



Viewing Absence Details as an Employee

This Guide is for Employees

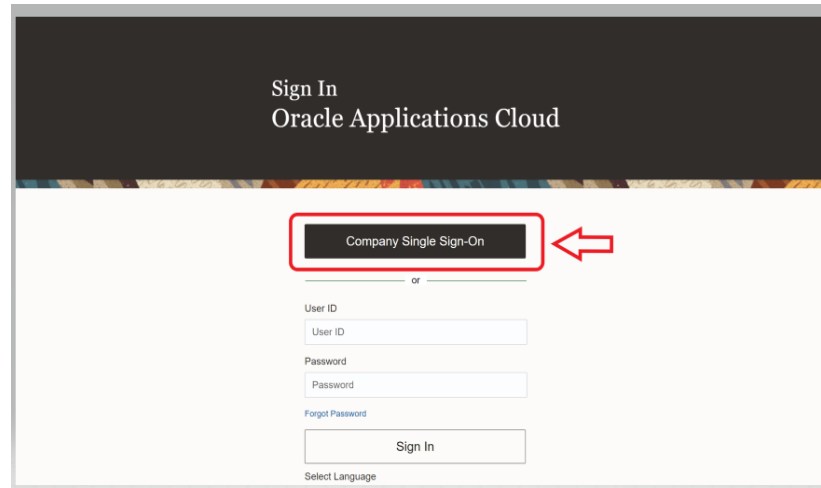
Author	Version	Edit Date
Joanna Pugh	1.0	30/06/24
Sophie Neale	2.0	26/07/24
Jenny Felton	3.0	17/07/2025



**Step
Number**
1

**Step
Description**
Sign into
OneSource.

Step Image

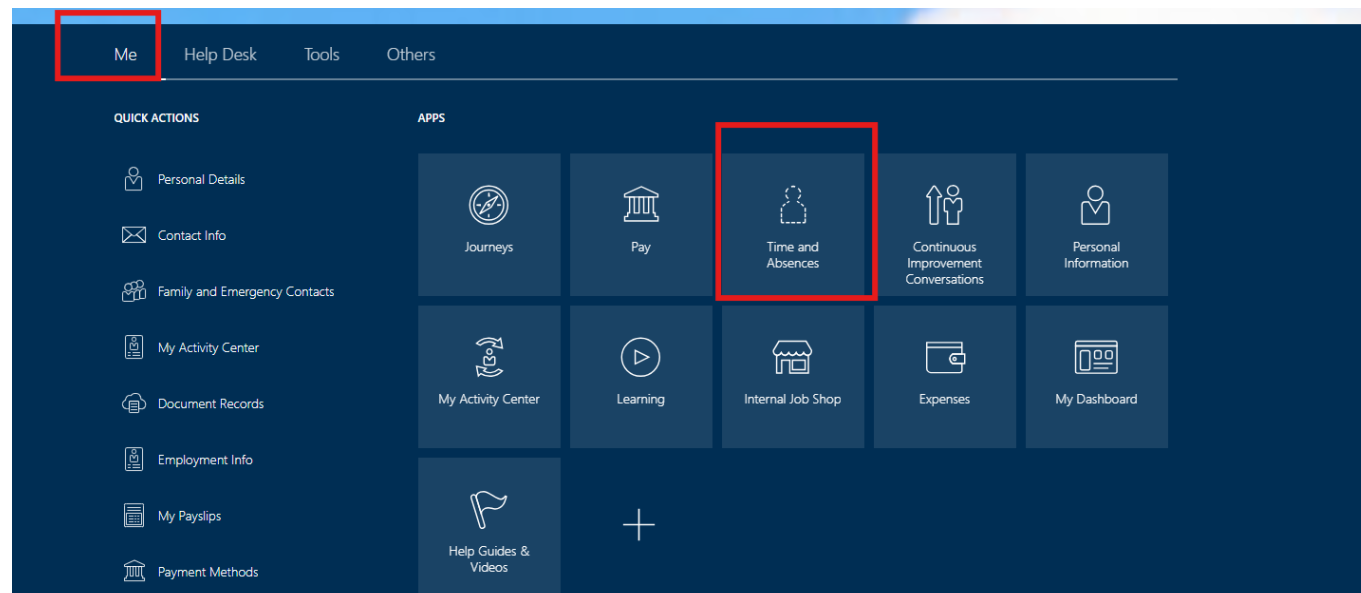


**Hints and
Tips**

Onesource can
be accessed by
any smart
device and you
do not need to
be logged into
Walsall
Corporate
network.

