

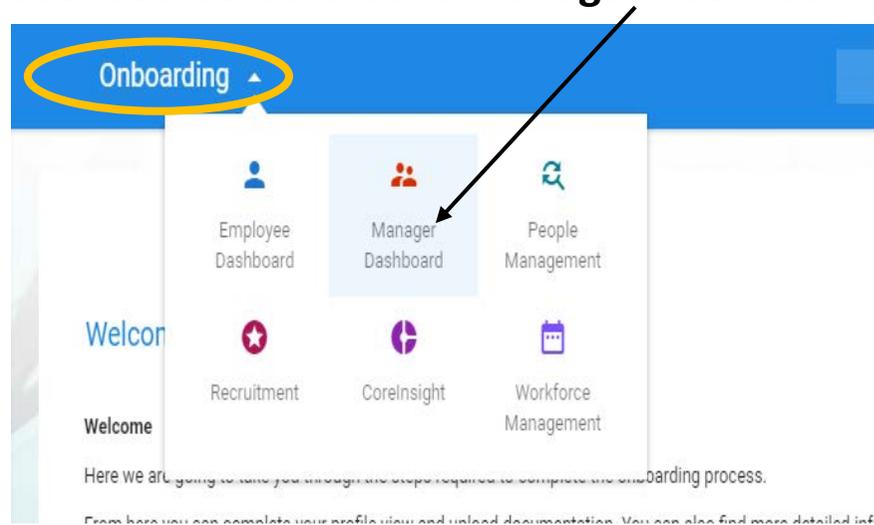
Logging Sickness for Your Team Members

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

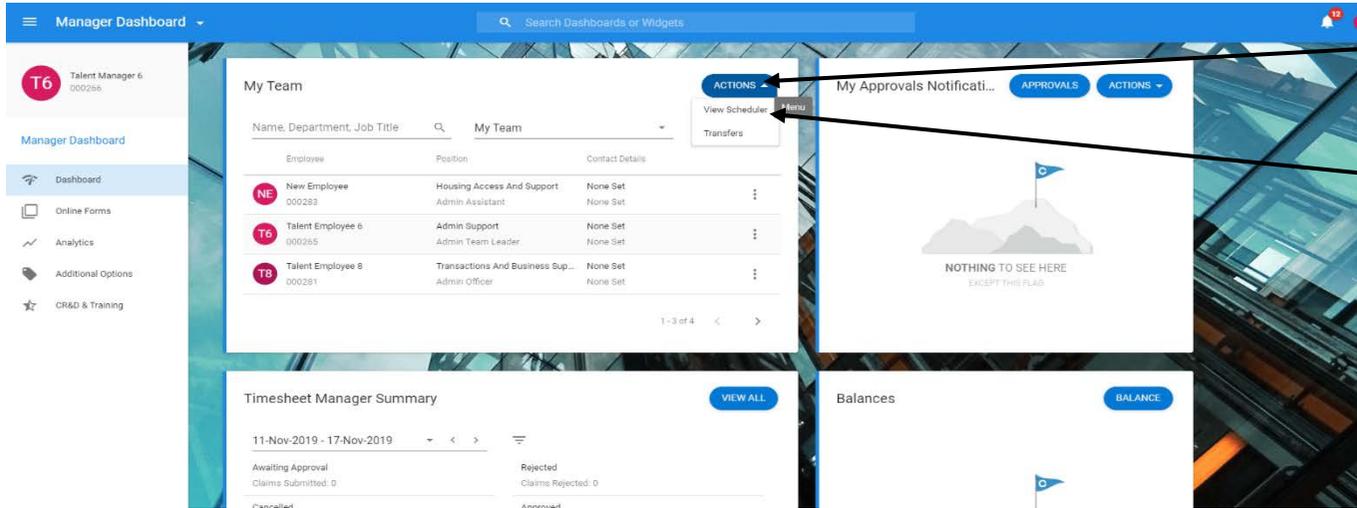
Logging a sickness

**** Please note Absences with multiple contracts -** If an employee has more than one contract with the organisation, the absence should be recorded against the main contract only.

