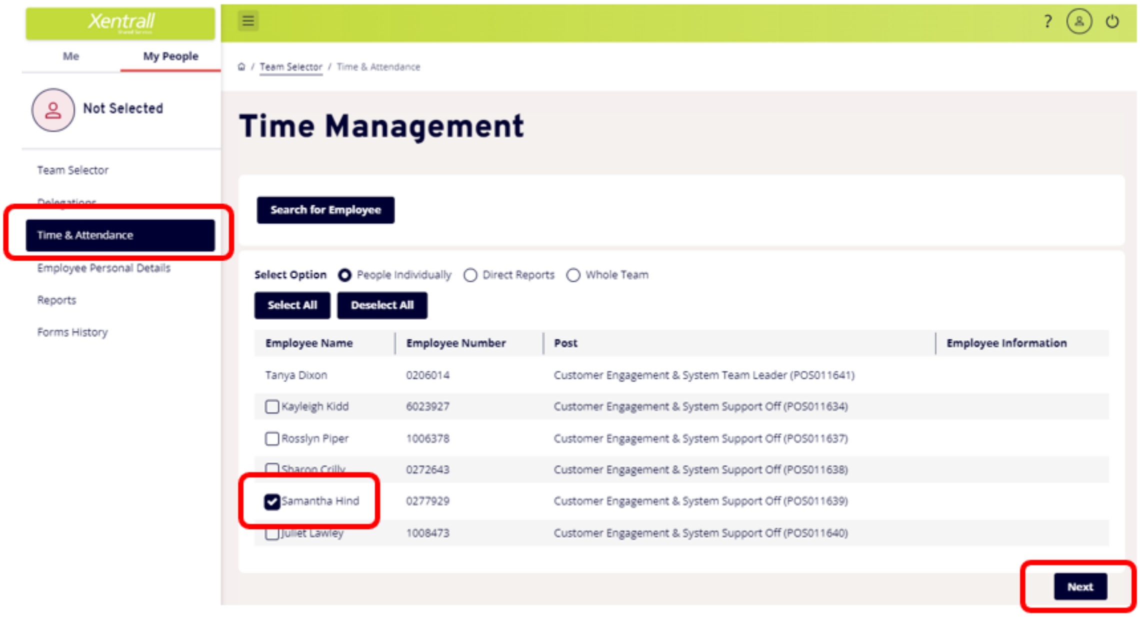
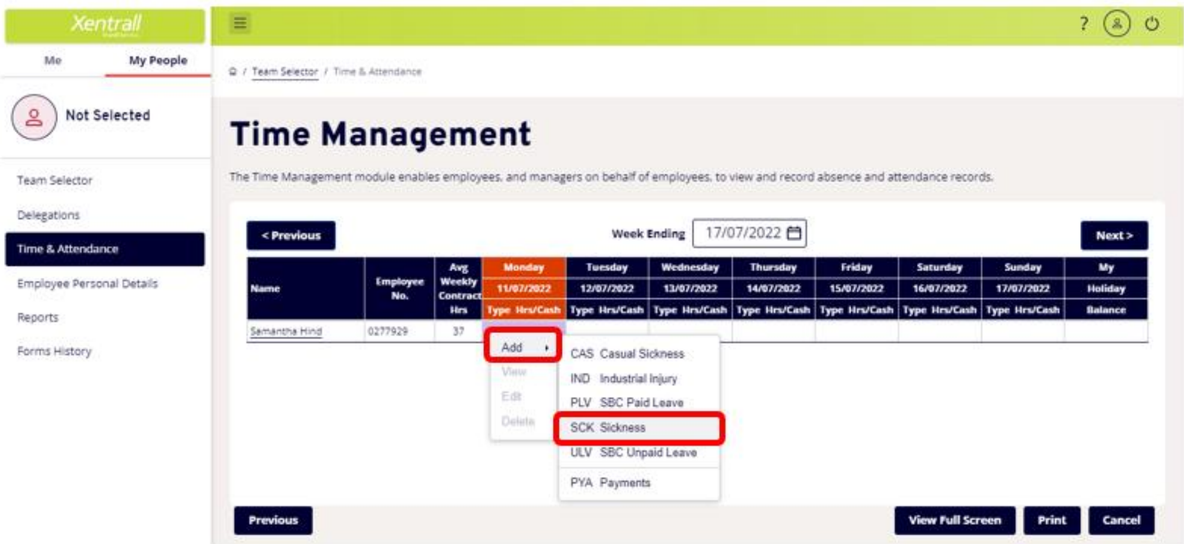
Entering Sickness

