



Script Name:

## New Absence Requests (Employee Listing)

Script Type:

### Email

#### Overview

This script produces an email reminder to an employee's manager whenever an absence has been requested either via the ESS or lower tier manager. The email will contain the type of absence being requested (typically holidays), the dates they are requesting for and who the employee is. To re-iterate, this is an email reminder. Managers will still need timeware® access to action the request.

#### Dependencies

- Email settings correctly configured within the timeware® application.
- To-Do List configured to display absences that are awaiting decision and not finalised.
- The managers who will be receiving the email need to be able to see the employee within timeware®. This is very important as anyone who's user can see the employee will potentially get the email.
- The manager requires an email against their user.

#### Operation Example

- Employee X requests a holiday for the 9th September 2021.
- Employee X's manager will receive an email saying that Employee X has requested an absence "Holiday Full Day" on 9th September 2021.
- The manager logs in to timeware® and actions this via the to-do list.

#### Configuration

- Assigned within the "Event Handler" in its own event and can be ran as often as you'd like. We typically set it up to run every 2 hours.
- The managers that you want to receive the email requests MUST be ticked in the "Who to be emailed" option.

#### Notable Fields

No Notable fields.