

CONSULTING AN ABSENCE QUOTA

HRonlineLux 36_01_To consult an absence quota_Employee

Quotas are sorted by debit order. You can view all your quotas.

When a quota deduction date approaches the end of its validity period, the quota is automatically transferred to the past quotas.

The absence and attendance quotas can be viewed in the same tab.

[Absence Quota Details](#)


[Attendance Quota Details](#)

There are three types of quotas:

[Current Quota](#)

[Future Quota](#) [Past Quota](#)

- **Current quotas:** quota with a deduction start and end date valid today,
- **Future quotas:** you can anticipate the creation of quotas,
- **Past quotas:** you can view quotas for previous years and those with a deduction start and end date that are not valid today.

Absence Quota Details						
Current Quota		Future Quota	Past Quota			
Start Date	End Date	Absence quota type	Quota number	Deduction	Unit	Remaining
01.01.2016	31.12.2016	Holiday paid (hours)	170,00000	88,00000	Hours	82,00000
Deduction from	01.01.2016		Deduction to	31.03.2017		
Absence quota type	Holiday paid (hours)					
Quota number	170,00000			Hours		
Deduction	88,00000					
Remaining	82,00000					
	01.01.2016 - 31.12.2016					
Change	Delete	Deductions				

- 1 **Quota number:** Your holiday entitlement (per quota).
- 2 **Deduction:** Hours accepted by your manager (even for a future period).
- 3 **Remaining:** Remaining holiday entitlement (after deduction).
- 4 **Deduction from:** Date from which you can take time off with this quota.
- 5 **Deduction to:** Date from which you cannot request leave with this quota.

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Absence Quota Details

Current Quota | Future Quota | Past Quota

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01.01.2016 - 31.12.2016
[Change](#) [Delete](#) [Deductions](#)

Search

Date	Infotype	Absence	Deduction	Unit	Status
30.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
29.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
26.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
25.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
23.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
22.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
19.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
18.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
16.08.2016	Absences	Holiday paid (H)	8,00000	Hours	A
08.01.2016	Absences	Holiday paid (H)	8,00000	Hours	A
07.01.2016	Absences	Holiday paid (H)	8,00000	Hours	A

If you need to check the status of your requests, there are two options:

- 1 Use the [deductions button](#).

It lists the different requests for absences that your manager has already agreed to for this quota. You can export this information to Excel, PDF or text format.

This option is available for all quotas (for example, you can see that in your future quota, your day off in lieu of the 2016 public holiday 01/05 was deducted on 8 May, which you requested as leave).

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The screenshot displays the 'Time Management' section of the HRonline system. The 'List Calendar' view is active, showing a list of absence requests for the period from 01.02.2016 to 29.02.2016. The interface includes a navigation bar with icons for Time Management, Quota, Work Schedule, Fast Actions, Reporting, and Fast Forward. The 'List Calendar' view is selected, and the 'Select view' dropdown is set to 'Calendar List'. The 'From' and 'To' date fields are filled with '01.02.2016' and '29.02.2016' respectively. A 'Refresh' button is visible. Below the date fields, there are 'Filter Options' and icons for print, export, and share. The main content area shows a table with the following data:

Start	End	Name	Event types	Status	Comment
25.02.2016	29.02.2016	MALODO Joséph...	Holiday paid (H)	Approved	
23.02.2016	23.02.2016	MALODO Joséph...	Travel in Lux	Approved	
19.02.2016	19.02.2016	MALODO Joséph...	Authorized absence	Approved	
18.02.2016	18.02.2016	MALODO Joséph...	Disease with certificate	Approved	
12.02.2016	12.02.2016	MALODO Joséph...	Medical examination	Approved	

- 2 Select the **Calendar List** and according to the selected period, you can view your absence and attendance requests, as well as their status.