

Your Quick Start Guide

Written by
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Welcome

It's been our pleasure working with you on implementing your brand-new Edays system and we are excited to be able to assist you on launching it within your organisation.

This pack will show you how to:

1. Book planned absences
2. Log sickness
3. Complete a sickness form
4. Log TOIL or overtime
5. Calendars
6. Action list (for managers)

Booking a planned absence

To book an absence in your Edays system, click the 'Book time off x days remaining' button in the top right of your dashboard screen.

The screenshot shows the Edays dashboard for user Aarya Ortega. The top navigation bar includes 'Manager tools', 'My tools', 'Admin tools', 'Favourites', and a search bar. Below this is a secondary bar with 'Personal dashboard', 'Planned absences', 'Unplanned absences', 'Record Overtime and TOIL', and 'Group calendar'. The main dashboard area has a red header with 'My dashboard' and a button 'Book time off: 25 days remaining'. Below this is a 'Dashboard tools' section with a 'View available droplets' button. The 'My Edays calendar' section shows a viewing calendar from 01-04-2021 to 31-03-2022. The calendar grid shows days of the week (M, T, W, T, F, S, S) and dates. Some days are highlighted in green, indicating available days for booking. A red box highlights the 'Book time off 25 days remaining' button.

The absence booking form will then pop up on the right-hand side of your screen. Proceed to book your absence from there.

The screenshot shows the Edays dashboard with the 'New absence' booking form open on the right-hand side. The form includes a 'For' field with the name 'Aarya Ortega', an 'Absence type' dropdown menu set to 'Holiday', and a note 'Available to book: 25.00 days'. Below these fields are two buttons: 'Fixed date' and 'Recurring'. Further down are 'From date' and 'To date' input fields. At the bottom right of the form are 'CANCEL' and 'SUBMIT' buttons. The main dashboard area on the left remains visible, showing the 'My Edays calendar' and 'Dashboard tools'.

If you're booking an absence on behalf of another user, set the 'For' box to the name of the required user.

By default, the absence type will be set to your default 'Holiday' type – if you need to change to something else just click in the Absence Type box and pick the required absence type from the list.

Enter a start date and an end date for the absence then add any relevant information in the details box.

e-days Manager tools My tools Admin tools Favourites Find user... Aarya Ortega Eng

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

My dashboard Online help

Last year Current year Next year

Dashboard tools

My Edays calendar
Viewing calendar from: 01-04-2021 to: 31-03-2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
APR					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
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
JUN		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	
JUL				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	
AUG							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
SEP			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	
OCT					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	
NOV	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	
DEC			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	
JAN						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
FEB		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	
MAR		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	

Sickness and unplanned absence records Entitlement information

Sickness Holiday

New absence

For: Aarya Ortega

Absence type: Holiday

Available to book: 25.00 days

Fixed date Recurring

From date To date

October 2021

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

CANCEL SUBMIT

Click the submit button to finalise the absence request. Depending on your company policy the absence request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

e-days Manager tools My tools Admin tools Favourites Find user... Aarya Ortega Eng

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

My dashboard Online help

Last year Current year Next year

Dashboard tools

My Edays calendar
Viewing calendar from: 01-04-2021 to: 31-03-2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
APR					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
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
JUN		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	
JUL				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	
AUG							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
SEP			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	
OCT					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	
NOV	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	
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FEB		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	
MAR		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	

Sickness and unplanned absence records Entitlement information

Sickness Holiday

New absence

For: Aarya Ortega

Absence type: Holiday

Available to book: 25.00 days

Fixed date Recurring

From date: 01/12/2021 To date: 07/12/2021

Day part from: Full Day Day part to: Full Day

5.00 days VIEW

Details: Skiing holiday

5.00 days CANCEL SUBMIT

Manager tools
My tools
Admin tools
★ Favourites
Aarya Ortega
Eng
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Personal dashboard
Planned absences
Unplanned absences
Record Overtime and TOIL
Group calendar

My dashboard
Online help

Last year
Current year
Next year

Dashboard tools

My Edays calendar
Viewing calendar from: 01-04-2021 to: 31-03-2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
APR				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
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MAR		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

Sickness and unplanned absence records
Entitlement information

PENDING

Aarya Ortega

Holiday
5.00 days

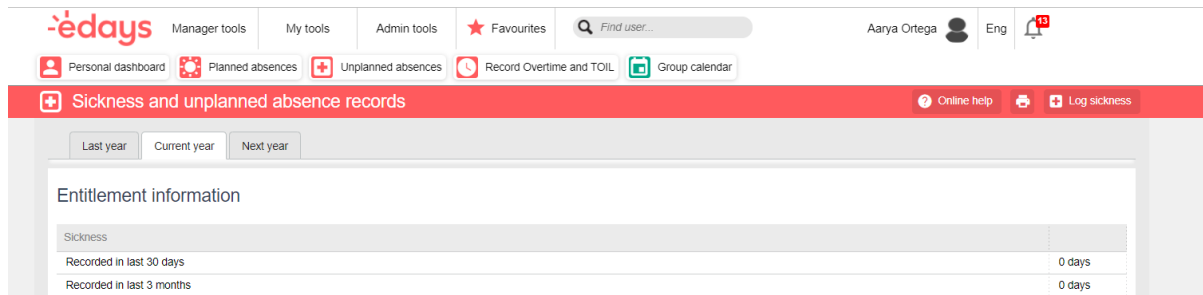
01/12/2021 Full Day - 07/12/2021 Full Day

