



System User Guide

Line Manager Guide to Absence and Leave

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Introduction

This guide covers key tasks for Line Managers in the managing absence in leave and absence system process.

Approving/Rejecting Leave Requests

Assumed Knowledge:

1. HR policy on absence
2. You can approve/reject leave directly from their email notifications too.
3. If the request is not approved/rejected within the first four days, you will be sent a reminder. All notifications stop when an action is taken on the request.
4. In case of a special paid leave application (for example, for an antenatal appointment), ensure that the leave requested isn't left open-ended before approving.

Entering leave on behalf of your direct report

This guide covers key tasks for Line Managers in the system process 'How to enter leave on behalf of your direct report'.

Familiarise yourself with the [leave and absence options](#) webpage.

- To support the Absence management policy (for sickness absence) the following three absence review reports have been developed as a management tool and will be emailed directly to the employee's line manager. Managers will only receive an email if there is data to report.
 - Weekly Open Sickness Absences Report – all instances of sickness absence which do not have an Absence End Date on the day the report is run
 - Monthly Sickness Absence Review for 10 or More Intermittent Days in a rolling 12-month period
 - Monthly Sickness Absence Review for 3 or More Periods in a rolling 6-month period
 - If an employee has more than one assignment, all line managers for the employee will be sent the report.
- The three reports have been developed as a management tool to allow managers to monitor and review attendance levels of staff and support staff health and wellbeing. It may not always be the

case that action has to be taken on receiving one or more of the three absence reports. The information in the report should be reviewed and considered in line with the Absence Management Policy and Absence Management guidance for Line managers. Advice should be sought from your local HR Partner before taking any formal action.

- The Absence review reports are also available through the Absence Report app in People and Money and can be run at any time. The reporting period will mirror the report sent to the line manager. Further details are available in the guide '[How to view Absence Reports](#)'.
- The Open Absences Report will be sent each Monday, to line managers who have a direct report flagged as being off with sickness absence (e.g. currently have the open absence box ticked) in People and Money. If an employee has more than one assignment, all line managers for the employee will be sent the report. An open-ended absence must be closed off when the employee returns to work
- The Monthly Sickness Absence Review for 10 or More Intermittent Days in a rolling 12-month period will be sent on the first day of the month where a direct report meets the review point in the reporting period.
- The Monthly Sickness Absence Review for 3 or More Periods in a rolling 6-month period will be sent on the first day of the month where a direct report meets the review point in the reporting period.

Sponsored Workers - if you are entering a period of unauthorised absence for more than 10 consecutive working days or unpaid leave for more than 4 weeks for a sponsored worker (someone that holds a Skilled Worker or Temporary Worker Sponsored researcher visa) this must be reported to the UKVI. Once you submit this leave type HR Operations will pick this up and report this as part of their weekly reporting duties. Further information is available on the [Reporting Duties for sponsored staff](#) webpage. Before applying for leave on behalf of the employee, check the Team Schedule to ensure it's okay for the employee to take time off.

Recording Unauthorised Absence

Assumed Knowledge:

1. After recording unauthorised absence, the Line Manager should investigate employee whereabouts, locate employee, and find out reason for absence.
2. Once the employee is found, cancel the unauthorised absence and use the correct absence type to record the absence.
3. For multi-assignments holders do not need to submit at assignment level as unauthorised absence is applied across all assignments.
4. **Sponsored Workers** - if you are entering a period of unauthorised absence for more than 10 consecutive working days for a sponsored worker (someone that holds a Skilled Worker or Temporary Worker Sponsored researcher visa) this must be reported to the UKVI. Once you submit

this leave type HR Operations will pick this up and report this as part of their weekly reporting duties. Further information is available on the [Reporting Duties for sponsored staff](#) webpage

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 View and Approve/Reject Leave Requests

1. From the **Bell** notification icon, select and view the leave request.
2. Check the **Team Schedule** and the employee's **Absence Balance** to examine if you should approve/reject this leave request.
3. Click **Approve** or **Reject** as relevant.
4. Alternatively, approve or reject the request directly from your email notification.

Entering Absence on behalf on an employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select the relevant **Absence Type** from the drop down list.
4. Enter the **Start Date** and **End Date** or click on the **Open ended** toggle if the end date is unknown.
5. If it applies to the absence type, from the **Details** section choose a reason from the **Reason** drop-down list.
6. Add **Comments** and/or **Attachments** if applicable.
7. Click **Submit**.

Entering Unauthorised Absence for Sponsored Workers

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select the **Unauthorised Leave** from the **Absence Type** drop down list.
4. Enter the **Start** and **End Dates**.
5. In the **Details** section click into the **Reason** field and select **UKVI**.
6. Click **Submit**.

Cancelling Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.

2. Search for the employee.
3. Click on the **Pencil** icon next to the absence record you would like to cancel.
4. Click **Withdraw**.

Amending Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
2. Search for the employee.
3. Click on the **Pencil** icon next to the absence record you would like to amend.
4. Amend the absence dates.
5. Add or amend any **Comments** and/or **Attachments** if applicable.
6. Click **Submit**.

Ending an Open Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
2. Search for the employee.
3. Click on the **Pencil** icon next to the open absence record you would like to add the end date to.
4. Click on the **Open ended** toggle.
5. Enter the **End Date**.
6. Click **Submit**.

How to Add/Amend Columns in Absences and Entitlements Screen

1. While viewing an employee's absence record, click on the **Columns** icon.
2. Select the columns you wish you show/hide, then select either the **Show** or **Hide** button.
3. If you want to change the order of the columns, click and hold on the two lines next to the name of the column you want to move and drag to your desired location.
4. Once you click on the cross to close the list, your new changes will be applied.

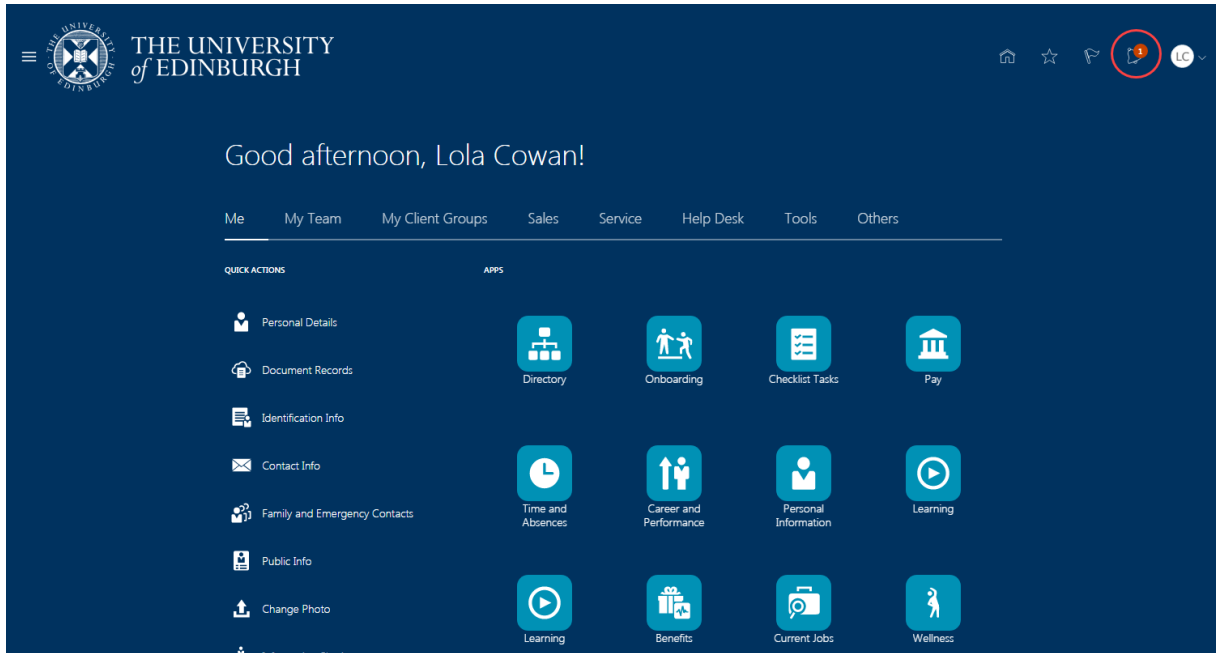
In Detail

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

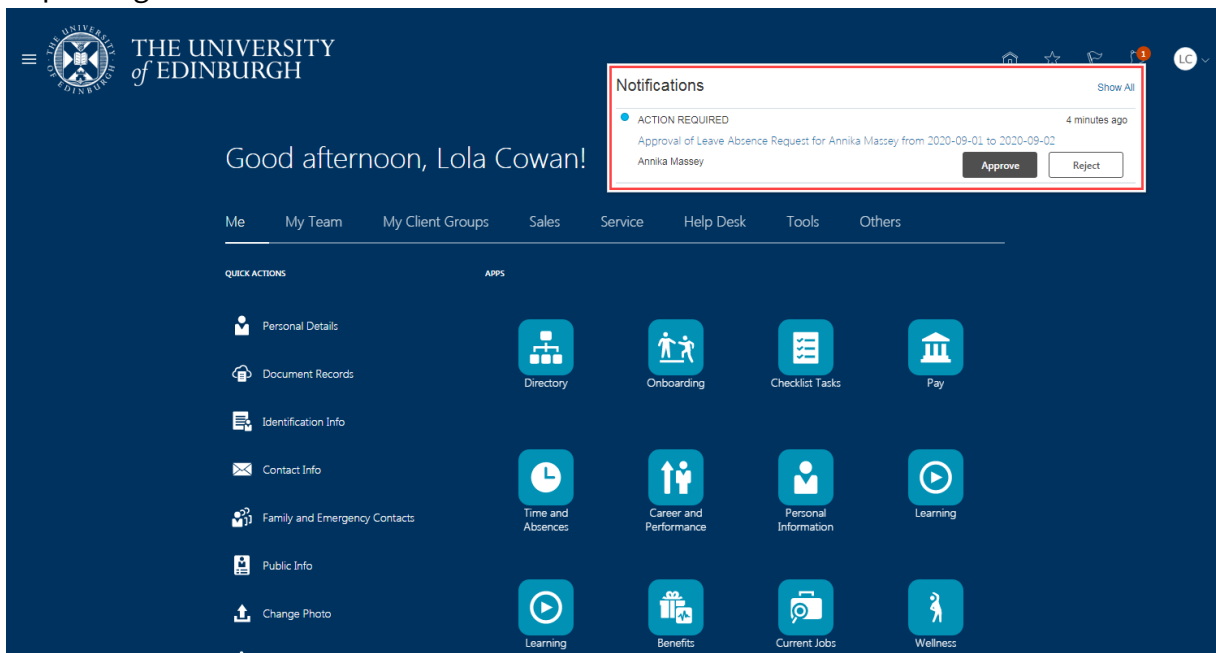
How to View and Approve/Reject Leave Requests

1. From the **Home** page, click the **Bell** notification icon located at the top right.

Note: You also receive an email when an employee submits a leave request.

