People Management

A manager's guide to entering sickness absence notifications and sickness absence management meeting dates on 'MYVIEW'



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To Enter a Sickness Notification:

Navigate to your My People tab and select the team member who has reported they are absent from work due to Sickness:

The modules available for selection against an individual employee will become available in the left hand menu, click on the 'Sickness Notification' and then 'Notify Sickness'.

Cumu dan dag				Employee Search	Q Welcome, LINDS	Y Account ~	🖒 Sign Out
ME MY PEOPLE	∰ > Team Selector						
	Team Selector						
	STANDARD TEAM SELECTOR VIEW						
Team Selector	Search by team member name	Filters					
My Team Personal Details 🛛 🗸 🗸	Enter Name	Q Direct Reports		~			
Sickness Notifications					r		
Sickness History						Clear search	
Notify Sickness	Filter by surname						
Planner							
Leave ~							
Claims ~			^ MINIMISE ^				
Training Profile	Direct Reports for				Show	ng 2 results (0 vacant) /	1 Selected
Appraisal/Assessment Forms	Select All Deselect All						
Form History	•					Select	
					[Select	+

Or you can view the Sickness Summary screen and then enter a sickness notification by selecting '**Sickness History**' and this will display the history of any sickness absence which has been recorded on the system.

current staff								Search		٩	Welcome, PH	ILIPPA 🍥 Account ~	එ Sign Out
	.E ∰> Team Se	lector > Sickness History											
	Sickness	Summary (Su) Mo Tu We Th Fr	Sa Su Mo Tu	We Th F	ir Sa Su	Mo Tu We	Th Fr Sa S	u Mo Tu	We Th	Fr Sa Su Mo	o Tu We Th Fr Sa	Su Mo
Team Selector	2017	September October November											
Staff Personal Details		December January											
Sickness Notification		February March											
Notify Sickness	2018	May June											
Planner		July August	Mo Tu We Th Fr	te tu Ma Su	We Th f	· · · ·	Ma Tu Wa	The Frence Star S	u Ma Tu	We Th	Fr ta Su Mr	Tu We Th Fr St	Su Ho
Leave	Holida	ay 🗵	Absence	Sickness		Training Court	se						
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Training Profile													
Appraisal/Assessment Forms												\frown	
Documentation	Sickness Hi	story									-(Notify	
	Start Date 09/12/201	End Date 5 10/12/2015 13/02/2015		Form Number 0000443775 0000388518 0000326593					Pi Pi Pi	Status ayroll Process ayroll Process ayroll Process	ed ed ed	Sickness	
S mem	elected ber of sta	ff		0000326590 0000294700					Pi	ayroll Process ayroll Process	ed ed		v tify Sickness
										2011-2017	NGA Human Resou		authorised access.



To enter the Sickness Details for the employee click on **Notify Sickness**.

			Employee Search	٩	Welcome, LINDSEY	Account ~	ර් Sign Out
ME MY PEOPLE	♣ > Team Selector > Notify Sickness						
0	Sickness Notification						
Team Selector	Type Employee	ELIZABETH LEWIS					
My Team Personal Details 🛛 🗸	Type Sickness Reason	O Industrial Injury ® Sickness Back & neck problems					
Sickness Notifications	Sickness Category Certificate Type	Back ache					
Sickness History	Duration	O Single Day More Than One Day					
Notify Sickness	More Than One Day						
Planner	From - Date * To - Date	01/05/2018 📾 🖲 Full Day 🔿 PM Only 31/05/2018 📾 🖲 Full Day 🔿 AM Only					
Leave ~		Return to Work Interview Date 01/06/2018					
Claims ~	Employee Support Meeting Date						
Training Profile	1st Absence Review Meeting Date 2nd Absence Review Meeting Date						
Appraisal/Assessment Forms	3rd Absence Review Meeting Date						
Form History							
						Back Save	Submit

The **Type** of Sickness should be recorded as either **Industrial Injury/Sickness** by clicking on the appropriate radio button.

