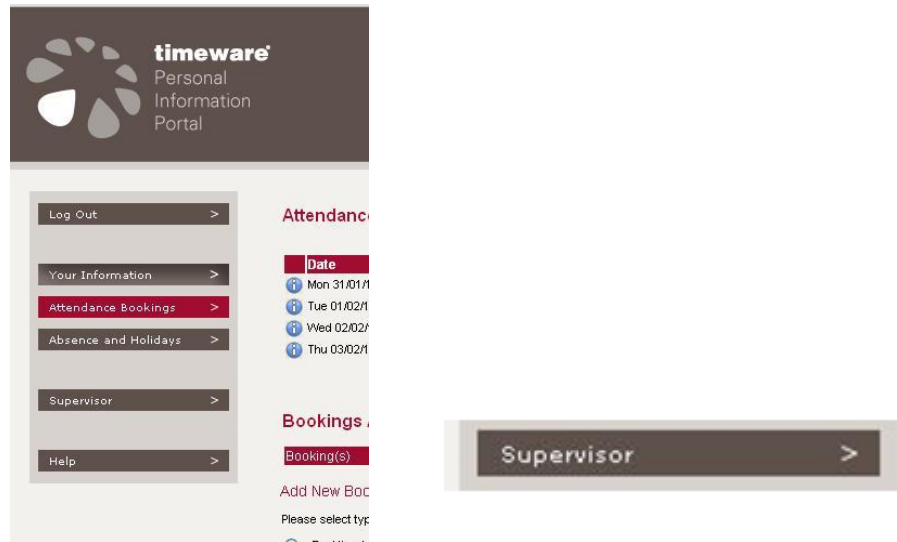




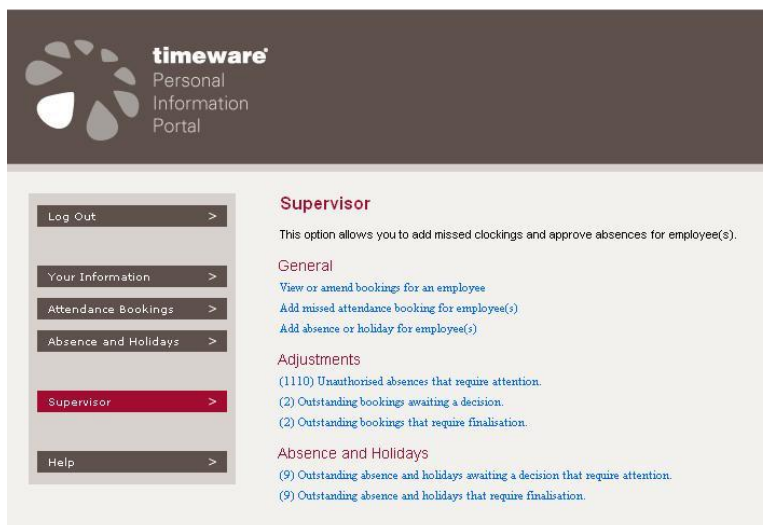
Module: m/07/235

'Authorising and finalising staff absence or 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-07-235 *Authorising and finalising staff absence or holiday requests...*



4. On the right you will see the Adjustments heading above two options.

Absence and Holidays

- (9) Outstanding absence and holidays awaiting a decision that require attention.
- (9) Outstanding absence and holidays that require finalisation.

- a. Outstanding absence and holidays awaiting a decision that require attention. This option gives the supervisor the ability to mark *'yet to be approved'* absence or holidays requests as declined or authorised.
- b. Outstanding absences and holidays that require finalisation. This option gives the supervisor the ability to mark *'approved'* or *'declined'* absence or holiday requests as finalised.

5. Before making the decision to authorise an absence, the supervisor can use the following facility to identify other employees that have approved holidays around this date.

Supervisor > Absences (Awaiting Decision)

This option allows you to make changes to absences.

	Employee ID	Employee	Absence From	Absence To	?	Absence
<input type="checkbox"/>	305	Price, Nathan	Wed 05/01/11	Fri 07/01/11		Annual Leave (Full Day)
<input type="checkbox"/>	305	Price, Nathan	Tue 29/03/11	Wed 30/03/11		Annual Leave (1/2 Day)
<input type="checkbox"/>	305	Price, Nathan	Mon 19/12/11	Tue 20/12/11		Annual Leave (Full Day)

Authorisation



Clicking on the highlighted icon reveals a list of employees whose planned absences may clash.

192.168.42.117/supervisor_absence_statistic.html?absence_id:6282

timeware®
Personal Information Portal

Absences (Wed 05 January 2011 - Fri 07 January 2011 +/- 7 Days)

Employee ID	Employee	Absence From	Absence To	Absence	Authorisation	Memo
252	Irwin, David	Thu 30/12/10	Fri 31/12/10	Annual Leave (Full Day)	Approved (Admin)	
276	Boal, Lisa	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
298	Burns, Deborah	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
296	Currie, Heather	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
303	Deazley, Emma	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
272	Draffin, Robert	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
275	Irvine, Diane	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
252	Irwin, David	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
302	Lawlor, Kyle	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
301	McCourt, Lynsey	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
261	Mitchell, Scott	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
259	Pressley Test, Darron	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
305	Price, Nathan	Mon 03/01/11	Mon 03/01/11	Authorised Leave	Approved (Admin)	
304	Tennyson, Justin	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
273	Turkington, Geoff	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
283	Wilson, Natalie	Mon 03/01/11	Mon 03/01/11	Statutory Holidays	Approved (Stephen Brown)	
252	Irwin, David	Mon 03/01/11	Fri 07/01/11	Annual Leave (Full Day)	Approved (Admin)	
276	Boal, Lisa	Tue 04/01/11	Sat 08/01/11	Business Leave	Approved (Admin)	
302	Lawlor, Kyle	Wed 05/01/11	Wed 05/01/11	Annual Leave (Full Day)	Approved (Admin)	
252	Irwin, David	Tue 11/01/11	Fri 14/01/11	Annual Leave (Full Day)	Approved (Admin)	
259	Pressley Test, Darron	Tue 11/01/11	Fri 14/01/11	Annual Leave (1/2 Day)	Approved (Admin)	



Notes:

Training module: m-07-235 *Authorising and finalising staff absence or holiday requests...*