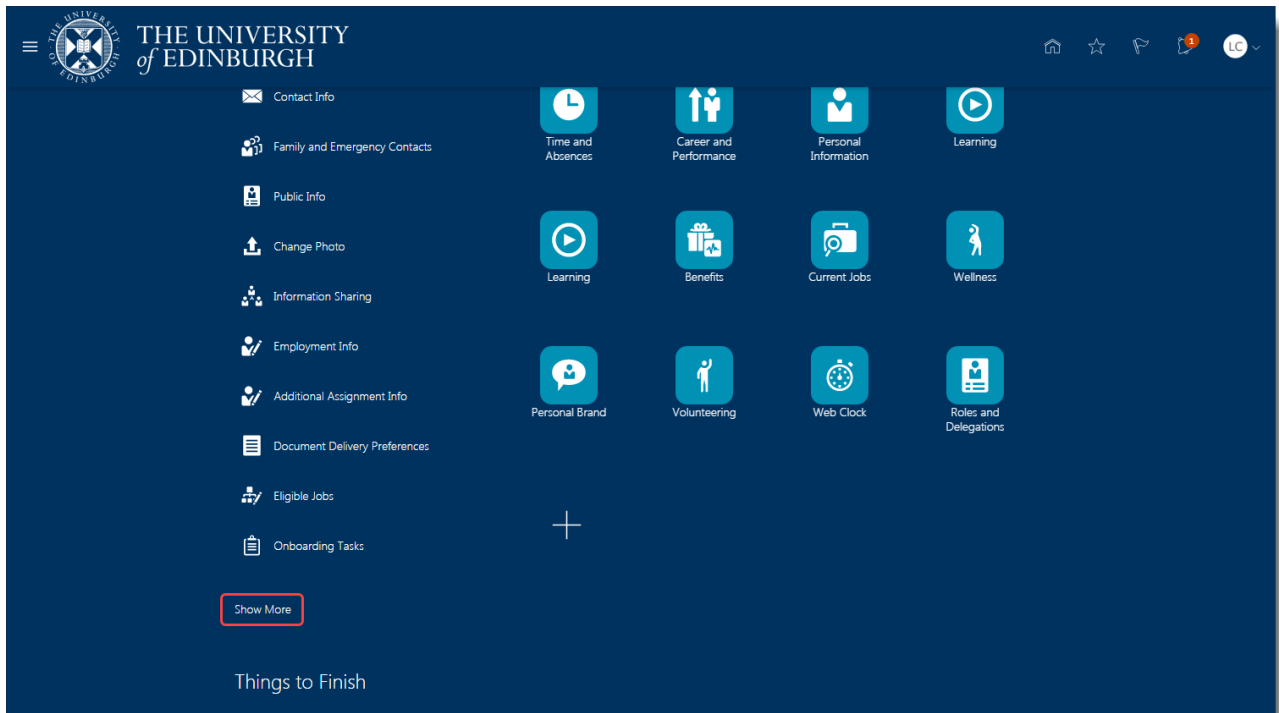


2. Your list of notifications to action is displayed and you can review the date(s) your employee is requesting leave.

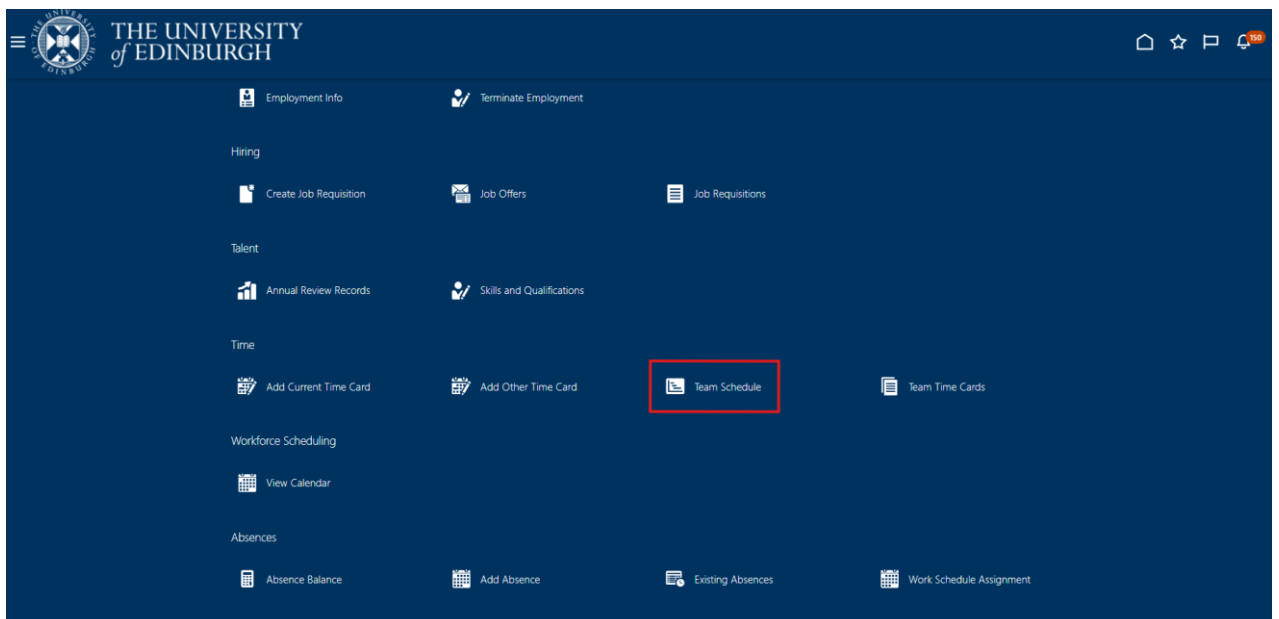


Note: You will receive two notifications if the employee withdraws and later resubmits a leave request. The first informs the request is withdrawn, and the second to notify when it is resubmitted for approval.

- It is advisable to check your team’s calendar before deciding on the leave request that has been submitted. From the dashboard, select **My Team**. Then click on **Show More** under **Quick Actions**.

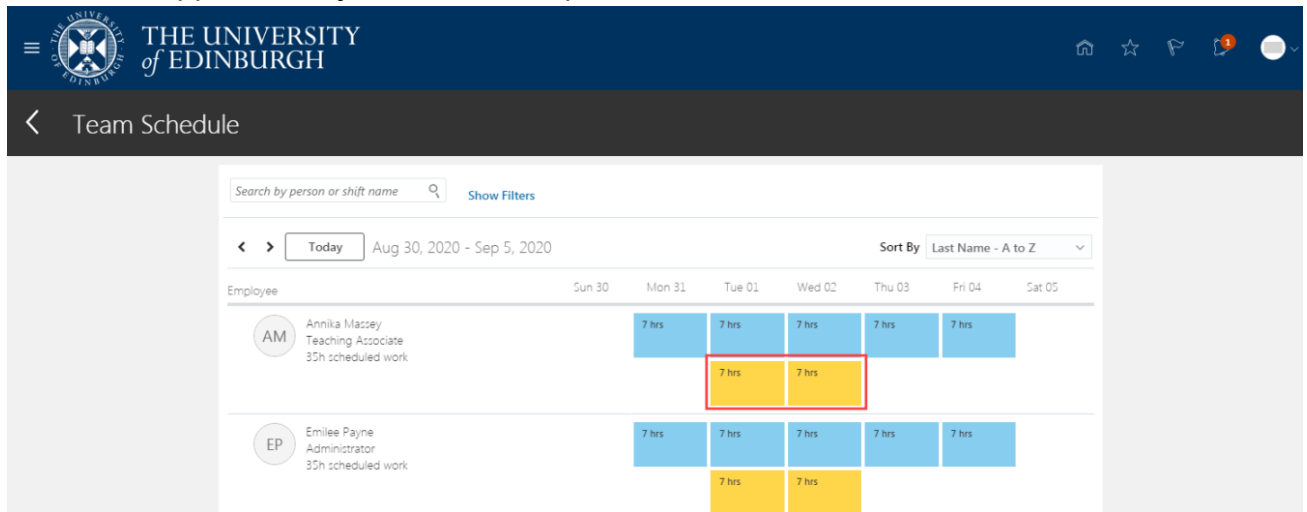


- Scroll to the **Time** section and click **Team Schedule**.

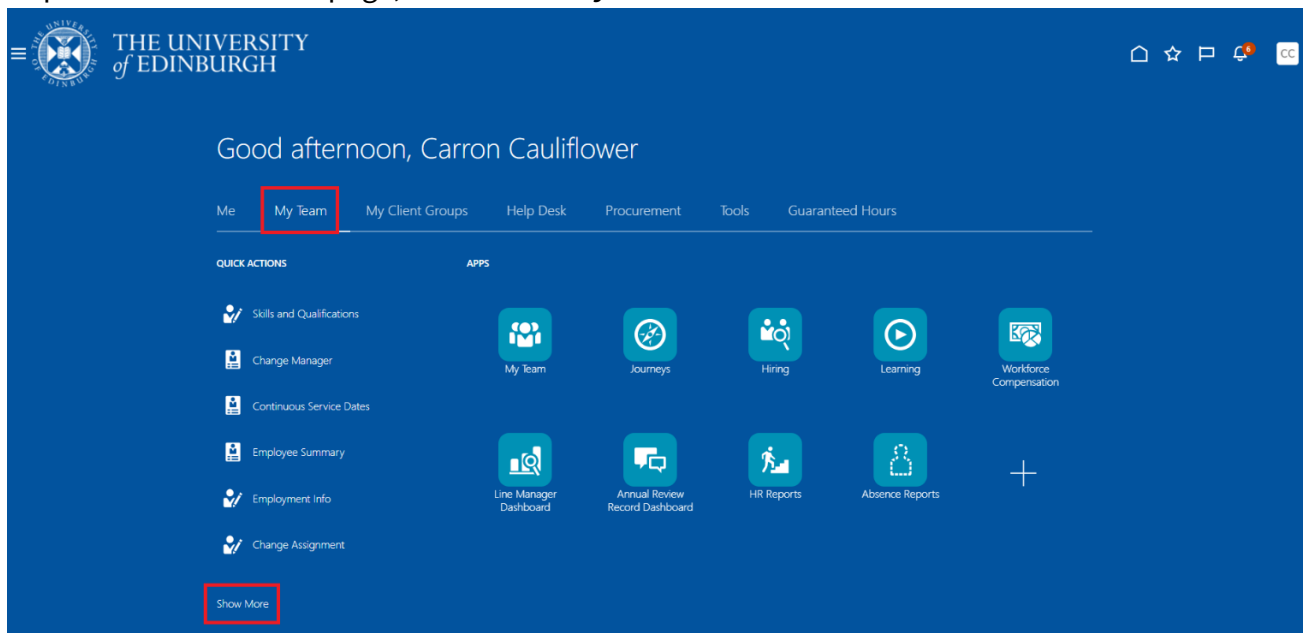


The calendar opens in the current week, and you can click on the left and right arrow next to the **Today** button to navigate to the relevant week to check your team's schedule.

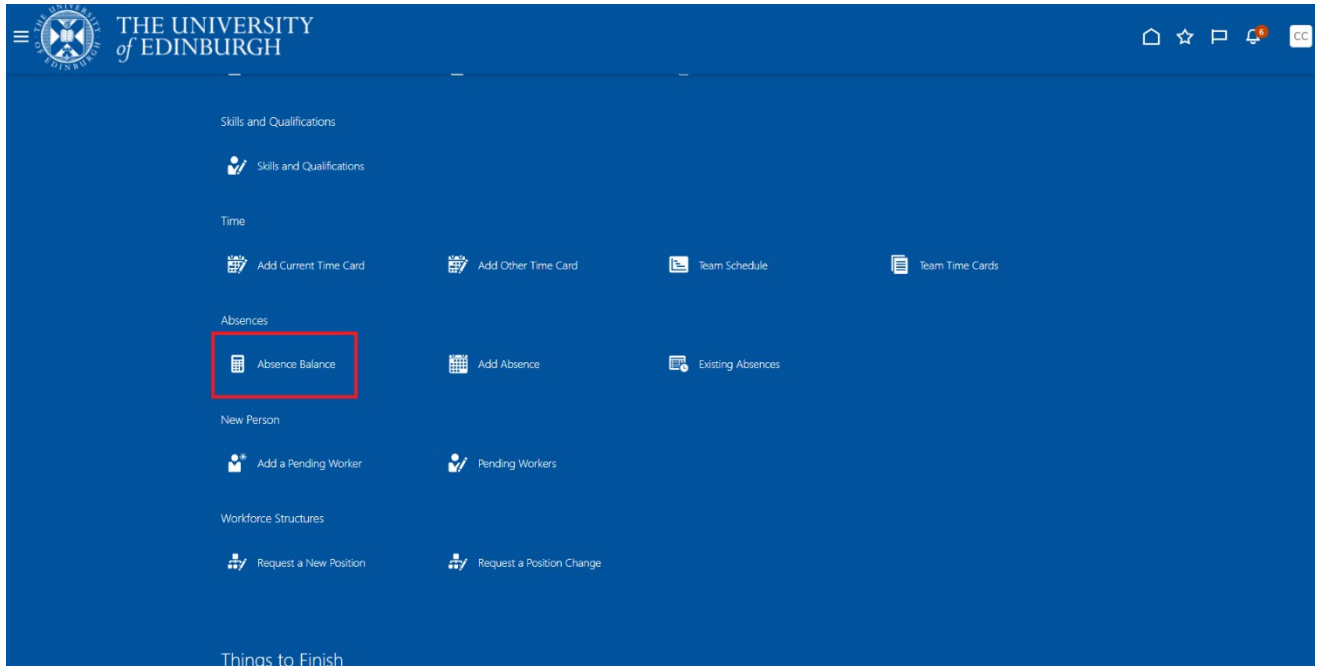
In this example two employees have submitted a leave request for the same dates in September. Leave is already approved for one employee, and the team calendar is displaying the dates requested by the second employee. Based on the information the Line Manager can decide whether to approve or reject the latest request.



