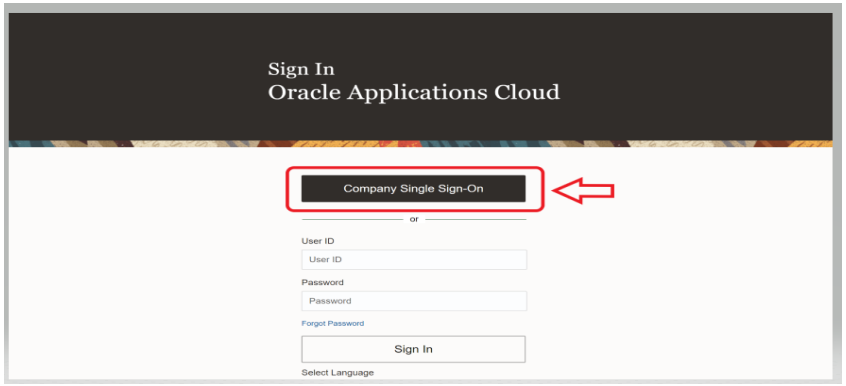
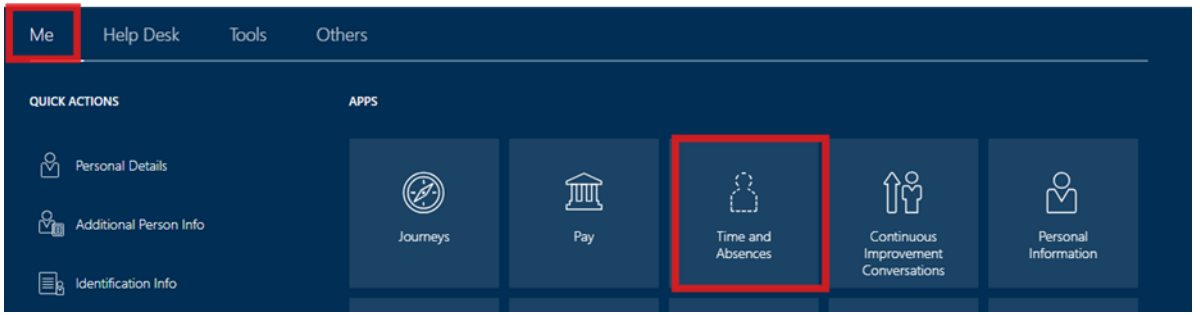
Walsall Council

How to Create a Paternity Adoption Absence

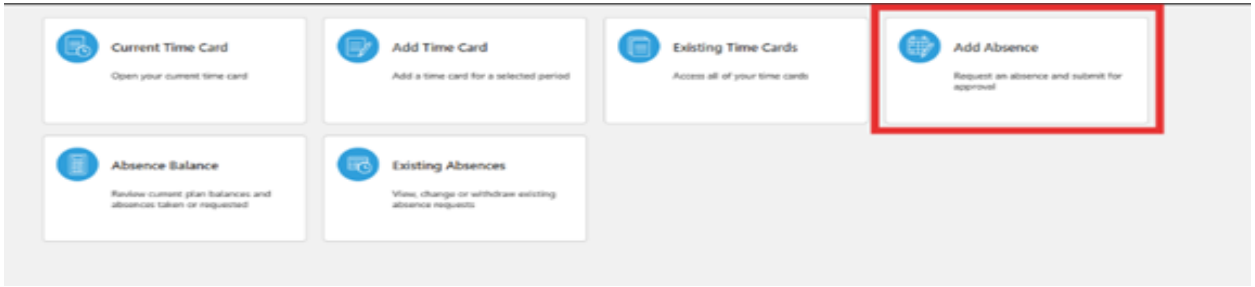
This Guide is for Employees

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

Step Number	Step Description	Step Image
1	Sign into OneSource.	
2	Select Me and Time and Absence tile	

