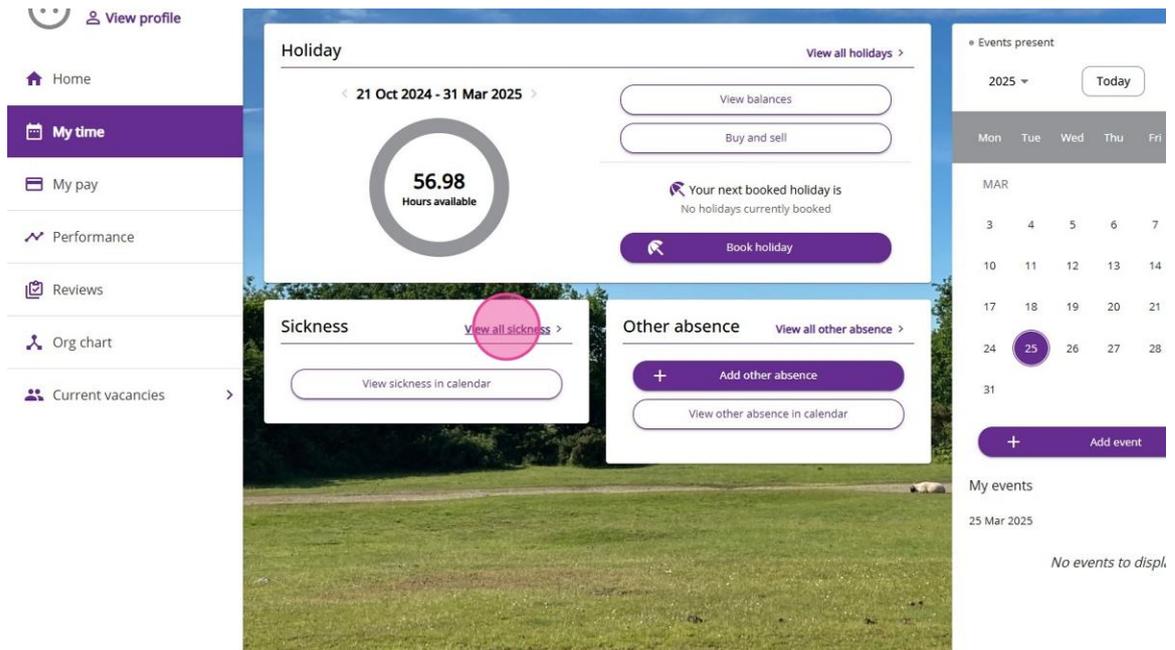
5. To go back to the "My Time" Overview, click "Overview".



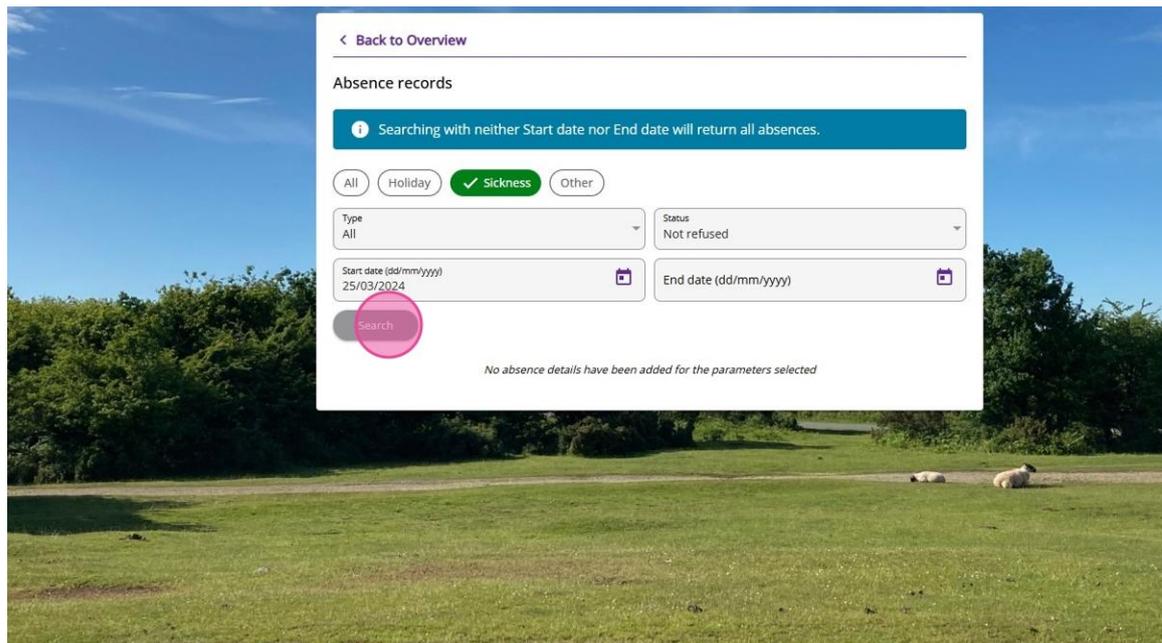
6. From the **Overview** screen, you can view sickness absences directly by clicking the **"View Sickness in Calendar"** button.



