

Registration of holiday/absence (including special vacation)

This guide gives you information on, how you as an employee register your holiday/special vacation/other absence in HCM.

Holiday/special vacation/other absence is registered for one period of consecutive days or weeks at a time.

Target group

- Employees

In the guide **actions you have to perform** is marked in **red** and **information/explanations** are marked in **green**.

Content

The guide includes:

- Before you start – how much holiday do I have at my disposal?
 - Important – before the planning of the coming holiday year
- Registration of holiday/special vacation/absence
- Do **not** use the function *Edit entries*
- Error message if you have planned too many days

Before you start – how much holiday/special vacation do you have at your disposal?

Holiday earning is happening continuously as concurrent holiday – which means that you earn 2.08 holidays a month (2.12 holidays in July), which you can spend from the following month.

In a holiday year you earn 25 holidays.

Earning of special vacation days happens continuously during the calendar year – i.e. you earn 0,42 special vacation days each month you are employed in the calendar year, which you can spend the following year (1st May – 30th April).

The holiday year (the period of earning the holiday): is from the 1st of September to the 31st of August the following year.

The period of having the holiday is from the 1st of September to the 31st of December the following year.

The holiday year for special vacation days (the period of earning the holiday) is 1st January – 31st December.

The period of having the special vacation is from 1st May the following year until 30th April the next year.

At SDU holiday is planned for the entire holiday year in the beginning of the holiday year. Please note that you plan the holiday before it is earned.

Planning of special vacation starts 1st May. Please note that you only can spend special vacation days that have been earned. Contact your absence administrator if you have any questions concerning this.

Important – before planning the coming holiday year (regular holiday)

Please note that the period of having the holiday is longer than the period of earning the holiday.

Before planning your holiday for the current holiday year, you should check, if you have holiday from the previous holiday year, which is not yet planned and should be held before the 31st of December.

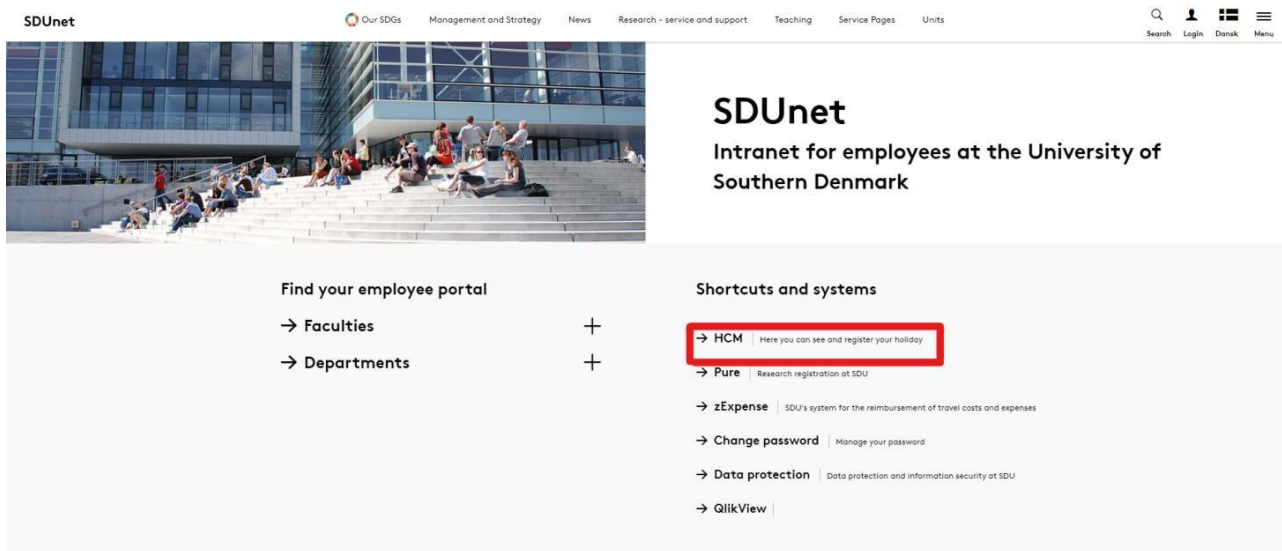
If you have not had all your holidays, when the period of having the holiday ends the 31st of December, they will lapse, unless an agreement has been made between you and your manager.

