

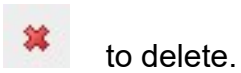
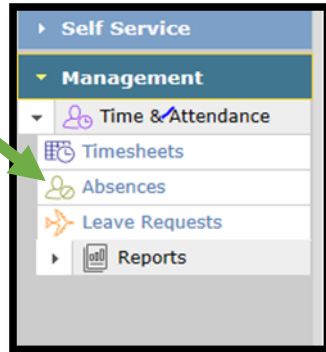
Sickness, annual leave and other absences – delete

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

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.

Information										
Authorised Absences (1)										
										<input type="button" value="Add/Edit"/> <input type="button" value="Withdraw"/> <input type="button" value="Submit"/> <input type="button" value="Authorise"/>
Absences (0)										
Authorised Absences (0)										
Recently Processed Absences										
										<input type="button" value="View All Processed Absences"/>
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			
27th July 2018	➖	27th July 2018	Annual Leave	Annual Leave		9.38	M 06/2018			
4th April 2018	➖	19th April 2018	Sickness	S10: Anxiety/stress/depression/other psychiatric illnesses	16.00		M 02/2018			
28th March 2018	➖	3rd April 2018	Special Paid	Bereavement	7.00		M 02/2018			
26th March 2018	➖	27th March 2018	Sickness	S98: Other known causes - not elsewhere classified	2.00		M 02/2018			

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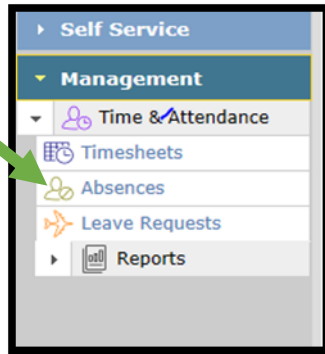
To amend

In the 'Management' Banner. Go to 'Absence'

If the annual leave, sickness or other absence period require any changes then click the



to amend



Period will move to underneath

Unsubmitted Absences (0)

Use the **Add/Edit** to amend the annual leave, sickness or other absence and then **Authorise**.

Period will move to underneath

Authorised Absences

Do Not Withdraw

On next offload absence will be updated in EASY and ESR.

*Note: the start date cannot be changed, so if different delete as per instructions for deleting. Re-input and submit the revised absence the **next day** once the absence has been removed from system*

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			
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