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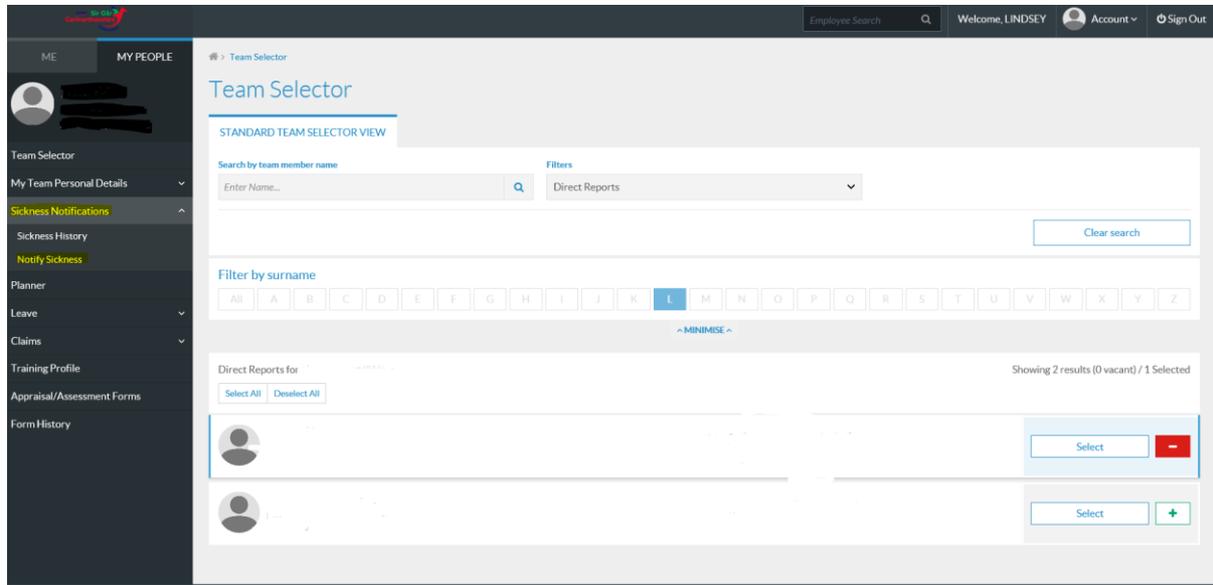
Or you can view the Sickness Summary screen and then enter a sickness notification by selecting '**Sickness History**' and this will display the history of any sickness absence which has been recorded on the system.
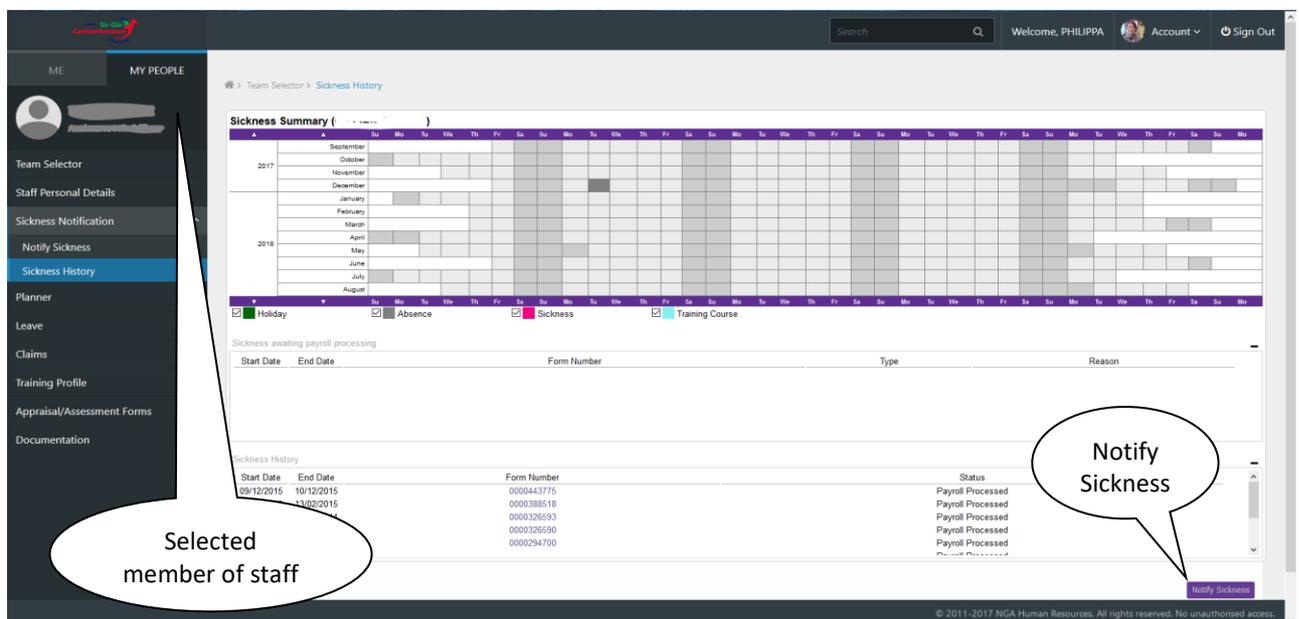
To enter the Sickness Details for the employee click on **Notify Sickness**.

