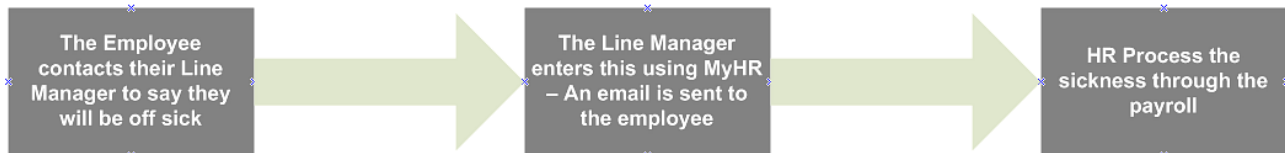


How to Manage Sickness Absence with MyHR

This document describes the technical steps for a manager to record sickness using MyHR.

Basic Process



For the Employee

Every employee can view their own sickness record using the “Sickness Record” item under the “Leave and Absence” menu.



Leave and Absence

Use this module to book **annual leave**, view **sickness records** or look at the **peer planner**



Sickness Record

View your **sickness** record

Sickness Summary

This page details the sickness record of the named employee. The line manager is responsible for notifying sickness through MyHR. Each time this is done the employee will receive an email as confirmation.

Legend: Holiday (Green), Sickness (Red), Statutory Paternity Pay (Birtl) (Blue)

Sickness awaiting payroll processing

Start Date	End Date	Type	Reason

Sickness History

Start Date	End Date	Form Number	Status

Sickness notifications are shown under “awaiting payroll processing” or “sickness history”.

Those **awaiting payroll processing** have been entered through MyHR, but have not been payroll processed. The sickness notifications are processed at the end of the first week of each month.

Those in **sickness history** have been processed through payroll. The payroll process takes into account any payment adjustments to be made for Statutory Sick Pay (SSP) or Occupational Sick Pay (OSP) according to the College’s terms and conditions.

Clicking on the calendar or a notification in the list will show detail of that sickness period.

Sickness Notification

Type

Employee: [Redacted]

Type: Industrial Injury Sickness

Sickness Reason: RESPIRATORY

Sickness Category: INFLUENZA

Certificate Type: Self Certified

More Than One Day

From - Date *: 06/10/2010 Full Day

To - Date *: 10/10/2010 Full Day Return to Work Interview Date: [Empty]

Medical certificates for sickness of seven days or more are still required & should be sent to HR.


For the Manager

Select the Manger View option



Manager View
Click to **manage your team**

Put a check next to the relevant employee

**Manager Summary**

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact the HR Systems team on hr-systems@qmul.ac.uk.

[How To Reject Leave \(Manager\)](#) [Movie Tour](#) [FAQ's](#)

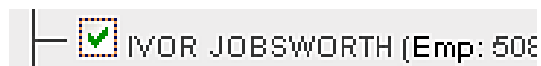
Authorisations: 0

Team[Select All][Deselect All]

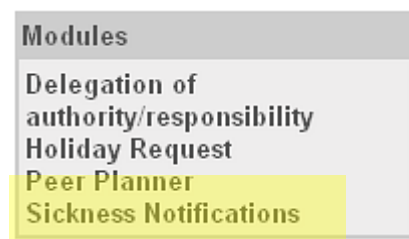
- (Post No: C00503, Post Desc: HR MANAGER - INFORMATION & SYSTEMS)
- << VACANT >> (Post No: C00350, Post Desc: HR ANALYST, INFORMATION AND SYSTEMS)
- << VACANT >> (Post No: XU0002, Post Desc: HR ASSISTANT (I&S) HR)
- IVOR JOBSWORTH (Emp: 508517, Post No: C00597, Post Desc: SPECIAL PROJECTS)
- (Emp: 509078, Post No: C00602, Post Desc: HR ANALYST, INFORMATION & PROJECTS HR)
- (Emp: 155988, Post No: C00275, Post Desc: SENIOR SYSTEMS CONSULTANT, BSPS)
- (Emp: 515521, Post No: XU0038, Post Desc: HR ASSISTANT INFORMATION SYSTEMS HR)

Modules

- Delegation of authority/responsibility
- Holiday Request
- Peer Planner
- Sickness Notifications



