

How to Record a Sickness Absence in MyView Leave

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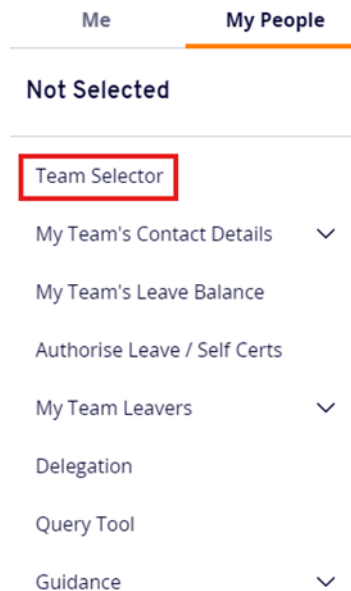
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MyView sickness recording interfaces with Payroll ensuring the system will pay any relevant statutory and occupational sick pay (where applicable) therefore it is important that the employees sickness information is processed without delay. This also records the absence for monitoring and trigger purposes.

Create a New Sickness Absence

DELEGATES: Please note if you have been delegated the responsibility to input sickness on behalf of a manager, please go to Delegated Tasks and then select **Input Sickness / Absence** and follow the instructions from page 2 of this guidance document.

- Log into MyView Dashboard, go to **My People** and click **Team Selector**.



- Select the employee who is sick by clicking **Select** next to their name within **Team Selector** in the box next to their name.

Team Selector

Standard Team Selector View

Search by team member name
Enter Name...

Filters
Direct Reports

Filter by surname
All A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

^ MINIMISE ^

Direct Reports for Stuart Campbell Showing 1 results (0 vacant) / 0 Selected

TEST RECORD
CDS Senior HR Assistant (000004832) ✉ HRSystems@pkc.gov.uk

- Select **Input Sickness / Absence** as shown below.

TEST RECORD
CDS Senior HR Assistant

Team Selector

Authorise Leave / Self Certs

My Team Leavers

My Team Checks

Delegation

Manager Form History

My Team's Attainments

Guidance

- Within **Team Leaver Calendar** click on the start date of the sickness period and select **Book New Leave**

Team Leave Calendar



Requesting Leave - To request leave click the Book New Leave option within My Leave Summary and to record TOIL Accrued select Log New Attendance.
Editing Leave - You can edit or delete any leave booked by going into My Recent Requests or View All Requests and selecting View.
Leave Calendar - You can view your own and your teams leave calendar from the Team Leave Calendar option above My Leave Summary.
Please ignore Public Holiday icon on Team Leave Calendar as these days are recorded as Annual Leave.

Pending Public holiday Rest day Not editable

< 5 - 18 August 2024 > 2 Weeks v

	August													
	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun
TEST RECORD CDS Senior HR Assistant 36 hours (TEST)														

- Sickness options will appear

Book new leave



Select the type of leave you would like to book.

- SICK** – is for normal sickness absence
- Absent Without Leave** – Failure to turn up to work without reason
- INDUSTRIAL INJURY** – absence caused by an accident at work or an illness that is work related (excludes Work Related Stress)
- Please ensure the correct Category is selected.**

The sickness input screen will then be displayed.

Type **SICK**

Comments

Dates	Full Day	Part Day	Open Ended
From *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
To *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

hours mins hrs decimal
 Total Time 0.00

Reason *

Reason Type *

Cause *

Cert Type *

Certificate Expiry Date *

I confirm that an entry has been made in the Health & Safety Accident Book.

Return To Work Interview Date

(2) Comments

- You can use this field for your own records, but please be aware your employee will be able to see this information.

(3) Start Date of Absence

- Enter the start date of the absence in the **From** field.

(4) Part day absence

- If the employee's first day of absence is a part day, i.e. the employee left work early, click on **Part Day**

Please note, **Time** and **Hours off** will not appear if the sickness you are inputting is for a Teacher.

