



## People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email or call [hrhelpline@ed.ac.uk](mailto:hrhelpline@ed.ac.uk)

### School/Department Admin Guide - How to Record Unauthorised Absence

School/Department Admin



Estimated time to complete: 5 minutes



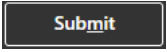
#### Assumed Knowledge:

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 [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 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**  button
7. Select the Absence Type '**Unauthorised Absence**' from the list of dropdown options
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.
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 [next section](#).

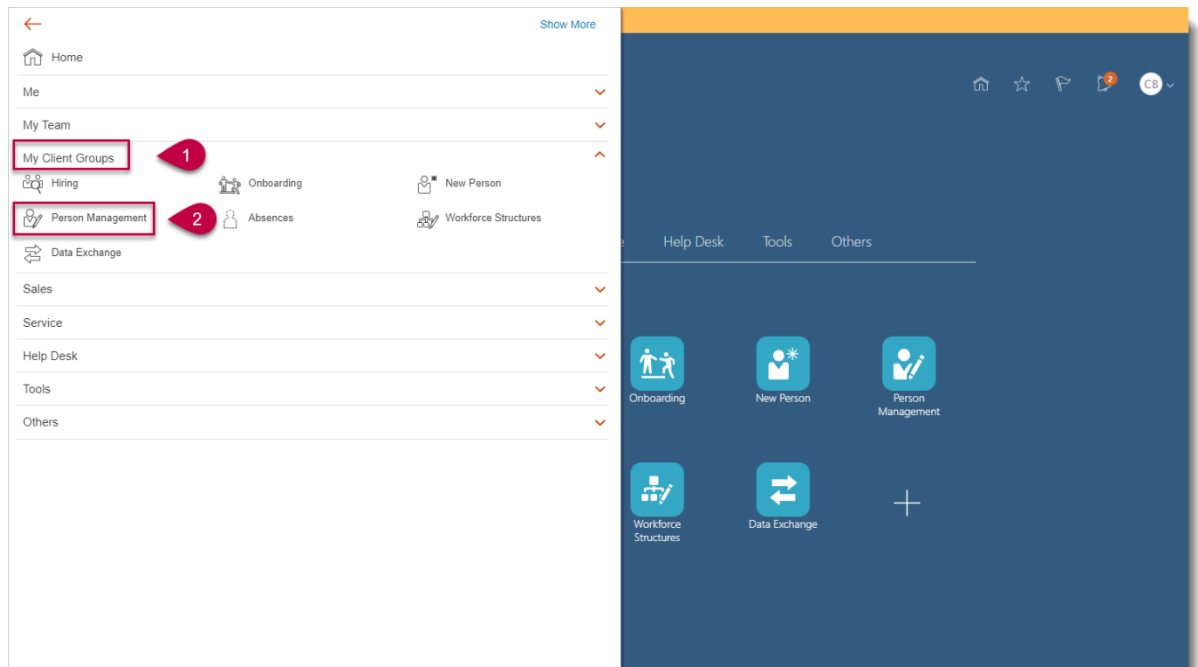
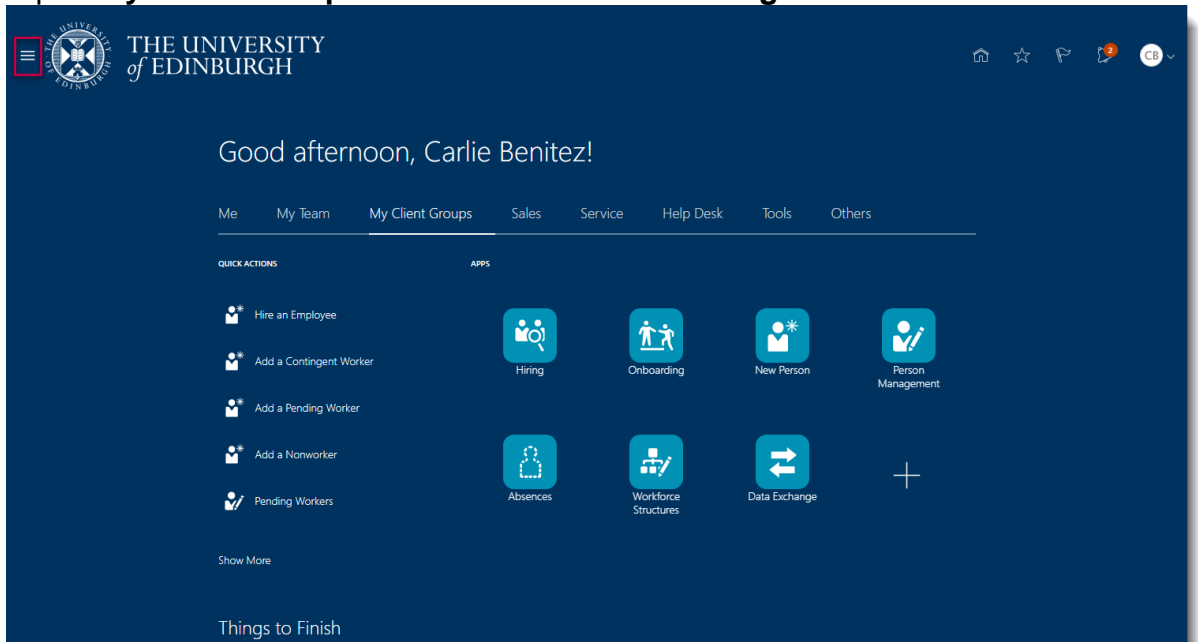
### **Cancelling Unauthorised Absence**

