



System User Guide

Employee Guide to Leave as a Multiple Assignment Holder

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

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Introduction

This guide covers key tasks for employees who hold multiple assignments in requesting leave system process.

Before You Begin

1. It is your responsibility to check that your annual leave balance is accurate and to speak to your line manager (or school/department administrator) if you think it is incorrect. Before querying anything, it is important to make sure that all annual leave dates have been entered on the system.
2. The [Annual Leave Policy](#) states you can't carry over a negative leave balance into the following year, i.e. you can't borrow leave from the next year's allowance. The system is set up to prevent anyone going into a negative balance and will show an error where this occurs.
3. If you have any questions about your annual leave balance please speak to your line manager or school/department administrator.
4. Check that you have enough remaining leave for the year before applying for more leave by checking your Absence Balance.
5. While amending any leave, please note that you can quickly find the absence you're looking for, enter the type of the absence into the keyword search bar or filter by status on the absence page.
6. You can record an absence that overlaps with an existing absence as long as the respective assignments are different. The application will not look for overlaps occurring across two different assignments.

In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the 'In Detail' section.

Scenario 1: Requesting leave for 1 day on all assignments

This applies to an employee who usually works both assignments on the day the absence is to be applied.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Enter the **Start Date** and **End Date**.
This should auto populate the correct hours across all assignments.
5. Enter **Comments** and **Attachments** where relevant.
6. Click on **Submit**.

Scenario 2: Requesting leave for 1 day on one assignment

This applies to a user who only works one assignment on the day the absence is to be applied.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for.
5. In the **Dates** section, enter the **Start Date** of the absence (the **End Date** field will automatically populate with the same date as the **Start Date**). The **Duration** field will automatically populate with the total hours that are being requested for that assignment.
3. You can check the hours by clicking on the **Show individual dates** toggle.
4. In the **Details** section, enter any relevant **Comments** or upload any documents as an **Attachment**.
5. Click on **Submit** at the top of the page to complete the request.

Scenario 3: Requesting leave for less than 1 day on one assignment

This applies to any scenario for multi assignment holders where the absence hours differ from the normal hours worked.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for.
5. Then, enter the **Start Date** (the **End Date** field will automatically populate with the same date as the **Start Date**). This should automatically populate the absence **Duration** to reflect the correct number of hours for that assignment.
6. To adjust the hours, overwrite the number in the **Start Date Duration** field.

7. Click on the **Submit** button at the top of the page.

Scenario 4: Requesting leave for more than 1 day across all assignments

This applies to an employee who usually works both assignments on every day the absence is to be applied.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Leave the **Personal Job Title** field blank. This ensures that the request includes all assignments in the request.
5. In the **Dates** section, enter the **Start Date** and **End Date**. This should auto populate the correct hours across all assignments.
6. Click on the **Show individual dates toggle** to view how many hours will be requested for each assignment. The assignment job title will be shown above each date.
7. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.
8. Click on **Submit** at the top of the page to complete the request.

Scenario 5: Requesting leave for more than 1 day when the employee does not work in every assignment for every day

If hours apply in one assignment only for any part of the absence they must use the Show individual dates toggle to input separately for each day.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for.
5. In the **Dates** section, enter the **Start Date** and **End Date** of the absence. The **Duration** field will automatically populate with the total hours that are being requested for that assignment.
6. Click on the **Show individual dates** toggle to view the hours requested for each day. Adjust the hours if required by clicking on the **pencil icon**.
7. In the **Details** section, enter any relevant Comments and/or Attachments.
8. Click on **Submit** at the top of the page to complete the request.

Scenario 6: Requesting leave for a non-working day

This applies to an employee who swaps their shift and the absence hours need to be applied to a 'non-working day'.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for.

5. Enter the **Start Date**. You will get a notification saying '**Not a scheduled work day**', setting the **Absence Duration** to 0 hours.
6. Click on the **Show individual dates toggle**.
7. Click on the **pencil icon** to adjust the hours.
8. Overwrite the hours in the **Duration** field and click **Save**.
9. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.
10. Click on **Submit** at the top of the page to complete the request.

Scenario 7: Requesting leave for any number of hours more or less than the scheduled hours per day

This is applicable for any length of absence and, as the system won't know which assignment to apply the amended hours to, you will need to use the **Show individual dates toggle**.

1. From the dashboard, click on **Me**, then **Time and Absences**.
2. Click on **Add Absence**.
3. Select the relevant **Absence Type**.
4. Leave the **Personal Job Title** field blank.
5. Enter the **Start Date**. You will get a notification saying '**Not a scheduled work day**', setting the **Absence Duration** to 0 hours.
6. Click on the **Show individual dates toggle**.
7. Click on the **pencil icon** to adjust the hours.
8. Overwrite the hours in the **Duration** field and click **Save**.
9. To add more dates, click on the **+ Add** button.
10. A pop up menu will appear on the right hand side of the screen. Select the assignment you would like to request leave for from the **Personal Job Title** drop down list.
11. Enter the **Start Date**. Amend the **Start Date Duration** field if required and click **Save**.
12. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.
13. Click on **Submit** at the top of the page to complete the request.

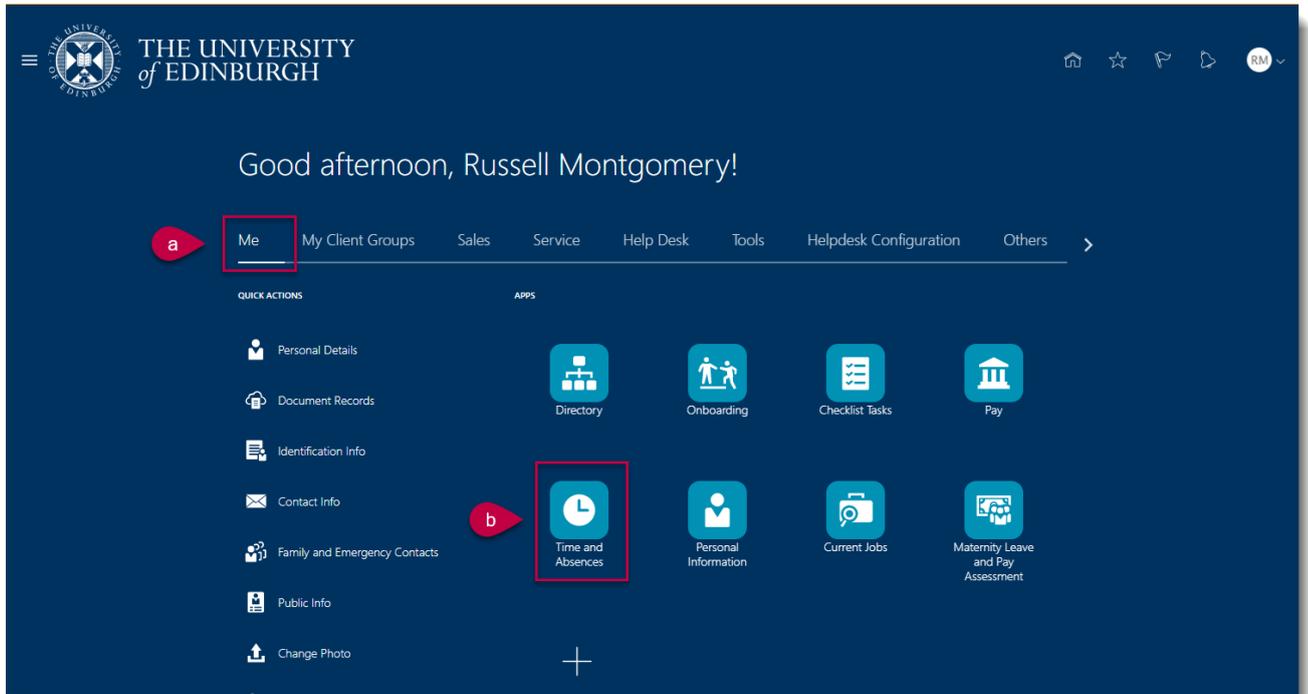
In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

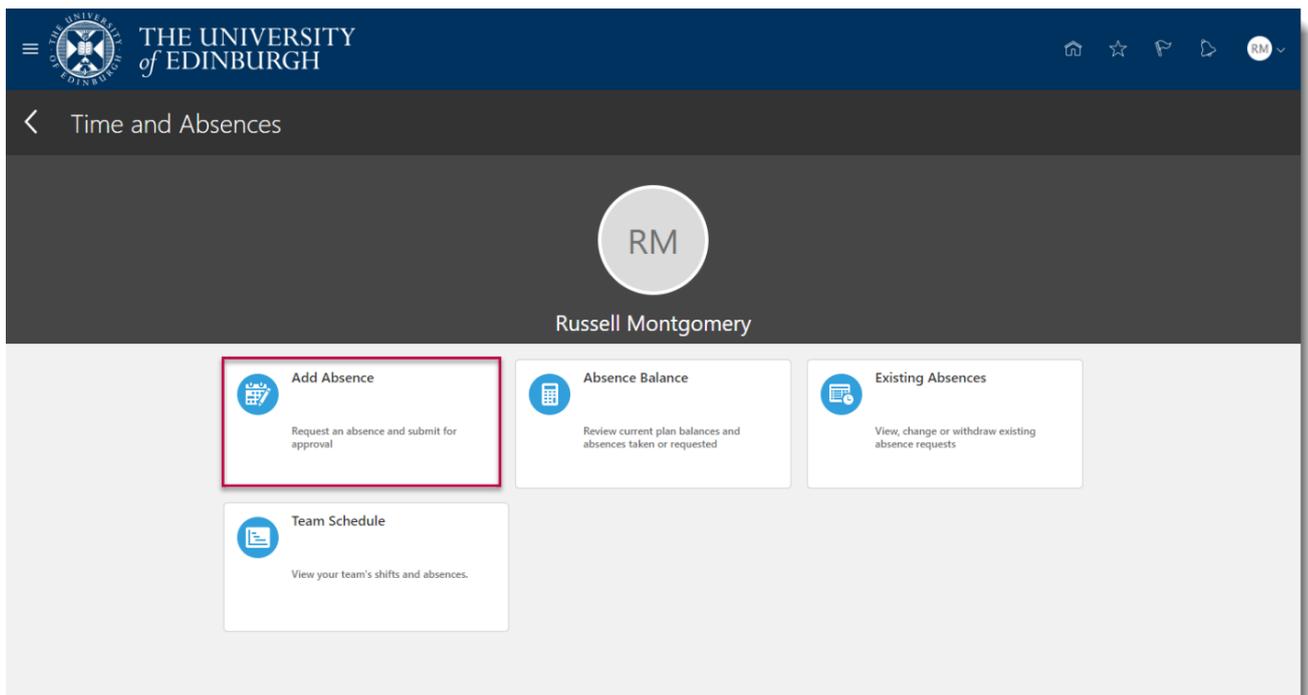
Scenario 1: Requesting leave for 1 day on all assignments

This applies to an employee who usually works both assignments on the day the absence is to be applied.

