Tips and shortcuts for 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

Start date and **End date** (if known)

For most absences, this is all that is required so simply click "**Next**" and then "**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 reason starting with letter "T".

Notes:

- There is no need to complete times (unless you want to keep a record for your own information)
- There is no need to complete "Days" as the system will automatically calculate the length of the absence in calendar days
- Hours should not be completed 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 HR of the absence. HR are only informed when the "Submit" button is used and will not be aware of any absences that are saved for later.