You should also check, if you are already spending holidays, you earn in the coming holiday year – it could e.g. be autumn or Christmas holiday. If you are, the days you have already planned should be deducted from the 25 holidays, which you are planning at the beginning of the holiday year.

In the guide "Se min ferie/særlige feriedage -" you can find help on, how to get an overview of your holiday in HCM. You find the guidelines at SDUnet [here](#).

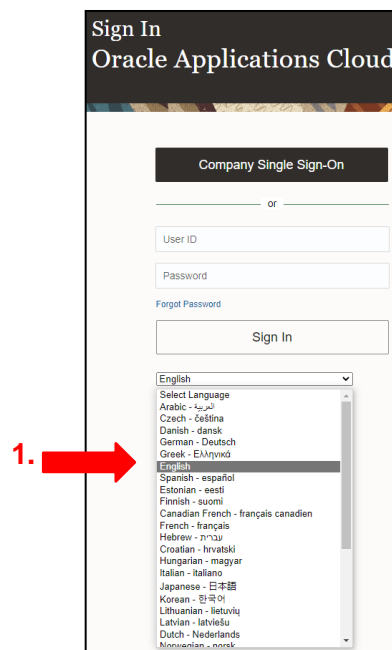
Instruction

Open HCM from the front page at [SDU.net](#):

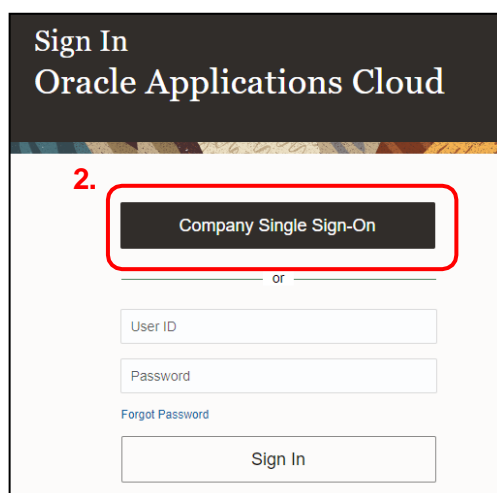


If you are not automatically logged on to HCM, please do as follows:

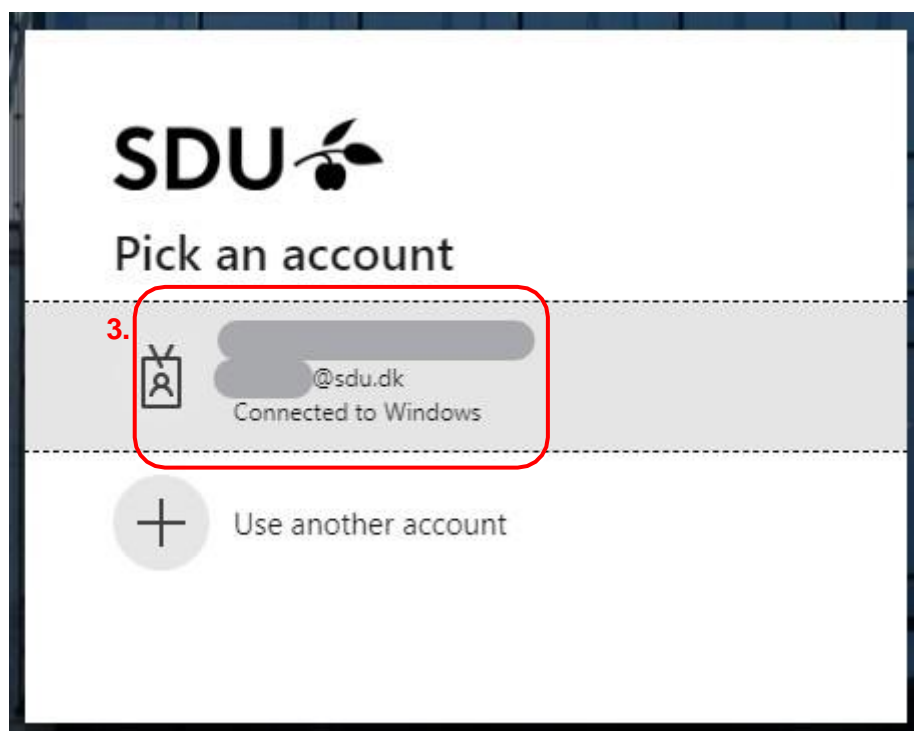
1. Change the language to English:



2. Click on *Company Single Sign-On*:



3. Choose your *work e-mail* to login:

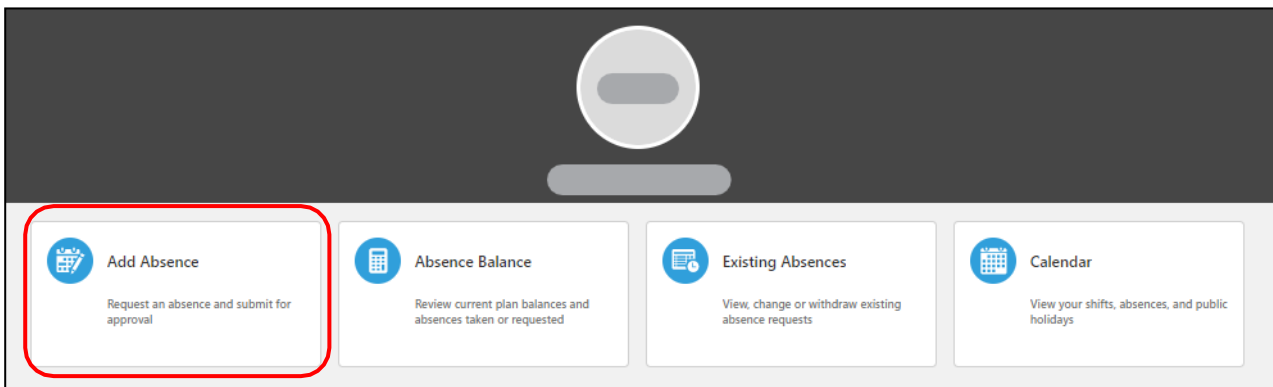


You are now logged on to HCM and can register your holiday/special vacation/absence.

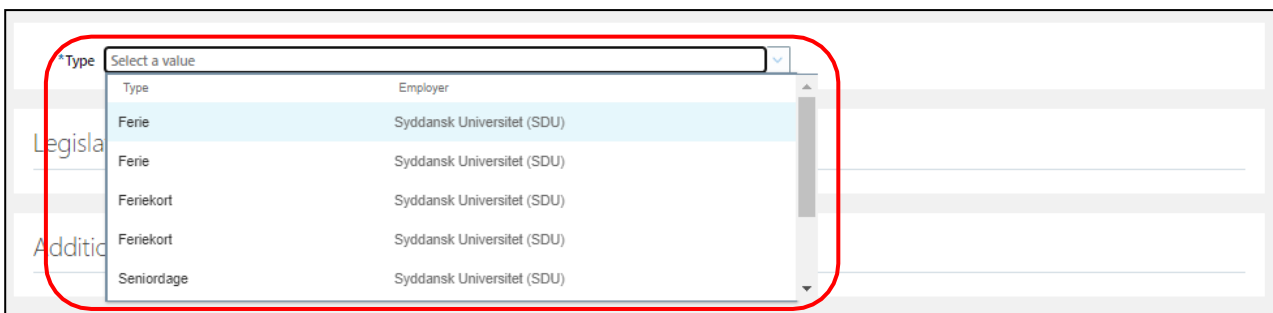
Click on *Time and Absences*:



Click on *Add Absence*:



Select *Type* (the holyday/absenteeism you wish to register):



Translation of the types:

Danish	English
Ferie	Holiday
Feriekort	Vacation card
Seniordag	Senior day

If you have any doubt about which type, you should register please contact your absence administrator.

More than one of the same type of absence

If you have more than one employment (e.g. your primary employment and loose associations with research sections/units) the absence types will appear multiple times in the drop-down menu Type, as shown on the previous picture.

It does not matter which of the repetitions for the type of absence you wish to register, as you choose.

Select *Business Title*:

Your primary employment

If you only have one employment the field will automatically be completed with your business title from your primary employment.

If you have multiple employments, you need to choose your primary employment. Your primary employment will normally be the employment, which has the oldest start date. If you don't choose a business title of multiple employments, you will not be able to send your registration.

Contact the absence administrator if you are in doubt about your primary employment, before you proceed with the process.