1. From the dashboard, click on **Me**, then **Time and Absences**.



2. Click on **Add Absence**.





Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.

The screenshot shows the 'New Absence' form in the University of Edinburgh system. The user is Hilary Haricot-Bean. The 'Absence Type' dropdown menu is open, showing options: Annual Leave, Emergency Time off for Dependants, Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. The 'Annual Leave' option is highlighted. The form also includes buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. A text prompt says 'the details of your absence here.'

4. In the **Dates** section, enter the **Start Date** (the **End Date** field will automatically populate with the same date as the **Start Date**). This should automatically populate the correct hours across all assignments.

The screenshot shows the 'New Absence' form with the 'Dates' section highlighted. The 'Absence Type' is set to 'Annual Leave' and 'Personal Job Title' is selected. The 'Absence Type Balance' is 0 Hours. The 'Start Date' field is highlighted with a red box and is marked as 'Required'. The 'End Date' field is also marked as 'Required'. The 'Start Date Duration' field is marked as 'Required'. The 'Show individual dates' toggle is currently off. The 'Projected Balance' is 0 Hours. The 'Details' section is partially visible at the bottom.

5. Click on the **Show individual dates toggle** to view how many hours will be requested for each assignment. The assignment job title will be shown above each date.

Absence Type: Annual Leave

Personal Job Title: [Dropdown]

Absence Type Balance: 0 Hours

Dates

Show individual dates:

Duration: 5/06/2025 - 5/06/2025 (8 Hours)

+ Add

Domestic Assistant	5/06/2025	5 Hours
Domestic Assistant-2	5/06/2025	3 Hours

Projected Balance: 0 Hours (As-of 5/06/2025) [Calculate](#)

Details

- If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC **New Absence**
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave

Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 (Start Date Duration: 7.00)

End Date: 15/08/2025 (End Date Duration: 7.00)

Duration: 35 Hours

Show individual dates:

Projected Balance: 91 Hours (As-of 15/08/2025) [Calculate](#)

Details

Comments

- In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add
 ٢٠٢٥/٠٦/٠٥
 Projected Balance 0 Hours
 As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

8. Click on **Submit** at the top of the page to complete the request.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

HH **New Absence**
 Hilary Haricot-Bean
 Cancel Save and Close Save **Submit**

5/06/2025 5 Hours
 Domestic Assistant-2 5/06/2025 3 Hours
 Projected Balance 0 Hours
 As-of 5/06/2025 Calculate

Details

Comments

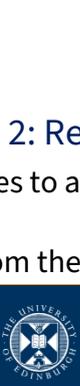
Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from '**Awaiting Approval**' to '**Scheduled**'.



Good afternoon, Russell Montgomery!

- a** Me
- My Client Groups
- Sales
- Service
- Help Desk
- Tools
- Helpdesk Configuration
- Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- Public Info
- Change Photo

APPS

- Directory
- Onboarding
- Checklist Tasks
- Pay
- b** Time and Absences
- Personal Information
- Current Jobs
- Maternity Leave and Pay Assessment

1. From the dashboard, click on **Me**, then **Time and Absences**.

2. Click on **Add Absence**.

Time and Absences

RM
Russell Montgomery

- Add Absence**
Request an absence and submit for approval
- Absence Balance
Review current plan balances and absences taken or requested
- Existing Absences
View, change or withdraw existing absence requests
- Team Schedule
View your team's shifts and absences.

Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' dropdown menu is open, displaying a list of options: Annual Leave, Emergency Time off for Dependants, Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. The dropdown is highlighted with a red box. To the right of the dropdown, the text 'the details of your absence here.' is visible.

4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for. The example below shows that this employee has two assignments.

Note: In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' is set to 'Annual Leave'. The 'Personal Job Title' dropdown menu is open, showing two active assignments: 'Domestic Assistant E7211 Active - Payroll Eligible' and 'Domestic Assistant-2 E7211-2 Active - Payroll Eligible'. The dropdown is highlighted with a red box. The form also includes fields for 'Absence Type Balance' (0 Hours), 'Dates' (Start Date and End Date, both required), and 'Start Date Duration' (required). A 'Show individual dates' link is at the bottom left.

5. In the **Dates** section, enter the **Start Date** of the absence (the **End Date** field will automatically populate with the same date as the **Start Date**). The **Duration** field will automatically populate with the total hours that are being requested for that assignment.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' is 'Annual Leave' and the 'Personal Job Title' is 'Domestic Assistant'. The 'Absence Type Balance' is 0 Hours. In the 'Dates' section, the 'Start Date' is 5/06/2025 and the 'Start Date Duration' is 5.00. The 'End Date' is also 5/06/2025. The 'Duration' is 5 Hours. There is a toggle for 'Show individual dates' which is currently off. The 'Projected Balance' is 0 Hours as of 5/06/2025. A 'Calculate' button is visible. The 'Details' section is partially visible at the bottom.

6. You can check the hours by clicking on the **Show individual dates** toggle.

The screenshot below demonstrates that the hours are only being requested for their 'Domestic Assistant' assignment and not their 'Domestic Assistant-2' assignment.

The screenshot shows the 'New Absence' form with the 'Show individual dates' toggle turned on. The 'Duration' is 5 Hours for the period 5/06/2025 - 5/06/2025. Below this, there is a '+ Add' button and a list of assignments. The first assignment is 'Domestic Assistant' for 5/06/2025, with a duration of 5 Hours. The 'Projected Balance' is 0 Hours as of 5/06/2025. A 'Calculate' button is visible. The 'Details' section has a 'Comments' field.

7. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC New Absence
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 Calculate

Details

Comments

8. In the **Details** section, enter any relevant **Comments** or upload any documents as an **Attachment**.

HH New Absence
Hilary Haricot-Bean

Cancel Save and Close Save Submit

+ Add

Domestic Assistant: 5 Hours
5/06/2025

Projected Balance: 0 Hours
As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

9. Click on **Submit** at the top of the page to complete the request.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.

The screenshot shows a web application interface for creating a new absence. At the top, there is a header with the user's name 'Hilary Haricot-Bean' and the title 'New Absence'. To the right of the header are four buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red border. Below the header, there is a form with the following fields and sections:

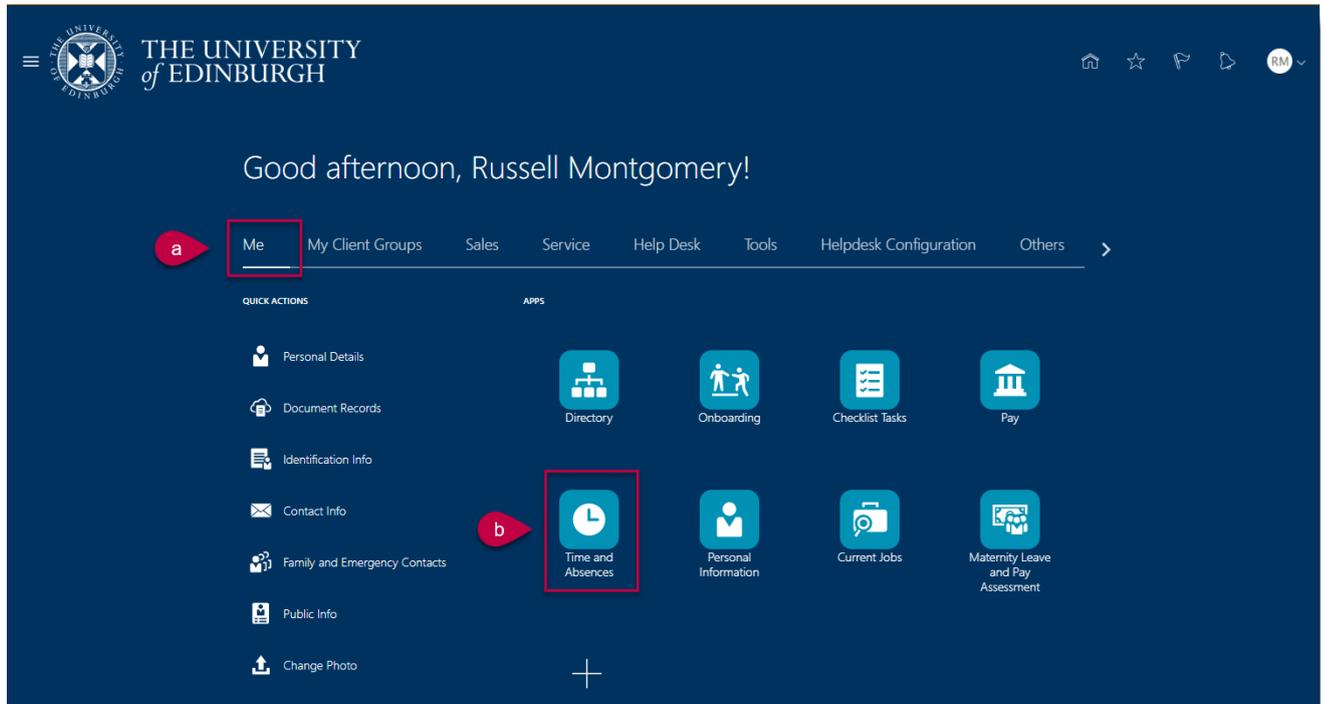
- A '+ Add' button.
- Employee information: 'Domestic Assistant' and '5/06/2025'.
- Absence duration: '5 Hours' with an edit icon.
- Projected Balance: '0 Hours' with a 'Calculate' link.
- A 'Details' section containing a 'Comments' text area.
- An 'Attachments' section with a 'Drag and Drop' area and the text 'Select or drop files here.'.
- A 'URL' text input field and an 'Add URL' button.
- A 'Legislative information' section at the bottom.

