

iTrent

User name

Forgotten user name?

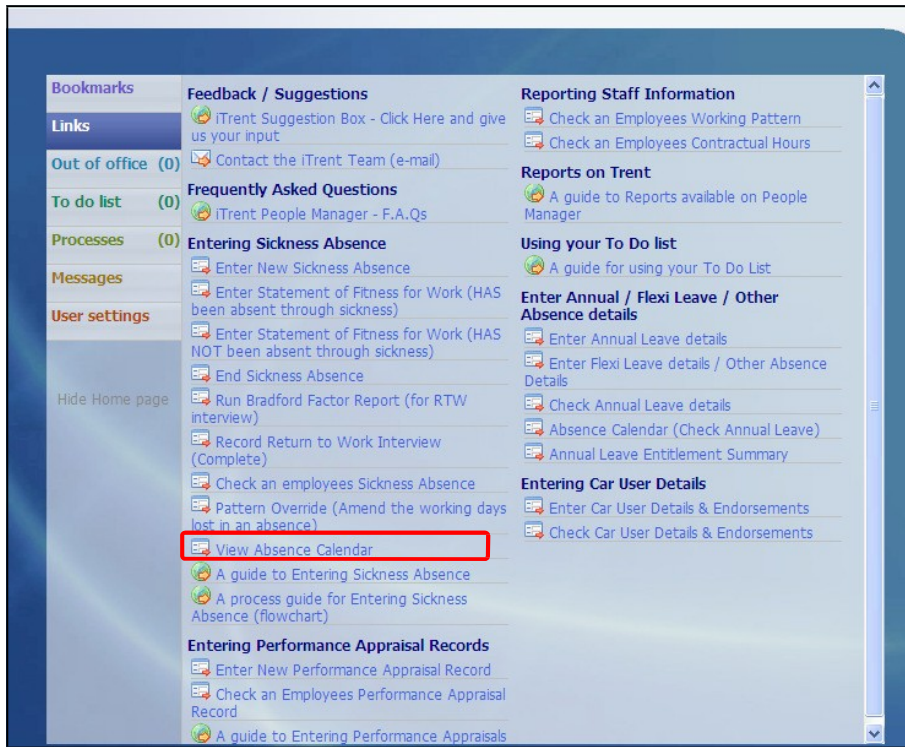
Password

Forgotten password?

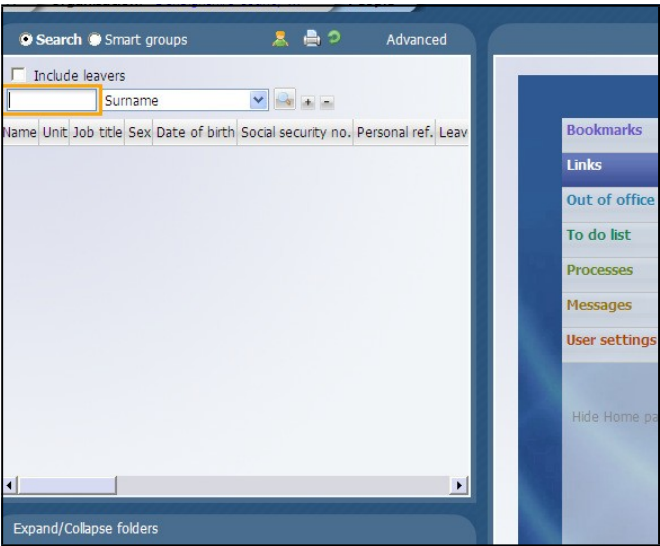
Contact administrator

View your **Employees Absence Calendar**

- 1) When logged into People Manager, go to your homepage, and click on the **View Absence Calendar** link -



The page below will open. In the top left hand box, you need to search for the member of staff you are checking the information for -



User name
 Forgotten user name?

 Password
 Forgotten password?

Contact administrator

Login

View your Employees Absence Calendar

- 2) This will then open the absence calendar for the chosen employee in the right hand side of your screen -

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

To view what each colour on the calendar relates to, you can click on the + button next to **Calendar Colour Options**

View your Employees Absence Calendar

- 3) If you wish to view the absence calendar for a whole year, you can select this from the drop down list at the top of the page -

Calendar selection options

Display period: Month from today

Period from: Month from today

Period to: Quarter from today

Position: Specific date range

Position reference: This month

Position occupancy reference: This quarter

Reporting unit: This week

Reports to: Test Position 1

Yearly view (dates)

Yearly view (days)

(You can also select a specified period of time by selecting **Specific Date Range** if needed)

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

This will open the absence calendar in a yearly view on the right hand side of your screen for you.