7. Click **"View All Sickness"** to see a complete list of your recorded sickness absences.

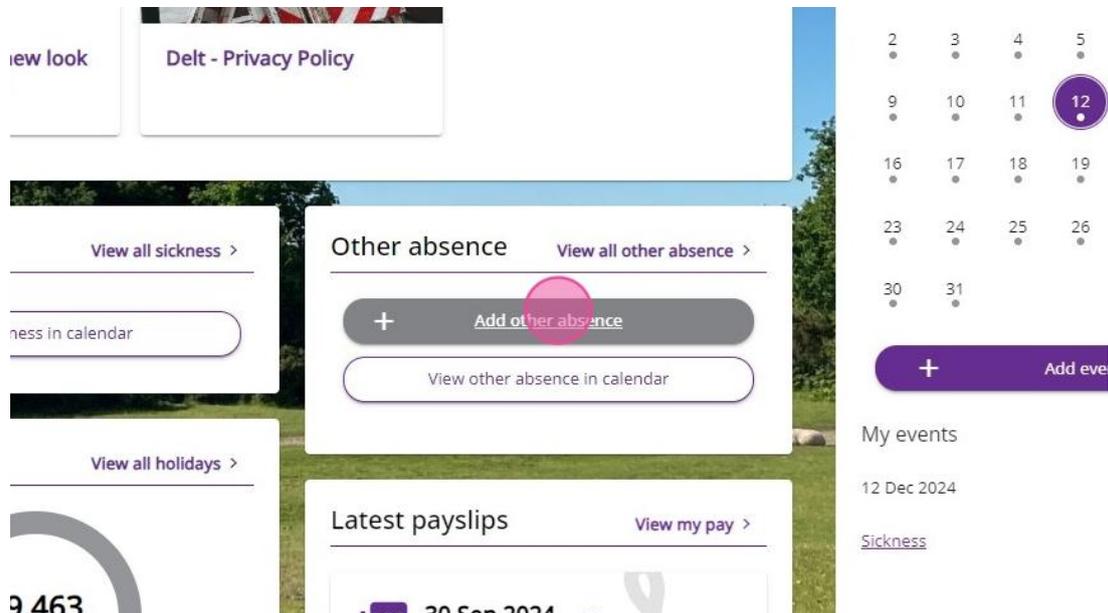


8. Use the **filters** to select the relevant fields and date range. Click "**Search**" to generate a list of absences that match your criteria.

