# Sickness, annual leave and other absences – delete

What do I do if annual leave, sickness or other absence is incorrect but EASY has already transferred it to 'ESR'?

### To delete

### In the **'Management'** Banner. Go to **'Absences'**

If the annual leave or other absence period was not taken, incorrect or is to be replaced by another absence then click the

to delete.

**Note:** sickness and some other absences cannot be deleted – raise a HR Direct query for further details

Enter 3 characters from your security word and click

# Delete from ESR

Character 2	Character 5	Character 6
	D	elete from ESR Ca

Absence period will move to underneath

Authorised Absences

## **Do Not Withdraw**

On next offload absence will be removed from EASY and ESR. Only once offload completed can you input any new absence for same dates.

Self Service										
4anagement Time & Atte		format	ion							
<ul> <li>Timesheets</li> <li>Absences</li> <li>Leave Reques</li> </ul>		ed Absences (1)			Add/Edit Withdraw Submit Authorise					
Reports		bsence	s (0)							
		bsence	es (0)							
- Re	cently Pro	cessed	Absences			Vie	w All Process	ed Al	osenc	es
From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	Period Extracted			
14th June 2018	•	14th June 2018	Annual Leave	Annual Leave		9.38	M 06/2018	Ø	*	Ra
27th July 2018	•	27th July 2018	Annual Leave	Annual Leave		9.38	M 06/2018	Ø	×	1G
4th April 2018	•	19th April 2018	Sickness	S10: Anxiety/stress/depression/other psychiatric illnesses	16.00		M 02/2018	Ø		Pio Pi
28th March 2018	•	3rd April 2018	Special Paid	Bereavement	7.00		M 02/2018	0	*	10
26th March 2018	•	27th March 2018	Sickness	S98: Other known causes - not elsewhere classified	2.00		M 02/2018	Ø		Teo

# Sickness, annual leave and other absences – delete

What do I do if annual leave, sickness or other absence is incorrect but EASY has already transferred it to 'ESR'?

#### To amend Self Service In the 'Management' Information Management Banner. Go to 'Absence' A Time & Attendance If the annual leave, sickness Timesheets ed Absences (1) Add/Edit Withdraw Submit Authorise or other absence period Absences require any changes then click Leave Requests Absences (0) Reports the Absences (0) to amend **Recently Processed Absences** View All Processed Absences Period will move to underneath Unsubmitted Absences (0) Absence From To Type/ Period Date/ Date/ Cal. Use the Add/Edit Cont. Abs. Reason/Detail Resulting Hours Extracted From to amend To Davs from or Time Time the annual leave. sickness or Related to other absence and then 14th 14th Authorise. Annual Annual Leave 9.38 M 06/2018 June 0 June Leave 2018 2018 Period will move to underneath 27th 27th **Authorised Absences** Annual P Annual Leave 9.38 M 06/2018 July July 0 Leave 2018 2018 **Do Not Withdraw** 4th 19th S10: On next offload absence will P Anxiety/stress/depression/other Sickness 16.00 M 02/2018 April April 0 be updated in EASY and ESR. 2018 2018 psychiatric illnesses 28th 3rd Note: the start date cannot be P March 0 April Special Paid Bereavement 7.00 M 02/2018 changed, so if different delete 2018 2018 as per instructions for deleting. 26th 27th Re-input and submit the S98: Other known causes - not P March March Sickness 2.00 M 02/2018 0 1 revised absence the **next day** elsewhere classified 2018 2018 once the absence has been removed from system