Amending a Staff Absence

Staff Windows · https://cclearninghub.co.uk/docs/amending-a-staff-absence/

Amending a Staff Absence

This guide will cover how to amend a staff members absence record on Care Control Windows.

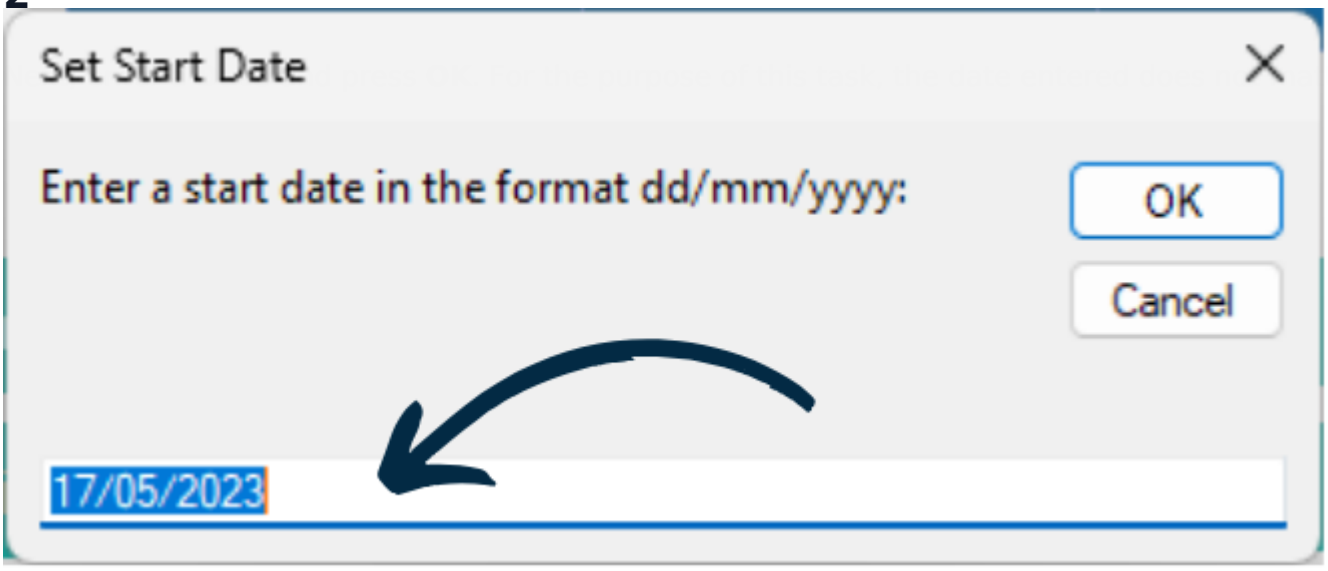




1

In the Administration of Care Control Windows, navigate to the **Bradford Factor Analysis** tool, which can be found under the Time & Attendance tab.

