

Coronavirus – How to record Absence on

MyView

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carmarthenshire.gov.uk

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All sickness or other absence relating to Covid-19 must be entered on 'MyView'. Please notify the absence as soon as possible following contact with your employee.

Which Absence Category?

You will need to determine whether the absence should be recorded as Sickness or Other Absence:

Sickness	to be used only if the employee is ill and <u>not</u> fit to work.
Other Absence	Only to be used in care scenario, close contact, patient facing staff

How to find the correct 'MyView' Absence Code?

We have created a [table](#) (COVID 19 Absence Codes) to capture all available absence codes you need to notify your employee's absence. Please select the relevant absence code from this table.

How do I do this?

Firstly, your employee absence will fit in to one of the 2 main areas listed below and on the table:

- Sickness
- **Key Worker** Self-isolation

What does the absence reason mean?

Sickness	Employee is ill and not fit to work
Key Worker self-isolation	For Employees who work with vulnerable people, intimate personal care scenarios and have had a POSITIVE test result for COVID-19 infection.

Secondly, each of the 2 main absence reasons above have been further divided in order to provide more specific information. You now need to select from the options available in the [table](#), the code relevant to your employee.

Not sure what the 'MyView' code means?

We have provided additional information in the 'Code Description' and 'Additional Explanation' column of the [table](#) to help you decide if this is the correct code for your employee and for you to use.

My View Code	Code Description	Additional Explanation
COVID diagnosed not fit to work	Coronavirus diagnosed - not fit to work	Where an employee does have symptoms and these have been diagnosed via a positive test, is not fit to work .

Ready to Go!

You now have the correct absence code and can record the absence in 'MyView'.

Notify a Covid-19 Absence

You will need to follow one of the two processes below:

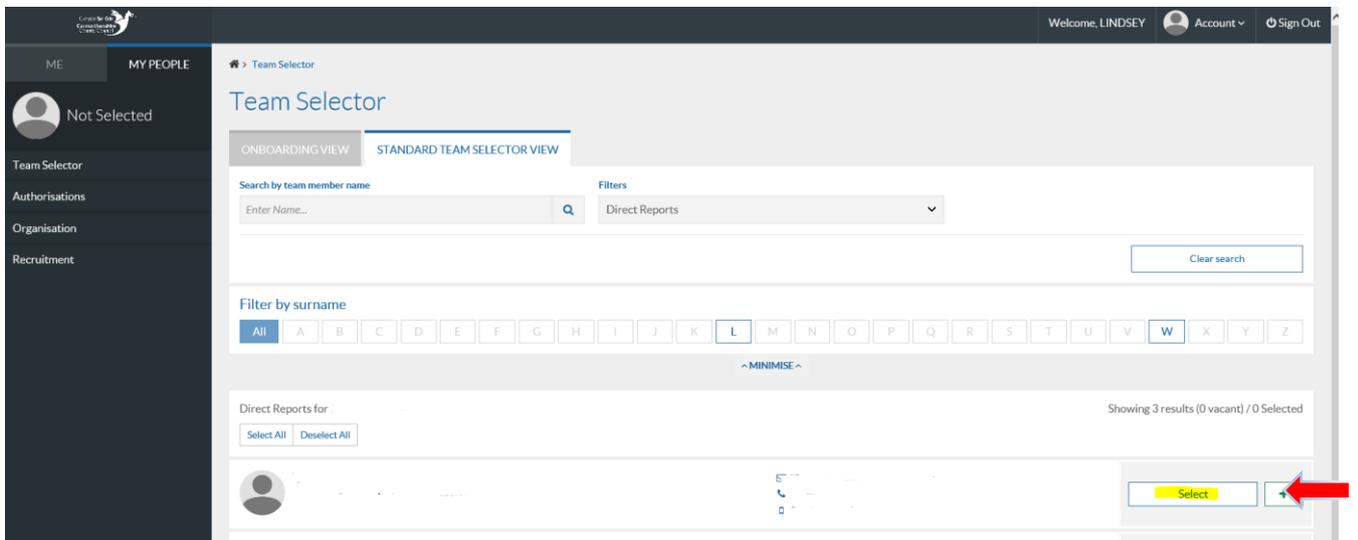
- To notify a '[Sickness Absence](#)'
- To notify a '[Other Absence](#)'

To notify a 'Sickness Absence':

