

User name

Forgotten user name?

Password

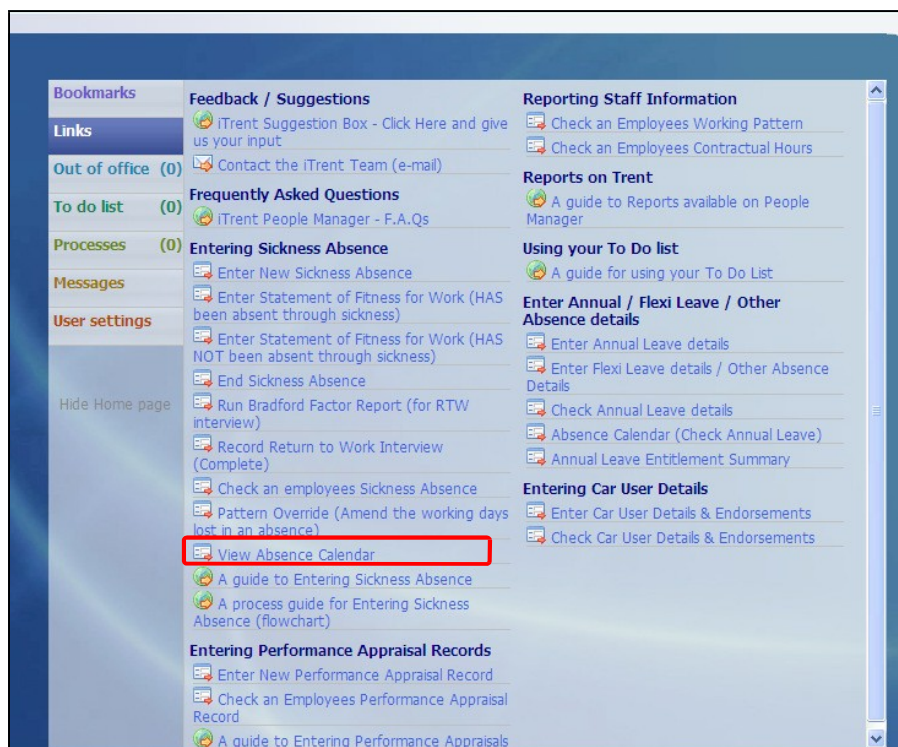
Forgotten password?

Contact administrator

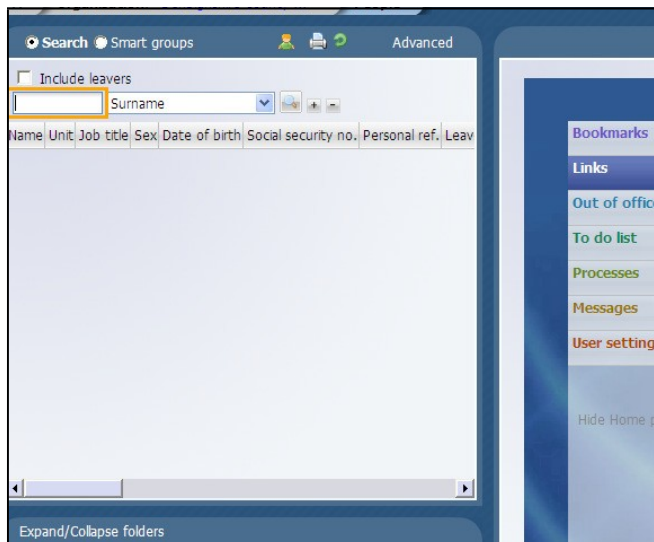
Login

Gweld Calendr Absenoldeb eich Gweithwyr

- 1) Ar ôl mewngofnodi ar y rhaglen Rheolwr Pobl, ewch i'r hafan, a chlicio ar ddolen **View Absence Calendar**-



Bydd y dudalen isod yn agor. Yn y blwch uchaf ar yr ochr chwith, bydd angen i chi chwilio am yr aelod o staff yr ydych eisiau gwirio eu gwybodaeth-



User name

Forgotten user name?

Password

Forgotten password?

Contact administrator

Login

Gweld Calendr Absenoldeb eich Gweithwyr

- 2) Yna bydd hyn yn agor y calendr absenoldeb ar gyfer y gweithiwr a ddewiswyd ar ochr dde eich sgrin

I weld beth yw ystyr pob lliw ar y calendr, gallwch glicio ar y botwm + wrth ymyl **Calendar Colour Options**.

Absence calendar: 93047 Miss Lucy Lott

Calendar selection options

Display period: Month from today

Period from: 28/02/2011
Period to: 28/03/2011

Position: Test Position 4 (01/04/2010 -)

Position reference
Position occupancy reference
Reporting unit: HR Project Team (Trent)
Reports to: Test Position 1

Calendar colour options

Bank holiday Company holiday Holiday
Sickness Learning activity Other
Maternity / Paternity Adoption Working pattern

Please click on a day for further options

		March																														
		28	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Lucy Lott																																

= Awaiting authorisation
 = am/pm split
 = Clashing events
 = AM absence
 = PM absence
 = Working pattern

iTrent

User name

Forgotten user name?

Password

Forgotten password?
Contact administrator

Gweld Calendr Absenoldeb eich Gweithwyr

3) Os ydych yn dymuno gweld y calendr absenoldeb am y flwyddyn gyfan, gallwch ddewis hyn o'r rhestr gwmpo ar frig y dudalen-

(Gallwch hefyd ddewis cyfnod penodol o amser drwy ddewis **Specific Date Range** os oes angen)

Calendar selection options

Display period: **Month from today** (dropdown menu open)

Period from: Month from today

Period to: Quarter from today

Position: This month

Position reference: This quarter

Position occupancy reference: This week

Reporting unit: **Yearly view (days)** (highlighted)

Reports to: Test Position 1

Bydd hyn yn agor y calendr absenoldeb gan arddangos y flwyddyn ar ochr dde eich sgrin.

Calendar colour options

Bank holiday
 Company holiday
 Holiday
 Sickness
 Learning activity
 Other
 Maternity / Paternity
 Adoption
 Working pattern

Please click on a day for further options

2011	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
January																												
February																												
March																												
April																												
May																												
June																												
July																												
August																												
September																												
October																												
November																												
December																												

* = Awaiting authorisation □ = am/pm split ⊕ = Clashing events