Entering absences for colleagues

Sickness absence, Paid, Unpaid and Time of in lieu

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Introduction

This guide details how to enter absences on behalf of your colleagues. As a manager you are responsible for entering:

- Paid absences, including sickness
- Unpaid absences

As a manager, on behalf of colleagues you are also are able to enter:

- Annual Leave (holiday)
- Time off in for lieu worked hours
- Booked time off in lieu

Delegations

For periods when you are away from the College, authorisation responsibilities can be delegated to someone else. The person you delegate to should be a manager as they will need manager access to MyView (i.e. have the MyPeople tab). It is recommended that a delegation is set-up at the outset. Please see the delegation guide for more information on how to set these up.

Entering a new sickness absence

Click the My People tab

**NOTE:** if you cannot see the menu you may have a staff member selected in the team selector screen. If so, you will need to navigate to the team selector screen and click *deselect* all.

**MY PEOPLE**

Under Leave and Absence > Employee calendar, select a staff member and click Next. **NOTE:** if you cannot see the menu you may have a staff member selected in the team selector screen. If so, you will need to navigate to the team selector screen and click *deselect* all.

Fill out the form as detailed below.
1. In the Comments enter a description of the period of absence.

2. Open ended can be entered if you are unsure when the member of staff will return i.e. long-term sick; Part day can be selected if the absence only covers a portion of the day. You will need to enter the hours and minutes worked for a part day.

3. Enter the From and To dates. The From date should be the first day of sickness absence. To date should be the last day the member of staff was off sick before returning to work.

4. The Total Time is calculated using the information entered previously. This is used to sense check that the information was inputted correctly. Here any days will be converted to hours where 1 Day = 7 hours.

5. Use the dropdown menu to select an appropriate sickness absence reason.

6. Enter the Cert Type. Select from Self-certified, Doctors certificate or Not certified. A self-certificate must be provided by the member of staff after 3 working days’ absence. If the absence is to exceed 7 calendar days, a medical certificate will need to be provided. If the absence is for less than 3 working days, select ‘Not certified’. NOTE: If the worker remains off sick for a duration of time, it is important to edit the existing sickness record rather than creating a new record so that the sickness is recorded as a single period of sickness absence.

7. Auth Cert Produced. Select Yes to confirm that you have sent, or are about to send the doctor’s certificate to HR Operations, Select No if the certificate is still to be sent. When you receive the doctor’s certificate you must update the record and add the date in here. Also if you receive a further certificate, the new end date should be added here on the original record.

8. This must be ticked if the sickness was a result of an accident at work.

9. Certificate Expiry Date. Add the date on which the medical certificate expires. If this is not known leave this field blank and add it when you receive this information.

10. Tick box: Add a tick if ‘This period of sickness is due to an accident at work’.

Updated: 30/07/20
Team View
This feature allows you to see the staff members who report into you and all types of absence.

Select the staff members you want to view, select all, or select only direct reports.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee No.</th>
<th>Type</th>
<th>Mon 27/04/2020</th>
<th>Tue 28/04/2020</th>
<th>Wed 29/04/2020</th>
<th>Thu 30/04/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
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</tbody>
</table>

Right click to add or delete an absence.

Updating an existing sickness absence
If the return to work dates change for a staff member then it is important that you update the original absence record with the new date. The same process should also be used to update open ended sickness absences with confirmed return to work dates.

Summary: Go the Employee calendar > select the staff member > select Open Sickness history > select edit, Edit the sickness details > submit the change.

Go the Employee calendar and select the staff member

Select Open Sickness history > select Edit
Edit the sickness details (e.g. change the To date if the return to work date has changed or is now known) then submit.