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from '**Awaiting Approval**' to '**Scheduled**'.

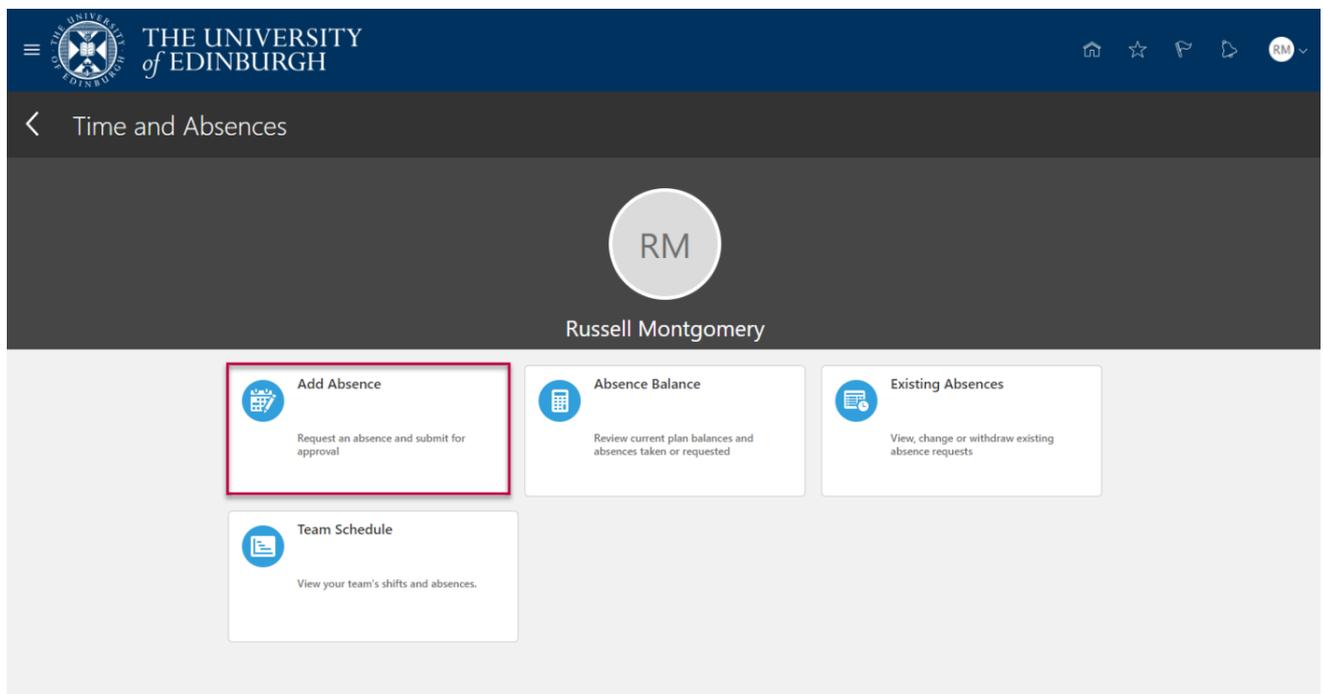
Scenario 3: Requesting leave for less than 1 day on one assignment

This applies to any scenario for multi assignment holders where the absence hours differ from the normal hours worked.

1. From the dashboard, click on **Me**, then **Time and Absences**.

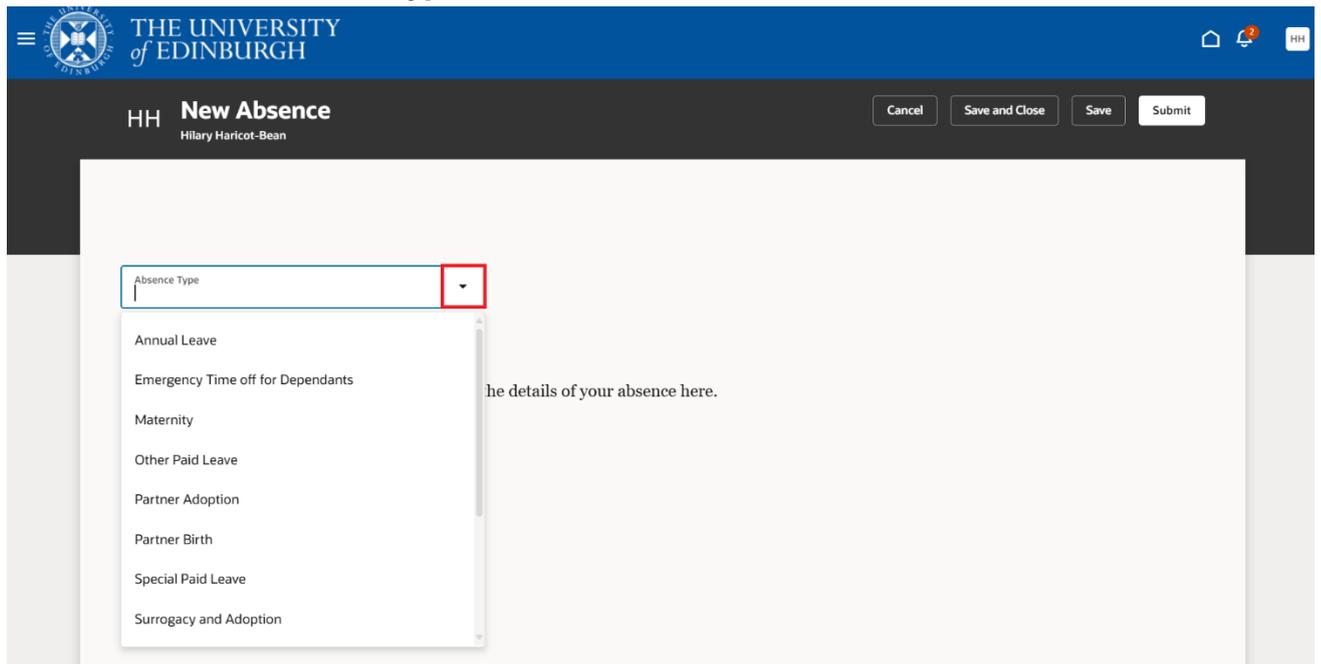


2. Click on **Add Absence**.



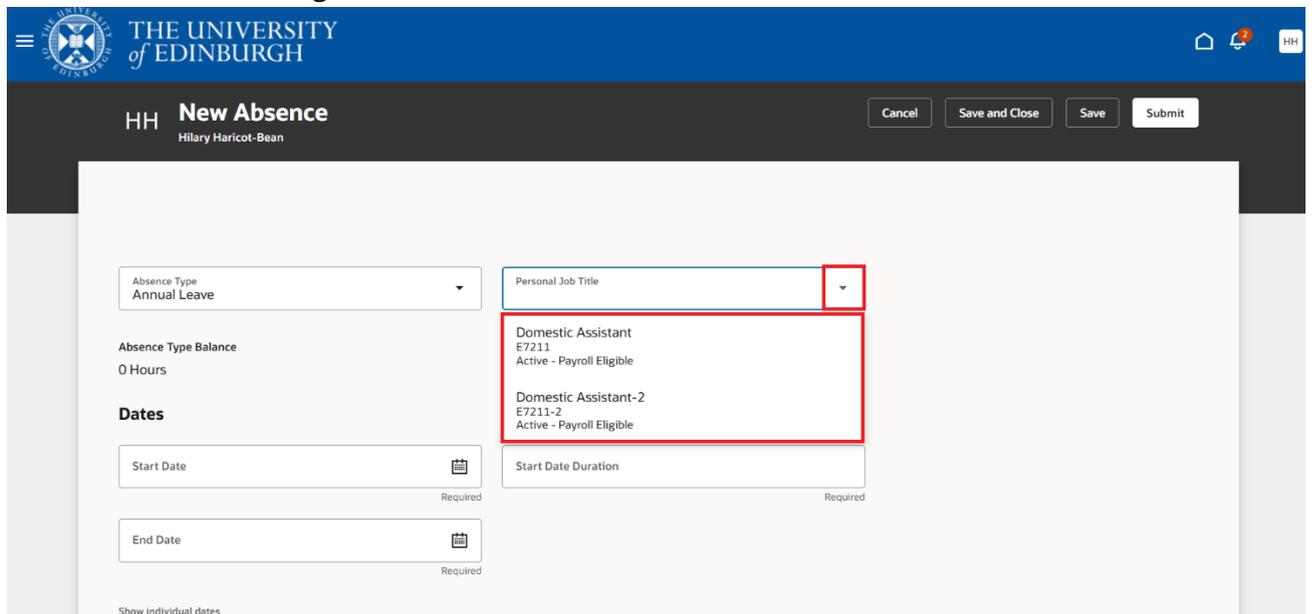
Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.



4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for. The example below shows that this employee has two assignments.

Note: In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.



5. Then, enter the **Start Date** (the **End Date** field will automatically populate with the same date as the **Start Date**). This should automatically populate the absence **Duration** to reflect the correct number of hours for that assignment.

