North Lanarkshire Council

iTrent

Manager Guide – Recording Fit Notes

Version Control

Version	Date Completed	Author	Description
0.1	30/01/2020	William Cunningham	Draft User Guide+
0.2	27/04/2022	Amy Dale	Updated screenshots
0.3			
0.4			
0.5			
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Version Control History

Document Name: myTeam user Guide

Reviewed & Approved By:

Job Title	Name	Date	Version Approved

Document Owner(s):

The primary contact for questions regarding this document is:

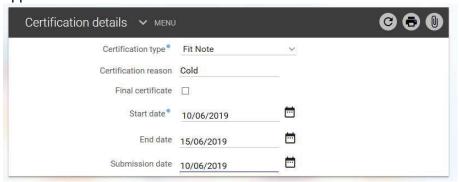| Job Title	Name	Contact Details
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Recording of Fit Notes

In an effort to improve and streamline the recording of sickness information, and to ensure compliance with GDPR there is no longer a requirement to scan and upload Fit notes to itrent.

Original Fit Notes must still be provided by the employee to the manager in accordance with the Notification and Certification procedures. The information from the Fit Note must be input to iTrent using the process below, and the Fit Note must be returned to the employee, who must retain this for their own records.

1. Manager must view the original Fit Note and record the information within myTeam.
   a. Select "Add New Medical Certificate" from the employee sickness absence links.

   b. The information shown on the fit note must be entered on the certification details screen. More information on each of these fields can be found in appendix a.

2. The manager must return the original fit note to the employee and inform them that they **must** retain this information during the period of absence in case any queries arise during the course of the absence. The manager may, if they wish, keep a copy of the fit note until the absence has been concluded, ensuring this is stored in a secure manner.

3. The above process must be repeated for each fit note received.

Appendix A.

Certification type	This will be Fit Note.
Certification reason	This should show the reason detailed on the certificate and not the reason that was originally given by the employee. If the reason on the fit note differs from the initial reason given for the absence this should be updated. Please refer to the iTrent absence guide for instructions on how to make this change.
Final certificate	Tick this box if this is the final certificate submitted by the employee
Start date	The date that the fit note has been signed or the date that the doctor has specified on the fit note.
End date	The date that is shown on the fit note. If the fit note shows a period of time such as 2 weeks, then the end date should be 2 weeks (14 calendar days) from the start date of the fit note.
Submission date	The date you received the fit note.