- TIME:** Enter the start time of the absence. This is the time the employee left work.
- HOURS OFF:** The number of hours your employee will be off absent (based on their contracted hours) should be recorded.

EXAMPLE (based on 7 hour 12 minute work pattern):

- Employee starts work at 8.45am and goes home sick at 11am (total hours worked - **2 hours 15 minutes**)
- To calculate the Hours off, deduct 2 hours 15 minutes from the employee's work pattern (7hrs 12 minutes) = 4hrs 57 minutes.
- Total **Hours Off** should be recorded as **4. 57**

Dates	Full Day	Part Day	Open Ended	Time	Hours off		
From *	<input type="text" value="05/08/2020"/>	<input type="radio"/>	<input checked="" type="radio"/>	11:00	<input type="text" value="4"/>	<input type="text" value="57"/>	<input type="text" value="4.95"/>
To *	<input type="text" value="05/08/2020"/>						

e.g. 15:30 for half past three

hh mm hrs decimal

The hours and minutes you enter here, will be paid to your employee for the remainder of the day. These hours will count for the employee's sickness absence entitlement.

If the employee uses Optimum, please check the time the employee clocked out to assist with calculating the correct number of 'Hours off'. The information entered will update into the employees' Optimum record overnight.

(5) Open ended

- Click on **Open Ended** as you do not know how long the employee will be absent.

Dates	Full Day	Part Day	Open Ended	Time	Hours off		
From *	<input type="text" value="05/08/2020"/>	<input type="radio"/>	<input checked="" type="radio"/>	11:00	<input type="text" value="4"/>	<input type="text" value="57"/>	<input type="text" value="4.95"/>
To *	<input type="text" value="Calenc"/>	<input type="radio"/>	<input type="radio"/>				

e.g. 15:30 for half past three

hh mm hrs decimal

(6) Confirm Planned Work time

- Click on **Confirm planned Work Time**.

Please note this will not display if inputting a sickness for a Teacher.

This will take you to the work pattern screen as shown below.

Week Number	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
1	7:12	0:00	0:00	7:12	7:12	7:12	7:12	36	0	36.00

It is important to check the employee’s work pattern information is accurate to ensure statutory and occupational sick pay (where applicable) is calculated correctly.

- If the correct working pattern is shown, click **[SAVE]**.
- If the working pattern is not correct, you must **not** continue and submit the sickness absence record **or** make any changes to the work pattern displayed as it may impact on the employees pay. Please contact **hrsystems@pkc.gov.uk** asap so they can make the necessary amendments.

(7) Reason - Reason for absence

- Click on the drop-down arrow to select the Reason for sickness

(8) Reason Type

- Click on the drop-down arrow to select the type of sickness as advised by your employee.

Reason Type *

Cause *

(9) Cause

- Click on the drop down and select the **Cause** of the sickness.

Please ensure the correct option is selected to allow the sickness entitlement to be calculated correctly.

1. **Standard** for a normal sickness absence
2. **Work** for Industrial Injury, Work Related Illness (e.g. Work Related Stress).
3. **Road** if injury/illness is a result of being involved in a Road Traffic Accident
4. **Declared Interest** if sickness/injury is caused during ‘other’ employment/sporting event

(10) Cert Type

- Click on the drop down and select the type of certificate from the list.

Cause * Standard

Cert Type * Self Certified

Certificate Expiry Date * 07/01/2022

Certified by Doctor - known as a Fit Note.

Not Certified – employee has not provided a Fit Note.

Self Cert – completed by the employee on the return from their sickness absence.

(11) Certificate Expiry Date

- This is a mandatory field so you must enter a date to allow you to submit the form.
- If you have entered the 'Cert Type' as **Not Certified** or **Self Certified**, please input a date which is no greater than 7 days after the first day of absence.

Certificate Expiry Date * 07/01/2022

- If you have entered the 'Cert Type' as **Certified by a Doctor**, you should input the Fit Note expiry date by clicking on the calendar icon.