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):

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

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

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

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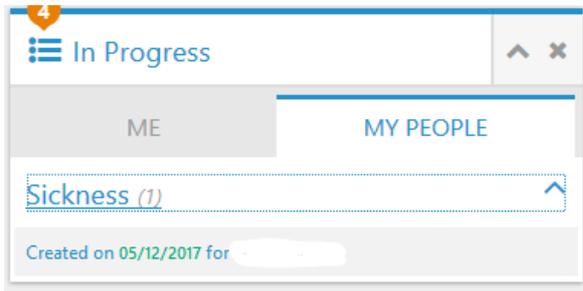
To update these details when the employee returns to work/at the end of the working week click on the date in the 'In Progress' box and the record will re-open for further amendment.

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](#)).

Click on the bold Form Number against the appropriate Dates:
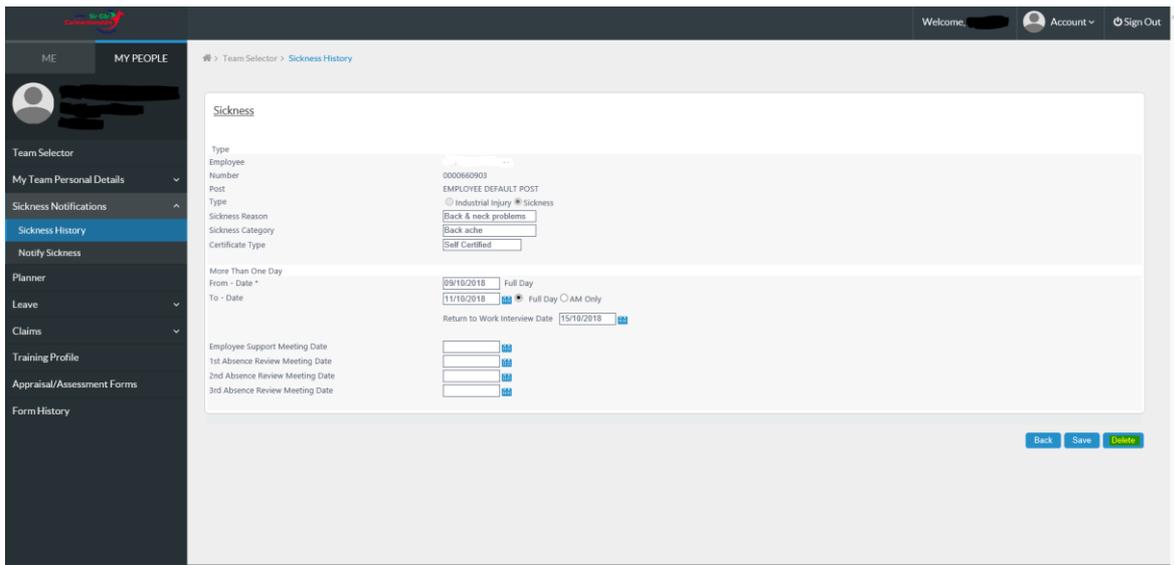
Then click on **Delete** in the bottom right hand corner of the screen.

Then click on **OK** to confirm the deletion request.
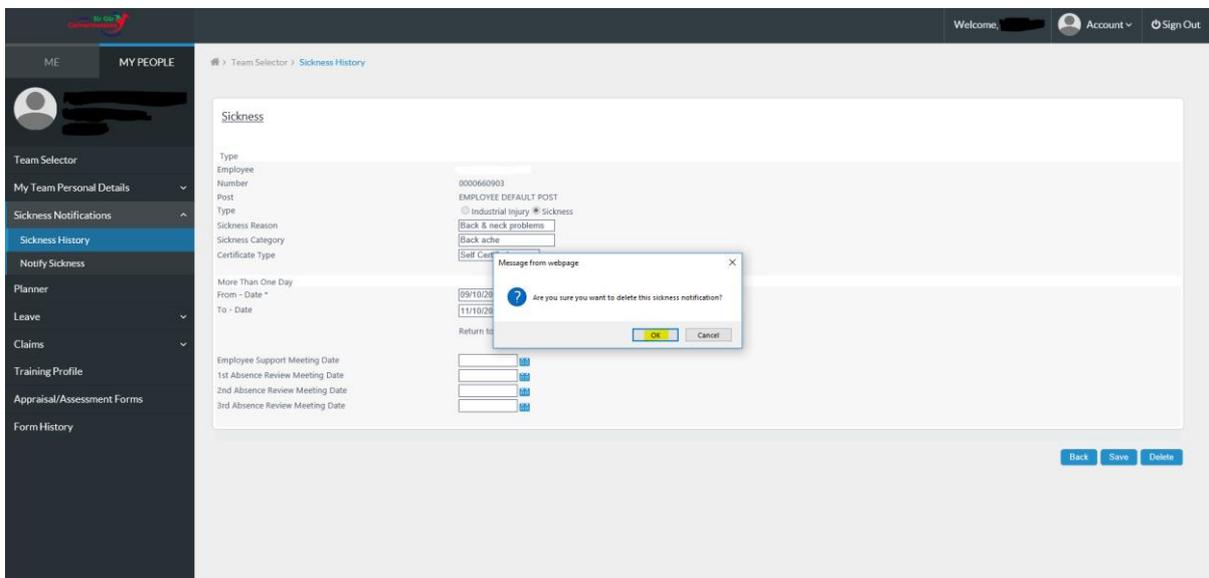
The confirmation message will be displayed and then the entry will have been removed from the awaiting payroll processing section of the sickness notifications screen:

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

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.

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 **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.

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.

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.

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 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.