

People and Money system

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

Employee Guide- How to Request, Cancel and Amend Annual Leave

Employee

Estimated time to complete: 2 minutes

Before you begin:

Read the Guide to Annual Leave.

If you hold multiple assignments, please refer to the user guide titled <u>'Employee Guide:</u> <u>How to request annual leave as a multiple assignment holder'.</u>

It is your responsibility to check that your annual leave balance is accurate and to speak to your line manager (or school/department administrator) if you think it is incorrect. Before querying anything, it is important to make sure that all annual leave dates have been entered on the system.

The <u>Annual Leave Policy</u> states you can't carry over a negative leave balance into the following year, i.e., you can't borrow leave from the next year's allowance. The system is set up to prevent anyone going into a negative balance and will show an error where this occurs.

If you have any questions about your annual leave balance please speak to your line manager or school/department administrator.

In Brief...

Requesting annual leave:

- 1. From the Home page, select the **Navigator** menu on the top left icon
- 2. Open the **Me** section, then select **Time and Absences**
- **3.** Select **Absence Balance** to check that you have enough leave remaining for the year before applying for more leave.

Note: Here you can select your Balance As-of Date as Current date or Last Calculation date (until the end of the year including pre-booked holidays such as Christmas holidays), the system defaults to Last Calculation date view.

- 4. Press **Back** and select **Team Schedule** to check department availability to check that your leave does not clash with that of other team members' where possible.
- 5. Press **Back** again and select **Add Absence**
- 6. Select the absence **Type** from drop down, and for booking annual leave, select **Leave.**
- 7. Enter the **Start Date** and **End Date**, ensuring that the **Absence Duration** correctly reflects the total number of hours of your absence at the rate of 7 working hours per day

Note: If the calculated Absence Duration is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments.

- 8. Then, press **Submit**
- 9. If you hold multiple assignments, you can book leave for select assignments:
 - a. Follow steps 1 & 2 and then select Add Absence
 - b. Select the Absence Type as Leave
 - c. In the When section, select Edit Entries _____, then Add _____
 - d. Select the Date and Assignment as appropriate
 - e. Then click **OK** or

Note: If you hold multiple assignments and want to apply leave to all assignments, just enter the dates on the first screen without selecting Edit Entries (please refer the user guide titled 'Employee Guide: How to request annual leave as a multiple assignment holder'_

10. If you hold multiple assignments and accidentally booked leave for all assignments, you can edit your leave request:

a. Go to Existing Absences

- b. Click on the **Pencil icon** / next to the assignment you don't want the absence record against
- a. Click on Edit Entries
- b. Then select **Delete** against each entry

11. Add any **Comments and Attachments** to the leave request and **Submit**.

For detailed guidance, see the <u>next section</u>.

Amending annual leave:

- 1. From the Home page, select the **Navigator** menu on the top left icon.
- 2. Open the Me section, then select Time and Absences
- 3. Select **Existing Absences** and click on the **Edit** *i*con next to the leave request you would like to amend

Note: To quickly find the absence you're looking for, **enter the type or status** of the absence into the keyword search bar on the absence page.

4. If the type of leave you're applying for is the same and you only wish to amend the dates, enter the new Start Date and End Date, ensuring that the Absence Duration correctly reflects the total number of hours of your absence at the rate of 7 working hours per day

Note: If the calculated Absence Duration is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments.

- 5. If the type of leave you're applying for is different to the original leave, Delete Delete the original absence and re-apply for the new leave as per the section above
- 6. If you hold multiple assignments, ensure you're requesting leave for the right assignment:
 - a. Go to Existing Absences
 - b. Click on the **Pencil icon** / next to the assignment you don't want the absence record against
 - c. Click on Edit Entries
 - d. Then select **Delete** against each entry

Note: please refer the user guide titled 'Employee Guide: How to request annual leave as a multiple assignment holder'

 Add any additional Comments and Attachments to the original leave request and Submit Submit. For detailed guidance, see the <u>next section</u>.

