



How to...View Sickness Entitlement Summary in People Manager

Purpose:

This guide will show you how to...view an employee's entitlement to Occupational (OSP) and Statutory (SPP) Sick Pay using **People Manager** in Your HR.

Logging in to Your HR:

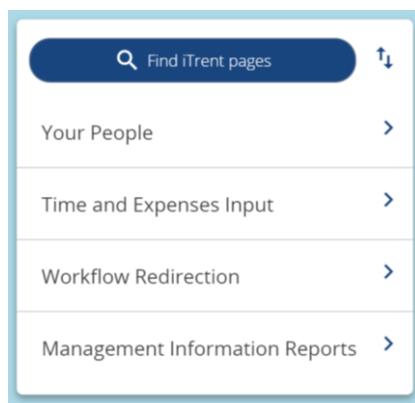
To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**.

Sickness Entitlement Summary

You can use this screen to view when an employee's entitlement to full and half occupational sick pay (OSP) and statutory sick pay (SSP) is due to end if they have an open-ended absence.

View Occupational Sick Pay Entitlements (OSP)

- Click on **Your People** in the top right menu



- Select the required employee from your list of direct reports which will be presented on the pane on the left hand side of the screen:

^ People :

test Surname Q +

Results 3 People

Save this group

Mr Lewis Test

Dr Virgil Tests

Miss Viv Tests

- From the employee's summary screen, click on the **Leave and Absence** link and then **Sickness Entitlement Summary**

LINKS

> Personal information > Employment Details > Pre Employment Checks > Time and Expenses

> Leave and Absence > Appraisal Records > Learning, Qualifications & Memberships

> Disciplinary/Capability & Grievance > Process Chains > Make your Employee a Leaver

Annual Leave Bank & Company Holidays Annual Leave Entitlement Summary Adjust Annual Leave Entitlement

Sickness Absence - View / Update Sickness Absence - Add New Absence Stage Details Maternity Leave

Maternity Leave - New Paternity Leave Paternity Leave - New Adoption Leave Other Absence and Leave

Absence History Sickness Entitlement Summary

- The list of absences will flash in the left-hand navigation. Click on the open ended one (when you hover over the absence, no end date will be shown for it).
- The following screen is displayed and details of OSP entitlements will show as a default:

Sickness entitlement summary

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Absence details

Calculated to date 31/12/2024

Employment details

Position Test Team Lead

Period details

Absence scheme type OSP - Sickness

Length of service at relevant date 0 year(s) 6 month(s) 0 day(s)

Scheme name OSP Admin

Membership dates 26/01/2023 -

Band/Rate	Full	Already used	Available	Used by absence	Available at end	Expiry date
1: 100	26 days	0	26	26	0	24/02/2023
2: 50	52 days	0	52	0	52	

Expiry date

Note: if the employee has more than position, you may need to select the relevant one from the '**Position**' drop down field.

- Band/Rate 1:100 denotes full OSP entitlement and 2:50 denotes half OSP entitlement. In the above example (based on their service and continuous local government continuous service), the screens shows that the employee is entitled to:
 - 26 days at full OSP (of which 26 have been used leaving 0 days)
 - 52 days at half OSP (of which none have yet been used).
- If you cannot see the dates when the full and half OSP will end, click on the **Expiry Date** button. When the screen refreshes, Expiry dates will be shown as in the example below:

Band/Rate	Full	Already used	Available	Used by absence	Available at end	Expiry date
1: 100	26 days	0	26	26	0	24/02/2023
2: 50	52 days	0	52	52	0	26/04/2023

View Statutory Sick Pay Entitlements (SSP)

To view SSP entitlements, select '**SSP – Sickness**' from the **Absence scheme type** field and the details will be shown as in the example below:

Sickness entitlement summary

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Absence details

Calculated to date27/12/2024

Employment details

PositionHR Administration Officer

Period details

Absence scheme typeSSP - Sickness

Length of service at relevant date

Scheme nameSSP

Membership dates-

Band/Rate	Full	Already used	Available	Used by absence	Available at end	Expiry date
1	28 weeks	0	28	28	0	03/09/2023

Returning to People Manager Homepage

- Click on the logo in the top left hand corner of the screen.

***For further information or support please refer to Your HR on the Intranet
<https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr-0> or contact via
email: hrendpayroll@warwickshire.gov.uk or phone on 01926 738444***

Creation Date	18/01/19
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Review Date	17/02/23 LA (10.46)