

Entering New Absence Details

Navigate: **Organisation > People** (select person) > **Absence > Personal absence list > New - Absence details**



1. Use the search facility to locate the person whose details you wish to maintain
2. Click on the Absence folder
3. Select the Personal Absence List option
4. Select the New -Absence details option
5. Select required absence group.

Select Group for New Absence:

Select absence group

The first step in creating an absence is to define what absence group the new absence is associated with. There are 5 groups to choose from:

- Holiday (holidays are not being recorded in Trent in phase 1 of the project)
- Maternity (this option will not appear if the selected person is male)
- Other
- Sickness
- Paternity

Select the required **Absence group** from the drop down list and then click the **create** button.

Trent will then display the relevant absence details page to enable you to record the absence details currently available to you. These are explained in more detail later.

When the absence details have been entered and saved you can then view and maintain them within the Trent navigation.

Navigate: **Organisation > Person** (find employee) **>Absence>**
 Personal absence list > Absence details

In order to get a full months absence values to match 1/12th of someone's pay we have had to use the pro-rata rules which look at calendar/working days in the period rather than 260/365ths.