THE UNIVERSITY *of* EDINBURGH

People and Money system

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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
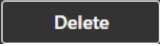
In Brief...

Adding Unauthorised Absence:

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

2. Open **My Team** and click the My Team 👥 My Team link.

3. Click the ellipsis ••• button next to the relevant employee to view a list of actions.

4. Click **Add Absence**.

5. In the **Add Absence** page, click on the down arrow in the **Type** field

6. Select the absence type **Unauthorised Leave** and enter the start and end dates.

7. From the **Details** section click into the **Reason** field and select **Type** 'UKVI' or 'Unauthorised Absence' Select **'UKVI'** for sponsored employees, those with a Skilled Worker or Temporary Worker Sponsored Researcher Visa. Then Click **Submit** Submit .

8. An unauthorised absence record is created and appears in the employee's list of absences with the status "Completed."

For detailed guidance, see the next section.

Cancelling Unauthorised Absence

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

2. Open **My Team** and click the My Team ⠭ My Team link.

3. Click the ellipsis ••• button next to the relevant employee to view a list of actions.

4. Select **Existing Absences** page, and click on the **Edit** ✏ icon next to the unauthorised absence record you would like to cancel

5. Click on **Delete** Delete in the banner and the status unauthorised absence record changes to "Withdrawn."

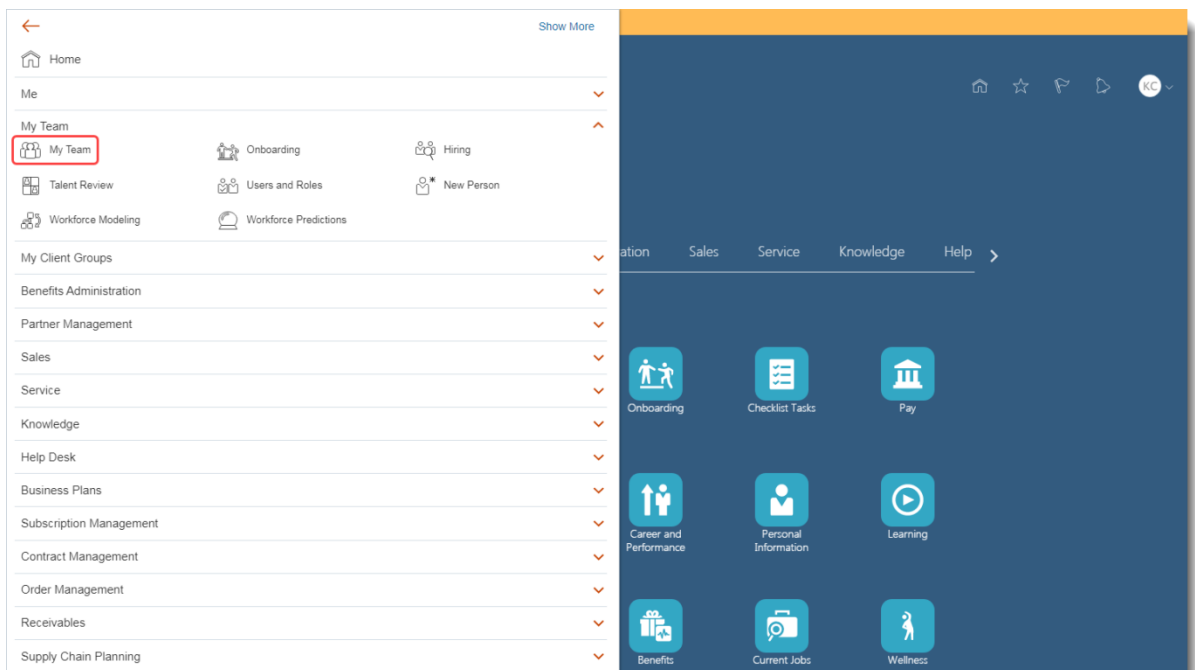For detailed guidance, see the next section.
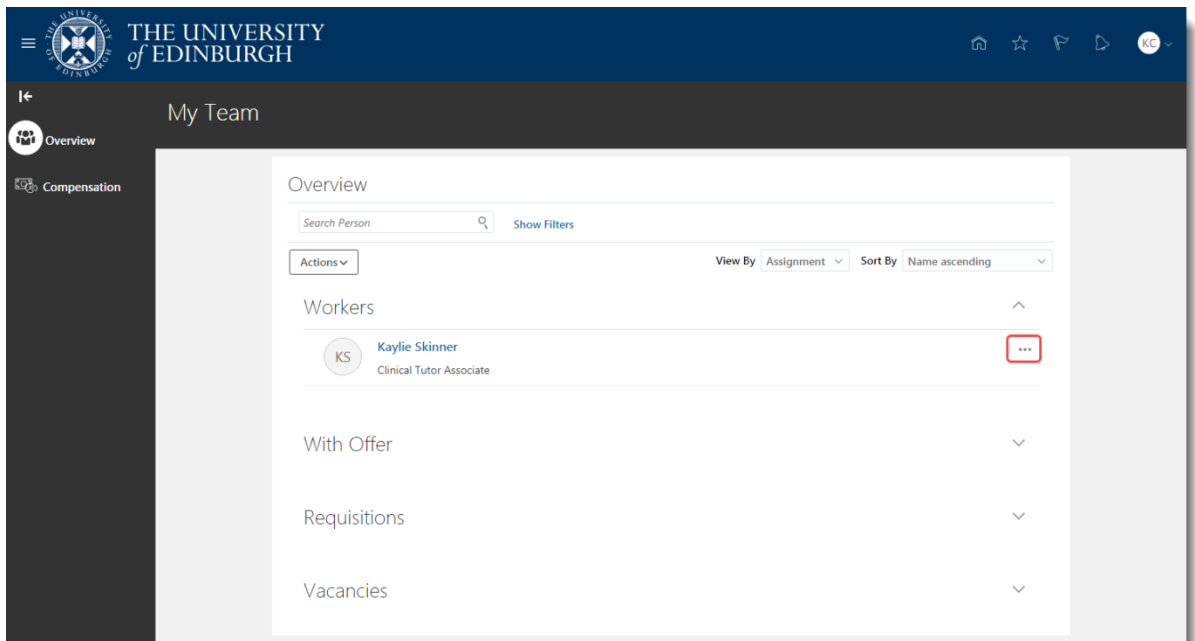
| In Detail… |

