

Entering Sickness

- Select the My People tab and select "Time and Attendance"
- Tick the required employee, then select "Next"
 - If you have a member of staff with more than 1 post, you will need to tick all posts that they are absent from.

Xentrall	Ξ			? 🛞 🖒
Me My People	ŵ / Team Selector / Time & Att	endance		
Not Selected	Time Man	agement		
Team Selector Delegations Time & Attendance	Search for Employee	•		
Employee Personal Details Reports	Select Option People Select All Deselect	le Individually 🔿 Direct Re	ports 🔿 Whole Team	
Forms History	Employee Name	Employee Number	Post	Employee Information
	Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
	Kayleigh Kidd	6023927	Customer Engagement & System Support Off (POS011634)	
	Rosslyn Piper	1006378	Customer Engagement & System Support Off (PO5011637)	
	Sharon Crilly	0272643	Customer Engagement & System Support Off (POS011638)	
	Samantha Hind	0277929	Customer Engagement & System Support Off (POS011639)	
	Juliet Lawley	1008473	Customer Engagement & System Support Off (POS011640)	
				Next

- Navigate to the absence start date using the "previous" or "next" buttons along the top of the calendar.
- Right click in the start date, then select Add
- Click Sickness (or Casual Sickness if entering for a 0 hour employee)

Xentrall	E										? 🛞
Me My People	♀ / Team Selector / Tir	ne & Attendance									
Not Selected			em	ent	zers on behalf o	femployees to	view and record	absence and a	ttendance recor	de.	
e & Attendance	< Previous				Week	Ending 17/	07/2022 🛱				Next>
novee Personal Details	again.	Employee	Avg	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Му
buyee resonance	Name	No.	Contract	11/07/2022 Type Hrs/Cash	12/07/2022 Type Hrs/Cash	13/07/2022 Type Hrs/Cash	14/07/2022 Type Hrs/Cash	15/07/2022 Type Hrs/Cash	16/07/2022 Type Hrs/Cash	17/07/2022 Type Hrs/Cash	Balance
ons History	Semanthe Hind	0277929	37	Add • Vietov Ed8 Defeto	CAS Casual S IND Industrial PLV SBC Pair SCK Sickness ULV SBC Unp PVA Payment	ickness Injury d Leave aid Leave					

- Complete the sickness entry form
 - **Comments** this is not mandatory and comments will not show on reports.
 - From If the employee is sick on the morning and returns on the afternoon you will tick the "1st half" / If the employee attended work for more than an hour on the morning, then went home, you will need to tick the "2nd half".
 - **To** If the employee has already returned to work, enter the end date now. Enter the <u>last day of sickness</u>, not the day returned to work. *Select Open Ended until the employee actually returns to work*.
 - Reason / Reason Type / Cause / Cert Type Select from drop down list
 - **Certificate Expiry Date** enter the end date of the Drs note. If multiple Drs notes are received, overwrite this date with each new note.

Туре	Sickness				1	
Comments				,	J	
	Dates	Full Day	1st Half	2nd Half C	Open Ended	
From *	12/07/2022	0	\bigcirc	0		
То *	Ë	0	0	0	0	
	Days					
Total Time	0.00					
Reason *	Headache/migraine			~]	
Reason Type *	Migraine			~]	
Cause *	Non-work related			~]	
Cert Type *	Self-Certificated			\sim]	
Certificate Expiry Date				Ö]	
	I confirm that an entry ha	as been ma	de in the	Health & Saf	ety Accident B	ook.
Return To Work Interview Date				Ö		
					Cancel	Submit

- Click Submit. The form may take a minute to process and will return you to the calendar page when saved.

Editing a sickness

You cannot edit the Absence Type.

e.g. If you have entered a Paid Leave and it should have been Sickness, you will need to delete the Paid Leave and re-enter the information under the Sickness category.

- Select "Time and Attendance"
- Tick the required employee, then select "Next"
- Navigate to the required absence using the "previous" or "next" buttons along the top of the calendar.
- Right click on the SCK field, then select Edit
- Update the form as required
 - Simply override the existing data using the calendar or drop down lists. You can do this at any time, even when the sickness is closed.
- Click Submit when complete. The form may take a minute to process and will return you to the calendar page when saved.

Enter Fit Note Details

If you have entered an open-ended absence and record this as self-certified, you need to amend this when you receive a sick note.

- Open the record to edit, as detailed above
- Change the Cert Type to Fit Note
- Add the Certificate Expiry Date
 - If multiple Fit Notes are received, override this date with each one. **DO NOT OPEN A NEW SICKNESS FOR EACH FIT NOTE.**

Lause		Ť
Cert Type *	Fit Note	~
Certificate Expiry Date	01/08/2022	Ħ
	□ I confirm that an entry has been made in the	Health &

Saving Fit Notes

You do not need to send the Fit Note to the Xentrall Team. When you receive a Fit Note scan the document and save it into the Employee's Document Storage area on MyHR.

Full guidance on using Document Storage is available on our website https://www.xentrall.org.uk/hr-and-payroll/myhr/managers/