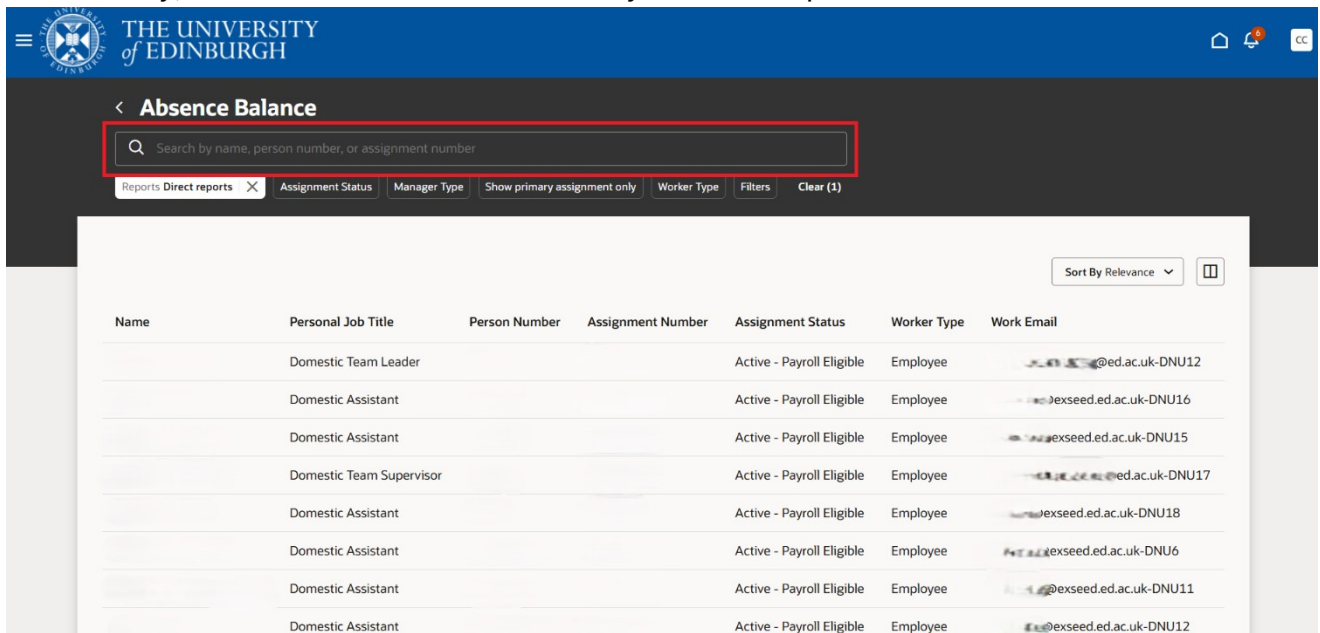
5. It is also advisable to check the employee's absence balance before approving their leave request. From the homepage, click on the **My Team** tab and select **Show More**.



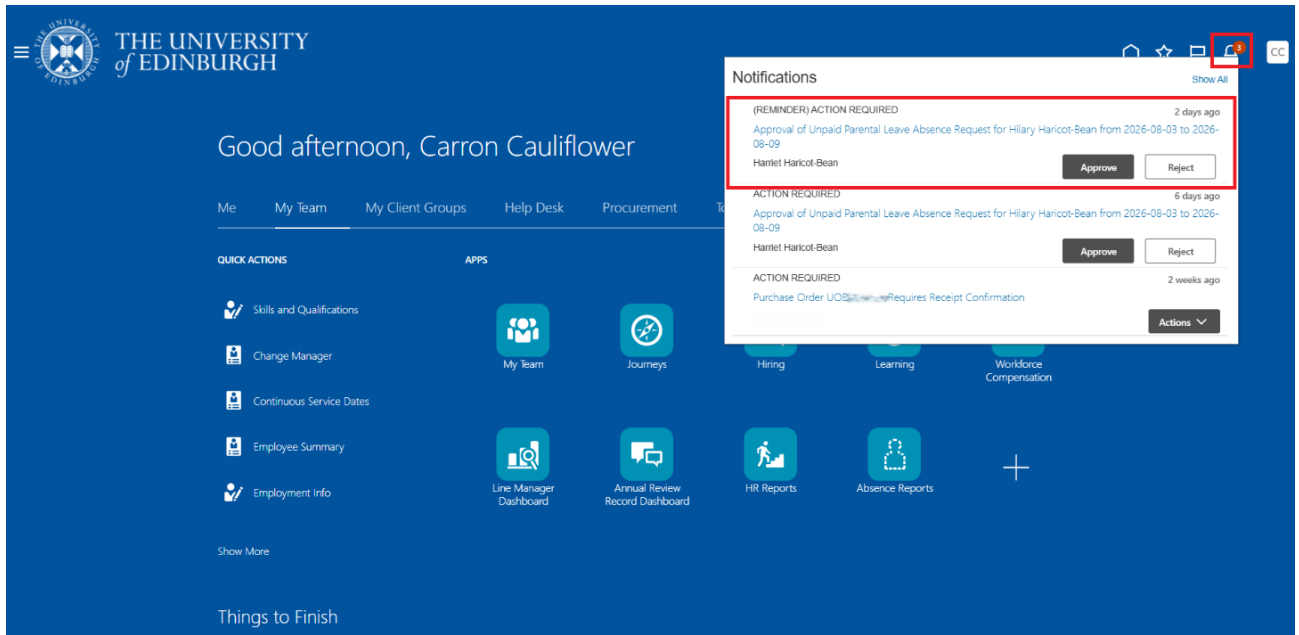
6. Scroll down to the **Absences** section and select **Absence Balance**.



7. Search for the employee by their name, person number or assignment number in the search bar. Alternatively, select their name from the list of your direct reports below the search bar.



- After you have checked the **Team Schedule** and **Absence Balance**, re-open the notification by clicking on the **Bell** icon. Click on the blue text to open the notification.



- Click on **Approve** or **Reject**.

Note: if you reject the notification, please add a comment to explain to the employee why you are rejecting the request. To do this, click on **Actions**, then **Add Comments**.

Approval of Leave Absence Request for Russell Montgomery from 2020-09-29 to 2020-09-29 a

Absence Request Approval

Russell Montgomery

From 29/09/2020 to 29/09/2020

Total Duration 7 Hours

Absence Request Details

Absence Type Leave

Absence Reason

Comments

PBL Facilitator

Absence Date	Absence Time	Duration
29/09/2020	7 Hours	7 Hours
Total		7 Hours

Approval History

▶ Assigned to **Raquel Rose** 25/09/2020 4.47.PM

▶ Submitted by **Russell Montgomery** 25/09/2020 4.47.PM

Actions ▼ **Approve** **Reject**

- Request Information
- Delegate
- Reassign
- Route Task
- Escalate
- Suspend
- Withdraw
- Skip Current Assignment
- Add Comments b
- Add Attachment
- Add Assignee

10. Then, click **Save**.

Approval of Leave Absence Request for Russell Montgomery from 2020-09-29 to 2020-09-29

Absence Request Approval
Russell Montgomery
From 29/09/2020 to 29/09/2020
Total Duration 7 Hours

Absence Request Details
Absence Type Leave

Add Comments
Comment Your leave clashes with that of two team members |
Save Cancel

PBL Fa	Absenc	Duration
	29/09/2020	7 Hours
	Total	7 Hours

Approval History

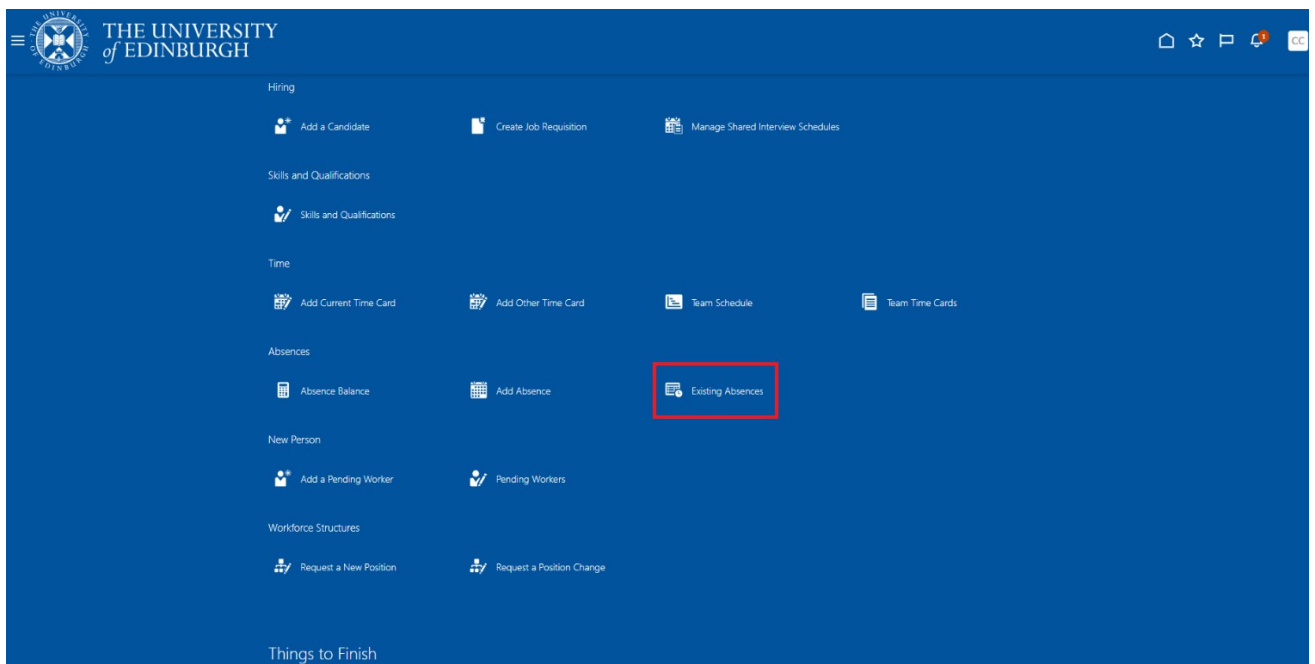
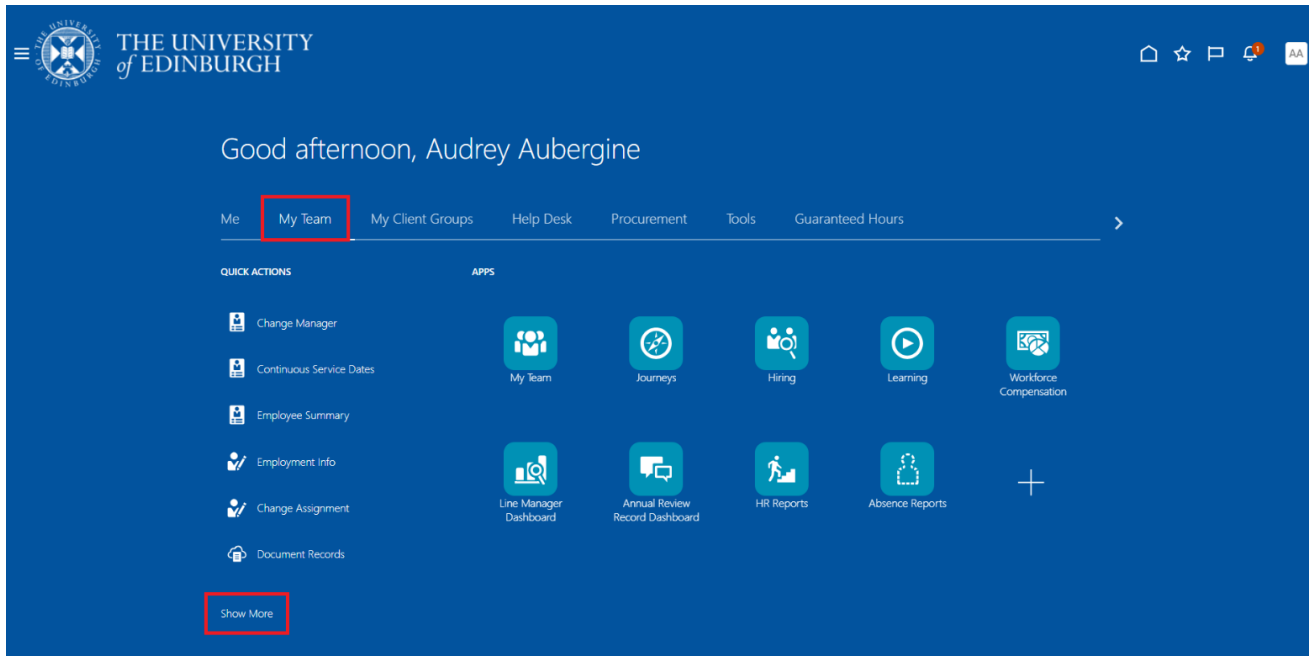
- Assigned to Raquel Rose 25/09/2020 4.47 PM
- Submitted by Russell Montgomery 25/09/2020 4.47 PM

11. The requestor will be sent a notification and their annual leave balances are updated if appropriate.

12. To read an explanation of the different **Leave** notification requests that you could receive see [Appendix 1](#).

Entering Absence on behalf of an Employee

1. Before you can enter the employee's leave, you will need to check whether there are any existing absence records on the employee's People and Money record. From the home page, click on the **My Team tab** and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



- Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU10
Domestic Assistant	Active - Payroll Eligible	Employee	@ed.ac.uk-DNU5
Domestic Team Supervisor	Active - Payroll Eligible	Employee	@ed.ac.uk-DNU17
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU6
Domestic Team Leader	Active - Payroll Eligible	Employee	@ed.ac.uk-DNU20
Hilary Haricot-Bean	Active - Payroll Eligible	Employee	@ed.ac.uk
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU17
Domestic Assistant-2	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU4
Domestic Team Leader	Active - Payroll Eligible	Employee	@ed.ac.uk-DNU12
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU18
Senior Domestic Assistant	Active - Payroll Eligible	Employee	@ed.ac.uk-DNU18

- Look for any absences that will overlap with the proposed leave dates. If you need to amend or delete an absence, please see the [Amending Absence on Behalf of an Employee](#) section of this guide.
- If you are still in the **Existing Absences** screen, you can click the **Add Absence** button below the search bar to create a new absence.

