



## System User Guide

# School/Department Administrator Guide to Family Leave

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## Introduction

This guide covers key tasks for School/Department Administrators in the recording family leave system process. It is related to the Process User Guides for:

- [Guide to Maternity Leave](#)
- [Guide to Partner, Parental and Special Leave](#)
- [Guide to Adoption and Surrogacy Leave](#)

The Process User Guides provide supporting guidance on all aspects of every absence process.

Please familiarise yourself with the [Family Leave Policies](#).

Partner leave has previously been known as Paternity Leave.

Any family leave dates should not clash with any other planned absence types such as for annual leave. Where a planned absence already exists within these timeframes it should be deleted before adding the family leave. For further details on how to remove an absence, please refer to the '[How to Amend Leave](#)' section of this guide.

Please review the relevant HR policy for the absence type being processed and work within the guidelines stated. The HR absence policies can all be reviewed [here](#).

Family leave will normally be input into the People and Money system by the employee (and this should always be encouraged), however there may be some situations where the Line Manager or School/Department Administrator is required to input leave.

Shared Parental Leave (for both birth and adoption cases) is processed by and entered into People and Money by HR only. School/Department Administrators or Managers should therefore not enter this absence type into People and Money on behalf of an employee. The employee must complete the relevant Shared Parental Leave form on the [A to Z List of HR Forms](#) webpage and attach it to a Service Request. Please refer to the [Shared Parental Leave Policy](#) and the [Guide to Shared Parental Leave](#) for further information.

Similarly, the Bereaved Partner Paternity Leave absence type in People and Money should only be used by HR and must not be used by School/Department Administrators or Managers. This absence type will only be used in cases where a member of staff is taking a period of bereaved partner paternity leave and is not entitled to Shared Parental Leave. The HR Helpline should be contacted in any instance of partner

bereavement. For further information on this absence type, please see the [Shared Parental Leave Policy](#) and [Partner Leave Policy](#).

**Keeping in Touch (KIT) Days/Shared Parental Leave Keeping in Touch (SPLIT) Days:**

KIT and SPLIT days must be processed by the payroll team. To request this, the Line Manager must submit a Service Request detailing whether the employee would like to either be paid for the time or alternatively to take it as Time Owed in Lieu (TOIL).

Please refer to the Maternity, Shared Parental Leave or the Adoption and Surrogacy Leave Policies on the [A to Z of HR Policies](#) webpage for further information surrounding KIT/SPLIT days entitlement and conditions.

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

### How to Record Maternity Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Maternity** from the **Absence Type** drop-down list.
5. Enter the **Expected** or **Actual Childbirth Date** and **Planned** or **Actual Start** and **End Dates**, as known. If the employee does not plan to return to work, click on the **Won't Return to Work** toggle.
6. Select which pay option the employee has chosen from the **Reason** drop down list and enter the **Notification Date**.
7. Click on the **Drag and Drop** section under **Attachments** to upload a scanned copy of the MAT B1.
8. Add any relevant notes in the **Comments** section.
9. If a Risk Assessment has already been carried out this can also be added to the **Attachments** and the **tick box** and **Date carried out** field can be completed in the **Additional Information** section.
10. There is no need to complete the Legislative Information section or the SMP1 Issue Date.
11. Click on the **Submit** button.

### How to Record a Maternity Risk Assessment

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the maternity absence dates.
4. Click on the **Drag and Drop** section under **Attachments** to upload the **Maternity Risk Assessment**.
5. Scroll to the bottom of the screen and complete the tick box next to **Risk Assessment Done** and enter the date it was carried out.
6. Click on the **Submit** button.

### How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.

2. Search for the employee.
3. Under **Existing Absences**, click on the maternity absence dates.
4. Click on the **Drag and Drop** section under **Attachments** to upload the scanned copy of the MATB1.
5. Click **OK**.
6. Click on the **Submit** button.

## How to Record Adoption or Surrogacy Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Surrogacy and Adoption** from the **Absence Type** drop down list.
5. Enter the **Expected Placement Date**, **Placement Match Date**, and the **Planned Start** and **End Dates** as known. If the employee does not plan to return to work, click on the **Won't Return to Work** toggle.
6. Select which pay option the employee has chosen from the **Reason** drop down list and enter the **Notification Date**.
7. Add any relevant notes in the **Comments** section.
8. There is no need to complete the Legislative Information section or the SAP1 Issue Date.
9. Click on the **Submit** button.

## How to Record Partner Leave

### Partner Adoption

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Partner Adoption** from the **Absence Type** drop down list.
5. Enter the **Expected** or **Actual Placement Date**, **Placement Match Date**, and the **Planned** or **Actual Start** and **End Dates** as known.
6. Add any relevant notes in the **Comments** section.
7. There is no need to complete the Legislative Information section.
8. Click on the **Submit** button.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

## Partner Birth

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Partner Birth** from the **Absence Type** drop down list.
5. Enter the **Expected** or **Actual Childbirth Date** and **Planned** or **Actual Start** and **End Dates**, as known.
6. Add any relevant notes in the **Comments** section.
7. There is no need to complete the Legislative Information section.
8. Click on the **Submit** button.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Unpaid Parental Leave** from the **Absence Type** drop down list.
5. Enter the **Start** and **End Dates**.
6. Add any relevant **Comments**.
7. Click on the **Submit** button.

## How to Amend Leave

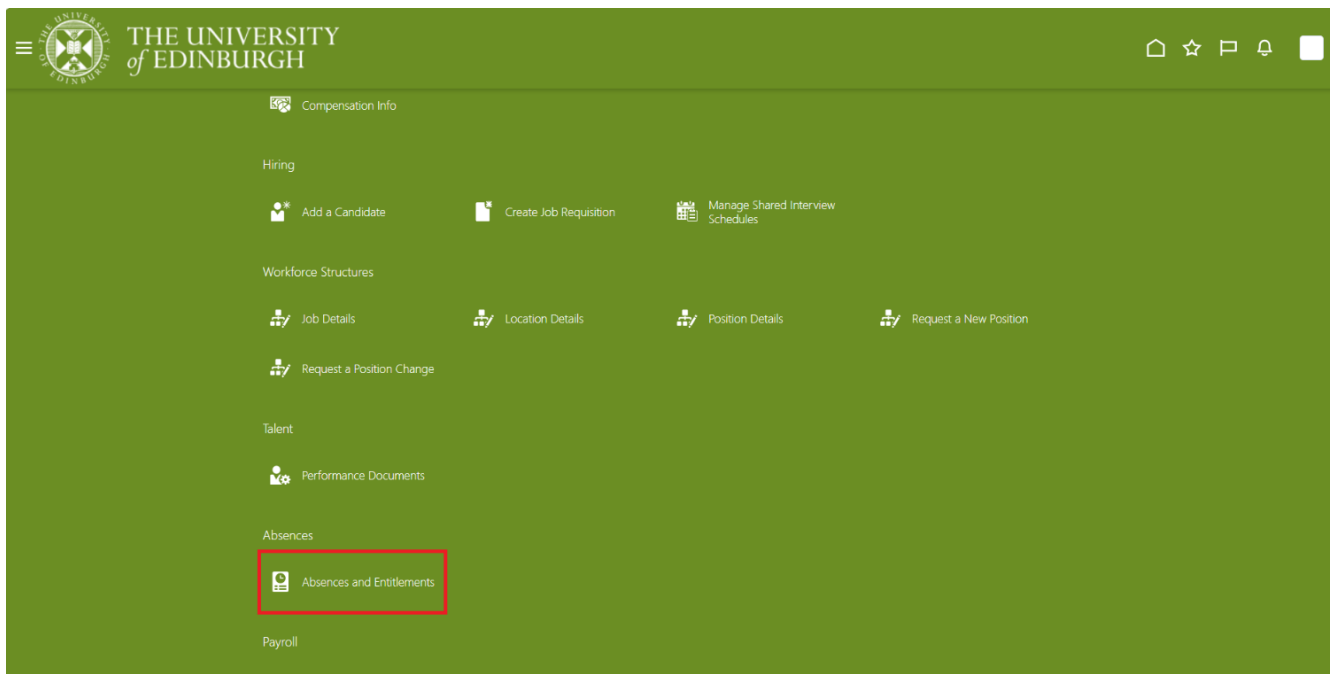
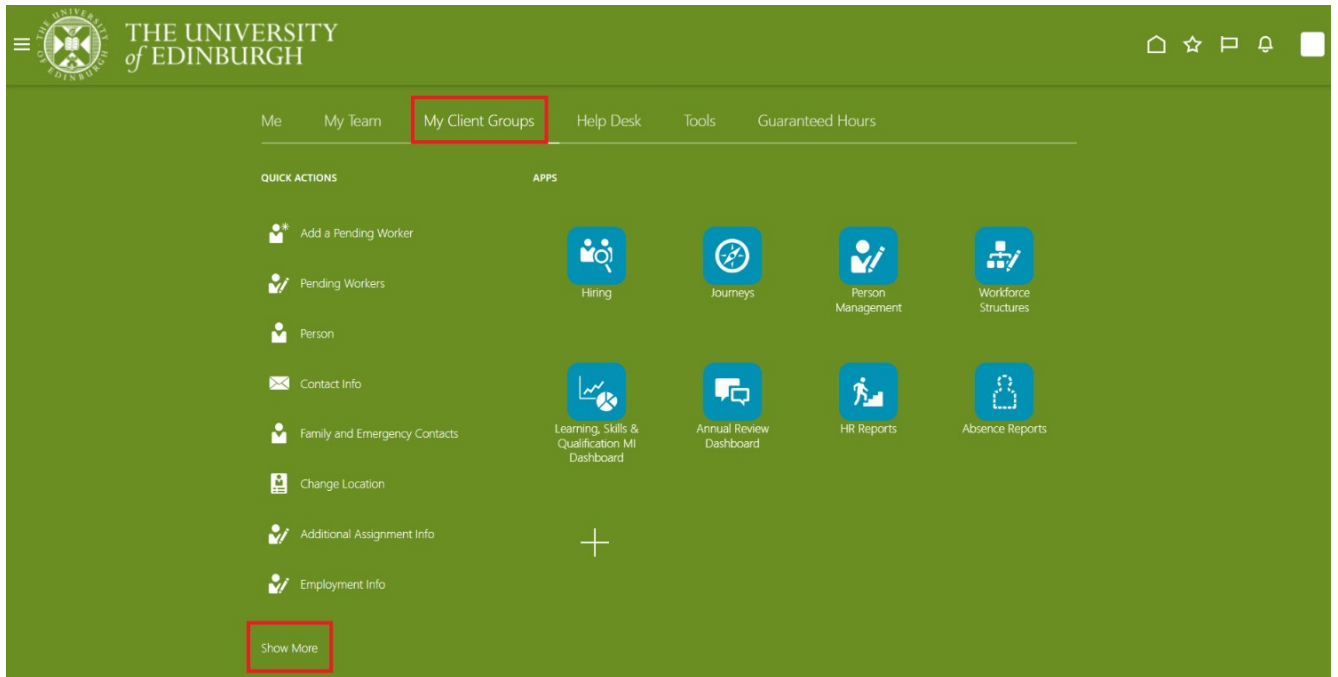
1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, find the absence you would like to amend and click on the absence dates (blue text) to open the absence.
4. Make the necessary changes to the leave dates or confirm the **Actual Childbirth Date/Actual Placement Date/Actual Start** and **End dates** if known.
5. Click on the **Submit** button.

## In Detail

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

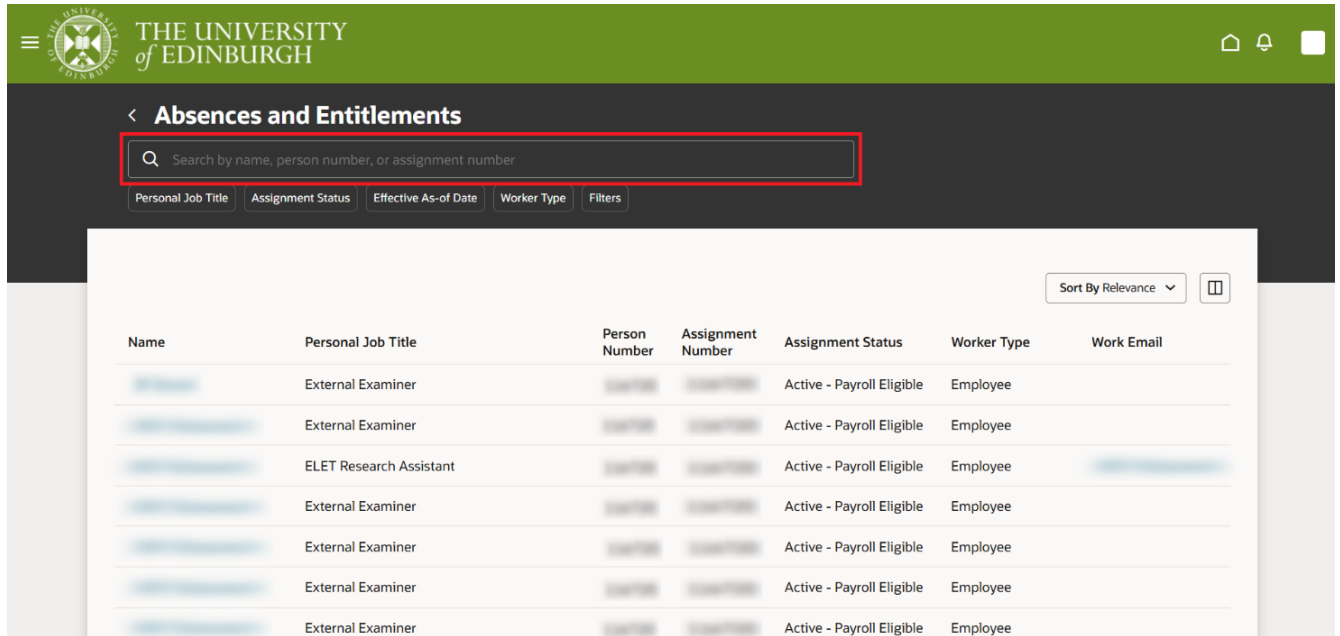
### How to Record Maternity Leave

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Maternity Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type Annual Leave Personal Job Title Postgraduate Programme Administrator

Absence Type Balance 98.27 Hours

Dates

Start Date 20/10/2025 Start Date Duration 7.75

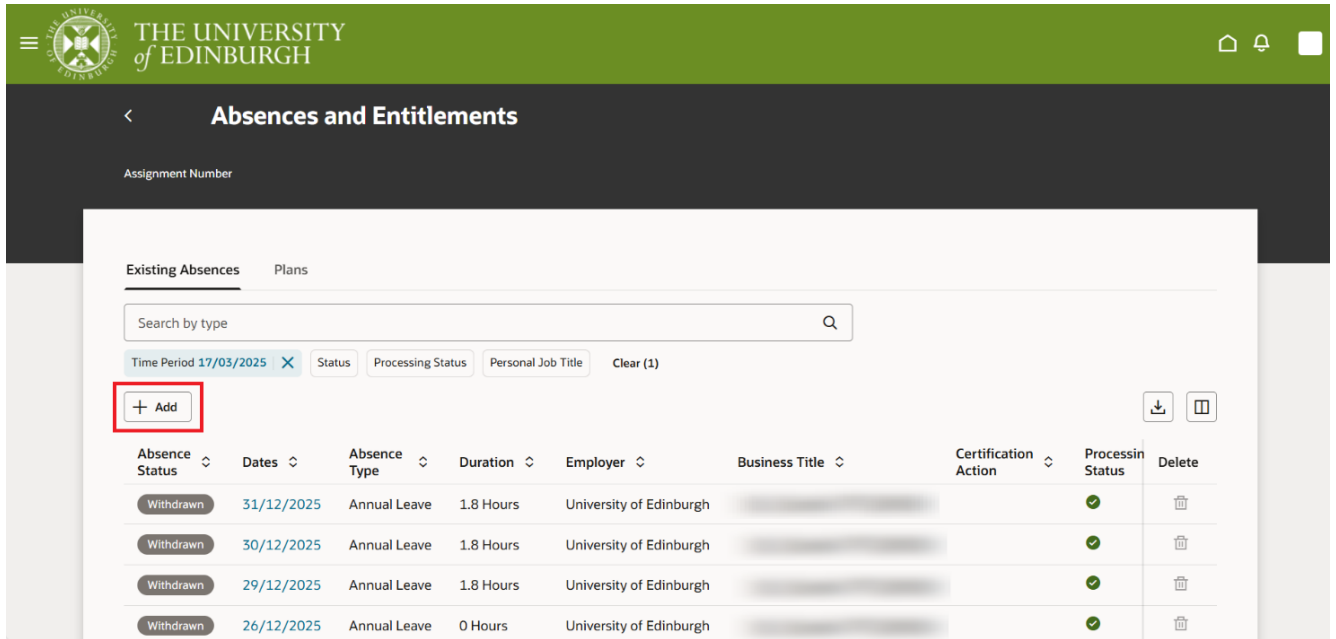
End Date 23/10/2025 End Date Duration 7.75

