Edinburgh Napier UNIVERSITY

HR Connect

People Manager User Guide

Sickness Absence Recording

CONTENTS

VERSION HISTORY

Version	Date	Change Summary
1.0	March 2014	

Introduction

HR Connect People Manager is an online system that provides managers with instant access to a wide range of functionality and information in relation to the staff who report to them. This includes where available and relevant the ability to:

- View job, salary and training history for team members
- Record Professional Development Review (PDR) meetings
- Approve annual leave, flexi-leave and time off in lieu (TOIL) requests
- View, monitor and amend holiday and time of in lieu entitlement
- View and record sickness absence
- View team annual leave and absence calendar
- Run a selection of standard reports

You do not have access to sensitive information such as National Insurance numbers or equality and diversity data.

You will be able to view staff who report to you, including staff who report indirectly to you. For example, a Head of School will have access to information for everyone in their School, not just their immediate reports. Reporting lines are maintained by HR, so please contact the HR adviser for your area if they need to be amended.

You will not have access to your own details through HR Connect People Manager, but will be able to access these details separately through HR Connect Self Service.

Data Protection and Confidentiality

As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your own and you reporting staff's information is maintained at all times.

When you have finished using HR Connect please always log out or close your web browser or tab. Unlike other web based systems HR Connect does not retain your login information and you will need to enter your username and password every time you access the system.

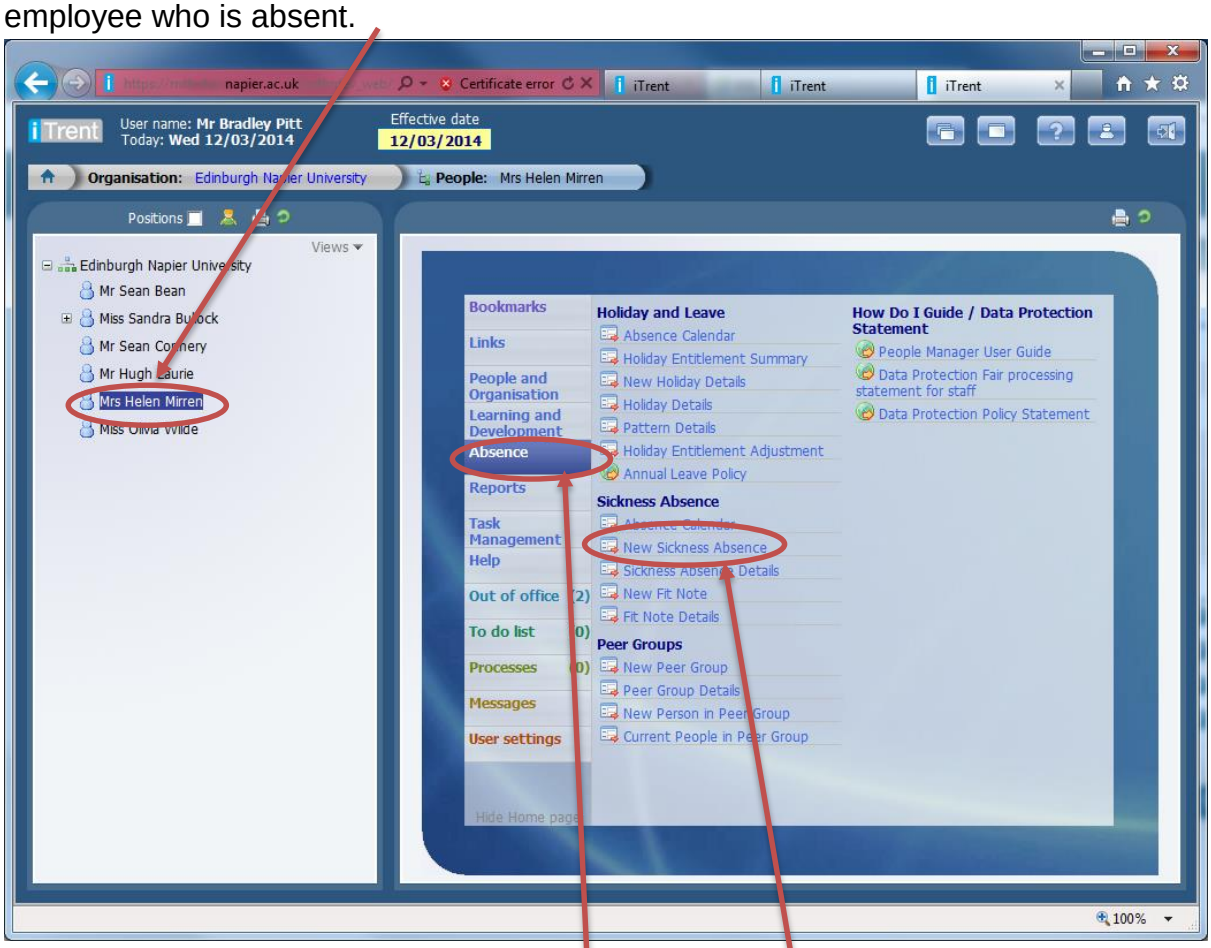
It is also important that you never let anyone else know your university username and password as this information would allow people to access personal information about your and your staff, with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

