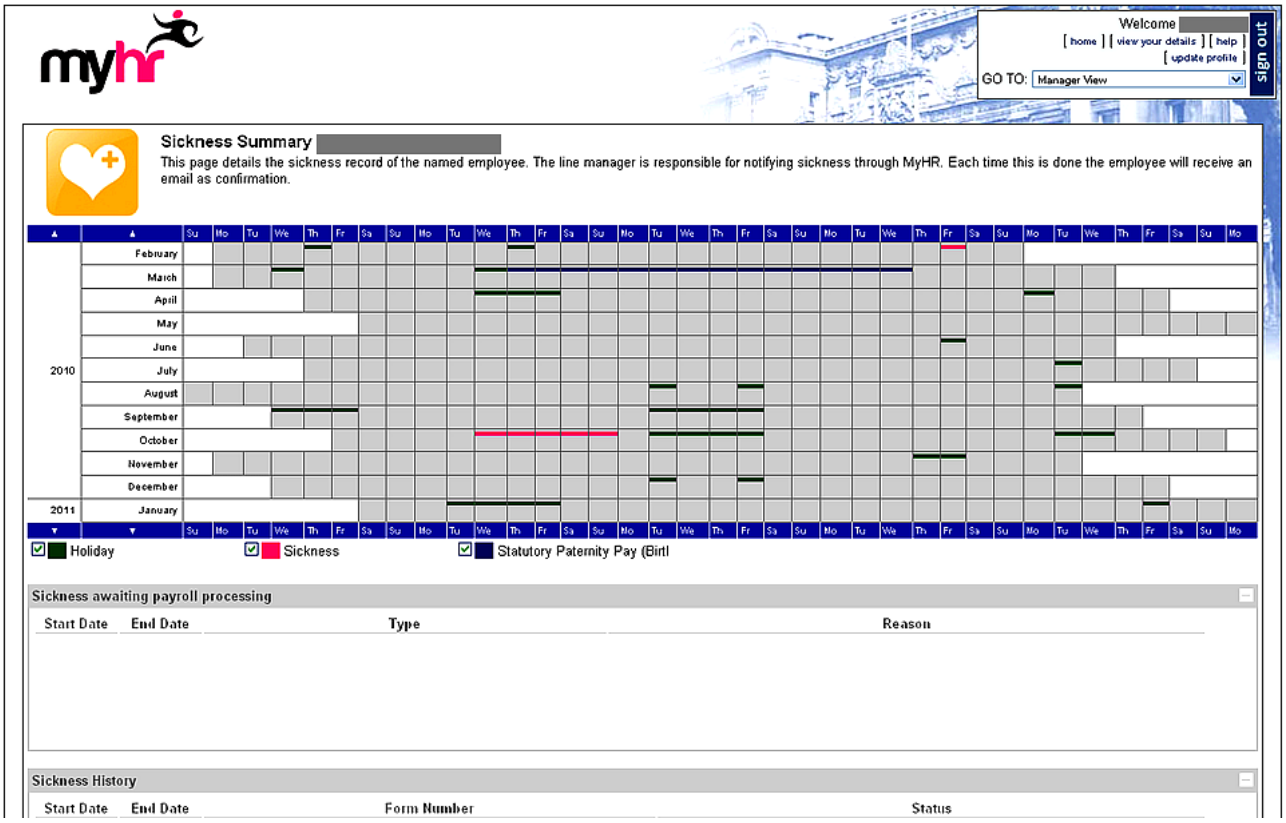
How to Manage Sickness Absence with MyHR

This document describes the technical steps for a manager to record sickness using MyHR.

Basic Process

For the Employee

Every employee can view their own sickness record using the “Sickness Record” item under the “Leave and Absence” menu.



Sickness notifications are shown under “awaiting payroll processing” or “sickness history”.

Those **awaiting payroll processing** have been entered through MyHR, but have not been payroll processed. The sickness notifications are processed at the end of the first week of each month.

Those in **sickness history** have been processed through payroll. The payroll process takes into account any payment adjustments to be made for Statuary Sick Pay (SSP) or Occupational Sick Pay (OSP) according to the College’s terms and conditions.