The **Sickness Reason** must be completed with one of the Reasons displayed in the drop down box, which is selected by clicking on the appropriate reason:

Sickness Notification		
Туре		
Employee		
Туре	Industrial Injury Sickness	
Sickness Reason	Select	\sim
Sickness Category	Select	
Certificate Type	Back & neck problems	
Duration	Chest & respiratory; Incl Chest infect	
Single Day	Eye, ear, nose, skin, mouth/dental	
Date *	Genito-urinary; Incl.Male/female	PM Only
	Heart, blood pressure & circulation	Beat
	Infections; Incl. Colds & flu	1171
	Medical Problems Incl Diabetes	
	Musculo-skeletal problems	
	Neurological; Incl. Headaches & Migraine	
	Pregnancy related	
	Stomach, liver, bowel & digestion	
	Stress, mental health & fatigue	



The **Sickness Category** must be completed with one of the Categories displayed in the drop down box, which is selected by clicking on the appropriate category (additional Categories can be added to this dropdown on request):



The **Certificate Type** must be completed with the appropriate type:

Sickness Notification	
Туре	
Employee	
Туре	◯ Industrial Injury
Sickness Reason	Back & neck problems
Sickness Category	Abrasion 🗸
Certificate Type	Select 🗸
Duration	Select han One Day
Single Day	Certified by a Doctor
Date *	Medical Suspension
	Not Certified
	Pobl Y Parc
	Self Certified



The **Duration** button can be clicked to either notify a Single Day or a Date Range:

Sickness Notification

Туре	
Employee	
Туре	◯ Industrial Injury
Sickness Reason	Back & neck problems
Sickness Category	Abrasion
Certificate Type	Select 🗸
Duration	● Single Day ○ More Than One Day
Single Day	
Date *	🖬 🖲 Full Day 🔾 AM Only 📿 PM Only
	December 🗸 2017 🗸 🗙
	< < Today > >>
	SMTWTFS
	3 4 5 6 7 8 9
	10 11 12 13 14 15 16
	17 18 19 20 21 22 23
	24 25 26 27 28 29 30
	31
Are you sure you want to save this sickness notification?	
OK Cancel	

Upon clicking **Save** you should then click **OK** to save the absence onto your Web Portal.





This absence will then be available via the 'In **Progress**' Widget on the Dashboard, it will also be displayed against the employee as an **Open** Sickness Notification.

In Progress	~ ×
ME	MY PEOPLE
Sickness (1)	^
Created on 05/12/2017 for	

To update these details when the employee returns to work/at the end of the working week click on the date in the 'In Progress' box and the record will re-open for further amendment.

To Delete/Amend a Submitted Sickness Notification:

Click on the Sickness Notifications Module after selecting the required employee in the My People Team Selector screen.

Only Sickness absences which appear in the "Sickness awaiting payroll processing" section of the screen can be deleted:

Those sickness notifications that have already been processed appear in the "**Sickness History**" section of the screen, if one of these absences requires amending please contact the Central Absence Team (<u>CE HR Absence Team</u>).

	▲	Su Mo	Tu V	Ve Th	Fr	Sa	Su	Мо	Tu V	Ve	Th	Fr	Sa	Su	Мо	Tu	We	Th F	r Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо
	April																														_	_			
	May																																_		
	June																																		
	July																																		
2012	August																																		
	September				_																														
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2013	February																																_		
	March	- I																																	
	liday	Su Mo	Tu V	Ve Th	Fr	Sa	Su	Мо		Ve 1	1h Siek	Fr	Sa	Su	Mo	Tu	We	Th F	r Sa	Su Boy	Mo	Tu	We	Th	Fr	Sa	Su T Cou	Mo	Tu	We	Th	Fr	Sa	Su	Mo
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Sicknes	s awaiting payro	ll proce	essing																																
Start [Date End Dat	е			Тур	e															R	easo	n												
16/07/2	2012 17/07/201	2		5	Sickn	ess														Bac	k & n	eck	orobl	ems											
																																			-
Sicknes	s History																																		
Start [Date End Date	в					For	m Nu	mber															St	atus										
01/05/3	2012 18/05/201	2					00	00164	4023														Pa	yroll	Proc	esse	d								

