

HR Connect People Manager Sickness Contacts User Guide

Sickness Absence Recording

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VERSION HISTORY

Version	Date	Change Summary
1.0	March 2014	
2.0	August 2015	Updated data protection and confidentiality section following implementation of Single Sign-On Clarification that fit note details can only be deleted by Payroll
3.0	January 2016	Implementation of Half Day Sickness Absence Recording and change to way start date of sickness absence is recorded.

Introduction

HR Connect People Manager is an online system that provides Sickness Contacts with instant access to view and record sickness absence, and other associated records for selected staff.

Sickness Contacts will not have access to any personal or sensitive information about any member of staff, unless they have additional access provided under a separate user role (for example a holiday administrator or People Manager role). They will be able to access their own personal information through HR Connect Self Service.

Data Protection and Confidentiality

As HR Connect People Manager contains detailed personal information it is important that you use it responsibly to ensure that the security of your own information, and the information of any other member of staff who you can access is maintained at all times.

When you have finished using HR Connect People Manager please always close your web browser or tab. You must lock your device at all times when leaving it unattended. For further information please refer to Information Security guidance on protecting your data.

It is also important that you never let anyone else know your university username and password as this information would allow people to access personal information about you and those staff to who you have access, with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

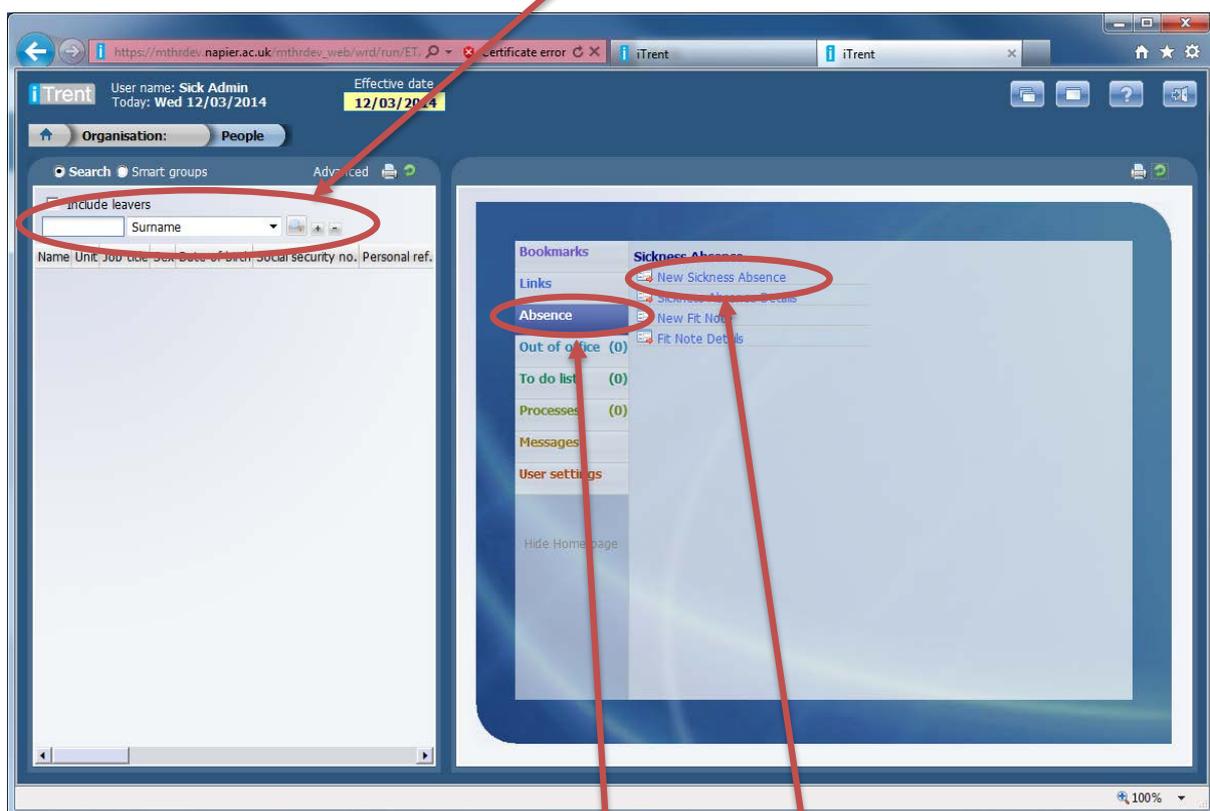
For further information on the University's data use policy please refer to the [Data Protection Fair Processing Statement for Staff](#).

