



Walsall Council

How to View, Amend and Withdraw Absences and Entitlements

This Guide is for Line Managers

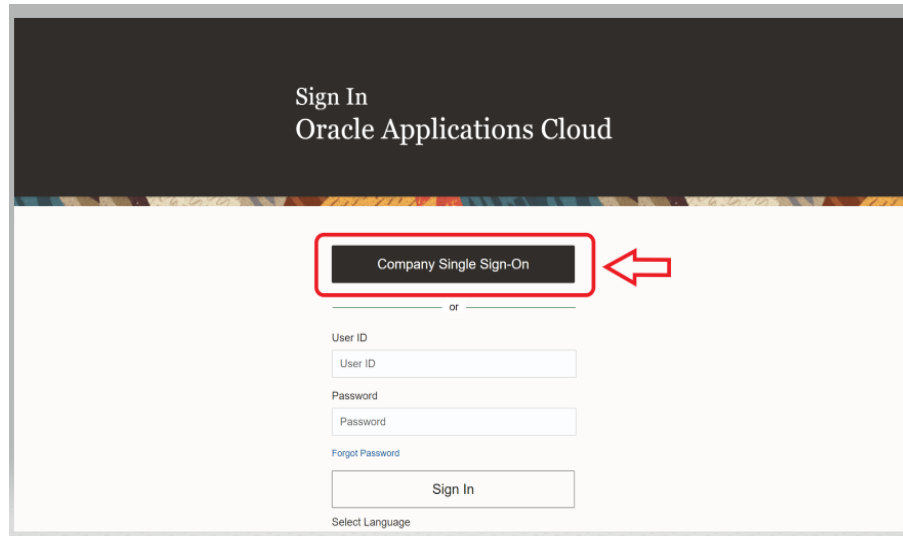
Author	Version	Edit Date
Joanna Pugh	1.0	30/06/24
Sophie Neale	2.0	12/07/24
Sophie Neale	3.0	26/07/24
Jenny Felton	4.0	17/07/2025



**Step
Num
ber**
1

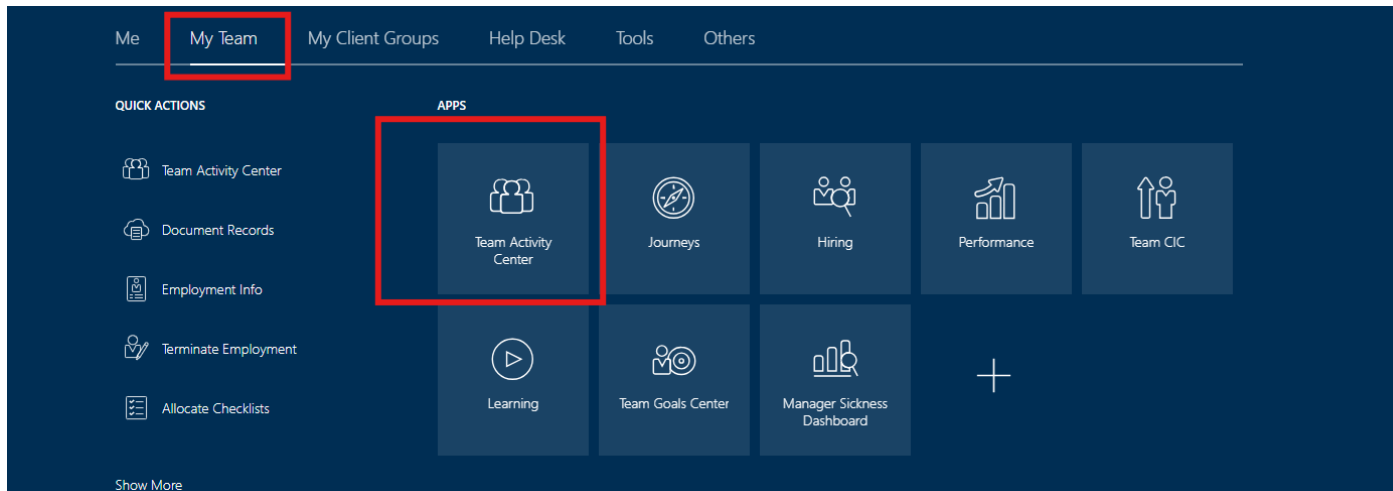
**Step
Description**
Sign into
OneSource.

