

## **Guide to recording Trade Union Duties**

Log on to EASY using your TU\_ username.



From the Menu bar - click on **Management** 

then Absences.



button (top right) and click on your blue assignment number from the list

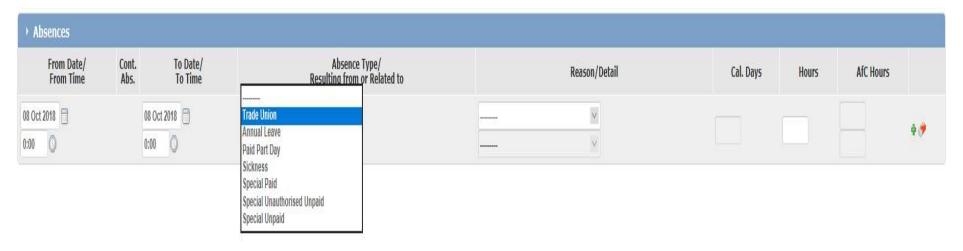




Click on on the unsubmitted banner to enter your **Trade Union** hours.



Enter the **from** and **to** dates and select **Trade Union** absence Type from the drop down box:



Select the reason for your Trade Union hours from the drop down list.





## Enter the number of hours in the **Hours** box.

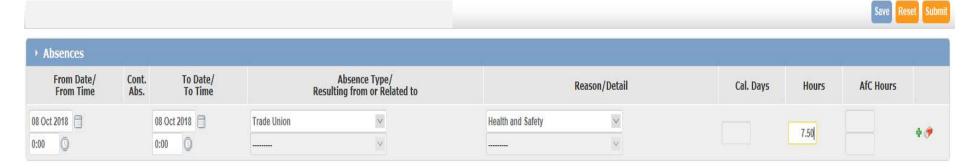


Please note hours are entered decimals (to the nearest ½ hour) – if you wish to enter in hours and minutes the enter as **hours h minutes** (7h30) and press TAB key on your keyboard – the system will covert your hours and minutes to a decimal for you.

Once you have completed your entry then click on the



button



Tick the declaration and press the



to submit the record.

