

## Using the Form Approvals system – Absence Request

Absence request forms are now electronic and require staff to submit requests via an online form. Managers are required to action the request which will be sent to them via emails and the sender will be **Form Approvals**.

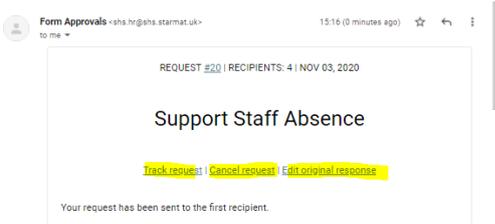
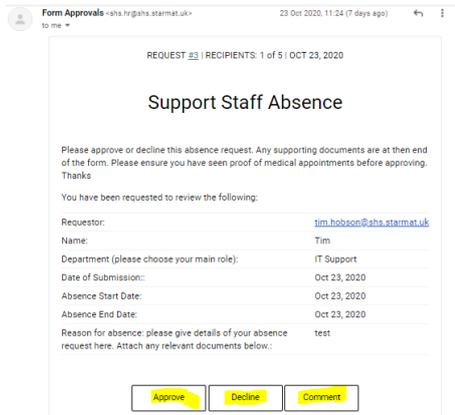
These can be found on the Internet landing page under – Electronic Forms or here:

**Teaching Staff:** <https://forms.gle/4wKZxPXTffwAXE7Y9>

**Support Staff:** <https://forms.gle/U61Q3GJcbuHikL2f7>

You are able to upload / attach appointment letters to the form however the letters need to be either scanned and uploaded or a photo of the letter can be uploaded. The system will only accept the following attachments: PDF, Image or Word and the attachments cannot be bigger than 10mb.

### How it works

Submitter / Requester	Your Line Manager
<p>Once you have submitted an absence request, you and your line manager will receive an email. You will receive a <b>Request Confirmation</b> email that gives you an outline of the details you submitted via the online form. Your line manager will receive a <b>Request for your review</b> email.</p> <p>As a requestor, your first email which will be the confirmation email will contain 3 links. Track Request, Cancel Request and Edit original Response.</p> 	<p>You will receive a <b>Request for your review</b> email that you will be required to action. You will be asked to Accept, Decline or Comment. Please check to see if any attachments or appointment letters are attached to the email. Use the Comment option to confirm you have seen the evidence of the appointment.</p>  <p><b>Approve</b> – Approves the request. No emails sent to the requestor</p> <p><b>Decline</b> – Declines the request. The requestor receives a declined email.</p> <p><b>Comment</b> – See the comment section below</p>

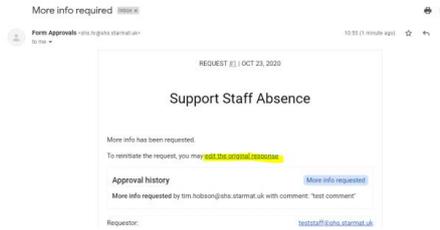
## Tracking your Request

The Track request lets you see where your request is within the system. Please keep this email until you receive the final confirmation. If you feel that your request has got lost in the system, please speak to your line manager. Your line manager will need to speak to HR.

#	Recipient	Status
1	danielle.elliott@shs.starmat.uk	Approved <small>on Nov 03, 2020 15:19</small>
2	danielle.elliott@shs.starmat.uk	Current <small>Sent on Nov 03, 2020 15:19</small>
3	danielle.elliott@shs.starmat.uk	Waiting
4	jill.pounder@shs.starmat.uk	Waiting

## Requires more information

If your line manager requires more information from you, you will receive an email with the subject **More info required**. You will need to provide more information by editing the submitted form.



## Comment option

As a line manager, if you click on *Comment* from your email, you will be asked to add comments to the pending absence.

Please use the Comment option to confirm you have seen evidence of the appointment – for example: “I confirm I have seen the appointment letter” and mark it with the seen date.