Step Image



2

Select the
My Team
tab and then
Team
Activity
Centre App





3

All direct reports will show in a list.

Select the three dots next to the employee and choose Existing

Manager Test's Team Team Leader ▾

Workers 1 direct, 1 total In the organization Retention 100% In the organization

Team

Search for workers

View Workers Reports Direct reports × Manager Type Line manager × Filters Clear (2)

Org Hierarchy Team Actions ▾

ET Employee Test Administrator

Worker Type Employee Manager Relationship Line manager Location Bloxwich Leisure Centre_WS3 2DA_LOC_27

Existing Absences

Absence Balance

Add Absence

Contact Info

Document Records

Employment Info

View More

You can use the search function if you have multiple direct reports

4

All existing absences will show in a list

ET Existing Absences Employee Test

Search by type

Date 17/01/2025 ✕ Status Clear (1)

Add Absence Sort By ▾

Paternity- Birth	18/07/2025 - 24/07/2025 7 Calendar Days	Scheduled	
Sickness	17/07/2025 - Open Ended 0 Calendar Days		
Sickness	15/07/2025 - 15/07/2025 1 Calendar Days	Completed	

All absences including family friendly and unpaid leave will show in this list



- 5
- Either clear filter to show all or select date range in the drop-down calendar.

< FT **Existing Absences**

Employee Test

Search by type

Date 17/01/2025 Status Clear (1)

Start Date 17/01/2025

End Date

	18/07/2025 - 24/07/2025 7 Calendar Days	Scheduled
Sickness	17/07/2025 - Open Ended 0 Calendar Days	
Sickness	15/07/2025 - 15/07/2025 1 Calendar Days	Completed

- 6
- Choose absence that you want to amend and select the pencil icon to edit

Sickness	17/07/2025 - Open Ended 0 Calendar Days	<input type="text"/>
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Amendments to absence dates will cause the absence to be recalculated and these amendments may appear on the employee's payslip



7

Untick the open-ended checkbox and select the calendar for end date to input an end date

When

*Start Date and Duration

01/05/2024  Full day 

☐ Open ended

*End Date and Duration

03/06/2024  Full day 

Absence Duration 34

Details

Reason

< May 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Today



8

Use the dropdown to amend the absence reason if needed

Details

Reason

Select a value

Select a value

- Back & neck problems
- Cancer
- Chest & respiratory
- Coronavirus
- Eye, ear, nose & mouth/dental
- Genito-urinary/gynaecological
- Heart, blood pressure & circulation
- Infections
- Infections - Swine Flu
- Menopause
- Neurological
- Other musculo-skeletal problems
- Pregnancy related
- Stomach, liver, kidney & digestion
- Stress, depression, mental health & fatigue syndrome

9

Select submit to save your changes

Details

Comments and Attachments

Legislative Information

Submit

Cancel

Type: Sickness

Business Title: Centre Manager

When

*Start Date and Duration: 09/05/2024 Full day

*End Date and Duration: 29/05/2024 Full day

Absence Duration: 21 Calendar Days



- 10 Or select
Delete to
withdraw
the sickness
absence

The screenshot shows a web form with a dark header bar containing three buttons: 'Delete', 'Submit', and 'Cancel'. The 'Delete' button is highlighted with a red rectangular box. Below the header, the form contains the following fields:

- *Type: Sickness
- *Business Title: Centre Manager
- When
- *Start Date and Duration: 05/05/2024, Full day
- ☐ Open ended
- *End Date and Duration: 25/05/2024, Full day
- Absence Duration: 21 Calendar Days

- 11 To view
entitlements
, scroll to
bottom of
page to
view current
entitlement

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%



Walsall Council

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