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

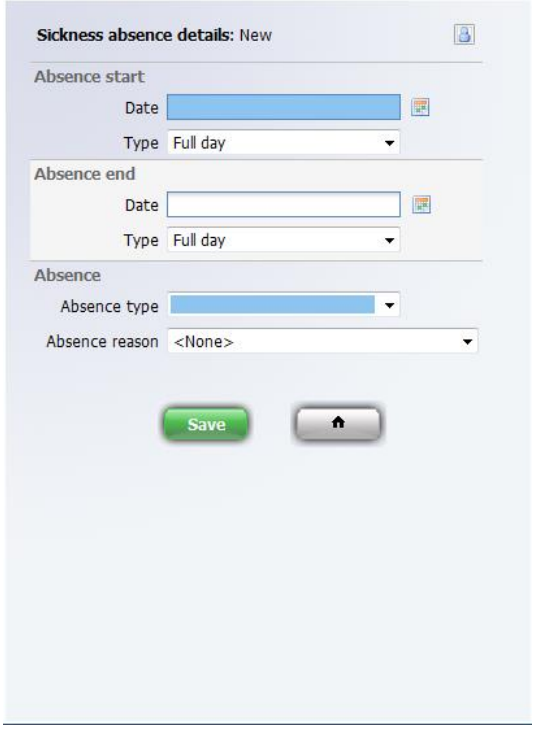
Once you have logged onto HR Connect People Manager click to select the employee who is absent.



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.



Complete the *'Absence Start' 'Date'* and *'Type'* (use *'Full day'* if the employee is starting their absence any time before lunch and *'Half day – PM'* if the employee left at lunch time or later).

Leave the 'Absence end' details blank. These must be filled in by the employee through HR Connect Self Service when they return to work.

