

# Quick Reference Guide ESS – Add Absence



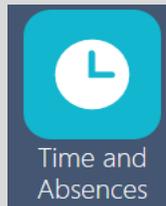
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## Add Absence

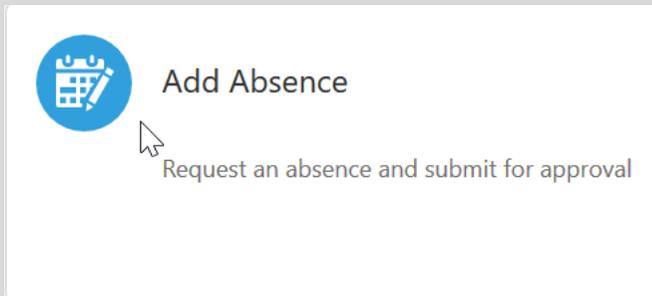
**Step 1.** Click **Me**



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



**Step 3.** Click **Add Absence**

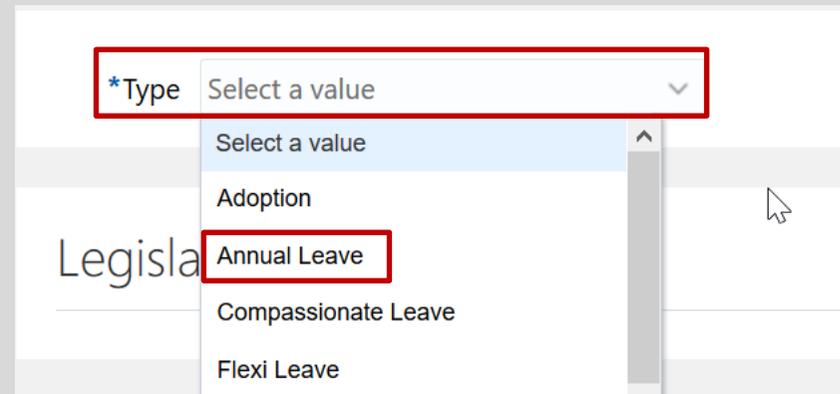


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## Add Absence

**Step 4.** Select required **Absence Type** from the drop-down menu.

**Note:** Annual Leave, Maternity, Paternity, Sickness etc are there in the list. Here we have selected **Annual Leave**.



**Note:** If **Annual Leave** is selected then the **Balance** will display at the bottom right of the section where the **Type** is.



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### Add Absence

**Step 5.** Enter the **Start Date** and **End Date** of the **Absence**.

When Edit Entries

\*Start Date and Duration: 26/10/20 7.200 Hours Absence Duration: 7.200 Hours

\*End Date and Duration: 26/10/20

Projected Balance Calculate

**Note:** The duration will automatically calculate as **7.200 Hours** or **14.400** if you have more than one post.

**Step 6.** If you need to change the duration click the **Edit Entries** button.

Edit Entries

**Step 7:** Click the  icon

**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, Industiral Action, Special Leave Paid, TOIL and Unpaid Leave. Here we have selected Annual Leave

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### Add Absence

**Step 8:** If you have more than one post in the **Assignment** field select the **Post** that the Absence relates to.

Assignment

Administrator

Select a value

Administrator

**Step 9:** To change the **Hours** enter the correct amount in the **Absence Duration** field and then click the **OK** button.

Duration in Hours

Delete OK Cancel

\*Date: 26/10/20

Assignment: Administrator

Absence Duration: 3.600 Hours

Scheduled duration is 7.2 hours

Total Absence Duration: 3.600

Projected Balance Calculate

## Add Absence

**Step 10:** Click the **Submit** button at the top of the page

Add Absence Save and Close Submit Cancel  
Employee: Generic

\*Type: Annual Leave ▼

Absence Type Balance: 137.530 Hours

When + Add

Duration in Hours

26/10/20	3.600	<span>✎</span>
Administrator	Scheduled duration is 7.2 hours	

**Note:** All absences after submitting go to your Manager for Approval and will show Awaiting approval until they have been approved.