

MANAGER GUIDE

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.

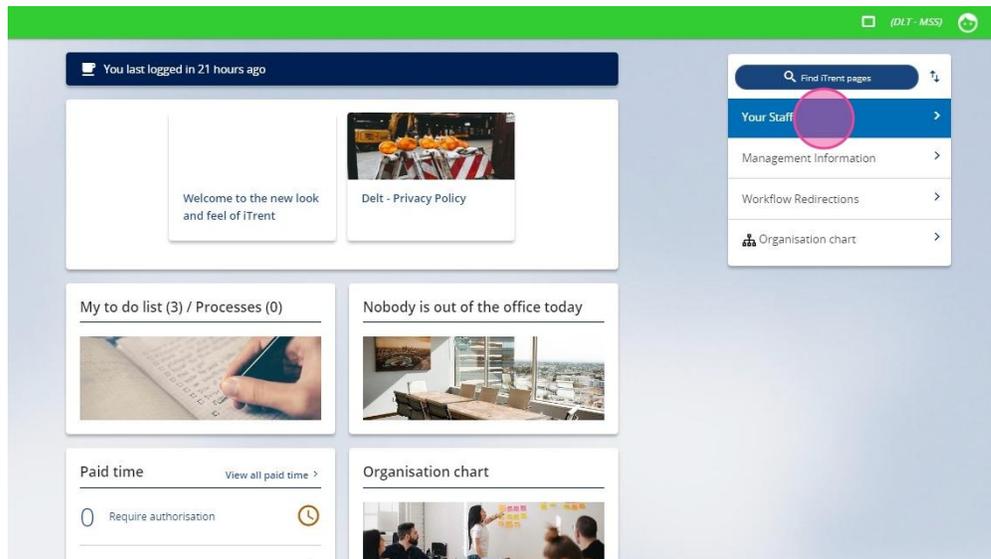
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Understanding and Viewing the Absence Calendar

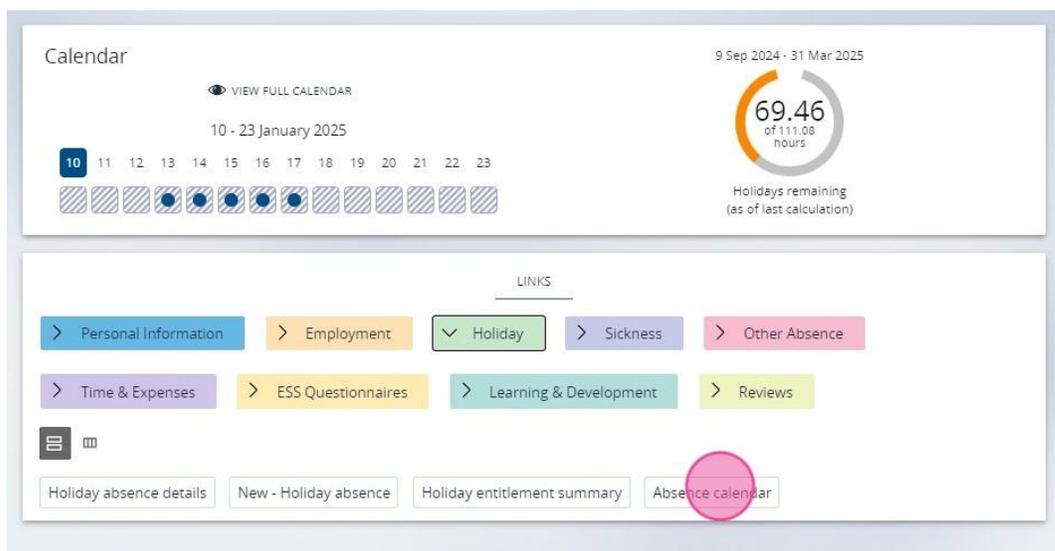
1. To view the absence calendar, navigate to the relevant **Employee Summary Page**.

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



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.

