

People and Money system

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School/Department Admin Guide - How to Record Unauthorised Absence

School/Department Admin

Estimated time to complete: 5 minutes

Assumed Knowledge:

- 1. After recording unauthorised absence, the School/Department Admin 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, you 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 <u>Reporting Duties for sponsored</u> <u>staff</u> webpage.

In Brief...

Adding Unauthorised Absence:

- 1. From the Home page, click the **Navigator** menu icon located at the top left.
- 2. Open **My Client Groups** and click the **Person Management** link.
- 3. Search for and select the relevant employee

- 4. Click on the **Tasks** icon on the far right of the screen
- 5. In the Absences section, select **Absence Records**
- 6. Click on the **Add** + Add button
- 7. Select the Absence Type 'Unauthorised Absence' from the list of dropdown options
- Enter the Start Date; and End Date, Start Date Duration and End Date Duration if known.
 You have the option to check the Single day or Open ended leave boxes as appropriate.
- 9. Select the Reason as:
 - a. **'UKVI'** for sponsored employees, those with a Skilled Worker or Temporary Worker Sponsored researcher Visa.
 - b. 'Unauthorised Absence' for non-sponsored employees
- 10. Click Submit

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

Cancelling Unauthorised Absence

- 1. From the Home page, click the **Navigator** menu icon located at the top left.
- 2. Open **My Client Groups** and click the Person Management
- 3. Search for and select the relevant employee
- 4. Click on the **Tasks** icon on the far right of the screen
- 5. In the Absences section, select **Absence Records** to view all the absences against this employee's record
- Against the UKVI absence you wish to cancel, click on the Actions dropdown and select Withdraw
- A warning message asking if you want the selected record to be deleted will appear. Press OK

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

In Detail...

- 1. From the Home page, click the Navigator menu icon located at the top left.
- 2. Open My Client Groups and click the Person Management link



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3. Search for and select the relevant employee

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Green, Emerson 📼 🛛 🕄 EJ872475C	Centre for Cli Chancellors	Employee	Research Nurse	Research Nu		Emerson.Gre	University of	Edinburg

4. Click on the Tasks icon on the far right of the screen

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5. In the Absences section, select **Absence Records**

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6. Click on the **Add** + Add button

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7. Select the Absence Type 'Unauthorised Absence' from the list of dropdown options

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8. Enter the **Start Date**; and **End Date**, **Start Date Duration** and **End Date Duration** if known.

You have the option to check the **Single day** or **Open ended** leave boxes as appropriate.

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- 9. Select the Reason as:
 - a. **'UKVI'** for sponsored employees, those with a Skilled Worker or Temporary Worker Sponsored researcher Visa.

b. 'Unauthorised Absence' for non-sponsored employees

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Note: Clicking **Save** will not submit the leave request instead the request is saved as a draft.

Cancelling Unauthorised Absence

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

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2. Open My Client Groups and click the Person Management link

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3. Search for and select the relevant employee

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4. Click on the **Tasks** icon on the far right of the screen

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5. In the Absences section, select **Absence Records** to view all the absences against this employee's record

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6. Against the UKVI absence you wish to cancel, click on the **Actions** dropdown and select **Withdraw**

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7. A warning message asking if you want the selected record to be deleted will appear. Press **OK**.

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