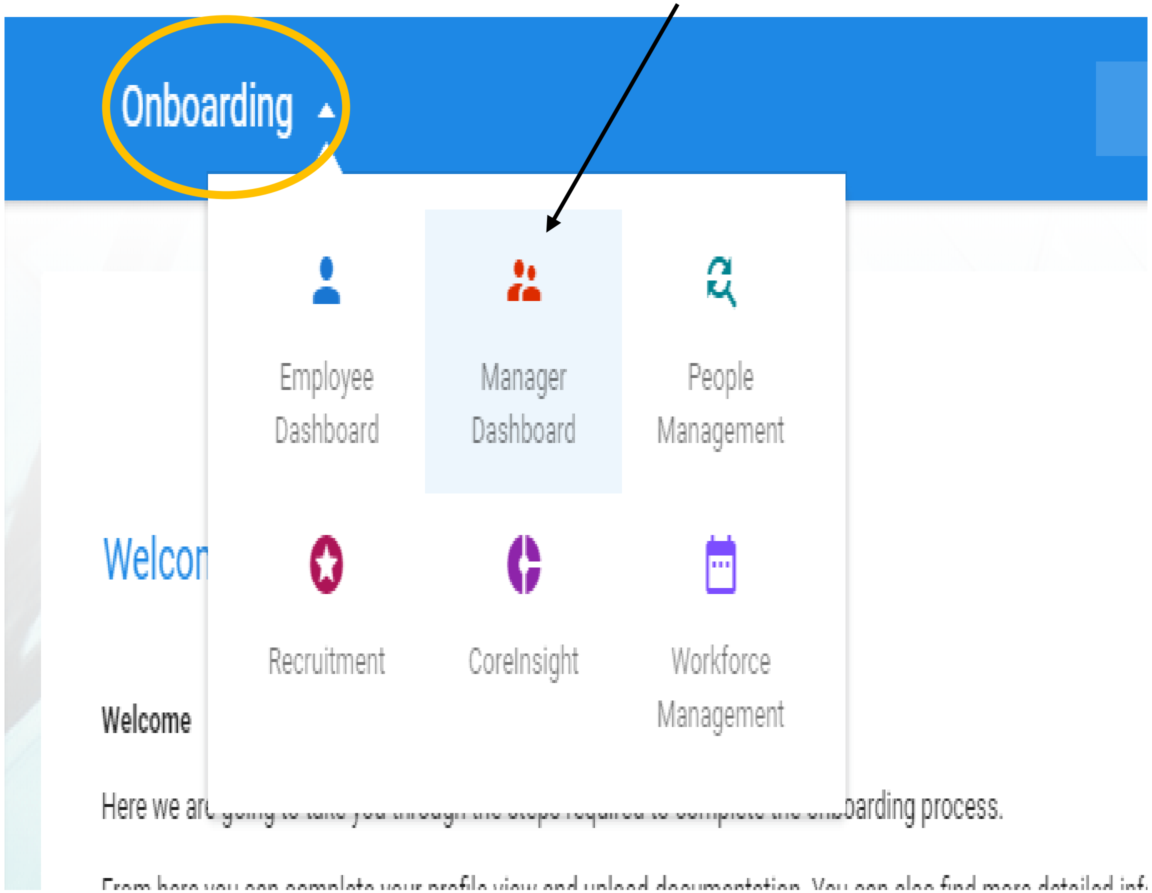
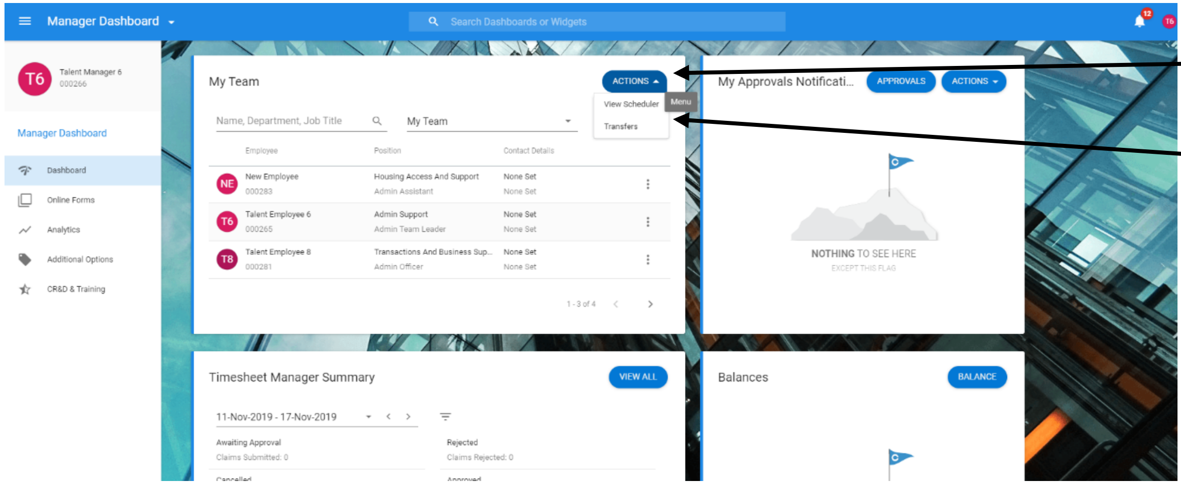
Amending Sickness Details for Your Team Members