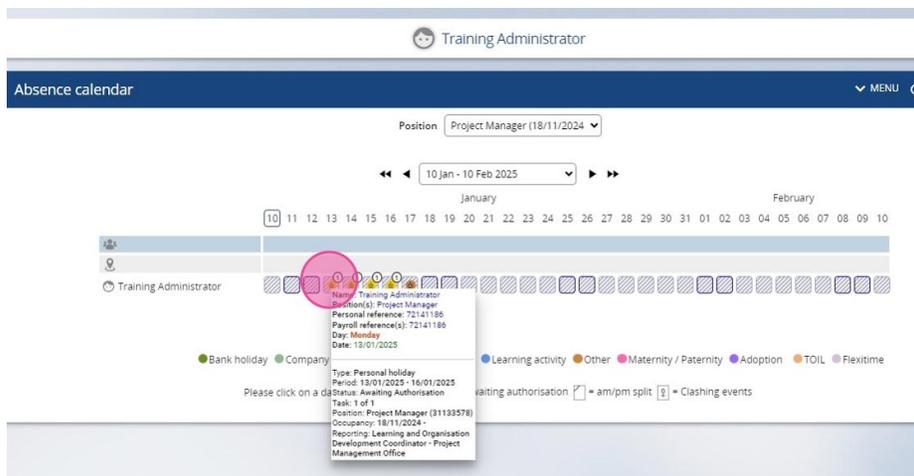


3. The calendar will display all absences, including:

- **Holiday**
- **Sickness**
- **Flexi leave**
- **Maternity leave**

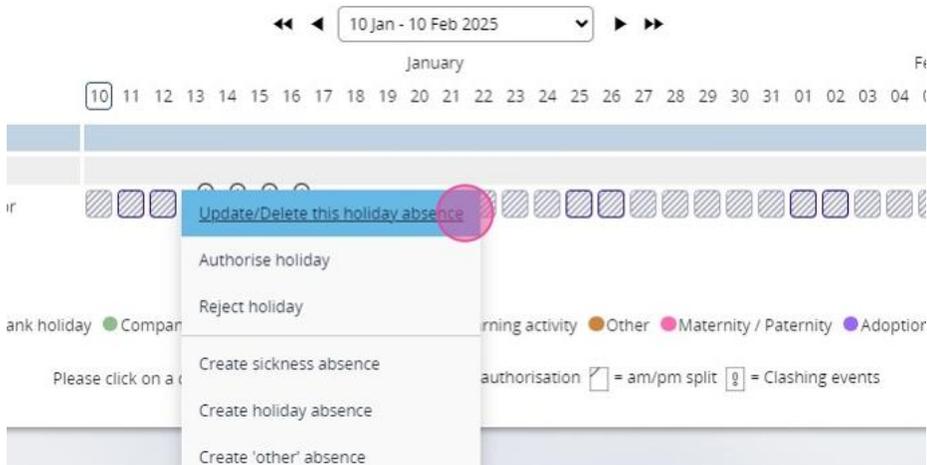
To filter absences by date, click on the **date field** and choose:

- **A specific date range**
- **A yearly view**



4. To view absence details:

- **Hover** over a day to see absence information.
- **Click** on an absence to view or manage it.



