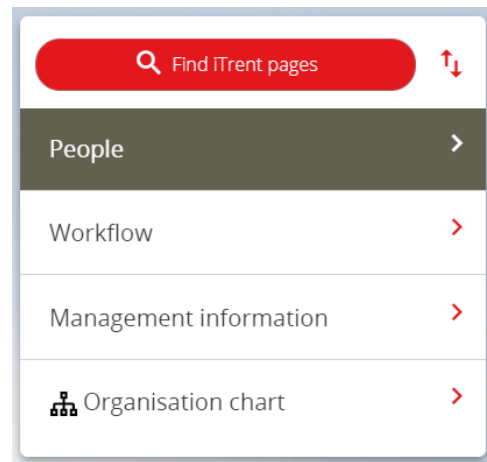# How do I...

NCG

Delete a holiday that a colleague has booked?

You can find this information in iTrent People Manager by clicking on People from the main screen:

NCG

People

⌃ People   ⋮

[   ] [Surname ▼] 🔍 +

Results 4 People
Select all   Save this group

👥 Ms Test User 10

👤 Miss Test User 3

👤 Mr Test User 6

👤 Miss Test User7

🔍 Find iTrent pages   ↑↓

People   >

Workflow   >

Management information   >

⛃ Organisation chart   >
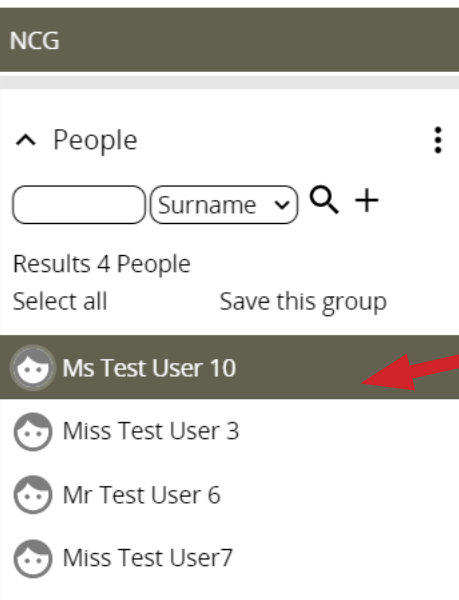
Select a colleague from the left hand menu.

Select Absence from the Links menu, then select View Holiday Absence details

LINKS

⌄ Absence > Employment > Personal information > Profile > Payroll > Reviews

> UDF Details

Absence calendar | Absence details | Absence history | Additional paternity absence details | Adoption absence details

Authorisation details | Certification details | Company/Bank holiday/NWP details | Correspondence details | **Holiday absence details**

Holiday entitlement adjustment | Holiday entitlement summary | Maternity absence details | New Holiday Absence

ALL ABSENCES LIST   ⋮

[Show all]

01/08/2019 Personal holiday

25/07/2019 Personal holiday

15/07/2019 Personal holiday

28/05/2019 Personal holiday

This will load all absences for that colleague in the bottom of the left hand menu. Click on the holiday that you want to delete.

Holiday period

Holiday period● More than one day ▾

Holiday start

Holiday start date● 25/07/2019 📅

Holiday start type Full day ▾

Holiday end

Holiday end date● 31/07/2019 📅

Holiday end type Full day ▾

Absence

Absence type● Personal holiday ▾

Authorisation Authorised

Position Lecturer (Current)

+ Holiday balances

SAVE   DELETE

You will be presented with the Absence details screen. There will be the option to delete this holiday at the bottom of the screen.