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

Before you start

Familiarise yourself with the leave and absence options webpage.

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.

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.

**In Detail...**

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

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

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![My Team Image](image-url)
2. Click the **My Team** app.

![My Team app interface]

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

![My Team page with employee list]
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.

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 cancel.

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

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 The employee’s **Existing Absences** pages is opened and the cancelled absence is displayed with the status “Withdrawn.”

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

![Image of My Team link](image1.png)

2. Click the **My Team** app.

![Image of My Team app](image2.png)
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.

### Appendix

**Appendix 1**

Please refer to the [Leave and absence options](#) webpage for when the absence type should be used, links to policy and further guidance.

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Reason (if applicable)</th>
</tr>
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<tbody>
<tr>
<td>Adoption and Surrogacy</td>
<td></td>
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<tr>
<td>Emergency Time off for Dependants</td>
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<tr>
<td>Leave</td>
<td></td>
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<tr>
<td>Maternity</td>
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<tr>
<td>Other Paid Leave</td>
<td>Academic/Sabbatical&lt;br&gt; Adoption Appointment&lt;br&gt; Antenatal Appointment&lt;br&gt; Antenatal Appointment – partner&lt;br&gt; Antenatal Appointment – personal&lt;br&gt; CPD Delegate&lt;br&gt; CPD Speaker&lt;br&gt; Conference/Seminar&lt;br&gt; Personal Health and Welfare Appointment&lt;br&gt; Study Leave&lt;br&gt; TOIL&lt;br&gt; Training/Training Course</td>
</tr>
<tr>
<td>Parental Bereavement</td>
<td>Please review the <a href="#">Absence and Leave Options</a> webpage and the Special Leave Policy for circumstances when this reason should be used.</td>
</tr>
<tr>
<td>Category</td>
<td>Options</td>
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<td>--------------------------------</td>
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<tr>
<td>Partner Adoption</td>
<td></td>
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<td>Partner Birth</td>
<td></td>
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<td>Phased</td>
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<tr>
<td>Sickness</td>
<td>Select a value from the dropdown menu in people and Money to record the sickness reason.</td>
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<tr>
<td>Special Paid Leave</td>
<td>Army Reserves/Volunteer Reserve Forces</td>
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<td></td>
<td>Bereavement Leave</td>
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<td>Compassionate Leave</td>
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<td>Emergency Domestic Situations</td>
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<td>Fertility treatment</td>
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<td>Funeral</td>
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<td>Jury Service</td>
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<td>Police Statement</td>
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<td>Voluntary Public Service/Leave for public duties</td>
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<td>Volunteering Activities</td>
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<td></td>
<td>Witness at Court</td>
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<tr>
<td>Unauthorised Leave</td>
<td>UKVI – select this for a sponsored worker</td>
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<td></td>
<td>Unauthorised Leave</td>
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<tr>
<td>Unpaid Leave</td>
<td>Academic/Sabbatical</td>
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<td></td>
<td>Army reserves/Volunteer Reserve Forces</td>
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<td></td>
<td>Authorised Absence</td>
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<td>Campaigning for Election to Parliament</td>
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<td>Compassionate Leave</td>
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<td>Emergency Time off for Dependents</td>
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<td>Extend Unpaid Leave</td>
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<td>Representing your Country</td>
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<td></td>
<td>Unauthorised Absence</td>
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<tr>
<td>Unpaid Parental Leave</td>
<td>Voluntary Public Service/Leave for Public Duties</td>
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</tbody>
</table>