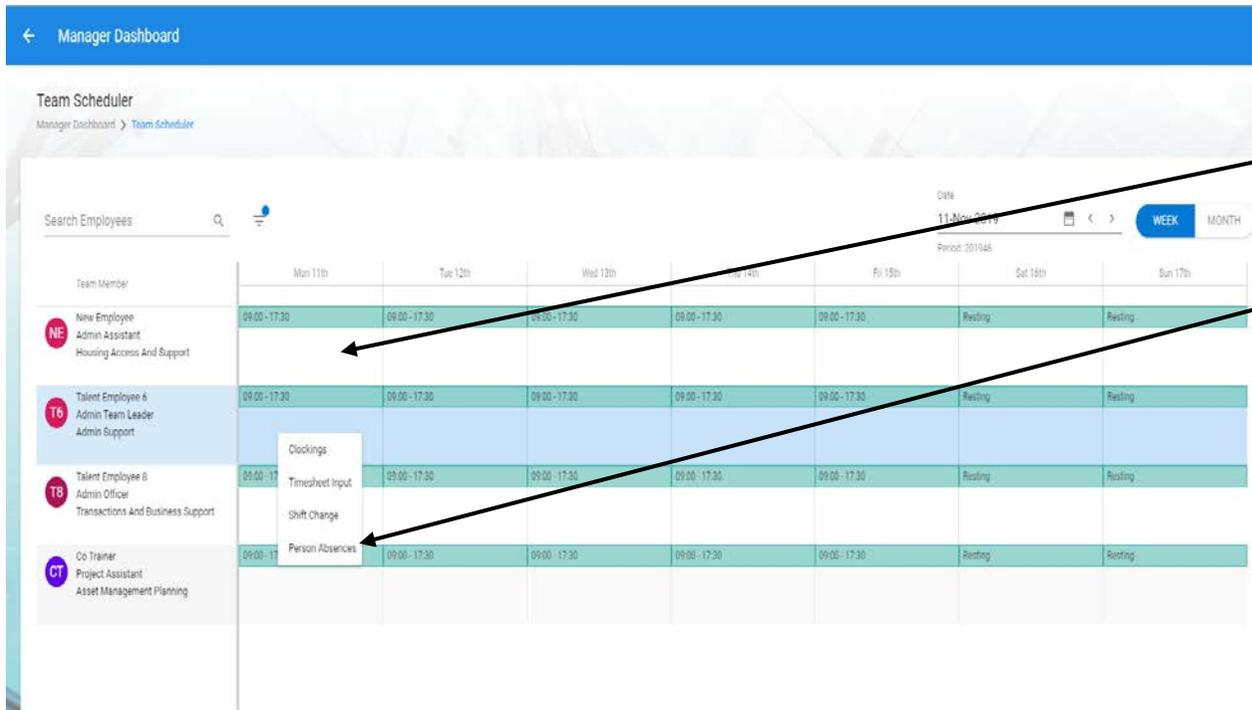
Once you are logged into the portal, click on the Arrow which will present a drop-down menu with different dashboards. Select the **Manager Dashboard**.



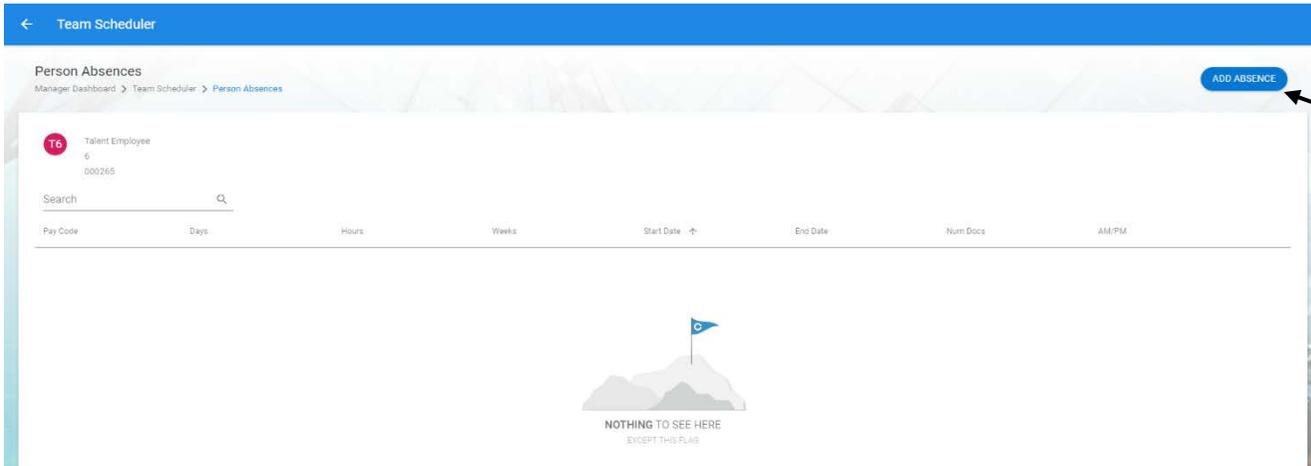
Viewing the Scheduler



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.