This guide will cover the steps involved for updating and amending a sickness absence for a member of your team.

Once you are logged into the portal, click on the Arrow which will present a drop-down menu with different dashboards. Select the **Manager Dashboard**.

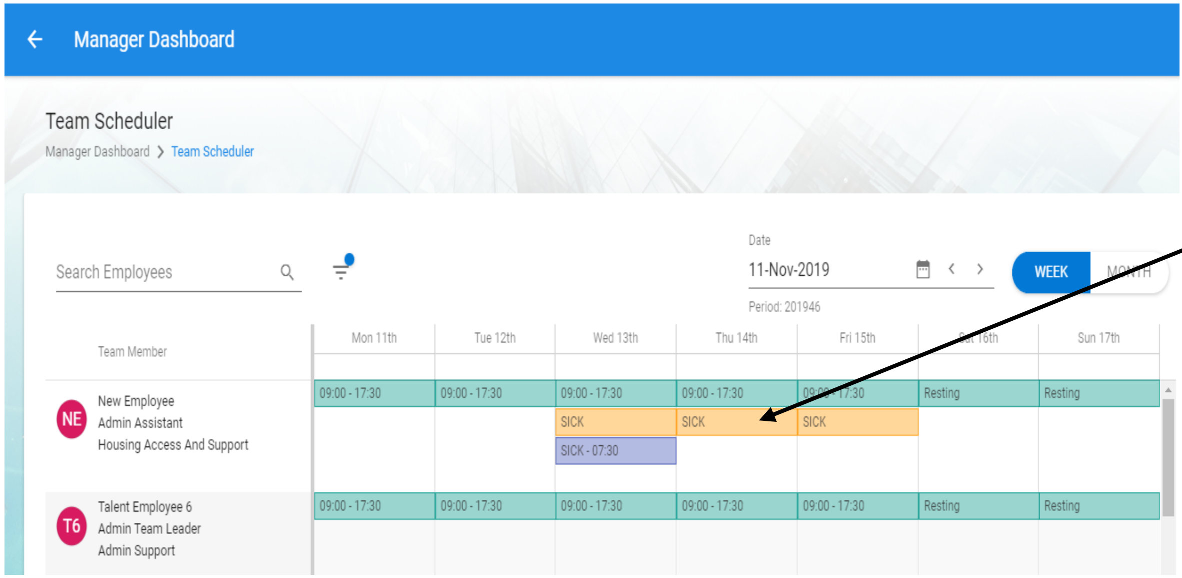


Viewing the Scheduler