Click on the bold Form Number against the appropriate Dates:



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Cuttor Barray			Welcome,	Account ~	🖒 Sign Out
ME MY PEOPLE	∰ > Team Selector > Sickness History				
	Sickness				
Team Selector	Type Employee				
My Team Personal Details 🛛 🗸 🗸	Number Post	0000660903 EMPLOYEE DEFAULT POST			
Sickness Notifications ^	Type Sickness Reason	Industrial Injury Sickness Back & neck problems			
Sickness History	Sickness Category	Back ache			
Notify Sickness	Certificate Type	Self Certified			
Planner	More Than One Day From - Date *	09/10/2018 Full Day			
Leave ~	To - Date	11/10/2018 🖬 🖲 Full Day 🔿 AM Only			
Claims ~		Return to Work Interview Date 15/10/2018			
Training Profile	Employee Support Meeting Date 1st Absence Review Meeting Date				
Appraisal/Assessment Forms	2nd Absence Review Meeting Date 3rd Absence Review Meeting Date				
Form History					
				Back Save	Delete

Then click on **Delete** in the bottom right hand corner of the screen.

Then click on **OK** to confirm the deletion request.

			Welcome,	Account ~	එ Sign Out
ME MY PEOPLE	Team Selector > Sickness History				
05	Sickness				
Team Selector	Type				
My Team Personal Details 🛛 🗸 🗸	Number	0000660903 ENRI OVER DEFAULT ROST			
Sickness Notifications ^	Type	O Industrial Injury Sickness			
Sickness History	Sickness Reason Sickness Category	Back & neck problems Back ache			
Notify Sickness	Certificate Type	Self Cert Message from webpage X			
Planner	More Than One Day From - Date *	09/10/20 ? Are you sure you want to delete this sickness notification?			
Leave 🗸	To - Date	11/10/20			
Claims ~		Return to Cancel			
Training Profile	Employee Support Meeting Date 1st Absence Review Meeting Date				
Appraisal/Assessment Forms	2nd Absence Review Meeting Date 3rd Absence Review Meeting Date				
Form History					
				Back Save	Delete

The confirmation message will be displayed and then the entry will have been removed from the awaiting payroll processing section of the sickness notifications screen:



Carinas tamating		Welcome	Account ~	🖒 Sign Out
ME MY PEOPLE	∰ > Team Selector > Sickness History			
	Confirmation Message 1 Receives sitem number ADMINIT has been deleted			
Team Selector	 remaining and/reas neuri maininer monorasia neurosa 		6	entinue
My Team Personal Details 🛛 🗸 🗸 🗸 🗸 🗸 🗸				
Sickness Notifications ^				
Sickness History				
Notify Sickness				
Planner				
Leave ~				
Claims ~	1			
Training Profile				
Appraisal/Assessment Forms				
Form History				

A new Sickness Notification can then be entered with the correct information if required.

												Welcome,		Account	∽ o si	ign Out
ME MY PEOPLE	∰> Team	Selector > Sickness	History													
0	Sicknes	ss Summary (-													î
Team Selector		July	Mo Tu We 1	h Fr Sa Su N	o Tu We	Th Fr Sa	Su Mo Tu	We Th Fr	Sa Su I	Mo Tu W	e Th Fr	Sa Su Mo	o Tu W	e Th Fr Sa	Su Me	
My Team Personal Details 🛛 🗸	2018	September											-			
Sickness Notifications ^		November														
Sickness History		January														
Notify Sickness	-	February March				_						_				
Planner	2019 -	April														
Leave ~		June														
Claims ~		V Su	Mo Tu We T	h Fr Sa Su N	io Tu We	Th Fr Sa	Su Mo Tu	We Th Fr	Sa Su I	Mo Tu W	e în Fr	Sa Su Mo	o ⊺u W	e ih Fr Sa	Su M(
Training Profile	<														>	
Appraisal/Assessment Forms						Sickness a	waiting payr	oll processing	9						Θ	
Form History	<u>Start Da</u>	ite <u>End Date</u>	Form Number					I	уре		Rea	son				ľ
							Sickness Hist	tory							Θ	
	Start Da	te End Date	Form Number					Status								~
											© 2011-201	18 NGA Human R	esources. All	rights reserved. No u	nauthorised	d access.



