

<b>Who is this guide aimed at?</b>	This guide is for managers who need to record absence or leave on behalf of an employee in HR Self-Service.
<b>Useful links and other supporting materials</b>	HR Self-Service guidance and FAQs: <a href="http://www.ox.ac.uk/hrss">www.ox.ac.uk/hrss</a> University guidance on sickness absence for managers: <a href="https://hr.admin.ox.ac.uk/sickness-absence#/">https://hr.admin.ox.ac.uk/sickness-absence#/</a>

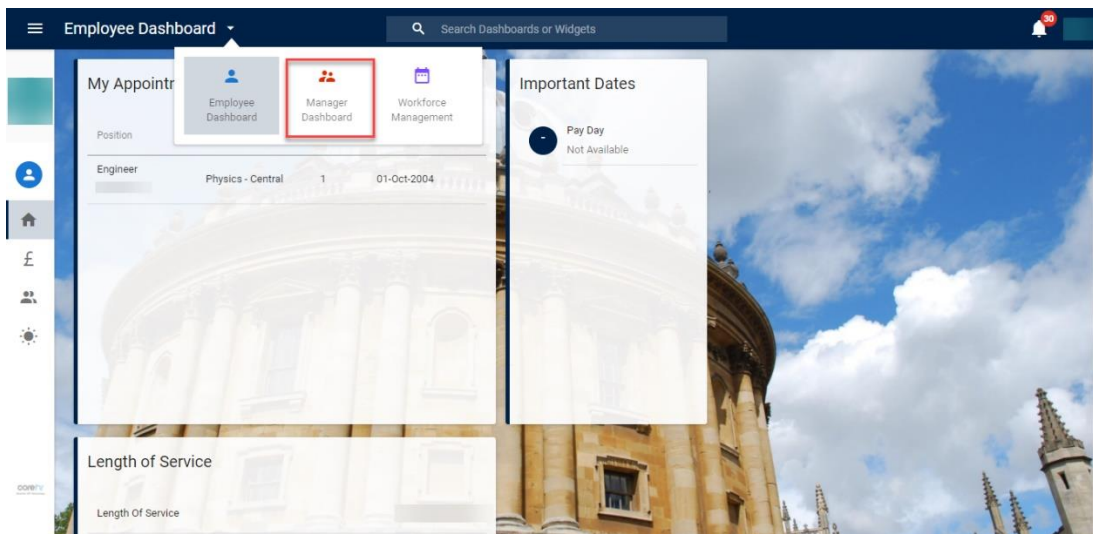
**Starting point:** Log in to HR Self-Service > Employee Dashboard



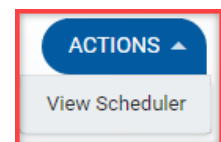
**Note \* Sickness Absence** If the employee has submitted a fit note, follow the process below and enter the details of the sickness absence. **Do not click the Return to Employee button.** If the employee absence exceeds seven days, a fit note will be required.

### 1. Record absence or leave

1. Click on the **Employee Dashboard** dropdown menu and select the **Manager Dashboard**.



2. This takes you to **My Team** widget.
3. Select **ACTION** top right and click on the drop down arrow and select **View Scheduler**. The **Team Scheduler** screen will open.
4. Select the correct employee and their correct appointment under the **Team member** column.
5. Select and click the first date of absence in the date column, and select **Person Absences**.



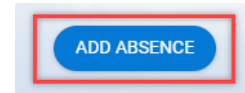
Timesheet Input

**Person Absences**



**Note \*** To ensure the absence hasn't already been recorded, review previous absences in the **Person Absences** screen.

6. Select **ADD ABSENCE** (top right). The **Absence Detail** screen will open.

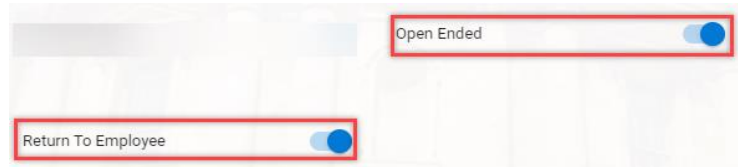


7. Click the **Leave Type** drop-down arrow to select the leave type from the list.



8. Select the first date of absence/leave from the **Start Date**.

9. Select the **Open Ended** slider and the **Return to Employee** slider.



10. Click **SAVE**. If sickness related absence the employee will receive a notification to review and update the absence entry. On their return to work, they **should** update the record with the end date of the absence and the reason for the absence.



**Note \*** When entering a sickness absence, if the employee already has future absences recorded against their calendar (eg annual leave) a warning message will appear. Click to approve and post the sickness.

## 2. Review and amend an absence record

You should have received a system notification that the employee has updated and submitted the absence record for your review.

**Starting point:** Log in to HR Self-Service > Manager Dashboard > My Team > Actions > View Scheduler

1. Select the correct employee and their correct appointment under the **Team Member** column.

2. Select the correct week using the navigation arrow (top right).

3. Click the **Sickness** entry in the date columns. The **Absence Detail** screen will open.

4. Click on the **Open Ended** slider to close it.

5. Click on the **2 More** tab and enter any additional narrative if necessary.



6. Click on the **Work Related** button, if the absence was due to work. This can be used at the discretion of each department, for reporting purposes. This button does not drive any payroll changes or send any information to the health and safety department. Please review the [Managing sickness cases and other matters policy webpages](#).

If a return to work interview is conducted, click on the interview completed button and complete the interview notes below. Please review the [University Return to Work Policy](#).



**Note \*** Copy and paste text directly into the Interview Notes field or type straight into it.

7. Click **SAVE**. A success message will appear. Wait for the dark green line to fill.



**Note \*** When entering a sickness absence, if the employee already has future absences recorded against their calendar (eg annual leave) a warning message will appear. Click to approve and post the sickness.



**Note \*** A screenshot of the **Interview Notes** field should be emailed to the employee, so that they are aware of what has been recorded. HR should be copied into the email if this is required by your department/faculty. The employee should review the interview notes to ensure they are an accurate representation of the discussion. If so, no further action is required. Where changes to the interview notes are agreed, the manager can update these in the system as appropriate.