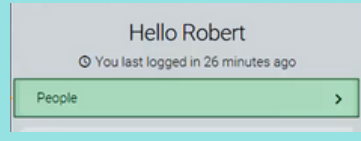


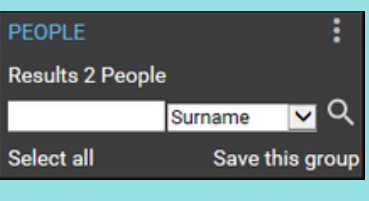
# Recording a new sickness absence



After logging onto myTeam, select 'People'.



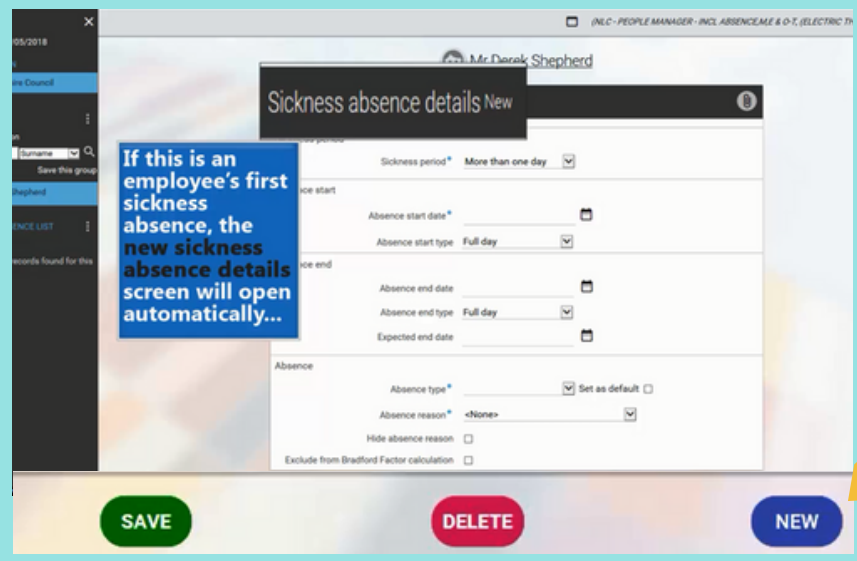
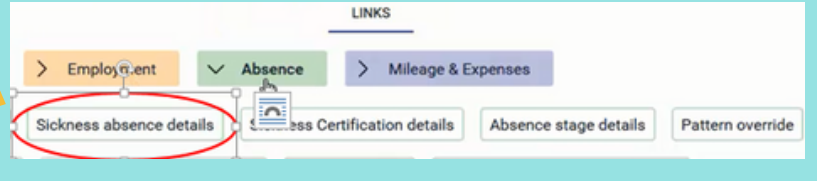
Using the available search criteria, select the employee from your list of reportees.



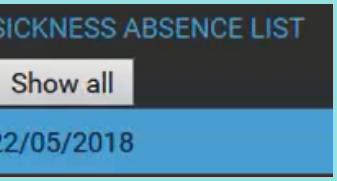
Click the 'Absence' tab.



Then click 'Sickness absence details' to open a new page.



If there are previous sickness absences listed, you can open the new sickness absence screen by clicking 'New'.



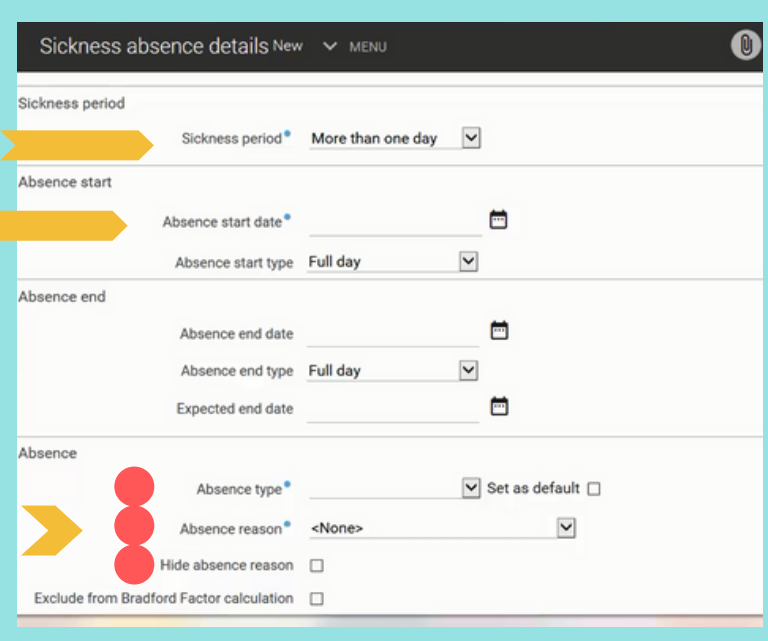
## Adding a new sickness absence

The **Sickness period** should always be More than one day **even if an employee states they expect to be back the next day!**

The **Absence start date** should be added - this is the first day of sickness.