EXPORT TO CALENDAR

BOOK ANOTHER CLOSE

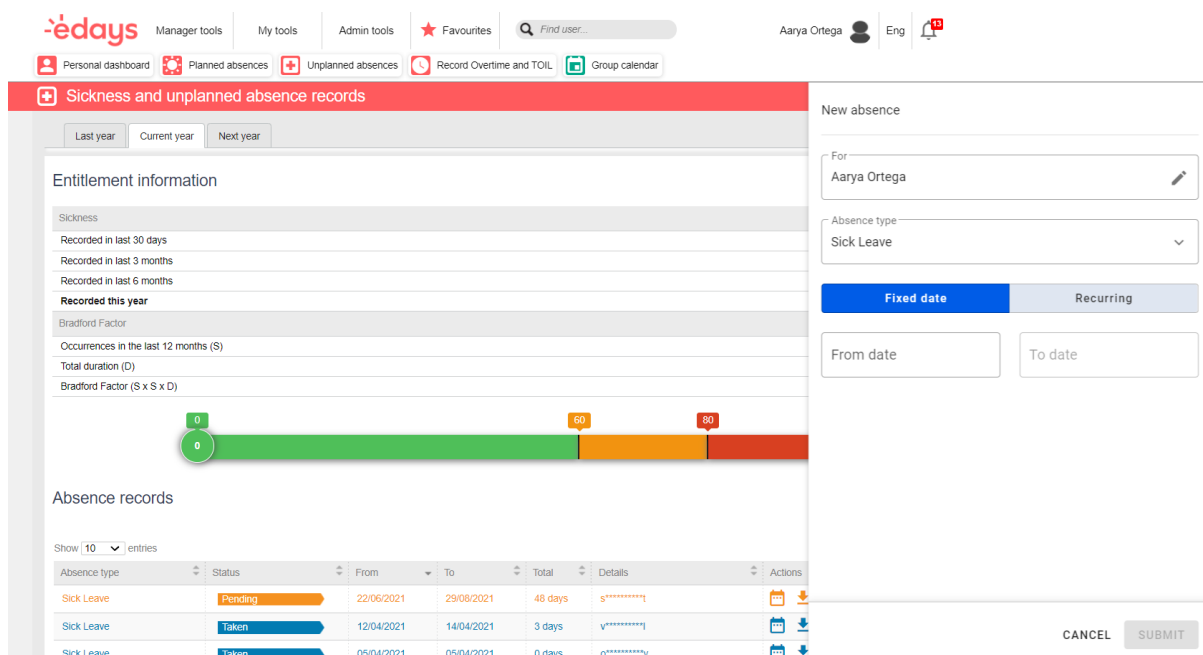
Logging your sickness

To log a sickness record in Edays, access the Unplanned Absences screen by clicking the Unplanned absences button then click the Log Sickness button in the top right.



The absence booking form will slide in from the right.

If you're logging a sickness on behalf of another user, set the name of that user in the 'For' box.



Enter a start and end date for the absence. If the absence is current and doesn't yet have an end date, click on 'open absence' below the date picker. Next, enter any associated information in the details box.

e-days Manager tools My tools Admin tools ★ Favourites 🔍 Find user... Aarya Ortega Eng 12

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

Sickness and unplanned absence records

Last year Current year Next year

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor

Occurrences in the last 12 months (S)

Total duration (D)

Bradford Factor (S x S x D)

0 60 80

Absence records

Show 10 entries

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	S*****T	📅 ⬇️
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	V*****I	📅 ⬇️
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	O*****Y	📅 ⬇️

New absence

For Aarya Ortega

Absence type Sick Leave

Fixed date Recurring

From date 18/10/2021 To date 18/10/2021

Day part Full Day

Details

October 2021

18 19 20 21 22 23 24

25 26 27 28 29 30 31

OPEN ABSENCE

Please provide absence details

e-days Manager tools My tools Admin tools ★ Favourites 🔍 Find user... Aarya Ortega Eng 12

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

Sickness and unplanned absence records

Last year Current year Next year

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor

Occurrences in the last 12 months (S)

Total duration (D)

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Sick Leave	Pending	22/06/2021	29/08/2021	48 days	S*****T	📅 ⬇️
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	V*****I	📅 ⬇️
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	O*****Y	📅 ⬇️

New absence

For Aarya Ortega

Absence type Sick Leave

Fixed date Recurring

From date 18/10/2021 To date Open

Day part from Full Day Day part to Open

Details Flu symptoms

CANCEL SUBMIT

Click the submit button to finalise logging of the sickness. Depending on your company policy the absence request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

📅 Sickness and unplanned absence records

Last year

Current year

Next year

Entitlement information

Sickness

Recorded in last 30 days

Recorded in last 3 months

Recorded in last 6 months

Recorded this year

Bradford Factor

Occurrences in the last 12 months (S)