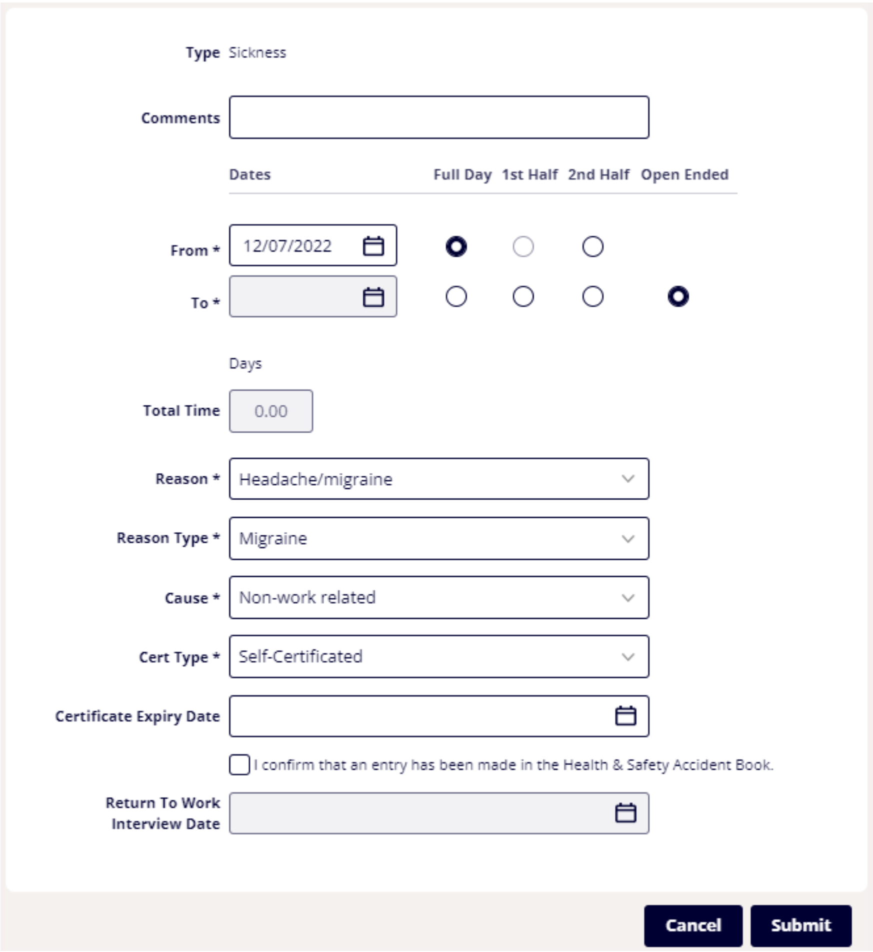
- Select the My People tab and select "Time and Attendance"
- Tick the required employee, then select "Next"
    - If you have a member of staff with more than 1 post, you will need to tick all posts that they are absent from.



- 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)*



- 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.



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

Editing a sickness

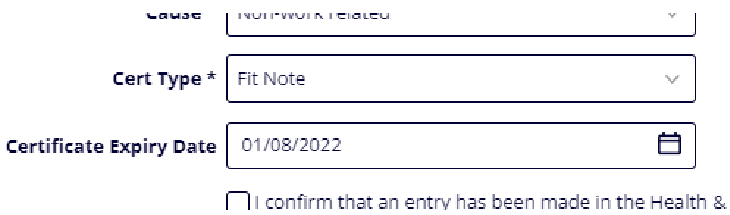
You cannot edit the Absence Type.
e.g. If you have entered a Paid Leave and it should have been Sickness, you will need to delete the Paid Leave and re-enter the information under the Sickness category.

- 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.**



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/