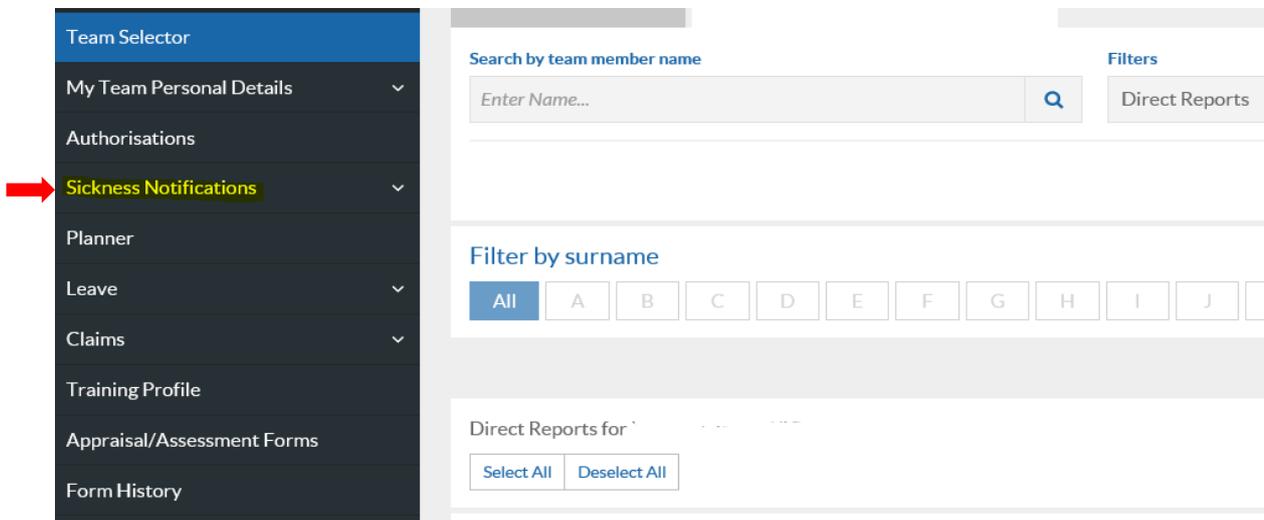
For info: Sickness absence related to Covid-19 is not to be counted for the purposes of sickness absence triggers or sickness management policies.

Select required team member on the **My People** tab – Team Selector screen

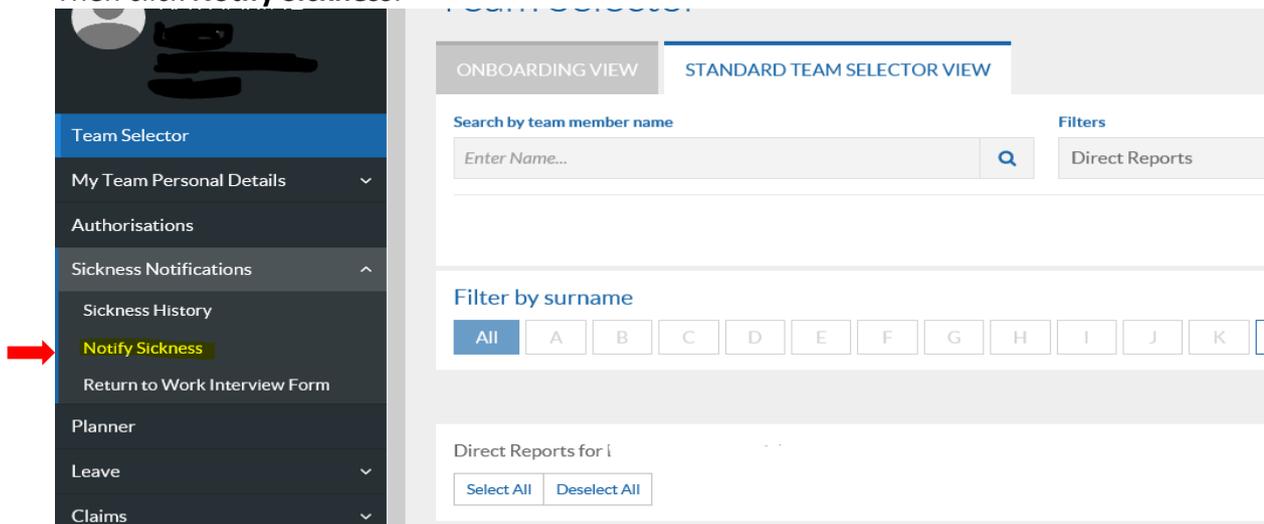




Once you have selected the relevant Employee, you need to select **Sickness Notifications**:



Then click **Notify Sickness**:



The Sickness Notification Screen will appear, and you will need to select the following information:

Type	Sickness
Sickness Reason	Infectious/skin/blood and auto-immune disorders
Sickness Category	COVID diagnosed not fit to work
Certification Type	COVID – no certification required
Duration	Select the relevant length of absence: Single Day or more than one day
From Date	Select the start date of sickness absence from the calendar
To Date	Select the end date of sickness absence from the calendar. Please do not leave the sickness absence open ended (i.e. end date blank). If you do not know when the employee will be returning to work, please input duration of 1 week absence. You can then review the absence on a weekly basis.