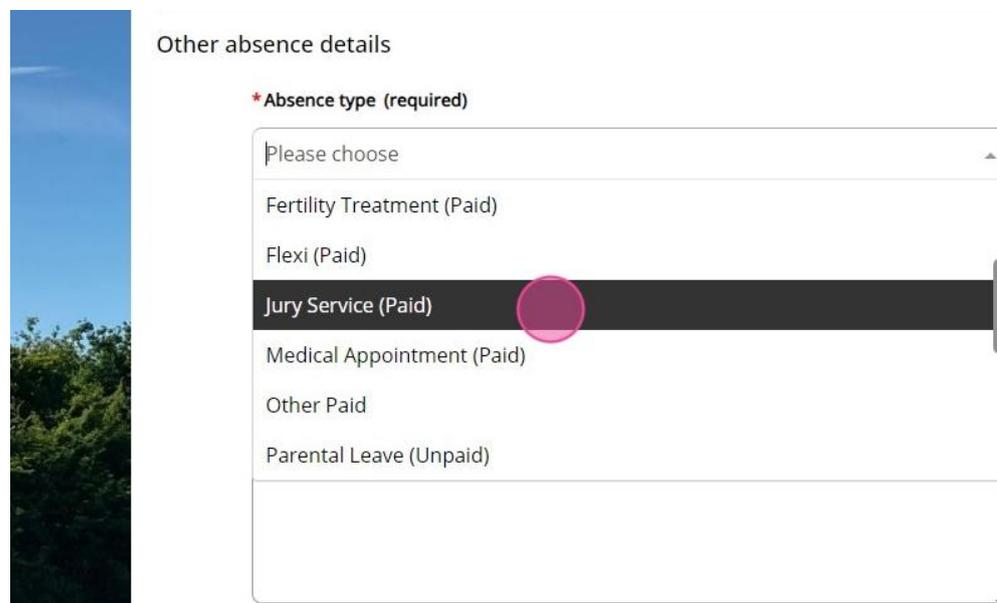


## Logging Non-Sickness Related Absence

9. From your **Employee Dashboard**, click "**Add Other Absence**".



10. Use the **drop-down menu** to choose the appropriate **absence type**.



11. Use the **drop-down menu** to specify the **absence period**.

\* Absence type (required)

Jury Service (Paid) x ▾

\* Absence period (required)

Please choose ▾

- Part day
- Full day**
- More than one day

Save Cancel

12. Click the **calendar icon** to select the date your absence will begin.

\* Absence type (required)

Jury Service (Paid) x ▾

\* Absence period (required)

Full day x ▾

\* Start date (dd/mm/yyyy) (required)

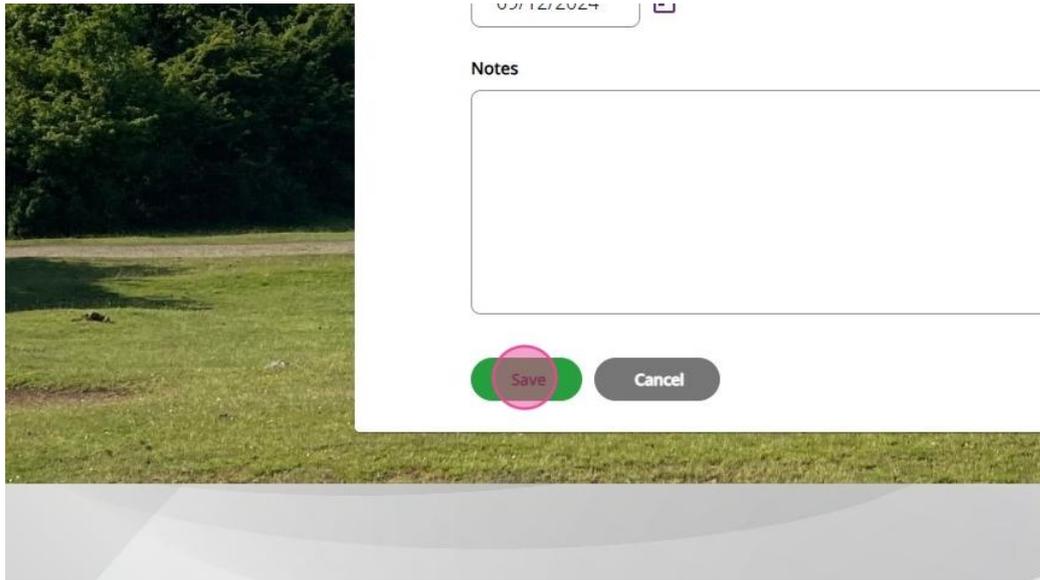


\* Position (required)