(12) Accident at Work

- If the absence is due to an accident at work, please click in the box to identify that an Incident Report Form has been completed and sent to the Health & Safety Team.

(13) Submit

- Click on **Submit** once you're satisfied all information has been entered correctly.

[Update an Existing Sickness Absence Record](#)

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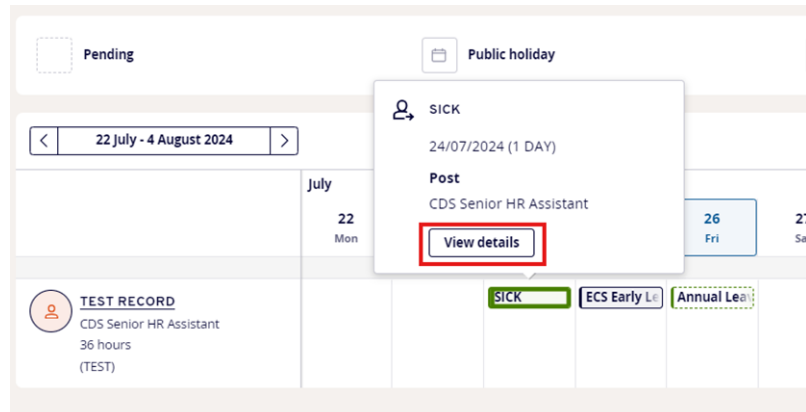
When an employee provides a Fit Note, the original sickness absence already recorded in MyView should be updated. **Please do not create a new sickness record in MyView.**

(1) Accessing the existing sickness record

DELEGATES: Please note if you have been delegated the responsibility to edit sickness on behalf of a manager, please go to **Delegated Tasks** and then select **Input Sickness / Absence**, and follow the guidance below.

- Log into MyView Dashboard, go to **My People**, **Select** employee within **Team Selector** and click **Input Sickness / Absence (Managers only)**.

- Left click on a date within the sickness period and click **View details**.



- Click Edit at bottom right of page and this will allow form to be updated.

The Sickness Absence screen will then be displayed.

(2) Inputting Fit Note Details

- Go to the **Cert Type** field and select '**Certified by Doctor**' from the drop down list.

Cert Type *

(3) Certificate Expiry Date

- Input the date on the Fit Note by clicking on the calendar icon and selecting the date from the calendar.

Certificate Expiry Date *

(4) Submit

- Click on **Submit** once you're satisfied all information has been entered correctly.

Ending a Sickness Absence Record

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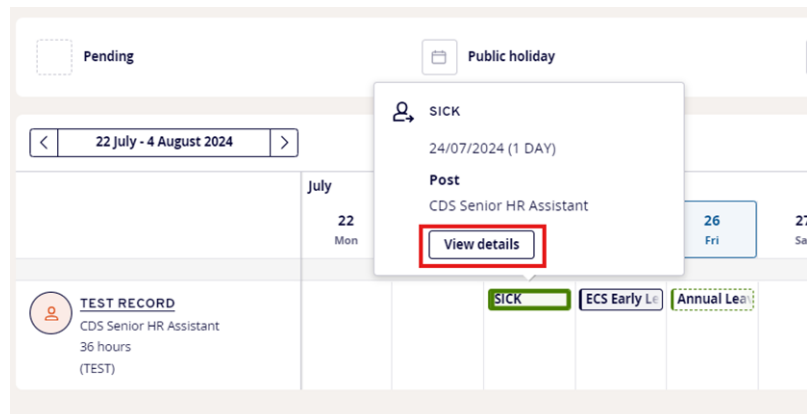
When an employee returns from a period of sickness absence, MyView should be updated with the last day of the employee's sickness.

DELEGATES: Please note if you have been delegated the responsibility to edit sickness on behalf of a manager, please go to **Delegated Tasks** and then select **Input Sickness / Absence** and follow the guidance below.

(1) Ending the existing sickness record

- Log into MyView Dashboard, go to **My People**, **Select** employee within **Team Selector** and click **Input Sickness / Absence (Managers only)**.

