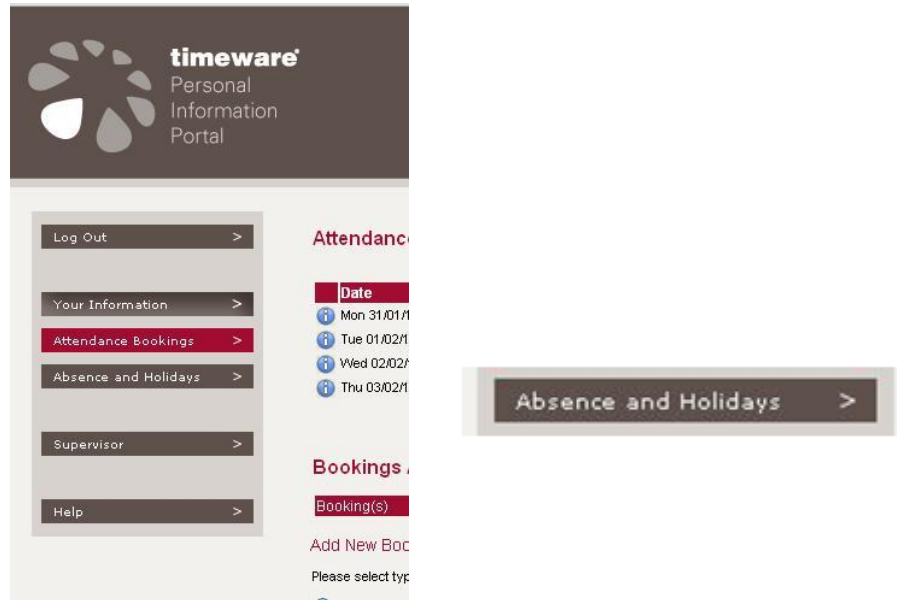




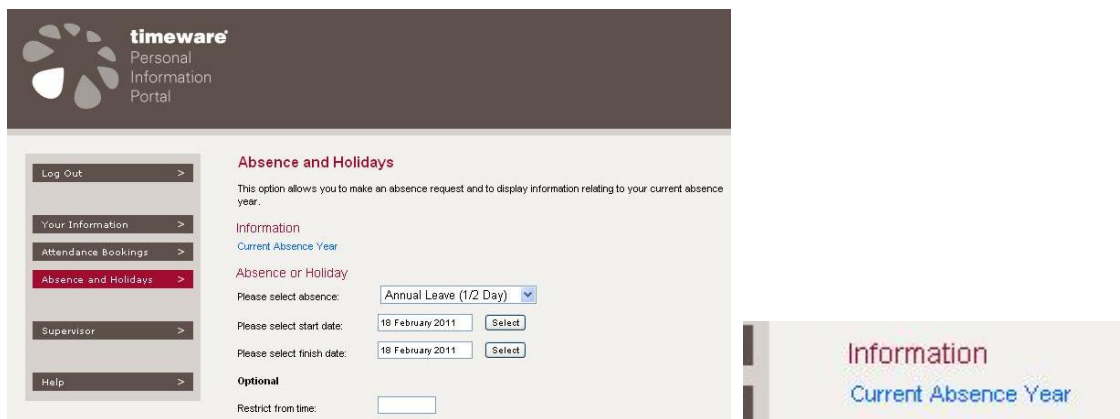
## Module: m/07/120

*'Viewing absence & holiday information...'*

1. Log into the timeware® PIP (module m/07/110).
2. Select Absence and Holidays from the left-hand menu.



3. Next, click on 'Current Absence Year'





4. The Entitlement and Absence and Holidays summary is then displayed.

timeware®  
 Personal Information Portal

**Entitlement Summary (Thu 01 April 2010 - Thu 31 March 2011)**

Category	Days (Decimal)				Hours and Minutes			
	Allowance	Taken	Booked	Remaining	Allowance	Taken	Booked	Remaining
Holiday Absences				0				

**Absence and Holidays (Thu 01 April 2010 - Thu 31 March 2011)**

From	To	Days	Duration / Deduct per Day	Absence	Authorisation	Memo
Mon 3 Jan 11	Mon 3 Jan 11	1	Na / 1.00	Authorised Leave	Approved (Admin)	

5. To Log out of the timeware® PIP , follow module m/07/135.