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 

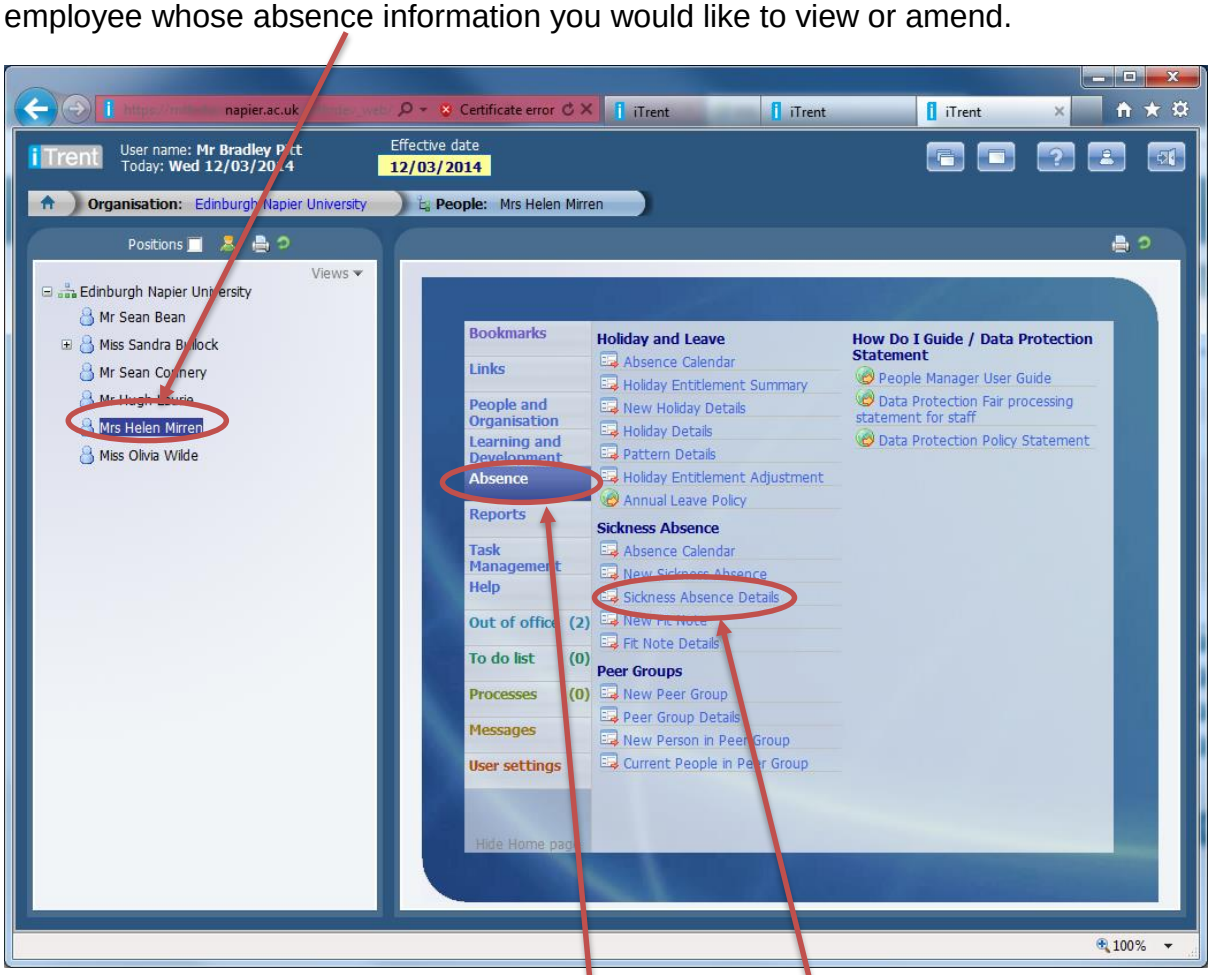
to update the record.

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

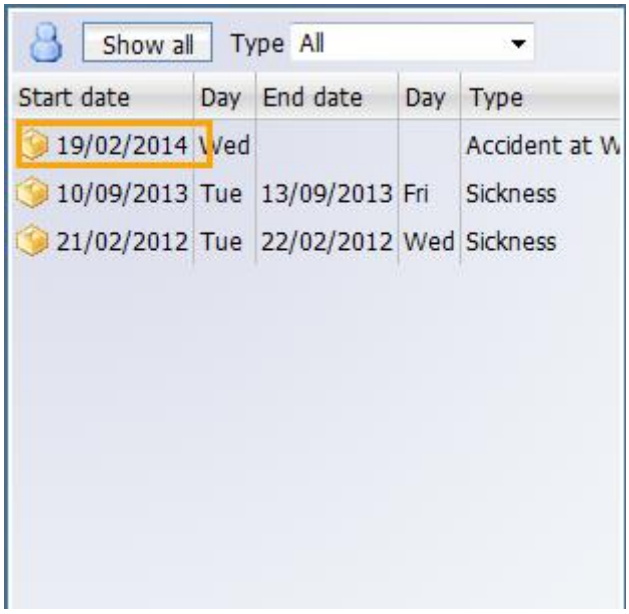
Once you have logged onto HR Connect People Manager click to select the employee whose absence information you would like to view or amend.



