

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Travel and Absence Management within the School of Engineering

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Why did we want to manage travel and absence?

- We didn't.

The initial requirement was for a system to manage the just the absence of staff and students to ensure that the school complies with UKBA requirements.

- But as we have used the system we have encountered different scenarios leading us to evolve the system.

To also capture information on travel.
To ensure we comply with data protection and FoI requests.
To ensure the other staff duties are covered.

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Absence

- For all absence from KB site for more than half a day.

Who?
When?
Where?
How long?
Who would be covering your other duties?

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Travel

- For travel and fieldwork out with the UK, consult FCO etc. for travel advisories.
- Undertake travel RA if appropriate.
- Submit on-line absence request to line manager.
- Line manager approves travel request.
- Make travel arrangements including purchasing university travel insurance through the School Finance Office.

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Travel with Fieldwork

- For travel and fieldwork out with the UK, consult FCO etc. for travel advisories.
- Undertake both travel and fieldwork RA even for work solely within the UK.
- Head of School approves both travel and fieldwork RA.
- Submit on-line absence request to line manager.
- Line manager approves travel request.
- Make travel arrangements including purchasing university travel insurance through the School Finance Office.

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The Engineering Absence Request System

- Web-based system accessed through School website.
- EASE protected.
- Links to School database and e-mail systems.

I'll wrap up with a demonstration of the on-line system

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