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Entering Single Day Absences

If the **Single Day** radio button is selected then only one Date field will be available to populate with the day the employee was absent from work, the date can either be typed in the format **ddmmyyyy** with no slashes, dashes or dots to separate the days, months and years or you can click on the calendar button to the right of the field and then click on the day the employee was absent from work. The radio button next to the Date field will allow you to identify whether the absence was for a full day or half day morning or afternoon.

Carina Himator			Employee Search	٩	Welcome, LINDSEY	Account ~	එ Sign O
ME MY PEOPLE	番> Team Selector > Notify Sickness						
	Sickness Notification						
Team Selector	Type Employee						
My Team Personal Details 🛛 🗸	Type Sickness Reason	O Industrial Injury Sickness					
Sickness Notifications ^	Sickness Category	-Select-V					
Sickness History	Duration	Single Day O More Than One Day					
Notify Sickness	Single Day						
Planner	Date *	Full Day O AM Only O PM Only					
Leave ~		Return to Work Interview Date					
Claims ~	Employee Support Meeting Date 1st Absence Review Meeting Date						
Training Profile	2nd Absence Review Meeting Date 3rd Absence Review Meeting Date						
Appraisal/Assessment Forms							
Form History						Back Save	Submit

Entering More Than One Day Absences

If the **More than One Day** radio button is selected then a **From Date** and **To Date** field will appear on screen which can populated with the first date of absence and the last date of absence (not the date the employee returned to work). The radio buttons alongside these fields will allow you to identify whether the absences were for full or half days on the From Date and To Date fields.

If the employee has not informed you of what the last date of the absence is likely to be at the time of entry then the absence can be left 'Open' by clicking on the **Save** button in the bottom right hand corner of the window, however this absence will <u>not</u> be processed by payroll or recorded in the Core HR/Payroll System for absence reporting purposes until it has been "Submitted".

It is then your responsibility to ensure that all absences are submitted into the HR/Payroll system on a timely basis to ensure that the employees pay is accurately calculated. An absence should only remain 'Open' for up to one week, if the employee is still absent from work after 7 days, then the absence should be submitted and a new "follow on" absence created with the end date and the start date being concurrent i.e. creating a continuous absence (without any breaks).





Do not submit a sickness without an end date i.e. an open ended sickness, as these will continue to be processed by payroll until <u>HR Absence Team</u> are informed of the end date. N.B. This could cause the employee to have their pay adjusted inaccurately.

If the absence is Long Term then the absence can be entered on a monthly basis e.g. 1st to 31st and Submitted each month up until the date specified on the Fit Note received from the Doctors Surgery. It is recommended that long term absences are recorded and submitted on the first working day of the month. If the employee returns to work after the absence has been submitted, please contact <u>HR</u> <u>Absence Team</u> to amend the details of the absence.

Current Carter			Employee Search	Q Welcome, LINDSEY	Account ~	ෆ් Sign Oi
ME MY PEOPLE	☆ > Team Selector > Notify Sickness					
	Sickness Notification					
Team Selector	Type Employee					
My Team Personal Details 🛛 🗸 🗸	Type Sickness Reason	O Industrial Injury Sickness				
Sickness Notifications ^	Sickness Category					
Sickness History	Duration	O Single Day ● More Than One Day				
Notify Sickness	More Than One Day					
Planner	From - Date *	Full Day O PM Only				
Leave ~	is bac	Return to Work Interview Date				
Claims ~	Employee Support Meeting Date					
Training Profile	1st Absence Review Meeting Date 2nd Absence Review Meeting Date					
Appraisal/Assessment Forms	3rd Absence Review Meeting Date					
Form History						
					Back Save	Submit

Entering the Return to Work Interview Date

The **Return to Work Interview Date** should then be entered on the date the Return to Work Interview with the employee was completed by either typing the date in the format **ddmmyyyy** with no slashes, dashes or dots to separate the days, months and years or you can click on the calendar button to the right of the field and then click on the appropriate date.

