People and Money system

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School/Department Admin Guide: How to Enter Leave on behalf of an Employee

School/Department Administrator
Estimated time to complete: 5 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.

In Brief…

Entering Absence on behalf of an Employee

1. From the homepage select the Navigator button on the top left corner
2. Expand My Client Groups and select Person Management
3. Search for and select the employee on whose behalf you would like to apply for leave
4. Select the Tasks button on the right side of the screen
5. Under the Absences section, select Absence Records
6. Click the Add button
7. Select the appropriate Absence Type from the list of options available in the dropdown menu
8. Fill in the Start Date; then the End Date, Start Date Duration, and End Date Duration if know. You can also check the Single day box if applicable
9. In the Details section, add any Comments or Attachments if needed
10. Press Submit
Cancelling Absence on behalf of an Employee

1. From the homepage select the Navigator button on the top left corner
2. Expand My Client Groups and select Person Management
3. Search for and select the employee on whose behalf you would like to apply for leave
4. Select the Tasks button on the right side of the screen
5. Under the Absences section, select Absence Records
6. Against the absence you wish to cancel, click on the Actions dropdown and select Withdraw
7. A warning message asking if you want the selected record to be deleted will appear. Press OK

For detailed guidance, see the next section.

Amending Absence on behalf of an Employee

1. From the homepage select the Navigator button on the top left corner
2. Expand My Client Groups and select Person Management
3. Search for and select the employee on whose behalf you would like to apply for leave
4. Select the Tasks button on the right side of the screen
5. Under the Absences section, select Absence Records
6. Select the absence record you wish to edit
7. Make the necessary changes and press Submit

For detailed guidance, see the next section.

In Detail...

Entering Absence on behalf of an Employee
1. From the homepage select the **Navigator** button on the top left corner

2. Expand **My Client Groups** and select **Person Management**
3. **Search** for and **select** the employee on whose behalf you would like to apply for leave.

4. Select the **Tasks** button on the right side of the screen.
5. Under the Absences section, select **Absence Records**

6. Click the **Add** button
7. Select the appropriate **Absence Type** from the list of options available in the dropdown menu.

8. Fill in the **Start Date**; then the **End Date**, **Start Date Duration**, and **End Date Duration** if know. You can also check the **Single day** box if applicable.
9. In the Details section, add any Comments or Attachments if needed

10. Press **Submit**.
    **Note:** Pressing **Save** will not complete the process instead it saves the request as a draft.

**Cancelling Absence on behalf of an Employee**
1. From the homepage select the **Navigator** button on the top left corner

2. Expand **My Client Groups** and select **Person Management**
3. **Search** for and **select** the employee on whose leave you would like to cancel.

4. Select the **Tasks** button on the right side of the screen.
5. Under the Absences section, select **Absence Records**

6. Against the absence you wish to cancel, click on the **Actions** dropdown and select **Withdraw**
7. A warning message asking if you want the selected record to be deleted will appear. Press OK.

Amending Absence on behalf of an Employee

1. From the homepage select the **Navigator** button on the top left corner.
2. Expand **My Client Groups** and select **Person Management**

3. **Search** for and **select** the employee on whose behalf you would like to apply for leave
4. Select the **Tasks** button on the right side of the screen

5. Under the Absences section, select **Absence Records**
6. **Select** the absence record you wish to edit

![Absence Management Interface]

7. Make the necessary changes and press **Submit**

![Absence Administration Interface]
Appendix 1 – Absence Type options

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>
</thead>
<tbody>
<tr>
<td>Adoption and Surrogacy</td>
<td></td>
</tr>
<tr>
<td>Emergency Time off for Dependants</td>
<td></td>
</tr>
<tr>
<td>Leave</td>
<td></td>
</tr>
<tr>
<td>Maternity</td>
<td></td>
</tr>
<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 Absence and Leave Options webpage and the Special Leave Policy for circumstances when this reason should be used.</td>
</tr>
<tr>
<td>Partner Adoption</td>
<td></td>
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<tr>
<td>Partner Birth</td>
<td></td>
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<tr>
<td>Phased</td>
<td></td>
</tr>
<tr>
<td>Sickness</td>
<td>Select a value from the dropdown menu in people and Money to record the sickness reason.</td>
</tr>
<tr>
<td>Special Paid Leave</td>
<td>Army Reserves/Volunteer Reserve Forces&lt;br&gt; Bereavement Leave&lt;br&gt; Compassionate Leave&lt;br&gt; Emergency Domestic Situations&lt;br&gt; Fertility treatment</td>
</tr>
</tbody>
</table>
| Unauthorised Leave | UKVI – select this for a sponsored worker  
Unauthorised Leave |
|--------------------|------------------------------------------|
| Unpaid Leave       | Academic/Sabbatical  
Army reserves/Volunteer Reserve Forces  
Authorised Absence  
Campaigning for Election to Parliament  
Compassionate Leave  
Emergency Time off for Dependents  
Extend Unpaid Leave  
Representing your Country  
Unauthorised Absence  
Voluntary Public Service/Leave for Public Duties |
| Unpaid Parental Leave |  