2

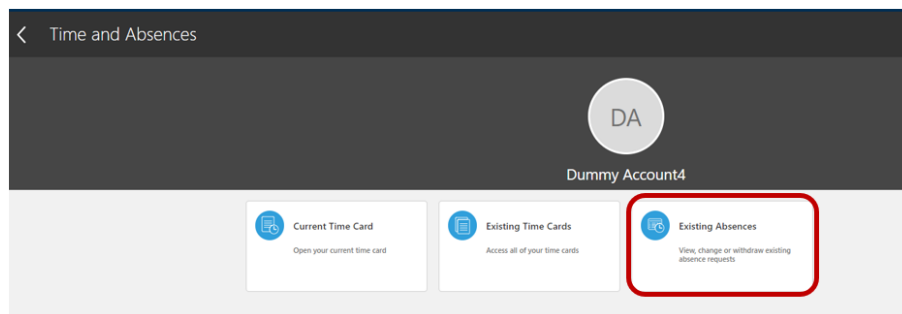
Select the Me
tab and then
Time and
Absence





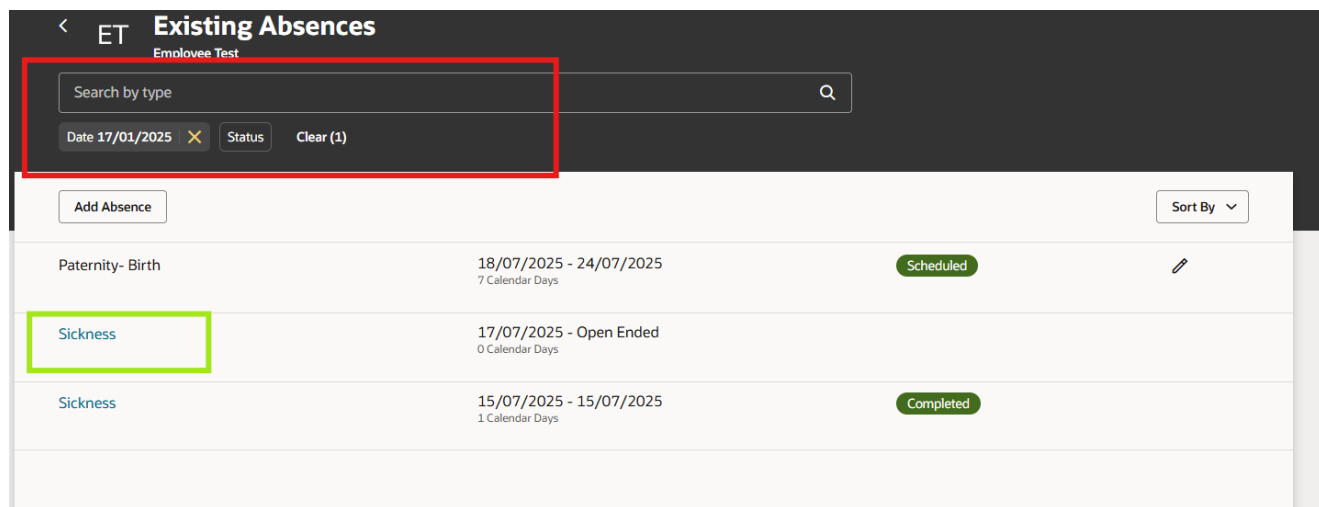
3

Select Existing Absences



4

To view absence page, click on Absence type (blue text)



Sickness
Absence is view
only

Paternity can be
edited



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The absence will show the total calendar days, the date range, details of absence and last updated