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

Absence

Absence type *

Authorisation

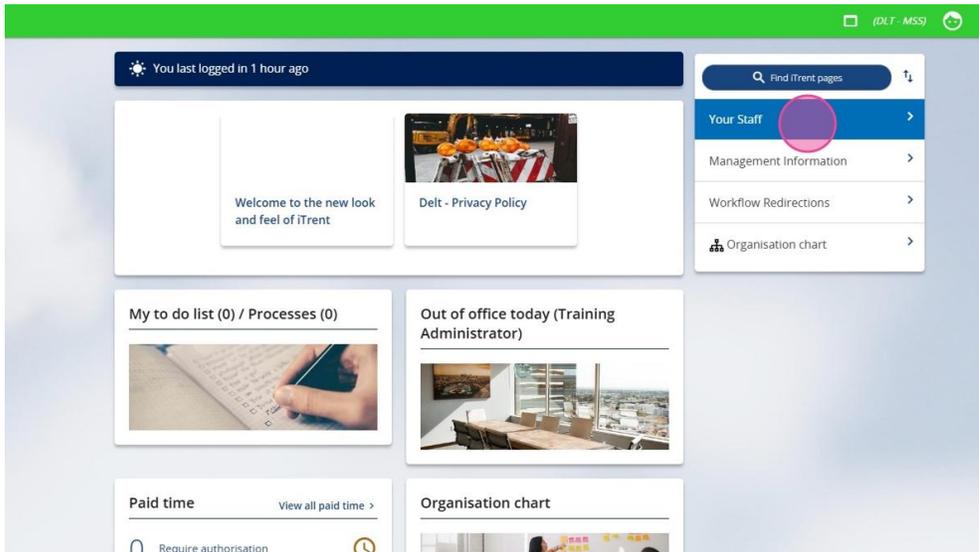
Position

+ Holiday balances

Adding Holiday Absence

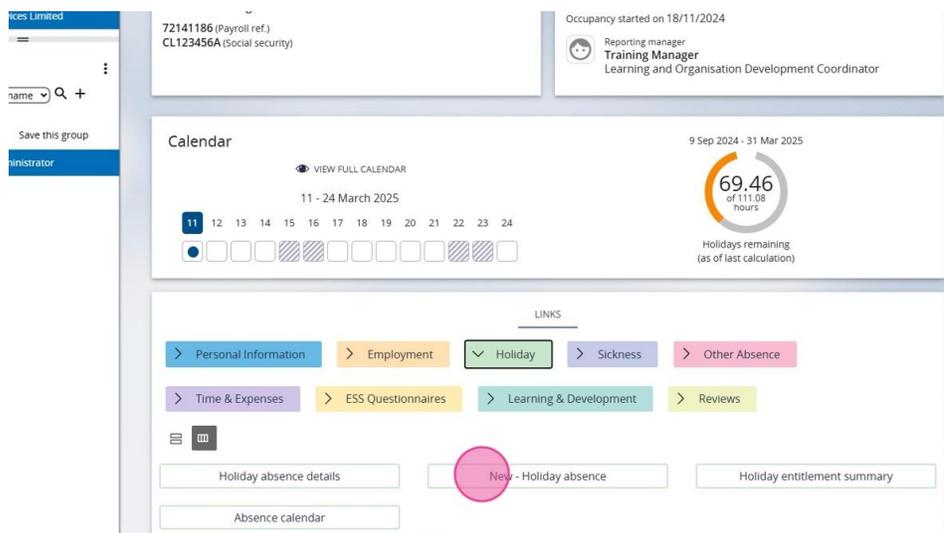
6. To add a Holiday Absence, navigate to the relevant **Employee Summary Page**.

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



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"**.



- 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**.

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

Holiday period	Entitlement	Taken	Scheduled	Balance
09/09/2024 - 31/03/2025 (Part)	111.08 H	41.617 H	0 H	69.463 H
01/04/2025 - 31/03/2026	208 H	0 H	0 H	208 H

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

Limited

Holiday absence details New

Holiday period

Holiday period * More than one day

Holiday start

Holiday start date * 24/03/2025

Holiday start type Full day

Holiday end

Holiday end date * 30/03/2025

Holiday end type Full day

Absence

Absence type * Personal holiday

Authorisation

— Holiday balances

Project Manager - Annual Leave - Delt

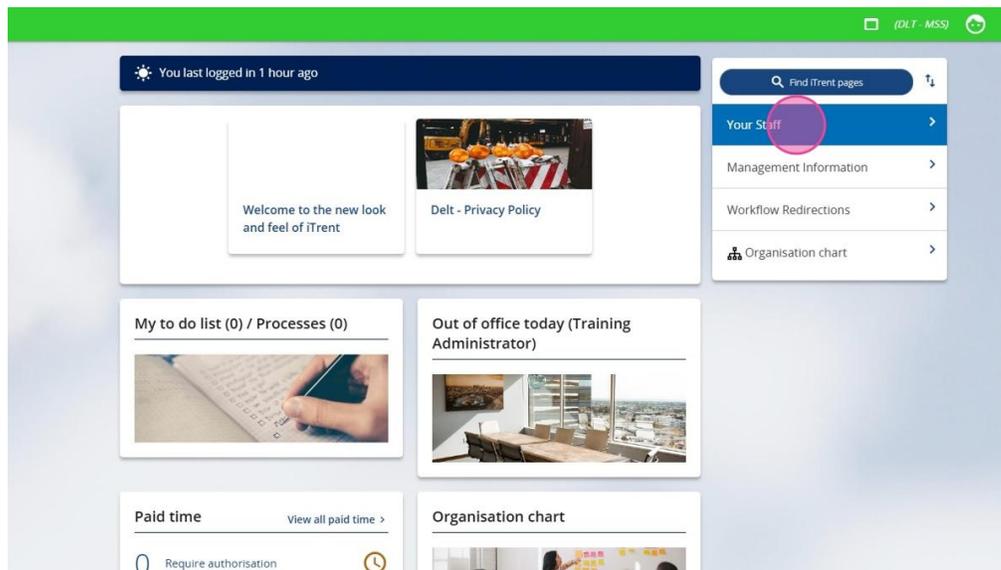
Holiday period	Entitlement	Taken	Scheduled	Balance
09/09/2024 - 31/03/2025 (Part)	111.08 H	41.617 H	0 H	69.463 H
01/04/2025 - 31/03/2026	208 H	0 H	0 H	208 H