Duration 31 Hours

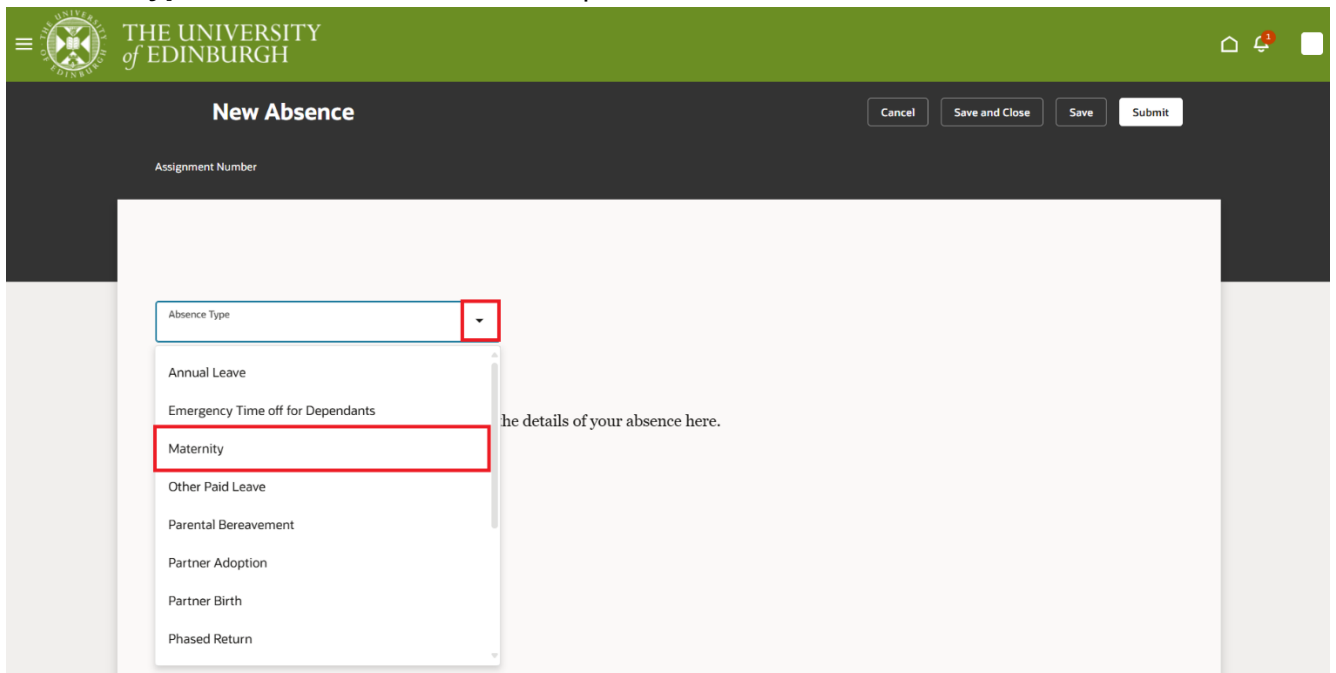
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of maternity leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Maternity** from the **Absence Type** drop-down menu. Alternatively, type 'Maternity' in the **Absence Type** field and select from the drop down.



- In the **Dates** section, enter the **Expected Date of Childbirth**, the **Planned Start Date** for the absence and the **Planned End Date**. These dates are only provisional and can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

Where the employee does not intend to return to work after the maternity leave, click on the **Won't return to work** toggle instead of entering a **Planned End Date**.

The screenshot shows a 'New Absence' form with the following elements:

- Header:** 'New Absence' title, 'Assignment Number' label, and buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'.
- Form Fields:**
  - 'Absence Type' dropdown menu (set to 'Maternity').
  - Dates Section:**
    - 'Expected Childbirth Date' and 'Actual Childbirth Date' (calendar icons).
    - 'Planned Start Date' and 'Actual Start Date' (calendar icons).
    - 'Planned End Date' and 'Actual End Date' (calendar icons).
    - 'Won't return to work' toggle (currently off).
    - 'Open ended' toggle (currently off).
  - Details Section:**
    - 'Reason' dropdown menu.
    - 'Notification Date' (calendar icon).

- The University of Edinburgh pays enhanced maternity pay. This is referred to as UEMP (University of Edinburgh Maternity Pay). The employee can decide how this is paid during the maternity leave, choosing from options 1-3. Full information on the 3 different options can be found in the HR Maternity Policy which can be reviewed [here](#). Select which option the employee has selected from the **Reason** drop down field.

**Note:** The system will default to **Option 3**, so please ensure this is updated as applicable.

**New Absence** Cancel Save and Close Save Submit

Planned End Date  📅      Actual End Date  📅

**Details**

Reason: Option 3  ▼      Notification Date  📅

Option 1

Option 2

Option 3

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week       Override Average Weekly Earnings

8. Enter the **Notification Date** that the employee made their maternity pay selection on.

**New Absence** Cancel Save and Close Save Submit

Planned End Date  📅      Actual End Date  📅

**Details**

Reason: Option 3  ▼      Notification Date  📅

Comments

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week       Override Average Weekly Earnings

9. Add any relevant **Comments** as applicable.

The screenshot shows the 'New Absence' form with the following fields and sections:

- Planned End Date** and **Actual End Date** (calendar icons)
- Details** section:
  - Reason** (dropdown menu, currently 'Option 3')
  - Notification Date** (calendar icon)
- Comments** (text input field, highlighted with a red border)
- Attachments** section:
  - Drag and Drop** (grey box with text 'Select or drop files here.')
  - URL** (text input field) and **Add URL** (button)
- Legislative information** section:
  - Qualifying Week** (text input field)
  - Override Average Weekly Earnings** (text input field)

Buttons at the top right: Cancel, Save and Close, Save, Submit.

10. To upload the employee's MATB1, click on the **Drag and Drop** section under **Attachments**. Select the MATB1 document and click **Open**.

This screenshot is identical to the previous one, but with the **Drag and Drop** section under **Attachments** highlighted with a red border. The **Comments** field is no longer highlighted.

11. If a Risk Assessment has already been carried out this can also be added to the attachments and the tick box and **Date carried out** field can be completed in the **Additional Information** section at the bottom of the page.

**Note:** you can record the Risk Assessment at a later date after you've submitted the absence in People and Money. See the [How to Record a Maternity Risk Assessment](#) section for more information.

The screenshot shows the 'New Absence' form interface. At the top right, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The form contains several sections: 'Comments' (a text input field), 'Attachments' (a 'Drag and Drop' area for files and a 'URL' input field with an 'Add URL' button), 'Legislative information' (two input fields: 'Qualifying Week' and 'Override Average Weekly Earnings'), and 'Additional information' (three input fields: 'SMP1 Issue Date', 'Date carried out', and 'Risk Assessment Done?'). The 'Date carried out' field and the 'Risk Assessment Done?' checkbox are highlighted with red rectangular boxes.

12. Click on the **Submit** button at the top of the page to complete the absence.

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

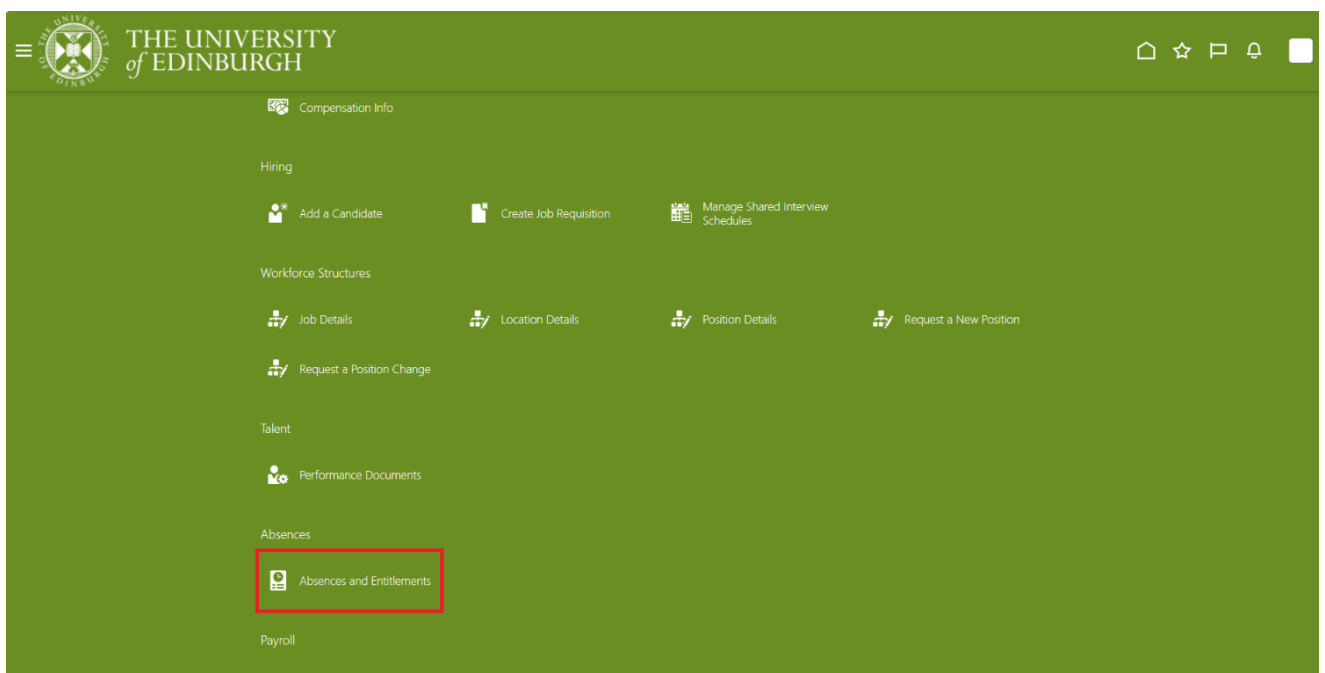
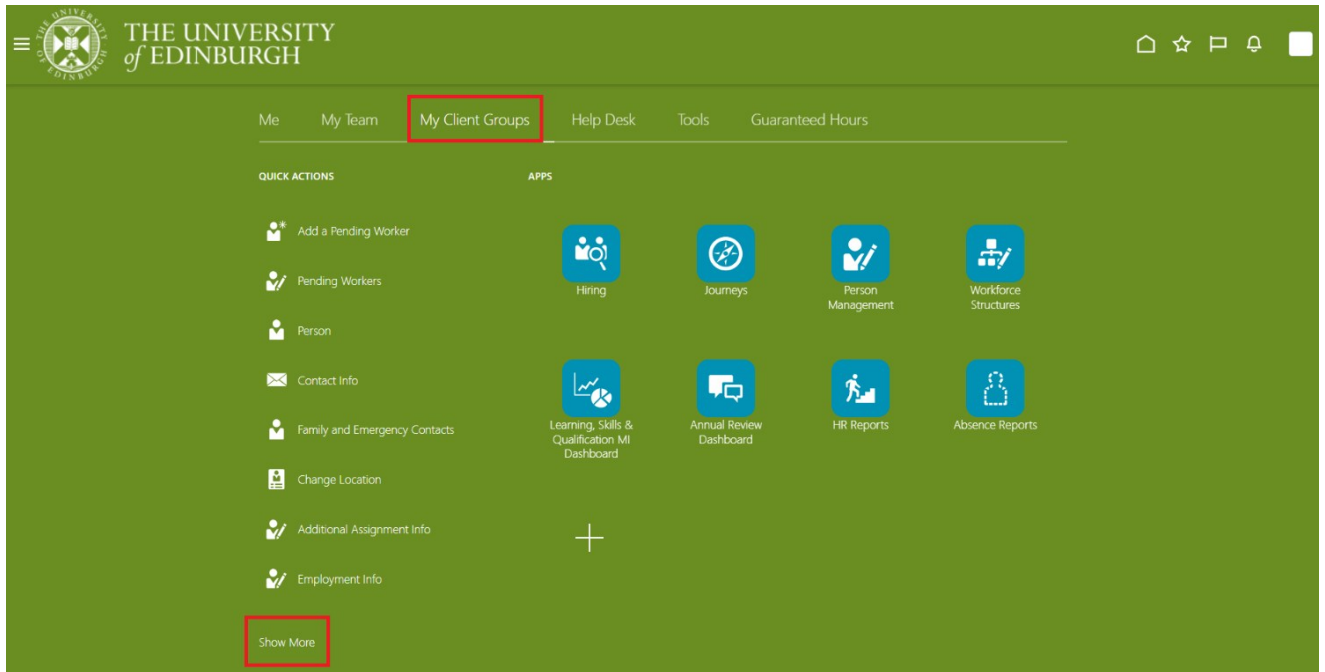
This screenshot is identical to the one above, showing the 'New Absence' form. The only difference is that the 'Submit' button at the top right is now highlighted with a red rectangular box, indicating the next step in the process.

## How to Record a Maternity Risk Assessment

When a Line Manager has been informed that a Direct Report is pregnant, a risk assessment must be carried out. Once completed, the planned maternity absence must be updated to reflect this.

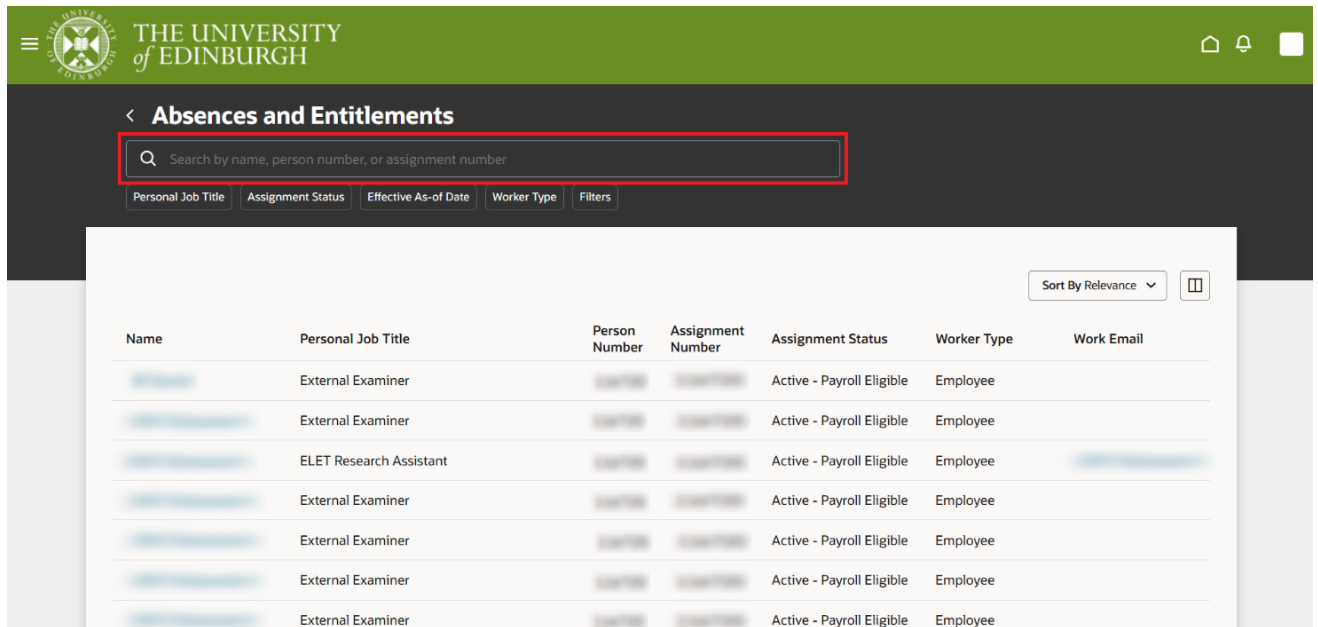
Please note more than one Risk Assessment can be added if required.