Existing Absences
Hilary Haricot-Bean

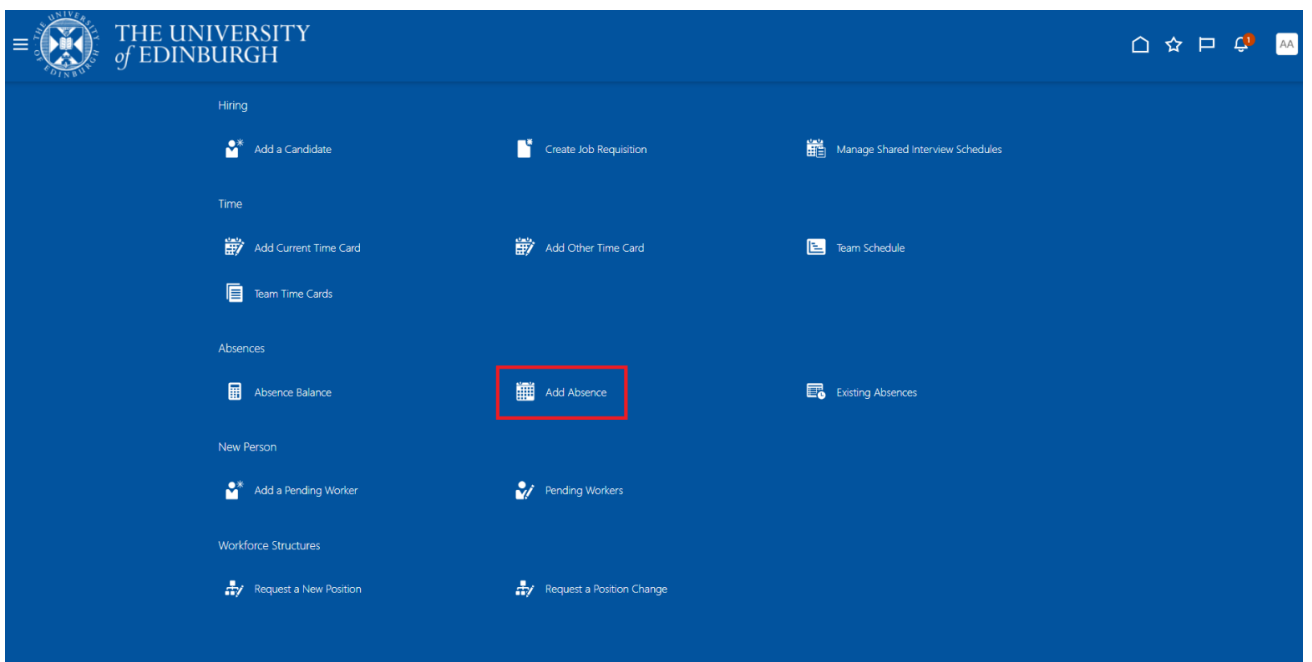
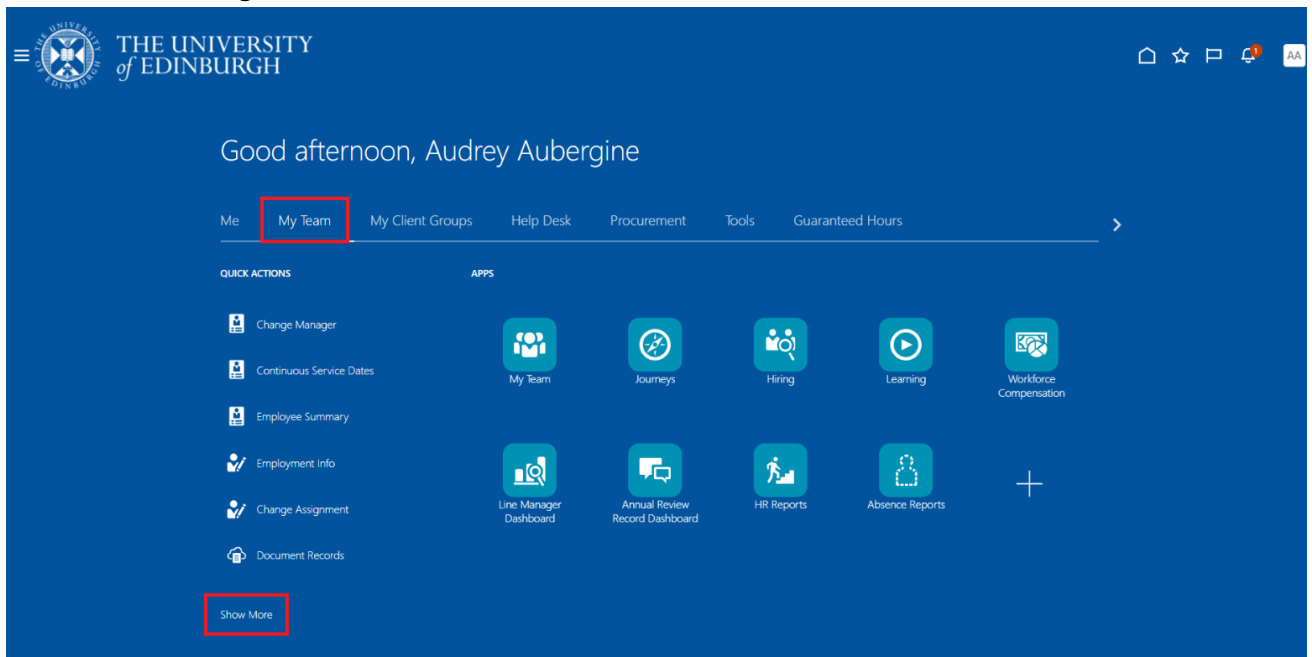
Search by type

Date 3/12/2024 X Status Clear (1)

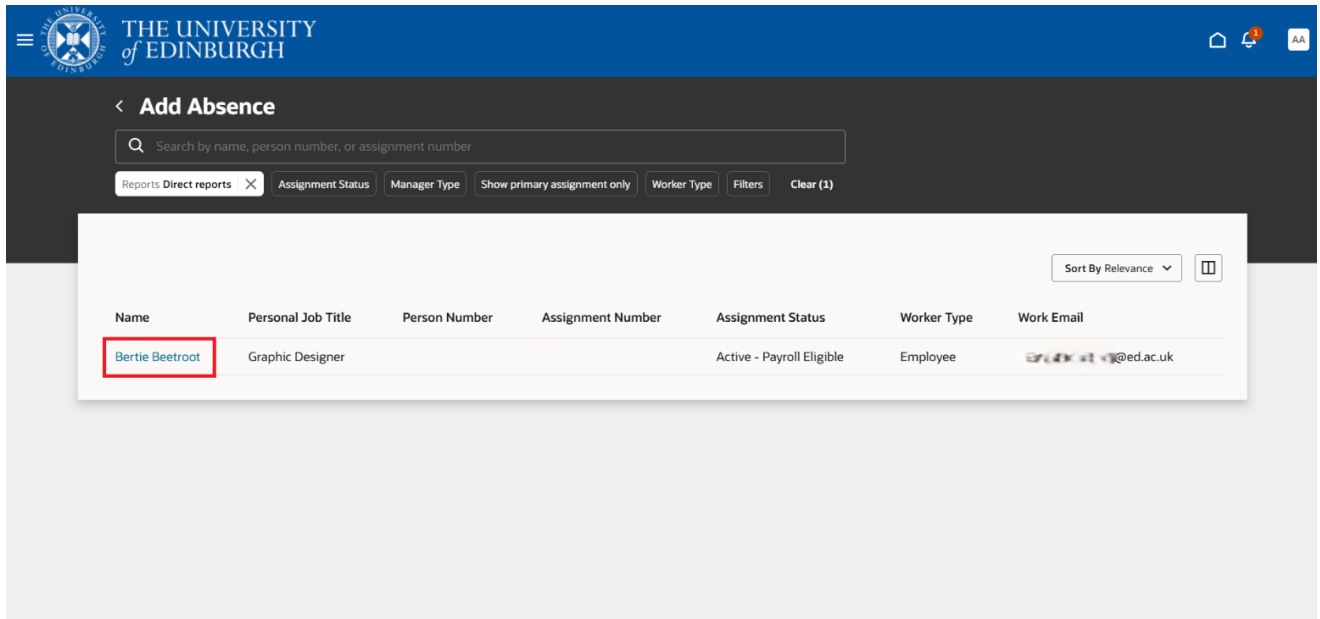
Add Absence Sort By

Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	

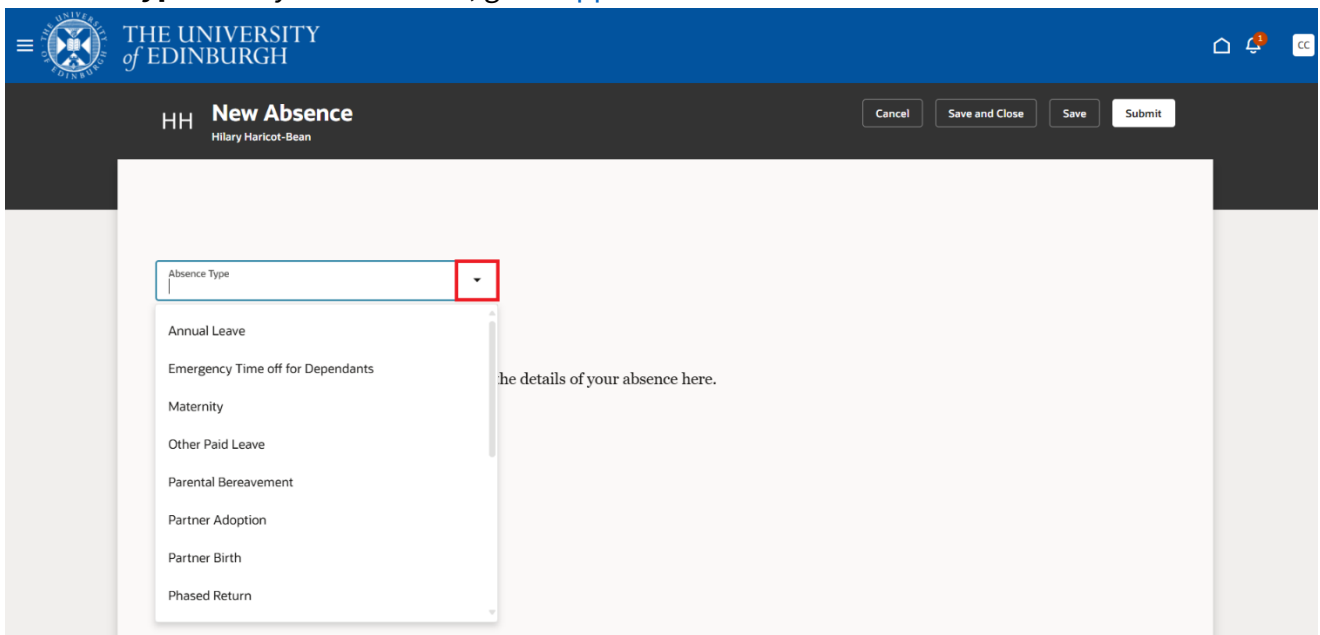
Alternatively, from the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



- Select the relevant employee from the list or search by name, person number or assignment number using the search bar.



- Select the relevant **Absence Type** from the drop down list. To read an explanation of the different absence **Types** that you can create, go to [Appendix 1](#).



- If you are the line manager for more than one of the employee's assignments, a **Personal Job Title** drop down menu may appear depending on the **Absence Type** you have selected. You will have two options to choose from:
 - Leave the **Personal Job Title** field blank to submit an absence across all assignments

OR

- b. Select a specific assignment from the **Personal Job Title** field. **Note:** In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.
8. If you are entering Annual Leave, the employee's **Absence Type Balance** will appear under the **Absence Type** field. This will indicate how much leave the employee has left to take.

The screenshot shows the 'New Absence' form for Carron Cauliflower. At the top, there are navigation buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The form contains the following fields:

- Absence Type:** Annual Leave
- Personal Job Title:** Customer Service Manager
- Absence Type Balance:** 14 Hours (highlighted with a red box)
- Dates Section:**
 - Start Date:** Required (with a calendar icon)
 - End Date:** Required (with a calendar icon)
 - Start Date Duration:** Required
- Show individual dates:** A toggle switch is currently turned off.

9. From the **Dates** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open Ended** toggle if applicable. The open absence must be closed off upon return following the [Ending an Open Absence on Behalf of an Employee](#) steps in this guide.