You are welcome to click on Request More Info which will send the request back to the requester asking them for more information about their request. The process then starts again.

REQUEST #1

Leave a comment with your response

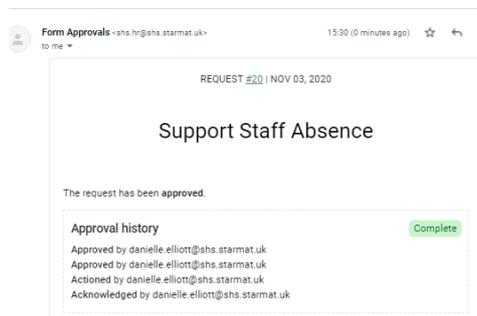
Comment...

Approve   Decline   Request More Info

500 characters remaining

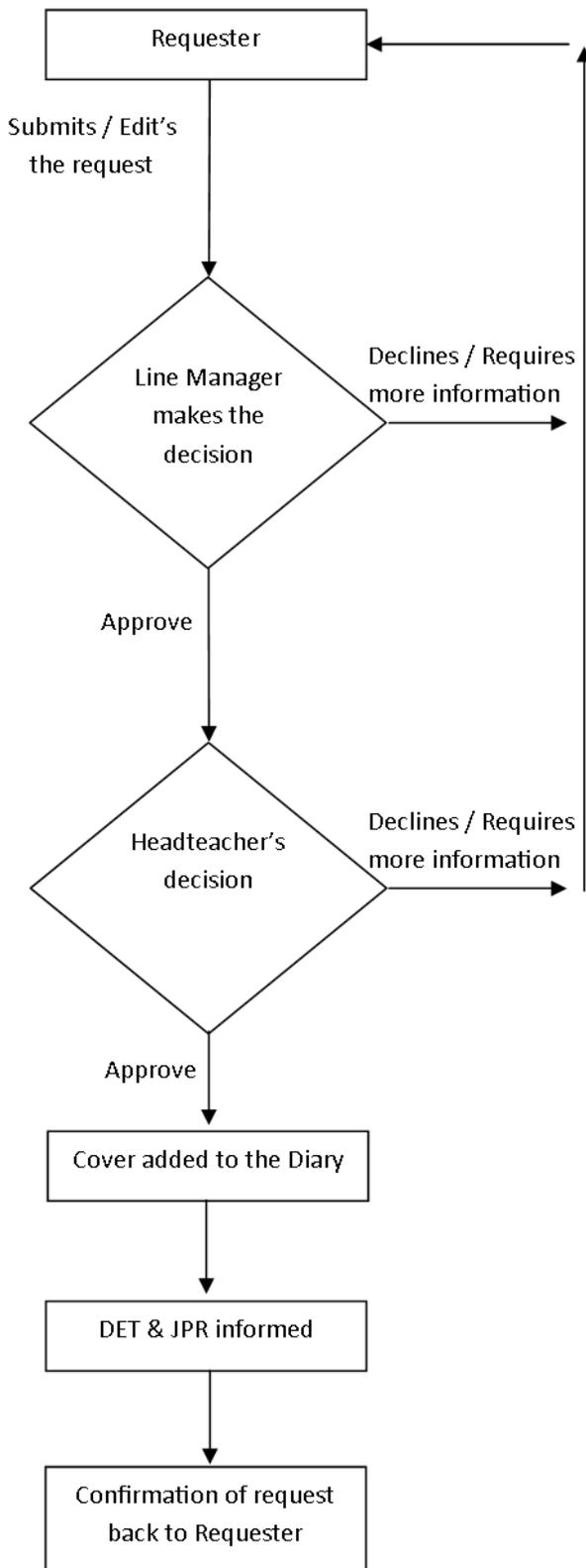
## Request Complete

Once a request has been completed, the requester will receive an email like this:



**Flow Charts on how the logic works**

Teaching Staff



Support Staff