Dates

Start Date: 15/07/2025

Start Date Duration: Full day

Open ended: ☐

End Date: 15/07/2025

Duration
1 Calendar Days

Details
Back & neck problems

Authorized absence

Waiver Date

Special Conditions

Condition Start Date

Status Last Updated: 2025-07-17

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Absence entitlements show breakdown of payments

Entitlements		
Occupational Sick Plan NJC 1		
15/07/2025 - 15/07/2025		1 Calendar Days at 100%
Statutory Sickness Plan		
15/07/2025 - 15/07/2025		1 Days at 0%

Entitlements		
⚠ Changing absence information may change the entitlements below.		
All	12/02/2025	Pending evaluation
Occupational Maternity Plan NJC 1		
28/06/2024 - 21/02/2025		239 Calendar Days at 0%
05/04/2024 - 27/06/2024		84 Calendar Days at 50%
23/02/2024 - 04/04/2024		42 Calendar Days at 90%
Statutory Maternity Plan		
21/02/2025 - 21/02/2025		Entitlement exceeded
22/11/2024 - 20/02/2025		91 Calendar Days at 0%
23/02/2024 - 21/11/2024		273 Calendar Days at 100%

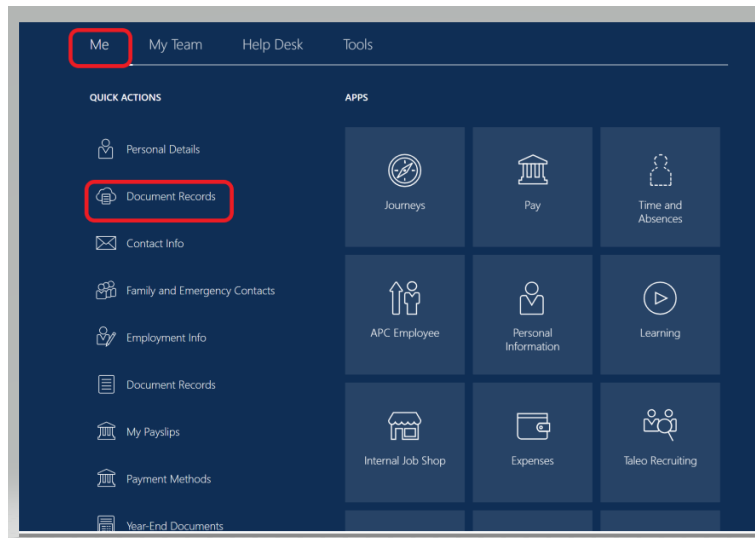
Notifications from OneSource will go to you and your manager during this period to notify you of moving to half or nil pay.



Document of Records

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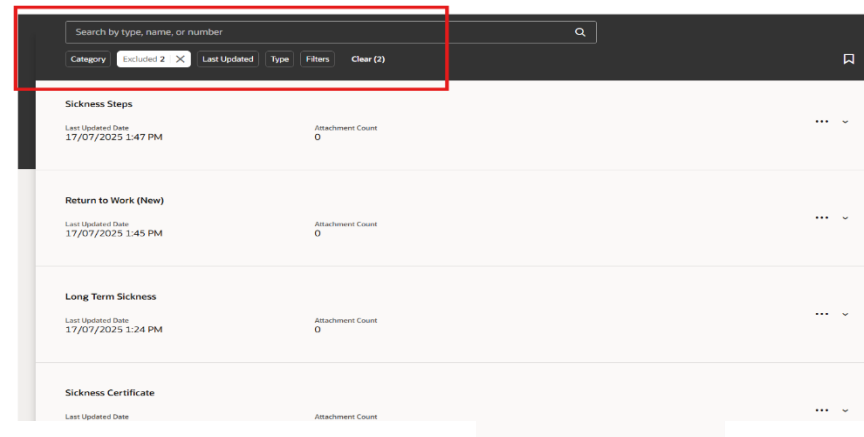
Select the 'Me' tab and Document Records to view.



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Select date range either by clearing filters or choosing date range from drop down box

Use three dots to view





Walsall Council

For more information on OneSource [Visit the OneSource news page.](#)

To Access our [FAQ's](#).

Or Scan this QR code below.