The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. At the top, there are navigation buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The form contains the following fields:

- Absence Type:** Annual Leave
- Personal Job Title:** Domestic Assistant-2
- Absence Type Balance:** 0 Hours
- Dates Section:**
 - Start Date:** Required (with a calendar icon, highlighted with a red box)
 - End Date:** Required (with a calendar icon, highlighted with a red box)
 - Start Date Duration:** Required
- Show individual dates:** A toggle switch is currently turned off.
- Projected Balance:** 0 Hours
- As-of:** (empty field)
- Details:** (empty section)

10. If you are entering **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what the employee's 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

11. If it applies to the absence type, from the **Details** section choose a reason from the **Reason** drop-down list.
12. If required enter additional information into the **Comments** and/or upload relevant documentation to the **Attachment** section.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Show individual dates:

Projected Balance: 0 Hours
As-of

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

13. Click the **Submit** button at the top of the page.

Note: Clicking **Save and Close** or **Save** will not submit complete the request, instead, the request will be saved as a draft in **Existing Absences** page ready for you to amend later.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save **Submit**

Show individual dates

Projected Balance 0 Hours
As-of

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

When you create an absence record on behalf of an employee, it automatically approves and you will not receive a notification.

14. If you need to create another absence for the employee, click on the **Add Absence** button under the search bar within the **Existing Absences** screen.

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HH **Existing Absences**
Hilary Haricot-Bean

Search by type

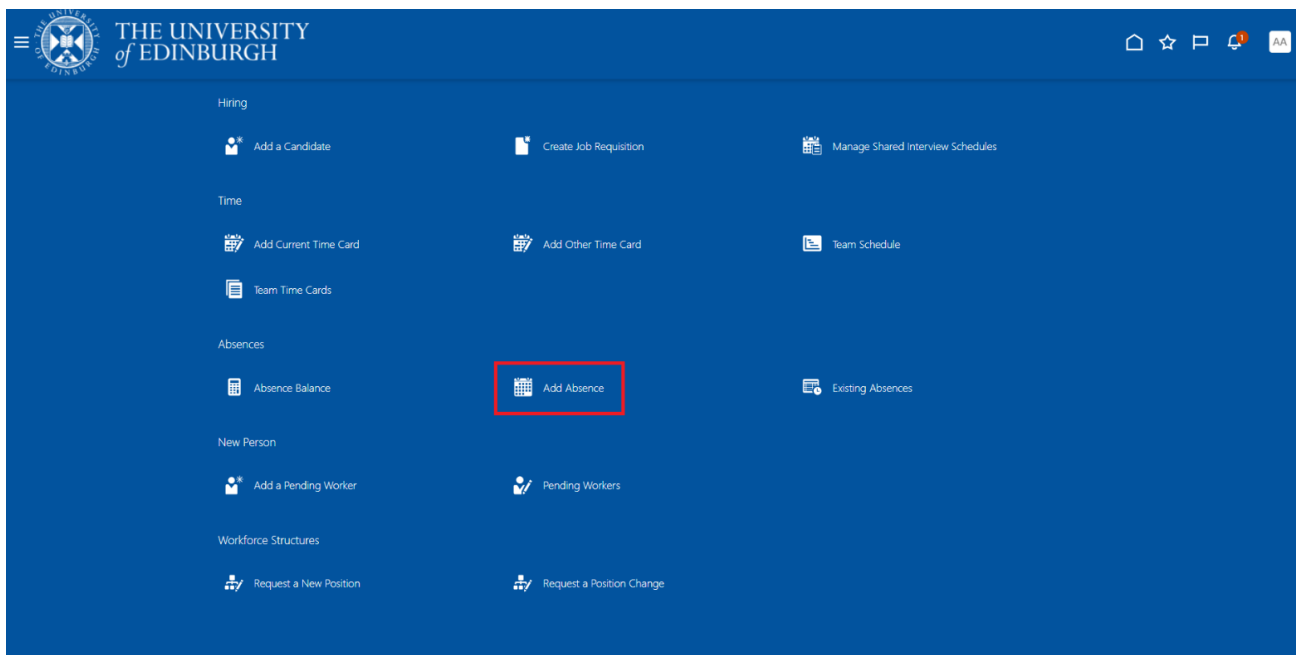
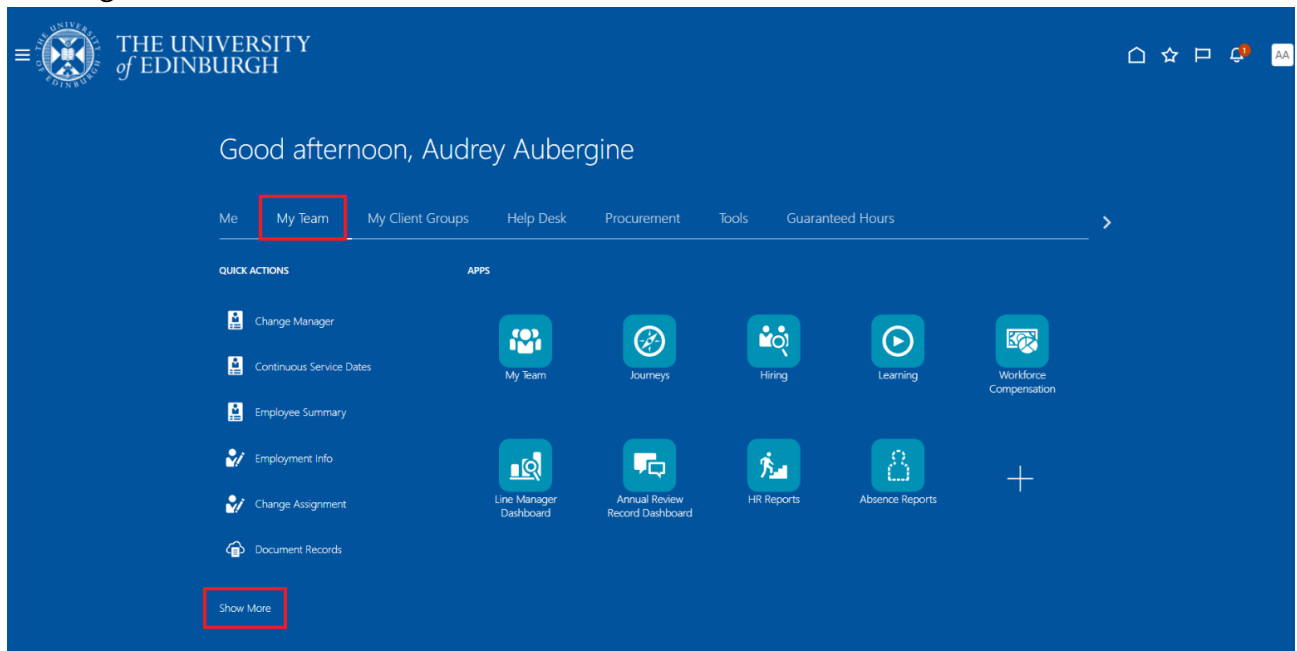
Date 3/12/2024 Status Clear (1)

Add Absence Sort By

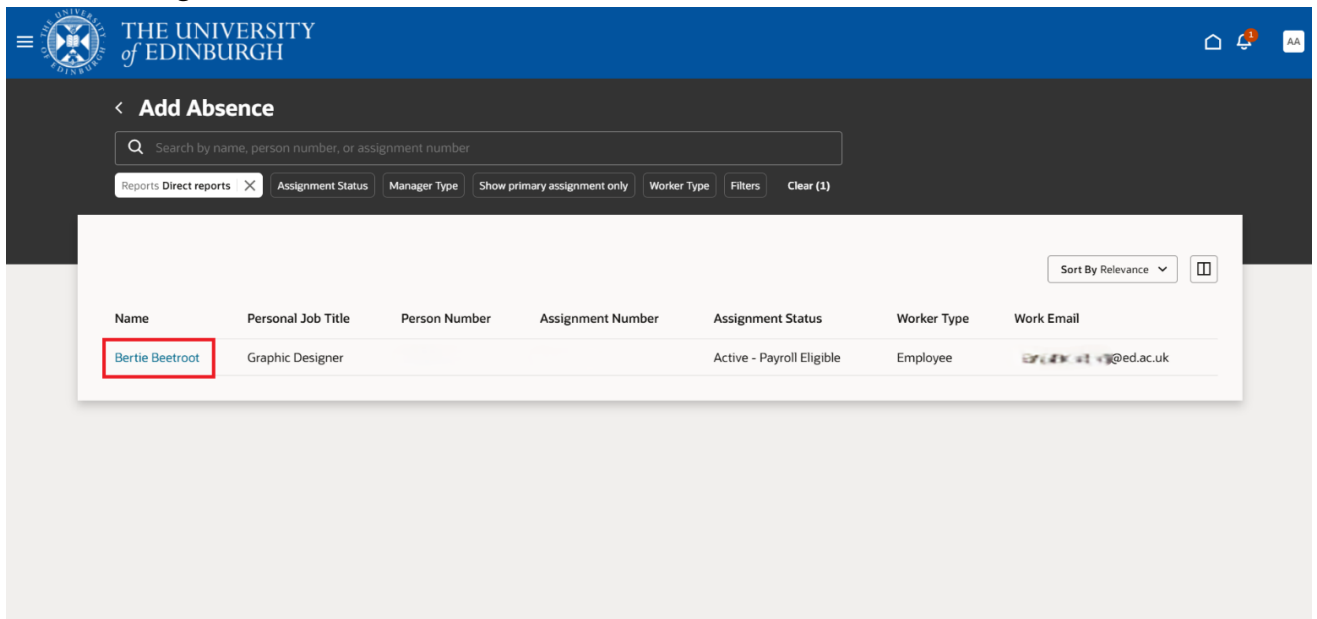
Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	

Entering Unauthorised Absence for Sponsored Workers

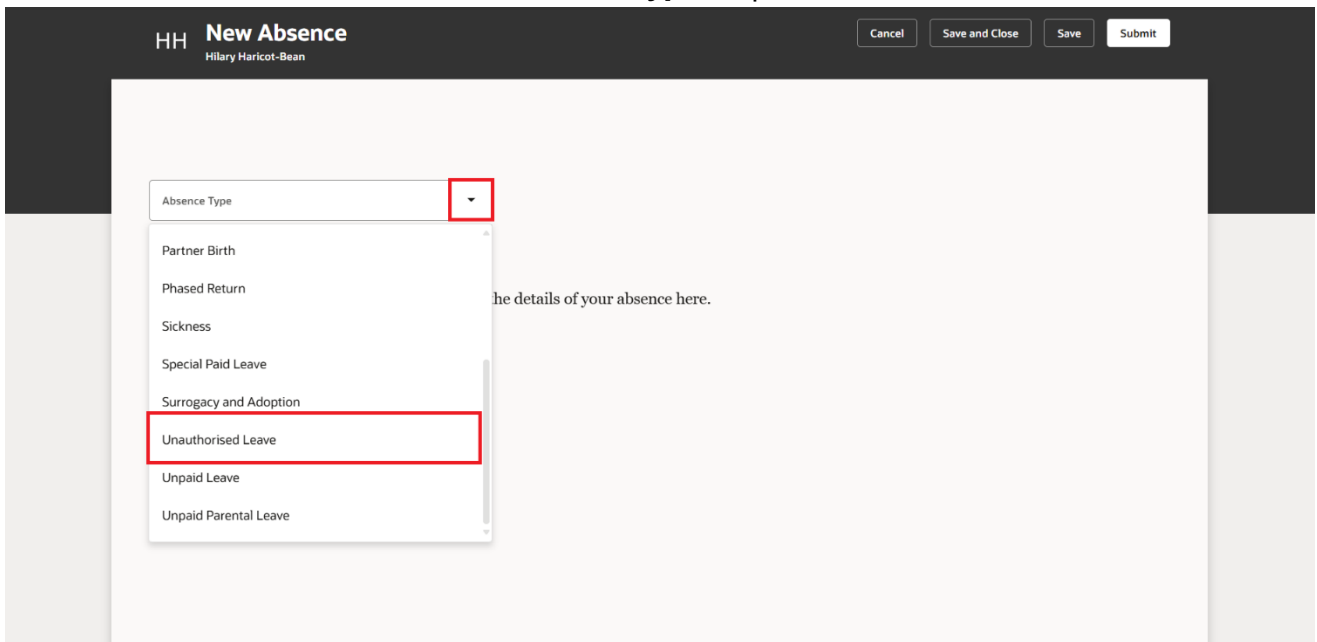
1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.



3. Select **Unauthorised Leave** from the **Absence Type** drop down list.



4. If you are the line manager for more than one of the employee's assignments, a **Personal Job Title** drop down menu will appear and you will have two options to choose from:
 - a. Leave the **Personal Job Title** field blank to submit an absence across all assignments
OR
 - b. Select a specific assignment from the **Personal Job Title** field. **Note:** In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.

5. From the **Start Date** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open ended** toggle if the end date is not currently known.

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 the header, there are two dropdown menus: 'Absence Type' set to 'Unauthorised Leave' and 'Personal Job Title' set to 'Domestic Assistant-2'. The 'Dates' section is highlighted with a red box and contains the following elements: a 'Start Date' field with a calendar icon and a 'Required' label; an 'Open ended' toggle switch; an 'End Date' field with a calendar icon and a 'Required' label; a 'Show individual dates' toggle switch; and a 'Projected Balance' of '0 Hours' as of the current date.