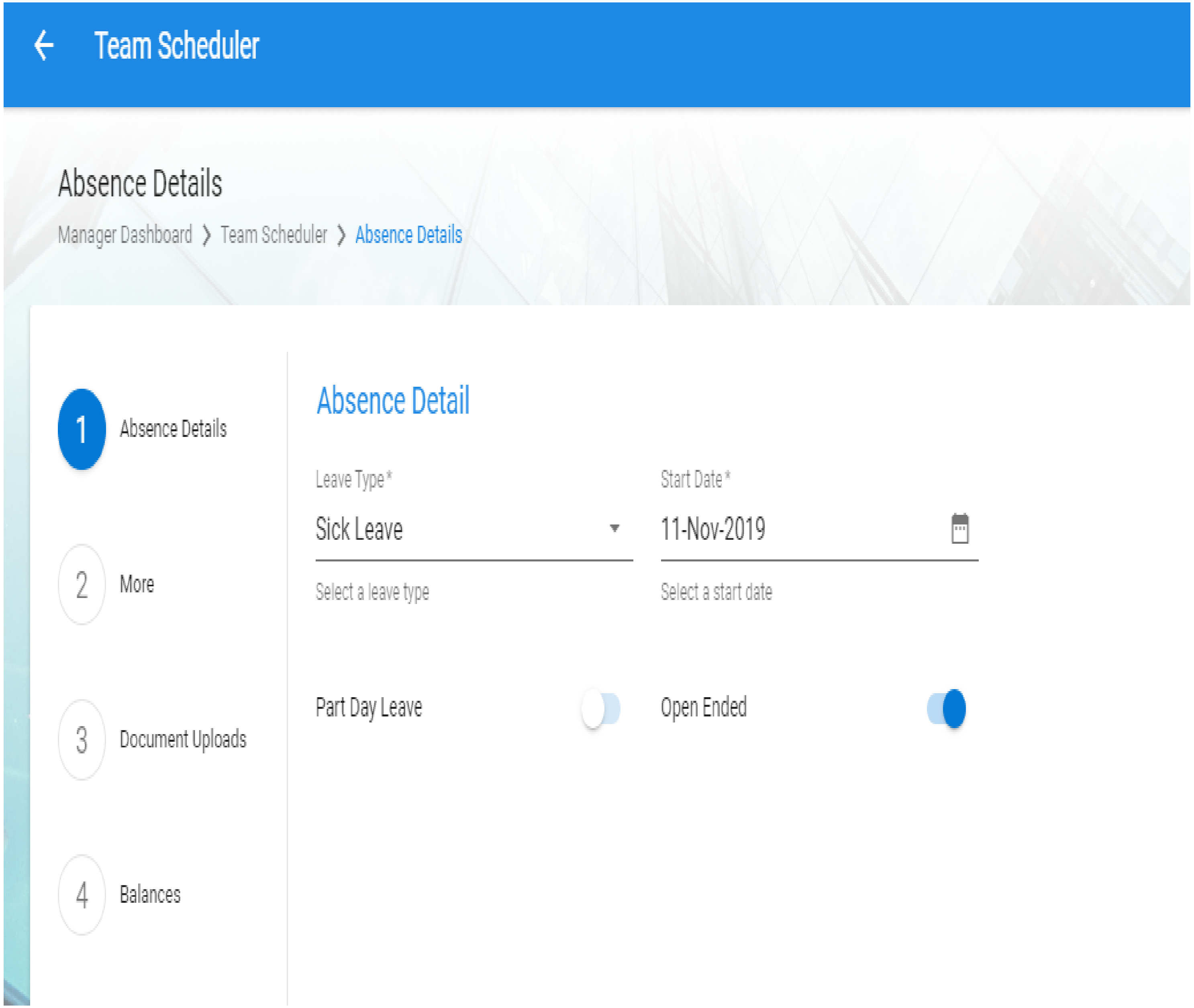


You will then be able to see your team. Click on the **Actions** drop-down and it will bring a drop down menu with the option to **View Scheduler**. The scheduler will then appear like the screen below which will give you a summary of the attendance for your team members.

