

Quick Reference Guide ESS – Change an Absence



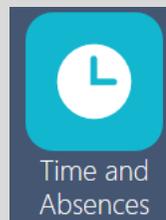
1

Change an Absence

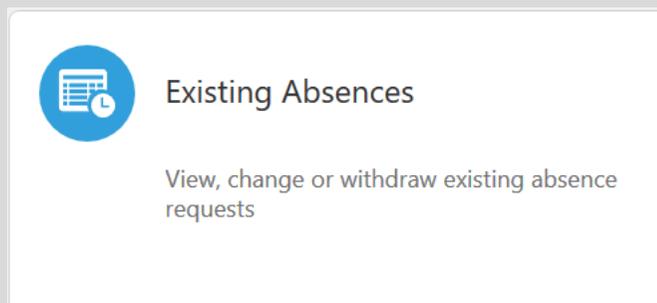
Step 1. Click **Me**



Step 2. Click on **Time and Absences**



Step 3. Click **Existing Absences**

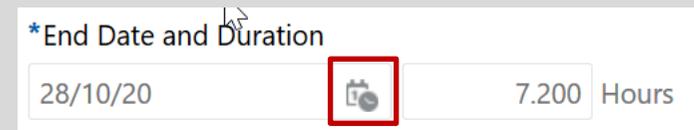


2

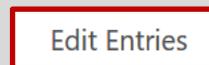
Change an Absence

Step 4. Click on the  icon next to the Absence that needs changing.

Step 5. If you need to just change the **End Date**, then click the Calendar in the **End Date and Duration** field and change the date.



Step 6. If you need to adjust the **Hours** for one of the days or **Delete** day where you have more than one **Post** then click the **Edit Entries** button.



Note: The Absence Types where the hours be adjusted or a the relevant post can be selected are as follows below:

Annual Leave, Flexi Leave, Industrial Action, Special Leave Paid, TOIL and Unpaid Leave. Here we have selected Annual Leave

Step 7. Click on the  icon next to the day that needs changing.

Change an Absence

Step 8: To change the **Hours** enter the correct amount in the **Absence Duration** field and then click the **OK** button

26/10/20
Administrator

7.200 ✎

Delete OK Cancel

*Date
27/10/20 🗓️

Assignment
Administrator ▼

Absence Duration
3.600 Hours

Scheduled duration is 7.2 hours

Step 9: To **Delete** that entry click the **Delete** button

Delete OK Cancel

Step 10: Once you have completed your changes click the **Submit** button at the top of the page

Delete Submit Cancel

Note: Any changes made will go to your manager for re-approval.