

People Management

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

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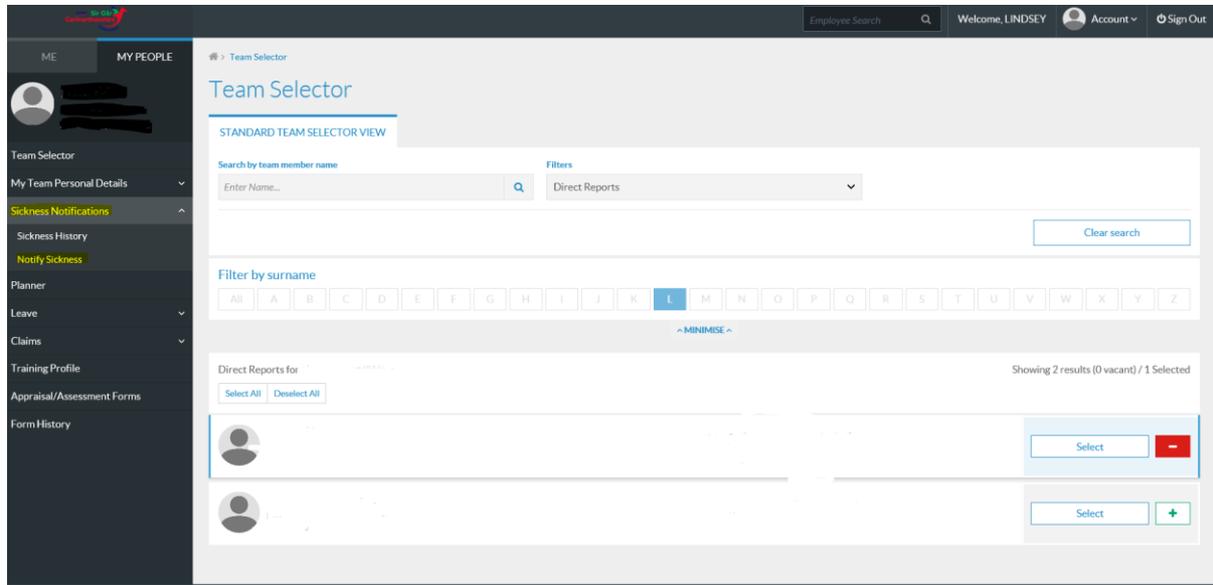
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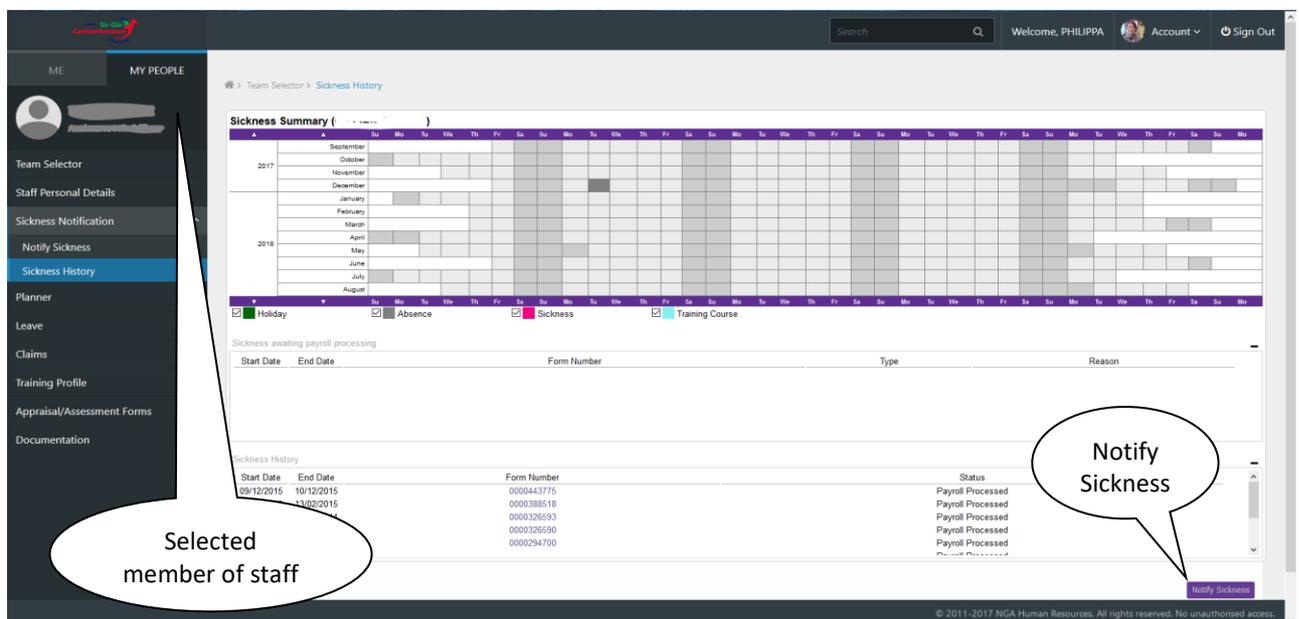
To Enter a Sickness Notification:

