

# HOW TO HANDLE AN ABSENCE / ATTENDANCE REQUEST

HRonlineLux 06\_3\_How to handle an absence / attendance request \_RH

The screenshot displays the HRonline interface. At the top, the 'Time Management' section is highlighted with a green circle '1'. Below it, the 'Time Views' tab is active, showing a 'Monthly Calendar' for October 2016. The calendar grid shows days from Monday to Sunday. A callout box is overlaid on the calendar, pointing to the 19th, with options: 'Create Absence', 'Record Attendance', and 'Record Substitution'. The left sidebar shows 'My Details' for MERLIN Pierre and 'My Selections' under 'Controlling Area' with a list of employees, including 'BUSINESS TRAVEL (22)' which is selected. A green circle '2' is next to the 'My Selections' section. A green circle '3' is next to the callout box.

Periods of illness are entered in the same way as absences.

The 3 users (HRadmin, Payadmin & Manager) can enter a period of illness in the calendar.


The illness declaration is sent to the CNS by Securex on the 6th of the month after the illness, so the last date on which you can enter the information is the 5th of the month following the illness.

- 1 Go to [Time management](#) > [Time Views](#).
- 2 Select the chosen employee in the drop-down list. If more than one employee was absent, you can directly select up to 11 employees 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  \*

Cost Center

Start date  \* End date

All Day  
 Half Day  
 From  To   
 Number of Hours  \*

Morning  Afternoon



Status

Comment


Max: 255 characters 5

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

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	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

- ! *The information entered by your manager or HR user is automatically confirmed and an email is sent to the employee concerned.*
- 4 Fill in the start date and end date of the absence, and fill the type of 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  To

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

The reasons for absence considered as 'Illness' are:

- Disease
- Long-term illness
- Accident
- End-of-life support leave
- Family leave

Click on **Select view**  to choose how you want to view the absences (also available for managers). You can also click on [Deductions](#) on the employee's quotas to export the lists of absences linked to this particular quota.