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



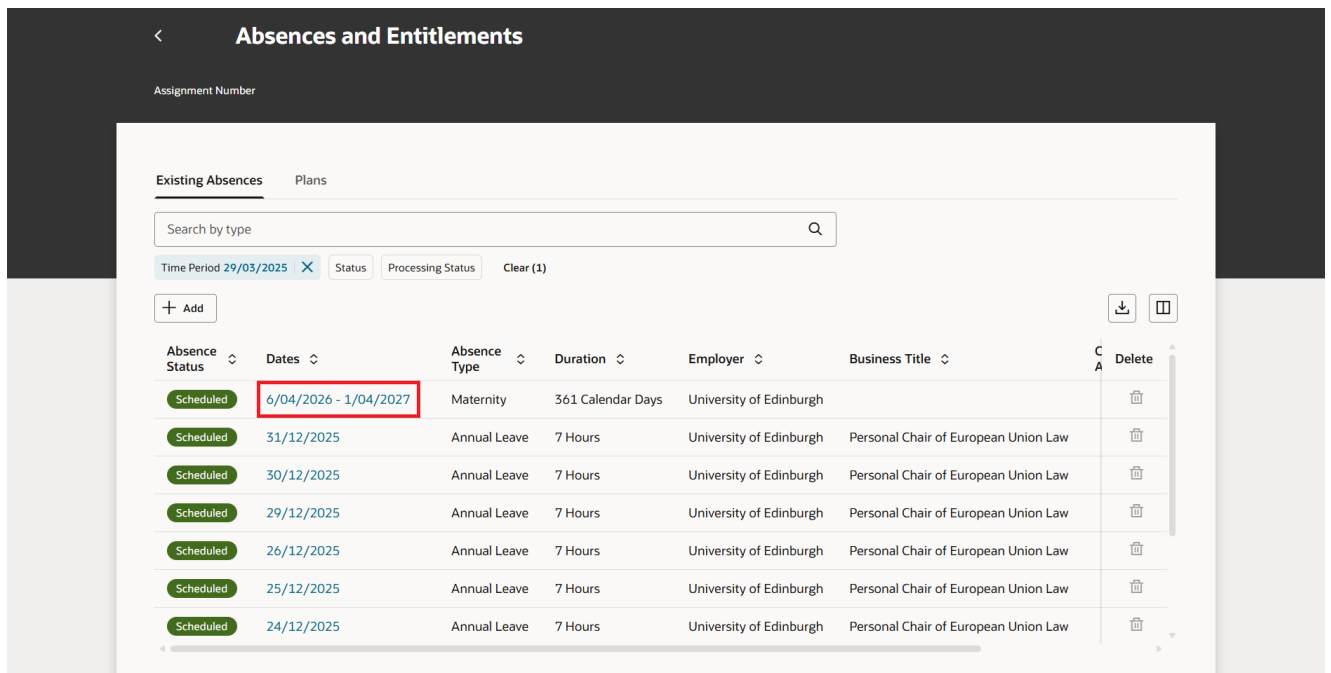
2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.

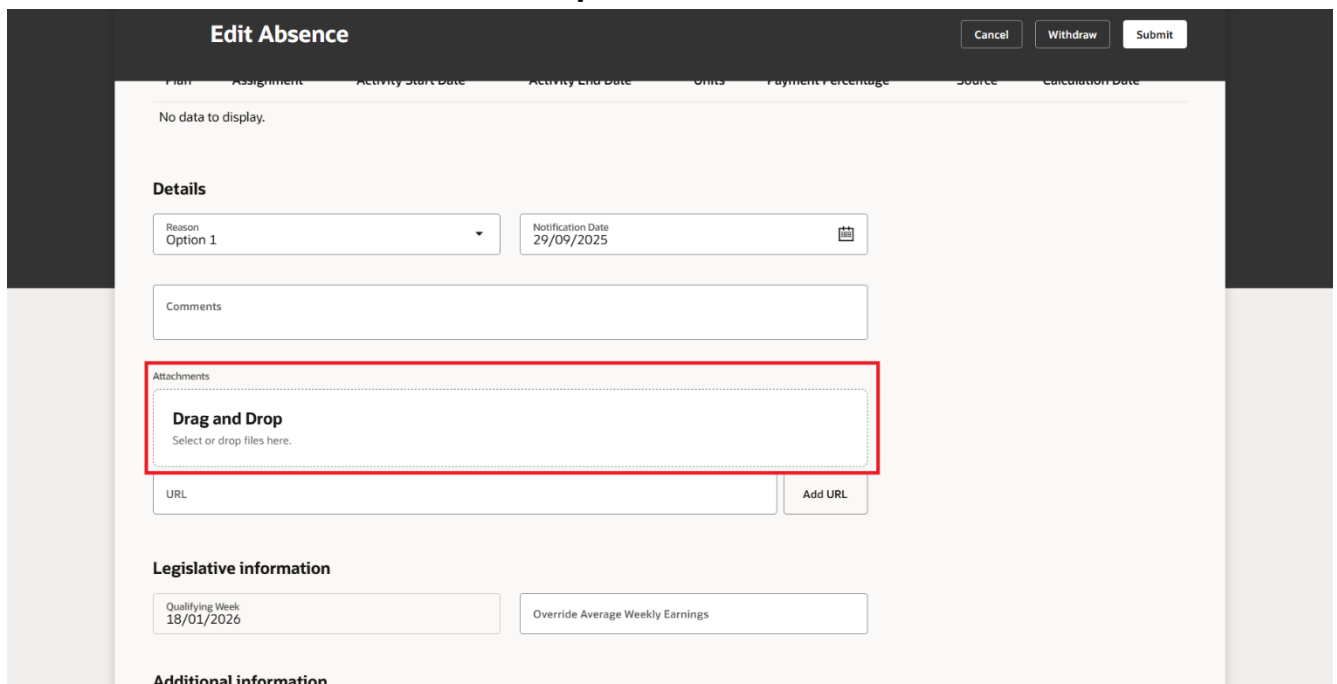


3. You will be taken to the **Existing Absences** tab by default.

Find the maternity absence and click on the absence dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.



4. Scroll down to the **Details** section. Click on the **Drag and Drop** section under **Attachments**. Select the Risk Assessment document and click **Open**.



5. Within the **Additional Information** section, put a tick in the field **Risk Assessment Done** box and update the **Date carried out** field.

The screenshot shows the 'Edit Absence' form with the following sections:

- Comments:** A text input field.
- Attachments:** A 'Drag and Drop' area with the text 'Select or drop files here.' and an 'Add URL' button.
- Legislative information:** Two input fields: 'Qualifying Week' (containing '18/01/2026') and 'Override Average Weekly Earnings'.
- Additional information:** Three input fields: 'SMP1 Issue Date', 'Risk Assessment Done?' (with an unchecked checkbox), and 'Date carried out' (with a calendar icon). Red boxes highlight the 'Risk Assessment Done?' checkbox and the 'Date carried out' field.

6. Click on the **Submit** button at the top of the page to complete the update.

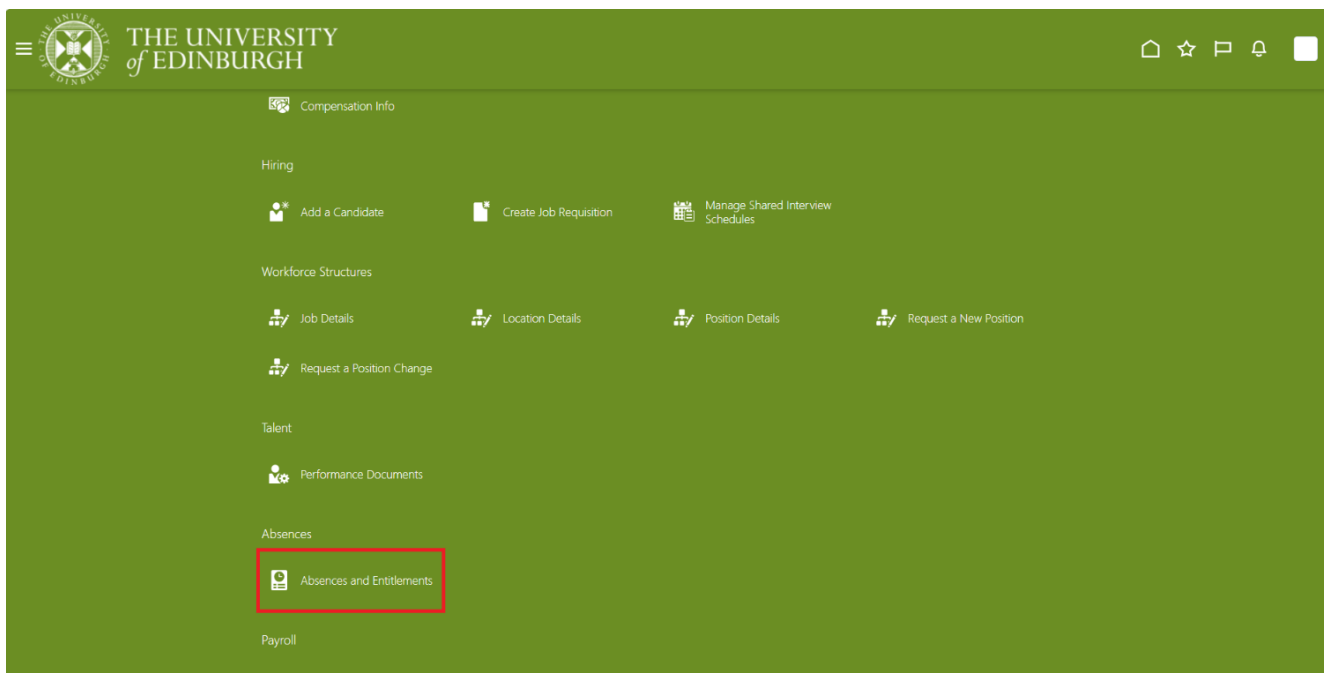
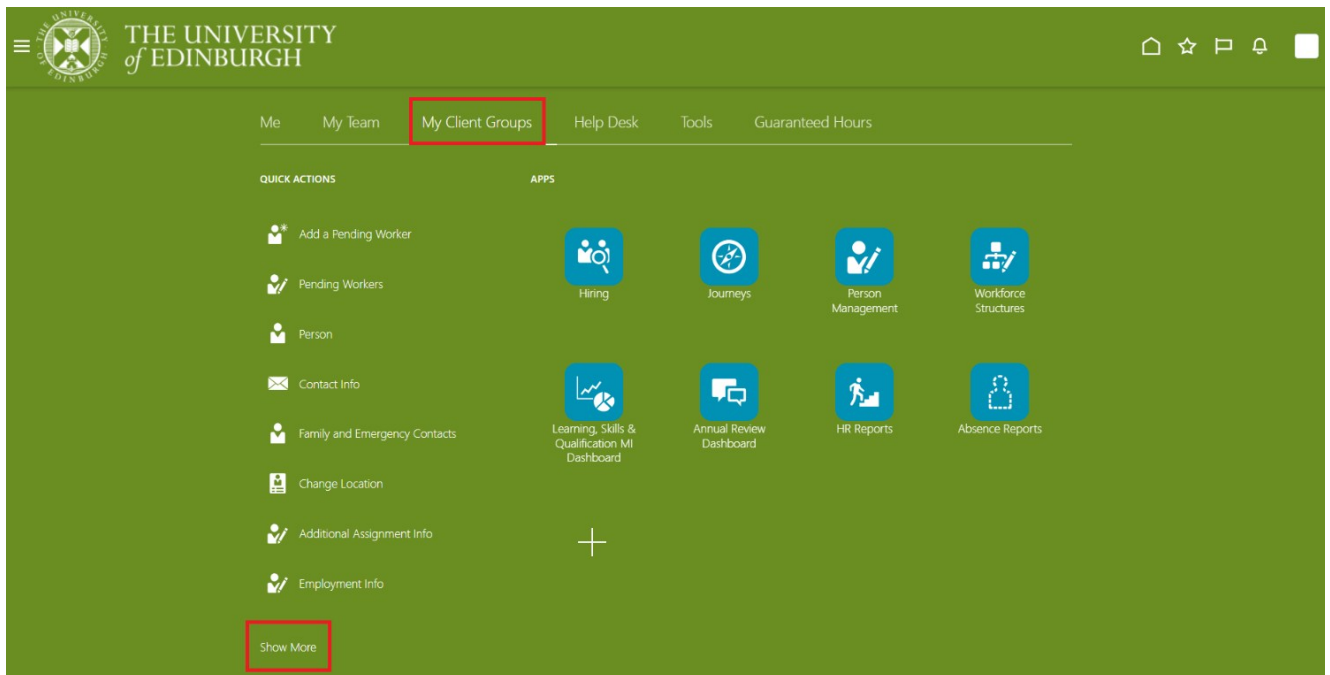
The screenshot shows the 'Edit Absence' form with the following sections:

- Comments:** A text input field.
- Attachments:** A 'Drag and Drop' area with the text 'Select or drop files here.' and an 'Add URL' button.
- Legislative information:** Two input fields: 'Qualifying Week' (containing '18/01/2026') and 'Override Average Weekly Earnings'.
- Additional information:** Three input fields: 'SMP1 Issue Date', 'Risk Assessment Done?' (with an unchecked checkbox), and 'Date carried out' (with a calendar icon).

The 'Submit' button at the top right is highlighted with a red box.

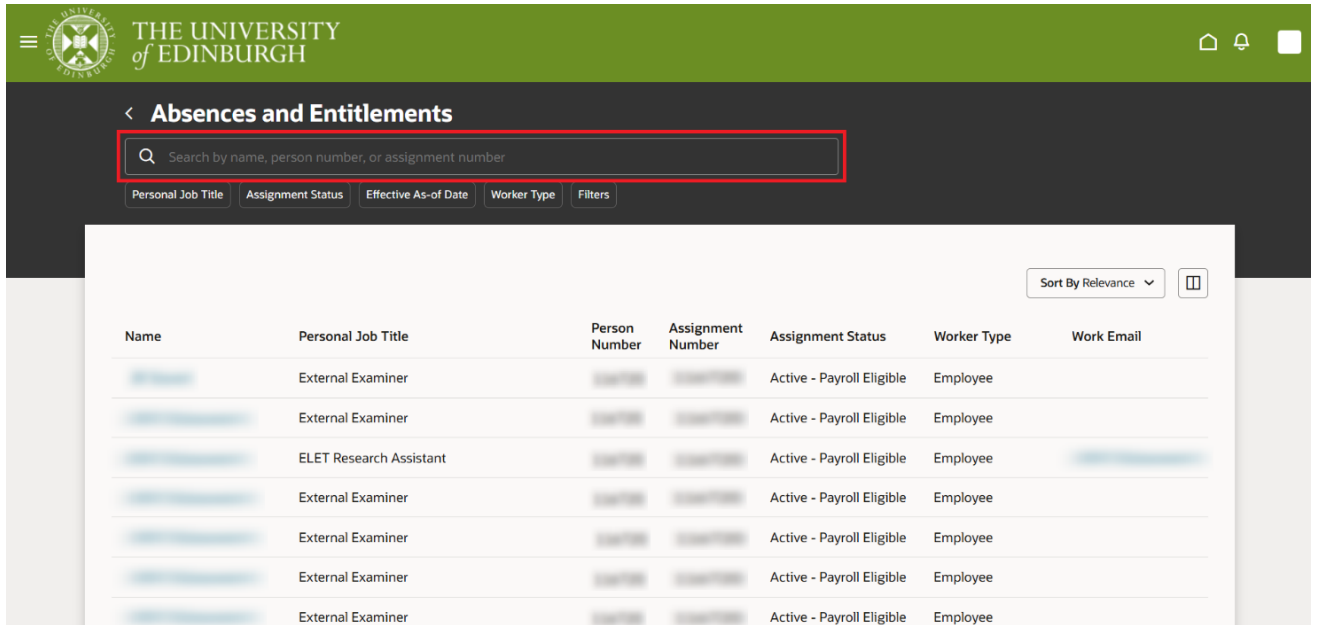
## How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



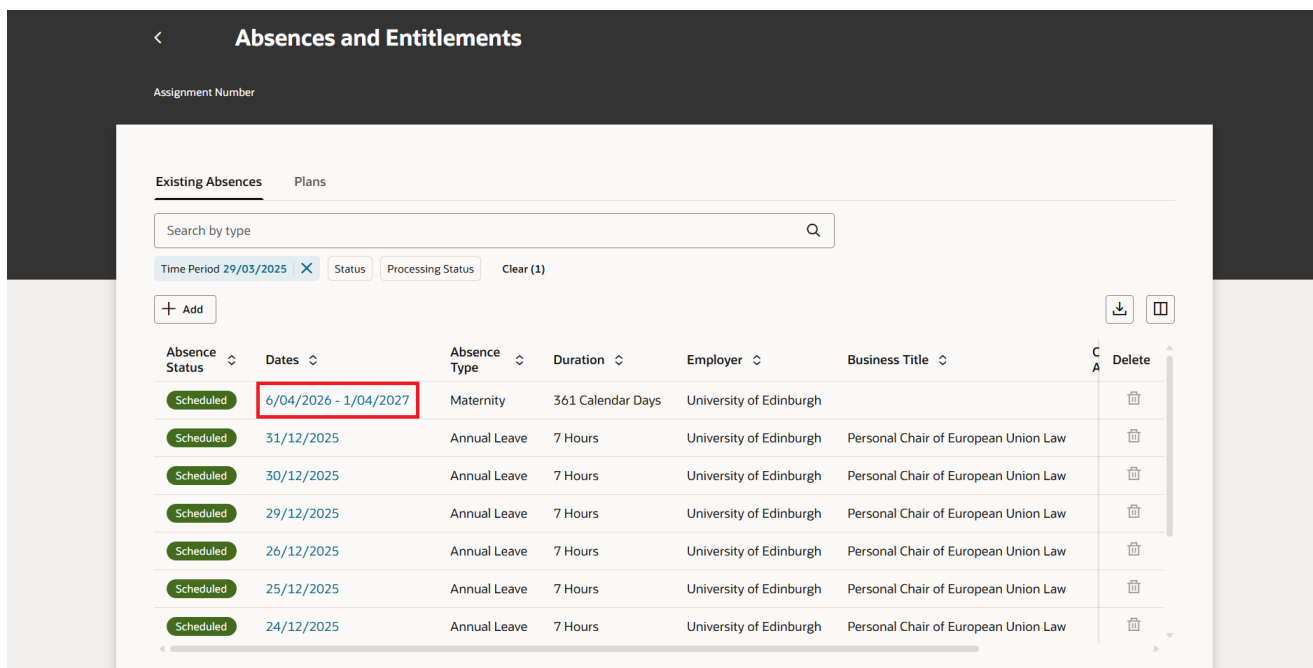
2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.