Your screen will look like this:

Once you have input all required information, please **Submit** the sickness absence.

Important - You must submit the absence for the absence to be processed and recorded in the Core HR/Payroll System, and to ensure the employee's pay is calculated correctly.

Need to correct a sickness absence?

There will be instances, where you need to make an amendment to the sickness absence details you have submitted, for example, an incorrect end date. For these instances, please email the HR Absence Team: HRAbsenceTeam@carmarthenshire.gov.uk

To notify 'Other Absence for Key workers

Select required team member in My People tab – Team Selector screen.

The screenshot shows the 'Team Selector' interface. The top navigation bar includes 'ME' and 'MY PEOPLE', with 'MY PEOPLE' selected. The left sidebar contains 'Team Selector', 'Authorisations', 'Organisation', and 'Recruitment'. The main content area is titled 'Team Selector' and has two tabs: 'ONBOARDING VIEW' and 'STANDARD TEAM SELECTOR VIEW'. Below the tabs is a search bar labeled 'Search by team member name' with a search icon and a 'Clear search' button. To the right is a 'Filters' dropdown menu set to 'Direct Reports'. Below the search bar is a 'Filter by surname' section with a grid of letters from 'A' to 'Z', with 'L' highlighted. At the bottom, there is a 'Direct Reports for' section with 'Select All' and 'Deselect All' buttons, and a 'Showing 3 results (0 vacant) / 0 Selected' indicator. A red arrow points to the 'Select' button in the bottom right corner.

Once you have selected the Employee, you need to click on **Leave** and then **Other Absence**:

This screenshot shows the 'Team Selector' interface with the left sidebar expanded. The 'Leave' option is highlighted in blue, and the 'Other Absence' option is highlighted in orange. Red arrows point to these two options. The main content area is the same as in the previous screenshot, showing the 'STANDARD TEAM SELECTOR VIEW' with search and filter options.

On the Other Absence screen, you will need to scroll down using the right-hand side scroll bar to the bottom of the screen, and Click on **Create** in the bottom right-hand corner:

The screenshot shows the 'Other Absence' screen. The top navigation bar includes 'ME' and 'MY PEOPLE', with 'MY PEOPLE' selected. The left sidebar contains 'Team Selector', 'My Team Personal Details', 'Authorisations', 'Sickness Notifications', 'Planner', 'Leave', 'Annual Leave', 'Other Absence', 'Additional Annual Leave', 'Claims', 'Training Profile', 'Appraisal/Assessment Forms', 'Form History', and 'Manager Forms'. The main content area is titled 'Other Absence' and features a calendar view for the year 2019 and 2020. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa, Su) and months (December, January, February, March, April, May, June, July, August, September, October, November). Below the calendar is an 'Other Absence History' table with columns for 'From', 'To', 'Form', 'Type', and 'Status'. The table contains three rows of data. A red arrow points to the 'Create' button in the bottom right corner.

From	To	Form	Type	Status
28/02/2020	03/03/2020		Absence	Authorised
08/10/2019	08/10/2019	0000743964	Absence	Authorised
02/10/2017	02/10/2017	0000571187	Absence	Authorised

In the Other Absence request screen please provide the following information:

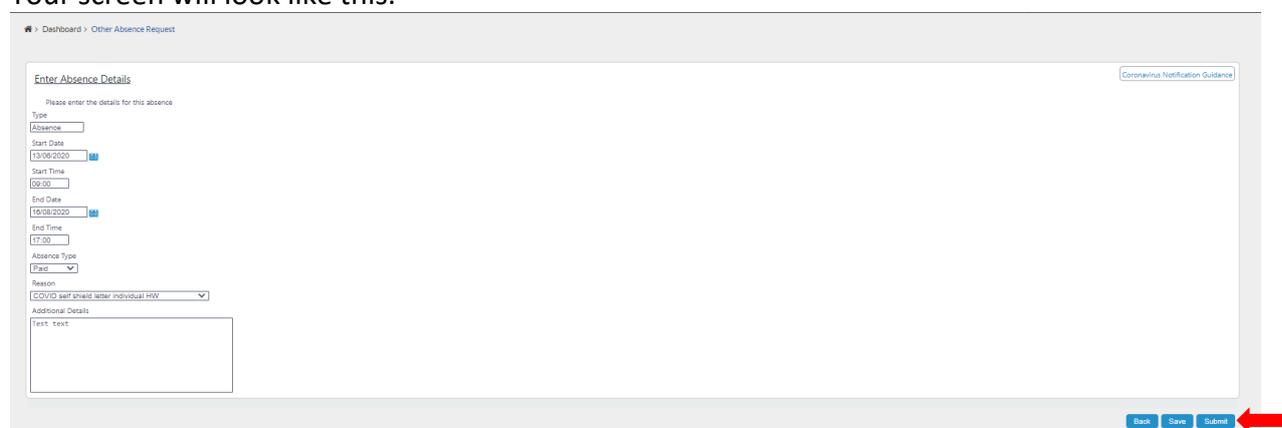
Type	Select Absence
Start Date	Select the start date of other absence from the calendar
End Date	Select the end date of other absence from the calendar

Once all required information is provided, click on the  button in the bottom right-hand corner of your screen to proceed.

In the Other Absence detail screen you need to provide the following information as all other field are already populated for you (if it is for a full days absence):

Absence Type	Select Paid
Reason	Select the COVID absence reason relevant to your Employee
Additional Details	Leave blank unless you would like to provide additional information regarding the absence which you and the employee can refer to in the future

Your screen will look like this:



Once all information is input, please **Submit** the absence.

Important - You **must submit** the absence for the absence to be processed and recorded in the Core HR/Payroll System.

Need to correct a 'Other Absence'?

There will be instances, where you will need to make an amendment to the other absence details you have submitted, for example, an incorrect end date or the employee wishes to book an Annual Leave within the self-shielding period. For these instances, please email the HR Absence Team: HRAbsenceTeam@carmarthenshire.gov.uk

COVID-19 Sickness Absence Codes

ResourceLink WebView Code	MyView Code	Absence Type	Homeworking/ Non- homeworking	Code Description	Additional Explanation
Sickness					
27029	COVID diagnosed not fit to work	Sickness Infectious/skin/ blood and auto- immune disorders		Coronavirus diagnosed - not fit to work	where an employee does have symptoms and these have been diagnosed via a positive test, is not fit to work .

COVID-19 Other Absence Codes

ResourceLink WebView Code	MyView Code	Absence Type	Homeworking/ Non- homeworking	Code Description	Additional Explanation
Self-Isolation Homeworking					
000192	COVID diagnosed fit to homework	Other Absence	Homeworking	Coronavirus diagnosed	Only to be used in care scenarios (close contact, patient facing)

Self-Isolation Non-homeworking

000194	COVID diagnosed fit to work NHW	Other Absence	Non-homeworking	Coronavirus diagnosed	where an employee has been diagnosed but is fit to work but unable to work from home – Care scenarios (close contact, patient facing)
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Key Worker Self-Isolation

000200	COVID negative KW fit2work HW	Other Absence	Homeworking	Coronavirus negative test key worker	For use when an employee who works with vulnerable people has had a NEGATIVE test result for COVID-19 infection and is fit to work
000201	COVID negative KW fit2work NHW	Other Absence	Non-homeworking	Coronavirus negative test key worker	For use when an employee who works with vulnerable people has had a NEGATIVE test result for COVID-19 infection and is fit to work .

COVID-19 Other Absence Codes					
ResourceLink WebView Code	MyView Code	Absence Type	Homeworking/ Non- homeworking	Code Description	Additional Explanation
Pre-operative Self Isolation					
000208	COVID pre-operative - homeworking	Other Absence	Homeworking	Coronavirus pre-operative self- isolation	For use when an employee who is awaiting surgery, has been booked in for the operation/procedure and is fit to work .
000209	COVID pre-operative - NHW	Other Absence	Non- homeworking	Coronavirus pre-operative self- isolation	For use when an employee who is awaiting surgery, has been booked in for the operation/procedure and is fit to work .
Key Worker Self-Isolation					
000200	COVID negative KW fit2work HW	Other Absence	Homeworking	Coronavirus negative test key worker	For use when an employee who works with vulnerable people has had a NEGATIVE test result for COVID-19 infection and is fit to work .
000201	COVID negative KW fit2work NHW	Other Absence	Non- homeworking	Coronavirus negative test key worker	For use when an employee who works with vulnerable people has had a NEGATIVE test result for COVID-19 infection and is fit to work .