The screenshot shows a web form for requesting absence. At the top, there are two dropdown menus: 'Absence Type' set to 'Annual Leave' and 'Personal Job Title' set to 'Domestic Assistant'. Below these, the 'Absence Type Balance' is shown as '0 Hours'. The 'Dates' section contains three input fields: 'Start Date' (9/06/2025), 'End Date' (9/06/2025), and 'Start Date Duration' (5.00). The 'Start Date' field is highlighted with a red border. Below the dates, the 'Duration' is set to '5 Hours' and is also highlighted with a red border. There is a 'Show individual dates' toggle switch which is currently turned off. At the bottom, the 'Projected Balance' is '0 Hours' as of '9/06/2025', with a 'Calculate' button next to it. The 'Details' section is partially visible at the bottom.

6. To adjust the hours, overwrite the number in the **Start Date Duration** field.

This screenshot is identical to the one above, showing the same absence request form. However, in this view, the 'Start Date Duration' field, which contains the value '5.00', is highlighted with a red border. The 'Start Date' field is no longer highlighted.

7. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC **New Absence**
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 Calculate

Details

Comments

8. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add

Projected Balance: 0 Hours
As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

9. Click on the **Submit** button at the top of the page.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.

HH New Absence
Hilary Haricot-Bean

Cancel Save and Close Save **Submit**

Absence Type: Annual Leave
Personal Job Title: Domestic Assistant

Absence Type Balance: 0 Hours

Dates

Start Date: 9/06/2025
End Date: 9/06/2025
Start Date Duration: 1.00

Duration: 1 Hours
Show individual dates:

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from **'Awaiting Approval'** to **'Scheduled'**.

Scenario 4: Requesting leave for more than 1 day across all assignments

This applies to an employee who usually works both assignments on every day the absence is to be applied.

1. From the dashboard, click on **Me**, then **Time and Absences**.

THE UNIVERSITY of EDINBURGH

Good afternoon, Russell Montgomery!

Me My Client Groups Sales Service Help Desk Tools Helpdesk Configuration Others

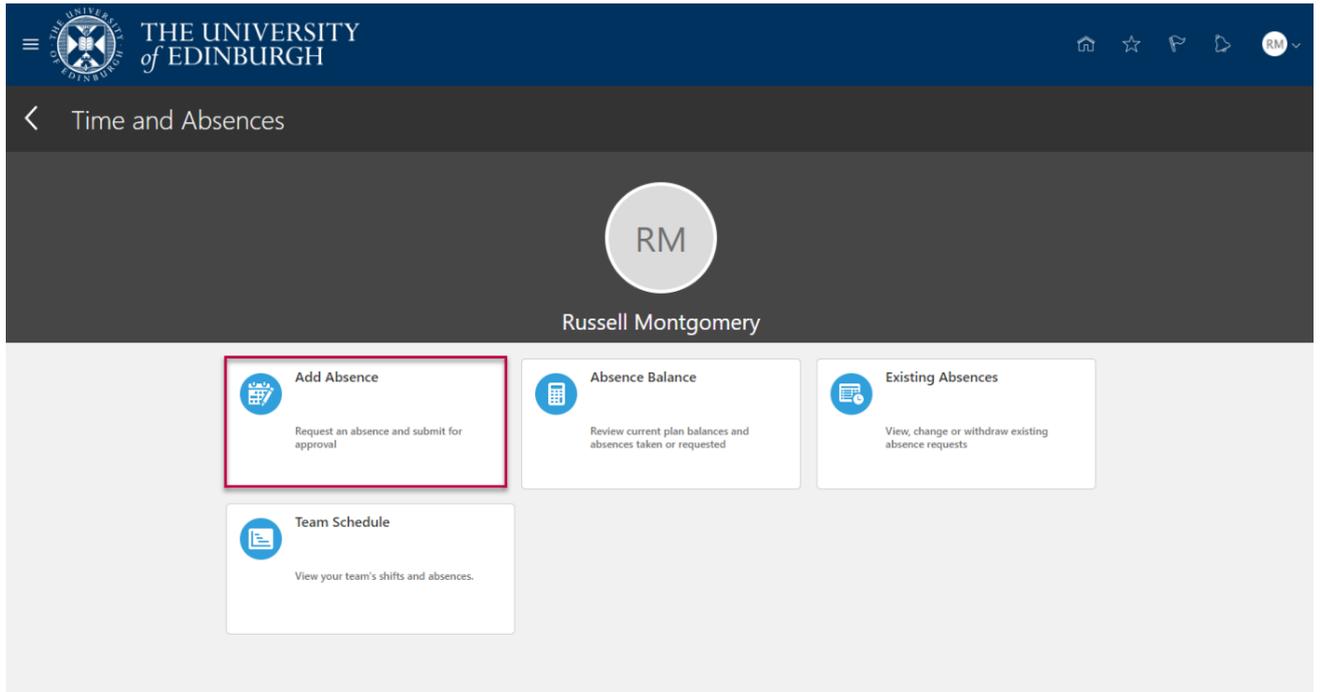
QUICK ACTIONS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts Public Info Change Photo

APPS

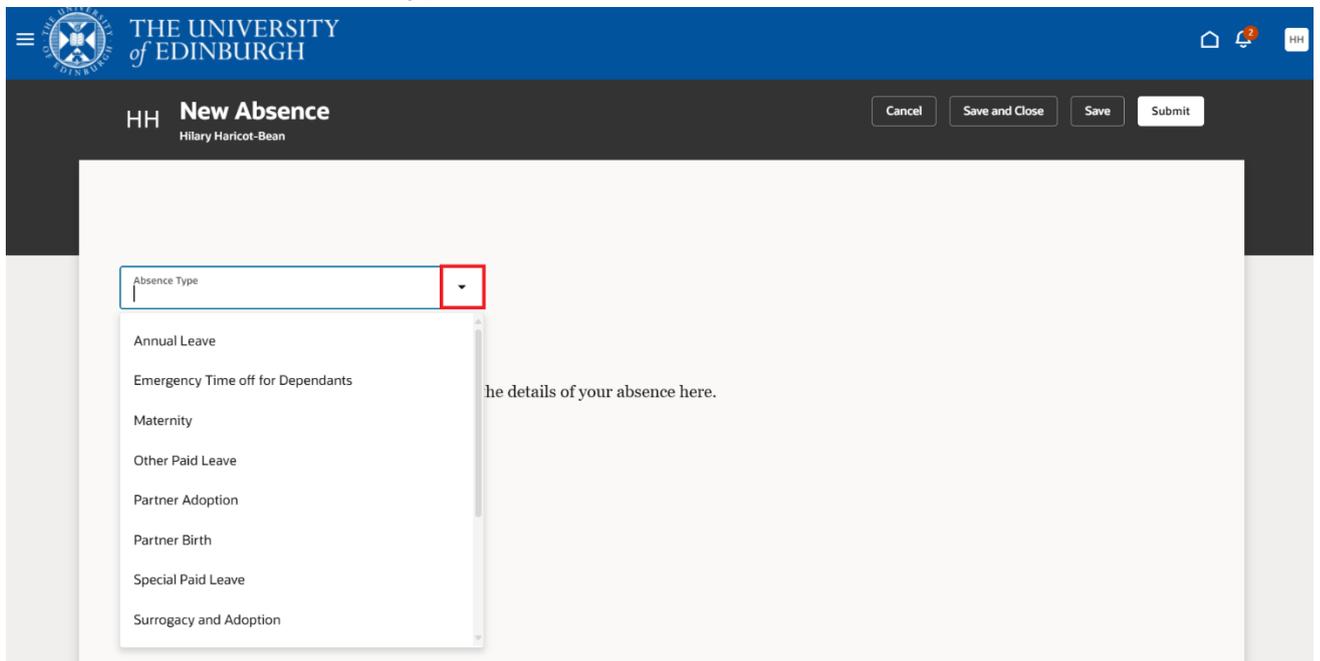
Directory Onboarding Checklist Tasks Pay Time and Absences Personal Information Current Jobs Maternity Leave and Pay Assessment

2. Click on **Add Absence**.



Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.



4. Leave the **Personal Job Title** field blank. This ensures that the request includes all assignments in the request.

5. In the **Dates** section, enter the **Start Date** and **End Date**. This should auto populate the correct hours across all assignments.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below these are dropdown menus for 'Absence Type' (set to 'Annual Leave') and 'Personal Job Title'. The 'Absence Type Balance' is shown as '0 Hours'. The 'Dates' section contains 'Start Date' and 'End Date' fields, both marked as 'Required', and a 'Start Date Duration' field also marked as 'Required'. A 'Show individual dates' toggle is currently turned off. The 'Projected Balance' is '0 Hours'. A 'Details' section is partially visible at the bottom.

6. Click on the **Show individual dates toggle** to view how many hours will be requested for each assignment. The assignment job title will be shown above each date.

The screenshot shows the 'New Absence' form with the 'Show individual dates' toggle turned on. The 'Duration' is '2/06/2025 - 5/06/2025' with a total of '32 Hours'. Below this is an '+ Add' button and a list of dates with corresponding hours and edit icons. The first two rows are highlighted with red boxes.

Date	Hours
Domestic Assistant-2 2/06/2025	3 Hours
Domestic Assistant 2/06/2025	5 Hours
Domestic Assistant-2 3/06/2025	3 Hours
Domestic Assistant 3/06/2025	5 Hours
Domestic Assistant 4/06/2025	5 Hours
Domestic Assistant-2 4/06/2025	3 Hours

7. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC **New Absence**
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 [Calculate](#)

Details

Comments

8. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add

2/06/2025 ✓

Projected Balance: 0 Hours
As-of 5/06/2025 [Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

Legislative information

Additional information

9. Click on **Submit** at the top of the page to complete the request.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.

