People and Money system

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School/Department Admin Guide - How to Record Unauthorised Absence

School/Department Admin

Estimated time to complete: 5 minutes

Assumed Knowledge:

1. After recording unauthorised absence, the School/Department Admin should investigate employee whereabouts, locate employee, and find out reason for absence.
2. Once the employee is found, cancel the unauthorised absence and use the correct absence type to record the absence.
3. For multi-assignments holders, you do not need to submit at assignment level as unauthorised absence is applied across all assignments.

In Brief...

Adding Unauthorised Absence:

1. From the Home page, click the Navigator menu icon located at the top left.

2. Open My Client Groups and click the Person Management link.

3. Search for and select the relevant employee.

4. Click on the Tasks icon on the far right of the screen.

5. In the Absences section, select Absence Records.

6. Click on the Add button.
7. Select the Absence Type ‘**Unauthorised Absence**’ from the list of dropdown options

8. Enter the **Start Date**; and **End Date**, **Start Date Duration** and **End Date Duration** if known. You have the option to check the **Single day** or **Open ended** leave boxes as appropriate.

9. Select the Reason as:
   a. ‘**UKVI**’ for sponsored employees or those with a Visa
   b. ‘**Unauthorised Absence**’ for non-sponsored employees

10. Click Submit.

For detailed guidance, see the next section.

**Cancelling Unauthorised Absence**

1. From the Home page, click the **Navigator** menu icon located at the top left.

2. Open **My Client Groups** and click the Person Management link.

3. **Search** for and **select** the relevant employee

4. Click on the **Tasks** icon on the far right of the screen

5. In the Absences section, select **Absence Records** to view all the absences against this employee’s record

6. Against the UKVI 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.
1. From the Home page, click the **Navigator** menu icon located at the top left.

2. Open **My Client Groups** and click the **Person Management** link.
3. **Search** for and **select** the relevant employee

4. Click on the **Tasks** icon on the far right of the screen
5. In the Absences section, select **Absence Records**

6. Click on the **Add** button
7. Select the Absence Type ‘Unauthorised Absence’ from the list of dropdown options.

8. Enter the Start Date, End Date, Start Date Duration and End Date Duration if known. You have the option to check the Single day or Open ended leave boxes as appropriate.

9. Select the Reason as:

   a. ‘UKVI’ for sponsored employees or those with a Visa
b. ‘Unauthorised Absence’ for non-sponsored employees

10. Click Submit.

Note: Clicking Save will not submit the leave request instead the request is saved as a draft.
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4. Click on the **Tasks** icon on the far right of the screen
5. In the Absences section, select **Absence Records** to view all the absences against this employee’s record.

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