Recording a New Absence

Once you have logged onto HR Connect People Manager you will need to search for the employee who has been absent.

In the search area, either enter the employee's surname, or select from one of the other criteria to search from the dropdown. Once you have entered the search information click .

You can also click  without entering any search details to list all employees available to you, but this may take some time, depending on the number of people involved.



Next, click on 'Absence' in the menu bar.

Then click on 'New Sickness Absence' in the Links area.

The 'Sickness absence details: New' screen will open.

Using the default Sickness period 'More than one day' complete the 'Absence start date'. This may be changed by the employee to 'Full day', 'Half Day - AM' or 'Half Day - PM' using HR Connect Self Service should the absence turn out not to be 'More than one day'.

The Absence start type 'Full day' should be used if the employee has not attended work on this day. Leave the 'Absence end date' field blank. This will be recorded by the employee through HR Connect Self Service when they return to work.

The Absence start type 'Half day – PM' option should be used if the employee has started work, left early because of illness and as a result has worked less than half of the hours due to be worked that day

If the employee has come to work, worked more than half of their planned hours for that day and left as a result of being unwell - this is not recorded as a sickness absence. If they do not return to work the next day then record this date as the start date of the absence.

Complete the 'Absence Type' (either 'Sickness' or 'Accident at Work') and the 'Absence Reason' (if known) from the list. The 'Absence reason' list is categorised and please enter the reason that most closely matches the reason given by the employee. For instance, if they have advised they have Tonsillitis then choose Ear/Nose/Throat.

Click  to update the record.

When you save the record you may see a warning message at the top of the screen similar to the following:

 This absence overlaps with the following existing absence(s): 25/03/2014 - 25/03/2014 (Personal Holiday)

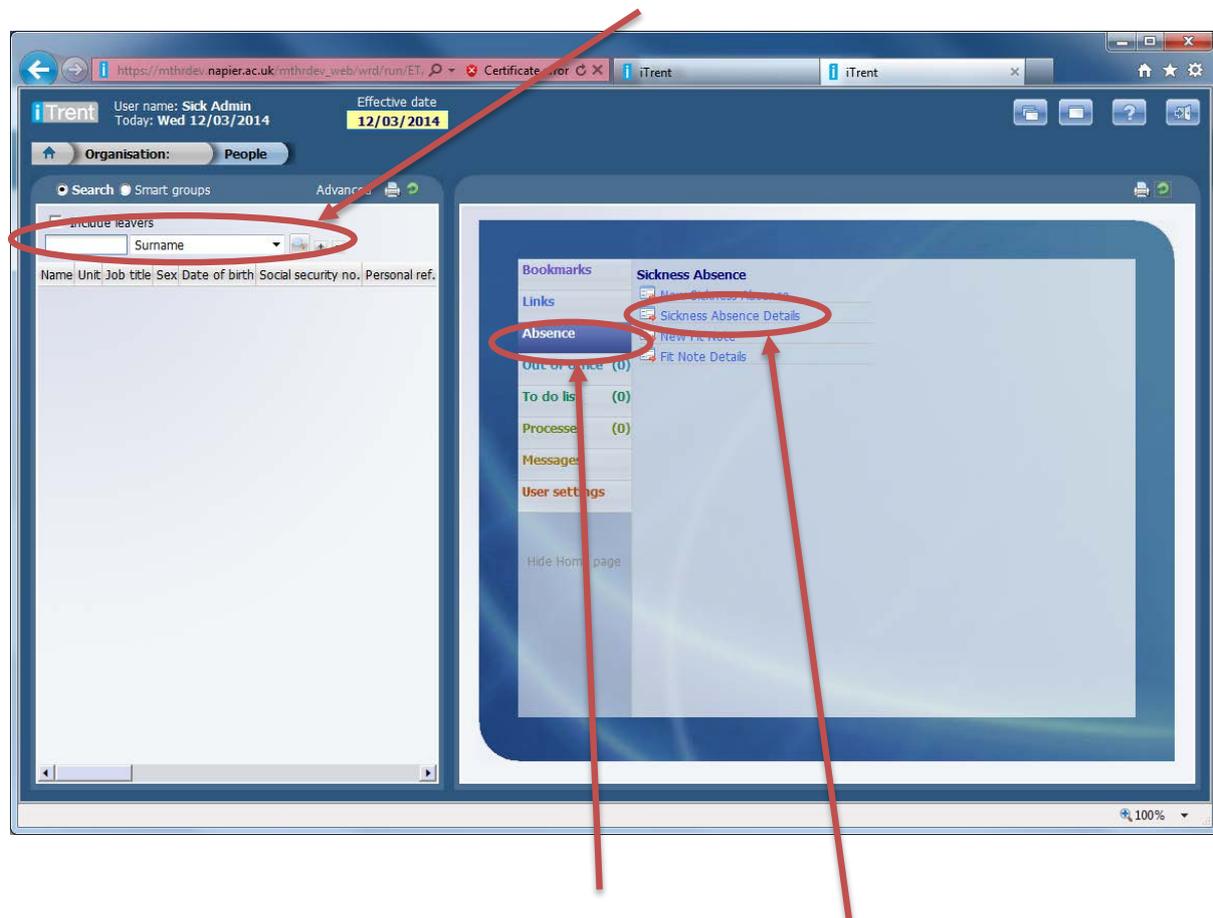
This warning does not require any immediate action, but is merely informing you of any holiday that may overlap with this sickness record, if the sickness is not ended prior to the holiday dates.