HH **New Absence**
Hillary Haricot-Bean

Cancel Save and Close Save **Submit**

5/06/2025 5 Hours 

Domestic Assistant-2 5/06/2025 3 Hours 

Projected Balance 0 Hours
As-of 5/06/2025 [Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

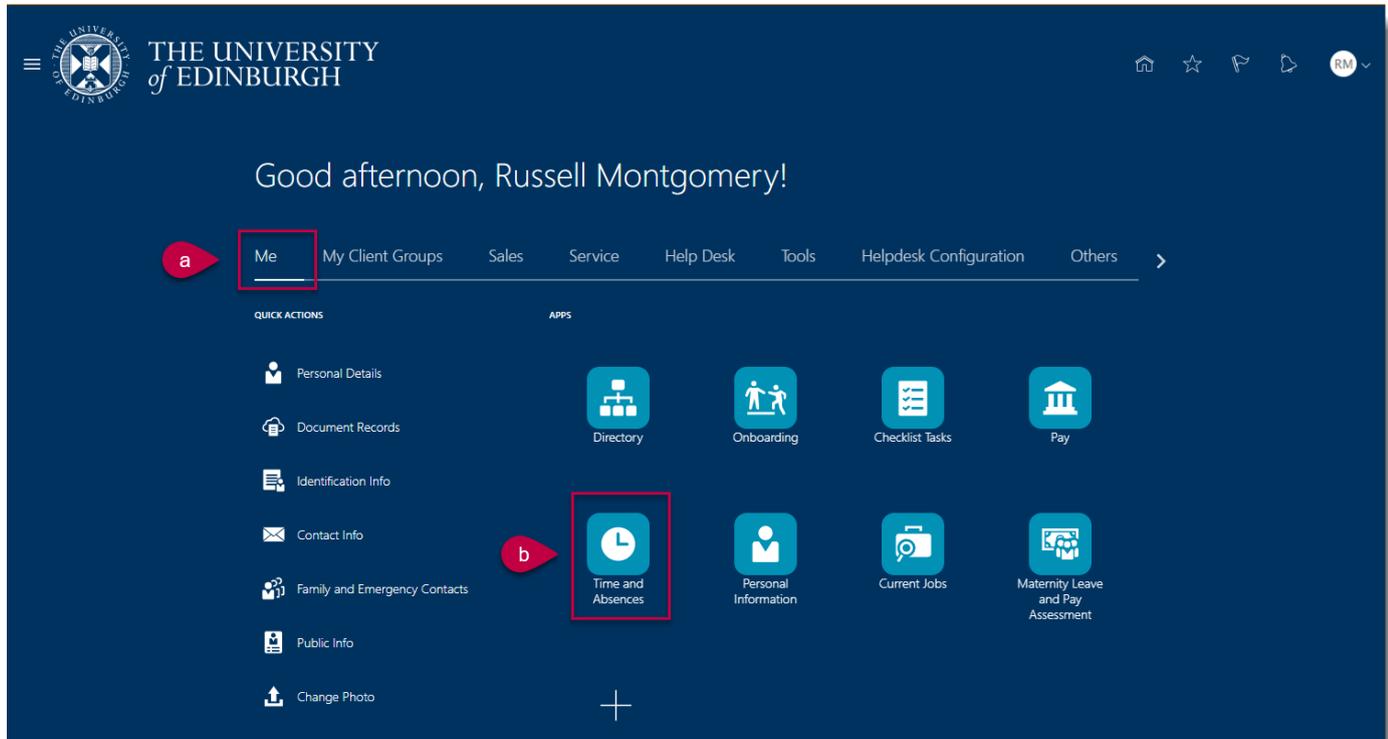
Legislative information

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from **'Awaiting Approval'** to **'Scheduled'**.

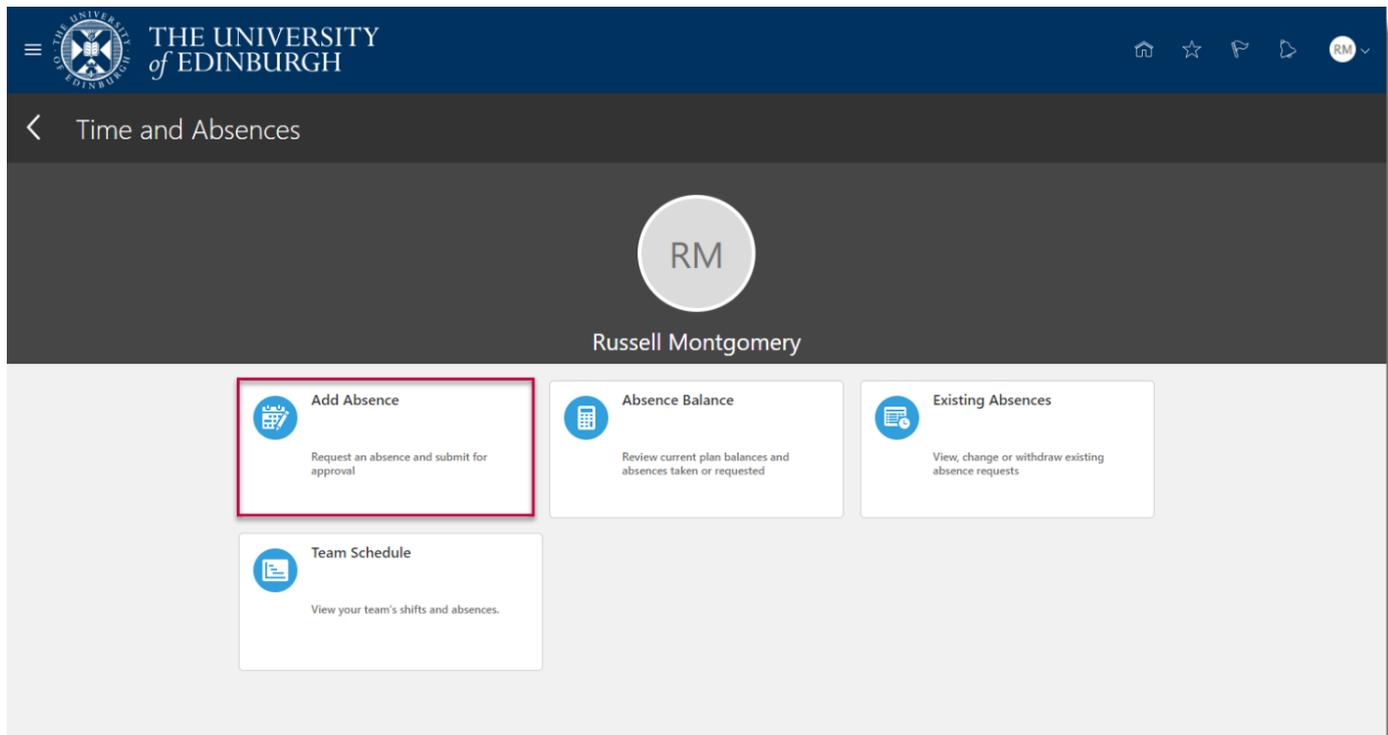
Scenario 5: Requesting leave for more than 1 day when the employee does not work in every assignment for every day

If hours apply in one assignment only for any part of the absence they must use the Show individual dates toggle to input separately for each day.