x <All Jobs> x ▾

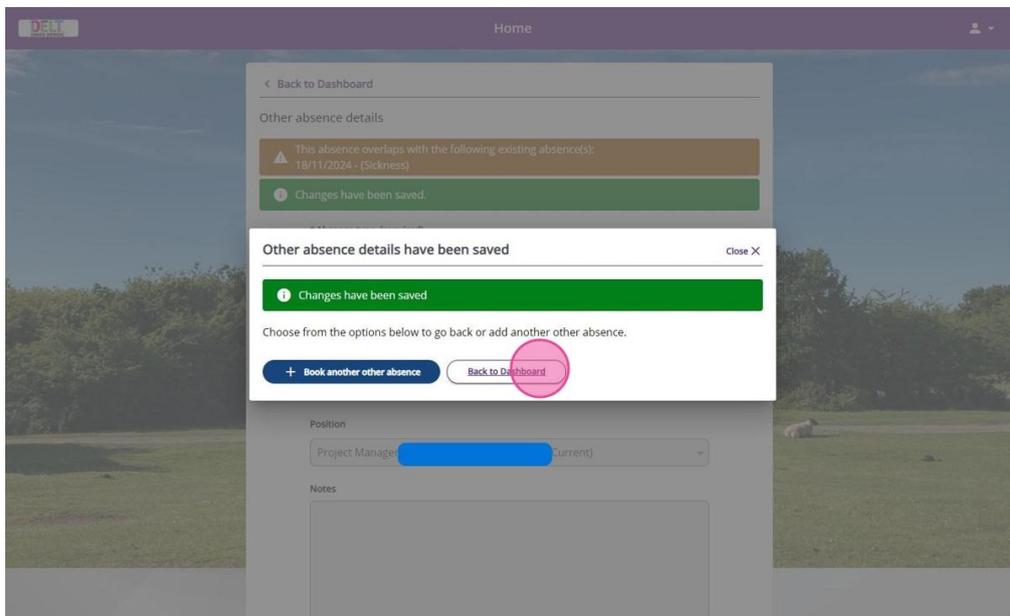
Notes

13. If needed, enter any relevant information in the **Notes** section.  
Click "**Save**" to submit your request.



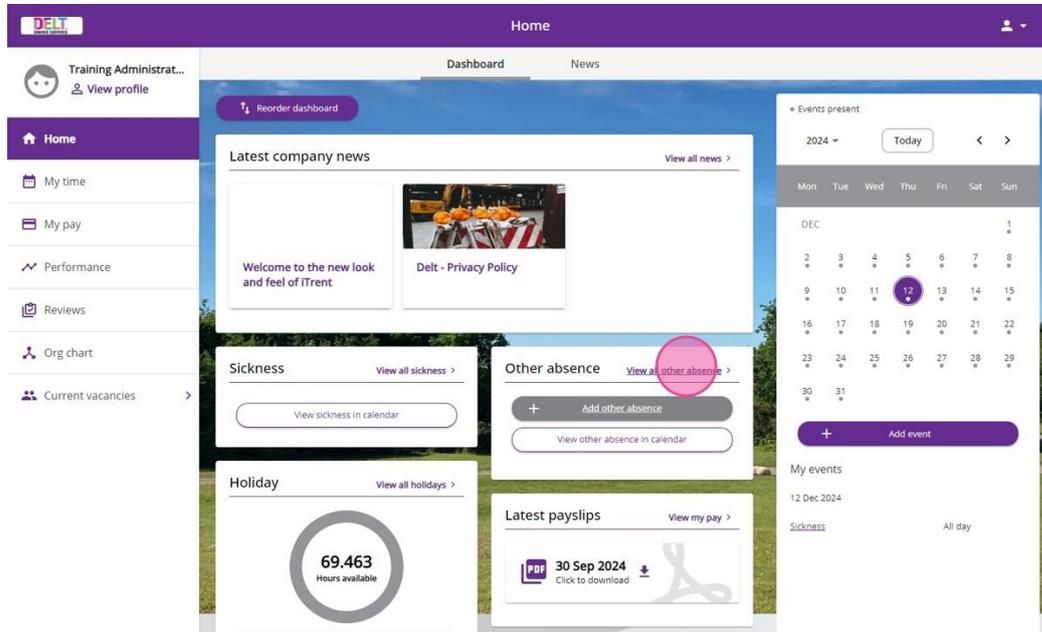
14. A **confirmation pop-up** will appear, indicating your request has been saved. You will have the option to:

- **"Book Another Absence"**
- **"Back to Dashboard"** to return to the main screen.