Total duration (D)

Bradford Factor (S x S x D)



Absence records

Show 10 entries

Absence type	Status	From	To	Total	Details	Actions
Sick Leave	Pending	22/06/2021	29/08/2021	48 days	s*****t	📅 ⬇️
Sick Leave	Taken	12/04/2021	14/04/2021	3 days	v*****l	📅 ⬇️
Sick Leave	Taken	05/04/2021	05/04/2021	0 days	o*****y	📅 ⬇️

New absence



PENDING

Aarya Ortega

Sick Leave

Open

18/10/2021

Full Day

📅 EXPORT TO CALENDAR


BOOK ANOTHER

CLOSE

Sickness self-certification or Return to Work forms

You might be asked to complete a self-certification or return to work form when you have logged a sickness absence.

Sickness Absence Notification / Self Certificate

Employee Details	
Employee Name	Aarya Ortega
Country	USA
Manager	Mikal Crank
Sickness Absence Details	
First Day of Absence	18/10/2021
Last Day of Absence	18/10/2021
Date Returned To Work	
Duration of Absence	1 days
Considering the length of this absence has a Medical Certificate or a Doctors Note been received?	
Absence Type	
Sick Leave	
Absence Reason	

A link to the form will be emailed to you when the sickness absence is logged.

The form is also accessible from the absence records list on Unplanned Absences screen. Just click the 'Form' button to the right of the required absence.

Logging TOIL or overtime

To log time that you have worked over your standard hours, access the Overtime/TOIL screen by clicking the Record Overtime or TOIL button then click the Log overtime button in the top right.

The overtime and TOIL booking form will slide in from the right.

If you're logging overtime on behalf of another user, set the name of that user in the 'For' box.

Enter a start and end date/time for the overtime. Enter any associated information in the details box.

Category	Status	From	To	Total	Increment rate	Total inc/ decrement	Details
Time Worked In Lieu (Days)	Pending	01/04/2021	02/04/2021	2 days	1.00	2 days	s*****
Time Worked In Lieu (Days)	Cancelled	01/04/2021	02/04/2021	2 days	1.00	2 days	r*****

Click the submit button to finalise logging of the overtime. Depending on your company policy the overtime request will either be sent to a manager for authorisation or will be automatically authorised in Edays.

If you are logging overtime as a TOIL type, your Edays system will contain an associated TOIL absence type that will allow you to spend the time you have earned.

Calendars

You will find two types of calendars in your Edays system. Your personal calendar is displayed on your My Dashboard screen and the group calendar is displayed on the Group Calendar and Manager Dashboard screens. You will only have access to the Manager dashboard if you're designated as an Authoriser in Edays.

The personal calendar displays the full year with each working day shaded white, each non-working day shaded grey, and each absence displayed in that absence type's associated colour.

My Edays calendar

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Viewing calendar from: 01-01-2021 to: 31-12-2021

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T						
JAN					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	
FEB	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								
MAR	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					
APR				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			
MAY						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
JUN		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					
JUL				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		
AUG						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
SEP			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				
OCT					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	
NOV	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						
DEC			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			

The group calendar displays the current month and provides you with visibility of working periods and absences of colleagues within your organisation. The visibility may be for the entire user base of your organisation or could be set to display users in your team or location.

edays Manager tools My tools Admin tools Favourites Find user... Aarya Ortega Eng 13

Personal dashboard Planned absences Unplanned absences Record Overtime and TOIL Group calendar

Group calendar Online help Book time off: 20 days remaining

Group by: Country Show reportees only Add Edays to your calendar Filter by user or group

2021 TODAY < NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP >

Click to expand absence key

30	31	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	1	2	3
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

UK












- Steve Arnold
- Roberto Baggio
- Cassidy Bailey
- Musa Ball
- Miles Barclay
- Kelly Baxter
- Carys Beard
- Freja Benjamin
- Laylah Bentley
- Ignacy Bonilla
- Ahmed Bradley
- Charleigh Bradley
- Jamie-Lee Britton
- Conah Browne
- Sulauman Burn

You can move back and forth to different months by selecting the month name above the calendar or clicking the left or right arrows either side.

You have the option to change how the list of users is grouped in the top left or search for a particular user by entering their name in the top right.

Action List (for managers)

The manager dashboard displays general information regarding your reportees in individual sections known as Droplets. When a reportee creates an absence request, a notification email is sent to you as the authoriser of their requests. This email contains buttons that allow you to authorise or reject an absence. Additionally, you can find a list of all requests on the Action List droplet of your manager dashboard. The action list allows you to authorise or reject individually or in bulk.

Action list				  			
Time Worked In Lieu (Days)	Aarya Ortega	USA	From: 20/10/2021 To: 20/10/2021				<input type="checkbox"/>
Sick Leave	Aarya Ortega	USA	From: 18/10/2021 To: 18/10/2021				<input type="checkbox"/>
Holiday	Harvey Dent		From: 20/08/2021 To: 20/08/2021				<input type="checkbox"/>
				<div>Authorise all Authorise selected</div>			

