



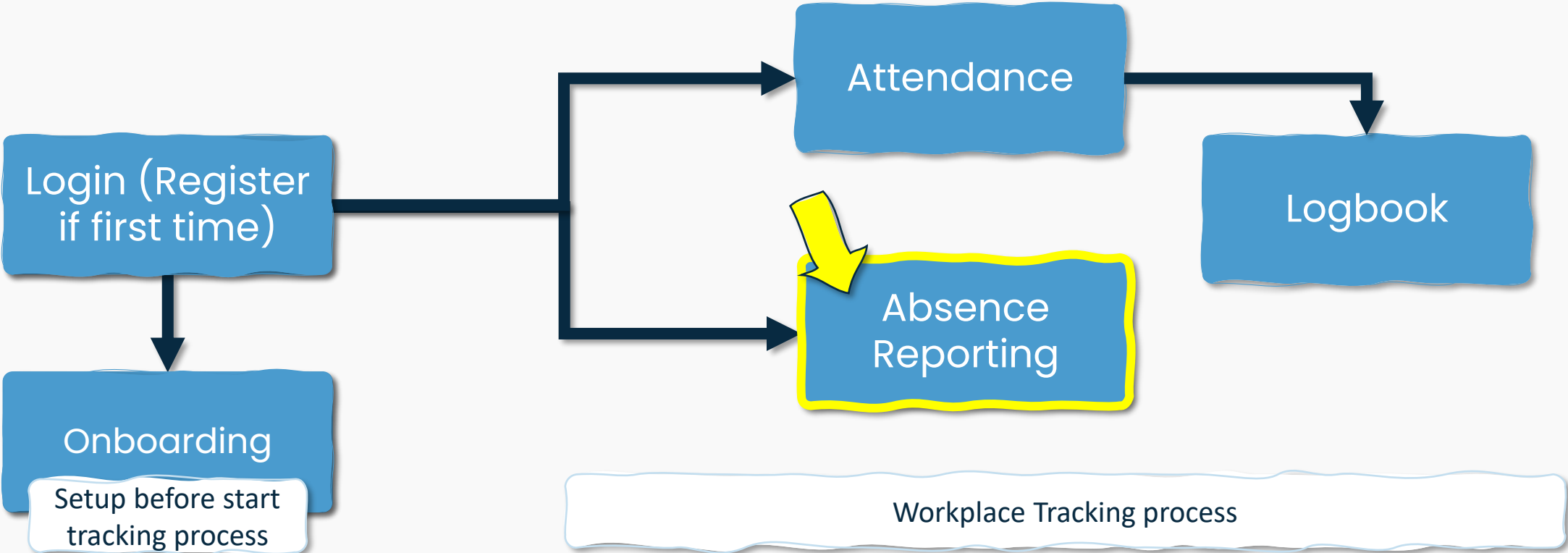
WPT MANUAL

Students Guide

Reporting Absence



Process Flow





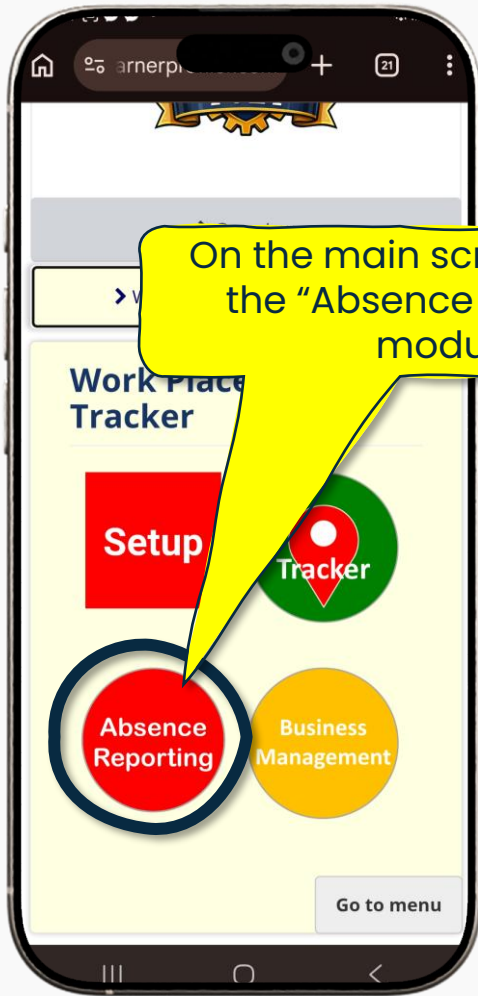
Before You Start:

