How-To Guide

Record sickness absence (employee)

UNIVERSITY OF OXFORD — HR SELF-SERVICE

Who is this guide aimed at?	This guide is for employees who need to record sickness absence in HR Self-Service.
Useful links and other supporting materials	HR Self-Service guidance and FAQs: www.ox.ac.uk/hrss Staff Handbook (inc. University sickness policy): https://hr.admin.ox.ac.uk/staff-handbooks#/

Starting point: Log in to HR Self-Service > Employee Dashboard

⚠ **Note *** If you are absent, follow local procedures for notifying your manager and/or HR administrator of the absence. If you have a fit note, provide this to your manager and/or HR administrator in accordance with local practice.

1. Complete absence details

Once your manager/HR administrator has recorded your absence on HR Self-Service, you will receive an email (to your work account). A system notification will also appear in your HR Self-Service dashboard. On your return to work, you must complete in HR Self-Service the length of time that you were away and the reason for your absence.

1. Select the **Leave and Absence** icon on the left side of the navigation bar. This opens the **My Requests** screen.
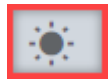
   ℹ **Note *** The sick record appears alongside annual leave requests in reverse chronological order. If you have 3 or more future annual leave requests, use the arrows to navigate through the list.

2. In the **My Requests** widget, you will note the status **Action Required**, on the **Sick Leave** record.

3. Click on the ellipsis (three dots) on the right-hand side and then select **Edit**. The **Edit Request** screen opens.

   Action Required ⋮
   Edit
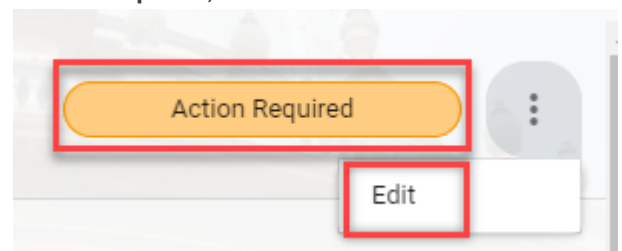
4. Enter the **End Date** of your absence. If you were off for one day, then the end date would be the same as the start date.

   End Date* 📅

5. Click on the drop-down arrow to select the **Reason** for your absence.

   Reason ▾
   Select a Reason

> **i** **Note *** Only use the **Comments** tab if you have selected 'Other' as a reason.

6. If you select **Other** as a reason, enter the reason in the **Comments** tab.
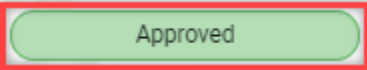
Comments

7. Click **SUBMIT** bottom right, a success message will appear. Wait for the dark green line to fill.

SUBMIT

8. Your Sick Leave record has been **Approved** and will be now submitted to your Manager for review.

Approved