Viewing the Open Absence Screen

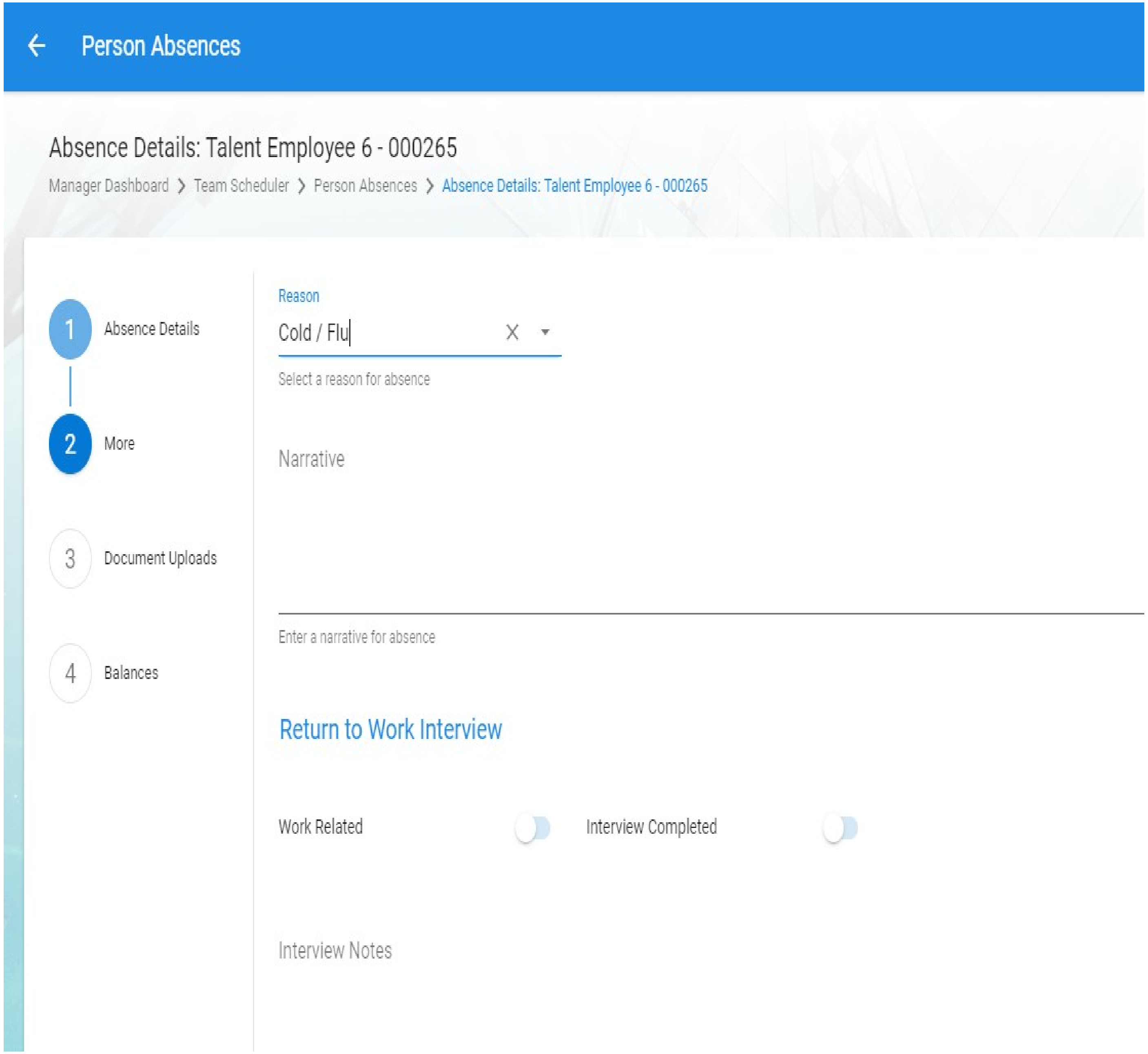


If you would like to go back in and update the absence details, click on the **Sick Box** and you will see the Absence details form again.



You can update any details on the **Absence Details Form**. You can add in changes here (for example, amend the start date).

Click next in the bottom right-hand corner.



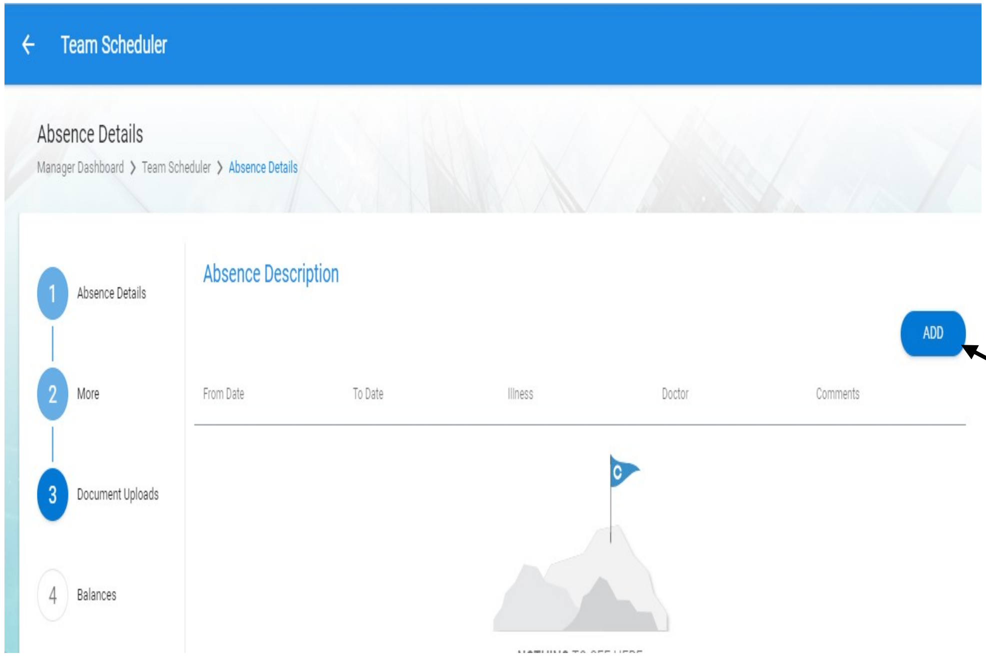
Click on the More Screen to add any notes into the **Narrative Box**.