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

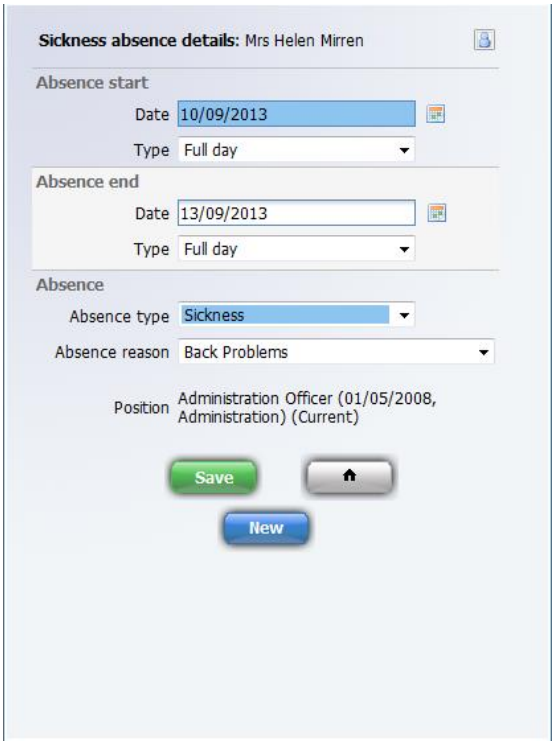
Then click on *'Sickness Absence Details'* in the Links area.

A list of absence records will be shown (the red / orange flashing box will draw your attention to the list).



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.



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 (even if you are the manager amending the record, as it could be an administrator making the change).
- Only in exceptional circumstances should a manager change the end date or the reason for an absence after the end date has been recorded by the employee. This 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 Employee 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.

You will receive a reminder e-mail once an absence reaches 8 calendar day's old, and the employee will also receive a similar e-mail.

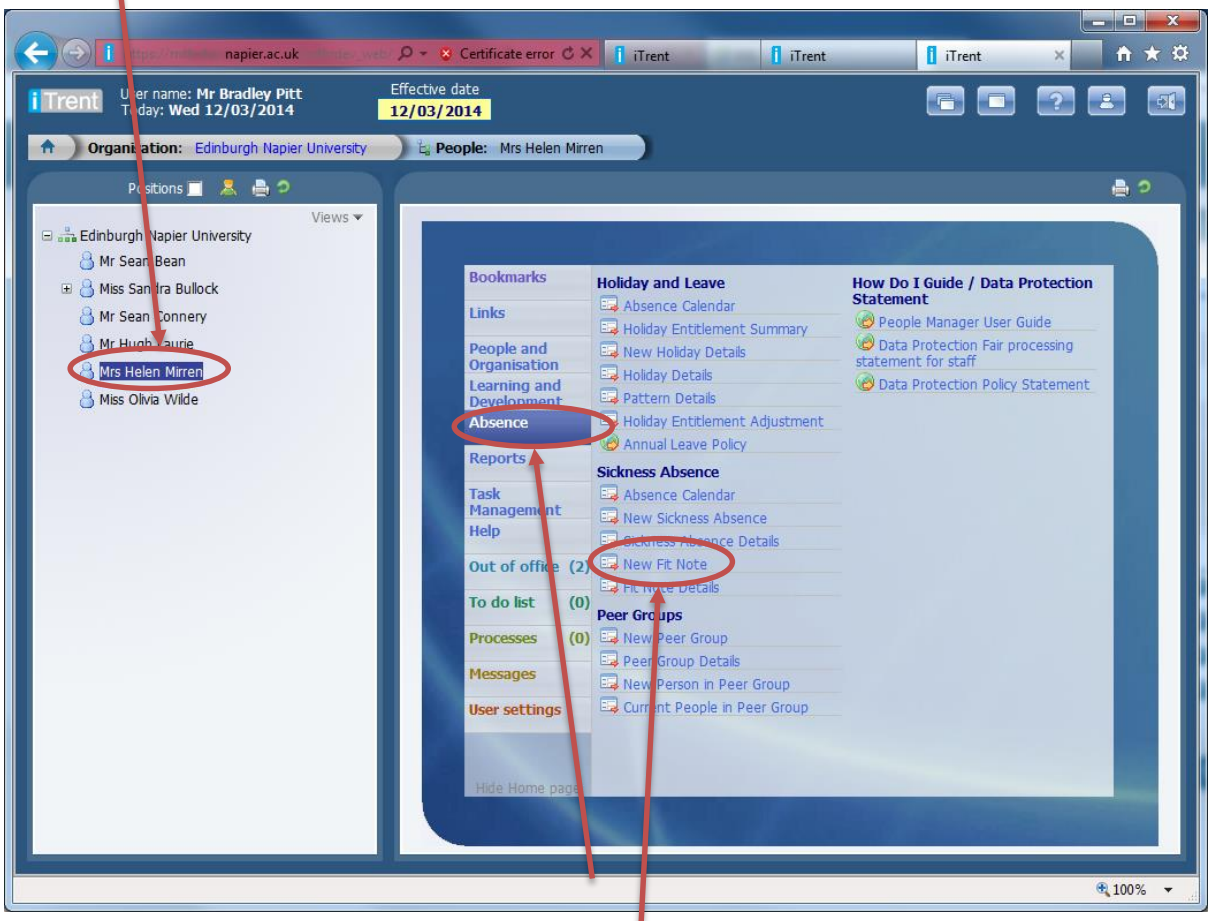
Fit notes should normally be provided to the line manager for review and action, however local arrangements may apply. The fit note details must be recorded on HR Connect, before sending the original paper copy in the internal mail to Payroll.

