



How to... add Sickness Absence details for an employee

Purpose:

This guide will show you how to add a sickness absence record for an employee within **People Manager** in Your HR. It will also explain how to enter phased return details for an employee.

Logging in to Your HR:

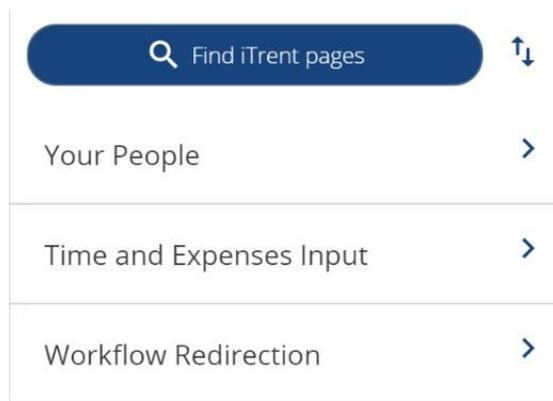
To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**

Adding Sickness Absence

The procedures for employees contacting their manager when they are off sick remain the same. In addition, the employee can enter the details on Your HR from home or you can add them for them. This Guide shows you how to add a request for your employee.

If the employee adds the sickness details themselves, the system will force them to add in a return date. This can be amended later if needs be. However if you, as the manager, enter the details for them you can leave the return date blank and complete it once they are back at work.

- Choose **Your People** from the top right menu



- Your direct reports/staff will then appear in a list on the left hand side panel of the screen. They will be 'shimmering' to alert you to the fact they are now available to select from.

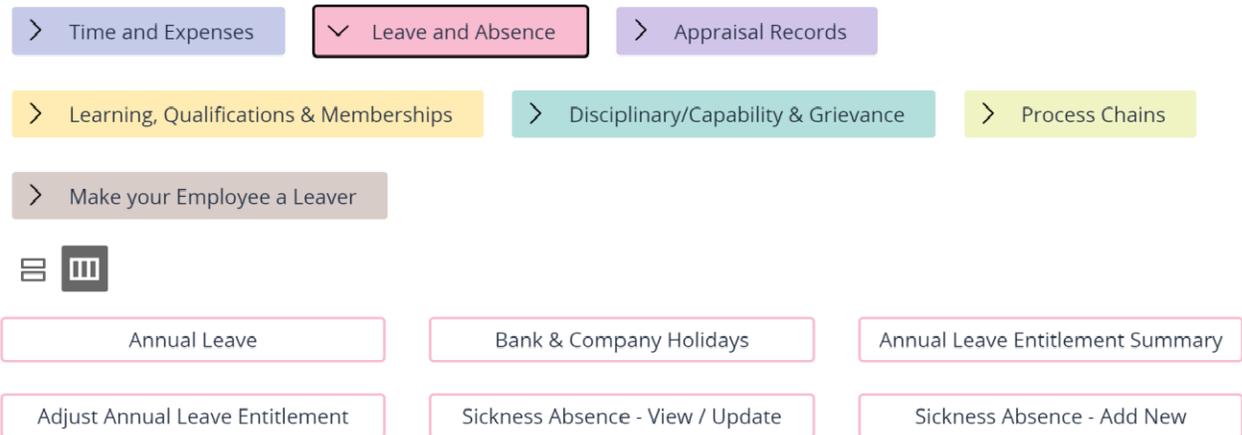


- As you hover over the individual names, you can view some of their main personal details.

- You can also search for a particular employee by entering their name in the search box and clicking on the **magnifying glass icon**

- Click the employee whose details you would like to view.

- Their **employee details screen** will now be displayed.
- Choose **Leave and Absence** from **LINKS** and then choose **Sickness Absence - Add New**



- The below employee sickness absence details screen will be shown, ready for you to input their information.

Sickness period

Sickness period *

Absence start

Absence start date * Absence start type

Absence end

Absence end date Absence end type Expected end date 

Absence

Absence type * Absence reason * Exclude from Bradford Factor calculation

- Red stars next to the field title indicate mandatory fields that you must complete
- Click on **Sickness period** and choose **Full day**, **Part day**; or **More than one day**
- Add the dates; for **Part days**, choose the morning, afternoon or specific times.
- You can leave the **End date** blank if you wish but you must remember to go back and add it once they are back at work (see below)
- Click on the drop down box **Absence Reason** and choose from one of the options. Try to be specific but there is an 'Other' option if required
- * Please note that the option of "Operation/ Post-operative" from the drop down box is no longer available. You should now enter a more specific reasoning relating to the sickness/ injury due to the E.g If someone was having a shoulder operation, instead of stating "Operation", you would choose "Shoulder condition".
- You do not need to tick the 'Exclude from Bradford Factor calculation'.

- Select the position(s) the employee is sick from. If the employee has more than 2 positions and is sick from some but not all of them, you must enter the sickness as a separate record for each position.

If they are sick from all positions then select All Positions

- Click on **Save** at the bottom of the page
- This will take you to the previous screen which you can Close by clicking on the X in the top corner
- Where applicable you may also wish to refer to guide **PM 67 How to... add a stage to a sickness record**

Phased return

- If an employee is recorded as sick during a phased return to work, Managers should complete the Phased Return to Work Form:

[Phased Return to Work \(online\)](#)

The phased return details need to be sent to HRSC for this to be then input by payroll in to Your HR. Phased return to work details cannot be entered by employee's or managers.

Notifications

- Your employee will receive a notification to alert them that their sickness details have been added.
- You will receive a notification including guidance on managing sickness absence.

N.B.

- We will no longer be publishing the 1/2 pay, no pay dates on pay slips; also we will not be reporting the maternity/adoption end dates for the 6 weeks at 9/10 of your salary followed by the 12 weeks of half pay.

For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444

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