Adding Unauthorised Absence:

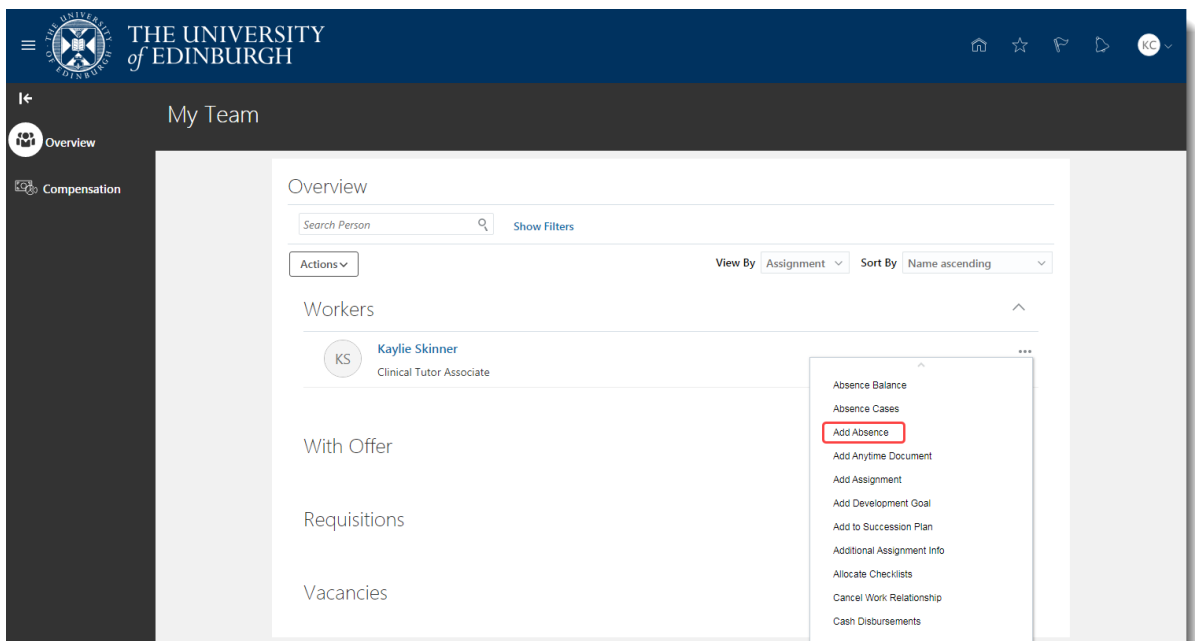1. From the Home page, click the **Navigator** menu icon located at the top left.
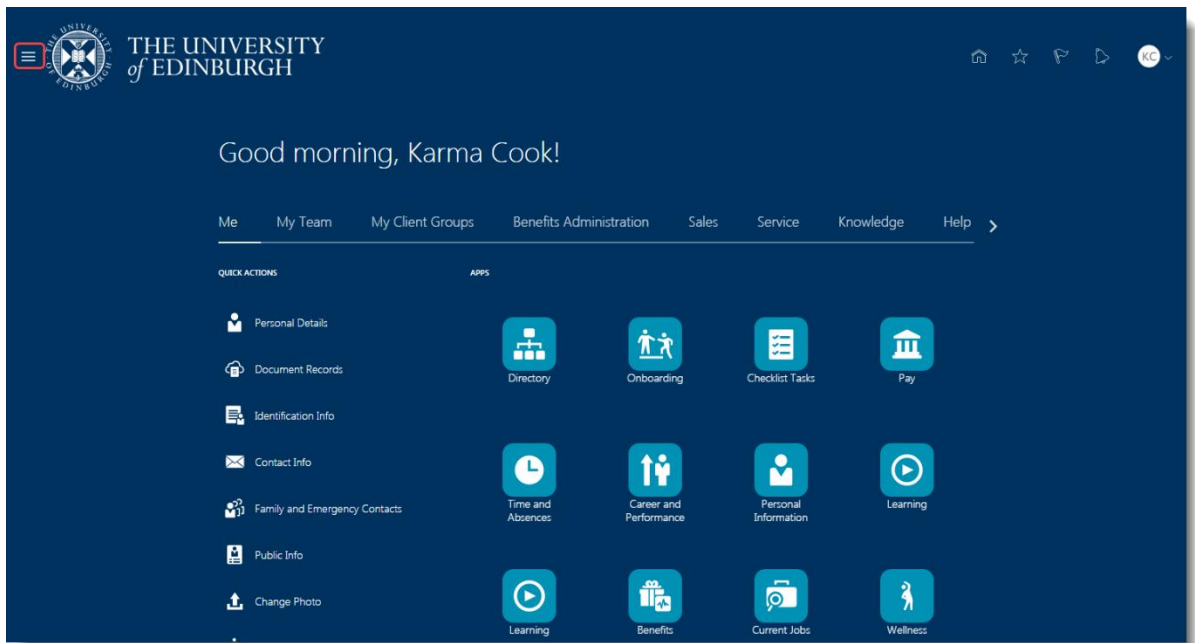
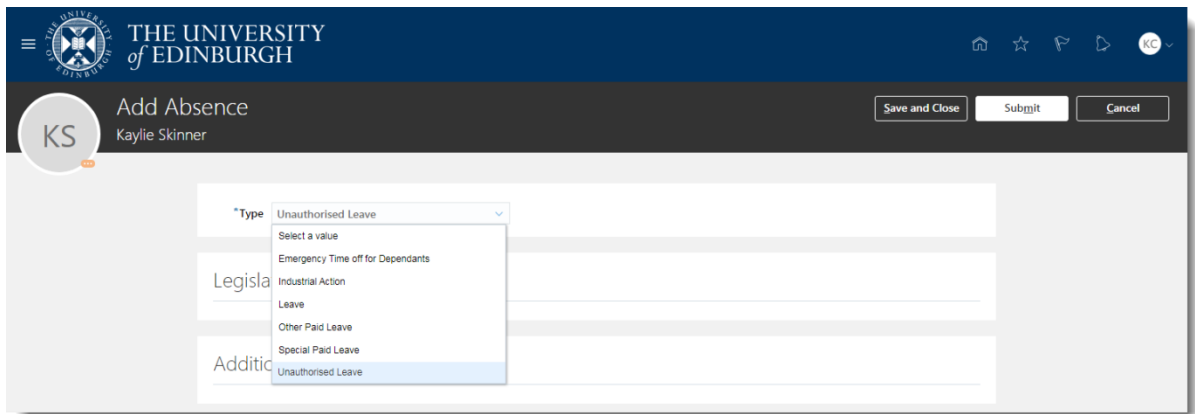2. Open **My Team** and click the **My Team** link.