6. In the **Details** section click on the down arrow in the **Reason** field and select **UKVI**.

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 the header, there is an 'Open ended' toggle switch. Below that is an 'Estimated End Date' field with a calendar icon. The 'Projected Balance' is '0 Hours' as of the current date. The 'Details' section is highlighted with a red box and contains a 'Reason' dropdown menu with 'UKVI' selected. Below the dropdown is a 'Comments' text area. At the bottom, there are sections for 'Legislative information' and 'Additional information'.

7. If desired, enter additional information into the **Comments** field and/or upload any relevant documents to the **Attachments** section.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Open ended

Estimated End Date

Projected Balance 0 Hours
As-of

Details

Reason UKVI

Comments

Legislative information

Additional information

8. Click the **Submit** button in the banner to create the record which appears in the employee’s list of absences with the status “Completed.”

Note: Clicking **Save and Close** will not submit the absence, ensure you are selecting **Submit** to complete the process in full.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save **Submit**

Open ended

Estimated End Date

Projected Balance 0 Hours
As-of

Details

Reason UKVI

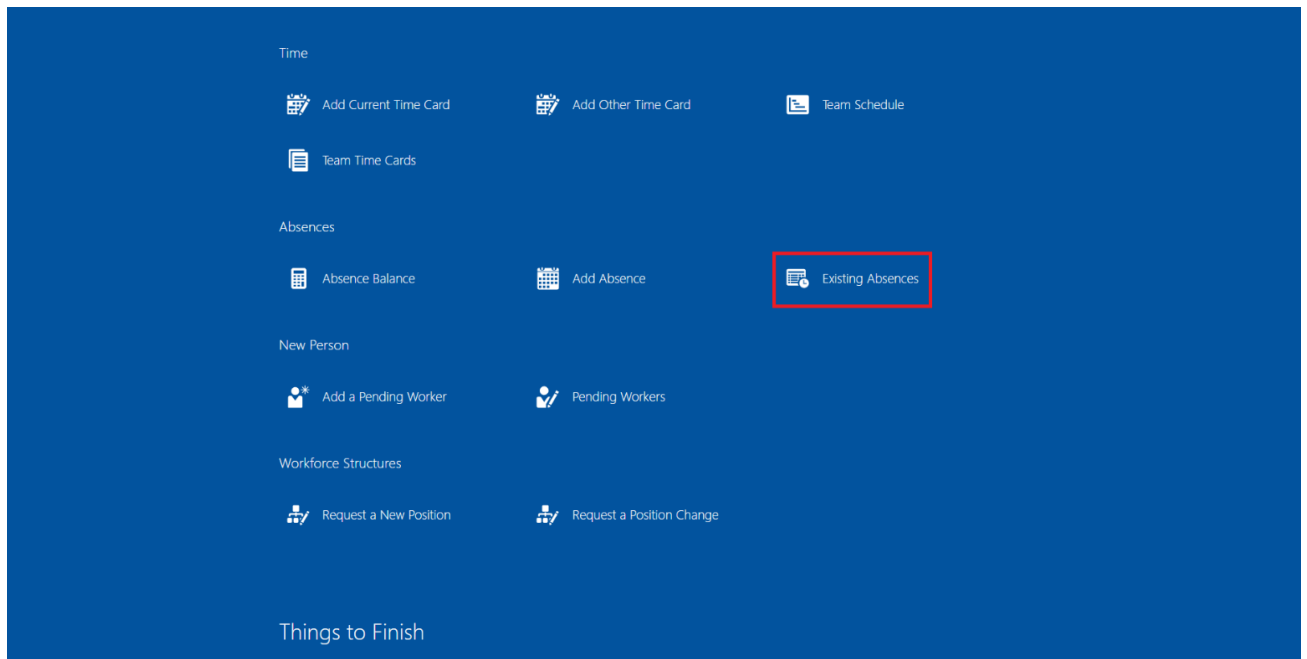
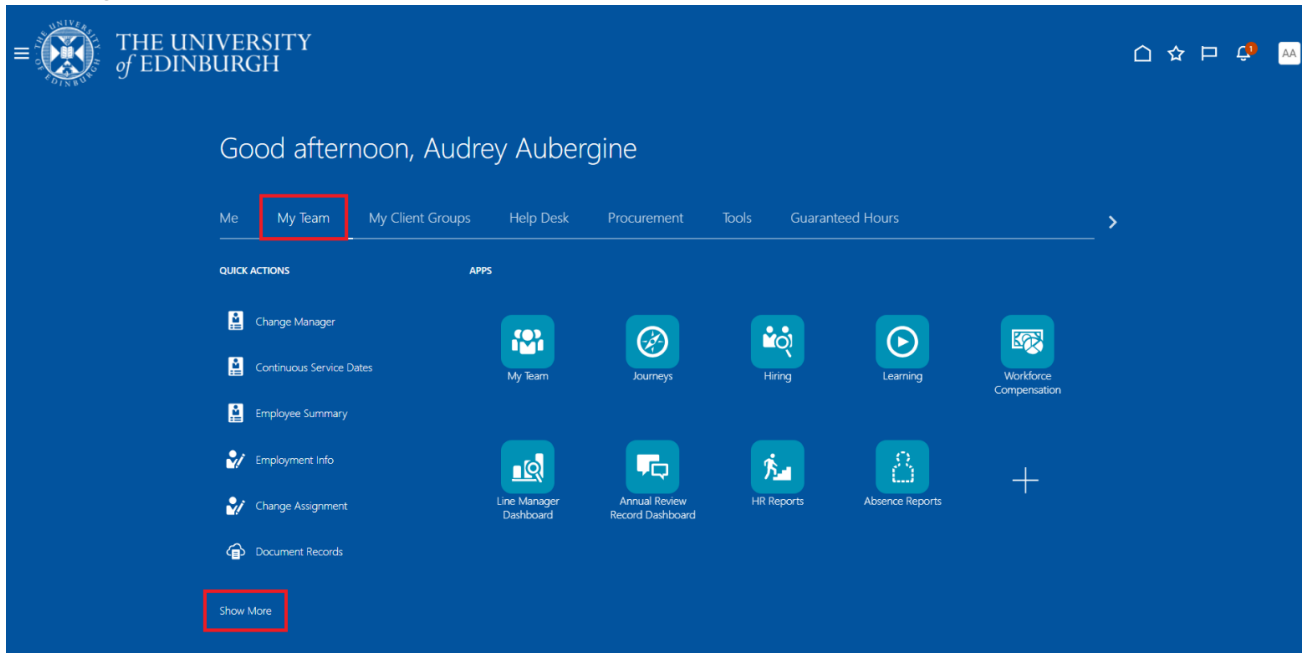
Comments

Legislative information

Additional information

Cancelling Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



- Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
	Domestic Team Leader			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU12
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU16
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU15
	Domestic Team Supervisor			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU17
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU11
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12

- In the employee's **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to cancel.

Note: if you change the **Date** filter, you must enter a start date **and** an end date.

BB Existing Absences
Bertie Beetroot

Search by type

Date 26/11/2024 X Status Clear (1)

Graphic Designer	7 Hours		
Partner Birth	28/10/2025 - 31/11/2025 7 Calendar Days	Scheduled	
Other Paid Leave Graphic Designer	15/10/2025 - 16/10/2025 14 Hours	Withdrawn	
Annual Leave Graphic Designer	11/06/2025 - 11/06/2025 7 Hours	Withdrawn	
Sickness	4/06/2025 - Open Ended 0 Calendar Days	Scheduled	
Emergency Time off for Dependants Graphic Designer	29/05/2025 - 29/05/2025 7 Hours	Scheduled	
Emergency Time off for Dependants Graphic Designer	28/05/2025 - 28/05/2025 7 Hours	Withdrawn	

4. To remove the absence click on the **Withdraw** button at the top of the page.

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HH Edit Absence
Hilary Haricot-Bean

Cancel Withdraw Submit

Absence Type: Annual Leave
Personal Job Title: Domestic Assistant

Absence Type Balance: 0 Hours

Dates
Start Date: 30/12/2025
End Date: 30/12/2025
Start Date Duration: 5.00

Duration: 5 Hours
Show individual dates

5. The employee's **Existing Absences** page is opened and the cancelled absence is displayed with the status "Withdrawn".

6. Within the **Existing Absences** screen, you can click on the **Add Absence** button under the search bar to create a new absence if required.

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HH Existing Absences
Hilary Haricot-Bean

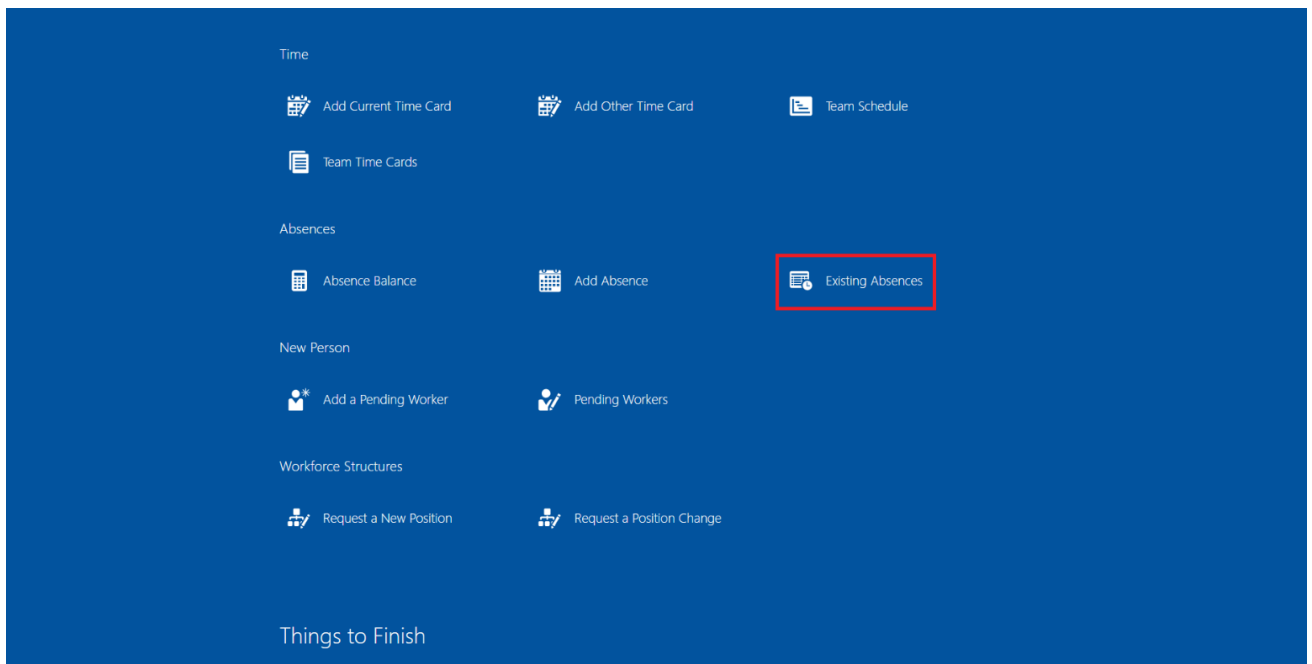
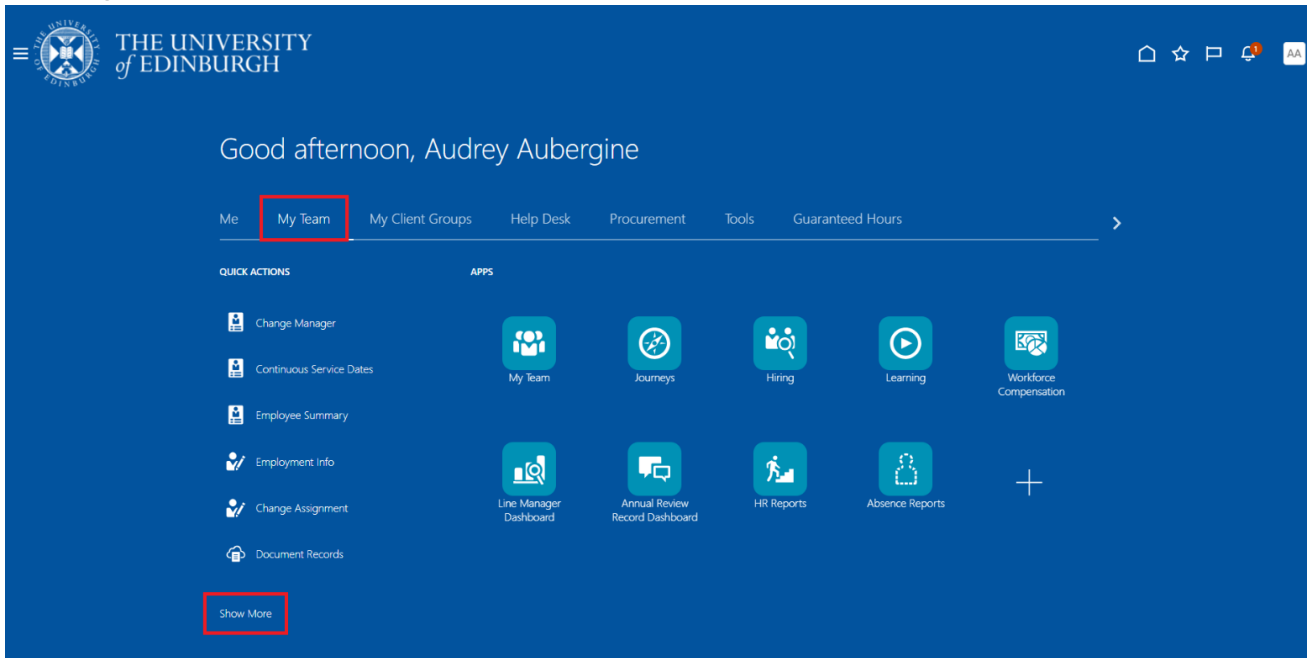
Search by type

Date 3/12/2024 X Status Clear (1)

Absence Type	Dates	Status	Action
Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 3 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	

Amending Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



- Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
	Domestic Team Leader			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU12
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU16
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU15
	Domestic Team Supervisor			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU17
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU11
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12

- In the employee's **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to cancel.

