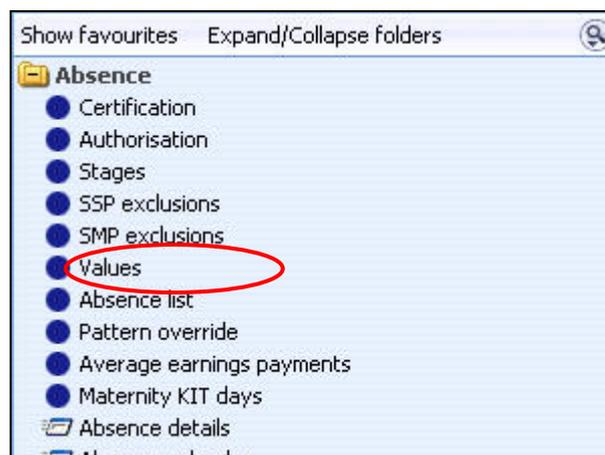


Absence Values

Once an absence has been calculated, the values can be viewed to ascertain how many days/hours have been lost to the organisation and, where appropriate, the payment values that can be passed to the Payroll module.

To access the details,

Navigate: **Organisation > People (select person) > Absence > Personal Absence List > Values**



The details shown include a summary of SSP and, if used OSP, values

Scheme type	Band / Rate	Entitlement used	Time lost	Job / Contract name	Scheme name
<input type="radio"/> SSP	3 waiting days	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> SSP	1: 70.05 GBP	2.4 Weeks	-	-	Statutory Sickness Scheme
<input type="radio"/> OSP - Sickness	-	-	15 Hours	Administrative Officer Grade I (Job)	-

The University has decided to allocate a notional 1 hour per day as time lost, as we are not going to the level of detail of holding actuals worked for every person.

Each entry on the summary can be further analysed by selecting the Values (Daily Breakdown) option from the menu.



The resulting list shows a day by day breakdown of the values.

Payroll: Sickness, Maternity & Other Absences



Select all

Date	Band / Rate	Entitlement used	Time lost	Job / Contract name	Scheme name
<input type="radio"/> 15/01/2007	Waiting day	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 16/01/2007	Waiting day	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 17/01/2007	Waiting day	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 18/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 19/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 20/01/2007	1: 70.05 GBP	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 21/01/2007	1: 70.05 GBP	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 22/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 23/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 24/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 25/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 26/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 27/01/2007	1: 70.05 GBP	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 28/01/2007	1: 70.05 GBP	-	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 29/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 30/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 31/01/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 01/02/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 02/02/2007	1: 70.05 GBP	0.2 Weeks	-	-	Statutory Sickness Scheme
<input checked="" type="radio"/> 03/02/2007	1: 70.05 GBP	-	-	-	Statutory Sickness Scheme