1. From the dashboard, click on **Me**, then **Time and Absences**.

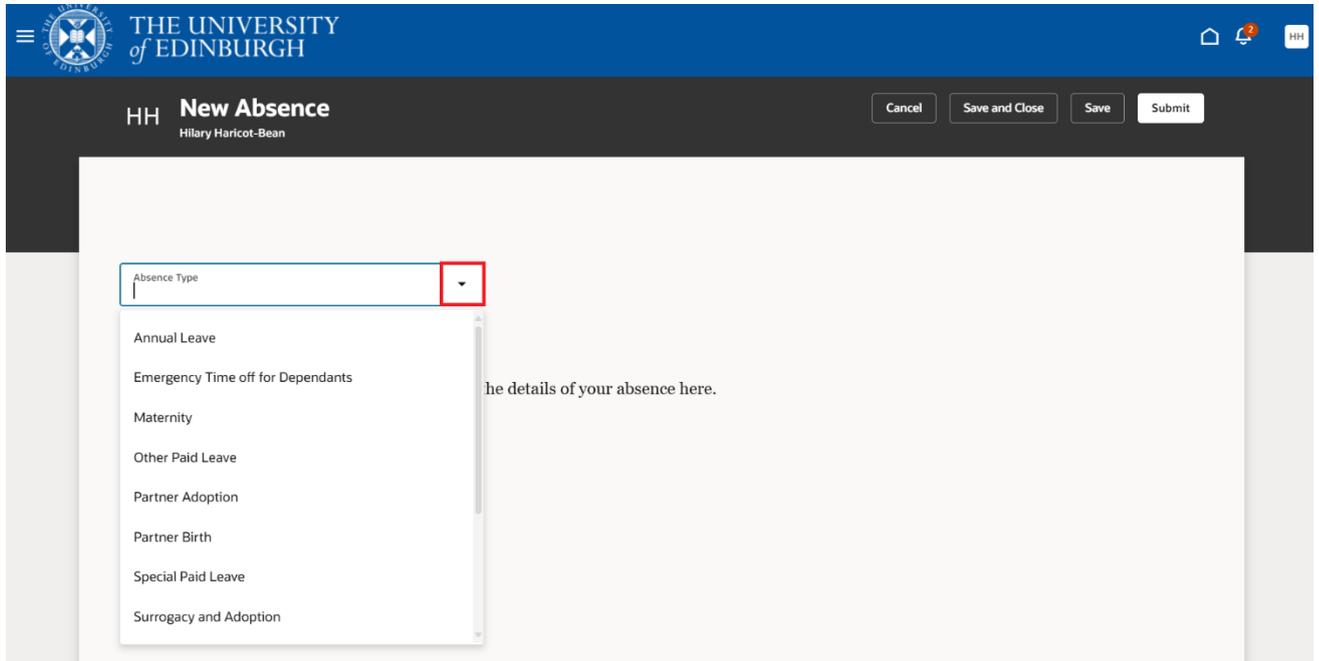


2. Click on **Add Absence**.



Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

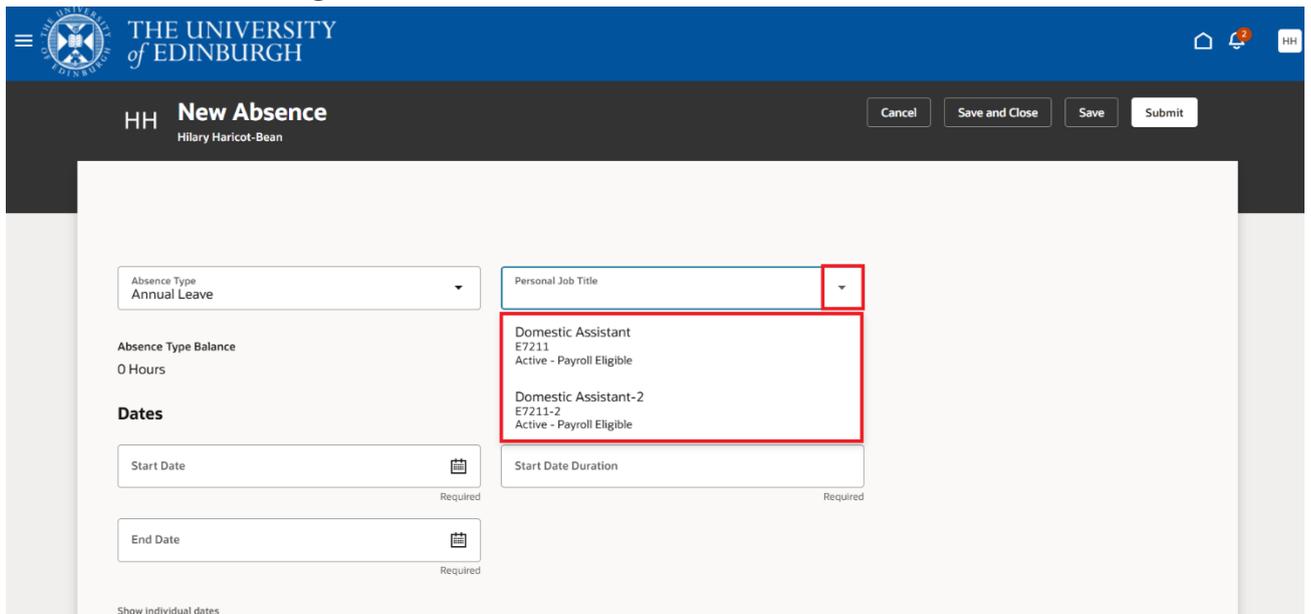
3. Select the relevant **Absence Type**.



The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' dropdown menu is open, displaying a list of options: Annual Leave, Emergency Time off for Dependents, Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. The dropdown is highlighted with a red box. The text 'the details of your absence here.' is visible to the right of the dropdown.

4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for. The example below shows that this employee has two assignments.

Note: In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.



The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Personal Job Title' dropdown menu is open, displaying two active assignments: Domestic Assistant (E7211) and Domestic Assistant-2 (E7211-2). Both are marked as 'Active - Payroll Eligible'. The dropdown is highlighted with a red box. The form also shows the 'Absence Type' set to 'Annual Leave', 'Absence Type Balance' as '0 Hours', and 'Dates' section with 'Start Date' and 'End Date' fields, both marked as 'Required'.

5. In the **Dates** section, enter the **Start Date** and **End Date** of the absence. The **Duration** field will automatically populate with the total hours that are being requested for that assignment.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' is 'Annual Leave' and the 'Personal Job Title' is 'Domestic Assistant'. The 'Absence Type Balance' is '0 Hours'. In the 'Dates' section, the 'Start Date' is '9/06/2025' and the 'End Date' is '16/06/2025'. The 'Start Date Duration' is '5.00' and the 'End Date Duration' is '5.00'. The 'Duration' field is highlighted with a red box and contains '30 Hours'. There is a 'Show individual dates' toggle which is currently turned off. The 'Projected Balance' is '0 Hours'.

6. Click on the **Show individual dates** toggle to view the hours requested for each day. Adjust the hours if required by clicking on the **pencil icon**.

The screenshot shows the 'Dates' section with the 'Show individual dates' toggle turned on. The 'Duration' is '9/06/2025 - 16/06/2025' and '30 Hours'. There is a '+ Add' button. Below is a table of dates and hours:

Date	Hours	Action
Domestic Assistant 9/06/2025	5 Hours	
Domestic Assistant 10/06/2025	5 Hours	
Domestic Assistant 11/06/2025	5 Hours	
Domestic Assistant 12/06/2025	5 Hours	
Domestic Assistant 13/06/2025	5 Hours	
Domestic Assistant 14/06/2025	0 Hours	

The pencil icons in the right column of the table are highlighted with a red box.

7. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC New Absence
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 Calculate

Details

Comments

8. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add

Projected Balance: 0 Hours
As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

9. Click on **Submit** at the top of the page to complete the request.

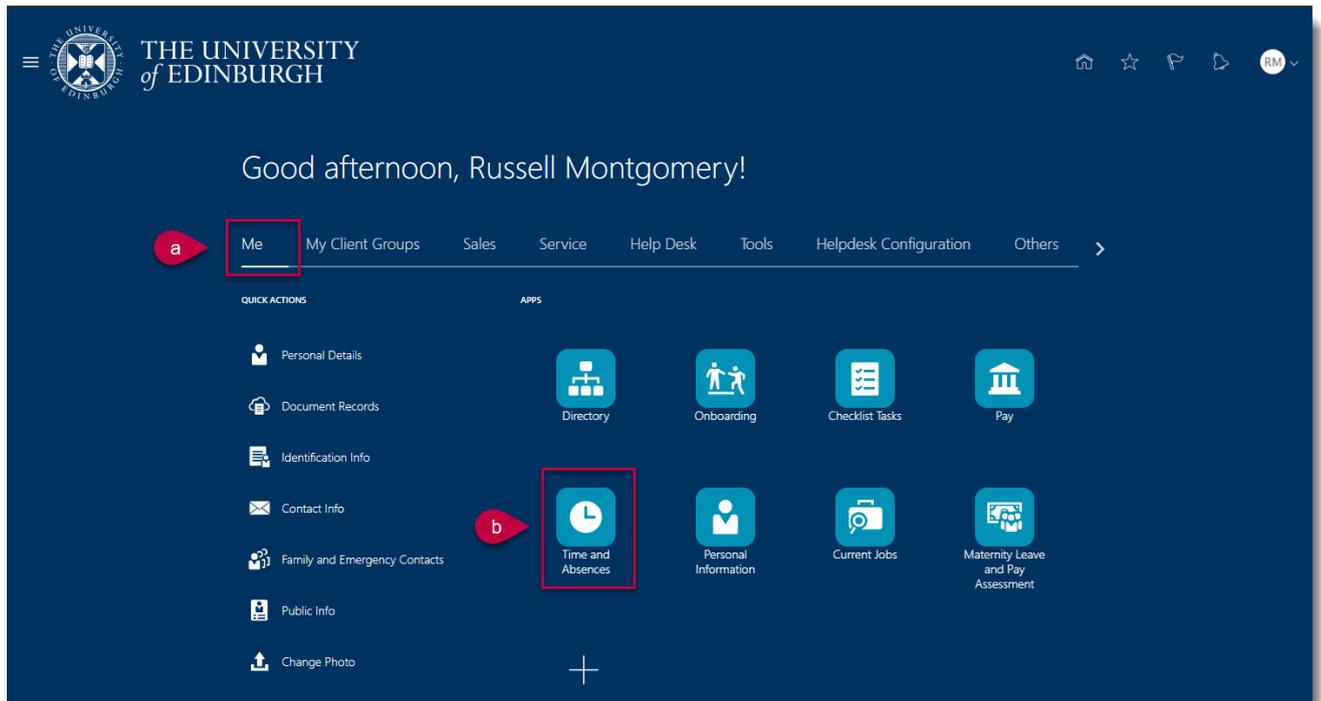
Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from '**Awaiting Approval**' to '**Scheduled**'.