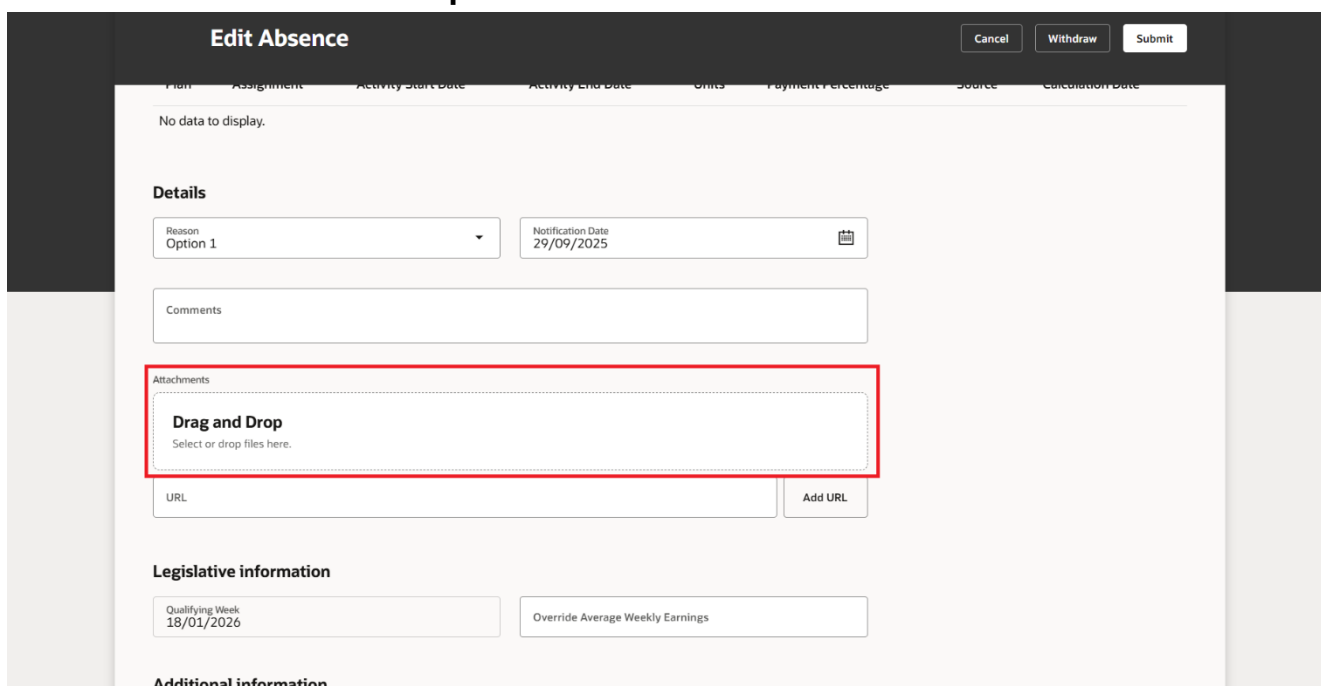


3. You will be taken to the **Existing Absences** tab by default.

Find the maternity absence and click on the absence dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.



4. Scroll down to the **Details** section. Click on the **Drag and Drop** section under **Attachments**. Select the MATB1 document and click **Open**.



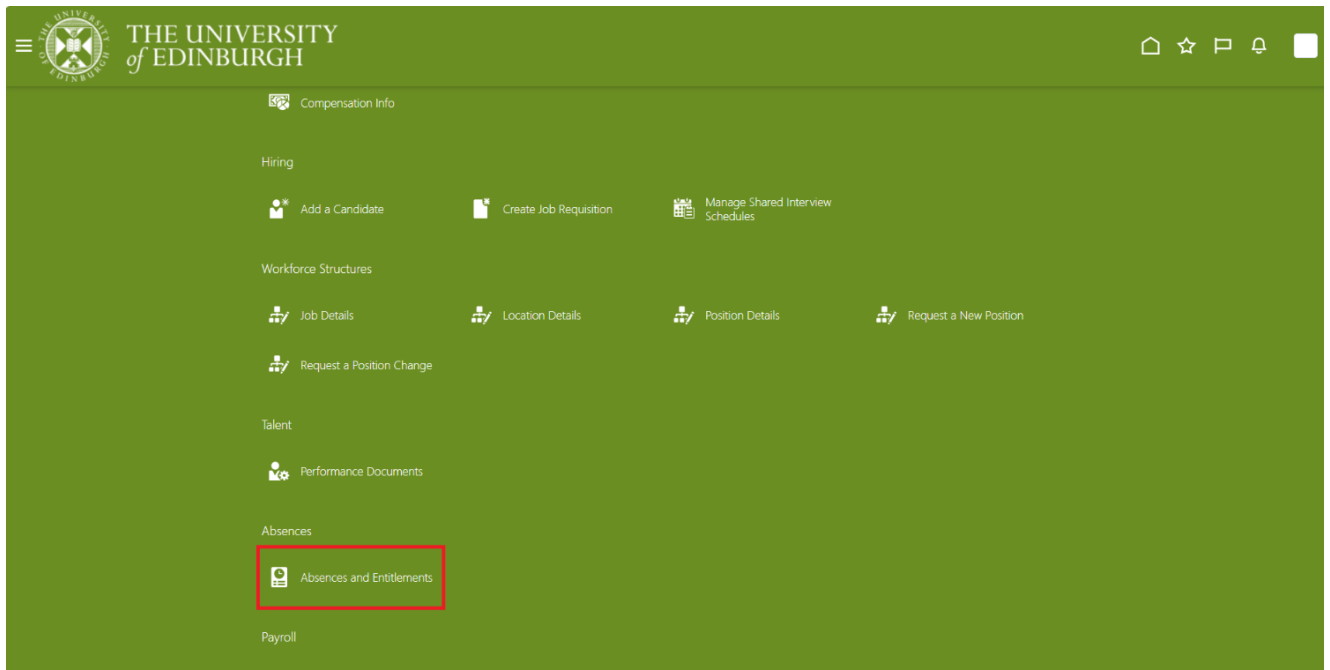
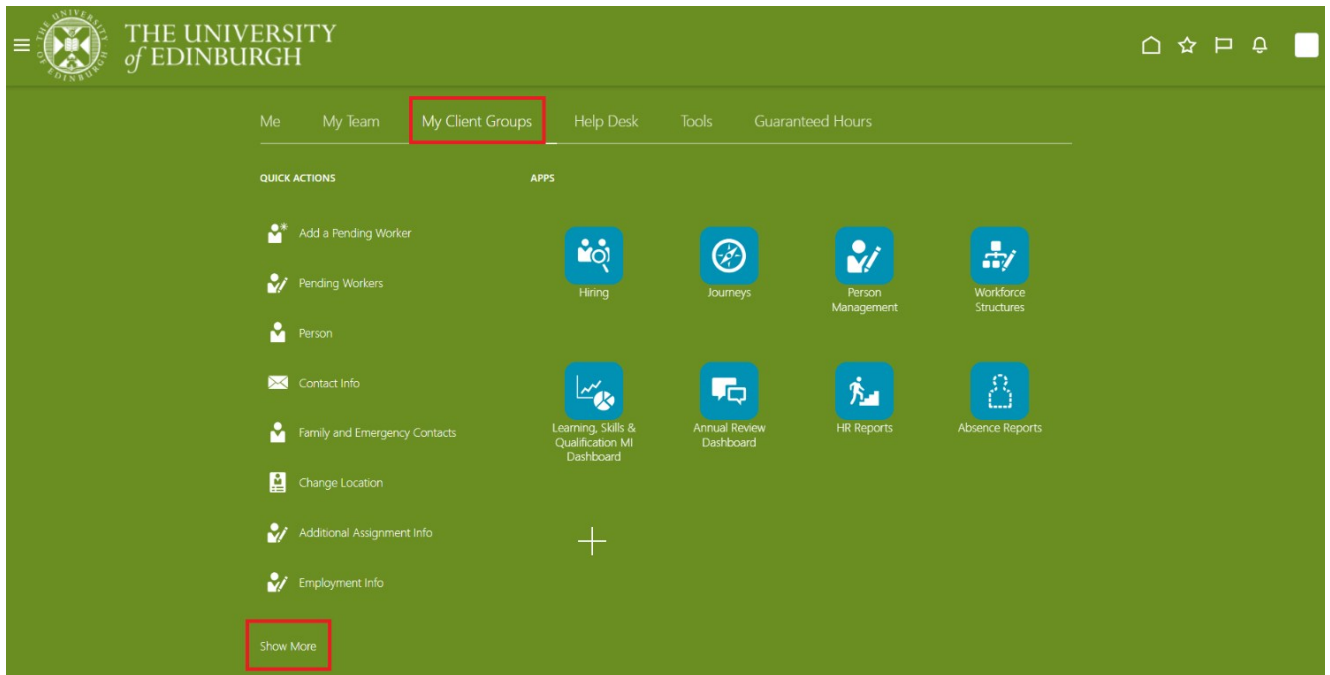
5. Click on the **Submit** button at the top of the page to complete the update.

The screenshot shows a web form titled "Edit Absence" with a dark header bar. In the top right corner of the header, there are three buttons: "Cancel", "Withdraw", and "Submit". The "Submit" button is highlighted with a red rectangular border. Below the header, the form contains several sections: a "Comments" text area; an "Attachments" section with a "Drag and Drop" area and a "URL" input field with an "Add URL" button; a "Legislative information" section with "Qualifying Week" (18/01/2026) and "Override Average Weekly Earnings" input fields; and an "Additional information" section with "SMP1 Issue Date" and "Date carried out" date pickers, and a "Risk Assessment Done?" checkbox.

## How to Record Adoption or Surrogacy Leave

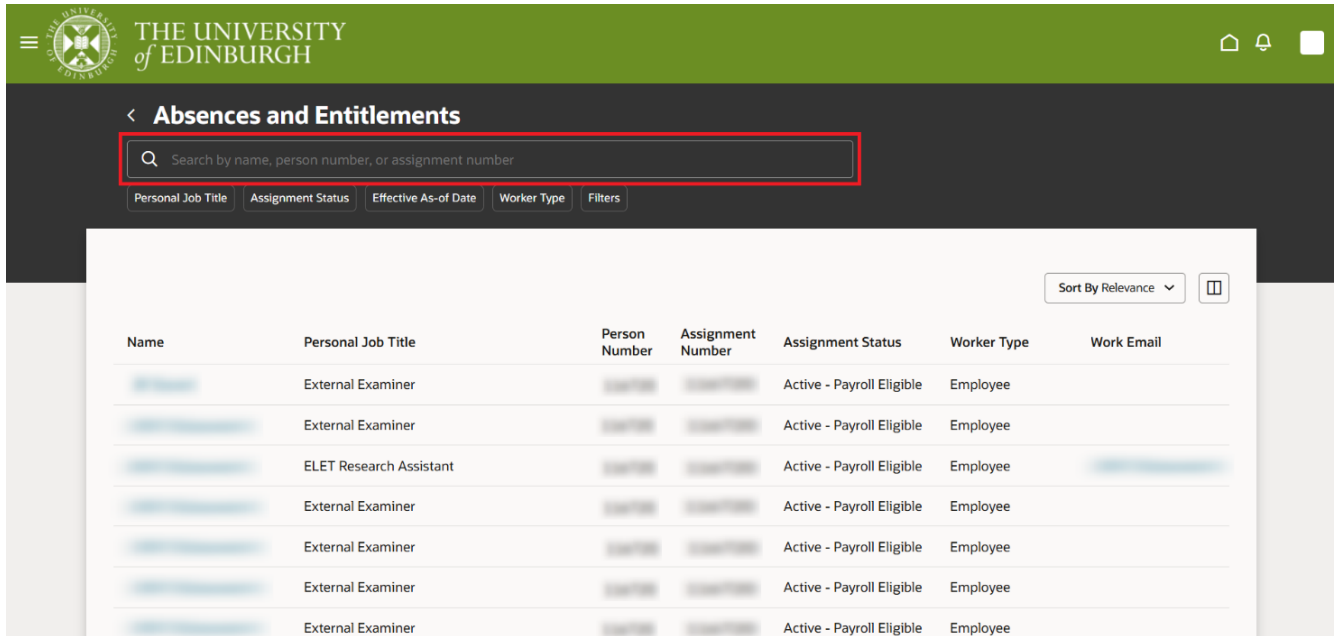
We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Please refer to the [Appendix](#) as well as the [Guide to Adoption and Surrogacy Leave](#).

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Adoption/Surrogacy Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.