Updated: 30/07/20
Entering phased return to work for your staff

**Summary:** Go the Employee calendar > select the staff member > select Request New against Phased Return to work > select Edit, Edit the sickness details > submit the change

1. Go the Employee calendar, select the staff member
2. Select Request New against Phased Return to work

3. Select Edit, Edit the sickness detail by adding the From and To dates that the staff member will be off, as part of their phased return to work.
Entering paid absences for your staff

The following types of paid absence should be recorded in MyView:

<table>
<thead>
<tr>
<th>Paid absence reasons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Antenatal</td>
<td>Self-isolation</td>
</tr>
<tr>
<td>Compassionate Leave</td>
<td>Special leave</td>
</tr>
<tr>
<td>Conference</td>
<td>Training</td>
</tr>
<tr>
<td>Jury Service</td>
<td>Volunteering</td>
</tr>
<tr>
<td>Medical</td>
<td>Work at other institution</td>
</tr>
<tr>
<td>Public Duties</td>
<td>Work from home</td>
</tr>
<tr>
<td>Reservist</td>
<td></td>
</tr>
</tbody>
</table>

1. Click the **My People** tab
2. **MY PEOPLE**
3. Under **leave and absence employee calendar**, select a staff member and click **next**.

**NOTE**: if you cannot see the menu you may have a staff member selected in the team selector screen. If so, you will need to navigate to the team selector screen and click **deselect all**.

4. Select Request New Paid Absence
5. Complete the Paid absence information then submit

<table>
<thead>
<tr>
<th>Unpaid absences reasons</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent without leave</td>
<td>Public Duties</td>
</tr>
<tr>
<td>Antenatal</td>
<td>Reservist</td>
</tr>
<tr>
<td>Compassionate Leave</td>
<td>Special leave</td>
</tr>
<tr>
<td>Conference</td>
<td>Training</td>
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<td>Jury Service</td>
<td>Volunteering</td>
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<td>Medical</td>
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Updated: 30/07/20
4. Select Request New against Unpaid Absence

5. Complete the Unpaid absence information then submit. This will authorise deductions to be made from payroll.
Time off in Lieu

Enter Worked time off in lieu for your staff

Worked TOIL hours should be used to log agreed overtime that your staff have worked or will be working so that they can subsequently claim time off at a later stage. NOTE: Time off in Lieu needs to be claimed and booked off in increments of 15 minutes. The system will not allow you to book increments outside of these amounts

Click Request New under worked TOIL hours.

1. Enter a comment about why the extra time worked is being requested. NOTE: A discussion with your member of staff should already have taken place and the time worked should be part of fulfilling the College's business requirements.
2. Enter the date when the additional hours were worked
3. Total time enter the number of hours worked
4. Click submit. As you are the manager this will not require approval.
Book time off in lieu for your staff

Book TOIL hours should be used after your staff member has worked extra hours and they wish to claim them back. To use this feature the staff member must have a positive TOIL balance. Their balance can be seen by opening Entitlements under the Leave and Absence menu.

Navigate to the Leave and Absence > Calendar screen

Click request new against book TOIL hours.

Book TOIL hours

1. Enter a comment about why the time off in lieu is being requested. E.g. 'Claiming extra hours worked over fresher’s week'
2. Part day can be selected if the time off in lieu only covers a portion of the day. You will need to enter the hours you want to book off for that part day.
3. Enter the from and to dates. NOTE: Time off in Lieu needs to be booked off in increments of 15 minutes. The system will not allow you to book increments outside of these amounts.
4. The total time is calculated using the information entered previously. This is used to sense check that the information was inputted correctly. Here any days will be converted to hours where 1 Day = 7 hours.
5. Click submit. As you are the manager this will not require approval.
Amending a TOIL request

Under leave and absence > calendar task you can view edit or delete the request by clicking worked TOIL hours and then clicking View, Edit or Delete. This might be used if a mistake was made or you want to withdraw the TOIL request. All edits will need to be approved by the manager. NOTE: Time off in Lieu will still need to be claimed and booked off in increments of 15 minutes.

Sign out

Whenever you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data off of the system to ensure compliance with GDPR.