Absence registration in PROMARK
For departments (Aarhus BSS, ST, HE)/schools (Arts) which use PROMARK for partial time registration

This guide is for employees who use ProMark for partial time and/or absence registration. Absence registration must comply with AU’s staff policy regarding absence. The rules can be found on AU’s website: http://medarbejdere.au.dk/en/administration/hr/absence/

Table of contents
1. Overview ..............................................................................................................................................2
2. How to register a full day of absence ....................................................................................................3
3. How to register part-time absence from work .......................................................................................3
4. How to delete absence registration data ...............................................................................................3
5. How to use the different types of absence .............................................................................................4
6. How to find the account balance for holiday etc. ..................................................................................6
7. How to find and print the employee’s individual time and absence registrations ..................................6
8. How to close absence registrations .......................................................................................................7
9. How absence affects the tab Projekttid/Project time .........................................................................8
1 OVERVIEW

Click the tab Fravær/absence to register absence. The tab consists of the three components below.

1. **Calendar**: The calendar shows all time and absence registrations and can be used to mark specific dates for new registrations.

2. **Absence registration – for selected days**: Here you can register absence for the days which are marked in the calendar or for the period of time which you select in the From – To fields.

3. **Account balance**: Shows the account balance for holidays, special holidays and any childcare days or senior days (i.e. days off for older members of staff).

4. **Transaction list report**: Shows all the employee’s registrations for each day in the selected period.
2 HOW TO REGISTER A FULL DAY OF ABSENCE

1. Mark one or more days in the Calendar by ticking the box of each date or by clicking the week number (by clicking the week number, you mark the whole week). You can also fill in the From - To fields under Absence registration – for selected days.
2. In the Reason field in Absence registration – for selected days, you can select the reason for your absence. You can also write additional information in the Extra data field, and this information will then be included in the absence reports. Finish by clicking Save.

NOTE! If you register absence on one or more public holidays, the system will display an error message in red (e.g. "Fejl: 25.12.15 er ikke en fraværsdag" (‘Error: 25 December 2015 is not a day of absence’)). This is just a warning and the registration will be saved correctly in the system.

3 HOW TO REGISTER PART-TIME ABSENCE FROM WORK

If you are not absent for one or more full days, you can register absence as part-time absence.

1. Mark one or more days in the Calendar or in the From - To fields in Absence registration – for selected days (as described above).
2. In Absence registration – for selected days, select Part day. When Part day is selected, the field Hours becomes available.
3. In the field Reason, you can select the reason for the absence. Write the number of hours, and minutes if relevant, of absence per day of the period in the field Hours. In the Extra data field, you can write any additional information.
4. Finish by clicking Save.

4 HOW TO DELETE ABSENCE REGISTRATION DATA

Mark the period with the data you want to delete in the Calendar or by using the From - To fields in Absence registration – for selected days and press Delete.
5 HOW TO USE THE DIFFERENT TYPES OF ABSENCE

In Absence registration – for selected days, you can click the arrow next to the Reason field and a drop-down list will be displayed. This list contains the different types of absence.

All day’ absence

- **Sygdom/Sickness**: Is used when you have been absent for a full day due to illness.
- **§56 sygdom/Sickness**: This type of absence may only be used by members of staff who are employed under Section 56 and only when the absence is caused by illness which relates to Section 56.
- **Flexjob sygdom/Flexjob sickness**: This type of absence is used in cases where the employee is in a flexjob.
- **Graviditetsbet. Sygdom/pregnancy-related sickness**: This type of absence is used in cases where the absence relates to pregnancy-related illness.
- **Arbejdsskade/work-related injury**: This type of absence is used in cases where the absence relates to a recognised work-related injury.
- **Barns 1. Sygedag/child’s first day of sickness** and ‘Barns 2. Sygedag/child’s second day of sickness**: These types of absence are used in cases where the employee is absent from work for a full day because of a sick child.
- **Barselsorlov/maternity-paternity leave** and **Adoption/adoption leave**: These types of absence are used in case of maternity/paternity leave and adoption.
- **Ferie/Vacation**: Days of holiday are registered as full days of absence. If remaining holiday is less than one full day, it is, however, possible to register remaining holiday in hours by selecting ‘Part day’ absence.
- **Særlige feriedage/special days of vacation**: Special days of holiday may be registered as full days of absence or in hours by using ‘Part day’ absence.
- **Omsorgsdage/childcare days**: This type of absence may only be used, if you have children below the age of 8 and they are registered in AUHRA. Inform HR about your children and their dates of birth, if your children are registered.