**Please note,** a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

Dates

Start Date: 20/10/2025 Start Date Duration: 7.75

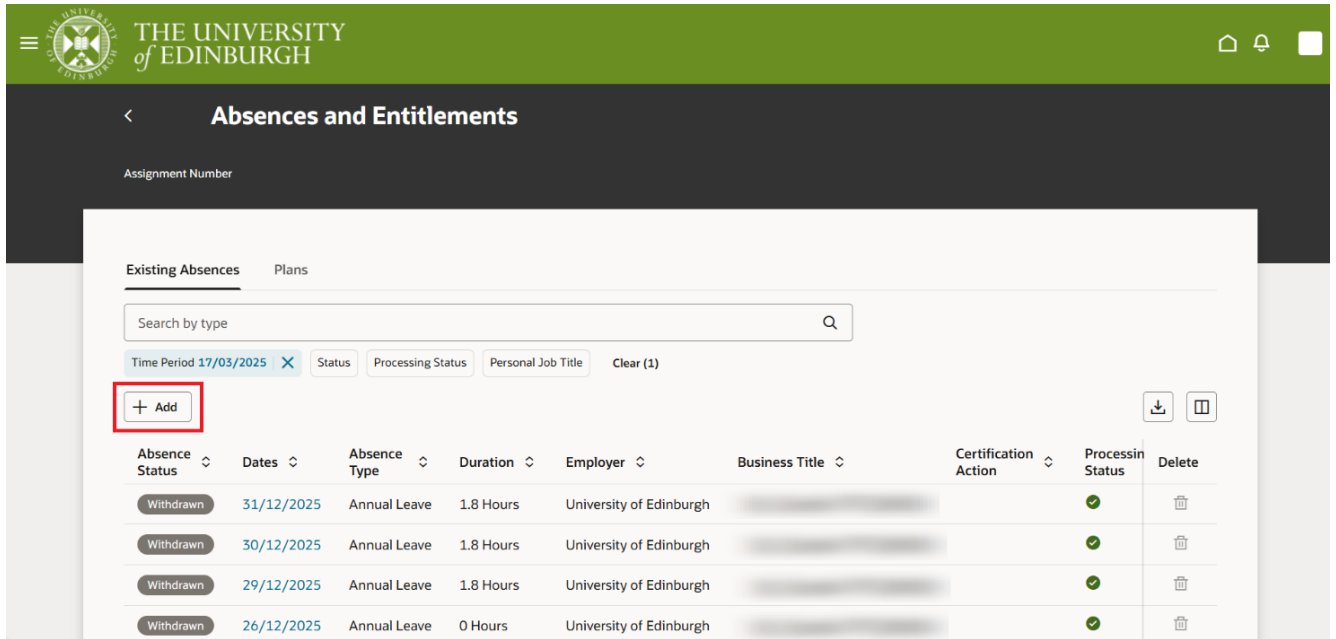
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

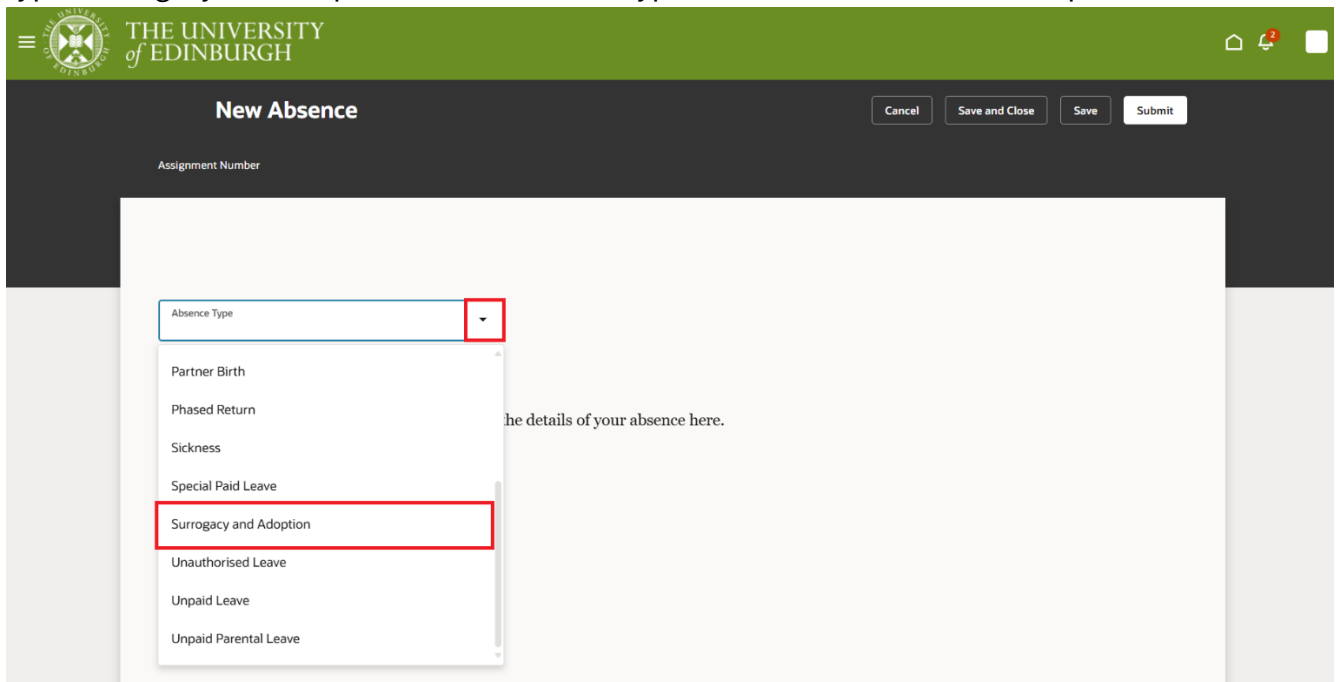
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of adoption/surrogacy leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Surrogacy and Adoption** from the **Absence Type** drop-down menu. Alternatively, you can type 'Surrogacy and Adoption' in the Absence Type field and select from the drop down.



- In the **Dates** section, enter the **Expected** or **Actual Placement Date**, the **Placement Match Date**, the **Planned** or **Actual Start** and **End Dates**. These dates are only provisional and can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

If the employee does not plan to return to work, click on the **Won't return to work** toggle instead of the **Planned End Date**.

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below these is a dropdown menu for 'Absence Type' with 'Surrogacy and Adoption' selected. The 'Dates' section is highlighted with a red box and contains the following fields and toggles:

- Expected Placement Date (calendar icon)
- Actual Placement Date (calendar icon)
- Planned Start Date (calendar icon)
- Actual Start Date (calendar icon)
- Planned End Date (calendar icon)
- Actual End Date (calendar icon)
- Placement Match Date (calendar icon)
- Won't return to work toggle (currently off)
- Open ended toggle (currently off)

Below the 'Dates' section is the 'Details' section.

- In the **Details** section, select which pay option the employee has selected from the **Reason** drop-down list and enter the **Notification Date** that the employee made their selection on.

**Note:** The system will default to **Option 3**, so please ensure this is updated as applicable.

**New Absence** Cancel Save and Close Save Submit

**Details**

Reason  
Option 3

Notification Date

Option 1  
Option 2  
Option 3

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL Add URL

**Legislative information**

Birth Date of Child

Disrupted Placement Date

Matching Week

8. Add any relevant notes in the **Comments** section.

**New Absence** Cancel Save and Close Save Submit

Comments

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL Add URL

**Legislative information**

Birth Date of Child

Disrupted Placement Date

Matching Week

Override Average Weekly Earnings

**Additional information**

SAP1 Issue Date

9. Attach relevant documentation in the **Attachments** section.

The screenshot shows the 'New Absence' form interface. At the top right, there are four buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The main content area is divided into sections: 'Comments' (a text input field), 'Attachments' (a dashed border box containing a 'Drag and Drop' area with the text 'Select or drop files here.' and a 'URL' input field with an 'Add URL' button), 'Legislative information' (four date input fields: 'Birth Date of Child', 'Disrupted Placement Date', 'Matching Week', and 'Override Average Weekly Earnings'), and 'Additional information' (one date input field: 'SAP1 Issue Date'). A red rectangular box highlights the 'Attachments' section.

10. Click on the **Submit** button at the top of the page to complete the absence.

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

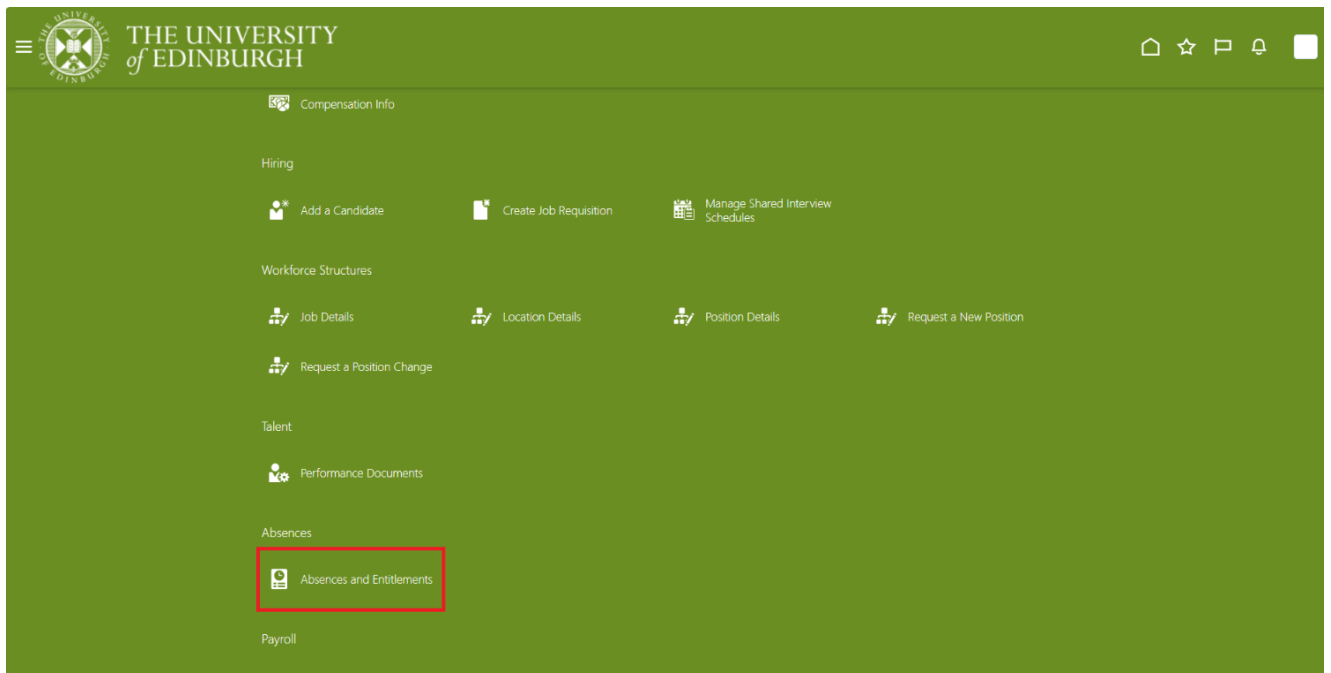
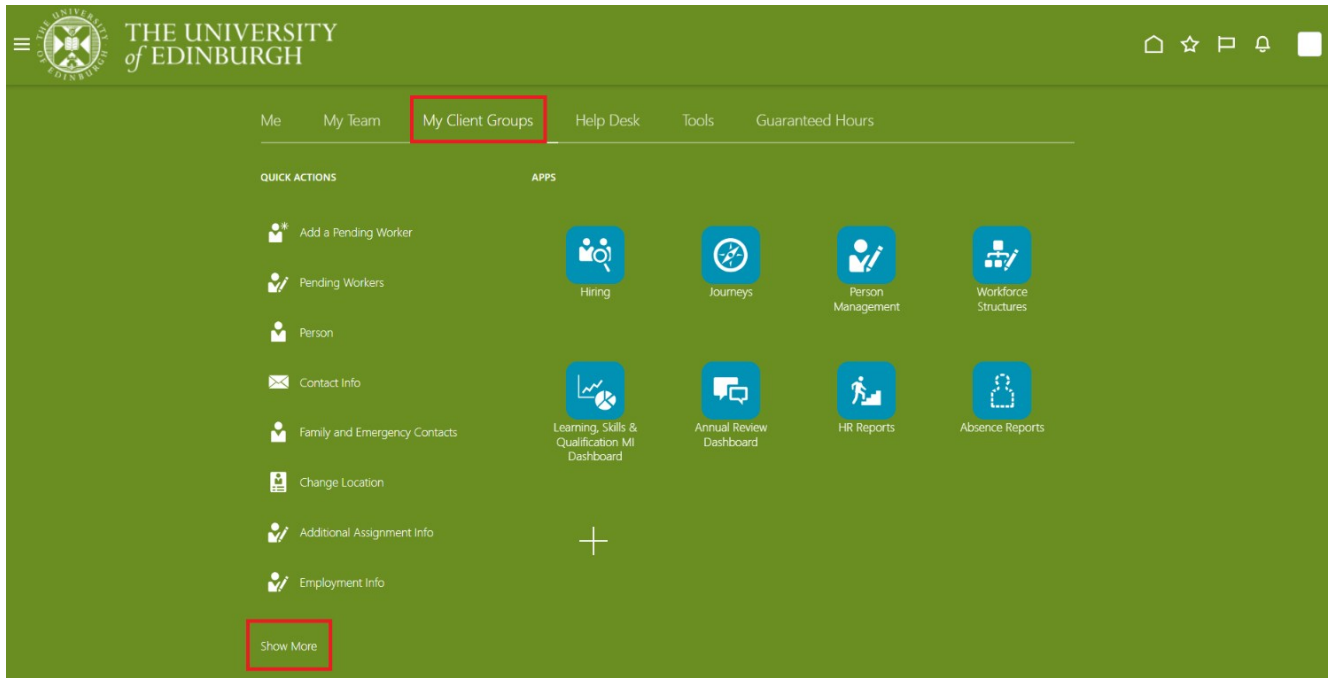
This screenshot is identical to the one above, showing the 'New Absence' form. In this version, the 'Submit' button at the top right is highlighted with a red rectangular box.

## How to Record Partner Leave

**Note:** the absence types **Shared Parental Adoption**, **Shared Parental Birth** and **Bereaved Partner Paternity Leave** are for HR use only. If you have any queries regarding these absence types please raise a Service Request.

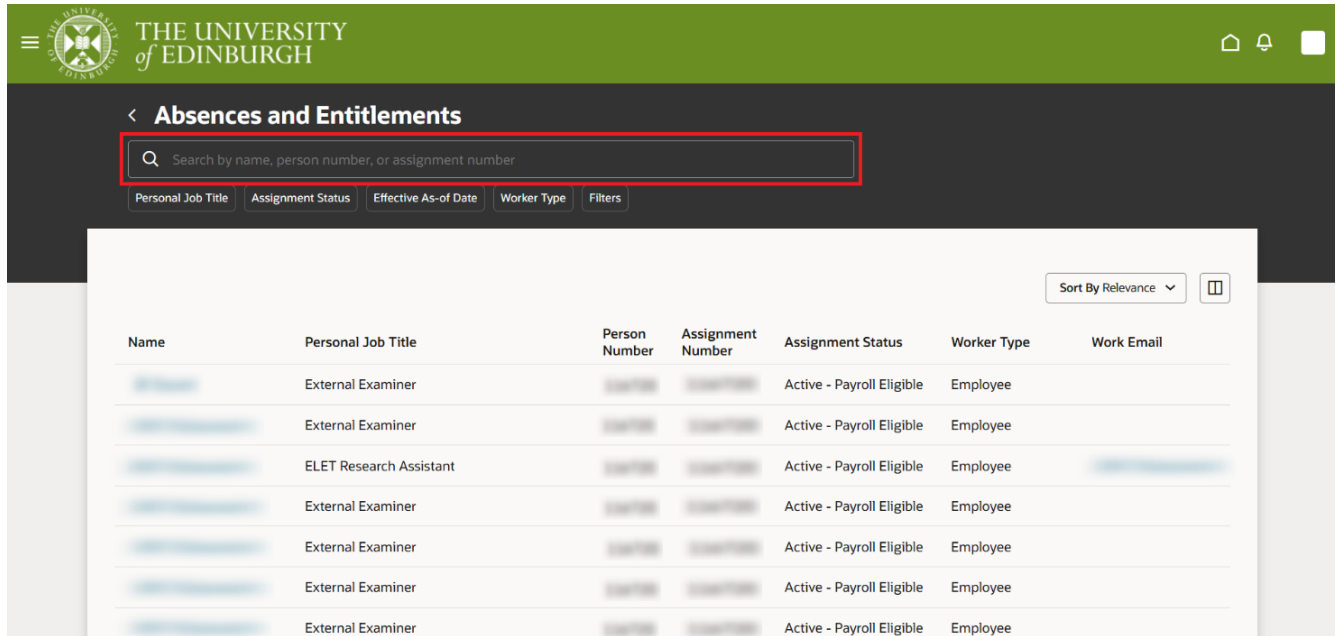
### Partner Adoption

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Partner Birth** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type Annual Leave Personal Job Title Postgraduate Programme Administrator

Absence Type Balance 98.27 Hours

Dates

Start Date 20/10/2025 Start Date Duration 7.75

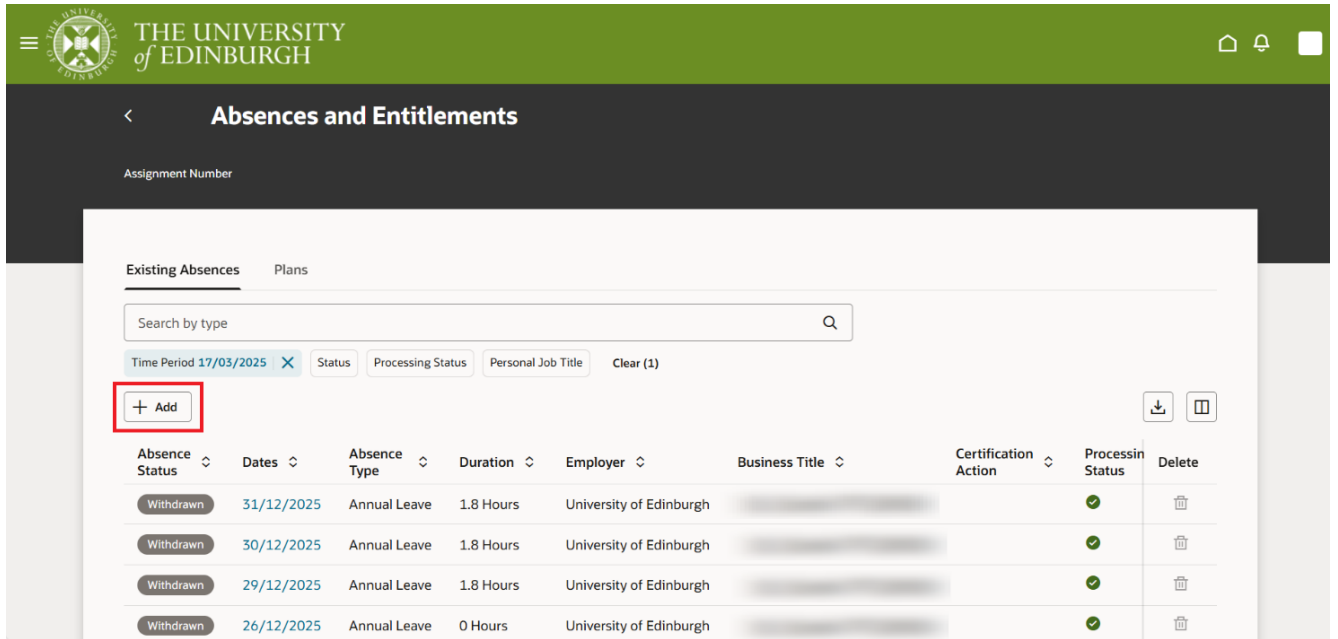
End Date 23/10/2025 End Date Duration 7.75