3. Click the ellipsis ••• button next to the relevant employee to view a list of actions.
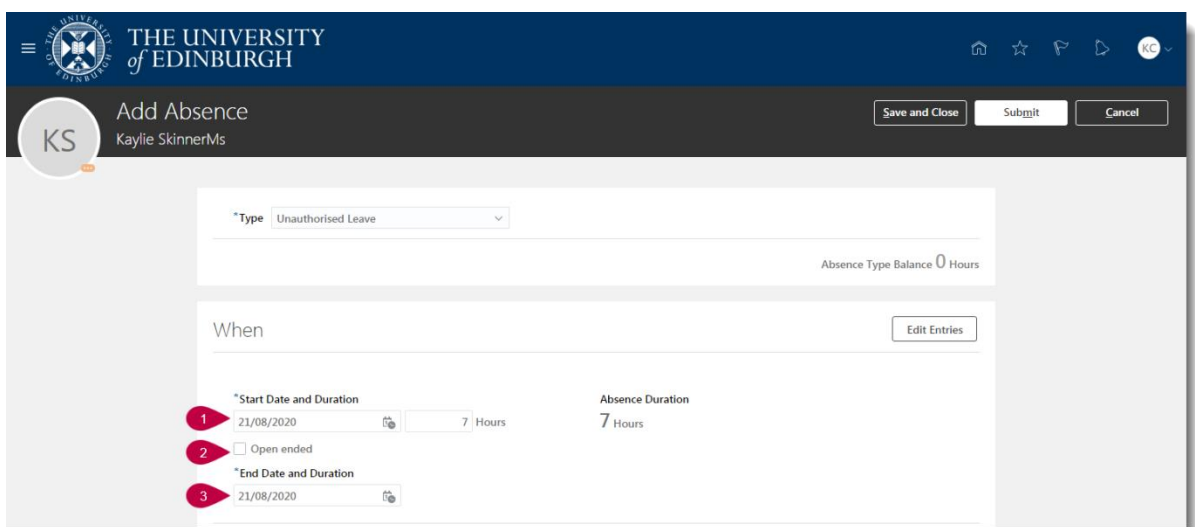
4. Select the option **Add Absence**.

5. In the **Add Absence** page, click on the down arrow in the **Type** field and select "Unauthorised Leave."

6. From the **When** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable.

a. From the **Details** section click on the down arrow in the **Reason** field and select: 'UKVI' for sponsored employees OR Unauthorised Absence' for non-sponsored employees