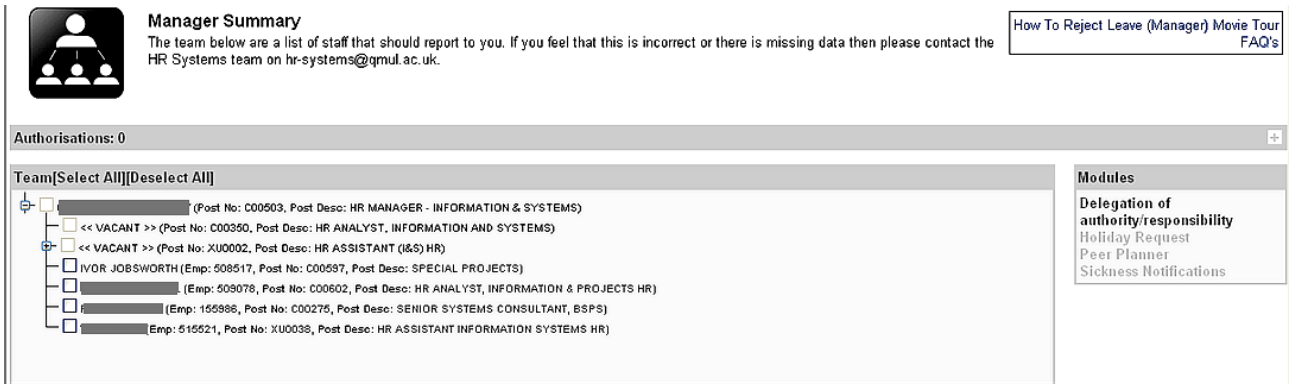
Clicking on the calendar or a notification in the list will show detail of that sickness period.

Medical certificates for sickness of seven days or more are still required & should be sent to HR.