To ensure that appropriate action is taken the following departments will be instantly notified of an absence if you have selected any of the following reasons.

Reason	Infectious Disease	Accident at Work	Stress / Anxiety / Psychiatric	Back Problems or Musculoskeletal	Pregnancy Related
HR	Yes	Yes	Yes	No	Yes
Payroll	No	No	No	No	Yes
Health and Safety	Yes	Yes	No	Yes	No

Viewing and Amending Existing Absence

Once you have logged onto HR Connect People Manager search for and select the employee whose absence information you would like to amend.



Next, click on 'Absence' in the menu bar.

Then click on 'Sickness Absence Details' in the Links area.

A list of absence records will be shown.

Start date	Day	End date	Day	Type
14/01/2016	Thu	14/01/2016	Thu	Sickness
13/10/2015	Tue	13/10/2015	Tue	Sickness
04/09/2015	Fri	04/09/2015	Fri	Sickness

By default all absences within the last 12 months will be shown. Click on [Show all](#) to include previous absences. You can also click on the [Type All](#) box to filter by 'Sickness' or 'Accident at Work'.

Click on the absence that you wish to view or amend.

Sickness period

Sickness period [Part day](#)

Absence start

Absence start date [14/01/2016](#)

Absence start type [Half Day - PM](#)

Absence end

Absence

Absence type [Sickness](#)

Absence reason [Cardiac/Circulation](#)

Position [HR Assistant \(27/07/2015, HR Operations\) \(Current\)](#)

[Save](#) [New](#) [Home](#)

Although you can change any sickness record please be aware of the following:

- Any changes to the absence record will trigger e-mails to the employee and the manager.
- Only in exceptional circumstances should a Sickness Contact change the end date, or the reason for an absence after the end date has been recorded by the employee. These should be completed by the employee on their return to work and are considered to be part of the electronic self-certification of absence for the first seven calendar days absent.

- Any changes to absence dates will be notified to payroll, as they may have an effect on the employee's pay, especially if they have little or no full pay entitlement remaining.
- If the reason for absence is changed e.g. to Pregnancy Related then departments will be notified as per the table on page 4.

Click  to save the record.

Self-Certificates and Fit Notes

When an employee returns to work they must update their own absence record with an end date and reason in HR Connect Self Service. This is also considered the electronic self-certificate to cover the first seven calendar days of absence. As such employees will no longer need to provide paper self-certification for the first seven calendar days.