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  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** to view all the absences against this employee's record
6. Against the UKVI 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](#).

## 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



### 3. Search for and **select** the relevant employee

Person Management: Search

Search

Advanced Saved Search All People

\*\* Name green

\*\* Keywords

\*\* Person Number

\*\* National ID

\* Effective As-of Date 11/09/2020

Include terminated work relationships

Required  
\*\* At least one is required

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Primary Phone	Primary Email	Business Unit	Town or City
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

Emerson Green: Person Management

Close

EG

Person Number 158564

Employment x

Employment Done

Work Relationship

Legal Employer University of Edinburgh Country United Kingdom

Worker Type Employee

Hire Date 22/09/2014

Assignment: Research Nurse View History

Action Assignment Change Effective Start Date 24/08/2020 ( 2 of 2 )

Action Reason Change Primary Assignment Effective End Date

Assignment Details

Assignment Number 158564 Assignment Status Active - Payroll Eligible

Business Unit University of Edinburgh Primary Yes

Person Type Employee Projected End Date

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

The screenshot shows the 'Emerson Green: Person Management' page. The sidebar on the right contains a menu with the following categories: Absences (with 'Absence Cases' and 'Absence Records' listed), Payroll, Compensation, and Personal and Employment. The 'Absence Records' item is highlighted with a red box. The main content area shows 'Employment' details for a worker, including work relationship, assignment details, and assignment status.

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

The screenshot shows the 'Manage Absences and Entitlements' page. The 'Existing Absences' section has a table with columns: Dates, Employer, Type, Duration, Status, Processing Status, and Actions. Above the table, there are filters for 'View', 'Add', 'Recalculate', 'Time Period', 'Type', and 'Status'. The 'Add' button is highlighted with a red box. A table row is visible with the following data:

Dates	Employer	Type	Duration	Status	Processing Status	Actions
25/08/2020	University of Edinburgh	Leave	7 Hours	Withdrawn	✓	⌵

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

The screenshot shows the 'Absence Administration' form. At the top, there is a header for 'THE UNIVERSITY of EDINBURGH' and 'Emerson Green: Person Management'. Below this, the user's profile 'EG' and 'Person Number 158564' are visible. The main form area is titled 'Absence Administration' and contains a dropdown menu for 'Absence Type'. The dropdown is open, listing several options: 'Emergency Time off for Dependants', 'Industrial Action', 'Leave', 'Other Paid Leave', 'Special Paid Leave', and 'Unauthorised Leave'. The 'Unauthorised Leave' option is highlighted with a red rectangular box.

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.

The screenshot shows the 'Absence Administration' form with the 'Absence Type' set to 'Unauthorised Leave'. The 'Basic Mode' section is highlighted with a red box. It contains the following fields and options:

- Single day**:
- Open ended leave**:
- \*Start Date**: dd/mm/yyyy
- \*End Date**: dd/mm/yyyy
- Duration**: 0 Hours
- \*Start Date Duration**: \_\_\_\_\_ Hours
- \*End Date Duration**: \_\_\_\_\_ Hours

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

Emerson Green: Person Management  
Person Number: 158564

Employment x Absence Records x

Absence Administration

\*Absence Type: Unauthorised Leave | Advanced Mode

Basic Mode

\*Start Date: 11/09/2020 | Open ended leave:  | \*Start Date Duration: 7 Hours

Estimated End Date: dd/mm/yyyy

Details | Plan Use | Action Items

Reason: UKVI (selected) | Unauthorised absence

Comments: [Empty text area]

Legislative Information | Descriptive Information

Context Segment: [Dropdown]

Buttons: Save, Submit, Cancel

10. Click **Submit** .

Emerson Green: Person Management  
Person Number: 158564

Employment x Absence Records x

Absence Administration

\*Absence Type: Unauthorised Leave | Advanced Mode

Basic Mode

\*Start Date: 11/09/2020 | Open ended leave:  | \*Start Date Duration: 7 Hours

Estimated End Date: dd/mm/yyyy

Details | Plan Use | Action Items

Reason: UKVI (selected) | Unauthorised absence

Comments: [Empty text area]

Legislative Information | Descriptive Information

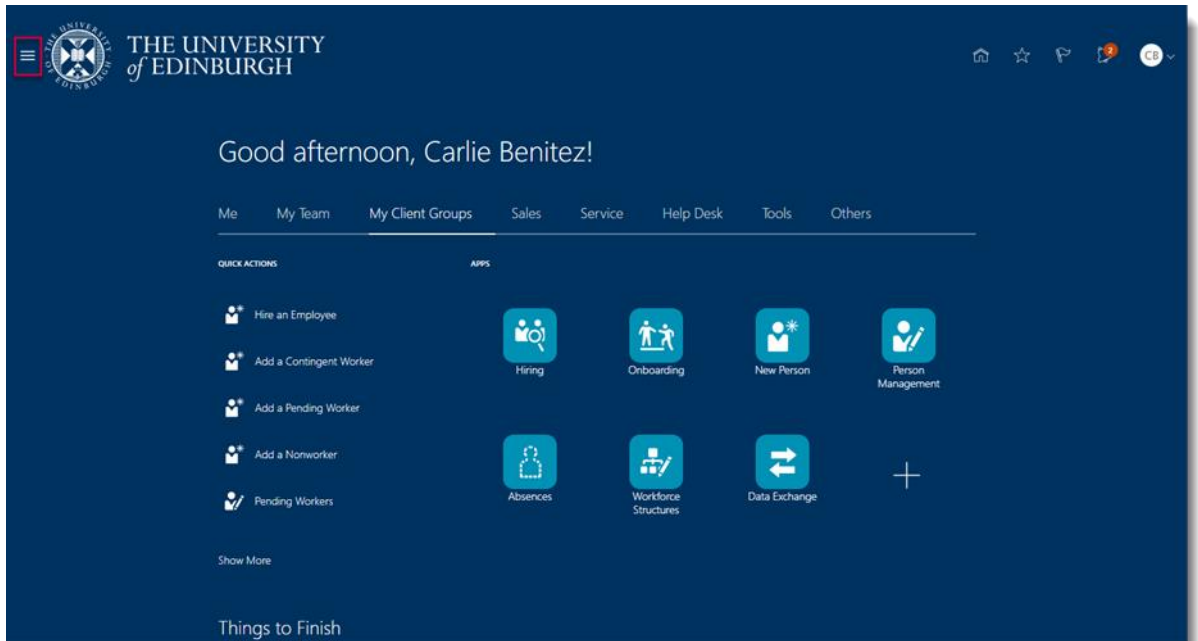
Context Segment: [Dropdown]

Buttons: Save, Submit, Cancel

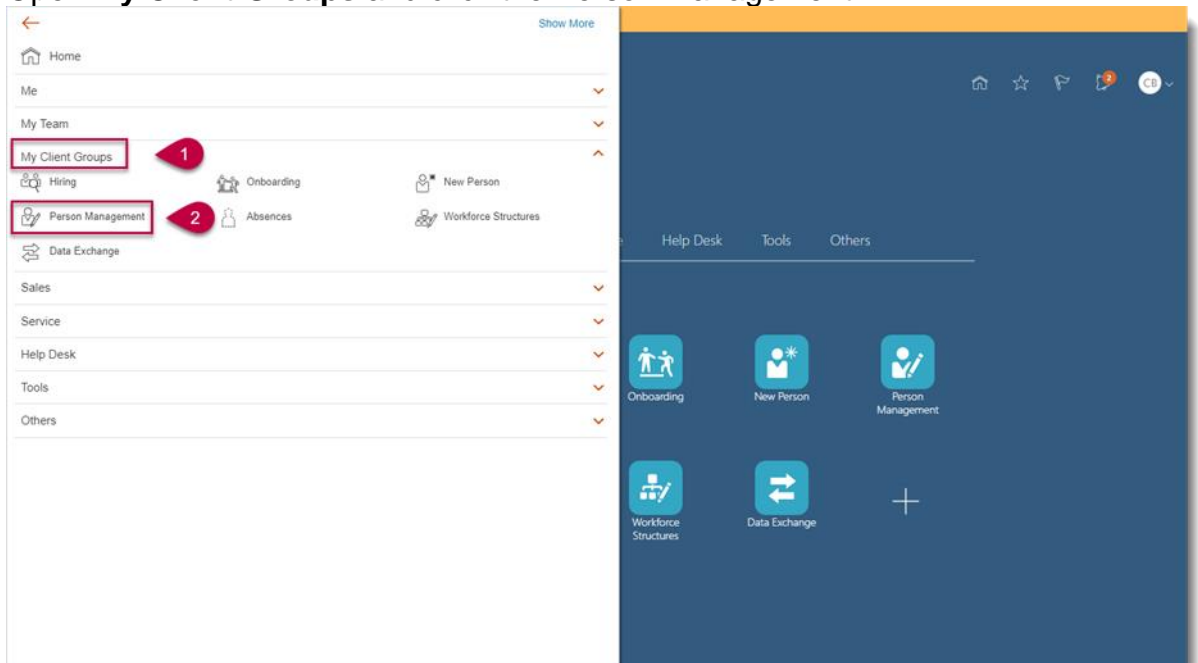
**Note:** Clicking **Save** will not submit the leave request instead the request is saved as a draft.

## cancelling Unauthorised Absence

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



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





3. Search for and select the relevant employee

Person Management: Search

Search

Advanced Saved Search All People

\*\* Name green

\*\* Keywords

\*\* Person Number

\*\* National ID

\* Effective As-of Date 11/09/2020

Include terminated work relationships

Search Reset Save...

Search Results

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Primary Phone	Primary Email	Business Unit	Town or
Green, Emerson		EJ872475C	Centre for Cil...	Chancellors ...	Employee	Research Nurse	Research Nu...		Emerson.Gre...	University of ...	Edinburg

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

Emerson Green: Person Management

EG

Person Number 158564

Close

Employment x

Employment Done

Work Relationship

Legal Employer University of Edinburgh

Country United Kingdom

Worker Type Employee

Hire Date 22/09/2014

Assignment: Research Nurse

Action Assignment Change

Action Reason Change Primary Assignment

Effective Start Date 24/08/2020 ( 2 of 2 )

Effective End Date

View History

Assignment Details

Assignment Number 158564

Business Unit University of Edinburgh

Person Type Employee

Assignment Status Active - Payroll Eligible

Primary Yes

Projected End Date

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

The screenshot shows the 'Emerson Green: Person Management' page. The user 'EG' has a person number of 158564. The 'Absence Records' option is highlighted in the right-hand navigation menu. The main content area shows 'Employment' details, including 'Work Relationship' (Legal Employer: University of Edinburgh, Worker Type: Employee, Hire Date: 22/09/2014) and 'Assignment: Research Nurse' (Effective Start Date: 24/08/2020, Effective End Date: ).

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

The screenshot shows the 'Manage Absences and Entitlements' page. The 'Existing Absences' section is expanded, showing a table of absences. The 'Unauthorised Leave' record is highlighted, and the 'Withdraw' action is selected from the 'Actions' dropdown menu. The table shows the following data:

Dates	Employer	Type	Duration	Status
11/09/2020 - End date not de...	University of Edinburgh	Unauthorised Leave	0 Hours	In progress
25/08/2020	University of Edinburgh	Leave	7 Hours	Withdrawn

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

The screenshot shows the 'Manage Absences and Entitlements' interface. A warning dialog box is displayed over the table, asking for confirmation to delete a record. The dialog box contains the following text: 'Warning', 'The selected record will be deleted. Do you want to continue?', and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The background interface includes sections for 'Absences', 'Existing Absences', and 'Entitlement Agreements'. The 'Existing Absences' table has the following data:

Dates	Employer	Type	Duration	Status	Processing Status	Action
11/09/2020 - End date not de...	University of Edinburgh	Unaut	Hours	In progress	✓	⌵
25/08/2020	University of Edinburgh	Leave	Hours	Withdrawn	✓	⌵