Note: if you change the **Date** filter, you must enter a start date **and** an end date.

BB Existing Absences
Bertie Beetroot

Search by type

Date 26/11/2024 X Status Clear (1)

Graphic Designer	7 Hours			
Partner Birth	28/10/2025 - 3/11/2025 7 Calendar Days		Scheduled	
Other Paid Leave Graphic Designer	15/10/2025 - 16/10/2025 14 Hours		Withdrawn	
Annual Leave Graphic Designer	11/06/2025 - 11/06/2025 7 Hours		Withdrawn	
Sickness	4/06/2025 - Open Ended 0 Calendar Days		Scheduled	
Emergency Time off for Dependants Graphic Designer	29/05/2025 - 29/05/2025 7 Hours		Scheduled	
Emergency Time off for Dependants Graphic Designer	28/05/2025 - 28/05/2025 7 Hours		Withdrawn	

4. In the **Dates** section click on the calendar icon to amend the **Start Date** and/or **End Date**. The **Start and End Date Duration** fields may also be amended if required.

The screenshot shows the 'Edit Absence' form for Hilary Haricot-Bean. The 'Absence Type' is 'Annual Leave' and the 'Personal Job Title' is 'Domestic Assistant-2'. The 'Absence Type Balance' is '0 Hours'. The 'Dates' section is highlighted with a red box and contains four input fields: 'Start Date' (13/10/2025), 'Start Date Duration' (3.00), 'End Date' (17/10/2025), and 'End Date Duration' (3.00). Below this, the 'Duration' is '15 Hours' and there is a 'Show individual dates' toggle which is currently turned off. At the bottom, the 'Projected Balance' is '0 Hours' as of 17/10/2025, with a 'Calculate' button.

5. If the absence is for longer than a day, the hours for each day can be amended by clicking on the **Show individual dates toggle** and the **pencil icon** next to the date/hours you would like to amend.

The screenshot shows the 'Edit Absence' form with the 'Show individual dates' toggle turned on, highlighted with a red box. Below this, the 'Duration' is '15 Hours' for the period '13/10/2025 - 17/10/2025'. There is an '+ Add' button. A list of dates is shown, each with 'Domestic Assistant-2' as the job title and '3 Hours' as the duration. The first entry, '13/10/2025', has a pencil icon next to it, which is highlighted with a red box. The other entries are '14/10/2025', '15/10/2025', '16/10/2025', and '17/10/2025', each with a pencil icon.

6. If the type of leave you are amending is **Annual Leave**, there will be a **Projected Balance** field under the **Show individual dates toggle**. This field only shows you what the employee's 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 Edit Absence
Carron Cauliflower

Cancel Withdraw Submit

Absence Type Balance
14 Hours

Dates

Start Date
25/12/2024

Start Date Duration
7.00

End Date
25/12/2024

Duration
7 Hours

Show individual dates

Projected Balance
As-of 25/12/2024 0 Hours
[Calculate](#)

Details

Comments

Attachments

7. If required, enter or amend additional information in the **Comments** field and/or upload any relevant documentation to the **Attachments** section.

HH New Absence
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Show individual dates

Projected Balance
As-of 0 Hours

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

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

Note: Clicking **Save and Close** or **Save** will not submit complete the request, instead, the request will be saved as a draft in **Existing Absences** page ready for you to amend later.

HH **Edit Absence**
Hilary Haricot-Bean

Cancel Withdraw **Submit**

Show individual dates

Projected Balance 0 Hours
As-of 17/10/2025 [Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

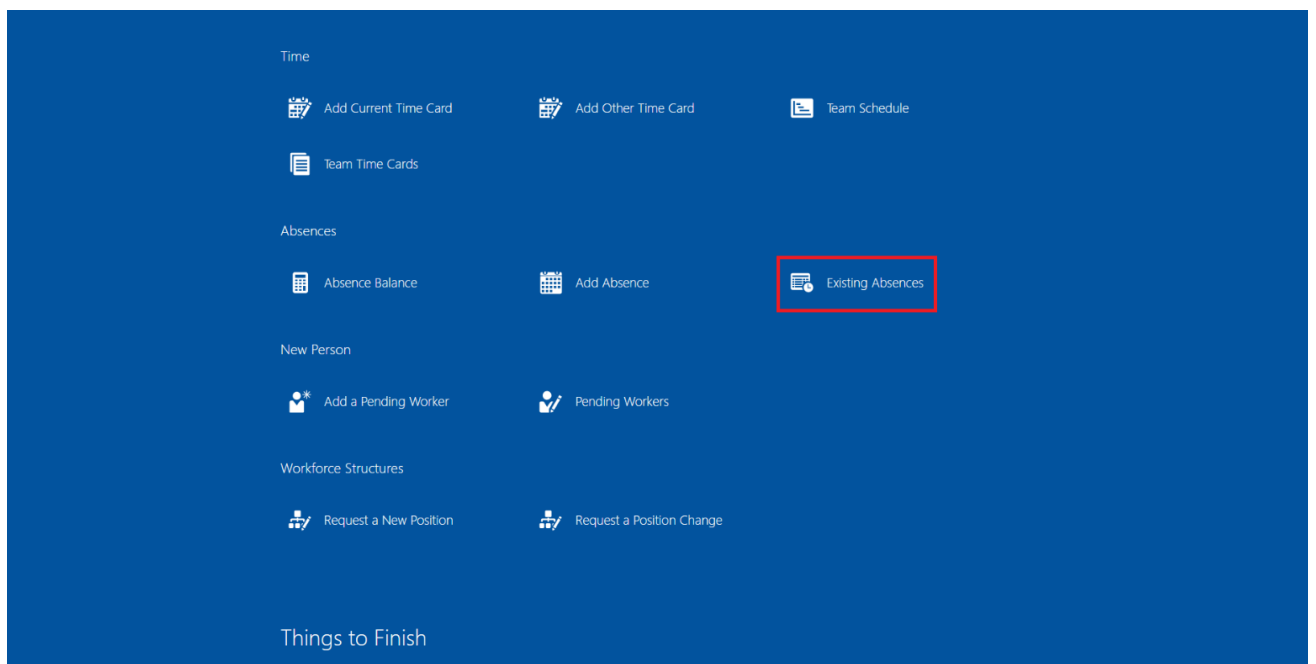
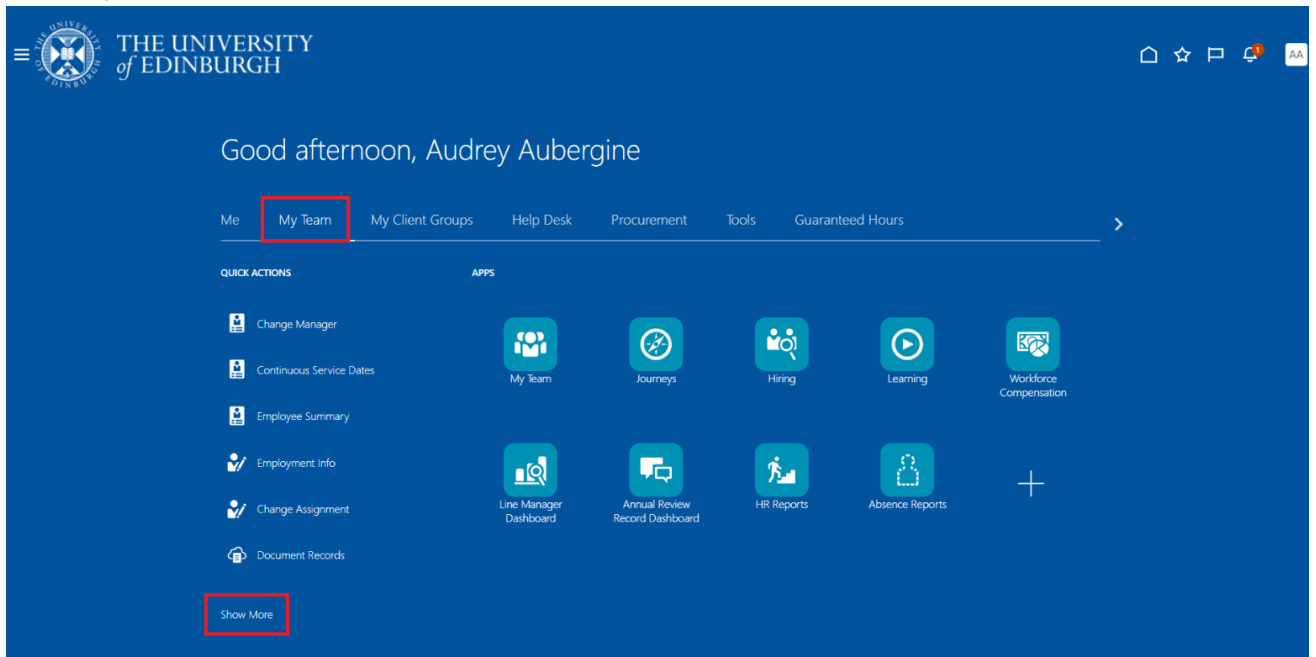
Legislative information

Additional information

When you amend an absence record on behalf of an employee, it is automatically approved and you will not receive a notification.

Ending an Open Absence on behalf of an Employee

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
	Domestic Team Leader			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU12
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU16
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU15
	Domestic Team Supervisor			Active - Payroll Eligible	Employee	@ed.ac.uk-DNU17
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU11
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12

3. Find the Open Ended absence you would like to end and click on the **pencil icon** next to it.

Note: if you change the **Date** filter, you must enter a start date **and** an end date.

Existing Absences
Bertie Beetroot

Search by type

Date 26/11/2024 X Status Clear (1)

Graphic Designer	7 Hours		
Partner Birth	28/10/2025 - 3/11/2025 7 Calendar Days	Scheduled	
Other Paid Leave Graphic Designer	15/10/2025 - 16/10/2025 14 Hours	Withdrawn	
Annual Leave Graphic Designer	11/06/2025 - 11/06/2025 7 Hours	Withdrawn	
Sickness	4/06/2025 - Open Ended 0 Calendar Days	Scheduled	
Emergency Time off for Dependants Graphic Designer	29/05/2025 - 29/05/2025 7 Hours	Scheduled	
Emergency Time off for Dependants Graphic Designer	28/05/2025 - 28/05/2025 7 Hours	Withdrawn	
Annual Leave	11/06/2025 - 11/06/2025		

4. Click on the **Open ended toggle**. This will enable the **End Date** field.

BB **Edit Absence**
Bertie Beetroot

Cancel Withdraw Submit

Absence Type
Sickness

Dates

Start Date
4/06/2025

Start Date Duration
Full day

Open ended

Estimated End Date

Details

5. Click on the calendar icon in the **End Date** field and select the absence end date. Then click the **Submit** button at the top of the page.