For the Manager

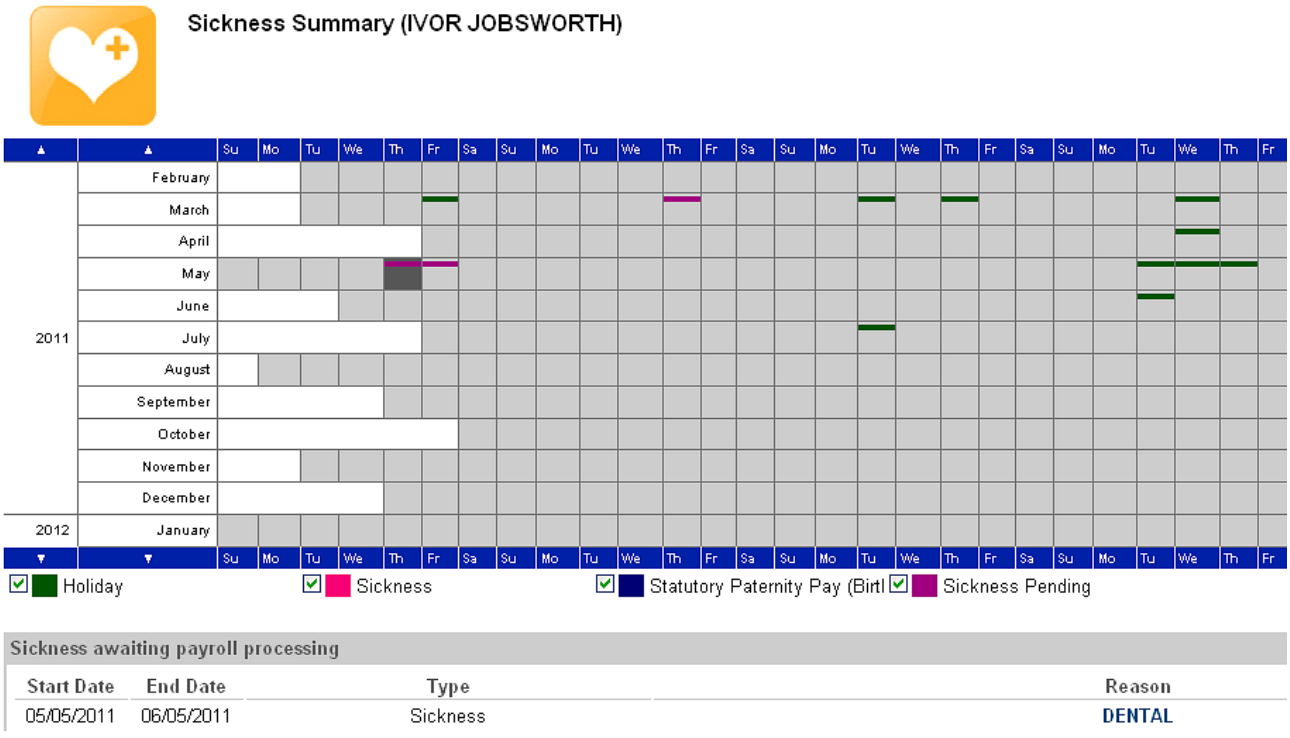
Select the Manger View option

Put a check next to the relevant employee



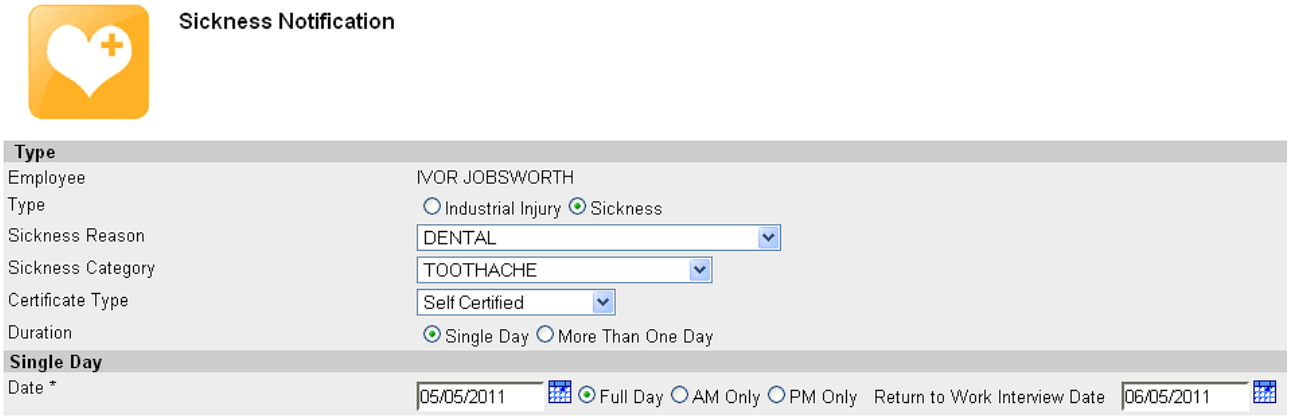
And click “sickness notifications”

This will take you to the employees sickness record.

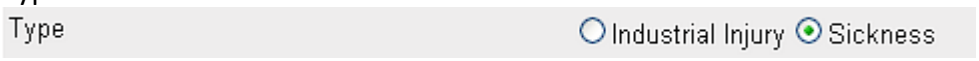


In addition to the employees view there is a “notify sickness” button.

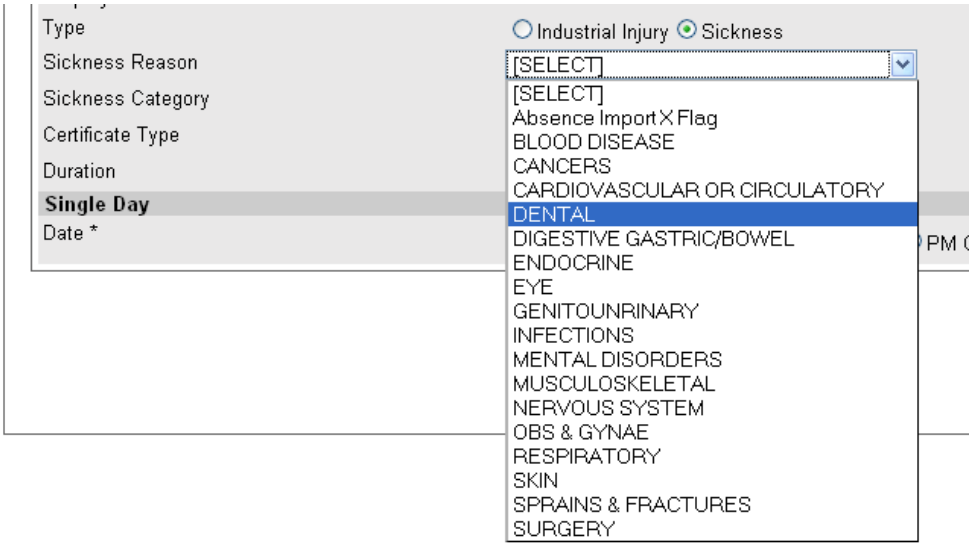
[Notify Sickness]



