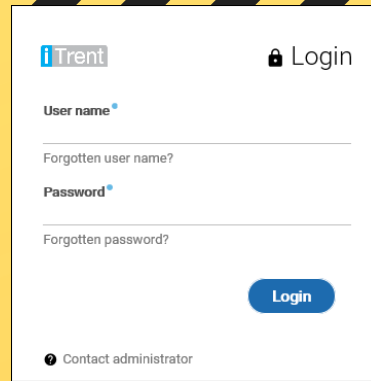


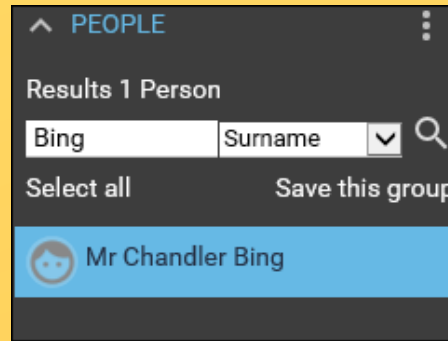
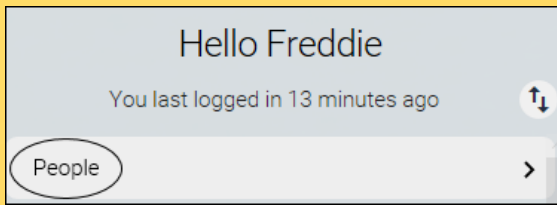
Recording Sickness Certification Details on myTeam as of February 2020

1. Log into 

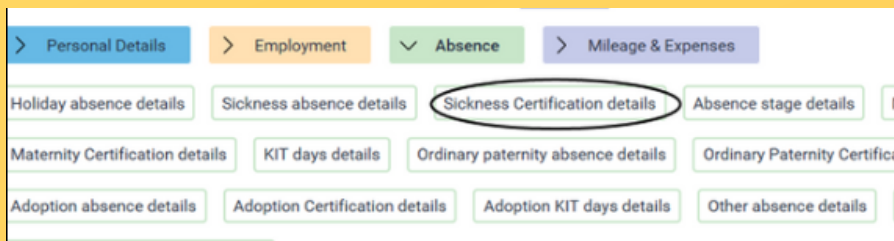
using your username (employee number) and password.



2. Click on **People**.

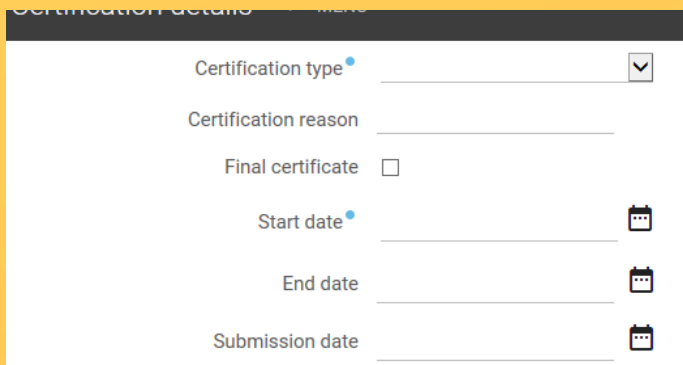
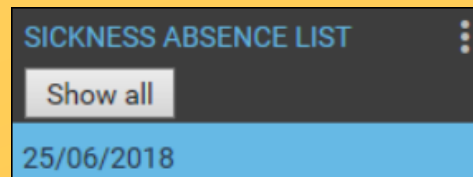


3. Choose the relevant employee.



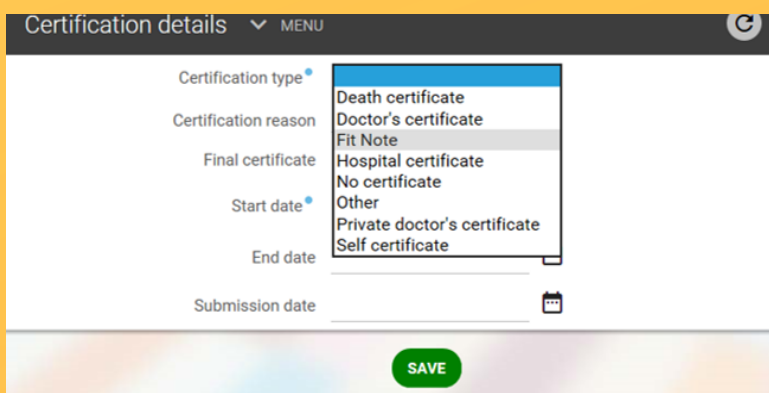
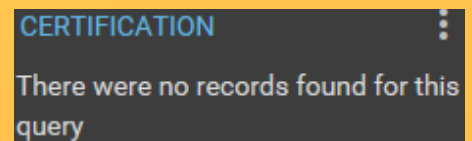
4. Click on "**Sickness Certification details**".

5. This will open the Sickness Absence list. Certification should be linked to a specific absence - so if there is more than one absence listed, we need to make sure we click on the correct one.



6. By clicking on the appropriate absence, the **Certification details** screen will open.

Any previous certification recorded for this absence will be listed here - at the moment this example shows that no certificates have been added for this absence.



7. On the Certification type drop-down menu, **select the appropriate type** - for this example, we will select **Fit Note**.

Then click **"Save"**.



8. (i) In Certification reason, type in exactly what is written in the Fit Note.

(ii) Add in the **Start** and **End** dates by clicking on the **Calendar** icons. You will need to work the end date out manually. (In this example, it is for **2 weeks** from and including **16 April 2019** - which means it is valid for the period **16/4/19 to 29/4/19**.)

(iii) Finally, add the Submission date - **which is the date you received the certification**. When finished - click **'Save'**.

(NB: You no longer need to attach the certificate onto myTeam!!)

The details you have entered are now listed on the bottom left of the screen. By clicking on the Certification date the entry can be viewed or edited as appropriate.

