

## Absence Summaries

### 1. Absence Calendar

The absence calendar allows you to view the absence record for an individual or group of employees.

**Navigate:**    **Organisation > People (Select an employee) > Absence > Absence Calendar**

Or

**Navigate:**    **Organisation > People (Select an employee) > Absence > Personal Absence List > Absence Calendar**

**Absence calendar:**

Display period

Period from 01/01/2007

Period to 31/01/2007

Position

Position reference Y9640504

Position occ. reference 42033590

Reporting unit Department of 236

Reports to Research Associate

		January																															
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
James Brown																																	

Bank holiday 
Company holiday 
Personal holiday 
Sickness 
Learning activity 
Other 
Maternity / Paternity

A group of employees may be selected by first displaying a list of people and then selecting specific individuals by holding the Ctrl key down and then clicking on the name.

For example

Boyer, Ivor	Department of 236	Research
Boyer, Jack	Department of 236	Research
Brooks, Alexander	Department of 236	Payroll C
Brooks, Stephen	Department of 236	Payroll C
Brown, Amanda	Department of 236	Research
Brown, James	Department of 236	Research
Brown, Tracey	Department of 236	Payroll C
Brown, Valentine	Department of 236	Lecture
Butcher, Leslie	Department of 236	Research
Butcher, Malcolm	Department of 236	Research
Butler, Keith	Department of 236	Research
Butler, Kevin	Department of 236	Research

The names highlighted in blue are the selected employees for the calendar display. You can, if you wish, de-select any of the people listed by holding the Ctrl key down and clicking on their name in the object pane.

The calendar shows all absences (Bank holiday, company holiday, Personal holiday, Sickness, Learning Activity, Other absences, Maternity/Paternity) by default but you can change the filter to show specific types of absence if required by clicking in the tick check box to deselect the tick.

Bank holiday
  Company holiday
  Personal holiday
  Sickness
  Learning activity
  Other
  Maternity / Paternity

Absence Calendar	
Field	Comments
Display Period	Select on of the following from the drop down list: <ul style="list-style-type: none"> <li>Month from today</li> <li>This week</li> <li>This quarter</li> <li>Quarter from today</li> <li>Specific date range</li> </ul>
Period from	This field will display the selected period start date or, if you have selected Specific date range it will allow you to enter the end date.
Period to	This field will display the selected period end date or, if you have selected Specific date range it will allow you to enter the end date.
Position	This drop down list can be used to select a specific position if an employee holds more than one. This field is then followed by the position and reporting details for the position. The default is All jobs.
Absence tick boxes	Tick the required type of absence to be displayed.
<input type="button" value="Refresh"/>	If you change any of the selection ticks or the date range you will need to click the Refresh button to have the displayed details refreshed to match your selection.

# Payroll: Sickness, Maternity & Other Absences



	<p>If the date range is wider than the display area you can move backwards or forwards through the selected dates using the Back and Forward buttons or move the slide between these buttons.</p>																																																																																																											
<p>Pop ups</p>	<p>When you place the cursor on an absence date cell the system will display a pop up information message which provides more information about the absence. For example:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2"></th> <th colspan="31">January</th> </tr> <tr> <th colspan="2"></th> <th>01</th><th>02</th><th>03</th><th>04</th><th>05</th><th>06</th><th>07</th><th>08</th><th>09</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th><th>17</th><th>18</th><th>19</th><th>20</th><th>21</th><th>22</th><th>23</th><th>24</th><th>25</th><th>26</th><th>27</th><th>28</th><th>29</th><th>30</th><th>31</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0f0ff;">James Brown</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #ff0000;"></td><td style="background-color: #ff0000;"></td><td style="background-color: #cccccc;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #90ee90;">Company holiday <input checked="" type="checkbox"/></td> <td style="background-color: #ffff00;">Personal holiday <input checked="" type="checkbox"/></td> <td style="background-color: #ff0000;">Sickness <input checked="" type="checkbox"/></td> <td style="background-color: #0000ff;">Learning activity <input checked="" type="checkbox"/></td> <td style="background-color: #d2691e;">Other <input checked="" type="checkbox"/></td> </tr> </table> <div style="margin-top: 10px; border: 1px solid gray; padding: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="text-align: right; padding-right: 10px;"><b>Refresh</b></td> <td> <b>Name:</b> James Brown  <b>Date:</b> Monday 15/01/2007   <b>Type:</b> Sickness Scheme (musculo-ske (Upper including neck problems))  <b>Period:</b> 14/01/2007 - 15/01/2007  <b>Position:</b> Research Associate (Y9640)  <b>Occupancy:</b> 01/04/2005 -  <b>Reporting:</b> Research Associate - Department of 236                 </td> </tr> </table> </div> </div> </div> <p>If there are overlapping absences on the same day then the date cell will display an exclamation mark.</p>			January																																	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	James Brown																																		Company holiday <input checked="" type="checkbox"/>	Personal holiday <input checked="" type="checkbox"/>	Sickness <input checked="" type="checkbox"/>	Learning activity <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>	<b>Refresh</b>	<b>Name:</b> James Brown <b>Date:</b> Monday 15/01/2007  <b>Type:</b> Sickness Scheme (musculo-ske (Upper including neck problems)) <b>Period:</b> 14/01/2007 - 15/01/2007 <b>Position:</b> Research Associate (Y9640) <b>Occupancy:</b> 01/04/2005 - <b>Reporting:</b> Research Associate - Department of 236
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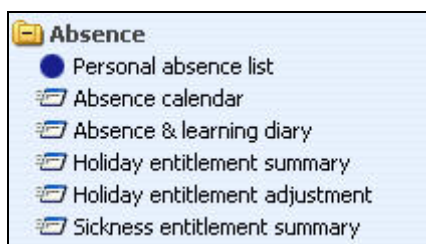
If you selected more than one employee then the display will list them:

		January																														
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Malcolm Butcher																																
Jack Boyer																																
James Brown																																

## 2. Absence & Learning Diary

As well as the Calendar option you can view an individual employee's absences using the Diary. This is accessed from the main Absence folder within the People module.

**Navigate:**     **Organisation >People (Select an employee) >Absence > Absence & Learning Diary**



The diary view shows the current and next months, but other months can be viewed using the scroll options at the top of the current month's calendar.

**Absence & training diary:** Dr Sharon J Arbuthnot     Name: Dr Sharon J Arbuthnot Job title: Research Associate  
 Social security number: NW827547C Pay ref: 10103030 Pers ref: 10103030

Personal holiday   
  Learning activity   
  Maternity / Paternity   
  Sickness   
  Bank holiday   
  Company holiday   
  Other

March 2007

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

April 2007

Wk	M	T	W	T	F	S	S
13							1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

20 selected date, 20 actual date

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**Fri, 30 Mar 2007**

00:00	<b>Name :</b> Dr Sharon J Arbuthnot
01:00	<b>Position :</b> Research Associate 01/07/2006
02:00	
03:00	<b>Type :</b> Sickness Scheme
04:00	<b>Reason :</b>
05:00	<b>Start date :</b> 30/03/2007
06:00	<b>End date :</b> 18/04/2007
07:00	

The calendar shows all days that the employee is absence with a closed square according to the legend at the top of the form. Clicking on an absent date will show the absence in more detail underneath.