

NEW - myTeam - How to check employee sickness history

Within Employee Sickness Absence, click on 3. View Absence History (for Absence Management)



The screenshot shows a navigation menu with the following items:

- Personal Details
- Employment
- Employee Annual Leave
- Employee Sickness Absence (selected)
- Employee Other Absence/Flexi Leave
- Employee Maternity/Paternity/Adoption Absence
- Vehicle Info & Mileage, OT & Expenses Claims

Below the menu are several buttons:

- Supporting Attendance Policy
- Supporting Attendance Toolkit
- myTeam Guidance - Sickness absence
- 1. Add New Sickness Absence
- 2. View Sickness absence details
- 3. View Sickness History (for Absence Man...) (highlighted)
- 4. Add New Medical Certificate
- 5. View Sickness Certification
- 6. Record Absence Stage
- 7. Run Absence report
- 8. Download Absence report

Select the date you want to search from similar to the example below and click 'Search'



The screenshot shows the 'Absence history' search form with the following fields:

- Search period
- Start date*: 21/12/2021
- End date: (empty)
- Absence group: Sickness
- Absence type: Sickness
- Search button

The details for the employee's sickness absences within the date range selected will then be shown



Personal ref.	Payroll no.	Person	Start date	End date	Type	Reason	Auth status	Unit	Job title	Working days lost
5018670		Miss Lucy Sweetie	29/08/2022	29/08/2022	Sickness	Bone/Muscle/joint - 06	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0
5018670		Miss Lucy Sweetie	01/12/2022	16/12/2022	Sickness	Abdominal pain - 01	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0
5018670		Miss Lucy Sweetie	10/04/2023	07/06/2023	Sickness	Eye Injury - 21	Not applicable	Casual Staff	Casual Sports Coach (NLC)	0