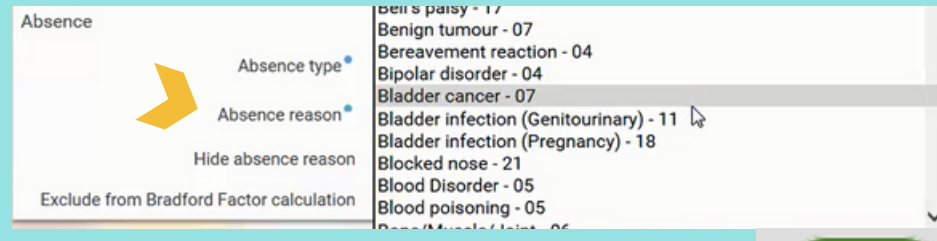
As this is a new sickness absence, **these fields should be left blank.**



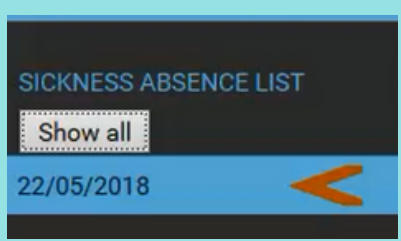
Select **Sickness** in the '**Absence type**' drop down menu. This should always be selected unless Industrial injury has been agreed with Employee Relations.



Click on the drop down menu beside '**Absence reason**' and select the appropriate reason.

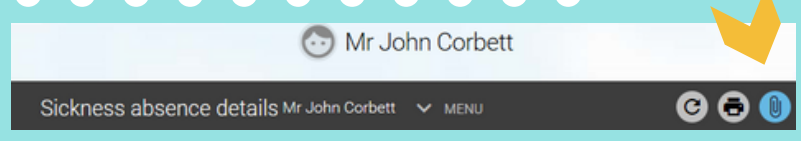


Click "Save".



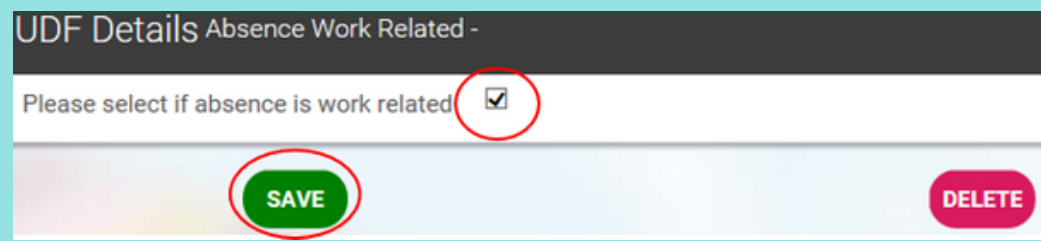
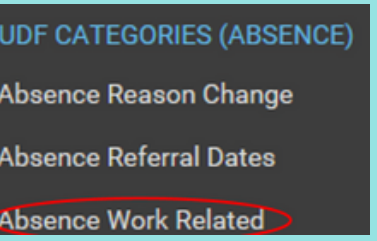
On the bottom left hand pane, the new absence will appear.

## Adding a work-related absence

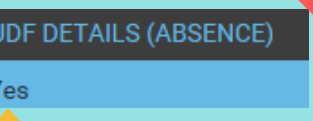


If the absence is work related - select the paperclip then UDF Categories.

Then select "Absence Work Related".



Tick the box then press "Save".



You can amend an Absence Work Related entry by clicking back on "Absence Work Related".

Once saved, "Yes" will appear under "UDF Details".

**Did you know?** There are other guidance notes on adding sickness certification information and absence stage details which can be found by clicking here.

If you need further support, please call the ESC People Helpdesk on 01698 403151 or email [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk)