**People and Money system**

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**School/Department Admin Guide: How to Enter Leave on behalf of an Employee**

School/Department Administrator

Estimated time to complete: 5 minutes

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**In Brief…**

**Entering Absence on behalf of an Employee**

1. From the homepage select the **Navigator** button on the top left corner
2. Expand **My Client Groups** and select **Person Management**
3. Search for and select the employee on whose behalf you would like to apply for leave
4. Select the **Tasks** button on the right side of the screen
5. Under the Absences section, select **Absence Records**
6. Click the **Add** button
7. Select the appropriate **Absence Type** from the list of options available in the dropdown menu
8. Fill in the **Start Date**; then the **End Date**, **Start Date Duration**, and **End Date Duration** if know. You can also check the **Single day** box if applicable
9. In the Details section, add any Comments or Attachments if needed
10. Press **Submit**

For detailed guidance, see the next section.

**Cancelling Absence on behalf of an Employee**

1. From the homepage select the **Navigator** button on the top left corner
2. Expand **My Client Groups** and select **Person Management**
3. Search for and select the employee on whose behalf you would like to apply for leave
4. Select the **Tasks** button on the right side of the screen
5. Under the Absences section, select **Absence Records**
6. Against the absence you wish to cancel, click on the **Actions** dropdown and select **Withdraw**
7. A warning message asking if you want the selected record to be deleted will appear. Press **OK**

For detailed guidance, see the [next section](#).

**Amending Absence on behalf of an Employee**

1. From the homepage select the **Navigator** button on the top left corner
2. Expand **My Client Groups** and select **Person Management**
3. **Search** for and **select** the employee on whose behalf you would like to apply for leave
4. Select the **Tasks** button on the right side of the screen
5. Under the Absences section, select **Absence Records**
6. **Select** the absence record you wish to edit
7. Make the necessary changes and press **Submit**

For detailed guidance, see the [next section](#).

**Entering Absence on behalf of an Employee**

1. From the homepage select the **Navigator** button on the top left corner

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*Amending Absence on behalf of an Employee*

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For detailed guidance, see the [next section](#).

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2. Expand **My Client Groups** and select **Person Management**

3. **Search** for and **select** the employee on whose behalf you would like to apply for leave
4. Select the **Tasks** button on the right side of the screen

5. Under the Absences section, select **Absence Records**
6. Click the **Add** button

7. Select the appropriate **Absence Type** from the list of options available in the dropdown menu
8. Fill in the **Start Date**; then the **End Date**, **Start Date Duration**, and **End Date Duration** if known. You can also check the **Single day** box if applicable.

9. In the Details section, add any Comments or Attachments if needed.
10. Press **Submit**.

**Note:** Pressing **Save** will not complete the process instead it saves the request as a draft.

**Cancelling Absence on behalf of an Employee**

1. From the homepage select the **Navigator** button on the top left corner.
2. Expand **My Client Groups** and select **Person Management**

3. **Search** for and **select** the employee on whose leave you would like to cancel
4. Select the **Tasks** button on the right side of the screen

5. Under the Absences section, select **Absence Records**
6. Against the absence you wish to cancel, click on the **Actions** dropdown and select **Withdraw**

7. A warning message asking if you want the selected record to be deleted will appear. Press **OK**

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**Amending Absence on behalf of an Employee**
1. From the homepage select the **Navigator** button on the top left corner

2. Expand **My Client Groups** and select **Person Management**
3. **Search** for and **select** the employee on whose behalf you would like to apply for leave.

4. **Select the Tasks** button on the right side of the screen.
5. Under the Absences section, select **Absence Records**

6. **Select** the absence record you wish to edit
7. Make the necessary changes and press **Submit**

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**Appendix 1 – Absence Type options**

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>When this Absence Type is used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Time off for Dependents</td>
<td>Employee is requesting time off to deal with an emergency involving a family member or other dependant</td>
</tr>
<tr>
<td>Industrial Action</td>
<td>Used to gather data on participation in industrial action</td>
</tr>
<tr>
<td>Leave</td>
<td>Employee is requesting time off using their annual leave allowance</td>
</tr>
<tr>
<td>Other Paid Leave</td>
<td>Employee is requesting any paid leave such as attending a funeral, as detailed in the special leave policy. Further details can be reviewed in the request</td>
</tr>
<tr>
<td>Special Paid Leave</td>
<td>Employee is requesting time off for reasons that do not fall within the scope of other leave policies. Further details can be reviewed in the request, eg. compassionate leave</td>
</tr>
</tbody>
</table>