8. Note – for sponsored employees, those with a Skilled Worker or Temporary Worker Sponsored researcher Visa,

9. If desired enter additional information into the **Comments** field

10. 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.
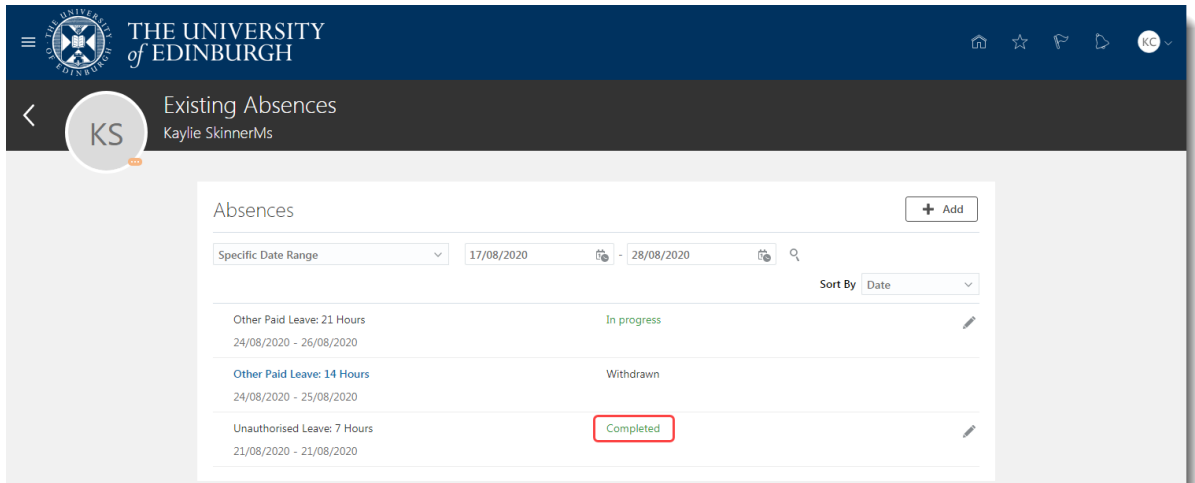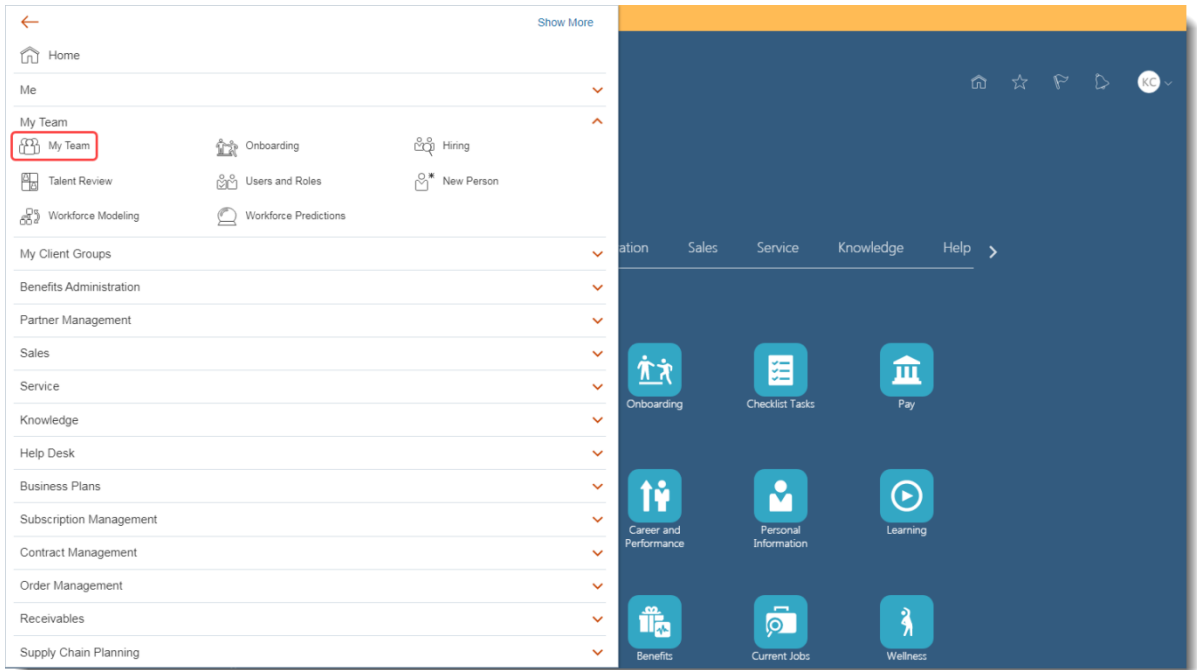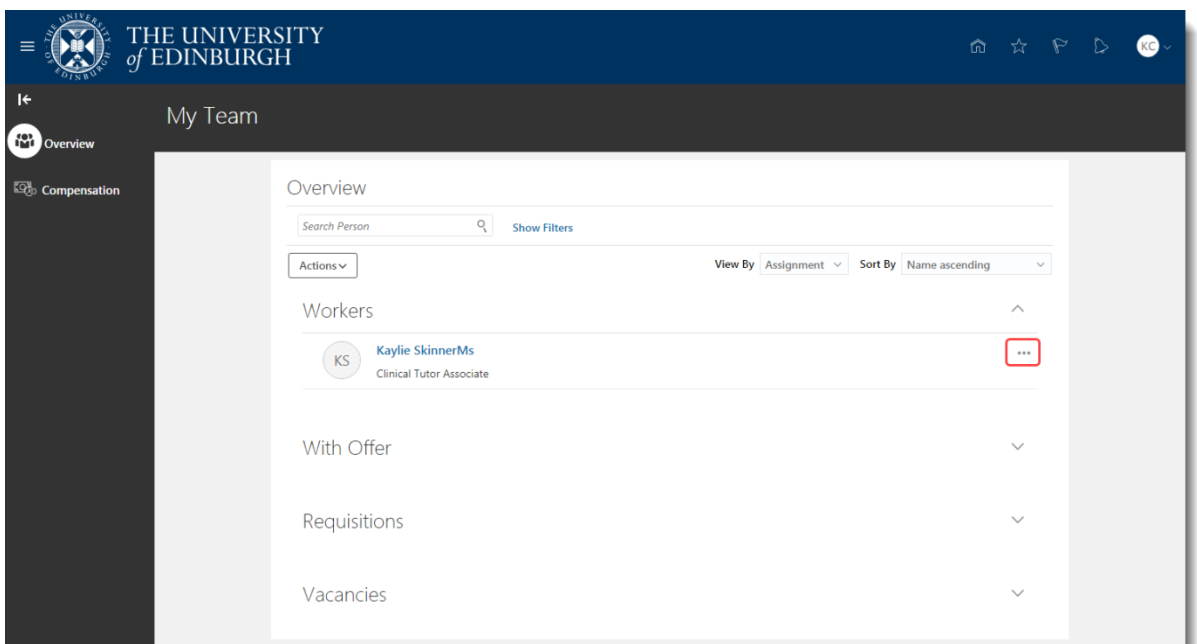
Cancelling Unauthorised Absence