Why Do I Need to Report the Absence

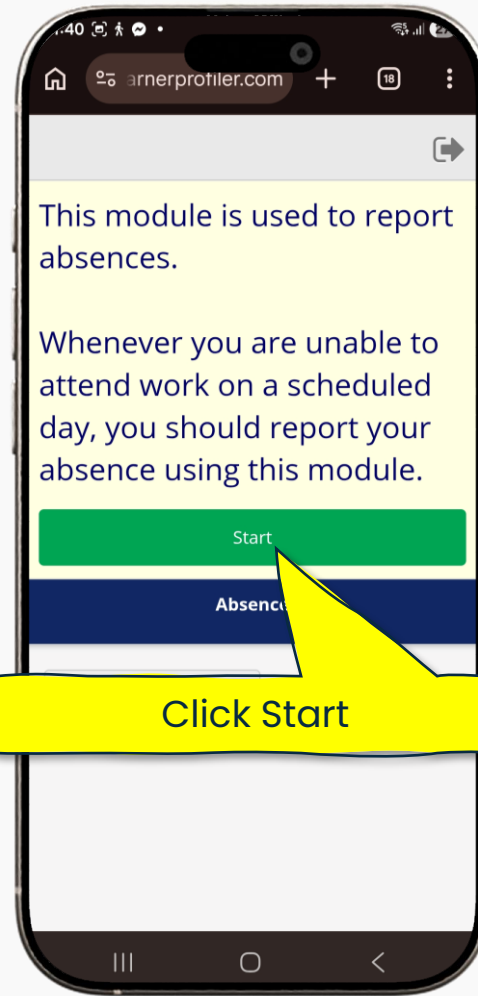
Reporting absences is very important, especially if your absence is justified (e.g. you have supporting documentation) and you are entitled to paid days in that category. If you were expected to be at work on a given day but were absent, make sure to report your absence in the system.

If you do not report it, the day will be treated as an unpaid absence.

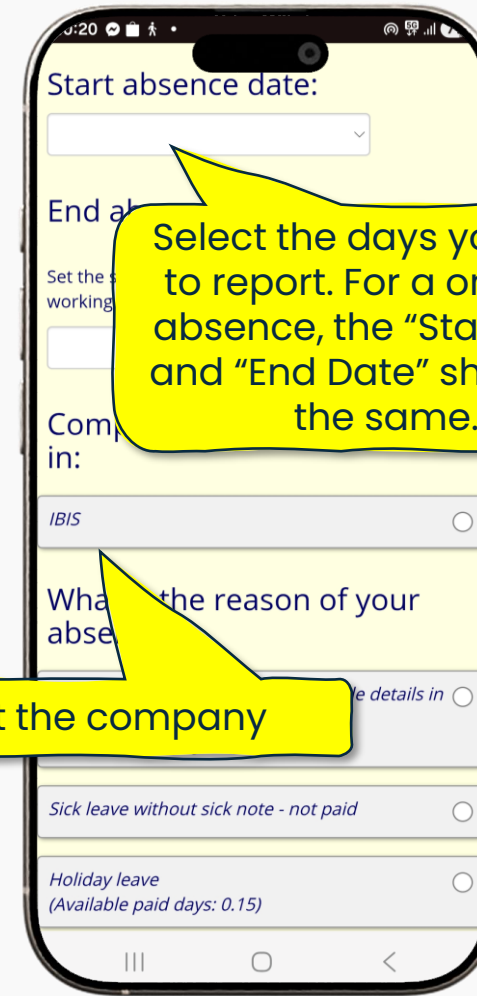
Reporting an absence does not guarantee that it will be paid. This depends on several factors, including: the number of paid days available in the selected category, whether you have valid supporting documentation for the absence, whether the document has been submitted to the college office.



On the main screen, click on the "Absence Reporting" module.