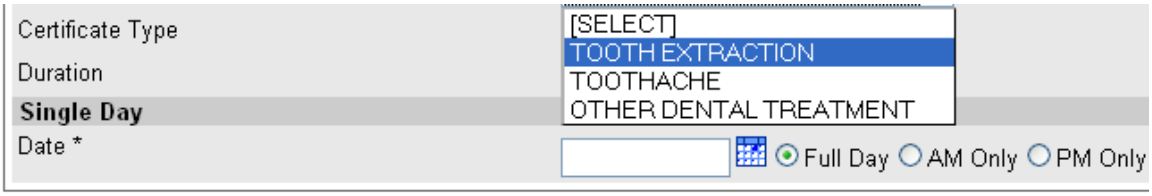
Type should be “sickness”



Select a sickness reason,



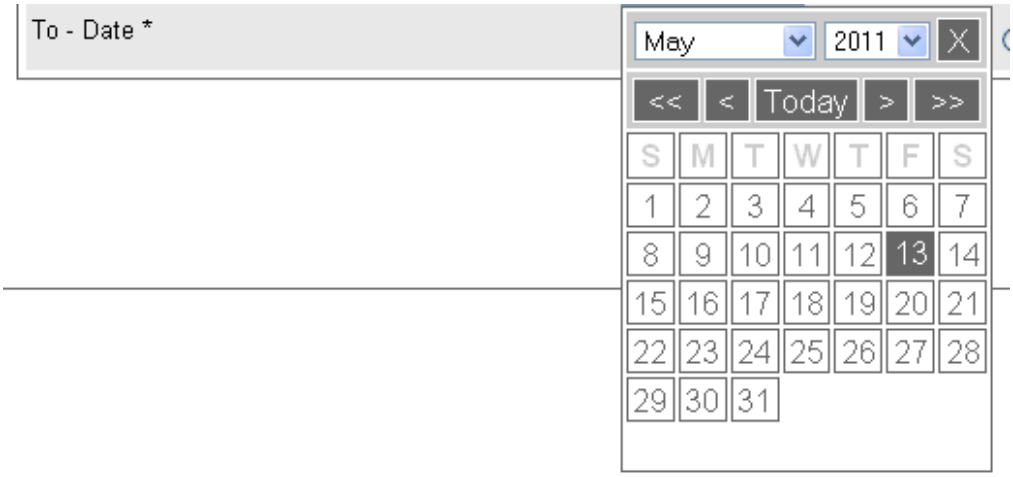
sickness type



and certificate type

Dates can be a single day or a range.

If the return date is not known enter a range. **Do not leave open ended.**

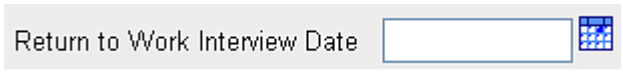


NOTE
A date in the previous tax year, i.e. before March cannot be entered. Please contact HR

NOTE
If the sickness is for more than one day an end date must always be entered. If the end date is not known the last day of the month should be used.