If an absence is eight days or longer then the employee must also provide a doctor's fit note. Payroll will be monitoring missing fit notes, or gaps in fit notes for long term absence and may withhold sick pay if these are not provided.

The employee and Manager will receive a reminder e-mail once an absence reaches 8 calendar day's old.

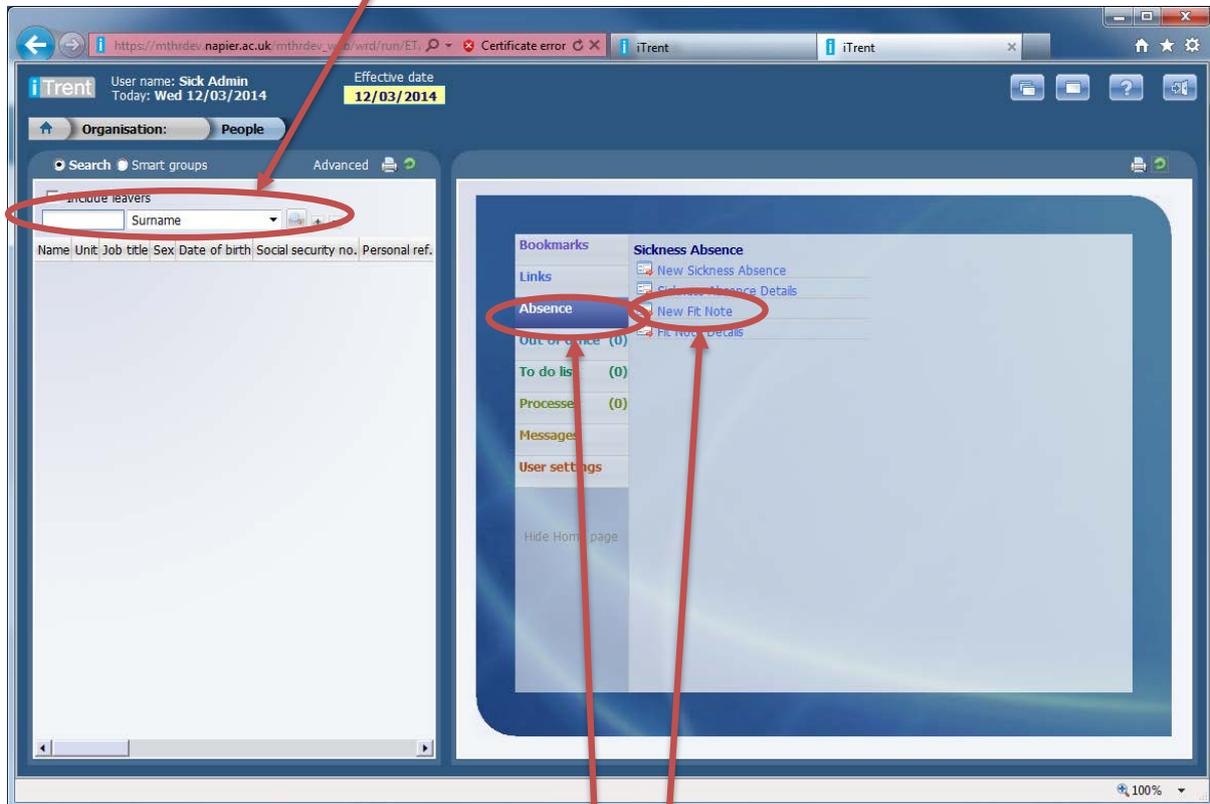
Fit notes should normally be provided to the line manager for review and action, however local arrangements may apply. The fit note details must be recorded on HR Connect People Manager, before sending the original paper copy in the internal mail to Payroll.

If the Fit Note indicates that adjustments are required then HR will receive a notification and will follow up with the manager as appropriate.

Recording Fit Notes

If you receive a fit note from an employee it must be recorded against the relevant absence record in HR Connect People Manager.