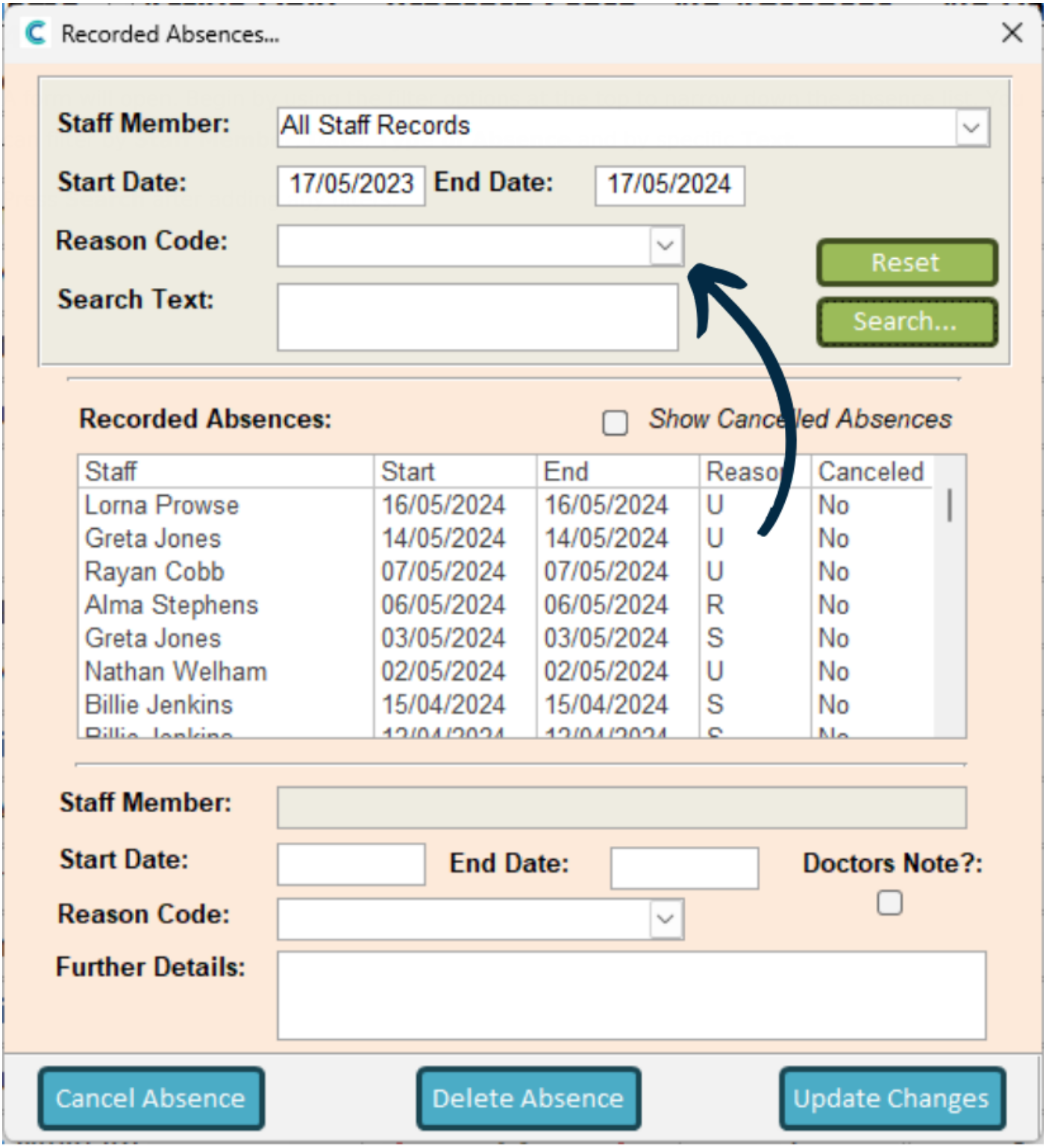
2

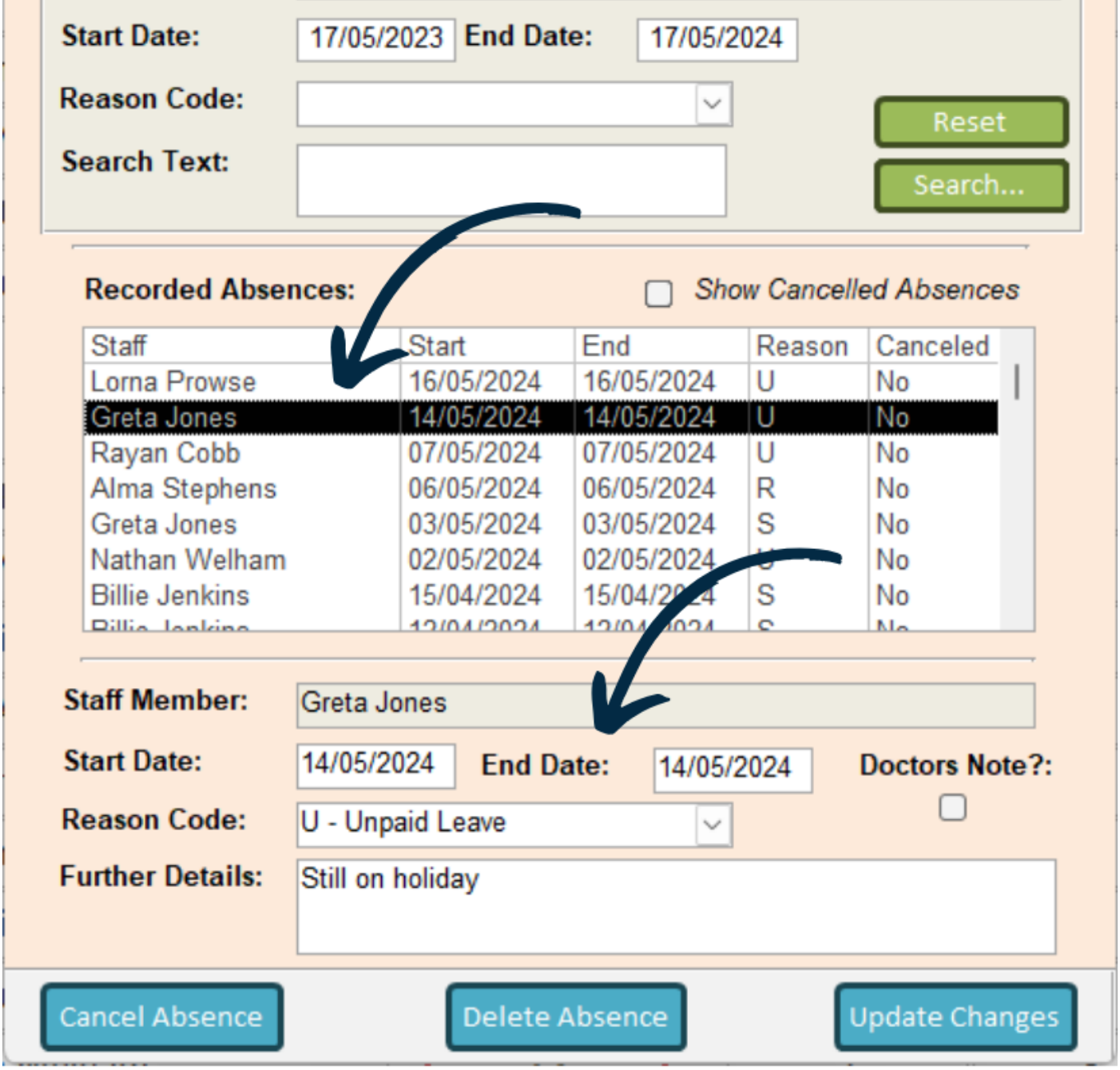



Greta Jones 1400 10 14
Harry Herdman 686 7 14
Sue Jones 666 3 74
Chad McDoil 608 4 38
Alma Stephens 504 6 14
Vicki Hughes 441 7 9
Eric Tierney 368 4 23
Lianne Berg 207 3 23
Penny Parker 128 4 8
Piere Myres 125 5 5
Will Baines 80 4 5
Laura Atlas 63 3 7
Li Robins 63 3 7
Jim Simons 45 3 5
Guy Williams 44 2 11
Leah Hughes 12 2 3
Nathan Welham 2 3
Sonia Hughes 12 2 3
Carla Parker 8 2 2
Niamh McDonald 8 2 2
Add Absence
Amend Absences
Refresh
Export Data

3

A new window will open. Here, press **Amend Absences** from the options at the bottom.