3

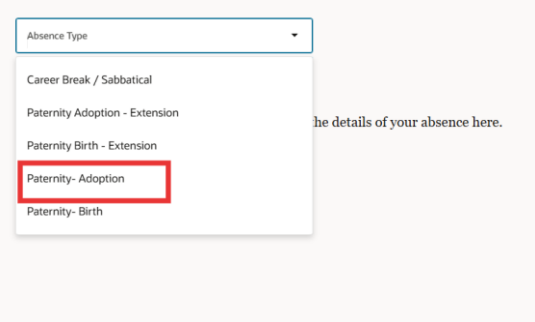
Select Add Absence



New Absence window opens
Under ABSENCE TYPE
Select from drop down

4

Select Paternity – Adoption



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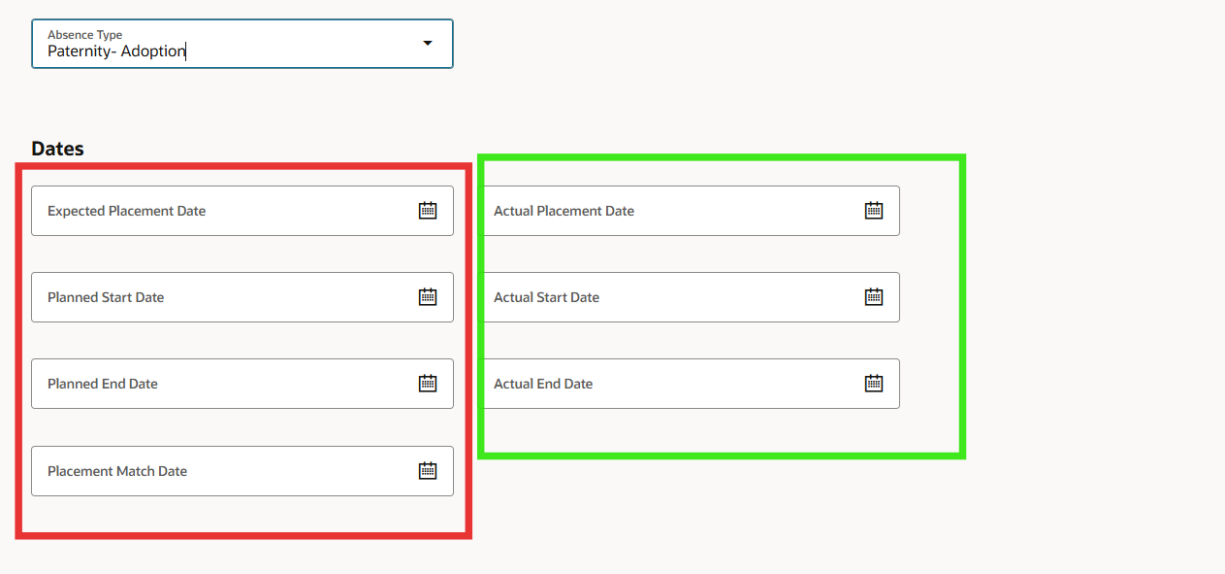
5 Input dates for the following using the calendar icon:

- expected placement date
- planned start date
- planned end dates
- Placement Match date

Please show evidence to your line manger

This will then go to your line manager to approve

You cannot take paternity before actual placement date.



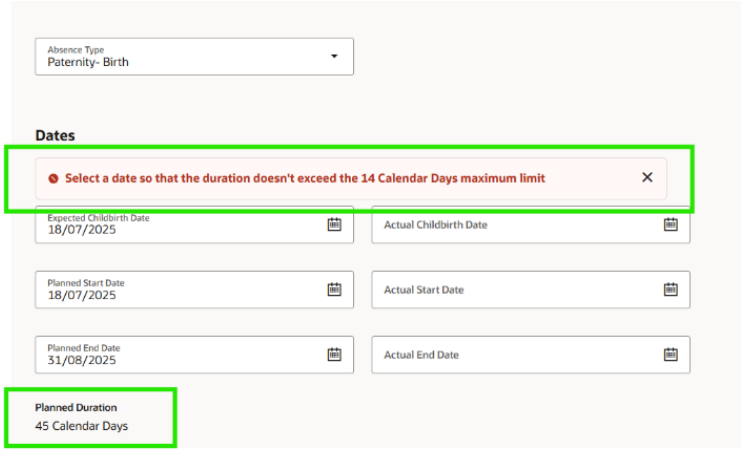
Please Note:

ACTUAL PLACEMENT DATE, START DATE & ACTUAL END DATE need to be added in once baby is born as these dates generate statutory paternity payments. Once you enter these dates this will then be resent to your line manager to approve.

Without this information this may delay your payments.

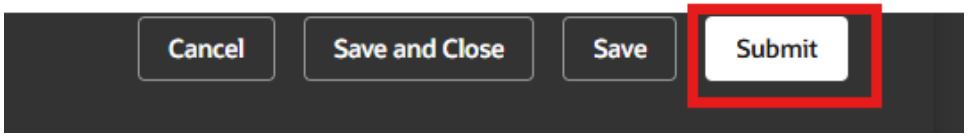
If baby is born and you have not completed a paternity request you would only need to complete ACTUAL Dates.

If you get an error message please check your dates to ensure it is not more than 14 calendar days



6

Click the Submit button in the top right of the screen



You can only request a total of 14 days of Paternity Leave. You will see the total days of the absence in the actual duration if a start and end date are entered

An error message will appear if you input incorrect.

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