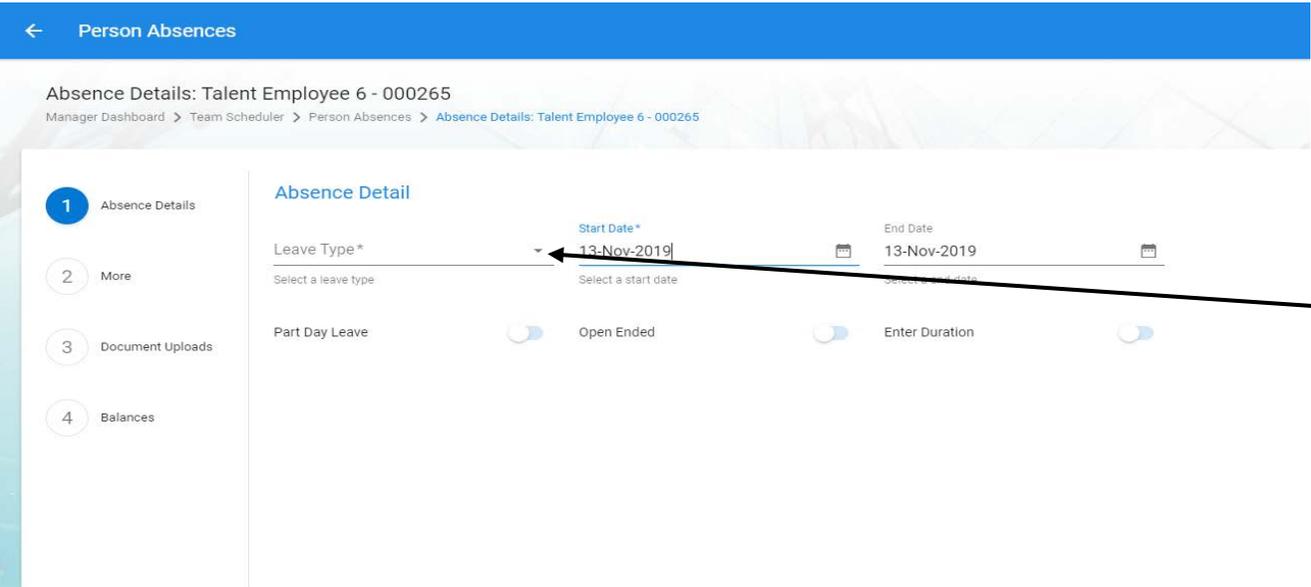


Click on the **blank/white space** and select **Person Absences**



Click on the **Add Absences Button**.

Enter Absence Details



From **Absence Detail**, select the type of leave you are recording. For recording sickness absence, from the drop-down box under **Leave Type**, please select the relevant option.

You will then need to complete the following:

- Start Date** –Select the first date of absence from the calendar box.

- End Date** –This is covered in the Closing Absence Guide.

- Part Day Leave** –Please see below for guidance on how to use this option.

- Open Ended** –Select if there is no planned end date for the absence. The **End Date** field will disappear and the absence will remain open until this field is deselected.

Please do not use Enter Duration Option.

Once you have completed the above steps, select **Next**.

Part Day Leave – this option cannot be processed as an open ended absence on CoreHR. Please apply the following guidance in regard to Part Day Absences:

1. If an employee goes absent less than half-way through their working day, then this will be classed as a full day absence.
2. If it is more than half-way through their shift, then the absence should not be processed through CoreHR.

Absence Details: Talent Employee 6 - 000265

Manager Dashboard > Team Scheduler > Person Absences > Absence Details: Talent Employee 6 - 000265

1 Absence Details

2 More

3 Document Uploads

4 Balances

Reason

Cold / Flu X ▾

Select a reason for absence

Narrative

Enter a narrative for absence

[Return to Work Interview](#)

Work Related

Interview Completed

Interview Notes

The **More** Screen will appear, allowing you to input the relevant Absence Reason

You will then need to complete the following:

- Reason** –Select the sickness reason from the drop-down option box.

- Narrative** –Add in any notes or details that are relevant to the absence. This will be visible to both the manager and the employee.

***Please Note - Return to Work Interview** – this section is covered in Closing an Absence guide

Click **save** and your absence has now been recorded.

← Team Scheduler

Person Absences

Manager Dashboard > Team Scheduler > Person Absences

NE New Employee
000283

Search

Pay Code	Days	Hours	Weeks	Start Date ↑	End Date	Num Docs
Sick Leave	.00	.00	0.00	13-Nov-2019		0

Once you have selected the Save Button, the sickness absence will be recorded against the individual on the scheduler for that date.

Click on the **Arrow** to go back to the scheduler screen.

← Manager Dashboard

Team Scheduler

Manager Dashboard > Team Scheduler

Search Employees

Date

11-Nov-2019

Calendar navigation icons

WEEK MONTH

Period: 201946

Team Member	Mon 11th	Tue 12th	Wed 13th	Thu 14th	Fri 15th	Sat 16th	Sun 17th
NE New Employee Admin Assistant Housing Access And Support	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30 SICK - 07:30 SICK	09:00 - 17:30 SICK	09:00 - 17:30 SICK	Resting	Resting
T6 Talent Employee 6 Admin Team Leader	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	Resting	Resting