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'.



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.



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

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:

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):

Sickness Notification

Type
Employee

Sickness Reason
Sickness Category

Certificate Type

Duration
Single Day

Date *

Industrial Injury Sickness
 Back & neck problems
 --Select--
 --Select--
 Abrasion
 Abscess
 Ache in joint
 Arthritis
 Assault
 Back ache
 Back disorder
 Back muscle spasm
 Back muscle strain
 Back pain
 Back spasm
 Back sprain
 Back strain
 Bites - insect, snake, animals, human
 Bleeding
 Blisters

PM Only

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

Sickness Notification

Type
Employee

Sickness Reason
Sickness Category

Certificate Type

Duration
Single Day

Date *

Industrial Injury Sickness
 Back & neck problems
 Abrasion
 --Select--
 --Select--
 Certified by a Doctor
 Medical Suspension
 Not Certified
 Pobl Y Parc
 Self Certified

More than One Day

Day AM Only PM Only

Date

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

Sickness Notification

Type

Employee

Type Industrial Injury Sickness

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 > >>

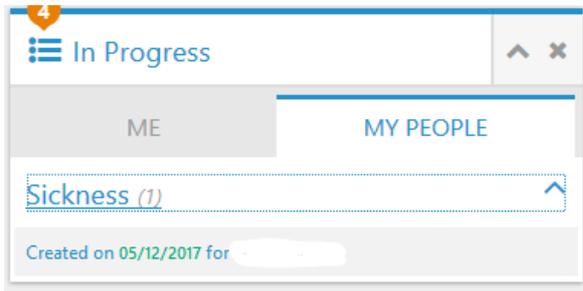
| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Are you sure you want to save this sickness notification?

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

 **Confirmation Message !**
Your Sickness notification has been saved as number 0000070263

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.



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 ([CE HR Absence Team](#)).