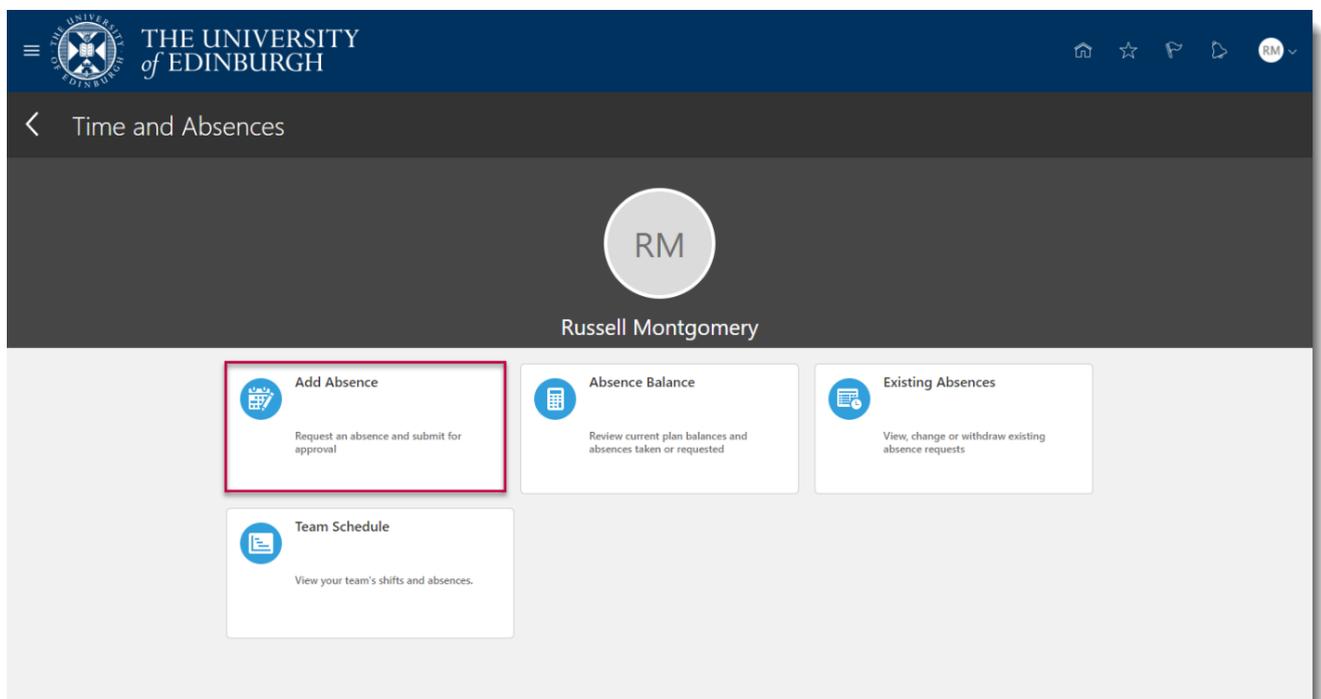
Scenario 6: Requesting leave for a non-working day

This applies to an employee who swaps their shift and the absence hours need to be applied to a 'non-working day'.

1. From the dashboard, click on **Me**, then **Time and Absences**.



2. Click on **Add Absence**.



Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' dropdown menu is open, displaying a list of options: Annual Leave, Emergency Time off for Dependants, Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. The dropdown is highlighted with a red box. To the right of the dropdown, the text 'he details of your absence here.' is visible.

4. Click on the **Personal Job Title** drop down list and select the assignment you want to make a request for. The example below shows that this employee has two assignments.

Note: In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. The 'Absence Type' dropdown is set to 'Annual Leave'. The 'Personal Job Title' dropdown is open, showing two active assignments: 'Domestic Assistant E7211 Active - Payroll Eligible' and 'Domestic Assistant-2 E7211-2 Active - Payroll Eligible'. Both assignments are highlighted with a red box. The form also includes fields for 'Absence Type Balance' (0 Hours), 'Dates' (Start Date and End Date, both required), and 'Start Date Duration' (required). A 'Show individual dates' link is at the bottom left.

5. Enter the **Start Date**. You will get a notification saying '**Not a scheduled work day**', setting the Absence Duration to 0 hours.

The screenshot shows a web interface for managing absence. At the top, there are two dropdown menus: 'Absence Type' set to 'Annual Leave' and 'Personal Job Title' set to 'Domestic Assistant'. Below these, the 'Absence Type Balance' is shown as '0 Hours'. The 'Dates' section contains a red warning box with the text 'Select a date so that the duration is at least 0.25 Hours' and a close button. Underneath, the 'Start Date' is set to '15/06/2025' with a calendar icon and a blue information icon that says 'Not a scheduled workday'. The 'End Date' is also set to '15/06/2025' with a similar warning. The 'Start Date Duration' is 'Not applicable'. The 'Duration' is '0 Hours'. There is a 'Show individual dates' toggle switch which is currently turned off. At the bottom, the 'Projected Balance' is '0 Hours' as of '15/06/2025', with a 'Calculate' button.

6. Click on the **Show individual dates** toggle.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Show individual dates' toggle switch, which is currently turned off. The rest of the interface, including the warning message, dates, and balance information, remains the same.

7. Click on the **pencil icon** to adjust the hours.

Absence Type Balance
0 Hours

Dates

Show individual dates

Duration
15/06/2025 - 15/06/2025 5 Hours

+ Add

Domestic Assistant
15/06/2025 5 Hours 

Projected Balance 0 Hours
As-of 15/06/2025 [Calculate](#)

Details

Comments

Attachments

8. Overwrite the hours in the **Duration** field and click **Save**.

Absence Type Balance
0 Hours

Dates

Show individual dates

Duration
15/06/2025 - 15/06/2025 5 Hours

+ Add

Personal Job Title
Domestic Assistant

Start Date
15/06/2025 

 Not a scheduled workday

Duration
5.00

Scheduled Duration
0 Hours

[Cancel](#) [Delete](#) [Save](#)

Projected Balance 0 Hours
As-of 15/06/2025 [Calculate](#)

9. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC **New Absence**
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 Calculate

Details

Comments

10. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add

Projected Balance: 0 Hours
As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

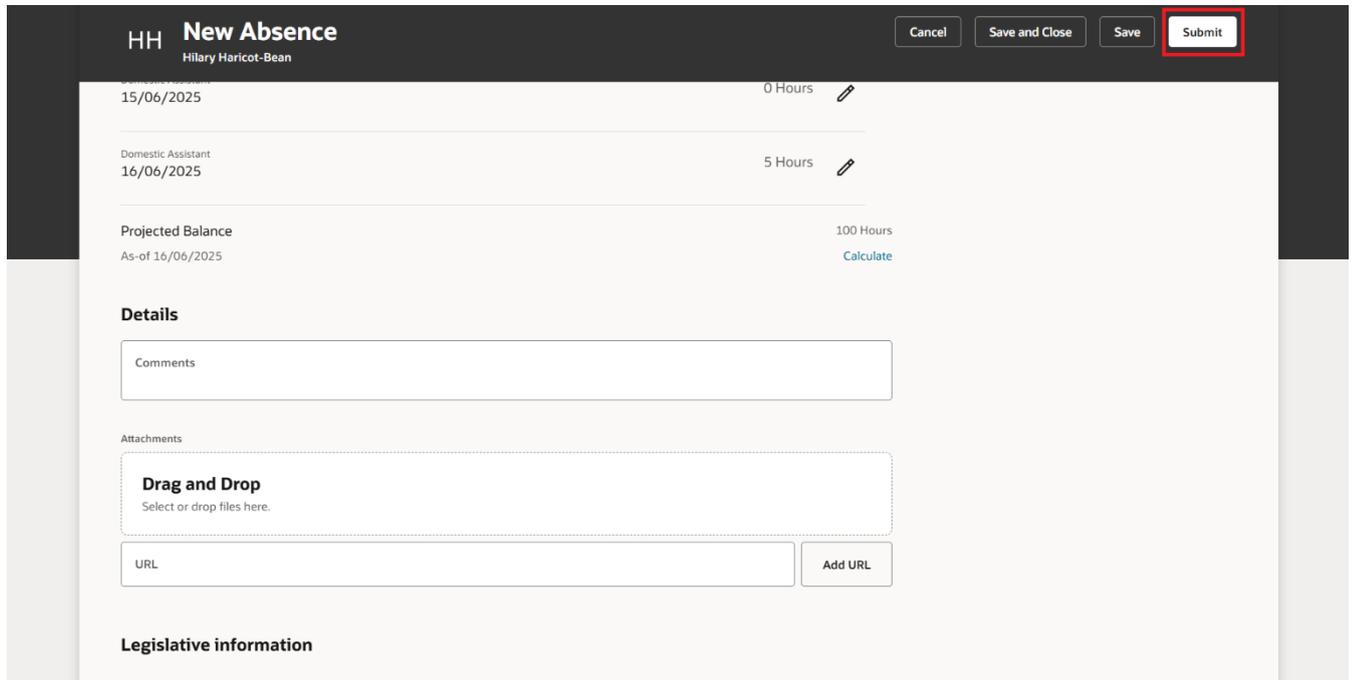
URL Add URL

Legislative information

Additional information

11. Click on **Submit** at the top of the page to complete the request.

Note: The Save and Close and Save buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.



HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save **Submit**

15/06/2025 0 Hours 

Domestic Assistant
16/06/2025 5 Hours 

Projected Balance 100 Hours
As-of 16/06/2025 [Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

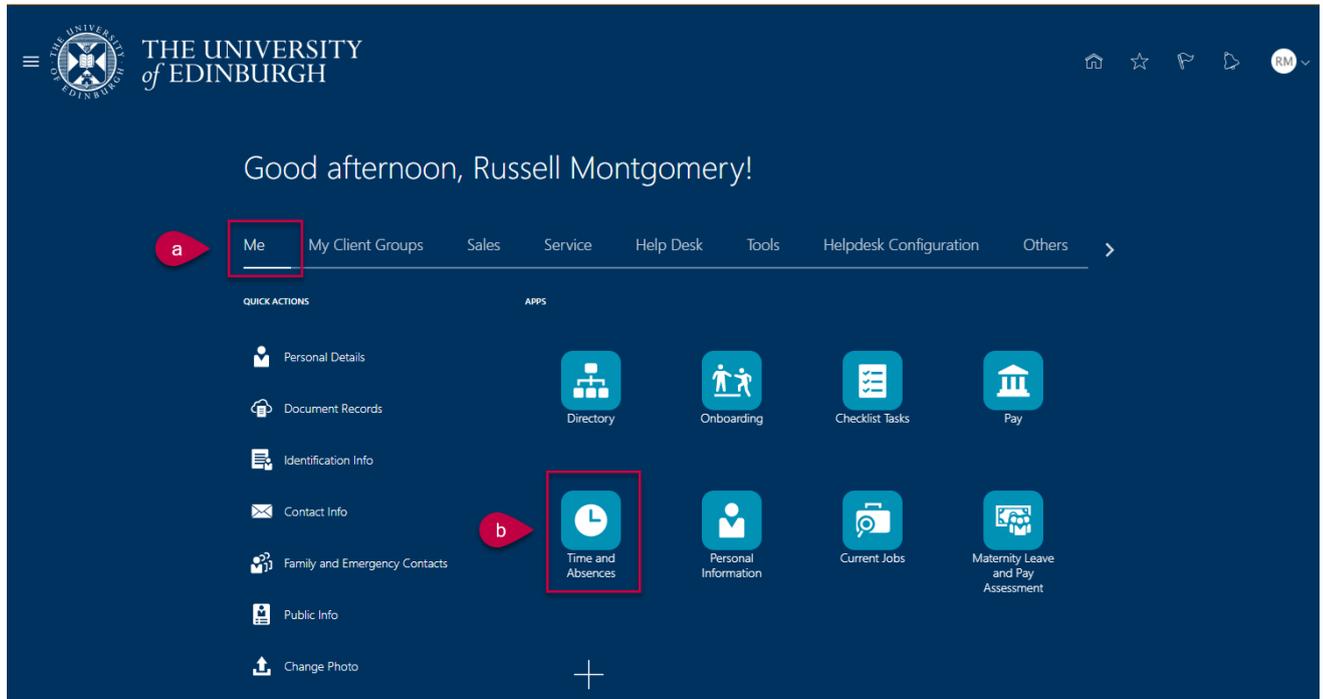
Legislative information

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from '**Awaiting Approval**' to '**Scheduled**'.