Duration 31 Hours

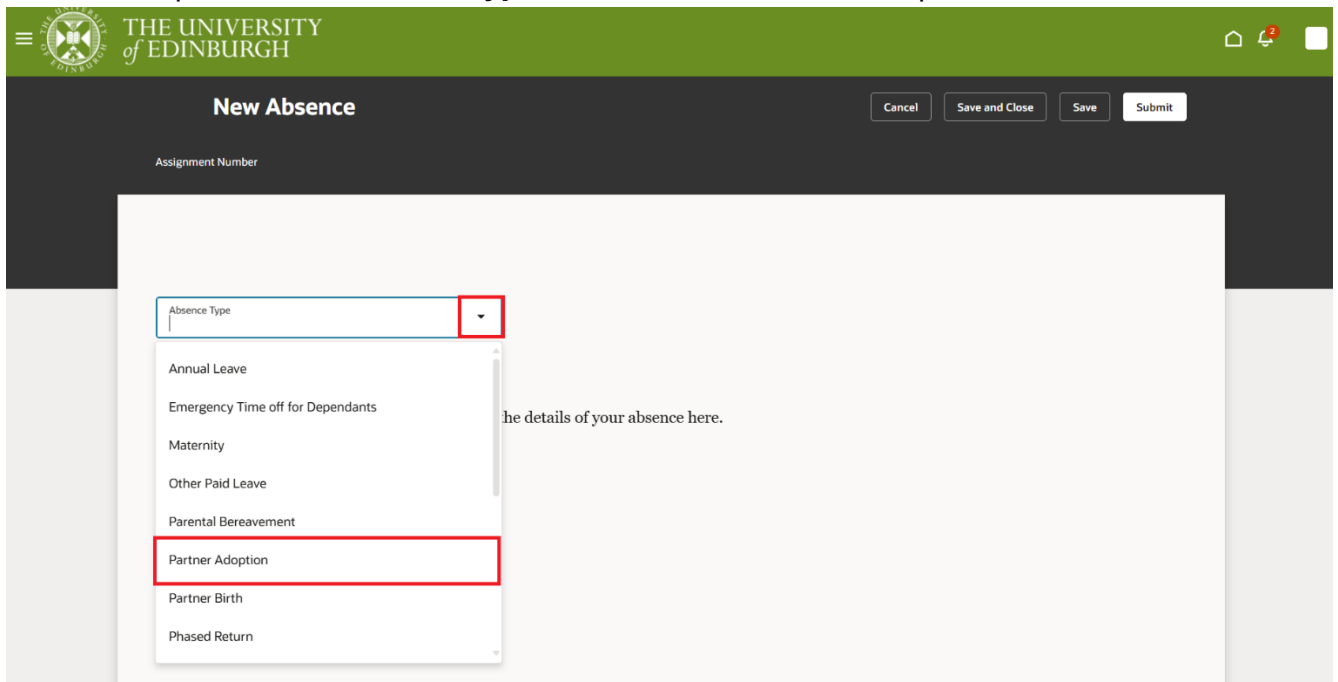
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Partner Adoption leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Partner Adoption** from the **Absence Type** drop-down menu. Alternatively, you can type 'Partner Adoption' in the **Absence Type** field and select from the drop down.



6. In the **Dates** section, enter the **Expected** or **Actual Placement Date**, the **Placement Match Date**, the **Planned** or **Actual Start** and **End Dates**, as known. These dates are only provisional and can be updated, if required.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a dropdown menu for 'Absence Type' with 'Partner Adoption' selected. The 'Dates' section is highlighted with a red box and contains the following fields: 'Expected Placement Date', 'Actual Placement Date', 'Planned Start Date', 'Actual Start Date', 'Planned End Date', 'Actual End Date', and 'Placement Match Date'. Below the 'Dates' section is the 'Details' section, which includes a checkbox for 'Late notification waived' and a text input field for 'Special Conditions'.

7. Add any appropriate **Comments** or click on **Drag and Drop** section under **Attachments** to upload any documents.

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a text input field for 'Assignment Number'. The 'Details' section includes a checkbox for 'Late notification waived' and a text input field for 'Special Conditions'. The 'Comments' section is highlighted with a red box and contains a text input field. The 'Attachments' section is also highlighted with a red box and contains a 'Drag and Drop' area with the text 'Select or drop files here.' Below this are a 'URL' text input field and an 'Add URL' button. The 'Legislative information' section includes a 'Matching Week' text input field, a 'Northern Ireland Employee' checkbox, a 'Partner Name' dropdown menu, and an 'Override Average Weekly Earnings' text input field.

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

**Note:** The **Save** and **Save and Close** 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 form titled "New Absence". At the top right, there are four buttons: "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular border. Below the buttons, the form is divided into several sections:

- Assignment Number:** A text input field.
- Details:**
  - A checkbox labeled "Late notification waived".
  - A text input field labeled "Special Conditions".
  - A larger text input field labeled "Comments".
- Attachments:**
  - A "Drag and Drop" area with the text "Select or drop files here." and a dashed border.
  - A text input field labeled "URL" and a button labeled "Add URL".
- Legislative information:**
  - A text input field labeled "Matching Week".
  - A checkbox labeled "Northern Ireland Employee".
  - A dropdown menu labeled "Partner Name".
  - A text input field labeled "Override Average Weekly Earnings".

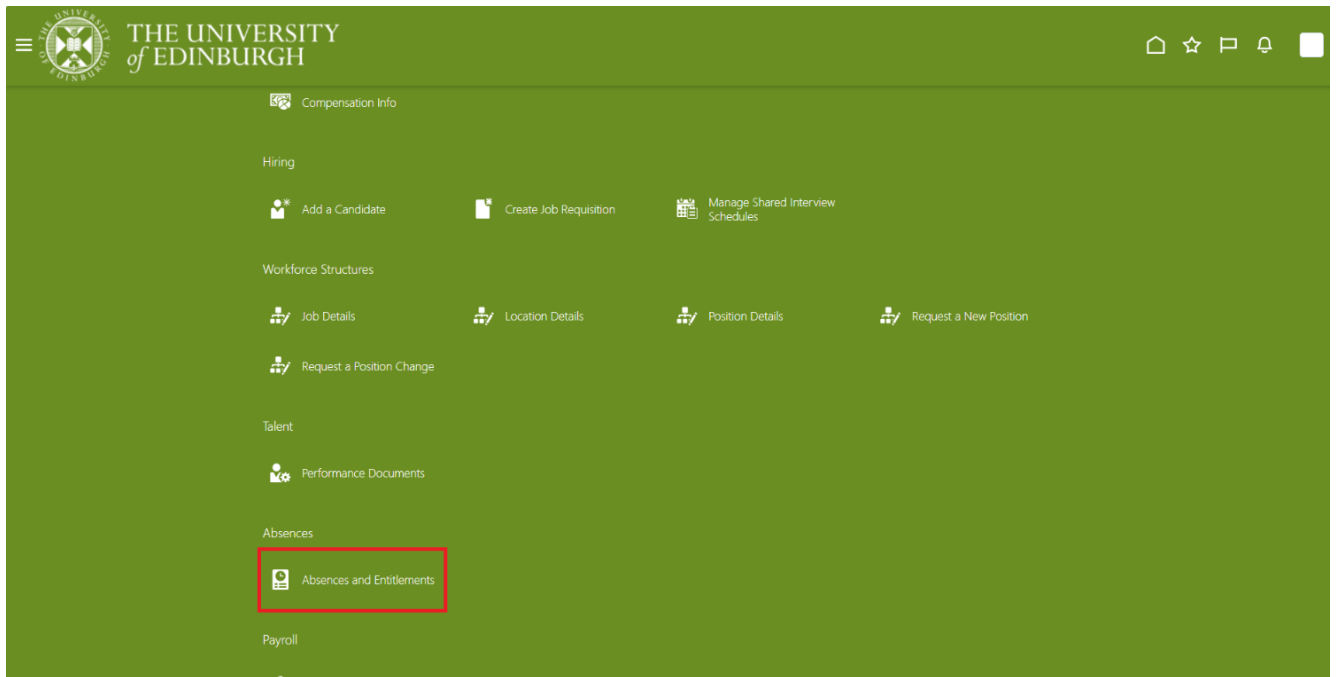
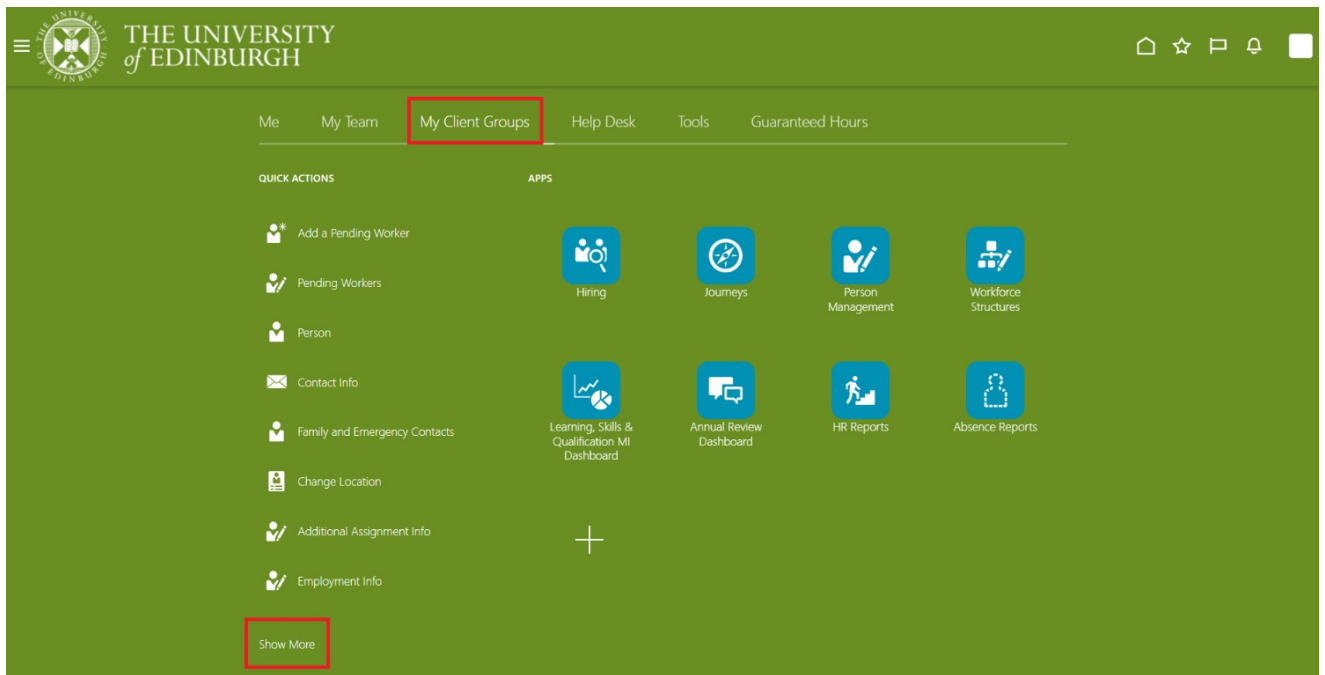
### What's Next

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).



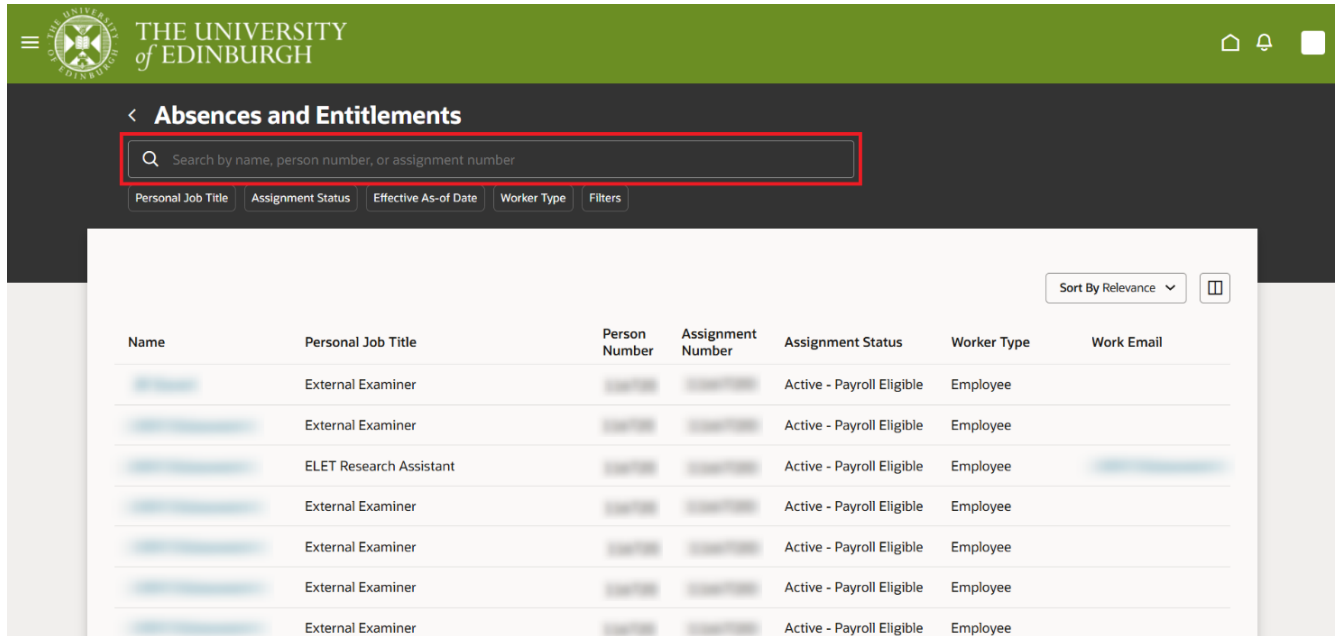
## Partner Birth

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Partner Birth** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 X Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

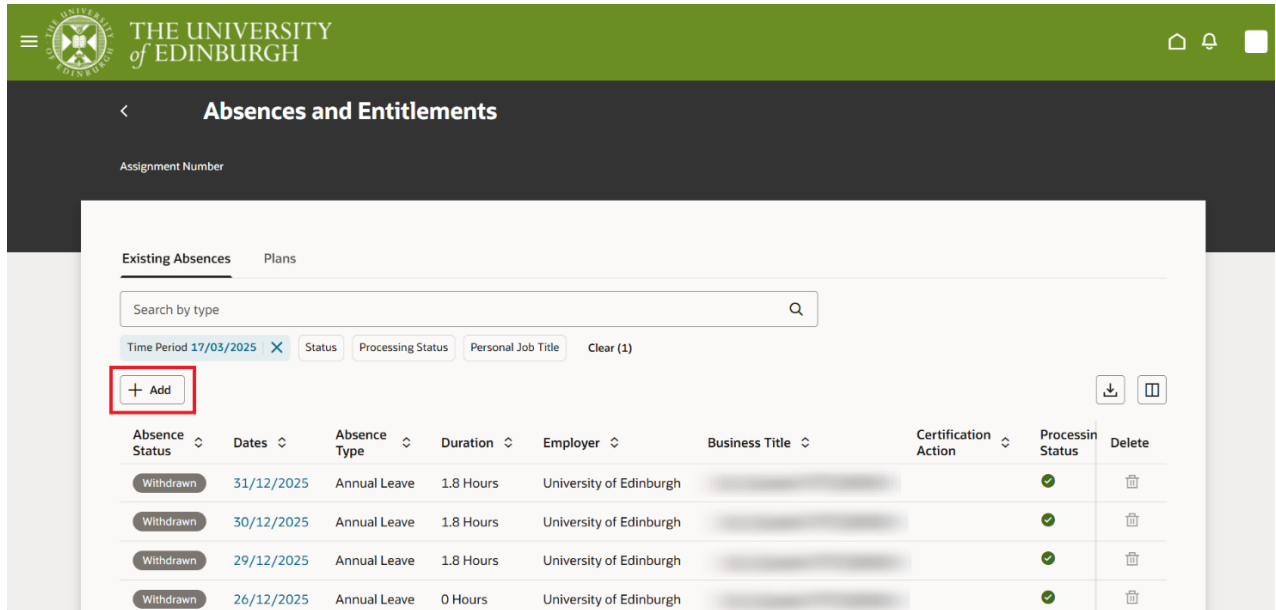
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