- Left click on a date within the sickness period and click **View details**.



- Click Edit at bottom right of page and this will allow form to be updated.

(2) Completing on-screen sickness record – Full day or Part day

- If the employee’s last day of absence was a full day, click on the **Full Day** button displayed in the **To** field or select **Part Day** if for example, the employee returned to work in the afternoon.

If the employee uses Optimum, please check the time the employee clocked in to assist with calculating the correct number of ‘Hours off’. The information entered will update onto the employees’ Optimum record overnight.

(4) To - Last day of absence

- Input the last day of absence in the “**To**” box by clicking on the calendar and selecting the last day the employee was absent.

Please note, you should record the employees last date of sickness, and not the date that the employee returned to work. Once the ‘**To**’ date field has been populated, it will calculate the total time for the period of absence.

(5) Cert Type

- Click on the drop down and select the type of certificate from the list;

Certified by Doctor - where you have received a Fit Note

Not Certified – not applicable at this stage in the process

Self Cert – **must** be completed by the employee on their return from absence.

(6) Certificate Expiry Date

- If you have received a Fit note quoting an expiry date, please input the date.
- If you have entered the ‘Cert Type’ as **Self Certified**, you don’t need to change the original Certificate Expiry date displayed.
- If you have entered a return to work date **earlier** than the expiry date on the Fit Note, you should carry out a risk assessment. This is because you and the Council may be at risk of a claim by the employee that their illness/injury has been exacerbated by returning earlier than the one certified on the Fit Note.

To ensure that you and the Council are protected, you must undertake a written Risk Assessment, using the General Risk Assessment Form available on [Eric](#)

Please note for the purposes of this Risk Assessment, you are, a Qualified Risk Assessor in this instance. You should scan the completed Risk Assessment form to be held on the employee's personal file.

(7) Return to Work Interview Date

- Enter the date a return to work discussion took place to welcome the employee back to work

Certificate Expiry Date *	<input type="text" value="07/01/2022"/>	
<input type="checkbox"/> I confirm that an entry has been made in the Health & Safety Accident Book.		
Return To Work Interview Date	<input type="text" value="10/01/2022"/>	

(8) Submit

- Click on **Submit** once you're satisfied all information has been entered correctly.

[Sickness Self Certificate e-form](#)

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The employee is advised via automatic email to complete a Sickness Self Cert in MyView as you record and update their sickness absence. Once the employee has submitted their Self Cert e-form in MyView, you are required to authorise. You can do this through your **Authorisation box** or from your MyPeople tab and selecting **Authorise Leave / Self Certs** to view the Self Cert e-form.

The action of authorising the Sickness Self Cert **does not** automatically end the sickness record in MyView.

[ADDITIONAL INFORMATION](#)

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- You are required to scan the Fit Note (if applicable) and email it to PayrollandReward@pkc.gov.uk
- The original Fit Notes **MUST** always be returned to the employee, in accordance with Department of Work and Pensions Guidance.
- MyView Leave will automatically delete the employees previously authorised leave requests which fall within the same **month** that their sickness absence was recorded. If the employee wishes to rebook their leave requests on their return, the manager will be requested to re-authorise their request in MyView.
- If the sickness lasts 3 months or more a sickness abatement will need to be carried for to recalculate employees Annual Leave entitlement. Please let MyView team know at myview@pkc.gov.uk.

- Please note this is an electronic process for recording employees' sickness absence. Managers are still required to follow the Health and Wellbeing Framework.
- If you have a planned scheduled absence, please always remember to set up Delegation access in MyView and Optimum (if applicable) so employee sickness can be recorded correctly and timely. For further information on how to set up delegation, please go the MyView page on [eric](#)

If you need any assistance with the sickness recording process, please email MyView Team at MyView@pkc.gov.uk

If you have any queries regarding your working pattern, please email Payroll and Reward team at PayrollandReward@pkc.gov.uk