- **‘Omsorgsdage, gamle regler’ (childcare days in accordance with the previous scheme)**: This type of absence may only be used, if you were employed before 1 October 2005 and your children were born before 1 October 2005, but after 1 April 1995. This type of absence can only be used if the children are registered in AUHRA. Inform the secretary, if your children are not registered.

- **‘Seniordage’ (days off for older members of staff)**: This type of absence may only be used, if you and your manager have made an agreement about senior days (days off for older members of staff).

- **‘Fri m. løn iht. pers.håndbog’ (time off with pay in accordance with staff policy)**: This type of absence may be used when time off has been agreed in accordance with AU's staff policy, milestone birthdays etc.

If there are any special circumstances which explain the absence, a short explanation may be written in the field **Extra data**.

### Part day absence

- **‘Delvis syg - enkelt dag/Part time sickness - one day****: This type of absence is used for absence due to illness which lasts less than one full day. Example: If you left work early one day to go home because you were sick, this should be registered as ‘Part day’ absence and the absence type ‘Delvis syg - enkelt dag’ is used.

- **Delvis syg §56/Part time sickness §56**: This type of absence may only be used by members of staff who are employed under §56 and only when the absence is caused by illness which relates to §56.

- **Delvis syg - nedsat tid/Part time sickness - agreed**: This type of absence is used when you and your manager have made a temporary agreement to reduce the number of working hours because of illness, rehabilitation or the like.

- **Barns 1. Sygedag/child’s first day of Sickness** and **‘Barns 2. Sygedag/child’s second day of sickness****: This type of absence is used if you leave earlier or start work later because of a sick child.
• **Delvis barsel/part-time due to maternity/paternity leave**

• **Delvis adoption/part-time due to adoption leave**: These types of absence are used in cases where it has been agreed that you return to work part-time after maternity/paternity leave/adoption leave.

• **Særlige feriedage/special days of vacation - Delvis ferie - enkelt dag/Vacation less than one full day**: Days of holiday are usually taken as full days off, but in cases where the remaining holiday is less than one full day, AU accepts that holiday is taken for a number of hours corresponding to the remaining holiday.

• **Fri med løn/Time off with pay**: This absence type is used if you have an appointment with your dentist/doctor during working hours, see AU’s staff policy: ‘As a rule, employees should try to make medical and dental appointments outside working hours. If this is not possible, employees can make arrangements with their immediate superior to take time off with pay provided that their absence during working hours disrupts work as little as possible. Time off with pay cannot be taken to accompany a child or other family member, for example, to medical and dental appointments.’

## 6 HOW TO FIND THE ACCOUNT BALANCE FOR HOLIDAY ETC.

Under **Account Balance** (element 6 in the figure on page 1), you can see the account balance for different types of absence. Note: It is possible to see the account balance for different periods.

The **Current and future periods** option is relevant for units which register holidays in advance e.g. units which register three weeks of holiday in July in advance which the individual employee can then move based on agreement with his/her manager.

NOTE! These account balances are not updated immediately, but will be updated the day after a registration is made.

## 7 HOW TO FIND AND PRINT THE EMPLOYEE’S INDIVIDUAL TIME AND ABSENCE REGISTRATIONS

You can find the individual absence registrations for a selected period in **Transaction list report** (element 6 in the figure on page 1).

Specify a date in the **From** and **To** fields and click **Open report**. The absence registrations for this period are now displayed, and you can now click **Print** if relevant.
8 HOW TO CLOSE ABSENCE REGISTRATIONS

When a month has passed, you must confirm that all the absence registrations in ProMark for the month in question are correct and completed. This is done by checking that all days of absence during the month in question have been registered, and then by clicking the button ‘Kvitter måned’ (monthly sign-off) in the top right-hand corner of the calendar. This must be done by the 6th of the following month at the latest.

When you click the button ‘Kvitter måned’ (monthly sign-off), you confirm that all registrations of absence and project time have been completed. If there are no registrations for the month in question, because you have not been absent and you do not work on any projects which require time registration, you must still click the button ‘Kvitter måned’ (monthly sign-off).
9 HOW ABSENCE AFFECTS THE TAB PROJEKTTID/PROJECT TIME

When you have made an absence registration and saved it, e.g. if you have been sick, it will be displayed on the tab Projekttid/Project time and it is indicated that absence is registered for the specific date. It is still possible to register project hours on the date.

<table>
<thead>
<tr>
<th>Project</th>
<th>Activity</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>15114, DCE intant</td>
<td>81601, Anden lan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records to display.