Business Title	Start Date	End Date	Status
All			
[Redacted]	01-02-2022		Current
[Redacted]	20-07-2022		Current

Your current Absence Type Balance (of today) for the chosen holiday/absence type:

Absence Type Balance **8 Days**

When Edit Entries

*Start Date and Time
dd-mm-yyyy HH:mm

*End Date and Time
dd-mm-yyyy HH:mm

Absence Duration 0 Days Projected Balance Calculate

Register the holiday/special holiday/absence period by filling in the *Start Date and Time* and *End Date and Time*. Click on *the calendar icon*, register the date and press *OK*:

The screenshot shows a web interface for registering an absence. At the top, there are dropdown menus for '*Type' (set to 'Ferie - Syddansk Universitet (SDU)') and '*Business Title'. Below this, the 'When' section contains input fields for '*Start Date and Time' and '*End Date and Time', both with a calendar icon. A 'Select Date and Time' pop-up window is open, displaying a calendar for July 2023. The date '10' is selected and circled in red. The 'OK' button is also circled in red. The background form shows 'Absence Type Balance 8 Days' and 'Absence Duration 0 Days'. There are also buttons for 'Edit Entries', 'Projected Balance', and 'Calculate'.

NB! As a main rule you can only conduct full Holidays, and therefore you only need to register the dates for the holiday period and let the time remain from 8:00-15:24 regardless of how many hours you are employed.

Special vacation days are by default held as whole days.

Contact your absence administrator if you have any questions concerning this.

The number of days the chosen period has an **Absence Duration**:

This screenshot shows the same web form as above, but with the 'Absence Duration' field highlighted in green. The duration is now '15 Days'. The start and end dates are '10-07-2023 08:00' and '28-07-2023 15:24' respectively. The 'Projected Balance' and 'Calculate' buttons are also visible.

Click on *Calculate*:

*Type: Ferie - Syddansk Universitet (SDU)
*Business Title: [Redacted]
Absence Type Balance: 8 Days
When: [Edit Entries]
*Start Date and Time: 10-07-2023 08:00
*End Date and Time: 28-07-2023 15:24
Absence Duration: 15 Days
Projected Balance: [Red Box] Calculate [Red Box]

Projected Balance describes, how many holiday/special vacation/absence days of the chosen type, you will have left at the end date for the stated period, if you send the request about holiday/absence for the chosen period.

Expected end date add in your running accrual of holiday/special vacation/absence as well as previous registered holiday/absence of the same type (both requested and approved).

It is possible to "borrow" 4 days, from what you earn the following month – so the *Projected Balance* can be -4 days. It is not possible to "borrow" special vacation days.

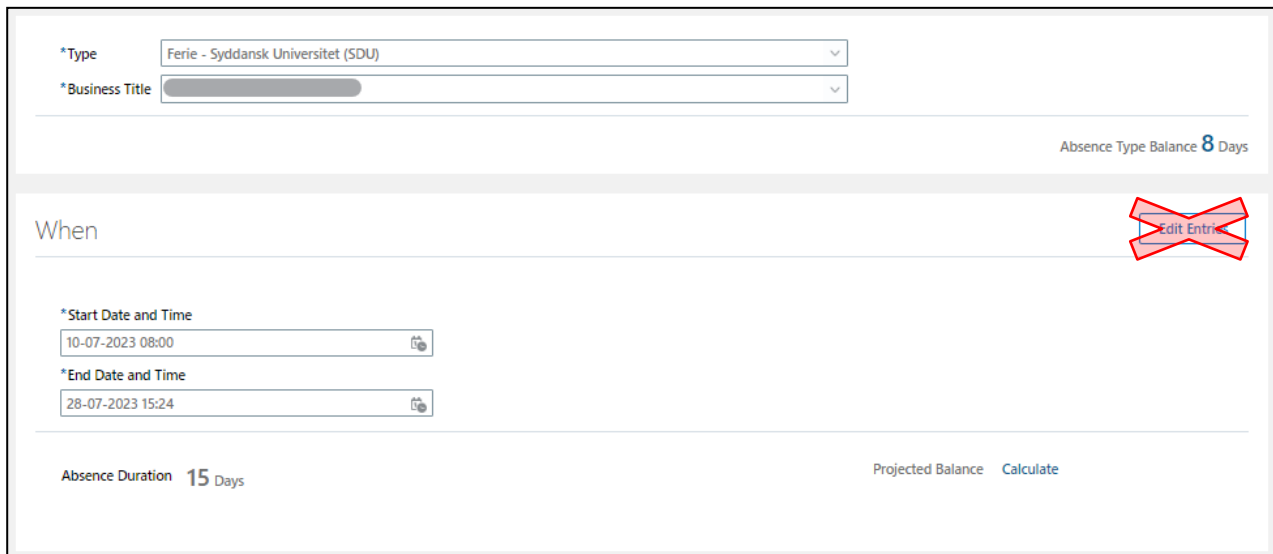
NB! The consequence of the expected balance showing -4 holidays is that you can plan more than the 25 days, you earn during the holiday year. If you plan more than 25 days, you will start spending of the following holiday year.

