

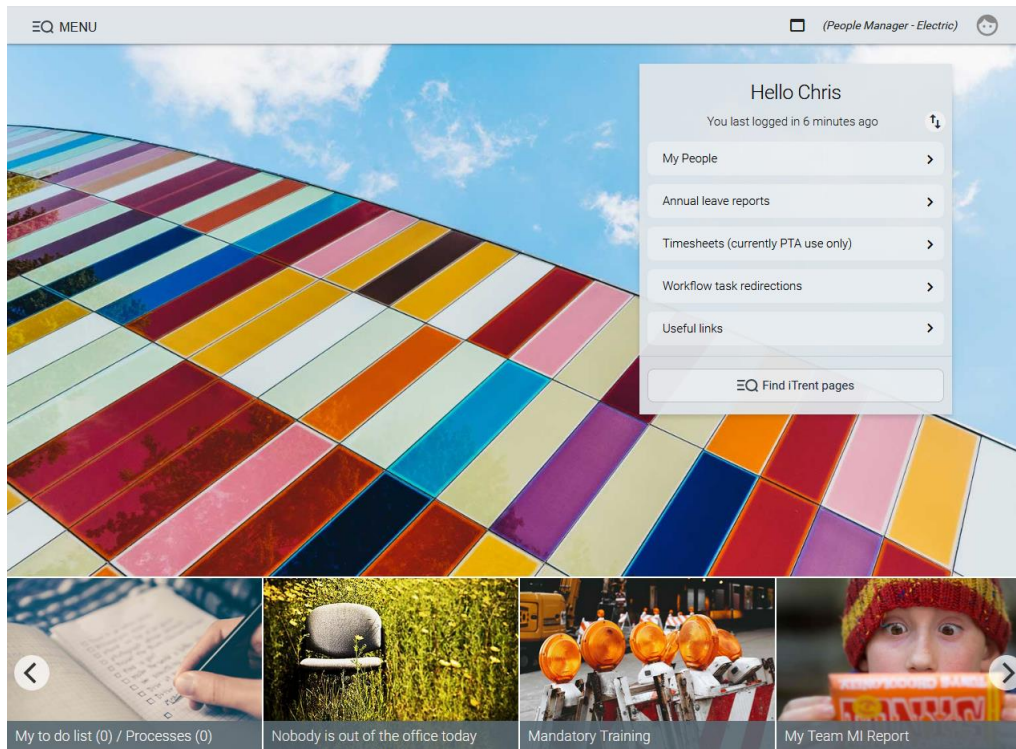
Reference Guide to Recording Sickness Absence (Electric theme)

This guide enables managers/supervisors and sickness co-ordinators to record the absence of employees due to sickness, and to verify and provide supporting certification.

1. Logging a new sickness absence:

Log into Trent by clicking [here](#) (if you have more than one role select People Manager).

Select 'My People' or 'People' from the home page.



Action:

- Select the appropriate individual.
- Select **> Absence** from the 'Links' section at the bottom of the screen
- Select **New - Sickness absence**
- 'Sickness period' – This defaults to 'More than one day'. Do not amend – even if the employee is only absent for one day or part of a day as this can be recorded in the following fields.
- Enter the 'Absence start date'
- Enter 'Absence start type' – selecting either 'Full day' or 'Half Day' as appropriate.
- Do not enter an end date. The record will remain open until the employee returns to work and enters their return date.
- Enter 'Absence type' and select 'Absence reason'
- Click *Save*

Sickness absence details New ▼ MENU ↻ 🖨 📎

Sickness period
Sickness period* **More than one day** ▼

Absence start
Absence start date* 📅 ←
Absence start type **Full day** ▼ ←

Absence end
Absence end date 📅
Absence end type **Full day** ▼
Expected end date 📅



Absence
Absence type* ▼ ←
Absence reason* **<None>** ▼ ←

Leave 'Sickness period' as 'More than one day' irrespective of the period of absence.

Do not enter an end date. The record should remain open until the employee returns to work and enters the end date.



This will trigger an email to the employee advising them to enter their last day of sickness absence on their return.

For info - If the employee has any other absence recorded eg annual leave, you will get a message similar to that shown below. This is just a warning and there is no need to click on save again.

 This absence overlaps with the following existing absence(s): 21/12/2017 - 22/12/2017 (Annual leave) 19/12/2017 - 19/12/2017 (Annual leave)
 Changes have been saved.

No further action is required from the line manager at this stage. The record will remain open until the employee returns to work and enters their return date.

In exceptional circumstances the manager/supervisor or sickness co-ordinator can enter the Absence end date on their behalf.

-  Following 7 days absence the manager/supervisor and employee will receive an email reminding them of the requirement for a Drs certificate/fit note/medical certificate.
-  Following 28 days absence the manager/supervisor will receive an email advising them that the employee is on a long term absence and to contact their HR Advisor.

