

Guide to recording Trade Union Duties

Log on to EASY using your TU_ username.



From the Menu bar - click on **Management** then **Absences**.




Click on the **Find Assignment** button (top right) and click on your **blue assignment number** from the list

Assignment number	Last name	First name	Position	Organisation	Paypoint	Status
12345678	Surname	Forename	25896325: Position name	Organisation Name	Default Home	Active Assignment

▼ By Authority/Trust

- All
- NHS Blood and Transplant (918)
- National (NHS)

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

Employee Information

Unsubmitted Absences (0) 

No unsubmitted absences found

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

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
08 Oct 2018 0:00		08 Oct 2018 0:00	<ul style="list-style-type: none"> Trade Union Annual Leave Paid Part Day Sickness Special Paid Special Unauthorised Unpaid Special Unpaid 				

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

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
08 Oct 2018 0:00		08 Oct 2018 0:00	Trade Union	<ul style="list-style-type: none"> Health and Safety Learning Representative Partnership Working Trade Union Activity Trade Union Duties 			

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

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
08 Oct 2018 0:00		08 Oct 2018 0:00	Trade Union	Health and Safety		7.50	

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.



From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
08 Oct 2018 0:00		08 Oct 2018 0:00	Trade Union	Health and Safety		7.50	



Tick the declaration and press the  to submit the record.

A request to **submit** **Trade Union 8 Oct 2018 - 8 Oct 2018** has been made.

If you do not wish to proceed or did not initiate this request please click Cancel.

Declaration

Warning – you are submitting absence which must then be approved. If it is not authorised it will not be extracted to ESR for pay and reporting.

Either cancel and go straight to AUTHORISE or continue to SUBMIT and then AUTHORISE to ensure the absence is correctly paid and recorded in ESR.

Colleagues should be aware that NHSBT has a zero tolerance to fraud and that any claims found to be false may result in disciplinary, criminal or civil sanctions, or a combination of these as appropriate.

Please affirm the declaration