

## Chapter 7

# Employee Absence Lookup Lists

Absence codes allow you to categorize your employee absences into categories of similar absences (example: vacation, sick, and personal.). By organizing your employee absences this way, you can more easily track each employee's remaining allowable hours (if any) for any particular type of absence. Also, grouping your employee absences allows for improved searching and reporting.

The T.O.M. Employee Management software ships with the absence report lookup lists “predefined” so that you do not have to try and create them yourself. Because the Employee Management system ships with these lookup lists already in the system, you can literally start using the software right away because you can select from the predefined options. However, if you do not like the values in any of these lookup lists, your organization can easily change them.

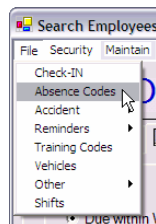
**NOTE:** *You must enter a code for each employee absence.*

This chapter explains the following:

- Adding a New Absence Code
- Editing or Changing Absence Codes to Inactive
- Deleting Absence Codes

## Adding a New Absence Code

1. Select File>Absence Codes (Figure 7-1).



*Figure 7-1. Selecting File>Absence Codes*

The Employee Management system displays the Absence Code screen (Figure 7-2).

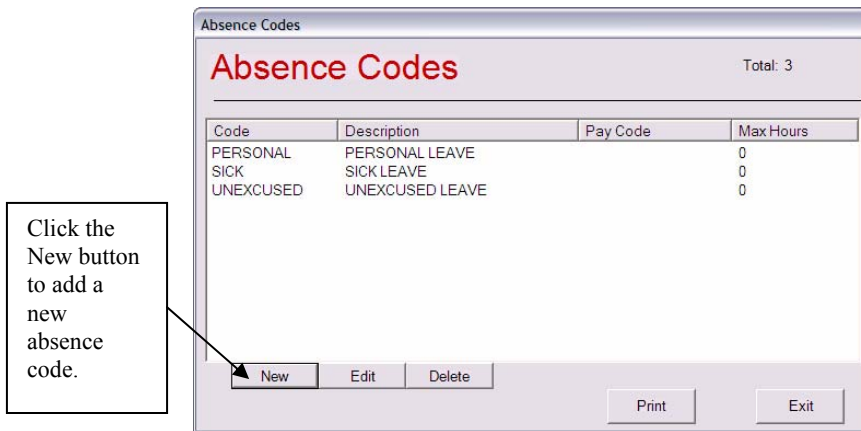


Figure 7-2. Absence Code screen

2. Click the New button. The Employee Management system displays the Absence Code screen.
3. Type the contributor and description (Figure 7-3).
  - **Absence Code.** Allows you to enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.
  - **Description.** Allows you to enter up to 50 alphanumeric characters.
  - **Default Maximum # Hours.** Allows you to specify the default number of hours that are allowed for this absence code. For example, if your district allows an employee to have 32 hours of sick leave, you would type 32 hours into this field for the Sick absence code. Keep in mind that this is the default value for all employees. You can customize this for individual employees; for more information about this, see *Chapter 3* of the *Users Guide* section.
  - **Active.** When selected, specifies that the absence code can be assigned to employees.
4. Make sure the Active checkbox has a check in it. If it does not, the absence will not appear in the Absence Code pick list on the Absences screen.

Figure 7-3 shows adding an absence code of Other:

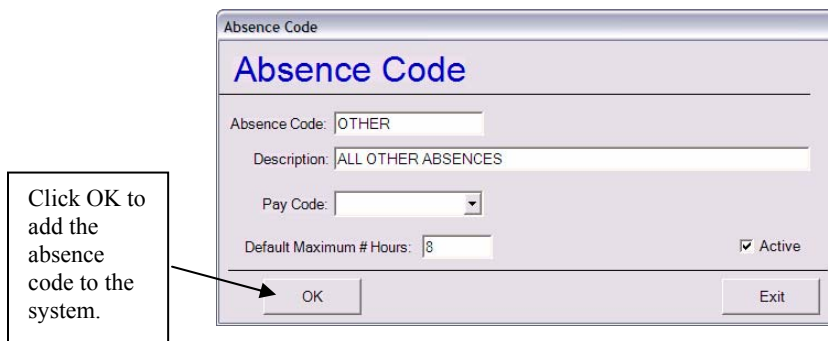


Figure 7-3. Adding a new absence code

5. Click the OK button to add the absence code to the system.



## Editing or Changing Absence Codes to Inactive

In addition to being able to edit an absence code, you can change them to inactive. The advantage of changing it to inactive rather than deleting it is that it still exists in the system but does not display in the Absence Code pick list.