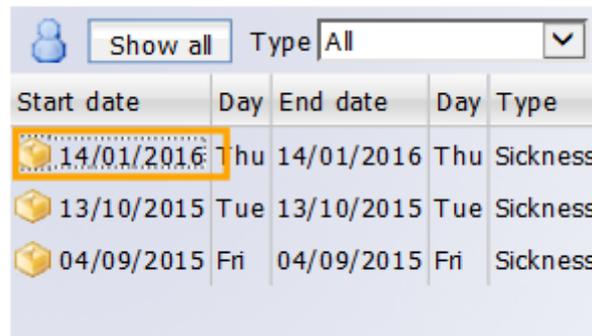
To record a fit note log into HR Connect People Manager and search for and select the employee to whom the Fit note relates.



Next, click on 'Absence' in the menu bar.

Then click on 'New Fit Note' in the Links area.

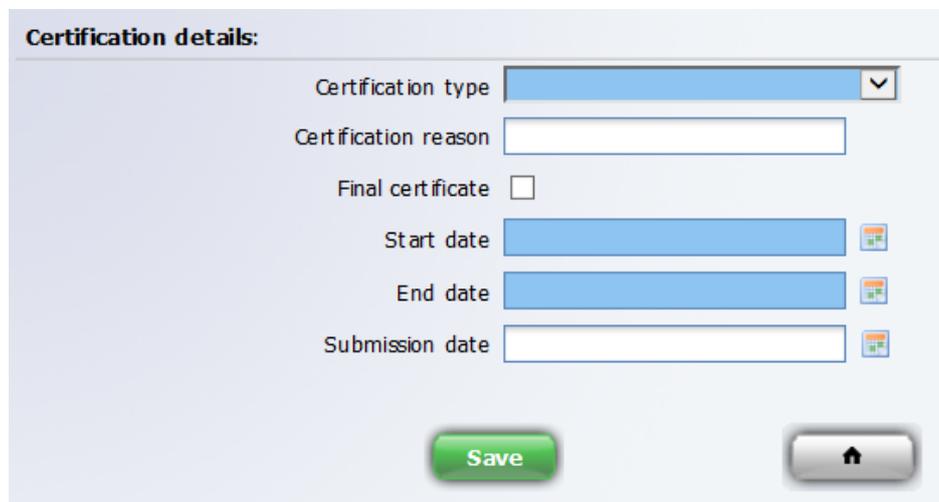
A list of absence records will be shown.



Start date	Day	End date	Day	Type
14/01/2016	Thu	14/01/2016	Thu	Sickness
13/10/2015	Tue	13/10/2015	Tue	Sickness
04/09/2015	Fri	04/09/2015	Fri	Sickness

By default all absences within the last 12 months will be shown. Click on **Show all** to include previous absences. You can also click on the **Type All** box to filter by 'Sickness' or 'Accident at Work'.

Click on the absence for which you have received the sick note.



Certification details:

Certification type

Certification reason

Final certificate

Start date

End date

Submission date

Save

Complete the 'Certification Type', 'Start Date', 'End date' and 'Submission date' (the date the certificate was received) and optionally the 'Certification Reason', and 'Final certificate' tick box, if these are noted on the certificate.

Click **Save** to save the record.

The 'Certification reason' should be recorded exactly as it is on the fit note. This may be different from the categorised 'Absence reason'. Where there is an obvious discrepancy between the 'Certification reason' and the 'Absence reason' the 'Absence reason' should be updated. If you are in any doubt please contact your HR Adviser.

The manager will be advised if the fit note is a 'Final certificate'.

HR will be informed for all fit notes that recommend any changes to the workplace, hours, duties or phased returns.

Long Term Absence

If an absence is open for 28 days or more, the line manager and HR will receive a notification email to prompt the organisation of an appointment with our Occupational Health provider.

Deletion of Sickness Absence Records

HR Connect people Manager is an integrated HR and Payroll system so any adjustment to a Sickness Absence will have an impact on payroll calculations. Absences or Fit Note details cannot be deleted by HR Connect Sickness Contacts, HR Connect People Managers or HR Connect Self Service users. If an absence needs to be deleted or associated Fit Note then please contact the Payroll team who can do this on the instruction of a manager.

HR Connect People Manager Help and Support

If any information is incorrect or out of date and you do not have access to update the information yourself please contact the relevant manager in the first instance.

If you need any help, advice or assistance with the system please contact the HR Systems Team on ext. 3728 or email humanresources@napier.ac.uk.