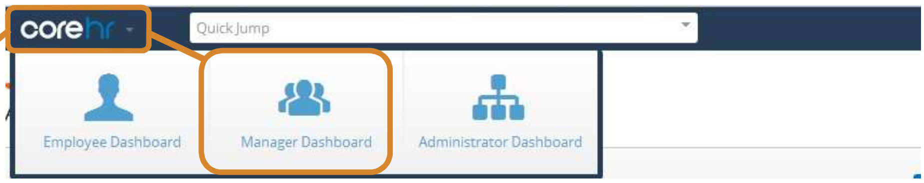
Portal Quick Guide: Part 1 - Entering Sickness Absence

This is intended as a quick reference guide for sickness absence entry. Please refer to the full guidance for more information.

In this example, Jools Rogers has called in sick with a cold on 23 May 2016. She is hopeful that she will be recovered enough to be back at work the next day. This is how you would record the sickness absence on Portal:

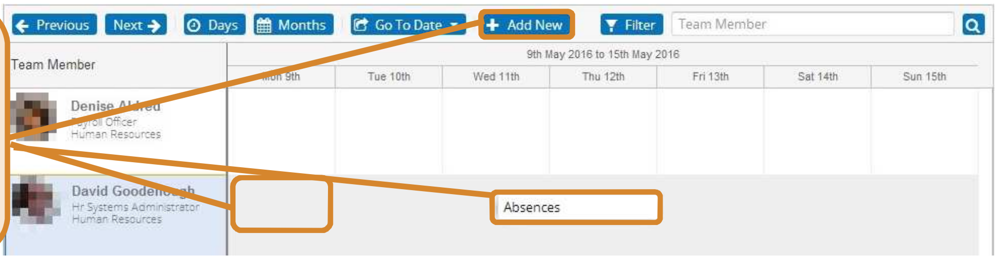
1

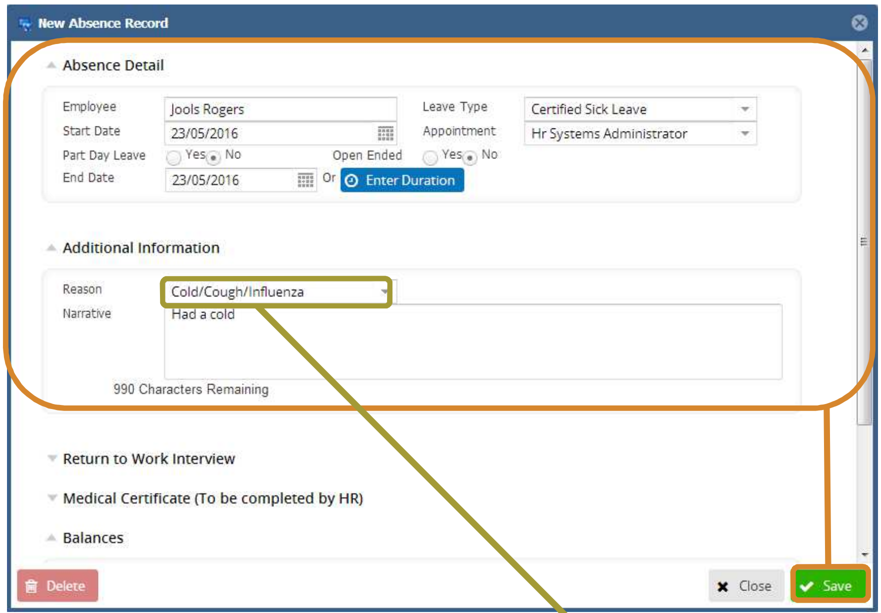
From the Manager's Dashboard, choose Team Scheduler.



2

Double click on the day in the employee line that you wish to record your absence **OR** right click and select 'Absences' **OR** click the 'Add New' button.





In the New Absence Record screen, enter and check the details and click Save.

Remember

- *Uncertified sickness* is before your employee returns to work/sends in medical certificate.

- Always enter an end date/expected end date for an absence

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- The last day of your employee's absence is the day before they returned to work, regardless of whether this is a day the employee would normally work.

- If the employee was off for half a day, select yes to 'Part Day Leave' and chose ½ day segment and either AM or PM depending on when your employee was absent.

3

Note: There are certain types of absence that you will need to notify your HR Advisor about. Refer to the full guidance for more details.

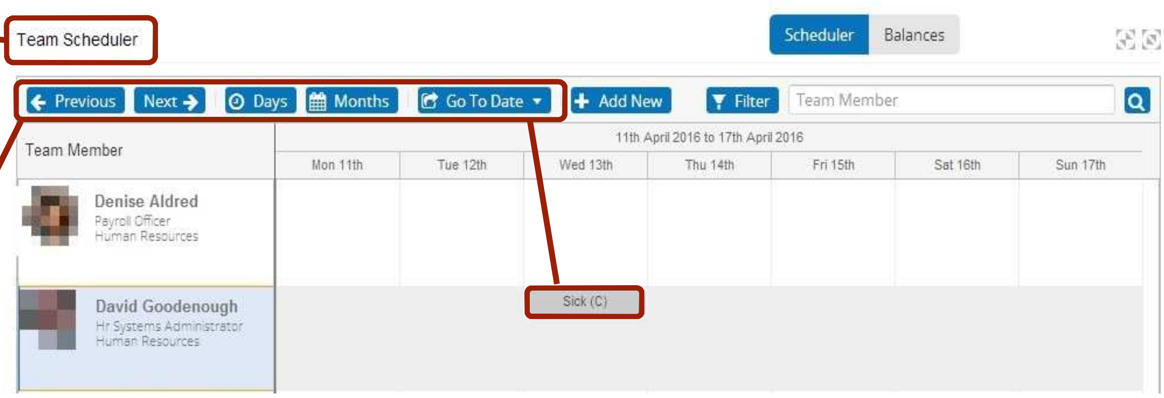
Portal Quick Guide: Part 2 - Updating Sickness Absence