Cancelling annual leave:

- 1. From the Home page, select the **Navigator** menu on the top left icon.
- 2. Open the **Me** section, then select **Time and Absences**
- 3. Select **Existing Absences** and click on the **Edit** *i*con next to the leave request you would like to cancel
- 4. Click on **Delete** on the top bar. You see that the status against that leave request will say 'Withdrawn'.

Note: Past annual leave requests can only be deleted by your Line Manager.

For detailed guidance, see the <u>next section</u>.

In Detail...

Requesting annual leave:

- 1. From the Home page, select the **Navigator** menu on the top left icon.
- 2. Open the **Me** section, then select **Time and Absences**
- 3. Select **Absence Balance** to check that you have enough leave remaining for the year before applying for more leave

	= THE UI	NIVERSITY NBURGH					ଜ	☆	P	ø	AM ~
		ence Balance ^{a Massey}							[Actions	15 🔻
		Plan Balances									
		UoE Annual Leave			Balance As-of Date	Current date	ř				
		UOE Annuai Leave		L		Last calculation date					
DMAGOA											
PM1091											

$\equiv \int_{0}^{0} \int_$	IVERSITY BURGH		đ	n 🕁	P	ţ 9	AM ~
C Time and Abser	nces						
		AM Annika Massey					
	Current Time Card Open your current time card.	Existing Time Cards Access all of your time cards.	Request Time Change Send a request to change your worked time.				
	Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests				
	Cash Disbursements	Calendar	Team Schedule				

Note: Here you can select your **Balance As-of Date** as **Current date** or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be Last Calculation Date.

4. Press **Back** and select **Team Schedule** to check department availability to check that your leave does not clash with that of other team members' where possible.

C Time and Absen	lices		
		Emerson Green	
•	Current Time Card	Existing Time Cards	Request Time Change Send a request to change your worked time.
(Add Absence	Absence Balance	Existing Absences View, change or withdraw existing absence requests
(Cash Disbursements	Donations	Calendar
[Sell a portion of your plan balance.	Donate a portion of your plan balance to a coworker.	View your shifts, absences, and public holidays.
	View your team's shifts and absences.		

5. Press Back again and select Add Absence

<	Time and Abs	ences	;		
				AM Annika Massey	
		₿	Current Time Card Open your current time card.	Existing Time Cards Access all of your time cards.	Request Time Change Send a request to change your worked time.
			Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests
			Cash Disbursements Sell a portion of your plan balance.	Calendar View your shifts, absences, and public holidays.	Team Schedule View your team's shifts and absences.

6. Select the absence **Type** from drop down, and for booking annual leave, select **Leave**

$= \underbrace{\text{THE UNIVERSITY}}_{of EDINBURGH}$	ଜ	\$ F	> 🅬	AM ~
Add Absence Annika Massey	Save and Close	Sub <u>m</u> it	<u>C</u> anc	el
Type Select a value Select a value Legisla Tutstrial Action Viter Paid Leave Additic Special Paid Leave				

7. Enter the **Start Date** and **End Date**, ensuring that the **Absence Duration** correctly reflects the total number of hours of your absence at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day)

Add A Annika M		Save and Close Submit Cancel
	"Type Leave V	Absence Type Balance -8.7 Hours
	When	Edit Entries
		Hours
	dd/mm/yyyy to Hours	Projected Balance Calculate
	Details	
	Comments and Attachments	
	Comments	

Note: If the calculated Absence Duration is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments.

- 8. Then, press Submit
- 9. If you hold multiple assignments, you can book leave for select assignments:
 - a. Follow steps 1 & 2 and then select Add Absence
 - b. Select the Absence Type as Leave
 - c. In the When section, select Edit Entries

