Deleting an absenteeism reason to an employee
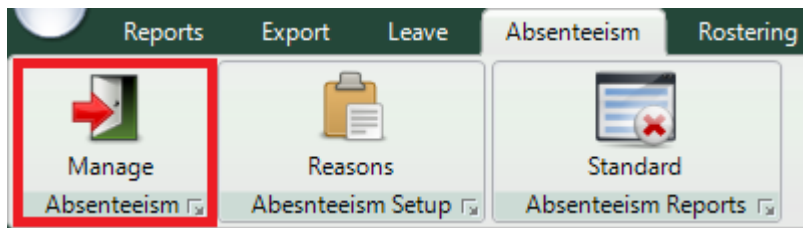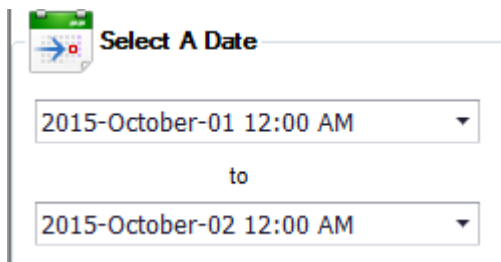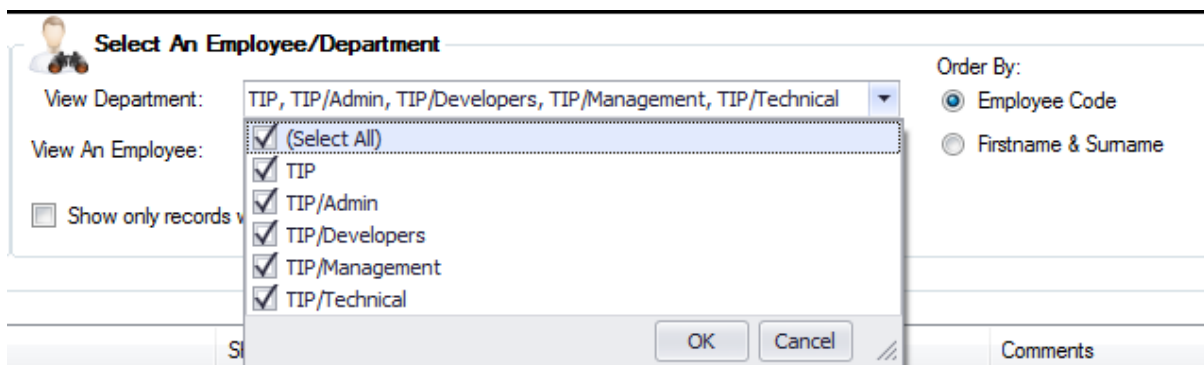
If you want to delete reasons on employees in Nako you can do the following. Click on the absenteeism tab and then click on manage.
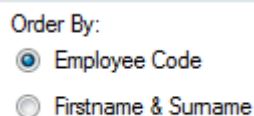

On the next screen firstly specify which period you want to work with by using the data selectors.
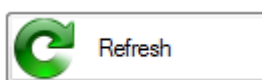

After you selected the period you will firstly have to choose with which departments and employees you want to work with. Use the drop down arrow next to view departments to open the selection screen. Choose with which departments you want to work. Only the employees will be available

Before we preview the users there are two extra options you can use if you prefer. Firstly you can choose in which order the system must preview the employees.

After you choose your settings you can click on the refresh button to display your employees.

A list should now appear will all your employees as well as those that have absenteeism reasons added to them

Date	Code	Employee	Shift	Leave Type	Absenteism Reason	Comments
Admin						
☐ 2015/10/01		Test	N/A	N/A	N/A	N/A
☐ 2015/10/01	11	Rolene De Witt	N/A	N/A	N/A	N/A
☐ 2015/10/01	9	Sunja van Straaten	N/A	N/A	N/A	N/A
Technical						
☐ 2015/10/01	1	Stephanus Bekker	N/A	N/A	N/A	N/A
☐ 2015/10/01	10	Matthew Mac Hattie	None	None	Offsite	
☐ 2015/10/01	2	Jay Court	N/A	N/A	N/A	N/A
☐ 2015/10/01	4	Theunis Coetzee	N/A	N/A	N/A	N/A
☐ 2015/10/01	6	Theo Penning	N/A	N/A	N/A	N/A
Management						
☐ 2015/10/01	3	Philip Penning	N/A	N/A	N/A	N/A
☐ 2015/10/01	5	Anton Labuschange	N/A	N/A	N/A	N/A
Developers						
☐ 2015/10/01	7	Dean Hasset	N/A	N/A	N/A	N/A
☐ 2015/10/01	8	Matthew Barnard	N/A	N/A	N/A	N/A

Tick the reasons that you want to remove and then click on the delete button at the bottom of the screen.

The absenteeism will now be removed.