

# HOW TO HANDLE AN ABSENCE ATTENDANCE REQUEST

HrOnlineLux 06\_02 How to handle an absence attendance request - HR

The screenshot shows the Securex HR system interface. The top navigation bar includes 'Time Management', 'Quota', 'Work Schedule', 'Fast Actions', 'Reporting', and 'Fast Forward'. The main area displays a 'Monthly Calendar' for October 2016. On the left, there is a 'My Selections' panel with a list of employees under the 'Controlling Area' 'BUSINESS TRAVEL (22)'. A callout box over the calendar highlights the date 19th and provides options: 'Create Absence Record', 'Attendance Record', and 'Substitution'. Numbered callouts 1, 2, and 3 indicate the steps for handling the request.


The information entered by your manager or HR user is automatically confirmed and an email is sent to the employee concerned

- 1 Go to [Time management](#) > [Time](#).
- 2 Select the chosen employee in the drop-down list.
- 3 Depending on your requirements, click on [Absence](#) or [Attendance](#).

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### Absence request

For \*  (1)  
4 [Add My Selection](#) [Advanced Search](#)

Type Holiday paid (H) \*

Cost Center

Start date 20.10.2016 \* End date

All Day  
 Half Day
 
 Morning  Afternoon

From 00:00 To 24:00



Number of Hours  \*

Status


Comment   
Max: 255 characters

[Show Team Calendar](#) [Show Quota Checker](#) 5

6 Submit Cancel

	Mo 17	Tue 18	Wed 19	Thu 20	Fr 21	Sat 22	Su 23	Requested Hours	Approved Hours	Total hours
GERARD Laurent [80002476]										
	STLU	STLU	STLU	STLU	STLU	FREE	FREE	0	0	0
HOFSTAT Samuel [80002474]										
	NORM	NORM	NORM	FREE	NORM	NORM	FREE	0	0	0

- 4 Fill in the start and end date of the absence, and fill in the type of the absence (illness, holidays, etc.)
- 5 Click on [Show Team Calendar](#) to access your team calendar (also available for managers) and on [Show Quota Check](#) to check if the employee is entitled to this absence).
- 6 Click on [Submit](#).

**Select view** 

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**List Calendar**

From 01.09.2016 To 31.10.2016

Start	End	Name	Event types	Status
26.09.2016	26.09.2016	LAFORGE Jocely...	Holiday paid (H)	Appro



**Monthly Calendar**


October 2016 Today

Monday	Tuesday	Wednesday
26	27	
03	04	

**Team Calendar**

Mo 17.10.2016 - Su 23.10.2016 Today 19.10.2016

	Mo 17	Tue 18	Wed 19	Thu 20	Fr 21	Sat 22	Su 23
GERARD Laurent [80002476]							
	STLU	STLU	STLU	STLU	STLU	FREE	FREE
HOFSTAT Samuel [80002474]							
	NORM	NORM	NORM	FREE	NORM	NORM	FREE

Click on **Select view**  to choose how you want to view the absences. (also available for managers).