If the reason has changed, please amend here.

***Return to Work Interview** section will be covered in Closing an Absence Guide.

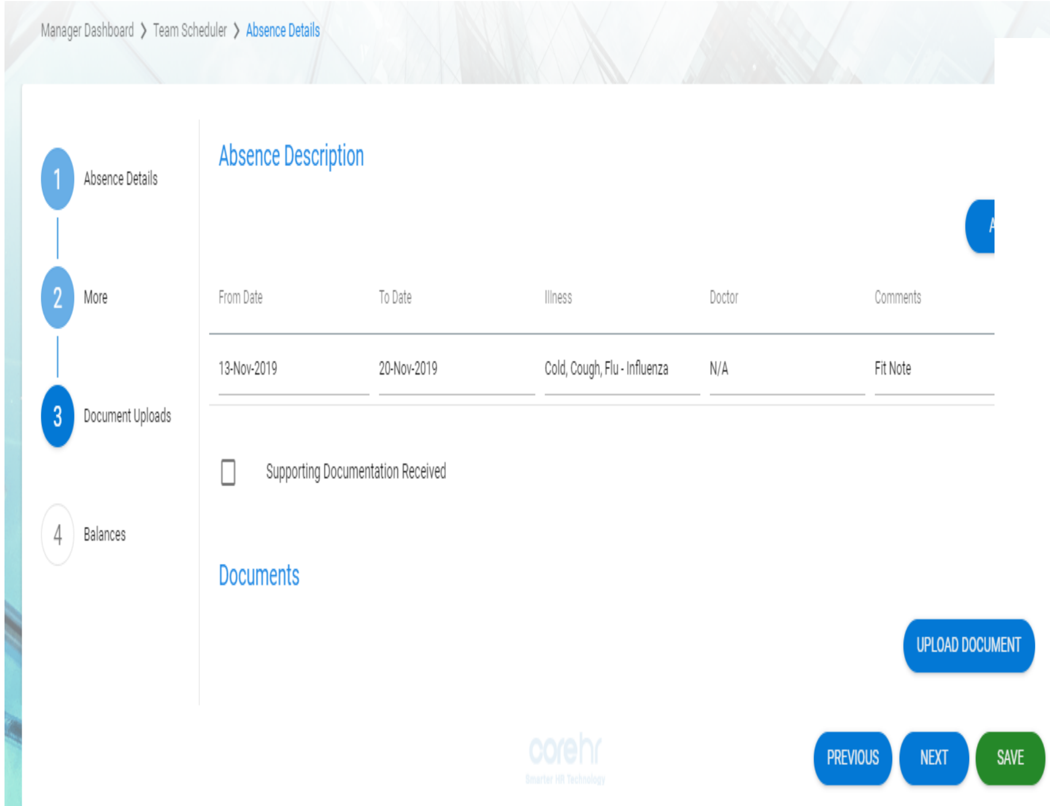
Click next in the bottom right-hand corner

Adding Fit Note Details



You can use this section to add in new Fit Notes any time during the absence.

To add in the Fit Note details, select the **Add Button.**



You will need to add in the following details:

•**From Date** –The date the fit note starts from.

•**To Date** –The date the fit note ends.

