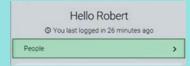
## Recording a new sickness absence



After logging onto myTeam, select 'People'.

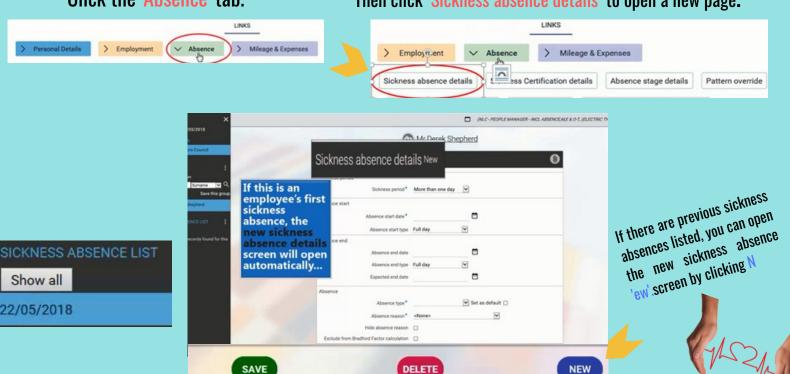




Using the available search criteria, select the employee from your list of reportees.

Click the 'Absence' tab.

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



## 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!

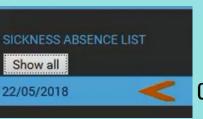
The Absence start date should be added - this is the first day of sickness.



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.



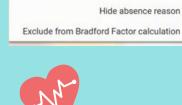
Sickness absence details New Sickness period Absence start Absence start type Full day Absence end Absence end type Full day V Expected end date Set as default |



Absence type

Absence reason

Bereavement reaction - 04



Bipolar disorder - 04 Bladder cancer - 07 Bladder infection (Genitourinary) - 11 🖟 Bladder infection (Pregnancy) - 18 Blocked nose - 21 Blood Disorder - 05 Blood poisoning - 05 Save

Click "Save".

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

## Adding a work-related absence



Then select "Absence Work Related". **UDF CATEGORIES (ABSENCE)** Absence Reason Change Absence Referral Dates Absence Work Related

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

UDF Details Absence Work Related -Please select if absence is work related DELETE

Tick the box then press "Save".

Once saved, "Yes"

will appear under

"UDF Details".

UDF DETAILS (ABSENCE)

You can amend an Absence Work Related entry by clicking back on "Absence Work Related". 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 require further support –

For staff live on myNL Portal - Please raise a People Helpdesk General **Enquiry request form.** 

For staff not yet live - Please email <a href="mailto:ESC-HelpDeskTeam@northlan.gov.uk">ESC-HelpDeskTeam@northlan.gov.uk</a>