BB **Edit Absence**
Bertie Beetroot

Cancel Withdraw **Submit**

Start Date Duration
Full day

End Date
4/06/2025

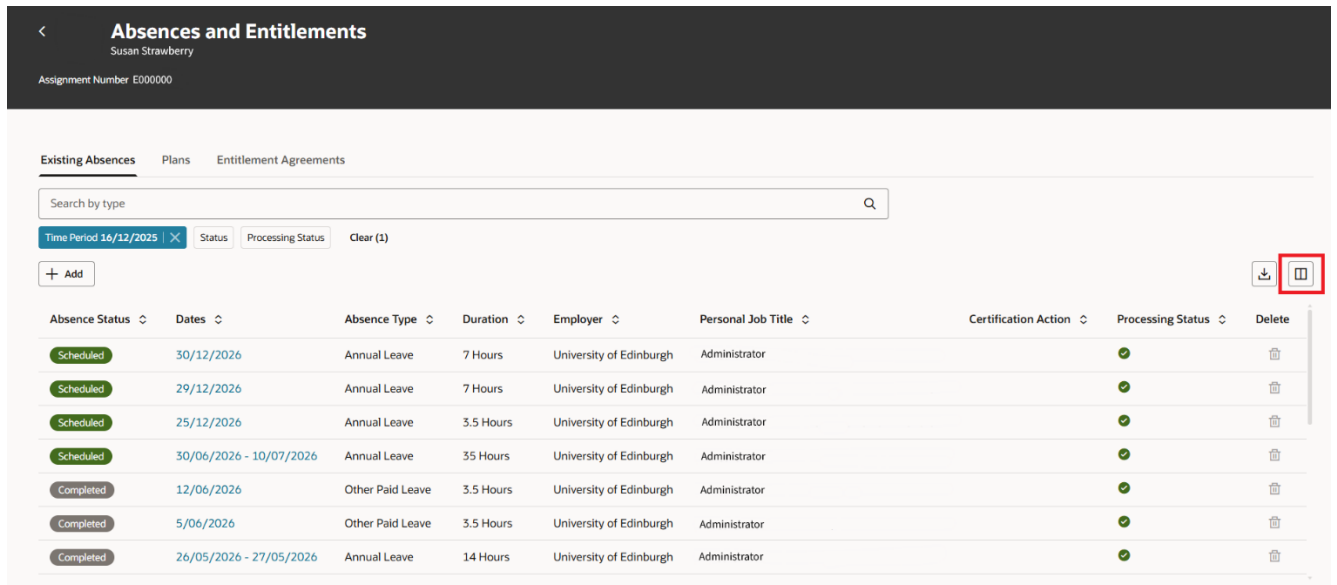
Duration
1 Calendar Days

Details

When you amend an absence record on behalf of an employee, it is automatically approved and you will not receive a notification.

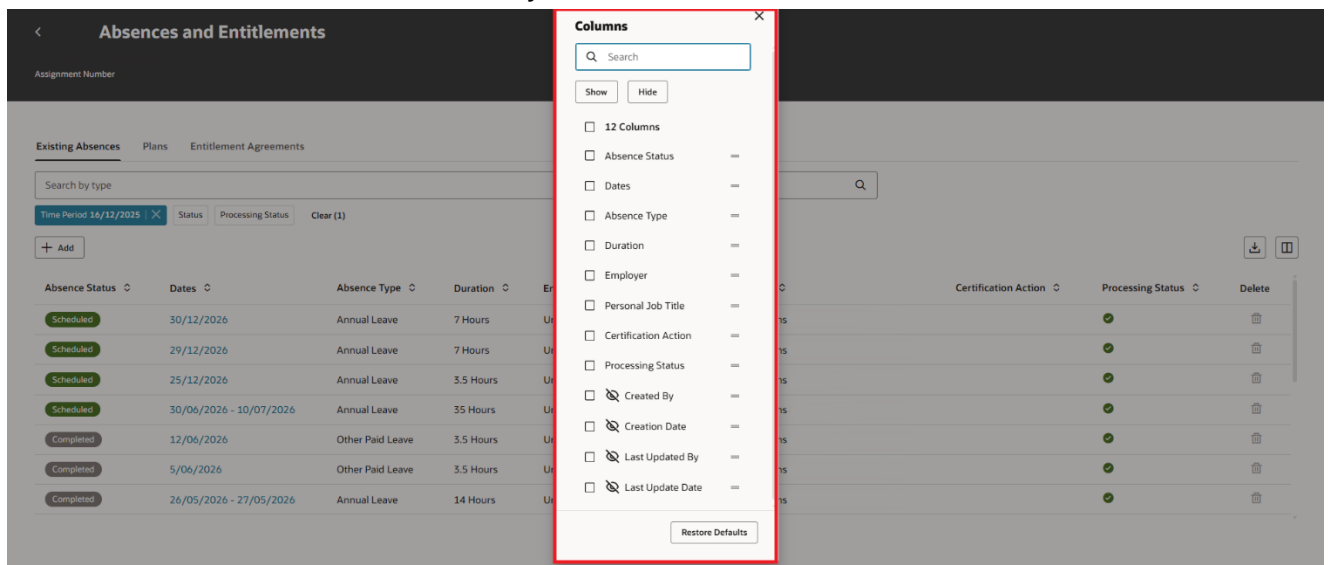
How to Add/Amend Columns in Absences and Entitlements Screen

1. While viewing an employee's absence record, click on the **Columns** icon.

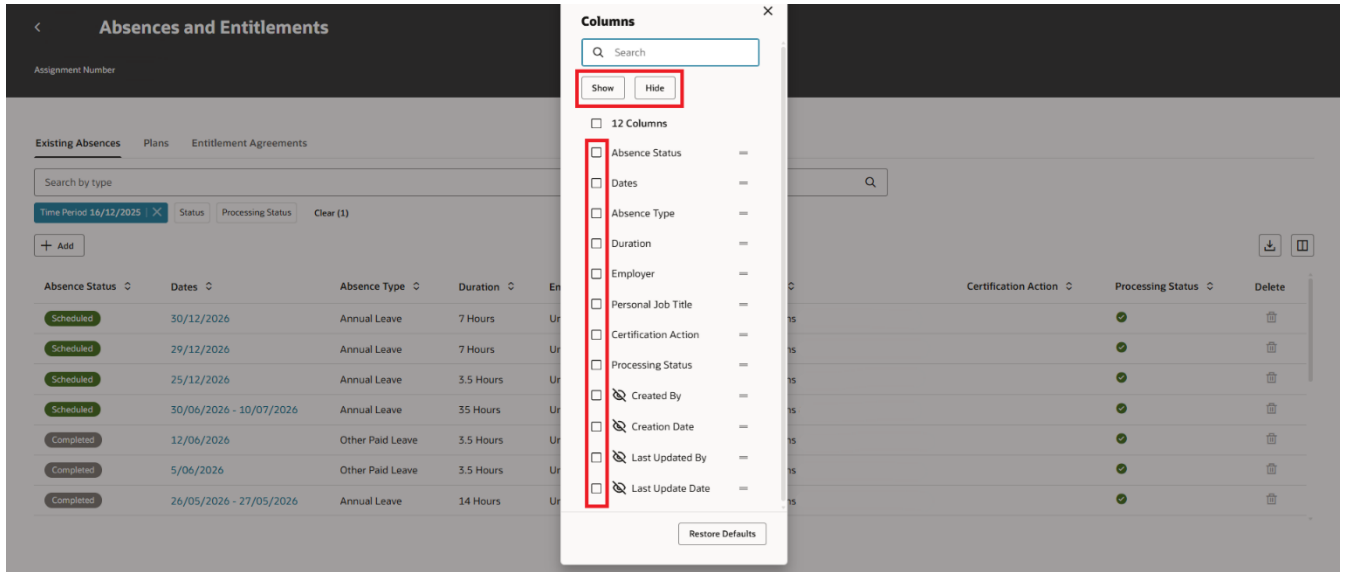


2. A list will appear which shows you all of the columns available to choose from.

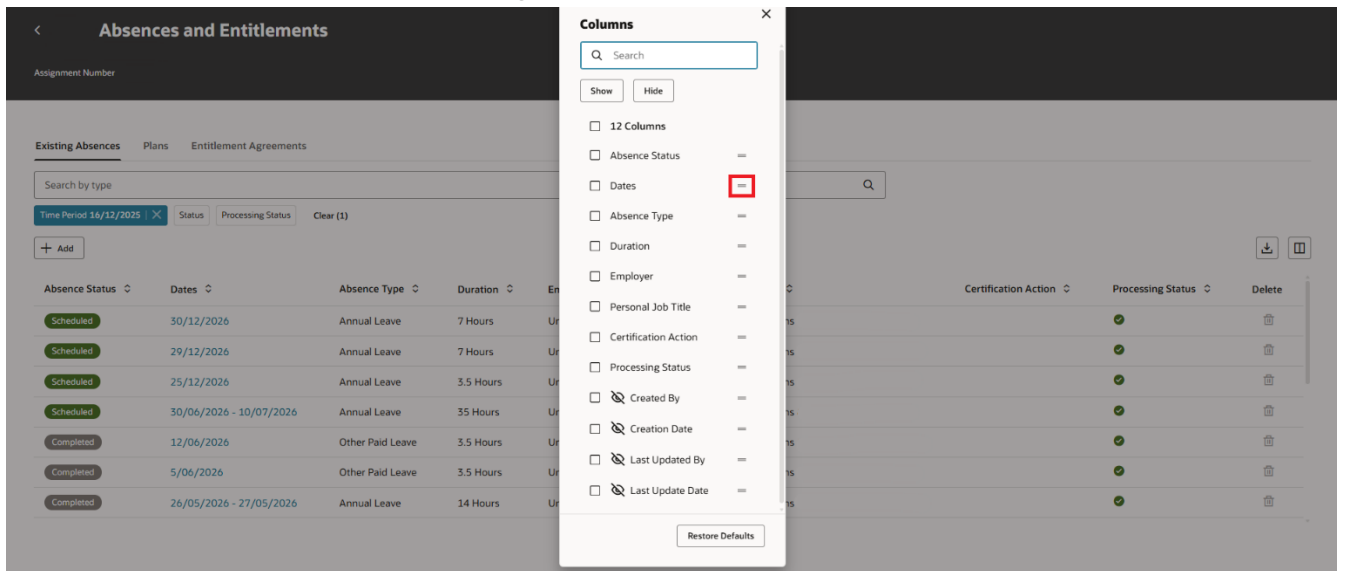
Columns with the  icon are currently hidden.



3. Select the columns you wish you show/hide, then select either the **Show** or **Hide** button.



4. If you want to change the order of the columns, click and hold on the two lines next to the name of the column you want to move and drag to your desired location.



5. Once you click on the cross to close the list, your new changes will be applied.

The screenshot shows the 'Absences and Entitlements' application interface. A modal window titled 'Columns' is open, allowing users to customize the columns displayed in the table. The modal includes a search bar, 'Show' and 'Hide' buttons, and a list of columns with checkboxes and minus signs to toggle their visibility. The background shows a table with columns for Absence Status, Dates, Absence Type, Duration, and Entitlement. The table contains several rows of absence records with various statuses like 'Scheduled' and 'Completed'.

Columns	Visible
12 Columns	<input type="checkbox"/>
Absence Status	<input type="checkbox"/>
Dates	<input type="checkbox"/>
Absence Type	<input type="checkbox"/>
Duration	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Personal Job Title	<input type="checkbox"/>
Certification Action	<input type="checkbox"/>
Processing Status	<input type="checkbox"/>
Created By	<input checked="" type="checkbox"/>
Creation Date	<input checked="" type="checkbox"/>
Last Updated By	<input checked="" type="checkbox"/>
Last Update Date	<input checked="" type="checkbox"/>

Appendix

Appendix 1 – Leave and Absence Types

Please refer to the [Leave and absence options](#) webpage for when the absence type should be used, links to policy and further guidance. The table below highlights the absence types that can be selected as a Line Manager.

Absence Type	Reason (if applicable)
Emergency Time off for Dependants	
Leave	
Maternity	
Other Paid Leave	Academic/Sabbatical Adoption Appointment Antenatal Appointment Antenatal Appointment - partner Antenatal Appointment – personal CPD Delegate CPD Speaker Conference/Seminar Personal Health and Welfare Appointment Study Leave TOIL Training/Training Course
Parental Bereavement	<p>Not to be confused with Bereavement Leave (paid leave for the loss of an immediate family member). Parental Bereavement leave type should be used for the loss of a child up to the age of 18 years.</p> <p>Please review the Absence and Leave Options webpage and the Special Leave Policy for circumstances when this reason should be used.</p> <p>Bereavement leave can be selected under Special Paid Leave</p>
Partner Adoption	
Partner Birth	
Phased Return	
Sickness	Select a value from the dropdown menu in people and Money to record the sickness reason.

Special Paid Leave	<p>Army Reserves/Volunteer Reserve Forces</p> <p>Bereavement Leave</p> <p>Compassionate Leave</p> <p>Emergency Domestic Situations</p> <p>Fertility treatment</p> <p>Funeral</p> <p>Jury Service</p> <p>Police Statement</p> <p>Voluntary Public Service/Leave for public duties</p> <p>Volunteering Activities</p> <p>Witness at Court</p>
Surrogacy and Adoption	
Unauthorised Leave	UKVI – select this for a sponsored worker
Unpaid Leave	<p>Academic/Sabbatical</p> <p>Army reserves/Volunteer Reserve Forces</p> <p>Authorised Absence</p> <p>Campaigning for Election to Parliament</p> <p>Carers Leave</p> <p>Compassionate Leave</p> <p>Emergency Time off for Dependents</p> <p>Extend Unpaid Leave</p> <p>Representing your Country</p> <p>Unauthorised Absence</p> <p>Voluntary Public Service/Leave for Public Duties</p>
Unpaid Parental Leave	

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. Combined with P&M Guide – ‘How to record unauthorised absence’ and ‘How to view and approve or reject leave requests’.	ME
2.1	21 July 2025	Additional guidance for the Date filter within the Existing Absences screen.	ME
2.2	22 June 2026	Updated to reflect changes from qtly update 26B.	HH

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.