= of EDI	INIVERSITY NBURGH			â 💠 🏱 😕 😡						
EG Add Abs					Save and Close	Sub <u>m</u> it <u>C</u> ancel				
	*Type Leave		~							
					Absence Type Balance 96.8 Hours					
	When				Edit Entries					
	*Start Date and Dura	tion		Absence Duration						
	dd/mm/yyyy	to	A Hours	0 Hours						
	*End Date and Durat	ion	Hours							
					Projected Balance Calculate					
	Details									

d. Then select Add

= THE U	INIVERSITY NBURGH	â	\$ P 🦻 🚳~
EG Add Abs		Save and Close	Submit Cancel
	*Type Leave v		
		Absence Type Balance 96.8 Hours	
	When	+ Add	
	There's nothing here so far.		
	Details		
	Comments and Attachments		
	Comments		

c. Select the Date and Assignment as appropriate

EG Add Abs				Save and Close	Sub <u>m</u> it	<u>C</u> ancel
	*Type Leave	~		Absence Type Balance 96.8 Hours		
	When Duration in Hours			OK <u>Cancel</u>		
	*Date dd/mm/yyyy Assignment Select a value	*	Absence Duration 0 Hours			
	Total Absence Duration			O Projected Balance Calculate		
	Details					
	Comments and Attachments					

d. Then click OK

Note: If you hold multiple assignments and want to apply leave to all assignments, just enter the dates on the first screen without selecting Edit Entries.

- 10. If you hold multiple assignments, ensure you're requesting leave for the right assignment:
 - a. Go to Existing Absences

<	Time and Abs	ences			
			LC Lola Cowan		
		Current Time Card	Existing Time Cards Access all of your time cards.	Send a request to change your worked time.	
		Add Absence Request an absence and submi approval	t for Review current plan balances absences taken or requested	Ind Existing Absences View, change or withdraw existing absence requests	
		Calendar View your shifts, absences, and holidays.	public Team Schedule View your team's shifts and al	sences.	_

b. Click on the **Pencil icon** next to the assignment you don't want the absence record against

= THE U	NIVERSITY NBURGH				ଜ	☆	P	ø	LC ~
< LC Exis	ting Absences ^{Cowan}								
-									
	Absences				+ Add				
	Last 6 months V			Sort By Date	~				
	Leave: 42 Hours 16/09/2020 - 18/09/2020	Aw	waiting approval		1				

c. Select **Edit Entries**, then click on the pencil icon against the individual entry you would like to edit/delete

= THE U	NIVERSITY NBURGH	☆ ☆ ♥ 🥬 🗤
LC Edit Abs	ence	Delete Sub <u>m</u> it Cancel
•	"Type Leave	
	When	Edit Entries
	*Start Date and Duration Absence Duration 16/09/2020 Image: Comparison of the state of the	
		Projected Balance Calculate
	Details	
	Comments and Attachments	

- d. Select Delete against each entry
- 11. Add any **Comments and Attachments** to the original leave request and **Submit**.

Add Abse Annika Massey		Save and	d Close	Sub <u>m</u> it	Cancel
		Projected Balance	Calculate		
	Details				
	Comments and Attachments Comments Attachments Attachments Drag files here or click to add attachment v				
	Legislative Information				

Note: Especially while applying for **half day leave**, mention in the comments what **time** you would like to apply leave for.

Be aware that by selecting **Save and Close** instead of **Submit** at this stage the request is <u>not</u> submitted to your Line Manager but instead it will show in the **Existing Absences page** as **Saved**.

$\equiv \int_{0}^{\infty} \int_{0}^{0} \int_$	INIVERSITY NBURGH				â	\$ P	۵	СВ~
	sting Absences ^{e Benitez}							
6								
	Absences			+ Ad	dd			
	Last 6 months v							
	Search by type or status		Sort By Date	9	\sim			
	Maternity: 238 Calendar Days 9/06/2021 - 1/02/2022	Scheduled						
	Leave: 7 Hours 12/01/2021 - 12/01/2021 Undergraduate Medicine - Year Coordinator	Saved			/			
	L							

If you would like to complete the request simply click the pencil icon to the right of the saved request. You can then edit the absence, **Submit** will confirm the request with your Line Manager as normal or **Delete** will remove it completely.