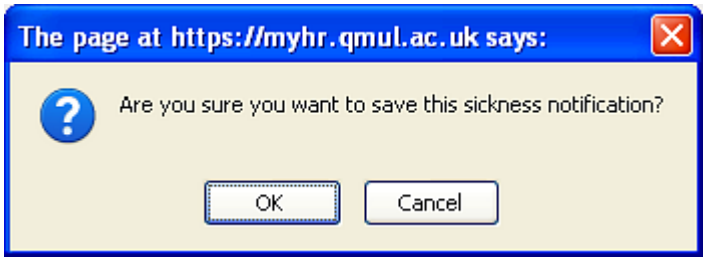
NOTE
End dates can be changed until payroll processed. It *may* be simplest to delete the form and enter a new one.

Return to work interviews are encouraged and the date can be entered on the sickness notification.



Click "submit".

[Submit]

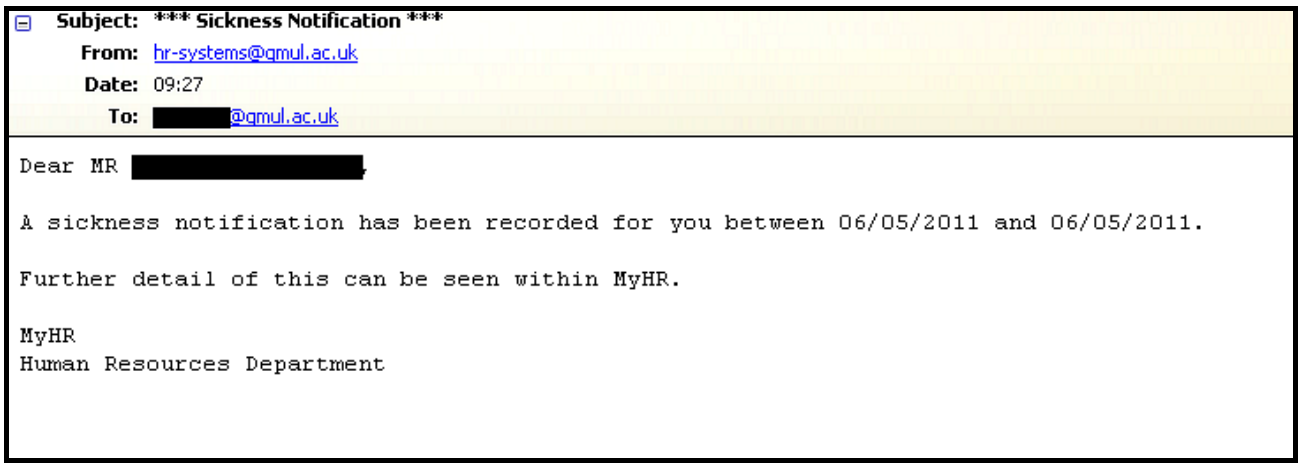


Click OK

Confirmation Message !

Your Sickness notification has been saved as number A0004222

You will receive a confirmation message and an email is sent to the employee.



Subject: *** Sickness Notification ***
From: hr-systems@qmul.ac.uk
Date: 09:27
To: [redacted]@qmul.ac.uk

Dear MR [redacted]

A sickness notification has been recorded for you between 06/05/2011 and 06/05/2011.

Further detail of this can be seen within MyHR.

MyHR
Human Resources Department

Medical certificates for sickness of seven days or more are still required and should be sent to HR.

NOTE
Sickness notifications can be deleted by the manager and re-entered up until payroll processed. This could be used, for example, if an employee initially called in sick with a minor illness that became something more involved and therefore the sickness reason needed to be changed.

Long Term Sickness (over 4 weeks)

The initial process is the same however consideration has to be made about the end date. **Do not** enter the date on the medical certificate. If you try to enter this future end date, e.g. 10th June when the current date is 1st March then MyHR will pay OSP up until 10th June in March. Therefore enter the end date as the last date of the current month, e.g. March 31st. At the start of each month a new sickness notification must be completed with further consecutive notifications until the employee returns.

In the example above the employee would have sickness notifications as follows;-

- 1st March – 31st March
- 1st April – 30th April
- 1st May – 31st May
- 1st June – 30th June

Note that the final notification has 30th June as an end date. When the employee does return HR must be contacted to close the sickness period. This ensures there are no OSP/SSP payment errors.