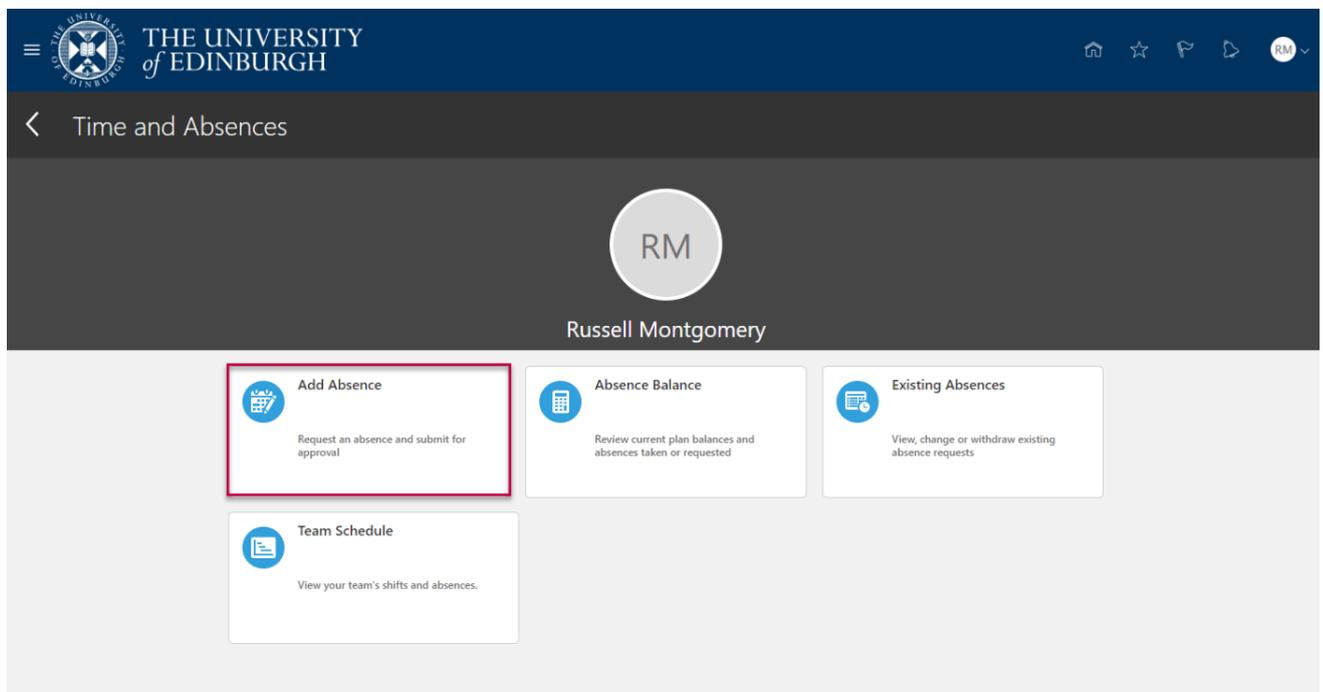
Scenario 7: Requesting leave for any number of hours more or less than the scheduled hours per day

This is applicable for any length of absence and, as the system won't know which assignment to apply the amended hours to, you will need to use the **Show individual dates toggle**.

1. From the dashboard, click on **Me**, then **Time and Absences**.



2. Click on **Add Absence**.



Note: you can also select **Absence Balance** to check how much leave you have left to use. Here, you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be **Last Calculation Date**.

3. Select the relevant **Absence Type**.

The University of Edinburgh logo and name are at the top left. The page title is 'HH New Absence' with the user name 'Hilary Haricot-Bean'. Navigation buttons include 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Absence Type' dropdown menu is open, listing: Annual Leave, Emergency Time off for Dependants, Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. A red box highlights the dropdown arrow. The text 'he details of your absence here.' is partially visible on the right.

4. Leave the **Personal Job Title** field blank.

5. Enter the **Start Date**. You will get a notification saying '**Not a scheduled work day**', setting the **Absence Duration** to 0 hours.

The form shows 'Absence Type' as 'Annual Leave' and 'Personal Job Title' as 'Domestic Assistant'. The 'Absence Type Balance' is '0 Hours'. Under the 'Dates' section, there is a red notification: 'Select a date so that the duration is at least 0.25 Hours'. The 'Start Date' is '15/06/2025' with a calendar icon and a blue notification: 'Not a scheduled workday'. The 'Start Date Duration' is 'Not applicable'. The 'End Date' is '15/06/2025' with a calendar icon and a blue notification: 'Not a scheduled workday'. The 'Duration' is '0 Hours'. There is a 'Show individual dates' toggle which is currently off. At the bottom, the 'Projected Balance' is '0 Hours' as of '15/06/2025', with a 'Calculate' button.

6. Click on the **Show individual dates toggle**.

Absence Type: Annual Leave
Personal Job Title: Domestic Assistant

Absence Type Balance: 0 Hours

Dates

Select a date so that the duration is at least 0.25 Hours

Start Date: 15/06/2025
Start Date Duration: Not applicable

End Date: 15/06/2025

Duration: 0 Hours

Show individual dates:

Projected Balance: 0 Hours
As-of 15/06/2025 [Calculate](#)

Details

7. Click on the **pencil icon** to adjust the hours.

Absence Type Balance: 0 Hours

Dates

Show individual dates:

Duration: 15/06/2025 - 15/06/2025 5 Hours

+ Add

Domestic Assistant 15/06/2025 5 Hours

Projected Balance: 0 Hours
As-of 15/06/2025 [Calculate](#)

Details

Comments

Attachments

8. Overwrite the hours in the **Duration** field and click **Save**.

Absence Type Balance
0 Hours

Dates

Show individual dates

Duration
15/06/2025 - 15/06/2025 5 Hours

+ Add

Personal Job Title
Domestic Assistant

Start Date
15/06/2025

Not a scheduled workday

Scheduled Duration
0 Hours

Cancel Delete **Save**

Projected Balance
As-of 15/06/2025 0 Hours
[Calculate](#)

9. To add more dates, click on the **+ Add** button.

Dates

Show individual dates

Select a date so that the duration is at least 0.25 Hours

Duration
15/06/2025 - 15/06/2025 0 Hours

+ Add

Domestic Assistant-2
15/06/2025 0 Hours

Domestic Assistant
15/06/2025 0 Hours

Projected Balance
As-of 15/06/2025 0 Hours
[Calculate](#)

Details

Comments

10. A pop up menu will appear on the right hand side of the screen. Select the assignment you would like to request leave for from the **Personal Job Title** drop down list.

The screenshot shows a user interface with two main panels. The left panel, titled 'Dates', has a toggle for 'Show individual dates' and a list of dates with durations. A message says 'Select a date so that the duration is at least 0.25 Hours'. The right panel, titled 'Add dates', has a dropdown for 'Personal Job Title' with 'Domestic Assistant' selected. Below it, a list shows 'Domestic Assistant E7211' and 'Domestic Assistant-2 E7211-2'. There is an 'End Date' field and a 'Required' label. At the bottom right, 'Cancel' and 'Save' buttons are visible.

11. Enter the **Start Date**. Amend the **Start Date Duration** field if required and click **Save**.

This screenshot is similar to the previous one but shows the 'Add dates' panel with 'Start Date' and 'Start Date Duration' fields highlighted in red. The 'End Date' field is also visible. The 'Save' button at the bottom right is also highlighted in red.

12. If you are requesting **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what your Annual Leave Balance is with effect from the End Date you have entered and **does not** take into account any future leave **after** the End Date you have entered.

CC New Absence
Carron Cauliflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave
Personal Job Title: Customer Service Manager

Absence Type Balance: 14 Hours

Dates

Start Date: 11/08/2025 Start Date Duration: 7.00
End Date: 15/08/2025 End Date Duration: 7.00

Duration: 35 Hours
Show individual dates:

Projected Balance: 91 Hours
As-of 15/08/2025 Calculate

Details

Comments

13. In the **Details** section, enter any relevant **Comments** and/or **Attachments**.

+ Add

27/08/2025 ✓

Projected Balance: 0 Hours
As-of 5/06/2025 Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

14. Click on **Submit** at the top of the page to complete the request.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to Submit it once all the details have been added.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save **Submit**

15/06/2025	0 Hours	
Domestic Assistant 16/06/2025	5 Hours	
Projected Balance As-of 16/06/2025	100 Hours	Calculate

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

Legislative information

The request will be sent to your Line Manager for approval. Once your manager has approved the request, the status of the absence will change from **'Awaiting Approval'** to **'Scheduled'**.

Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format. Screenshots and content updated to reflect new Redwood screens.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.