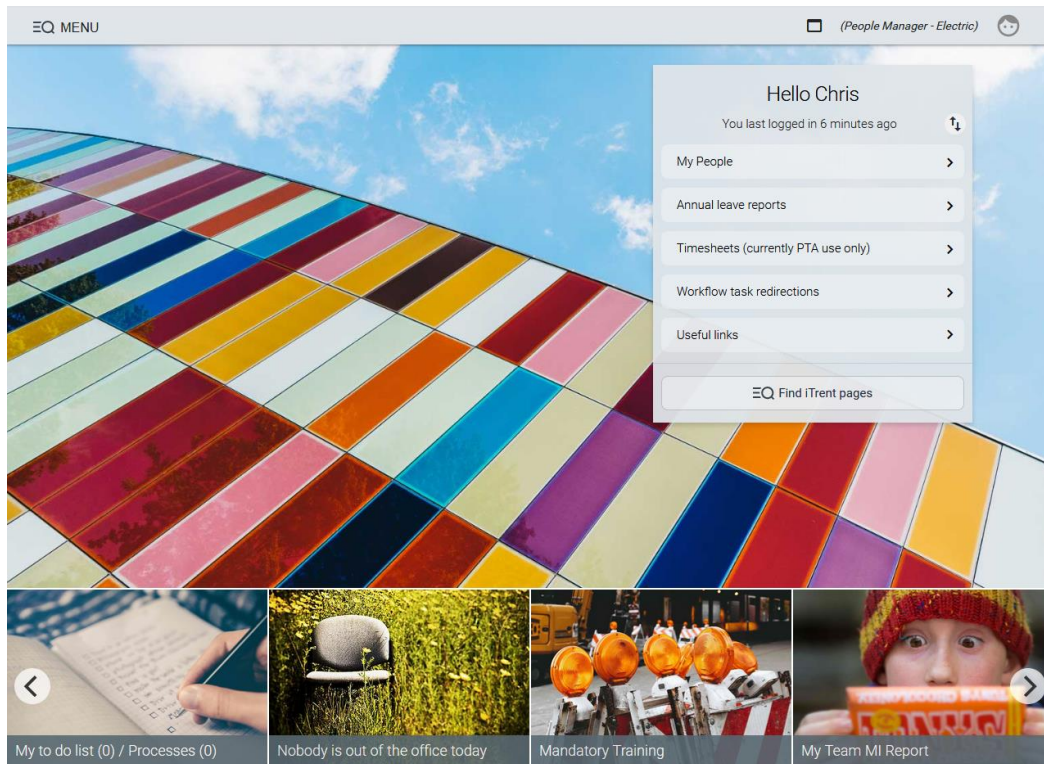
If you experience any problems please contact humanresources@exeter.ac.uk.

2. Recording and uploading medical certificates:

The following shows managers/supervisors and sickness co-ordinators how to record dates and details of medical certificates and upload scanned copies to iTrent.

The employee should provide you with an original hard copy certificate signed by a medical professional for sickness absences exceeding 7 days.

Select 'My People' or 'People' from the home page.



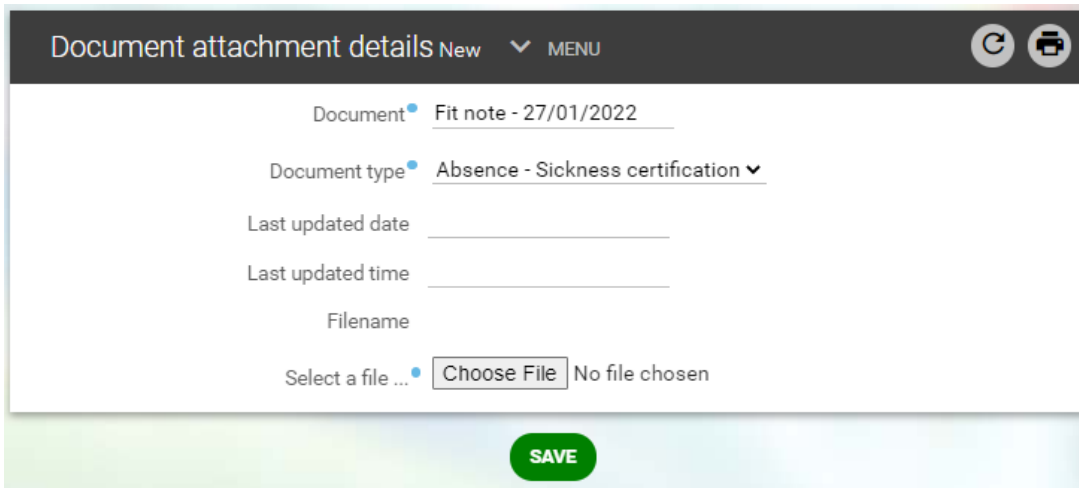
Action:

- Select the appropriate individual.
- Select [Absence](#) from the 'Links' section at the bottom of the screen.
- Click on [New - Sickness certification details](#) and select the appropriate period of sickness.

- Enter the appropriate certificate type, reason (free text field), start and end date of the certificate and the date it was submitted.

i *Within the Certification details screen there is a 'notes' field (see circled in red above) where additional details eg reasonable adjustments etc can be recorded.*

- Click *Save*.
- Scan a copy of the sickness/medical certificate and return the original to the employee.
- Click on Upload copy of certificate



- Against the 'Document' field enter a description of the document eg 'Fit note – 27/01/2022'.
 - Select 'Absence – Sickness certification' from the Document type' drop down.
 - Click on 'Choose File' and search for the scanned certificate.
 - Click *Save*.

If the 'May be fit to work' box on the certificate has been ticked or the medical professional has recommended reasonable adjustments, you should contact your HR Advisor.

You can view historic certificate details by clicking on Sickness certification details

If you experience any problems, please contact humanresources@ex.ac.uk.