## Quick guide to entering sickness absences

When entering a sickness absence only the following fields are required:

Absence type: enter "Sickness" (or sickness work related/disability related)

Absence reason: enter actual reason for absence e.g. flu, throat infection

		=		
	CONTRACTOR Leave/Absence Management		📅 Navgator 💌 📑 Favorites 🕶	Home Logout Preferences Help
Chart data	Create Absence: Enter Absence Details			
Start date	Employee Name Employee Select an absence type and for all absences complete mandatory fields (*).	e Ann	Employee Number #166693	Cancel Save For Later Next
	Annual Leave - Enter number of hours abouts; Leave Wildon (PgWOP) - Enter number of hours abouts; and if multi assignment employee please use additional absence information field to indicate which assignment or UVOP relates to.			/
	Use the Part day unit of measure (i.e. days or hours), and fraction of start /end	date to record part day absence for Sickness (including phased return), Materialy and	Unpaid Leave only.	/
End date (only enter	* Indicates required field Absence Status * Absence Type * Absence Rearon	Conferred Sidness Bronchits		February - 2014 -  Ser Hen Tax Well To:  Set
	Duration	* Start Date 13-Feb-2014 Start Time (countrylin: 13-Feb-2014) HIGH (12:00-11:59) End Date 13-Feb-2014 End Time		10     12     13     12     33     11     1       2     3     4     5     6     7     8       9     10     11     12     14     15       16     17     18     19     20     21     22
when returned)		TIP Start Date is required. Days Hours Total Please enter as hours and units; eg. 1 hour 30 minutes	would be 1.5.	23 24 25 26 27 28 1
	Additional Absence Information	· ·		
	Part Days Unit of Measure			
	Fraction of Start Date			
	Commande			
	Comments			
	View Entitlement Balances			
	View Entitlement Balance			

Tip: Use the calendar to enter dates to get the correct format, just click in the date field then click on the date in the calendar

For most absences, this is all that is required so simply click "Next" and then on the next screen click "Submit".

**Tip** – to search for reason: click on reason drop down,

then simply type the first letter of the absence reason on your keyboard and the list will move down to that letter of the alphabet, e.g. type "T" for throat infection and the list will jump down to reasons starting with letter "T".



Cancel Save for Later Negt

Notes:

- Sickness absence must be entered as soon as possible after start date of absence, do not • wait until employee returns to work
- Do not complete times (unless you want to keep a record for your own information) •
- Do not complete "Days" as the system will automatically calculate the length of the absence • in calendar days
- Do not complete "Hours" for sickness absences •
- Part day indicator should only be completed if employee goes off sick or returns from sick • part way through a day. You should always enter as a half day (0.50) regardless of how long the employee worked on that day
- Do not use "Save for later" for sickness absences as they must be submitted as soon as • possible to inform Payroll of the absence. Payroll will only be informed when the "Submit" button is used and will not be aware of any absences that are saved for later.