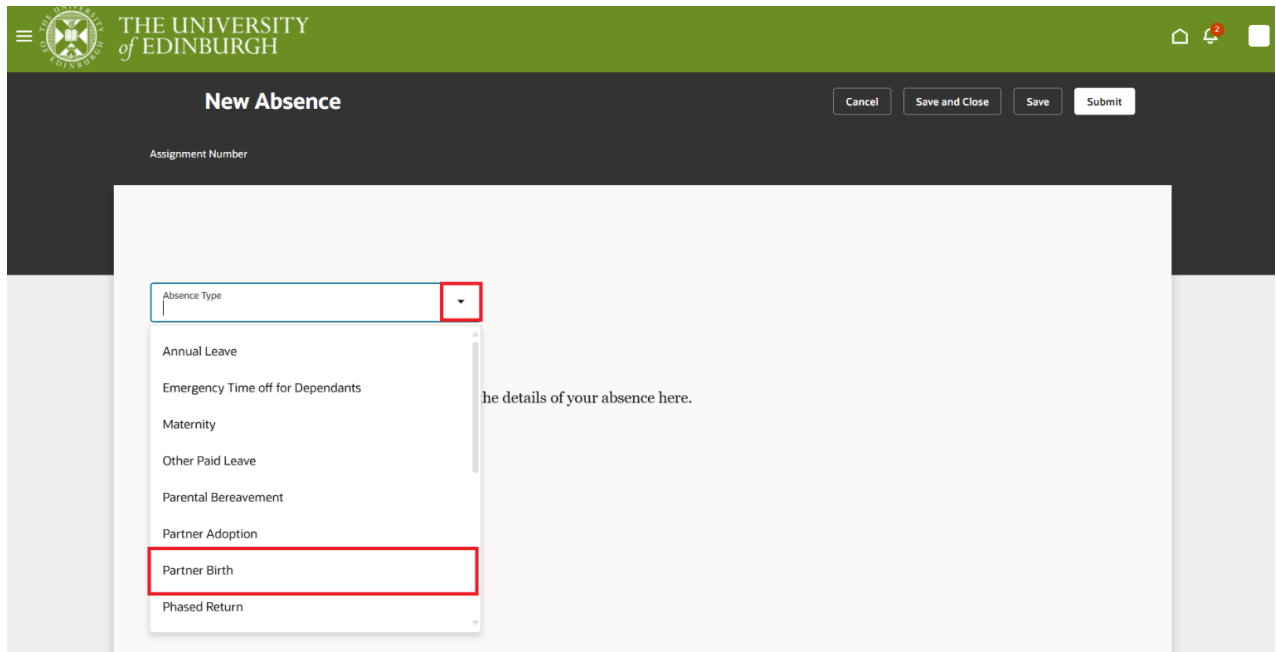
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved, and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Partner Birth leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Partner Birth** from the **Absence Type** drop-down menu. Alternatively, you can type 'Partner Birth' in the **Absence Type** field and select from the drop down.



6. Enter the **Expected** or **Actual Childbirth Date** and **Planned** or **Actual Start** and **End Dates**, as known. These dates are only provisional and can be updated, if required.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

**New Absence** Cancel Save and Close Save Submit

Assignment Number

Absence Type  
Partner Birth

**Dates**

Expected Childbirth Date

Actual Childbirth Date

Planned Start Date

Actual Start Date

Planned End Date

Actual End Date

**Details**

Special Conditions

7. Add any appropriate **Comments** or click on the **Drag and Drop** section under **Attachments** to upload any documents.

**New Absence** Cancel Save and Close Save Submit

**Details**

Special Conditions

Comments

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week  Northern Ireland Employee

Partner Name  Override Average Weekly Earnings

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

**Note:** The **Save** and **Save and Close** 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 form titled "New Absence". At the top right, there are four buttons: "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular box. The form is divided into several sections:

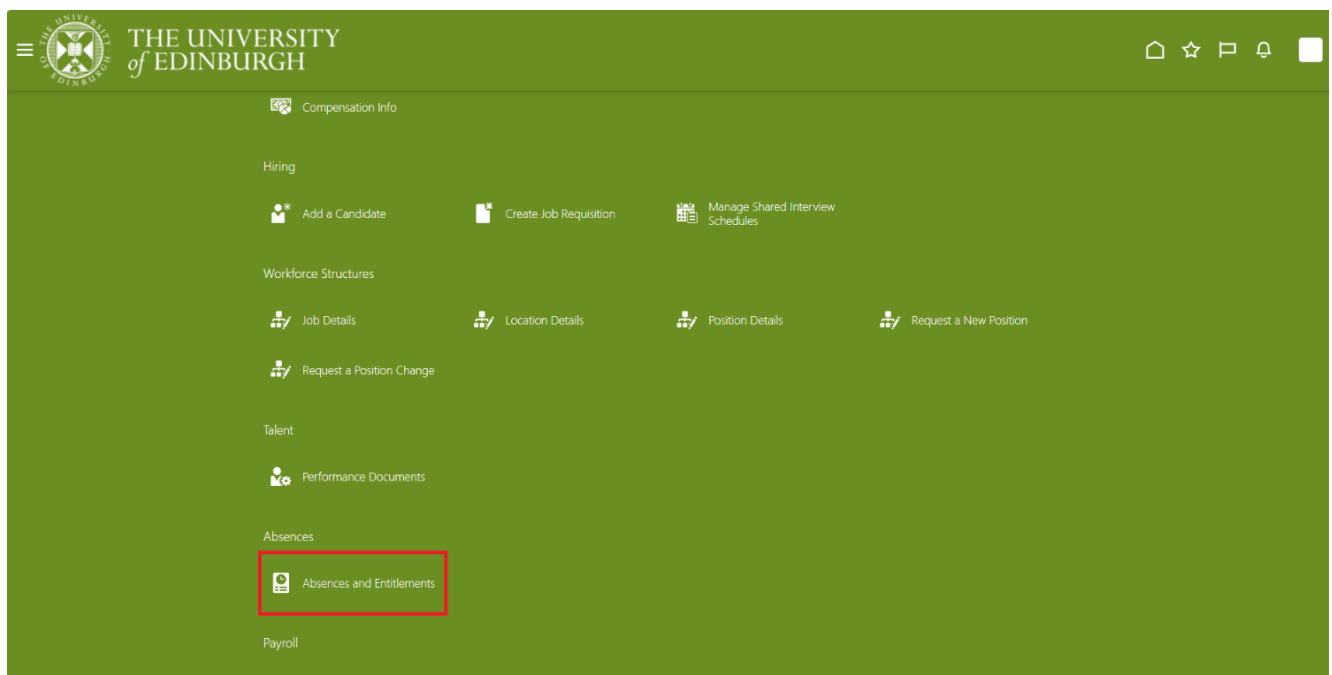
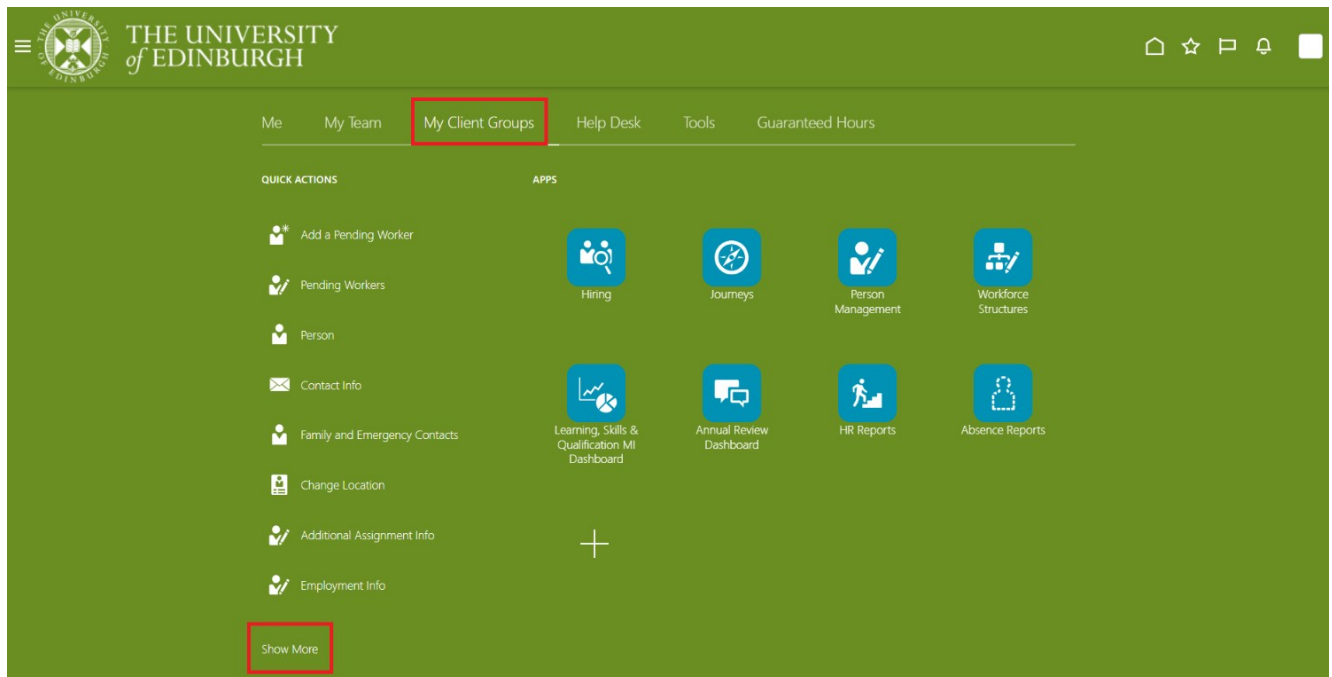
- Details:** Contains a "Special Conditions" text input field and a "Comments" text area.
- Attachments:** Features a "Drag and Drop" area with the instruction "Select or drop files here." Below this is a "URL" input field and an "Add URL" button.
- Legislative information:** Includes a "Qualifying Week" input field, a "Northern Ireland Employee" checkbox (which is currently unchecked), a "Partner Name" dropdown menu, and an "Override Average Weekly Earnings" input field.

### What's Next

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

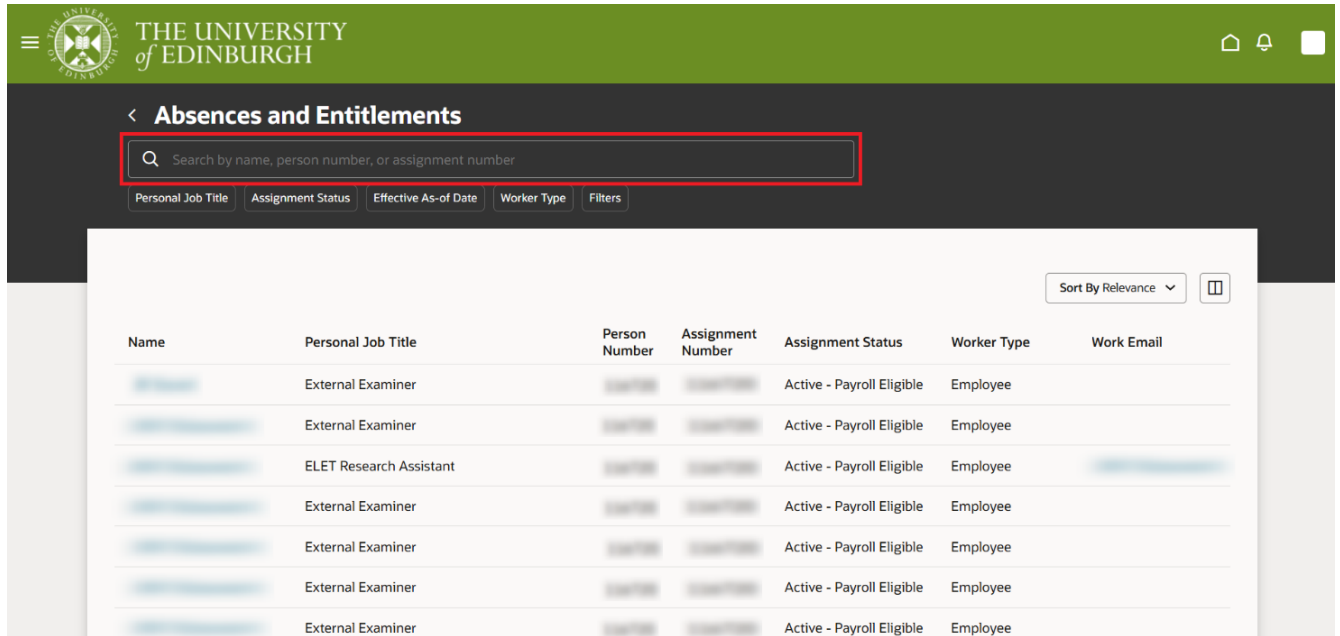
## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Unpaid Parental Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.

**Please note,** a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type Annual Leave Personal Job Title Postgraduate Programme Administrator

Absence Type Balance 98.27 Hours

Dates

Start Date 20/10/2025 Start Date Duration 7.75

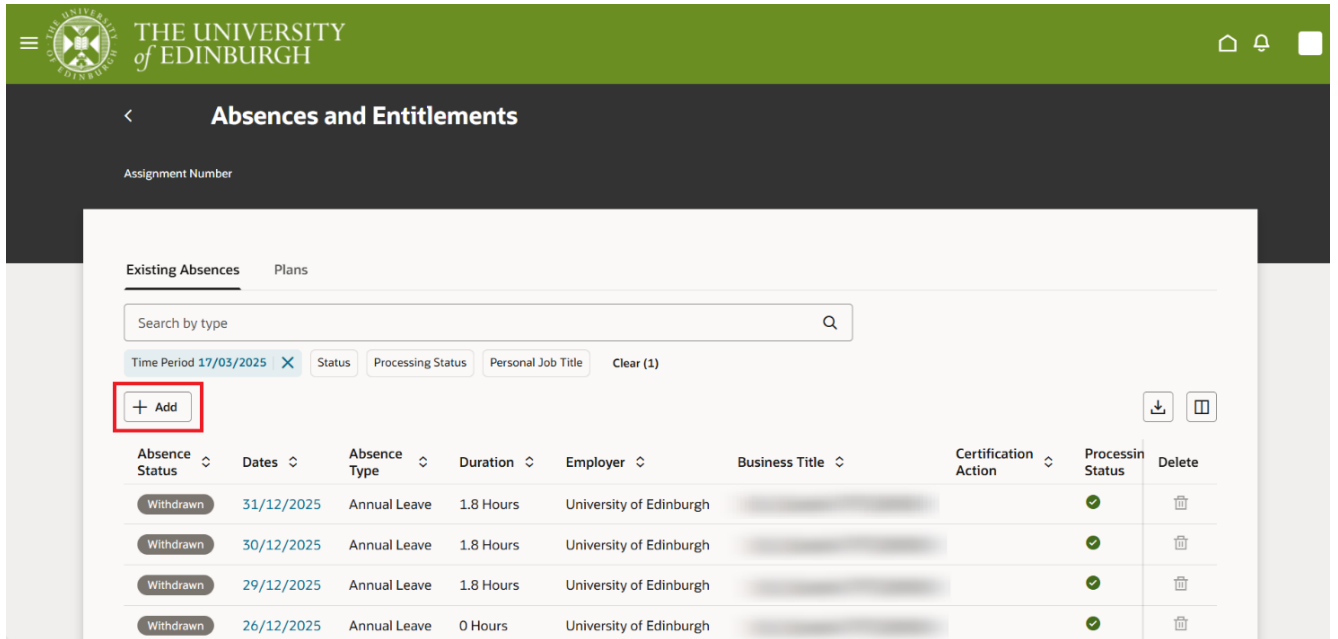
End Date 23/10/2025 End Date Duration 7.75