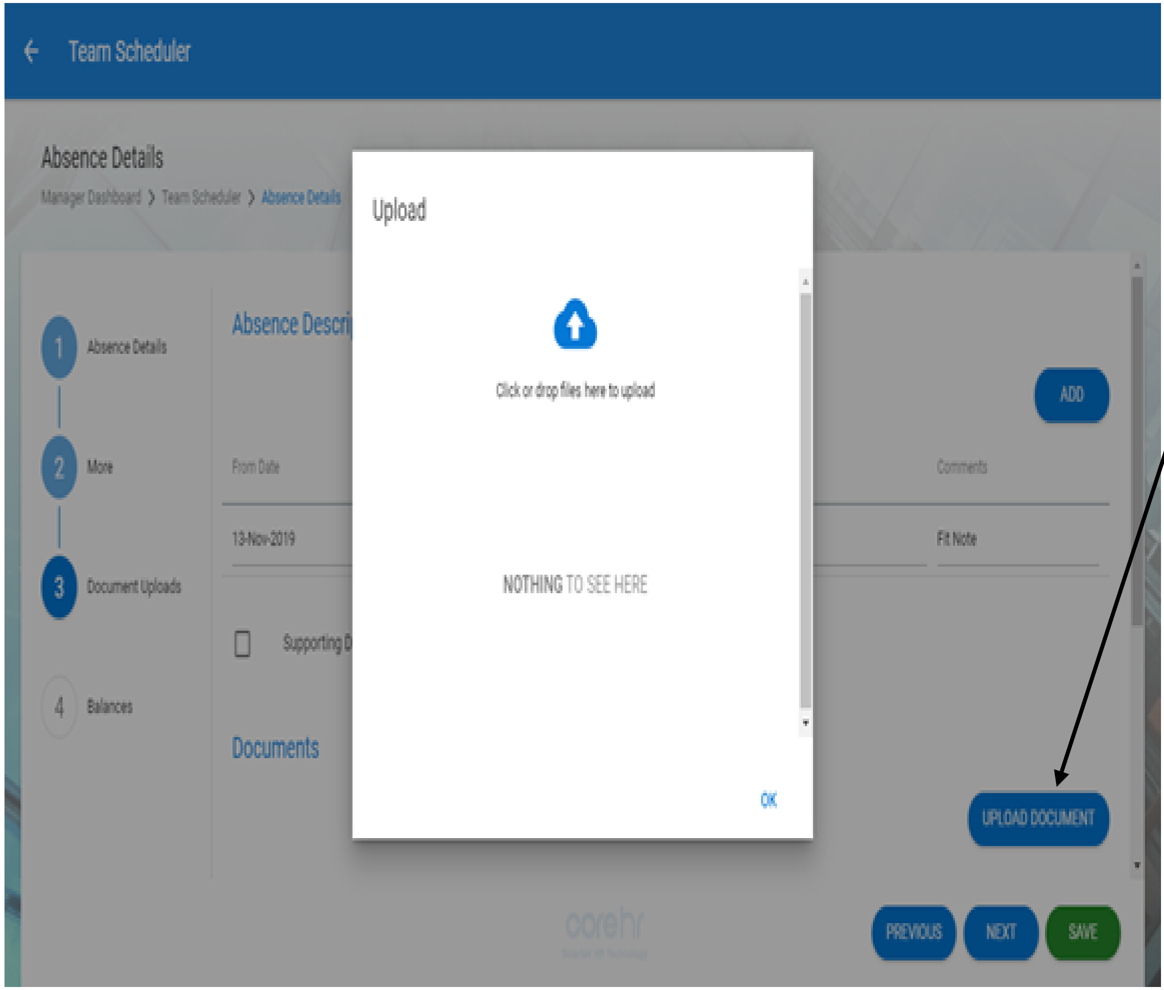
•**Illness**–Select the Absence Reason from the drop-down box.

•**Doctor**–Medical Practitioner's Name or Medical Practice Name (this field is mandatory). This name can be found on Fit Note.

•**Comments**–Add in any relevant comments (this field is not mandatory).

<u>How to Upload a Scanned Fit Note</u>, click the **Upload Document Button.**

Please note –Fit Notes will not be required to be uploaded if the absence duration is 7 days or under. This will be classed as Self Certified. However, the Details of the Self-Cert will still need to be entered for the absence to close.