**To edit an absence code or change it to inactive:**

1. To edit the absence code or change it to inactive, select it and click Edit, or double-click on it to display the Absence Code screen (Figure 7-4).

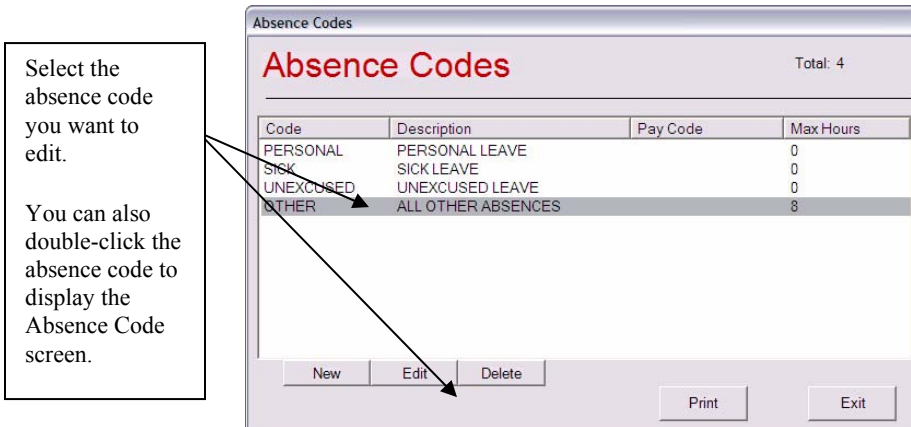


Figure 7-4. Selecting an absence code

2. Make your changes to the screen.

Figure 7-5 shows that the Other absence code has been changed to Inactive:

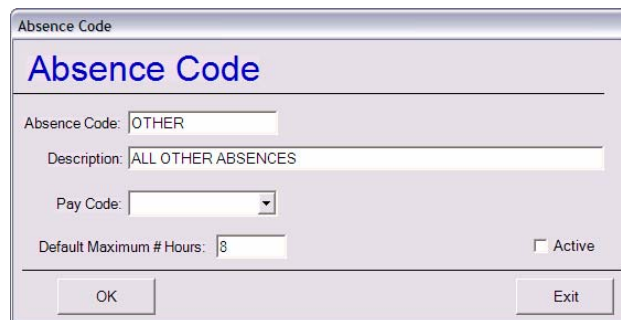


Figure 7-5. Changing an absence code to Inactive



## Deleting Absence Codes

If you delete an absence code, you are removing it from the system. Rather than doing this, you might consider changing it to inactive. That way, it still exists in the system but does not appear in the Absence Code pick list.



### ① T.O.M Tip

#### I tried to delete an absence code but couldn't. What am I doing wrong?

The database will not allow you to delete an absence code that has been assigned to absence records. Therefore, if you have an accident code you don't want to use but still have it assigned to absence records, you can either change it for those absences and then delete it, or you can change its status to inactive by making sure a checkmark does not appear in the Active checkbox on the Absence Code screen.

#### To delete an absence code:

1. Select the absence code you want to delete.
2. Click the Delete button (Figure 7-6).

Select the absence code you want to delete.

Then, click the Delete button.

Code	Description	Pay Code	Max Hours
PERSONAL	PERSONAL LEAVE		0
SICK	SICK LEAVE		0
UNEXCUSED	UNEXCUSED LEAVE		0
OTHER	ALL OTHER ABSENCES		8

Buttons: New, Edit, Delete, Print, Exit

You cannot delete absence codes that have been assigned to accident records.

Either change the absence code assigned to those absence records and then delete it, or select it and click Edit. Make sure a checkmark does not appear in the Active checkbox.

Figure 7-6. Deleting an absence code

The Employee Management system asks if you are sure to want to delete the absence code.

3. Click the Yes button to delete the absence code.