*Type: Ferie - Syddansk Universitet (SDU)
*Business Title: [Redacted]
Absence Type Balance: 8 Days
When: [Edit Entries]
*Start Date and Time: 10-07-2023 08:00
*End Date and Time: 28-07-2023 15:24
Absence Duration: 15 Days
Projected Balance: 0,8 Days [Green Box]

If you click on the number of days at *Projected Balance*, you will find a description of the calculation.

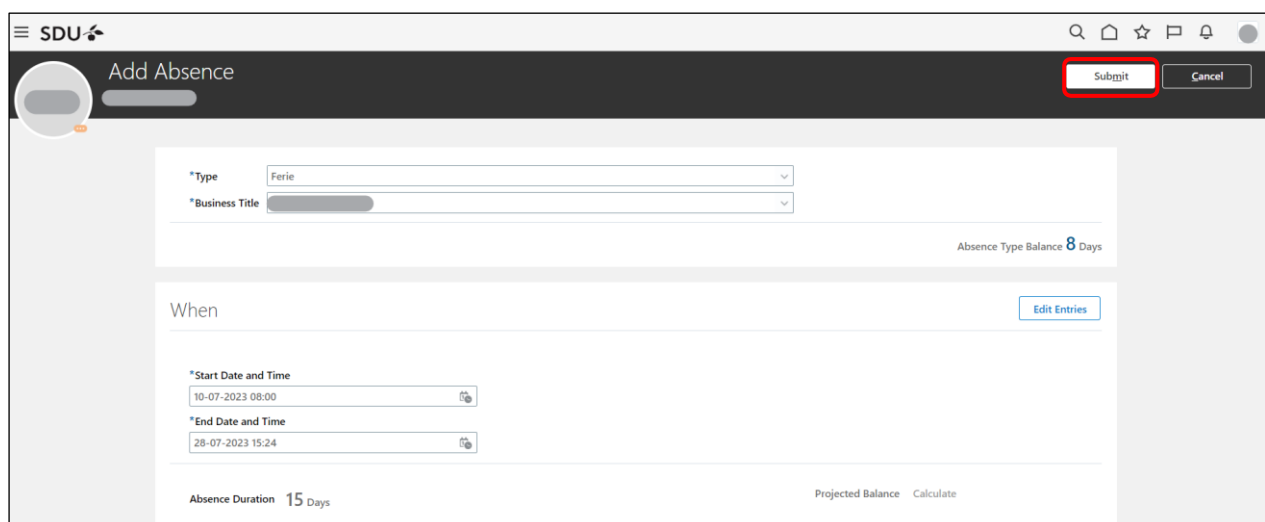
Holiday/special vacation/absence is registered for one consecutive period of days and weeks at a time.

The function *Edit Entries* may **not** be used to add or delete days to the period, so the period you are about to register, is not one consecutive period.



The screenshot shows a web form for adding an absence. At the top, there are two dropdown menus: '*Type' with the value 'Ferie - Syddansk Universitet (SDU)' and '*Business Title' with a greyed-out selection. Below these, the text 'Absence Type Balance 8 Days' is displayed. A section titled 'When' contains two date and time input fields: '*Start Date and Time' with the value '10-07-2023 08:00' and '*End Date and Time' with the value '28-07-2023 15:24'. At the bottom left, it shows 'Absence Duration 15 Days' and 'Projected Balance Calculate'. A button labeled 'Edit Entries' is located in the top right of the 'When' section, but it is crossed out with a red 'X'.

Click on *Submit*.



This screenshot shows the same 'Add Absence' form as above, but with the 'Submit' button highlighted with a red rectangle. The 'Edit Entries' button is now visible and not crossed out. The rest of the form content, including the dropdown menus, date fields, and duration information, remains the same.

Your holiday request for the chosen period is now registered and forwarded to your absence administrator.