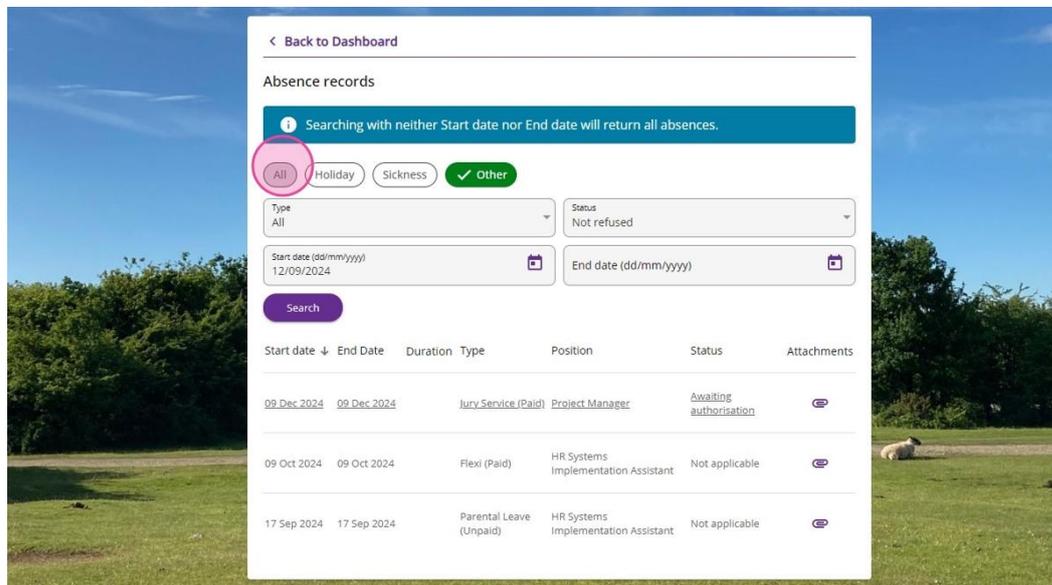


## Viewing Absence requests

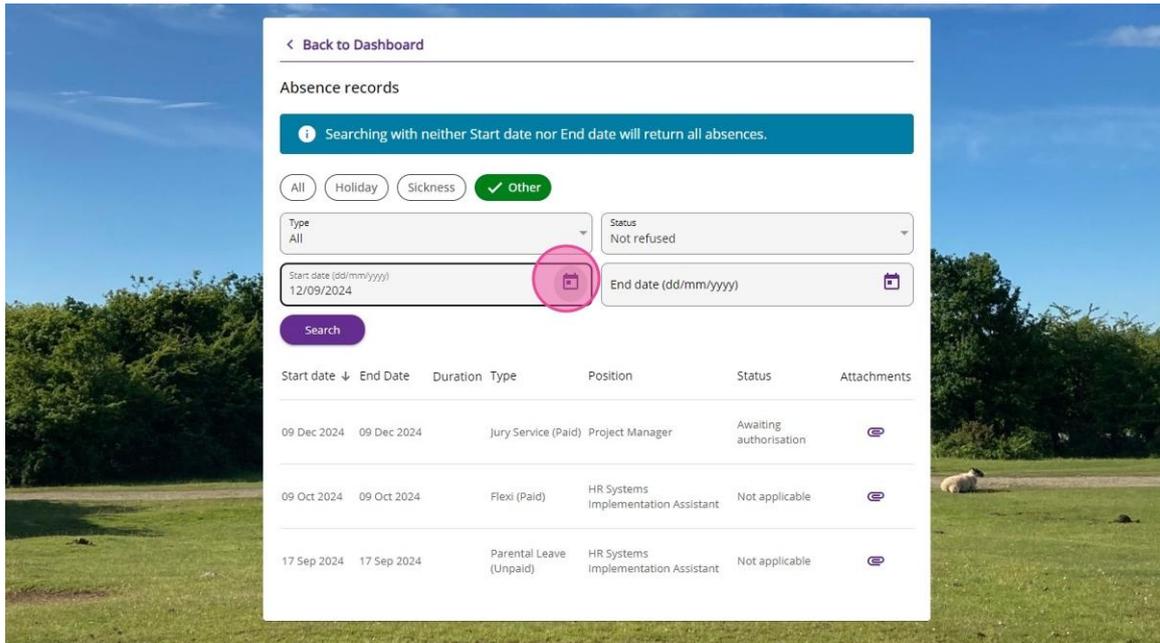
15. From your **Employee Dashboard**, click "**View All Other Absence**" to see a list of submitted requests.



