Time management in PROMARK regarding absence registration

These instructions are for employees who perform time registration tasks i.e. employees who used to use ARS. Absence registration must be in compliance with AU’s staff policy regarding absence. The rules can be found on AU’s website: http://medarbejdere.au.dk/en/administration/hr/absence/

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1 DESCRIPTION

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.

**Print totals**: Shows absence in total for all types of absence during the selected period of time.
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).
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.

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! The marked dates continue to be marked after the absence registration is completed and saved for the specific dates. This means that you must remove the checkmarks for the dates which have been saved, if you want to mark new dates to register absence.

NOTE! If you register absence on a weekend or a public holiday, 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

If you are not absent for one or more full days, you must 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 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

- ‘Sickness’: Is used when you have been absent for a full day, because you were sick.
- ‘§ 56 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 the illness which relates to section 56.
- ‘Pregnancy-related sickness’: This type of absence is used in cases where the absence relates to pregnancy-related illness.
- ‘Work-related injury’: This type of absence is used in cases where the absence relates to a recognised work-related injury.
- ‘Child’s 1. sickness day’/‘Child’s 2. sickness day’: These types of absence are used in cases where the employee is absent from work for a full day because of a sick child.
- ‘Maternity leave’/‘Adoption leave’: These types of absence are used in case of maternity leave and adoption.
- ‘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.
- ‘Special vacation’: Special days of holiday may be registered as full days of absence or in hours as by using ‘Part day’ absence.
- ‘(Child)care day’: This type of absence may only be used, if you have children below the age of 8 and they are registered in AUHRA. Inform the secretary about your children and their dates of birth, if your children are not registered.
• **‘(Child)care days, old rules’**: 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.

• **‘Senior days’ (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).

• **‘Time off with pay’**: Time off in relation to AU staff policy. Must be agreed with manager.

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

**‘Part day’ absence**

• **‘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 is registered as ‘Part day’ absence and the absence type ‘Part-time sickness - one day’ is used. This absence type is also 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.’

• **‘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.

• **‘Child’s 1. sickness day’/‘Child’s 2. sickness day’**: This type of absence is used if you leave earlier or start work later because of a sick child.
• ‘Part-time maternity leave’/‘Part-time adoption leave’: These types of absence are used in cases where it has been agreed that you return to work part-time after maternity leave/adoption leave.

• ‘Vacation’ (holiday): 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.

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

Under **Account Balance** (element 1 in the figure on page 2), 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 WHERE TO FIND AND PRINT THE EMPLOYEE’S INDIVIDUAL ABSENCE REGISTRATIONS

You can find the individual absence registrations for a selected period in **Print totals** 1 (element 2 in the figure on page 2).

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

Like project registrations, absence registrations may be registered and changed up until the accounting period is closed on the 8th of the following month. It is important that the individual employee remembers to check the absence registrations of the month, before the accounting period is closed.

Please note that even though the Weekly sign-off box is ticked on the tab Projektid/Project time, you can still change the absence registrations up until the accounting period is closed on the 8th of the following month.

9 HOW ABSENCE AFFECTS THE TAB PROJEKTID/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 Projektid/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.