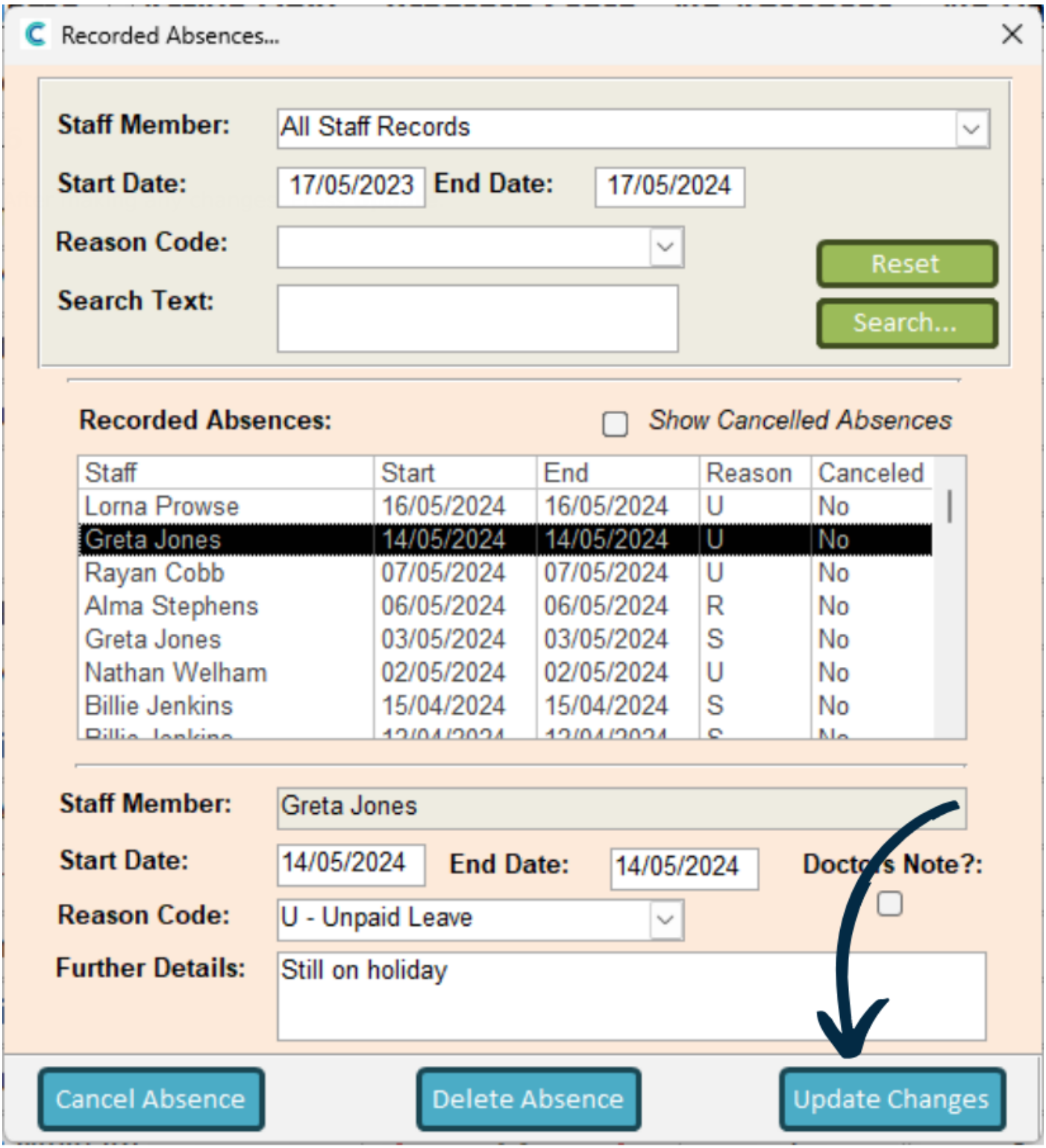


5

The list below will update. Now, find the absence you wish to amend and select it.

The details of the chosen absence will load below. You can now begin making amendments, such as changing the date, reason or further details.

You can also **Cancel** or **Delete** the absence via the options at the bottom.


Recorded Absences...
Staff Member:
All Staff Records
Start Date:
17/05/2023
End Date:
17/05/2024
Reason Code:
Search Text:
Reset
Search...
Recorded Absences:
Show Cancelled Absences
Staff
Start
End
Reason
Canceled
Lorna Prowse
16/05/2024
16/05/2024
U
No
Greta Jones
14/05/2024
14/05/2024
U
No
Rayan Cobb
07/05/2024
07/05/2024
U
No
Alma Stephens
06/05/2024
06/05/2024
R
No
Greta Jones
03/05/2024
03/05/2024
S
No
Nathan Welham
02/05/2024
02/05/2024
U
No
Billie Jenkins
15/04/2024
15/04/2024
S
No
Staff Member:
Greta Jones
Start Date:
14/05/2024
End Date:
14/05/2024
Reason Code:
U - Unpaid Leave
Further Details:
Still on holiday
Cancel Absence
Delete Absence
Update Changes