Save

Updating Holiday Absence

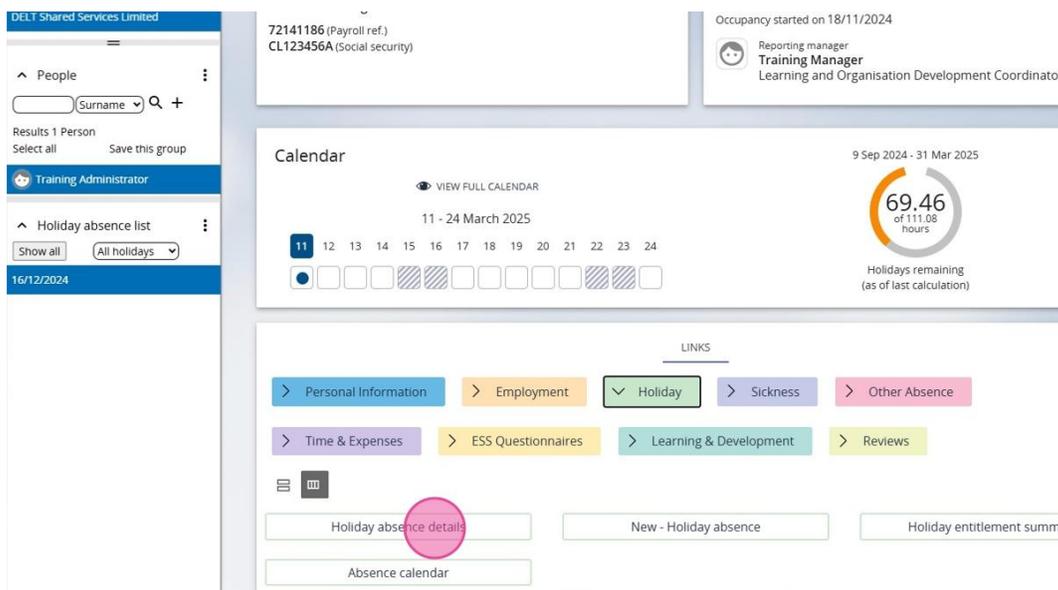
11. To update a Holiday Absence, navigate to the relevant **Employee Summary Page**.

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



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"**.



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.

DELTA Shared Services

Start date: **16/12/2024**

Day: **Mon**

End date: **16/12/2024**

Day: **Mon**

Type: **Personal holiday**

Position: **Project Manager**

Current status: **Processed by payroll calculation**

Working days/hours lost: **0**

Authorisation status: **Authorised**

16/12/2024

Changes have been saved.

Holiday absence details Training Administrator

LESS

Holiday absence details New - Holiday absence Holiday entitlement summary

Absence calendar

Holiday period

Holiday period * Full day

Holiday start

Holiday start date * 16/12/2024

Holiday end

Absence

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.

Services Limited

Surname

Search

Save this group

Administrator

Absence list

All holidays

Holiday absence details Training Administrator

MENU

Holiday period

Holiday period * Full day

Holiday start

Holiday start date * 16/12/2024

Holiday end

Absence

Absence type * Personal holiday

Authorisation Authorised

Position Project Manager (31133578, Training Manager) (Current)