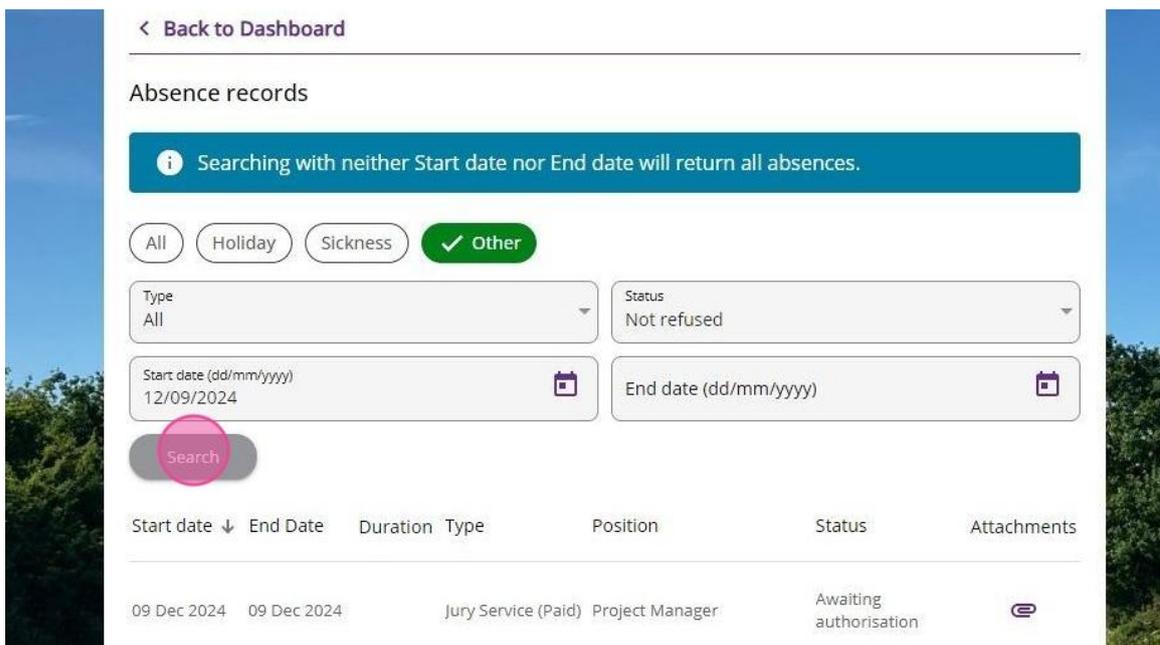
16. Use the available filter options to refine your search.



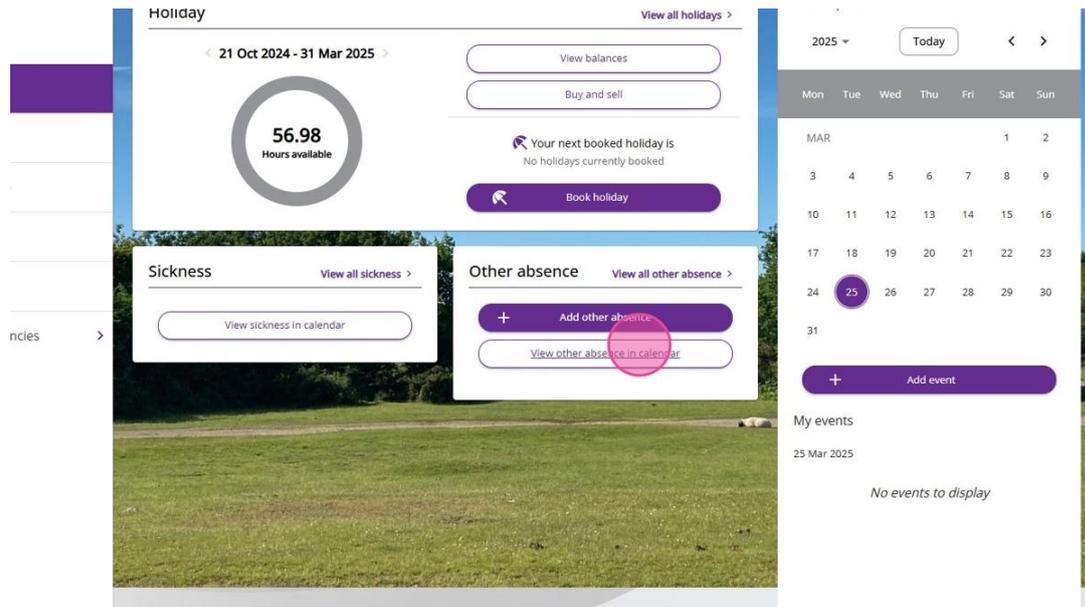
17. Select a **Start Date** and **End Date** to view absences within a specific period.



18. Click "**Search**" to display relevant absence records.



19. From the dashboard, you can also click "**View Other Absence in Calendar**" to switch to a calendar view.



20. In the calendar view, apply filters as needed to find specific absence records.