You should then click on the **Submit** button in the bottom right hand corner of the window to send the absence to the payroll team for processing.



Sar Cal			Employee Search	۹	Welcome, LINDSEY	Account ~	ப் Sign Ou
ME MY PEOPLE	分子 Team Selector > Notify Sickness						
	Sickness Notification						
Team Selector	Type Employee						
My Team Personal Details 🛛 🗸 🗸	Type Sickness Reason	O Industrial Injury Sickness Back & neck problems					
Sickness Notifications	Sickness Category	Back ache					
Sickness History	Duration	Single Day More Than One Day					
Notify Sickness	More Than One Day						
Planner	From - Date *	04/06/2018 • Full Day O PM Only					
Leave ~	10 000	Return to Work Interview Date 11/06/2018 × 66					
Claims ~	Employee Support Meeting Date						
Training Profile	1st Absence Review Meeting Date 2nd Absence Review Meeting Date						
Appraisal/Assessment Forms	3rd Absence Review Meeting Date						
Form History						Back Save	Submit



Entering the Employee Support Meeting Date (Informal)

The **Employee Support Meeting Date** should then be entered on the date the Manager/you completed the Employee Support Meeting with the employee by either typing the date in the format **ddmmyyyy** with no slashes, dashes or dots to separate the days, months and years or you can click on the calendar button to the right of the field and then click on the appropriate date.

Click on the **Submit** button in the bottom right hand corner of the window to send the absence to the payroll team for processing.

Carina change			Employee Search	۹	Welcome, LINDSEY	Account ~	එ Sign Out
ME MY PEOPLE	☆ > Team Selector > Notify Sickness						
	Sickness Notification						
Team Selector	Type Employee						
My Team Personal Details 🛛 🗸 🗸	Type Sickness Reason	O Industrial Injury Sickness Back & neck problems					
Sickness Notifications	Sickness Category	Back ache					
Sickness History	Duration	Single Day More Than One Day					
Notify Sickness	More Than One Day						
Planner	From - Date *	04/06/2018 • Full Day O PM Only					
Leave ~	TO DEC	Return to Work Interview Date 11/06/2018					
Claims ~	Employee Support Meeting Date	12/05/2018 × ma					
Training Profile	1st Absence Review Meeting Date						
Appraisal/Assessment Forms	3rd Absence Review Meeting Date						
Form History							
						Back Save	Submit



Entering the 1st, 2nd, 3rd Absence Management Meeting Dates(s) (Formal)

The 1st, 2nd, 3rd Absence Management Meeting Date(s) should be entered on the date that the Manager/you conducted the 1st, 2nd, 3rd Absence Management Meeting with the employee by either typing the date in the format **ddmmyyyy** with no slashes, dashes or dots to separate the days, months and years or you can click on the calendar button to the right of the field and then click on the appropriate date.

Click on the **Submit** button in the bottom right hand corner of the window to send the absence to the payroll team for processing.



If the absence has already been processed by payroll prior to the RTWI/Employee Support/1st, 2nd, 3rd Absence Management Meeting date being entered, then you should email <u>HR Absence Team</u> with the RTWI/Employee Support/Absence review date, the employee number and absence period so that it can be updated in the Core HR/Payroll System.





PROCESSING

Currently Central Payroll processes the Submitted Sickness Notifications on a weekly basis (Monday) and on the day of the payroll run.

WORKING PATTERNS

It is imperative that you/the Manager ensures that the relevant HR Support Team (<u>CE HR People Man</u>; <u>CE HR Schools Team</u>) are informed of any permanent/long term temporary amendments to employees Working Pattern i.e. the days/hours an employee works, as the appropriate Working Patterns are now being attached to all employees records. This ensures that the absences will automatically be recorded against the appropriate working days. If an employee works a part day, please record as a full day for the purposes of sickness recording as the contractual hours will be correct for each working day.