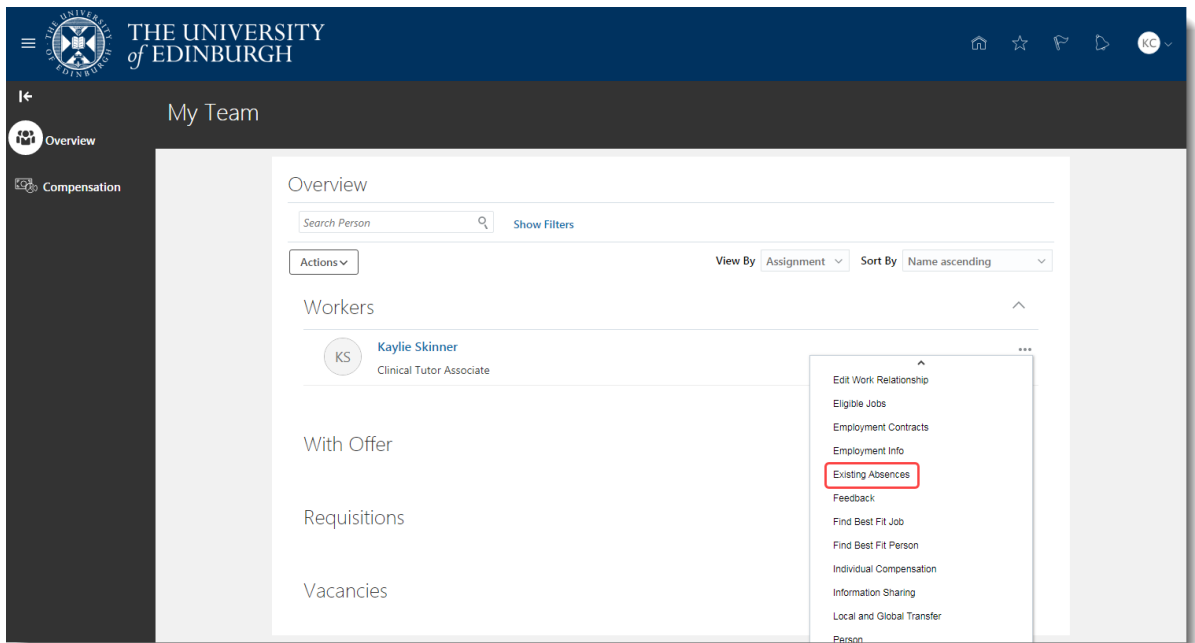1. From the Home page, click the **Navigator** menu icon located at the top left.
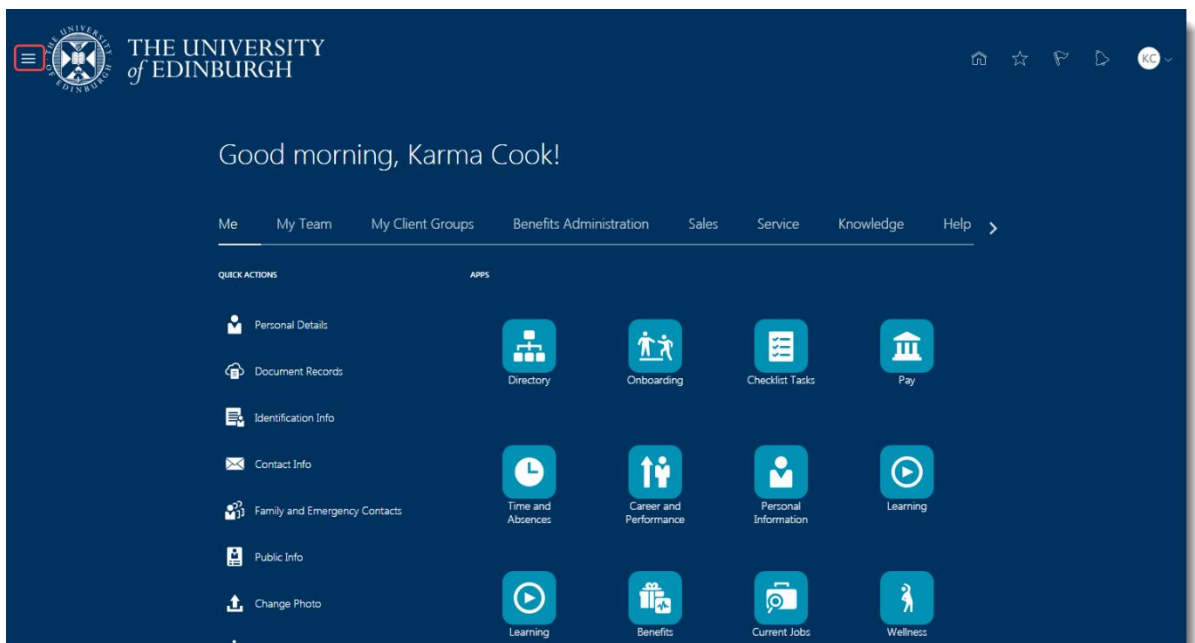
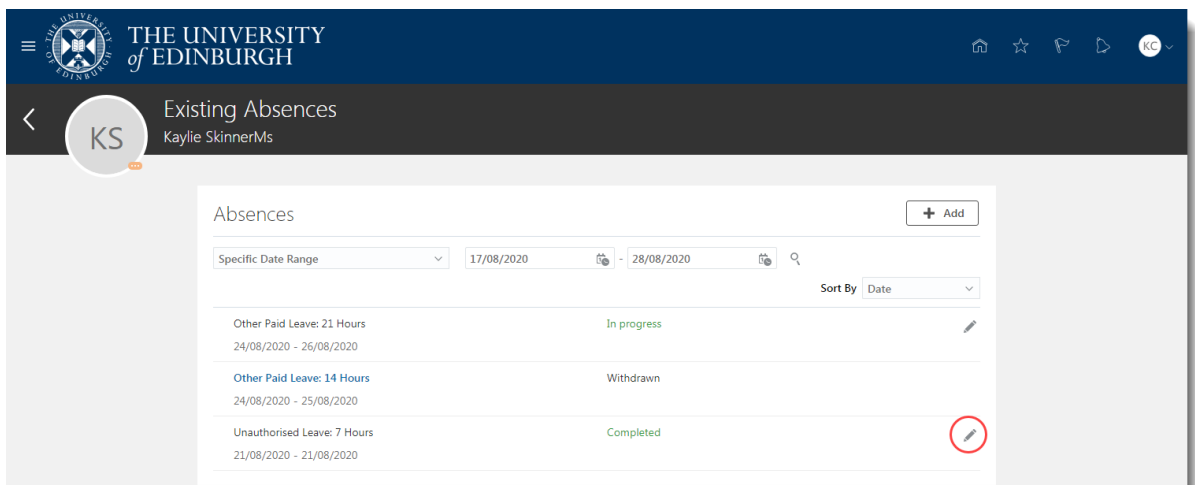2. Open **My Team** and click the **My Team** link.

3. Click the ellipsis ••• button next to the relevant employee to view a list of actions.

4. Select the option **Existing Absences**.

5. Click on the **Pencil** icon next to the unauthorised absence record that you would like to cancel.

6. To remove the absence click on the **Delete** button in the banner.

7. The status changes to "Withdrawn" to indicate the unauthorised leave has been cancelled.