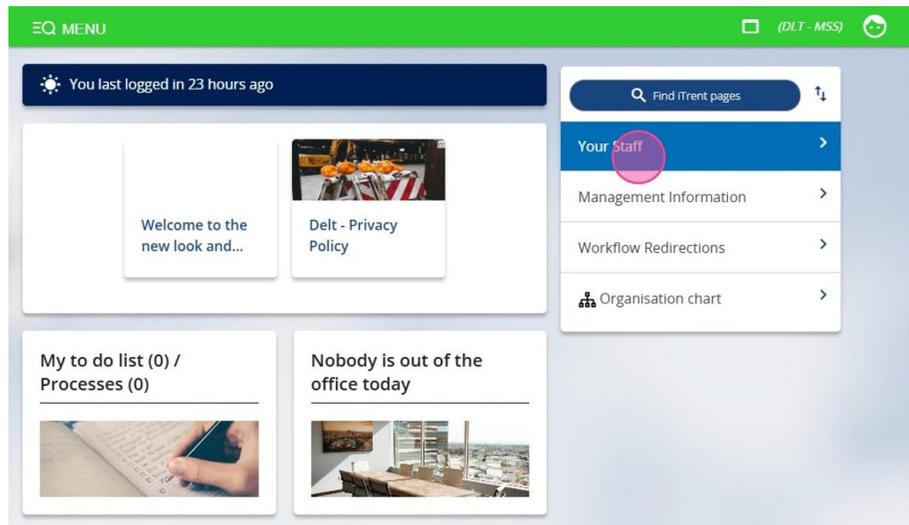
+ Holiday balances

Save Delete New

Adding Other Absences

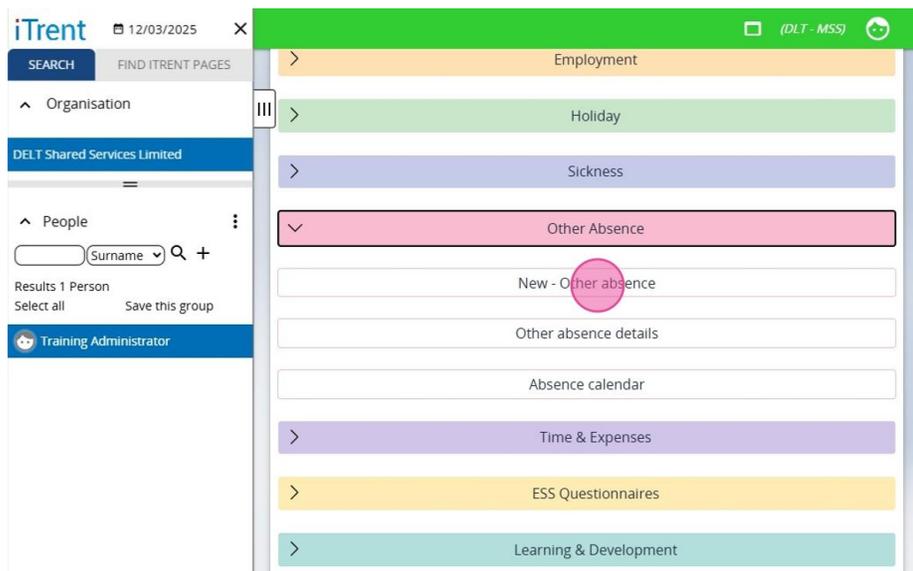
15. To update an Other Absence, navigate to the relevant **Employee Summary Page**.

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



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”**.



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.).

The screenshot shows the iTrent Training Administrator interface. The main content area is titled "Other absence details New" and contains the following fields:

- Absence period:** A dropdown menu set to "More than one day".
- Absence start:** A "Date" field and a "Type" dropdown menu set to "Full day".
- Absence end:** A "Date" field and a "Type" dropdown menu set to "Full day".
- Expected end date:** A date field.
- Absence:** An "Absence type" dropdown menu set to "Jury Service (Paid)", which is highlighted with a pink circle.

18. Input the correct **Type** (Full day, Half day, or Part day). For unpaid absences, part-day 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).

This close-up view of the "Other absence details" form shows the "Absence start" section with the following fields:

- Date:** A date field.
- Type:** A dropdown menu set to "Part day".
- Time:** A text input field.
- Hours absent:** A text input field.

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

The screenshot displays the iTrent Training Administrator interface. The left sidebar shows the navigation menu with sections for Organisation (DELT Shared Services Limited), People (Results 1 Person), and Other absence list. The main content area is titled 'Other absence details New' and contains the following form fields:

- Absence period:** A dropdown menu set to 'More than one day'.
- Absence start:** A 'Date*' field and a 'Type' dropdown menu set to 'Full day'.
- Absence end:** A 'Date' field, a 'Type' dropdown menu set to 'Full day', and an 'Expected end date' field.
- Absence:** An 'Absence type*' dropdown menu set to 'Jury Service (Paid)'.

At the bottom of the form, there are two buttons: 'Save' (highlighted with a pink circle) and 'Calculate'.