



Course: tw12/op/abs001

approximate duration: 30 minutes

An introduction to timeware[®] absence management

'Processing absence requests and monitoring absence statistics...'

Module	Description
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m/03/101	- understanding timeware [®] absence management
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m/03/110	- timeware [®] absence statistics
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m/03/150	- viewing a person's absence and holiday entitlement
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m/03/115	- submitting an absence or holiday request
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m/03/120	- amending an absence or holiday request
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m/03/125	- deleting an absence or holiday request
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m/03/130	- absence and holidays on the timeware [®] agenda summary
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m/03/160	- awarding an absence entitlement credit
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Notes

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