



How to Create a Paternity Extension Absence

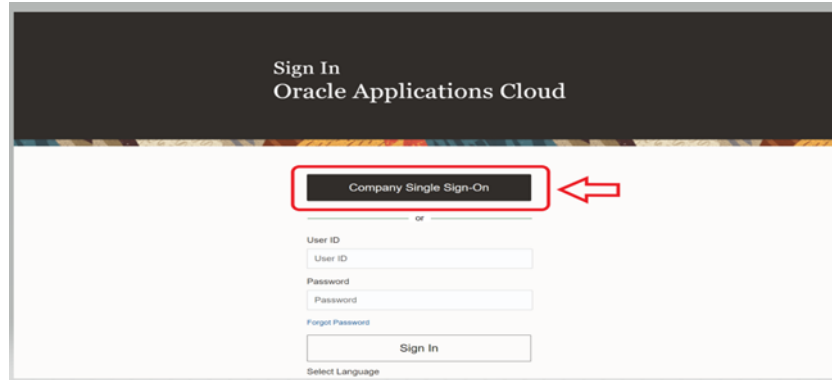
This Guide is for Employees

Author	Version	Edit Date
Joanna Pugh	1.0	30/06/24
Sophie Neale	2.0	12/07/24
Sophie Neale	3.0	26/07/24
Jenny Felton	4.0	17/07/2025

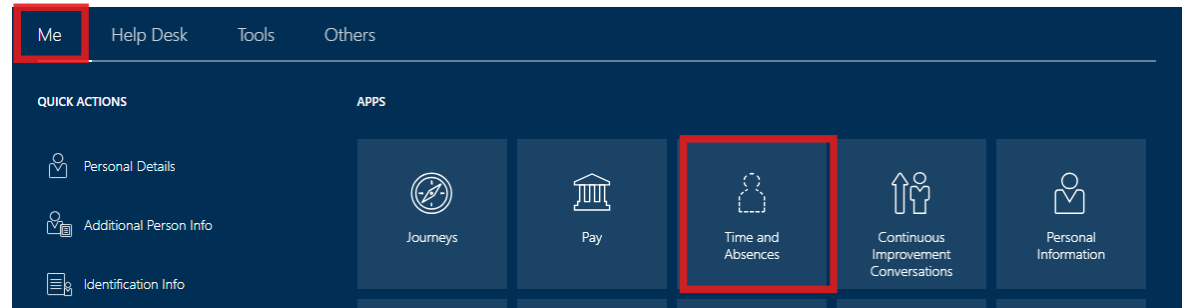


Paternity Extension

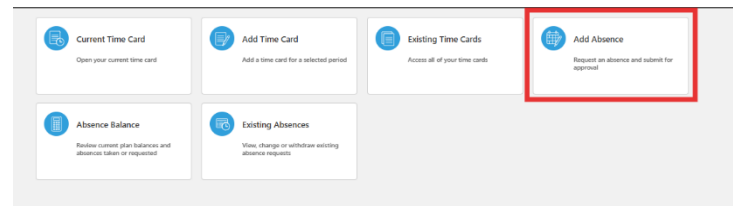
1 Sign into OneSource



2 Select Me and Time and Absence tile

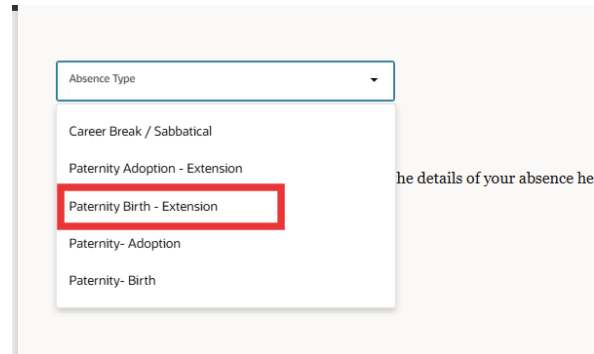


3 Select Add Absence

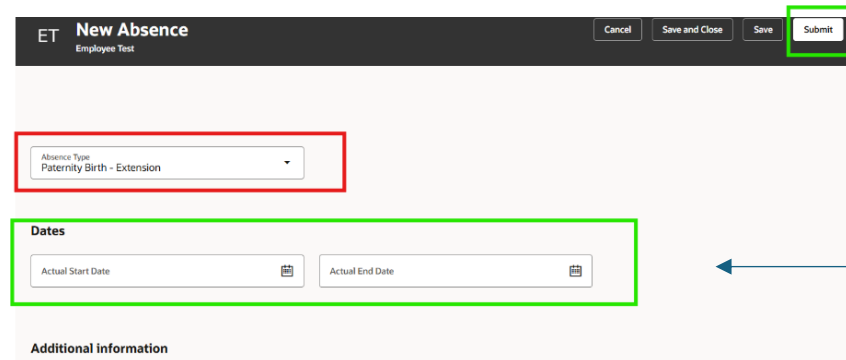


New Absence window
opens
Under ABSENCE TYPE
Select from drop down

4 Select Paternity Extension



5 Select Paternity Birth-Extension from the type of dropdown and select date



The Paternity Birth - Extension absence type is only to be used if the first absence of Paternity Birth is 7 days.

ACTUAL START DATE AND ACTUAL END DATE NEED TO BE INSERTED

6 Scroll down the page and click the dropdown from Linked Paternity Birth to show the existing Paternity Absence



You cannot submit for a paternity birth – extension if a Paternity Birth does not exist



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- 7 Select Submit in the top right of the screen

Cancel Save and Close Save Submit

- 8 Once submitted the Paternity Birth – Extension will be sent to the manager for approval

Paternity Birth - Extension: 7 Calendar Days 14/10/2024 - 20/10/2024	Awaiting approval	
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The status will change to in progress once approved



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