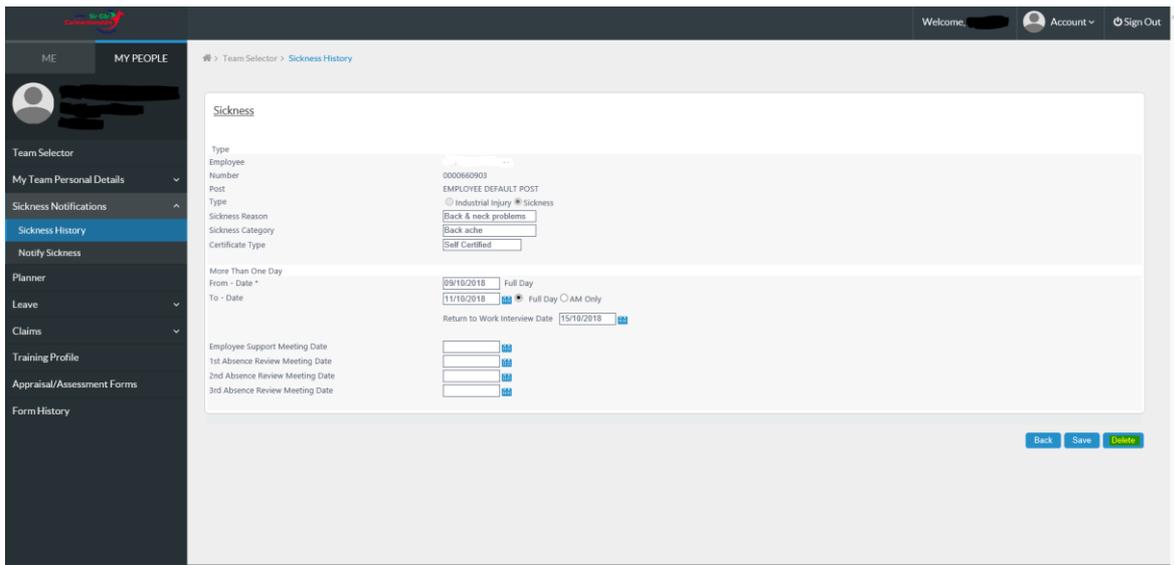
Sickness awaiting payroll processing

| Start Date | End Date | Type | Reason |
|------------|------------|----------|----------------------|
| 16/07/2012 | 17/07/2012 | Sickness | Back & neck problems |

Sickness History

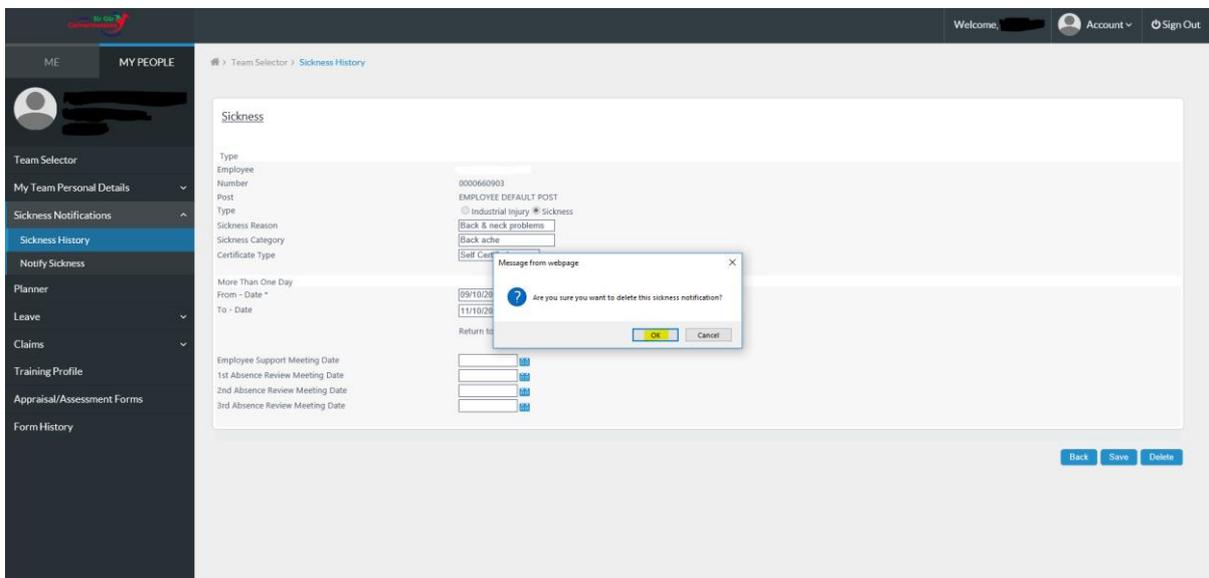
| Start Date | End Date | Form Number | Status |
|------------|------------|-------------|-------------------|
| 01/05/2012 | 18/05/2012 | 0000164023 | Payroll Processed |

Click on the bold Form Number against the appropriate Dates:



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

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



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:

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.

The screenshot shows a web application interface for entering sickness notifications. The main content area is titled "Sickness Notification" and contains the following fields and options:

- Type: Industrial Injury / Sickness (radio buttons)
- Employee: [Text field]
- Sickness Reason: [Dropdown menu]
- Sickness Category: [Dropdown menu]
- Certificate Type: [Dropdown menu]
- Duration: Single Day (selected) / More Than One Day (radio buttons)
- Single Day: [Text field] Full Day (selected) / AM Only / PM Only (radio buttons)
- Return to Work Interview Date: [Text field]
- Employee Support Meeting Date: [Text field]
- 1st Absence Review Meeting Date: [Text field]
- 2nd Absence Review Meeting Date: [Text field]
- 3rd Absence Review Meeting Date: [Text field]

At the bottom right of the form, there are three buttons: Back, Save, and 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 be 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 **not** 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 [HR Absence Team](#) 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 [HR Absence Team](#) to amend the details of the absence.

