Sick leave entry – manager guide

This guide will explain how to enter sick leave on Staff Connect on behalf of your team.

The Staff Connect absence management module is the only recognised University record of absence and is where you will now record sick leave.

Please note, sick leave is calculated and recorded in hours.

The system does not allow more than one type of absence to be entered at any one time, therefore, for instance, you cannot record sickness at the same time as annual leave. This means that multiple sickness days may initially need to be recorded either side of existing periods of annual leave. In these circumstances, an employee can request that the booked holiday is removed (to be taken at another time) with your agreement and upon provision of a medical certificate. If, after seeing the medical certificate you agree to allow the holiday to be taken at another time, you can delete the holiday booking and alter the sickness absence dates to cover the entire period of absence. When holiday is removed in this way the system will automatically return any annual leave entitlement to the employee to be taken at another time. For guidance on how to edit or delete annual leave please use this guide.

Staff Connect is linked to payroll and therefore it is important that any sick leave is entered promptly and accurately.

Please also, note that if you are entering a sickness absence from home, you will need to use the Kent VPN.
Click on the **MY PEOPLE** tab on the left-hand menu in Staff Connect.

Click **Absence** from the left-hand menu (ensuring you have not selected a team member first, or **Absence** will not appear in the menu).

Select the employee you wish to enter an absence on behalf of.

Click **Next**.

This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today’s date highlighted in dark blue.

Scroll to the bottom of the screen. This screen will display the absence types that you can request and view, and gives you access to the team calendar for this employee. You can also view their entitlements and access their team calendar.

To record a team member’s period of sick leave click **Request New**, highlighted in blue.
The Record an Absence screen will open and you need to complete the following details:

- **Comments** - the comments box is optional. If they have had an accident at work, this is where you record the ICASS number.
- **From** - click on the calendar button and select the start date of the period of sickness.

- **Full Day** - if this is a full day absence please skip to the To step below (see page 4)
- **Part Day** - if this is a part day absence click on the Part Day button.
• This will display 3 new fields to complete - **Time, Hours off (HH, MM)**

![Record an Absence - William Hardacre (SCDEMO101) - Lecturer (SCDEMO101)](image)

- **Time** - enter the time the period of sick leave starts into the **Time** box e.g. 09:00 or 13:30
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are recording a part day sick leave between 09:00 and 12:30 you will need to enter 09:00 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.

- **To** – The system requires you to enter an end date. If the end date of the absence is unknown, please enter a best guess end date. The sickness absence can be updated when the employee returns with the actual date. This is also when the Return to Work (RTW) interview should take place. Please note if you are entering a single whole or part day off please ensure the **To** date matches the **From** date.

- You cannot book more than one absence type at a time (e.g. annual leave and sick leave on the same day). Please see page 1 for details of what to do if you have a clash of annual leave and sick leave.
• **Full Day** - If this is a full day absence please click Confirm planned work time (see page6).
• **Part Day** - if this is a part day absence click on the Part Day button.
  • This will display 3 new fields to complete - Time, Hours off (HH, MM)
• **Time** - enter the time the period of sick leave ends into the **Time** box e.g. 11:00 or 13:30.
• **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are recording a part day sick leave between 9:00 and 11:00 you will need to enter 11:00 in the **Time** box then 2 in the **HH** box and 00 in the **MM** box.

Once the end date is selected the system will automatically calculate the **Total Time** requested based on the employee’s contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes).

Please click **Confirm planned work time.**

If this default working pattern matches their actual work pattern, click **Save.**

However, if the working pattern does not reflect their actual hours/days of work please update their working pattern for each day in **HOURS: MINUTES.** If they should not have worked on a particular day, please ensure this is entered as 00:00. When you have entered all days, click **Save.**

Please note, the screen shows the week ending rather than week beginning.
You must select an absence **Reason** from the drop down list. Please enter as accurately as possible the reason for the sickness, this can also be amended when the member of your team returns to work.

You must select an absence **Cause** from the drop down list.

You must select an absence **Cert Type** from the drop down list.
The **Auth Cert Produced** should be **Yes** for a self certificate or where a fit note has been produced.
**Certificate Expiry Date** is the end of a self certificate absence period or the date on the fit note.

**Return to Work Interview Date** should be completed once the return to work interview has happened.
Once you have finished and entered all the required data click the **Submit** button to record the absence.

If you did not click **Confirm planned work time** before you clicked **Submit** you will see this error message. Complete this step.

This is approved automatically and an email confirmation will be sent to the employee for their records.

Once the request has been processed, the Pay Office will be alerted there is an absence to process. It will appear in the employee’s calendar when you hover over the absence as “Not processed” until they have completed their process.

**Uploading absence documents**

You can now upload any relevant absence documents (either the Med3 / Sick / Fit notes or return to work interview form). Click **My People**
Select the relevant employee

Click **Absence Documents** on the left hand menu.

Select **Upload a new document**
Click **File name** to select file from your computer. Please note the University has requested that you use the naming convention:

- yyyymmdd (start date) yyyymmdd (end date) surname name document
- e.g. For a return to work form for a two-day absence for Joe Bloggs it would be – 20190103 20190104 Bloggs Joe return to work
- Or a medical certificate would be – 20190101 20190125 Bloggs Joe med cert

It is essential these naming conventions are used to assist payroll and ensure consistency with document storage in Staff Connect across the University.

Select the appropriate **Category**

Select the appropriate **Absence Documents**

Add any comments if required

Select the appropriate **Absence Documents**

Click **Submit**