= June of EDIN	INIVERSITY NBURGH			ĥ	\$ P \$ @~
CB Edit Abs				Delete <u>S</u> ave and Close	Sub <u>m</u> it <u>C</u> ancel
	*Type Leave *Personal Job Title Undergraduate	Medicine - Year Coordinator	(Current)		
	When			Edit Entries	
	*Start Date and Duration	7 Hours	Absence Duration		
	12/01/2021	7 Hours	7 Hours		
	12/01/2021				
				Projected Balance Calculate	
	Details				

Amending annual leave:

1. From the Home page, select the **Navigator** menu on the top left icon.

IE UNIVE Edinbuf	ERSITY RGH						ſ	ົ	☆	P	ņ	AM ~
Go	od afterr	noon, Annika	a Massey!									
Me	My Team	My Client Groups	Benefits Administra	tion Sales	Service	Help Desk	Tools	>				
QUICK AC	TIONS	APPS										
*	Personal Details			<u>* 1</u>	E	Â						
	Document Records			Onboarding	Checklist Tasks	Pay						
.	Identification Info					_						
\bowtie	Contact Info		B	1¥		\mathbf{E}						
² ² ¹ ² ¹ ²	Family and Emergency	/ Contacts	Time and Absences	Career and Performance	Personal Information	Learning						
4	Public Info											
£	Change Photo		Learning	Benefits	Current Jobs	A Wellness						

2. Open the Me section, then select Time and Absences

←		Show More	2					
Home								
Ме			^			ជា ជា	P 🗘	AM~
Directory	இந்து Onboarding	Checklist Tasks						
Day Pay	L Time and Absences	ကြို Career and Performance						
Personal Information	D Learning	▷ Learning						
Benefits	Current Jobs	& Wellness						
Personal Brand	ent Volunteering	Web Clock	ation Sales	Service He	lp Desk Tools	>		
$\begin{bmatrix} \hat{\underline{o}} \\ \vdots \\ \vdots \end{bmatrix}$ Roles and Delegations								
My Team			^					
H My Team	ஸ்ஜீ Onboarding	ငိုထို၊ Hiring	<u>末</u> 末					
Talent Review	ලිළු Users and Roles	New Person			<u></u>			
09 Workforce Modeling	Workforce Predictions		Onboarding	Checklist Tasks	Pay			
My Client Groups			~					
Benefits Administration			▲ ①		\mathbf{E}			
Sales			Career and	Personal	Learning			
Service			✓ Performance	Information				
Help Desk			×					
Tools			 ✓ 	D	3			
Others			✓ Benefits	Current Jobs	Wellness			

3. Select **Existing Absences** and click on the **Edit** icon next to the leave request you would like to amend

C Time and Absences	5			
		AM Annika Massey		
•	Current Time Card Open your current time card.	Existing Time Cards Access all of your time cards.	Request Time Change Send a request to change your worked time.	
۲	Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests	
	Cash Disbursements Sell a portion of your plan balance.	Calendar View your shifts, absences, and public holidays.	Team Schedule View your team's shifts and absences.	

Note: To quickly find the absence you're looking for, **enter the type or status** of the absence into the keyword search bar on the absence page.

$= \underbrace{THE UNIVERSITY}_{of EDINBURGH}$			ĥ	i ☆	P	C	AW ~
K AW Existing Absence	es						
Absences			+ Add				
Last 6 months Search by type or st	atus Q		Sort By Date ~				
Leave: 6 Hours 24/12/2020 - 24/	12/2020	Scheduled	/				
Leave: 32.5 Hours 7/09/2020 - 11/0		Completed	/				
Leave: 3 Hours 4/09/2020 - 4/09	/2020	Completed	/				

4. If the type of leave you're applying for is the same and you only wish to amend the dates, enter the new Start Date and End Date, ensuring that the Absence Duration correctly reflects the total number of hours of your absence at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day)

$\equiv \int_{0}^{\infty} \int_{0}^{0} \int_$	NIVERSITY NBURGH		ŵ	☆ F [<mark>™</mark> ~
AW Edit Abs	ence		Dolete	Sub <u>m</u> it <u>Cancel</u>
	"Type Leave "Personal Job Title HR Co-ordinator (Current)			
	When		Edit Entries	
	*Start Date and Duration 24/12/2020 1 24 Hours *End Date and Duration 24/12/2020 1 24	Absence Duration 6 Hours		
			Projected Balance Calculate	
	Details			

Note: If the calculated Absence Duration is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments. For example, below is applying for three days of annual leave from 1618 September but her Absence Duration shows up as 42 hours instead of 21 hours (as the work pattern dictates 7 working hours per day).

5. **If the type of leave you're applying for is different** to the original leave, **Delete** the original absence and re-apply for the new leave as per the section above

= THE U	NIVERSITY NBURGH				☆ ♥ (<mark>™</mark> Aw)~
AW Edit Abs	ence			Delete	Sub <u>m</u> it Cancel
	*Type Leave *Personal Job Title HR Co-ordinato	r (Current)			
	When			Edit Entries	
	Start Date and Duration 24/12/2020 (*End Date and Duration 24/12/2020 (*	24 Hours	Absence Duration 6 Hours		
				Projected Balance Calculate	
	Details				

- 6. If you hold multiple assignments, ensure you're requesting leave for the right assignment:
 - a. Go to Existing Absences

C Time and Abser	nces			
		LC Lola Cowan		
	Current Time Card Open your current time card.	Existing Time Cards Access all of your time cards.	Request Time Change Send a request to change your worked time.	
	Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests	
	Calendar View your shifts, absences, and public holidays.	Team Schedule View your team's shifts and absences.		

b. Click on the **Pencil icon** next to the assignment you don't want the absence record against

THE U	INIVERSITY NBURGH				ଜ	☆	P	P	LC ~
< LC Exis	sting Absences ^{Cowan}								
					_				
	Absences			+ Add	=				
	Last 6 months Leave: 42 Hours	~	Awaiting approval	Sort By Date	~				
	16/09/2020 - 18/09/2020								

c. Select **Edit Entries**, then click on the pencil icon against the individual entry you would like to edit/delete

= THE U	NIVERSITY NBURGH		n 🕁	~ي 🧐 🖗
LC Edit Abs	ence		Delete Sub <u>m</u> it	<u>C</u> ancel
	"Type Leave			
	When		Edit Entries	
	*Start Date and Duration 16/09/2020 🙆 🗃 Hours	Absence Duration 42 Hours		
	*End Date and Duration 18/09/2020 to 14 Hours			
			Projected Balance Calculate	
	Details			
	Comments and Attachments			

Edit Absence LOIa Cowan	Delete	Sub <u>m</u> it <u>C</u> ancel
*Type enve		
When Duration in Hours	+ Add	
16/09/2020 Clinical Tutor Associate (MBChB Programme)	7 /	
16/09/2020 Administrator	7 🖊	
17/09/2020 Clinical Tutor Associate (MBChB Programme)	7 /	
17/09/2020 Administrator	7 🖊	
18/09/2020 Clinical Tutor Associate (MBCh8 Programme)	7 🖉	
18/09/2020 Administrator	7 🖊	
Total Absence Duration	42	
	Projected Balance Calculate	

d. Then select **Delete** against each entry

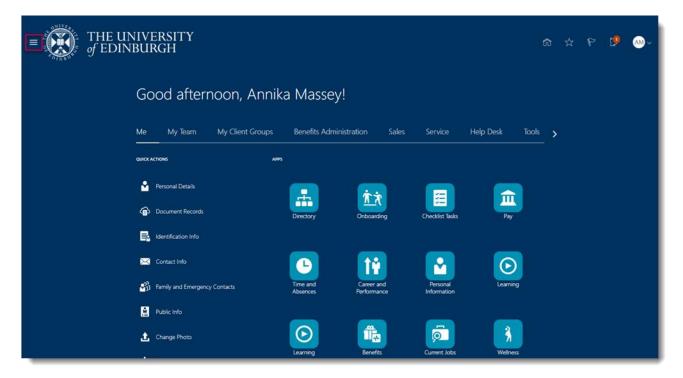
LC Edit Abse	nce			De	lete	Sub <u>m</u> it	Cancel
	When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme) *Date 16/09/2020 Assignment Administrator	tig v	Absence Duration 7 Hours Scheduled duration is 7 hours	Delete	7 ⊊ancel		
	17/09/2020 Clinical Tutor Associate (MBChB Programme) 17/09/2020				7		
	Administrator 18/09/2020 Clinical Tutor Associate (MBCh8 Programme)				7 7		
	18/09/2020 Administrator				7		
	Total Absence Duration			Projected Balance	42 Calculate		