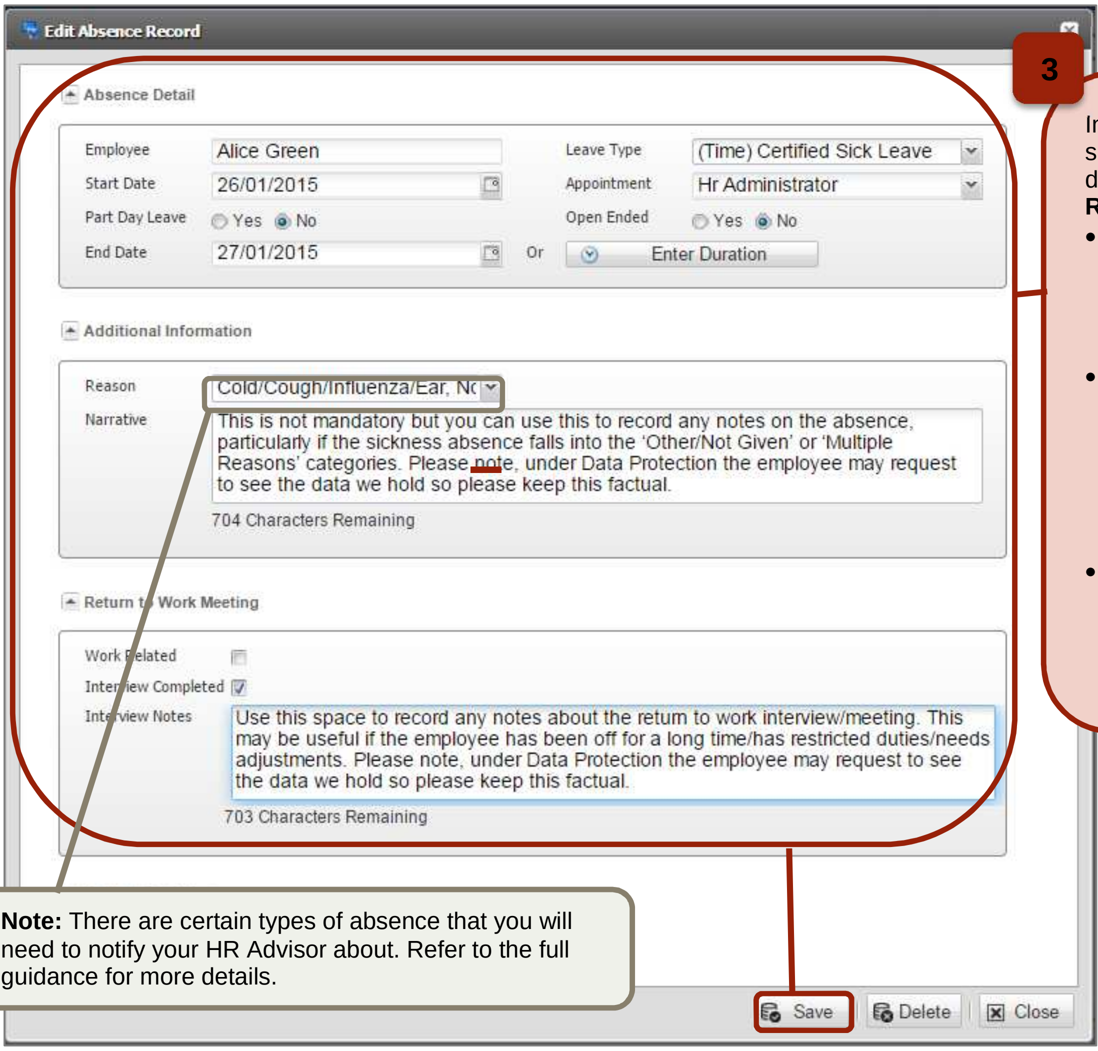
This is intended as a quick reference guide for updating sickness absences. Please refer to the full guidance for more information.

In this example, the employee was off sick with a cold on Wednesday 13 April. He is now back at work and you have had your return to work meeting with him. This is how you would update the sickness absence on Portal:

1 Go to the Team Scheduler from the Manager's dashboard (see over if help is needed).

2 Use the navigation buttons to find the previously entered absence for this employee. Double click on the absence to open it.





3 In the Edit Absence Record screen, check and update the details and click Save.

Remember

- *Certified sickness* should be chosen now that your employee has returned to work.
- The last day of your employee's absence is the day before they returned to work, regardless of whether this is a day the employee would normally work.
- In the Return to Work Meeting section, check the Interview Completed box to confirm you have had the meeting.

Note: There are certain types of absence that you will need to notify your HR Advisor about. Refer to the full guidance for more details.