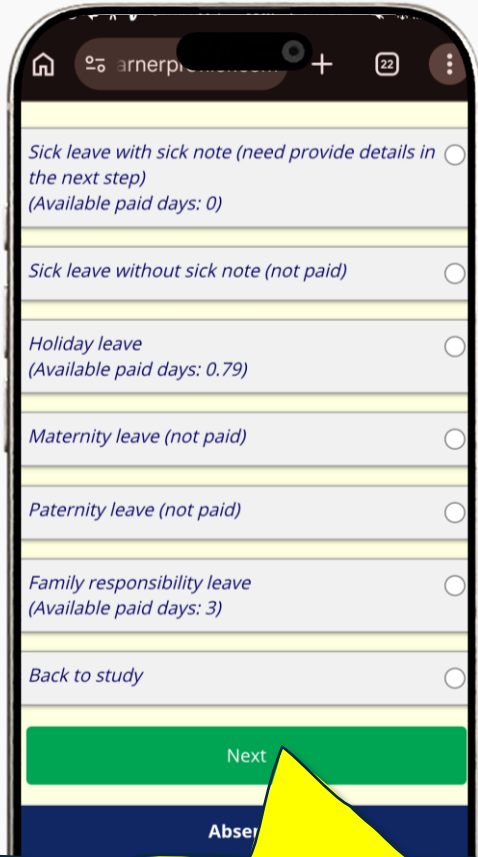


Click Start

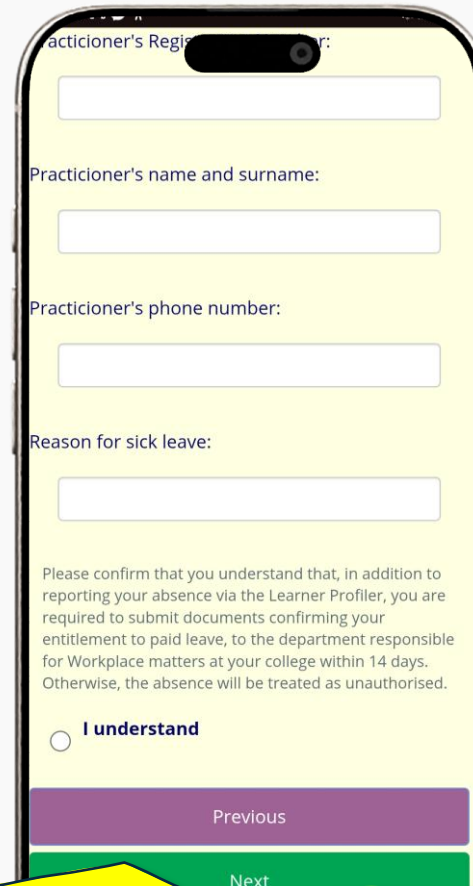


Select the days you want to report. For a one-day absence, the "Start Date" and "End Date" should be the same.

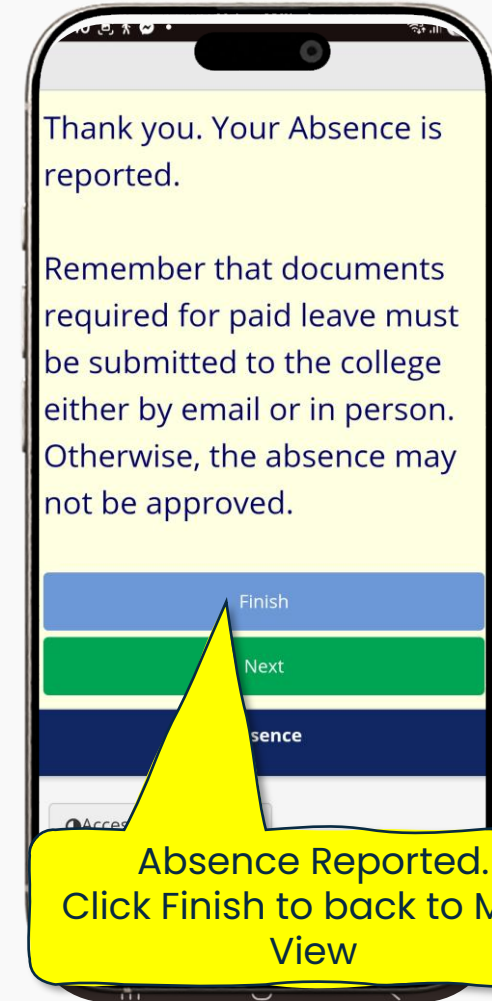
Select the company



Scroll down and select the absence reason that matches your situation. For some categories, available paid days are shown in brackets. Then click "Next".



Some absence categories require additional information, such as doctor details. Complete the required fields, confirm that documents will be provided via email or to the office, and click "Next".



Absence Reported. Click Finish to back to Main View



Well done, you have successfully reported an absence

If you have any questions contact us on:
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