Notifications

Shortly after you have sent your holiday request, you and your manager will receive a notification (FYI) via mail informing that you have made a request for holiday/absence.

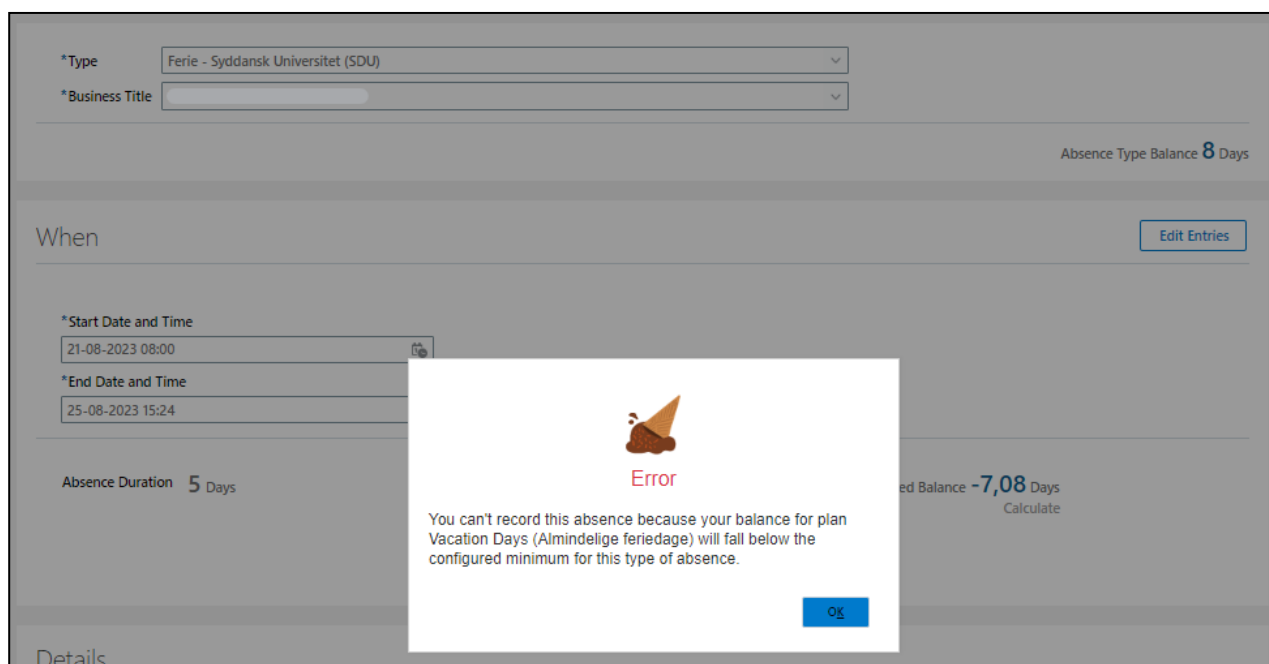
When the holiday has been approved in the system, you will receive a mail.

Error message if you plan too many days

It is possible to “borrow” 4 days, from the days you earn the following month – so the *Projected Balance* can be -4 days.

It is not possible to “borrow” special vacation days, only earned days can be planned.

One of the following error messages will appear, if you try to send a holiday/absence request, where your *Projected Balance* is lower than -4 days.



The screenshot shows a web interface for submitting an absence request. At the top, there are dropdown menus for '*Type' (set to 'Ferie - Syddansk Universitet (SDU)') and '*Business Title'. Below these, the 'Absence Type Balance' is shown as '8 Days'. The 'When' section contains input fields for '*Start Date and Time' (21-08-2023 08:00) and '*End Date and Time' (25-08-2023 15:24), with an 'Absence Duration' of '5 Days'. An 'Edit Entries' button is visible in the top right of this section. A modal error message is displayed in the center, featuring a warning icon and the text: 'Error: You can't record this absence because your balance for plan Vacation Days (Almindelige feriedage) will fall below the configured minimum for this type of absence.' The background shows a 'Projected Balance -7,08 Days' and a 'Calculate' button. The bottom of the form has a 'Details' section.

Change history

Dato	Version	Change
18.09.2023	v.4	Picture change concerning submitting the absence
13.04.2023	v.3	Section about how to log on to HCM updated
03.03.2023	v.2	Document updated with special vacation
16.09.2022	v.1	Document created