People and Money system

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**Line Manager Guide- How to Enter Leave on behalf of your Direct Report**

**Line Manager**

**Estimated time to complete: 2 minutes**

Assumed Knowledge:

1. 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.

**In Brief...**

**Entering Absence on behalf of an Employee**

1. From the Home page, click the My Team link.

2. Click on the app.

3. Click the ellipsis button next to the relevant employee and select Add Absence.

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

5. Select the absence type and enter the Start Date and End Date or click Open Ended if applicable.

6. If it applies to the absence type, from the Details section choose a reason from the Reason drop-down list.

7. Add Comments and Attachments if applicable.

8. Click Submit.

For detailed guidance, see the next section.
Cancelling Absence on behalf of an Employee

1. From the Home page, click the My Team link.

2. Click on the app.

3. Click the ellipsis button next to the relevant employee and select Existing Absences.

4. Click on the Edit icon next to the absence record you would like to cancel.

5. Add Comments and Attachments if applicable.

6. Click Delete.

For detailed guidance, see the next section.

Amending Absence on behalf of an Employee

1. From the Home page, click the My Team link.

2. Click on the app.

3. Click the ellipsis button next to the relevant employee and select Existing Absences.

4. Click on the Edit icon next to the absence record you would like to amend.

5. Amend the absence dates.

6. Add Comments and Attachments if applicable.

7. Click Submit.

For detailed guidance, see the next section.

Ending an Open Absence on behalf of an Employee

1. From the Home page, click the My Team link.
2. Click on the app.

3. Click the ellipsis button next to the relevant employee and select **Existing Absences**.

4. Click on the Edit icon next to the open absence record you would like to add the end date to.

5. **Untick** the Open ended checkbox to remove the tick.

6. Select the **End Date**.

7. Click **Submit**

For detailed guidance, see the next section.

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### Entering Absence on behalf of an Employee:

1. From the Home page, click the **My Team** link
2. Click the **My Team** app.

3. In the **My Team** page, click the ellipsis button next to the relevant employee to view a list of actions.
4. Click on the option **Add Absence**

5. In the **Add Absence** page, click on the down arrow in the **Type** field and select the applicable leave type.

To read an explanation of the different absence **Types** that you can create, go to **Appendix 1**.
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.

7. If it applies to the absence type, from the **Details** section choose a reason from the **Reason** drop-down list.

8. If required enter additional information into the **Comments and Attachments** field and upload supporting information.

9. Click the **Submit** button in the banner to create the record and the **My Team** page opens.

   **Note:** Clicking **Save and Close** will not submit the leave request for approval instead the request is saved as a draft in **Existing Absences** page ready for you to amend later.
When you create an absence record on behalf of an employee, it is automatically approved and you will not receive a notification.

**Cancelling Absence on behalf of an Employee:**

1. From the Home page, click the **My Team** link.
2. Click the My Team app.
3. In the **My Team** page, click the ellipsis *** button next to the relevant employee to view a list of actions.

![My Team page screenshot](image1)

4. Click on the option **Existing Absences**.

![My Team page screenshot with options](image2)
5. In the employee’s **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to cancel.

![Image of Existing Absences page](image1.png)

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

![Image of Edit Absence page](image2.png)

6. The employee’s **Existing Absences** pages is opened and the cancelled absence is displayed with the status “Withdrawn.”

![Image of Existing Absences page](image3.png)

**Amending Absence on behalf of an Employee:**
1. From the Home page, click the **My Team** link

2. Click the **My Team** app.
3. In the **My Team** page, click the ellipsis button next to the relevant employee to view a list of actions.

4. Click on the option **Existing Absences**.
5. In the employee’s **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to amend.

6. From the **When** section click on the calendar icon and select the new **Start Date** and/or **End Date**.

7. If required enter additional information into the **Comments and Attachments** field and upload supporting information.

8. Click the **Submit** button in the banner and the employee’s **Existing Absences** pages is opened and the amended absence is displayed.
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 the **My Team** link

2. Click the **My Team** app.
3. In the **My Team** page, click the ellipsis button next to the relevant employee to view a list of actions.

4. Click on the option **Existing Absences**.

5. In the employee’s **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to end.
6. From the **When** section in the employee’s **Edit Absence** page, untick the **Open ended** checkbox to **remove the tick** and reveal the **End Date** field.

7. Click on the calendar icon in the **End Date** field and select the relevant date. Then click the **Submit** button in the banner.
8. The employee’s **Existing Absences** pages is opened and the absence is displayed with its start and end date.

```
<table>
<thead>
<tr>
<th>Absence Type</th>
<th>When this Absence Type is used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Time off for Dependants</td>
<td>Employee is requesting time off to deal with an emergency involving a family member or other dependant</td>
</tr>
<tr>
<td>Industrial Action</td>
<td>Used to gather data on participation in industrial action</td>
</tr>
<tr>
<td>Leave</td>
<td>Employee is requesting time off using their annual leave allowance</td>
</tr>
<tr>
<td>Other Paid Leave</td>
<td>Employee is requesting any paid leave such as attending a funeral, as detailed in the special leave policy. Further details can be reviewed in the request</td>
</tr>
<tr>
<td>Special Paid Leave</td>
<td>Employee is requesting time off for reasons that do not fall within the scope of other leave policies. Further details can be reviewed in the request, eg. compassionate leave</td>
</tr>
</tbody>
</table>
```