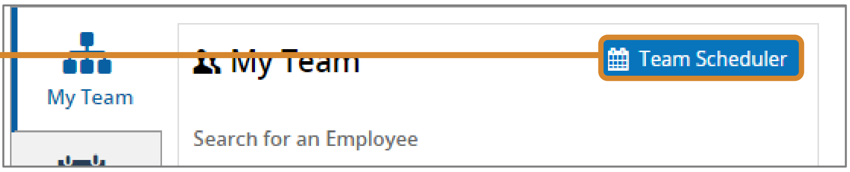
Portal Quick Guide: Part 1 - Entering Sickness Absence

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

In this example, an employee has called in sick with a cold. They are hopeful that they will be recovered enough to be back at work the next day. This is how you would record the sickness absence on Portal:

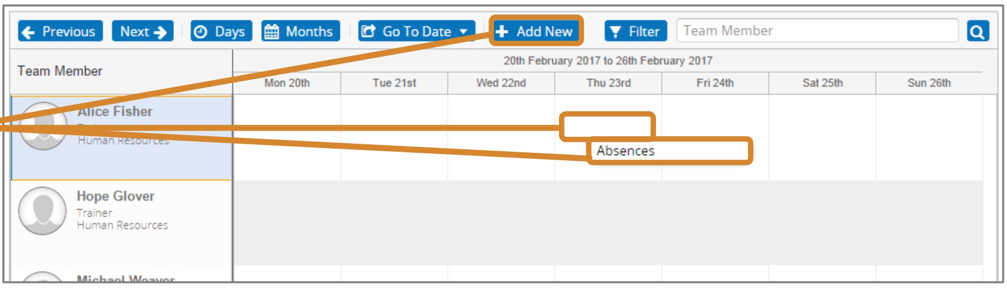
1

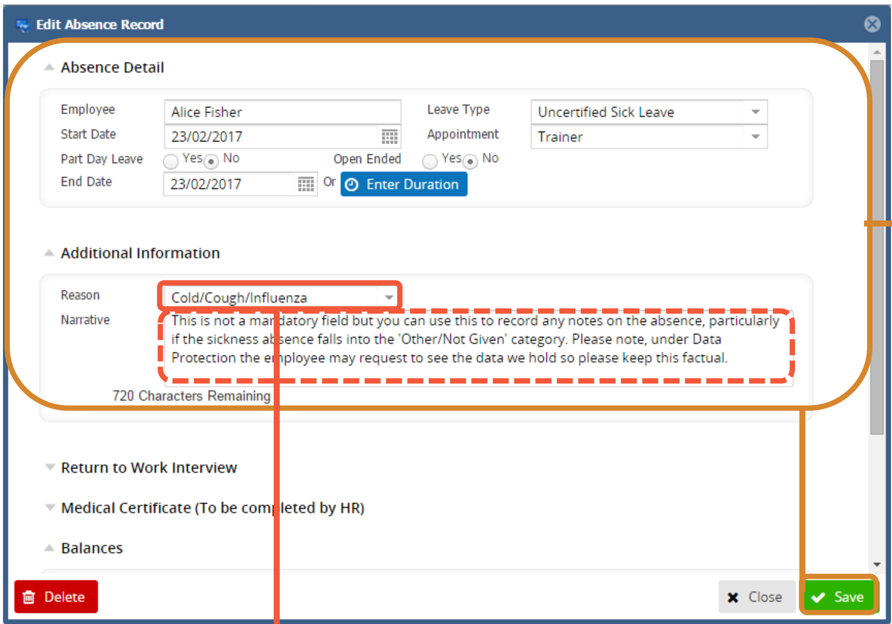
From the Manager's Dashboard, choose Team Scheduler.



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.





3

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.

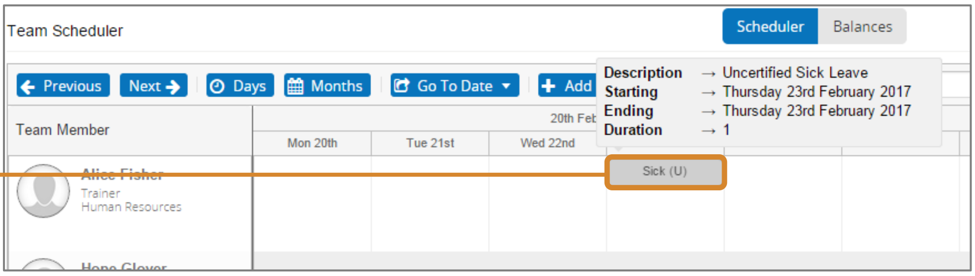
Note: There are certain types of absence that you will need to notify your HR Business Partner about. Refer to the full guidance for more details.

4

After you have clicked Save, you will be able to view this entry on the Team Scheduler. Hover over it for more details.

Remember

If the period of absence appears wrong it may be that the employee's working pattern is not correct. Contact your HR Administrator.



