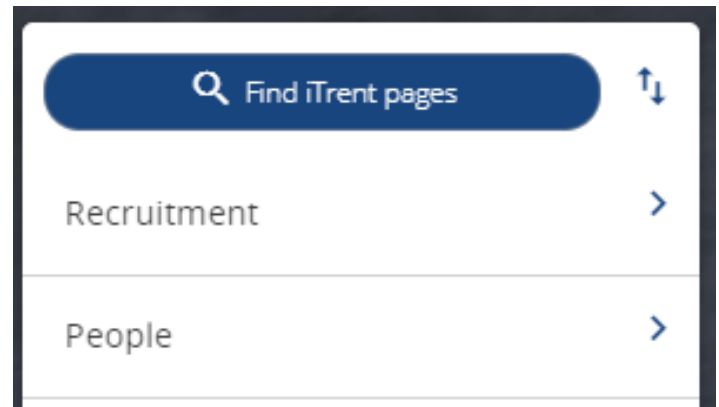
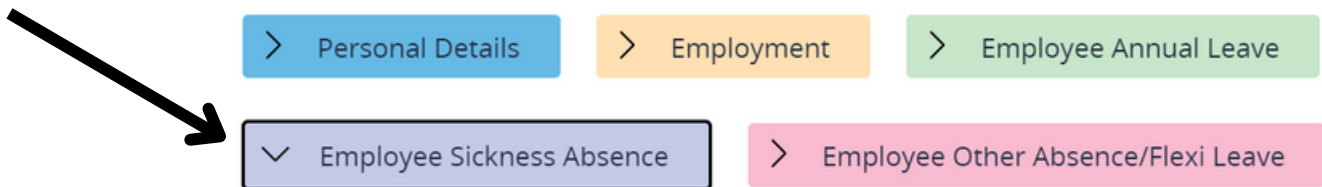


How to add Absence Stage details on myTeam

Log into myTeam and select 'People' from the iTrent pages



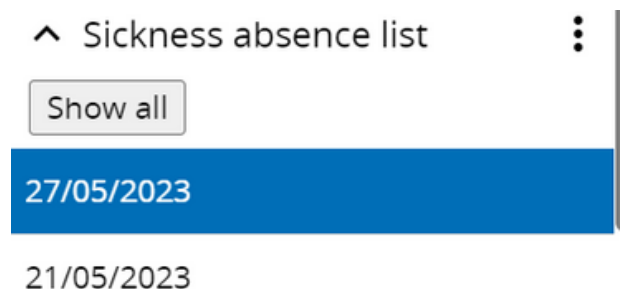
Select the 'Employee Sickness Absence' Tab



Select 'Record Absence Stage'



Select the date of absence you wish to record the absence stage for



Select the **date** the
Absence stage is
taking place

Absence stage details New

▼ MENU ↻ 🖨️ 📎

Date* 📅

Absence stage* ▼

Position Modern Apprentice Level 3/4 21-22

Save

Click on the **Absence stage** drop down menu

Use the drop down menu to select the appropriate absence stage

Absence stage details New

▼ MENU ↻ 🖨️ 📎

Date* 21/05/2023 📅

Absence stage* ▼

Position

- Absence Review Meeting (Teaching Only)
- Attendance Support Meeting
- Capability Meeting - Level 1 (Teaching only)
- Capability Meeting - Level 2 (teaching only)
- Early Support Discussion
- Management Discretion Approved
- Return to Work (Formal) interview (Teachers Only)
- Return to Work Discussion
- Stage 1 - Formal Attendance Review Meeting
- Stage 2 - Formal Attendance Review Meeting
- Stage 3 - Capability Meeting

Select '**Save**'



The Absence Stage details will appear in the bottom left hand corner

^ Stages ⋮

27/05/2023