



How to...add your Sickness Absence episode

Purpose:

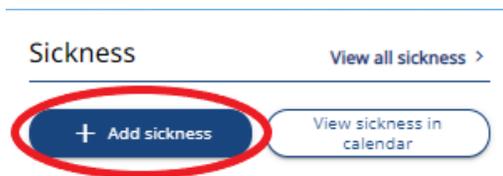
This guide will show you how to add and end sickness absence episode on the **Your HR** Employee Self-Service (ESS) system. The system will allow you to do this but it will be up to each manager to decide whether they want to enter all sickness records on your behalf or, whether you can enter own subject to manager authorisation.

Logging in to Your HR:

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

Entering a sickness absence

From the ESS dashboard, click on Add sickness:



- The Sickness details screen is displayed:

Sickness details

*Absence type (required)

Sickness x ▼

*Absence reason (required)

Please choose ▼

Hide absence reason

*Sickness period (required)

Please choose ▼

Notes

Save Cancel + Add sickness

- Red dots next to the field indicate mandatory fields that you must complete
- Click on the drop down arrow for **Absence Reason** and choose the most appropriate reason for your absence
- Click on **Sickness period** and choose **Full day**, **Part day**; or **More than one day**
- You cannot enter **More than one day** without putting in an end date. If you do not know when you will be back, you will have to put in your expected return date or, enter the absence on your return to work. If the end date changes, ***you must remember to amend it once you're back in** or, if you will be off some time, ask your manager to remove the end date from the record***

- Add the dates; for **Part days**, choose the morning, afternoon or specific times.
(If you add morning or afternoon, it will automatically divide your daily hours in half based on your working pattern)
 - If you have more than one position, you are required to select which position(s) you are absent from
 - You can enter further notes relating to the absence for your manager's attention in the **Notes** box
 - Click on **Save**
 - The Authorisation status will show as 'Awaiting authorisation'
 - **Sickness certificates** should be added to **HR-ER**, not Your HR
 - To go back to the ESS homepage, click on the **Back to Dashboard** link at the top of the screen
-

** How to add or amend a Return Date

- From the ESS Dashboard, click on **View all sickness** then click on the appropriate sickness record



- Add in the **end date** and **Save**
-

Notifications

- You and your manager will receive an automatic email notification confirming the absence has been entered
 - Your manager will need to authorise your absence.
-

Notes:

- Employees or managers cannot enter Phased return to work details. Please log a

request through the [HR Service Desk](#) for HR to enter the details for you.

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

Creation Date	15/12/17
Author	AH
Review Date	30/1/18 24/01/22 AA – new ESS