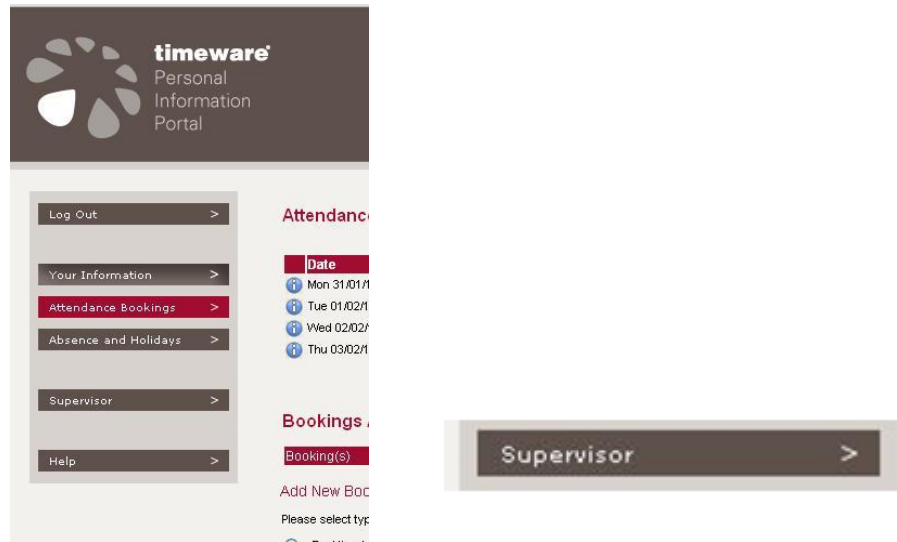




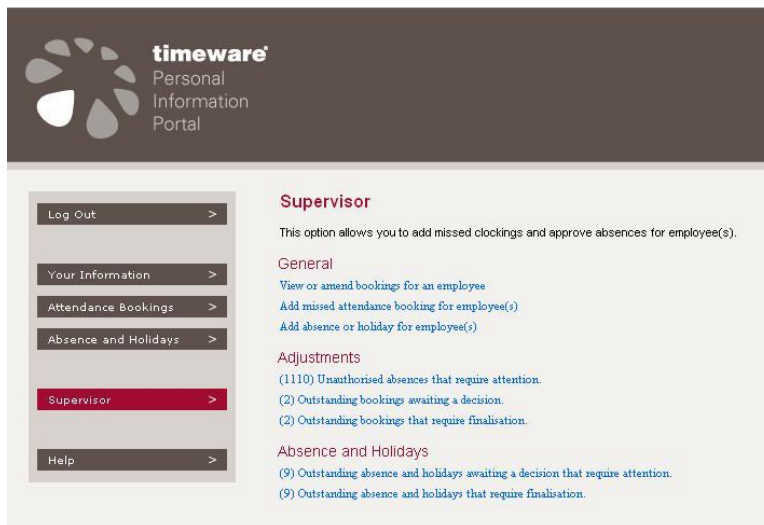
Module: m/07/225

'Submitting staff absence and holiday requests...'

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



3. The Supervisor menu will then appear.



Training module: m-07-225 *Submitting staff absence and holiday requests...*



4. Next, select Add absence or holiday for employee(s) and select the employee(s) from the list.

Add absence or holiday for employee(s)

The screenshot shows the 'timeware Personal Information Portal' interface. On the left is a navigation menu with options: Log Out, Your Information, Attendance Bookings, Absence and Holidays, Supervisor (highlighted in red), and Help. The main content area is titled 'Supervisor > Employee Range' and includes the text 'This option allows you to select a range of employee(s)'. Below this is a table with columns for 'Employee ID' and 'Employee'. The first row is selected, indicated by a checked checkbox.

	Employee ID	Employee
<input checked="" type="checkbox"/>	278	Abraham, Susan
<input type="checkbox"/>	257	Adair, Tom
<input type="checkbox"/>	223	Adams, David
<input type="checkbox"/>	234	Adams, Marbeth
<input type="checkbox"/>	246	Addley, Stephen
<input type="checkbox"/>	235	Allen, Terry
<input type="checkbox"/>	106	Anderson, Gareth

Press the <Submit Selection> button.

Submit Selection



5. Next, enter the absence for the employee(s).

timeware
Personal Information Portal

[Supervisor](#) > [Employee Range](#) > **Add Booking**

This option allows you to add / amend an absence or holiday booking for selected employee(s).

Absence or Holiday

Please select absence:

Please select start date:

Please select finish date:

Optional

Restrict from time:

Restrict to time:

Restrict duration:

Please give a brief explanation for the required absence and the approximate times of day that you will be away to enable your request to be processed efficiently.

Authorisation

No change

Approve booking

Decline booking

Finalised?

NB: It is the responsibility of the "Authoriser" to ensure that all reasonable effort is taken to ensure the authorised information is accurate and compliant with relevant policy and procedures.

Declaration

On approval of this adjustment request I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures.

I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

Finally, press <Submit Absence>.

Information Submitted

Thank you, your information has been processed.





Notes

Training module: m-07-225 *Submitting staff absence and holiday requests...*