Duration 31 Hours

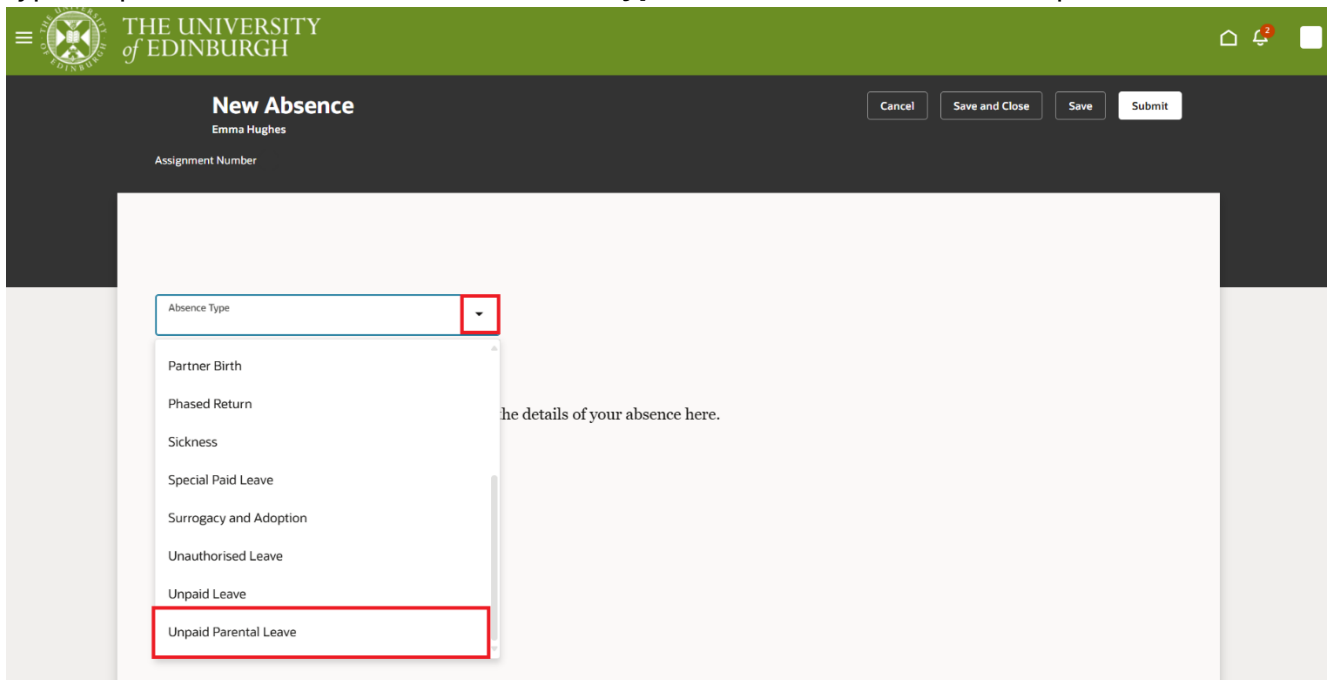
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved, and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Unpaid Parental Leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Unpaid Parental Leave** from the **Absence Type** drop-down menu. Alternatively, you can type 'Unpaid Parental Leave' in the **Absence Type** field and select from the drop down.



- In the **Dates** section, enter the **Start Date** and the **End Date**. These dates can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

**Note:** Parental leave can only be taken in periods of 7 days. Please refer to the [policy](#) for further details.

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a field for 'Assignment Number'. The 'Absence Type' dropdown menu is set to 'Unpaid Parental Leave'. The 'Dates' section is highlighted with a red box and contains the following fields: 'Start Date' (with a calendar icon and 'Required' label), 'End Date' (with a calendar icon and 'Required' label), and 'Start Date Duration'. Below the dates, the 'Projected Balance' is shown as '0 Calendar Days' and 'As-of'. The 'Details' section contains a 'Comments' text area.

- Add any relevant notes in the **Comments** section.

This screenshot is identical to the one above, showing the 'New Absence' form. In this view, the 'Comments' text area in the 'Details' section is highlighted with a red box.

8. Click on the **Submit** button.

**New Absence** Cancel Save and Close Save Submit

Assignment Number

Absence Type  
Unpaid Parental Leave

**Dates**

Start Date Required Start Date Duration

End Date Required

Projected Balance 0 Calendar Days

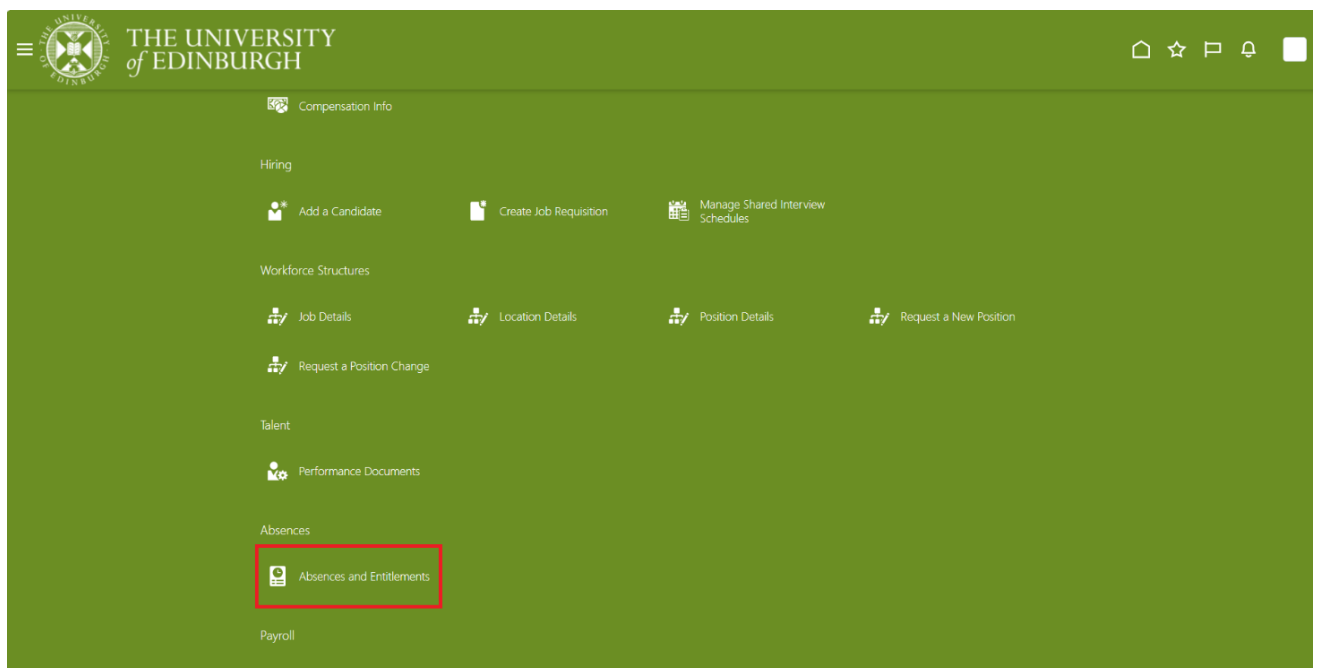
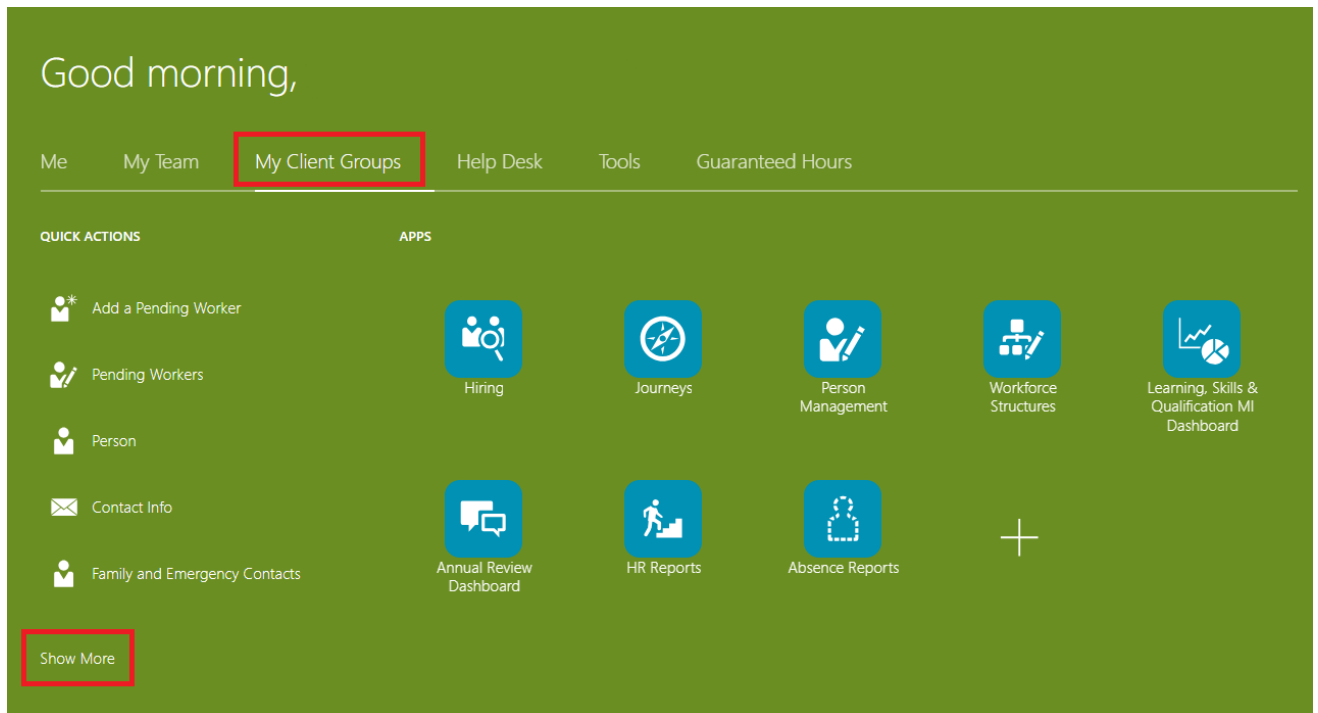
As-of

**Details**

Comments

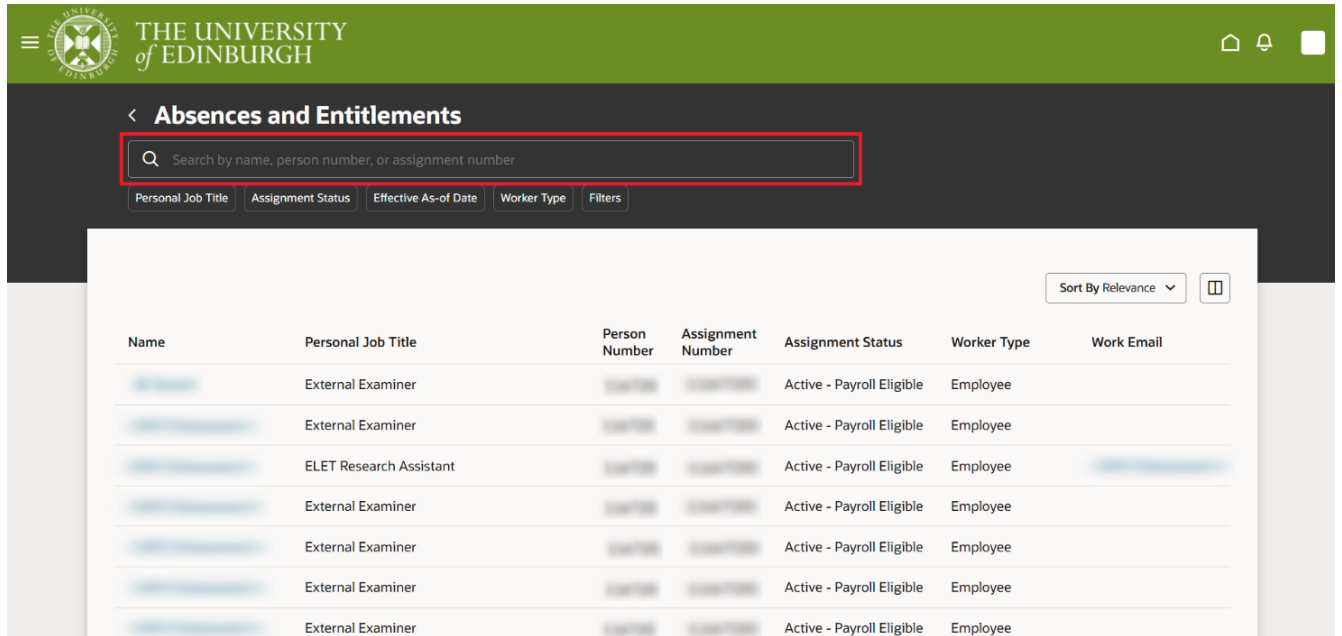
## How to Amend Leave

1. From the homepage select the **My Client Groups** tab > **Show More**, scroll down to the **Absences** section and click on **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the employee's **Existing Absences** tab by default.

**Select** the absence record you wish to edit and click on the dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

**Note:** the bin icons in the **Delete** column are greyed out as deleting an absence does not align with the University's policy. If you wish to cancel an absence, please move on to the next step in this guide.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

Absence Status	Dates	Absence Type	Duration	Employer	Business Title	Delete
Scheduled	26/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	25/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	24/12/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	20/10/2025 - 23/10/2025	Annual Leave	31 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	
Scheduled	29/09/2025	Annual Leave	7.75 Hours	University of Edinburgh	Postgraduate Programme Administrator (Diploma	

- The **Edit Absence** screen will open. Make the necessary changes and press **Submit**. If you are ending an open ended absence, click on the **Open ended toggle** so that it changes to from blue to grey and add an end date.

If you would like to cancel the absence, click on the **Withdraw** button at the top of the page.

THE UNIVERSITY of EDINBURGH

## Edit Absence

Assignment Number

Cancel Withdraw **Submit**

Absence Type: Annual Leave

Personal Job Title: Personal Chair

Absence Type Balance: 77 Hours

Dates

Start Date: 24/12/2025 Start Date Duration: 7.00

End Date: 24/12/2025

Duration: 7 Hours

You will be taken back to the **Existing Absences** screen. As you are amending an absence on behalf of an employee, the amendment is automatically approved.

## Appendix

### Appendix 1

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit your individual circumstances. Below is a table that outlines what information you should input into the fields, to suit your type of leave, and outlines the timeframe for submission within P&M.

\*Rows in Blue are Optional Fields and can be input later if your circumstances change

Field in P&M	Adoption	Overseas Adoption	Surrogacy
<b>Expected Date of Placement</b>	Expected Date of Placement	Estimated Date of Arrival in the UK	Expected Due Date of Baby
<b>Placement Match Date</b>	Expected Date of Placement?	Official Notification Date	Expected Due Date of Baby
<b>Planned Start Date</b>	Planned Start Date of adoption leave	Planned Start Date of adoption leave	Planned Start Date of surrogacy leave
<b>Planned End Date</b>	Planned End Date of adoption leave	Planned End Date of adoption leave	Planned End Date of surrogacy leave
<b>Reason – Option</b>	Option 1, 2 or 3	Option 1, 2 or 3	Option 1, 2 or 3
<b>Actual date of placement</b>	Date of Placement if different from Expected Date	Actual Date of Arrival in the UK	Actual Birth Date of Baby
<b>Actual start date</b>	Actual start date if different from planned	Actual start date if different from planned	Actual start date if different from planned
<b>Actual end date</b>	Actual end date if different from planned	Actual end date if different from planned	Actual end date if different from planned
<b>Time Frame for submission within P&amp;M</b>	This information should be input and submitted within seven days of being matched with a child, and at least 28 days in advance of your anticipated leave start date.	This information should be input and submitted within 28 days of getting notification of the estimated date of arrival in the UK.  The actual date the child arrives in the UK can be input later, within 28 days of the arrival date.	This information should be input and submitted at least 15 weeks before the baby's due date.

## Version History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Approved By</b>
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format and separated from Line Manager guide to family leave.	M Easton
3.0	13 October 2025	Updated guidance and screenshots to reflect the new Redwood changes in P&M.	M Easton
3.1	30 March 2026	Added instruction to 'How to Submit an application for Partner Leave' section to remind employees to enter 'actual' dates once known.	HH/RM
3.2	7 May 2026	Made reference to SPL and new absence reason 'Bereaved Partner Paternity Leave' in the introduction and How to Record Partner Leave sections.	NM

## 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.