7. Add any additional **Comments and Attachments** to the original leave request and **Submit**.

Add Abse Annika Massey		Save and Close	Sub <u>m</u> it Cancel
		Projected Balance Calculate	
	Details		
	Comments and Attachments		
	Comments		
	Attachments		
	Crag files here or click to add attachment 🐱		
	Legislative Information		
= THE U	INIVERSITY NBURGH	~	☆ P 🥬 ແ,
COLNBUT S	NBURGH		☆ F 🥲 🕑 ~
Edit Abs		Lu L	Sub <u>m</u> it
Edit Abs			
	ence		
	ence [°] Type Leave	Delete	
	ence		
	ence Type Leave When Duration in Hours 16/09/2020	Delete	
	ence Type Leave When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme) 17/09/2020	Delete + Add	
	ence Type Leave When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme)	Delete Add 7 / 7 /	
	ence Type Leave When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme) 17/09/2020 Clinical Tutor Associate (MBChB Programme) 18/09/2020 Clinical Tutor Associate (MBChB Programme)	Delete + Add 7 / 7 / 7 / 7 /	
	ence Type Leave When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme) 17/09/2020 Clinical Tutor Associate (MBChB Programme) 18/09/2020 IB/09/2020	Delete + Add 7 / 7 / 21	
	ence Type Leave When Duration in Hours 16/09/2020 Clinical Tutor Associate (MBChB Programme) 17/09/2020 Clinical Tutor Associate (MBChB Programme) 18/09/2020 Clinical Tutor Associate (MBChB Programme)	Delete + Add 7 / 7 / 7 / 7 /	

Cancelling annual leave:

1. From the Home page, select the **Navigator** menu on the top left icon



2. Open the Me section, then select Time and Absences

\leftarrow		Show Mo	re							
Home										
Me			^					t ☆	C)	AM ~
Directory	ന്റെ Onboarding	E Checklist Tasks								
m Pay	L Time and Absences	ြက္ခြဲ Career and Performance								
Personal Information	▷ Learning	▷ Learning								
Benefits	Current Jobs	🖇 Wellness								
Personal Brand	Volunteering	(Web Clock	3	tion Sales		Help Desk	Tools	>		
Roles and Delegations										
My Team			^							
(C) My Team	က်နှို Onboarding	ငိထို၊ Hiring								
Talent Review	මූළු Users and Roles	New Person		<u>ک کر</u> Onboarding	Checklist Tasks					
8 Workforce Modeling	Workforce Predictions			Unboarding	Cheoklist lasks	Pay				
My Client Groups			~							
Benefits Administration			~	ÎŤ		E				
Sales			~	Career and	Personal	Learnir	ng			
Service			~	Performance	Information					
Help Desk			~							
Tools			~	11 a	D	3				
Others			~	Benefits	Current Jobs	Wellne	ss			

3. Select **Existing Absences** and click on the **Edit** icon next to the leave request you would like to cancel

<	Time and Abs	ences		
			Amika Massey	
		Current Time Card	Existing Time Cards Access all of your time cards.	Request Time Change Send a request to change your worked time.
		Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests
		Cash Disbursements Sell a portion of your plan balance.	Calendar View your shifts, absences, and public holidays.	Team Schedule View your team's shifts and absences.

4. Click on **Delete** on the top bar. You see that the status against that leave request will say 'Withdrawn'.

$\equiv \int_{0}^{1} \int_$	INIVERSITY NBURGH		ଜ ☆	P 🗗 м ~
Edit Abs Annika Mass			Delete Sub <u>n</u>	<u>n</u> it <u>C</u> ancel
œ	°Type Leave			
	When		Edit Entries	
	*Start Date and Duration 2/09/2020 to II Hours *End Date and Duration 3/09/2020 to 7 Hours	Absence Duration 14 Hours		
			Projected Balance Calculate	
	Details			
	Comments and Attachments			