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

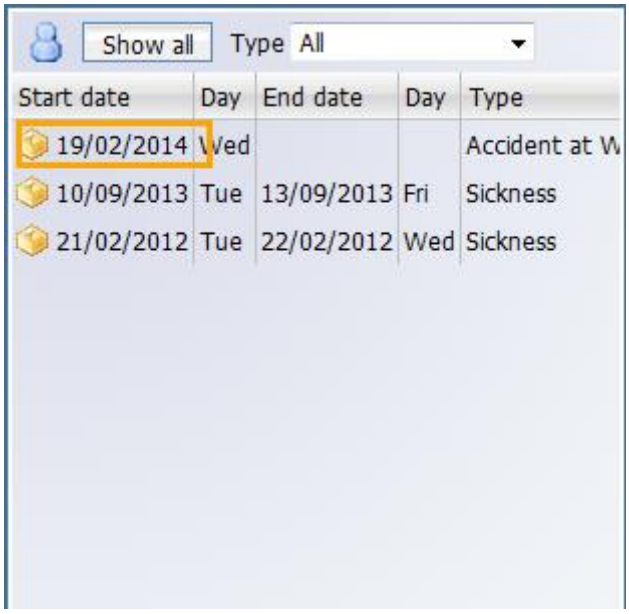
To record a fit note log into HR Connect and click to select the employee who is absent.



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

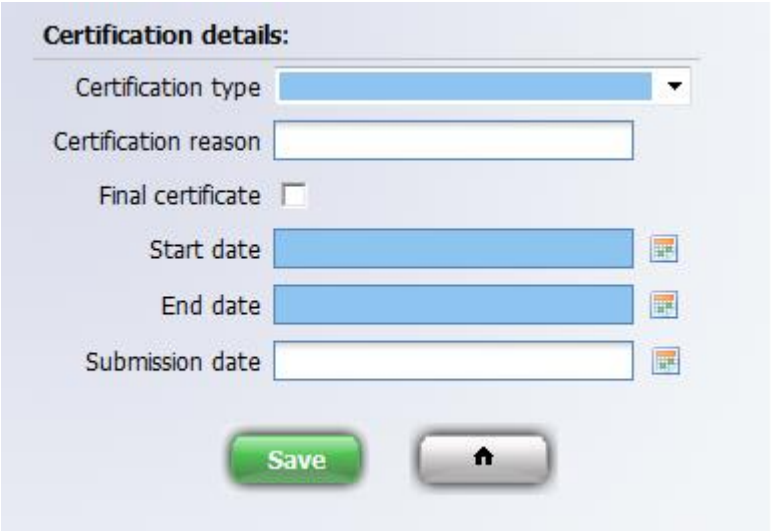
Then click on *'New Fit Note'* in the Links area.

A list of absence records will be shown (the red / orange flashing box will draw your attention to the list).



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 Fit Note.



Complete the *'Certification Type'*, *'Start Date'*, *'End date'*, and *'Submission date'* (the date the certificate was received) and optionally the *'Certification Reason'* and the *'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 is an integrated HR and Payroll system so any adjustment to a Sickness Absence will have an impact on payroll calculations. Absences cannot be deleted via People Manager or Self Service. If an absence needs to be deleted then please contact the Payroll team who can do this on the instruction of a line manager.

HR Connect 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 your HR Adviser 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 HRConnect@napier.ac.uk