

Manager Quick Guide to MyView Sickness Recording

This quick guide provides brief instructions for managers who have previously submitted a sickness absence in MyView and just require a refresher guide.

How to create a new open ended sickness absence

1. Go to **My People** select employee within **Team Selector**.
2. Click Input Sickness / Absence.
3. Click on the date sickness/absence started and book new leave.
4. Select type of absence Sick, Industrial Injury or Absent Without Leave.
5. The sickness input screen will then appear. Enter the start date of the employees' absence in the **From** field.
6. Select **Part Day** if the employee left work early. Enter the time the employee left and the number of hours they will be absent for the remainder of their contracted hours. Please note, this information is not required if inputting a sickness for a Teacher.
7. Click on the **Open Ended** button in the **To** field.
8. Click on **Confirm Plan Work Time** to check work pattern is accurate. Please contact Employment and Payroll Services immediately if this information is not correct.
9. Select the high level **Reason** and then **Reason Type** from the drop down boxes.
10. Select the **Cause** of the sickness from the drop down box.
11. Select the **Certificate Type** from the drop down box.
12. Enter the **Certificate Expiry Date** for the employee's absence. Please note the Certificate Expiry date is a mandatory field. If **Not Certified** or **Self Certified** is selected as the **Cert Type**, the date entered should be no greater than 7 days after first day of absence.
13. Tick the box if the absence has been recorded on a Health & Safety Incident Report Form.
14. Once all the information has been entered correctly, click on **Submit**.

How to update and end an existing sickness absence

1. Follow steps 1 and 2 above.
2. Click on any date of current sickness/absence and View Details.
3. Click Edit at bottom right of page.
4. The original sickness record will reopen so the absence information can be updated or ended as required:
 - **To update an existing sickness record** *i.e. if the employee has provided a Fit Note* – Go to **Certificate Type** and **Certificate Expiry Date** as per the instructions 11 and 12 above. If the employee provides further Fit Notes for the same period of absence, please continue to update the revised information on to MyView.
 - **To end an existing sickness record** – Go to the **To** date field and click on the **Full Day** or **Part Day** button. Enter the **Time** and **Hours off** if Part Day has been selected (not applicable for Teachers). This action will allow the **To** field to be updated with the employees last day of sickness. Update the revised **Cert Type** and **Certificate Expiry Date** if applicable and enter the **Return to Work Discussion Date**.

5. Click on **Submit** once all the information has been completed.

Sickness Self Certificate e-form

The employee is advised to complete a Sickness Self Cert in MyView as you record their sickness. This action **does not** automatically end the sickness record in MyView.

Once the employee has submitted their Self Cert e-form in MyView, you are required to authorise it in the system. You can do this with your **Authorisation box** or from the **MyPeople** tab and click on **Authorise Leave / Self Certs** to view the Self Cert e-form.

Additional Information

If you have received a Fit Note from your employee, you are required to scan the Fit Note and email it to PayrollandReward@pkc.gov.uk. The original Fit Note **MUST** always be returned to the employee, in accordance with Department of Work and Pensions Guidance.