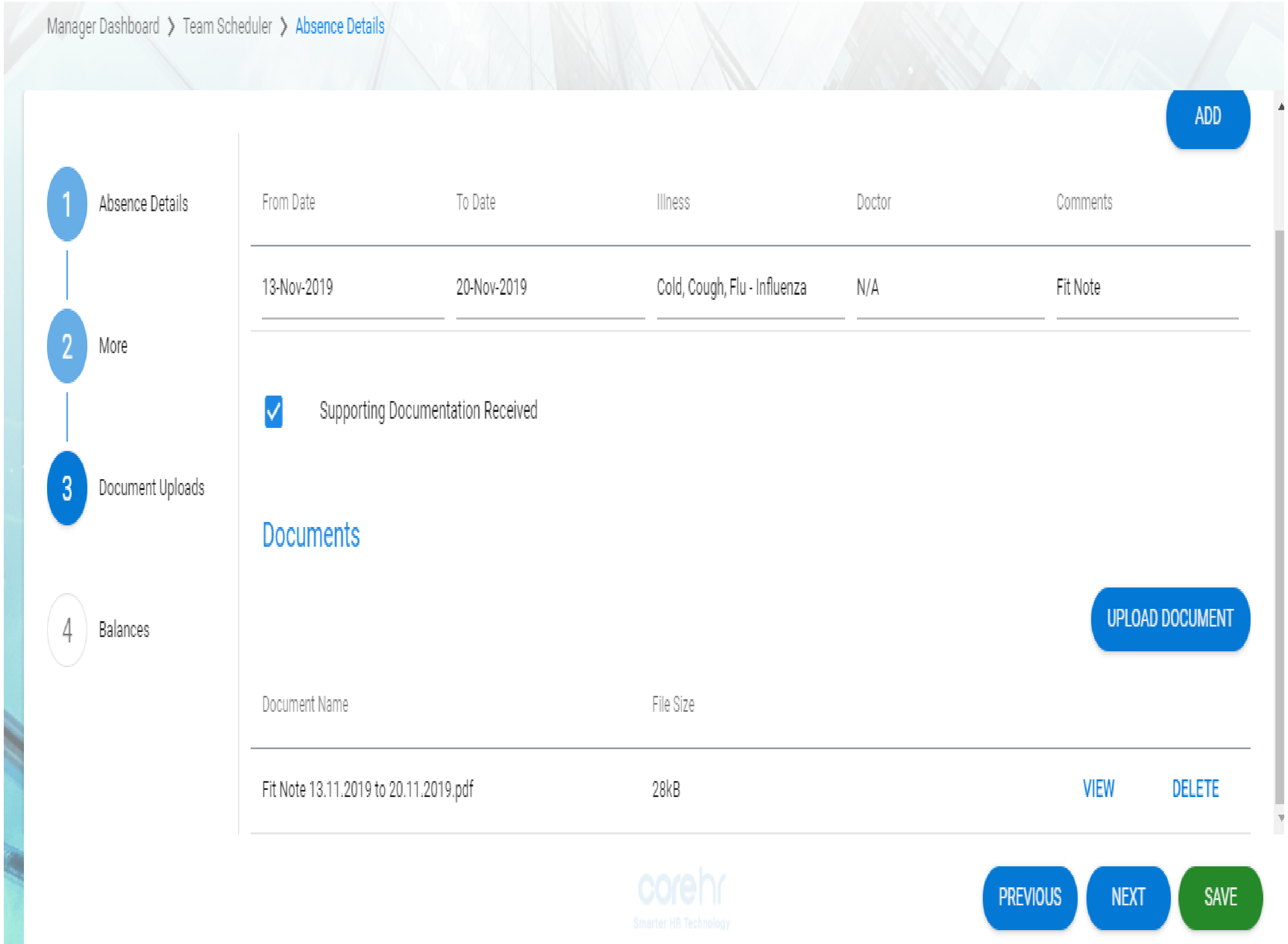
Once you have clicked the **Upload Document** button**,** you will be taken to this screen.

Please select the **Browse…** button and find the relevant scanned fit note on your computer. ***<u>Please note</u>** - when saving scanned fit notes, please do not use any special characters(,/@?!) in the filename.

Once you have selected the fit note, it will appear here.

If you would like to delete the fit note, click the bin icon.

Once you have completed your upload, click the cross in the top right-hand corner to return to the previous screen.



Once you have returned to the Document Uploads Screen, please review the details before saving.

•**Add** –Add additional fit notes.

•**Supporting Documentation Received**–Tick to confirm you have uploaded the fit notes.

•**View Document** –View the uploaded fit note.

•**Delete**–Delete the uploaded fit note.

Once you are satisfied with entered details, click the **Save Button** to save the details.
To close the screen, click the cross in the top right-hand corner of the screen.