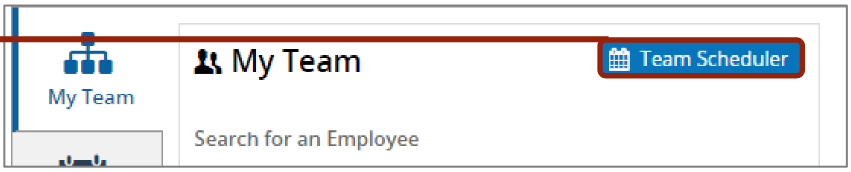
Portal Quick Guide: Part 2 - Updating Sickness Absence

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. They are now back at work and you have had your return to work meeting with them. This is how you would update the sickness absence on Portal:

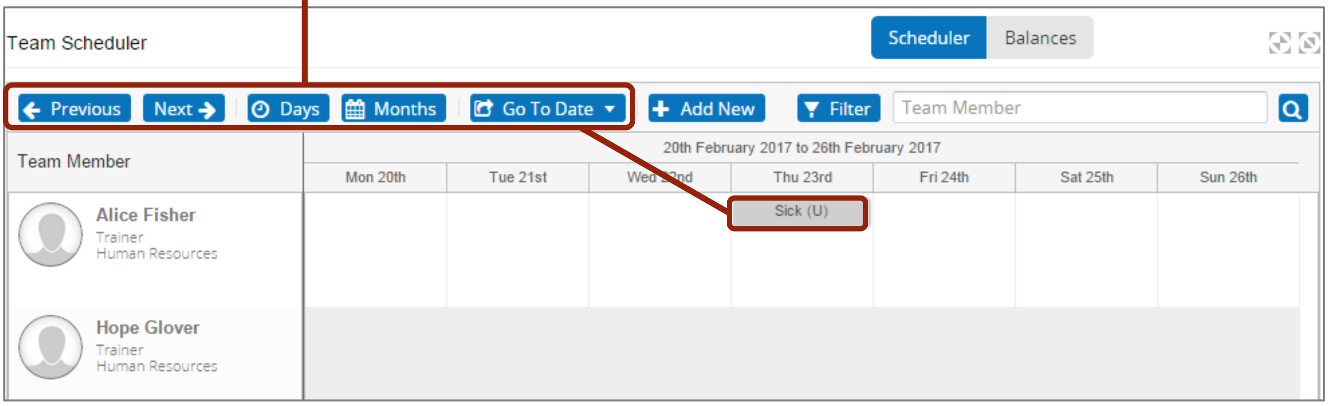
1

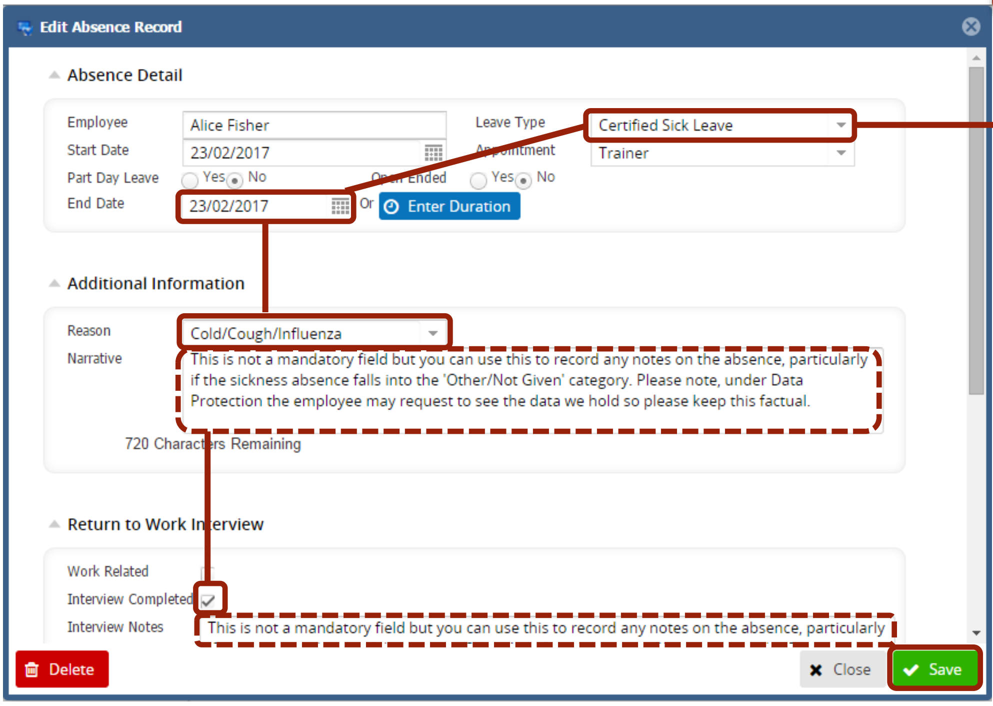
Go to the Team Scheduler from the Manager's dashboard.



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.