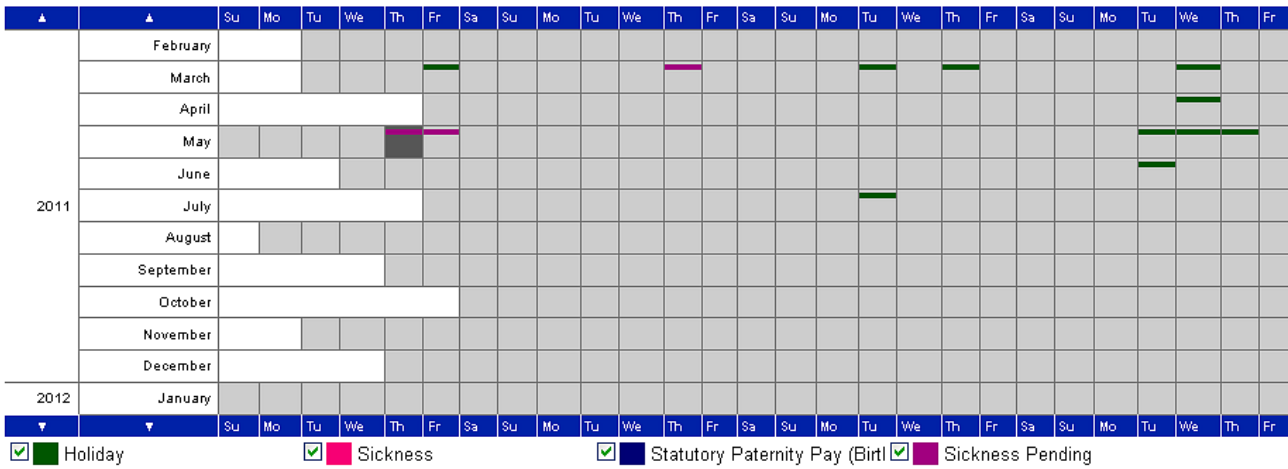
And click "sickness notifications"



This will take you to the employees sickness record.



Sickness Summary (IVOR JOBSWORTH)



Sickness awaiting payroll processing			
Start Date	End Date	Type	Reason
05/05/2011	06/05/2011	Sickness	DENTAL

In addition to the employees view there is a “notify sickness” button.

[Notify Sickness]



Sickness Notification

Type

Employee: IVOR JOBSWORTH

Type: Industrial Injury Sickness

Sickness Reason: DENTAL

Sickness Category: TOOTHACHE

Certificate Type: Self Certified

Duration: Single Day More Than One Day

Single Day

Date: 05/05/2011 Full Day AM Only PM Only Return to Work Interview Date: 06/05/2011

Type should be “sickness”

Type: Industrial Injury Sickness

Select a sickness reason,

Type	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness
Sickness Reason	[SELECT]
Sickness Category	[SELECT]
Certificate Type	Absence Import X Flag
Duration	BLOOD DISEASE
Single Day	CANCERS
Date *	CARDIOVASCULAR OR CIRCULATORY
	DENTAL
	DIGESTIVE GASTRIC/BOWEL
	ENDOCRINE
	EYE
	GENITOURINARY
	INFECTIONS
	MENTAL DISORDERS
	MUSCULOSKELETAL
	NERVOUS SYSTEM
	OBS & GYNAE
	RESPIRATORY
	SKIN
	SPRAINS & FRACTURES
	SURGERY

sickness type

Certificate Type	[SELECT]
Duration	TOOTH EXTRACTION
Single Day	TOOTHACHE
Date *	OTHER DENTAL TREATMENT
	<input checked="" type="radio"/> Full Day <input type="radio"/> AM Only <input type="radio"/> PM Only

and certificate type

Certificate Type	- Select -
Duration	- Select -
Single Day	Certified by a Doctor
Date *	Not Certified
	Self Certified
	<input type="radio"/> Full Day <input type="radio"/> AM Only <input type="radio"/> PM Only

Dates can be a single day or a range.