The screenshot shows a web application interface for submitting a sickness notification. The main content area is titled "Sickness Notification" and contains the following fields and options:

- Type:** Radio buttons for "Industrial Injury" and "Sickness".
- Employee:** A dropdown menu.
- Sickness Reason:** A dropdown menu.
- Sickness Category:** A dropdown menu.
- Certificate Type:** A dropdown menu.
- Duration:** Radio buttons for "Single Day" and "More Than One Day".
- More Than One Day:** Fields for "From - Date" and "To - Date", each with a calendar icon and radio buttons for "Full Day" and "PM Only" or "AM Only".
- Return to Work Interview Date:** A field with a calendar icon.
- Employee Support Meeting Date:** A field with a calendar icon.
- 1st Absence Review Meeting Date:** A field with a calendar icon.
- 2nd Absence Review Meeting Date:** A field with a calendar icon.
- 3rd Absence Review Meeting Date:** A field with a calendar icon.

At the bottom right of the form, there are three buttons: "Back", "Save", and "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.

Employee Search
Welcome, LINDSEY
Account
Sign Out

ME MY PEOPLE

[Redacted]

- Team Selector
- My Team Personal Details
- Sickness Notifications
- Sickness History
- Notify Sickness
- Planner
- Leave
- Claims
- Training Profile
- Appraisal/Assessment Forms
- Form History

Team Selector > Notify Sickness

Sickness Notification

Type

Employee

Type Industrial Injury Sickness

Sickness Reason

Sickness Category

Certificate Type

Duration Single Day More Than One Day

More Than One Day

From - Date * Full Day PM Only

To - Date Full Day AM Only

Return to Work Interview Date

Employee Support Meeting Date

1st Absence Review Meeting Date

2nd Absence Review Meeting Date

3rd Absence Review Meeting Date

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 **ddmmyyy** 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.

The screenshot shows a web application interface for submitting a sickness notification. The main content area is titled "Sickness Notification" and contains the following fields and options:

- Type:** Radio buttons for "Industrial Injury" and "Sickness" (selected).
- Sickness Reason:** Dropdown menu with "Back & neck problems" selected.
- Sickness Category:** Dropdown menu with "Back ache" selected.
- Certificate Type:** Dropdown menu with "Self Certified" selected.
- Duration:** Radio buttons for "Single Day" and "More Than One Day" (selected).
- More Than One Day:**
 - From - Date:** 04/06/2018
 - To - Date:** 06/06/2018
 - Return to Work Interview Date:** 11/06/2018
 - Radio buttons for "Full Day" and "PM Only" (selected).
 - Radio buttons for "Full Day" and "AM Only".
- Employee Support Meeting Date:** 13/06/2018
- 1st Absence Review Meeting Date:** (empty)
- 2nd Absence Review Meeting Date:** (empty)
- 3rd Absence Review Meeting Date:** (empty)

At the bottom right of the form are three buttons: "Back", "Save", and "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.

The screenshot shows a web application interface for entering a sickness notification. The page title is "Sickness Notification". The form contains the following fields and options:

- Type: Industrial Injury Sickness
- Employee: [Redacted]
- Sickness Reason: [Back & neck problems]
- Sickness Category: [Back ache]
- Certificate Type: [Self Certified]
- Duration: Single Day More Than One Day
- More Than One Day:
 - From - Date: [04/06/2018] Full Day PM Only
 - To - Date: [06/06/2018] Full Day AM Only
 - Return to Work Interview Date: [11/06/2018]
- Employee Support Meeting Date: [13/06/2018]
- 1st Absence Review Meeting Date: [15/06/2018]
- 2nd Absence Review Meeting Date: [Empty]
- 3rd Absence Review Meeting Date: [Empty]

Buttons: [Back] [Save] [Submit]

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 [HR Absence Team](#) 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 ([CE HR People Man](#); [CE HR Schools Team](#)) 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.