If the return date is not known enter a range. **Do not leave open ended.**

To - Date *

May 2011 X

<< < Today > >>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTE

A date in the previous tax year, i.e. before March cannot be entered. Please contact HR


NOTE

If the sickness is for more than one day an end date must always be entered. If the end date is not known the last day of the month should be used.

NOTE

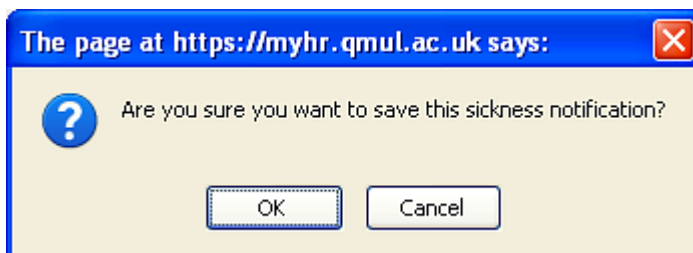
End dates can be changed until payroll processed. It may be simplest to delete the form and enter a new one.

Return to work interviews are encouraged and the date can be entered on the sickness notification.

Return to Work Interview Date 

Click "submit".

[Submit]



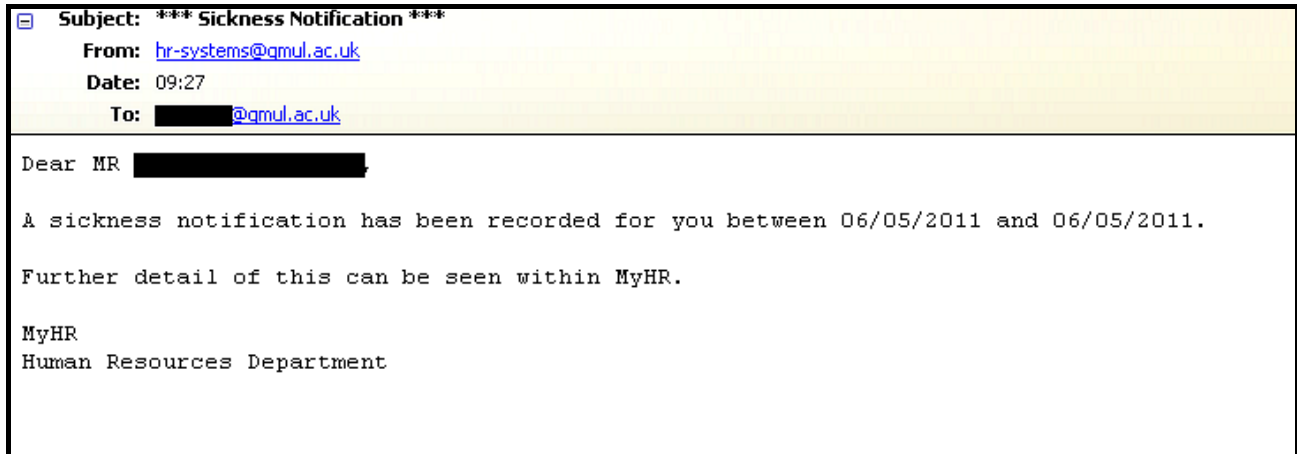
Click OK



Confirmation Message !

Your Sickness notification has been saved as number A0004222

You will receive a confirmation message and an email is sent to the employee.



Medical certificates for sickness of seven days or more are still required and should be sent to HR.

NOTE

Sickness notifications can be deleted by the manager and re-entered up until payroll processed. This could be used, for example, if an employee initially called in sick with a minor illness that became something more involved and therefore the sickness reason needed to be changed.

Long Term Sickness (over 4 weeks)

The initial process is the same however consideration has to be made about the end date. **Do not** enter the date on the medical certificate. If you try to enter this future end date, e.g. 10th June when the current date is 1st March then MyHR will pay OSP up until 10th June in March. Therefore enter the end date as the last date of the current month, e.g. March 31st. At the start of each month a new sickness notification must be completed with further consecutive notifications until the employee returns.

In the example above the employee would have sickness notifications as follows;-

- 1st March – 31st March
- 1st April – 30th April
- 1st May – 31st May
- 1st June – 30th June

Note that the final notification has 30th June as an end date. When the employee does return HR must be contacted to close the sickness period. This ensures there are no OSP/SSP payment errors.