Protective Marking: Official



## Manager Dashboard – Enter Person Absence of Sickness

Core Time 16/09/2020

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## Overview

This document will explain how a Manager enters a Person Absence of Sickness into CoreHR.

• Sick Leave

Managers should please refer to your T&C Sickness policy for your information.





# 1. Manager to Enter Person Absence of Sickness

### 1.1. Manager Enters Person Absence of Sickness

#### Login to the Manager Dashboard 1. Log into Manager Dashboard and click on My People Widget 2. Click on the Actions Button 3. Select View Scheduler ACTIONS -My People Name, Department, Job Title Q My People Employee Position Contact Details SPTEST SPUAT 02345678 Client Services ÷ 000128 Client Services Operations Analy... test@hotmail.com Test426 Tester13 Client Services None Set : 72140026 Client Services Operations Analy... None Set Test435 Tester256 Client Services None Set ÷ 72140077 IT Technician TestyMcTest@Testo.co.uk 1-3 of 9 > 4. Locate the relevant employee.

5. Click onto the calendar, please ensure you click into the blank area on the calendar (indicated by the Pink Arrow) you will see a drop-down menu appear





	Team Member	Mon 6t	th	Tue 7th	Wed 8th	
<b>C</b> C	SPTEST SPUAT (000128)					
55	Client Services Operations Analyst Client Services					
	Test426 Tester13 (72140026)	7 Hour(s) 24 Min(s)		7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	Non Working
U	Client Services Operations Analyst Client Services					
	Test435 Tester256 (72140077)	7 Hour(s) 30 Min(s)		7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30
U	IT Technician Client Services	OT <b>1.2</b> 5 - 04:00		OT1.25 - 04:00		
	Test427 Tester29 (72140036)	Non Working Day	Timesheet In	put r(s) 24 Min(s)	7 Hour(s) 24 Min(s)	7 Hour(s) 24
	Client Services Operations Analyst Client Services		Shift Change			
	Test424 Tester33 (72140017)	7 Hour(s) 30 Min(s)	Person Abser	nces 7 Hour(s) 30 Min <u>(s)</u>	7 Hour(s) 30 Min(s)	7 Hour(s) 30
	Registration Authority Agent					
a 1	search Q					
	Per Code Days Annual Leave - DELT 1.00	Hours V 7.40	Weeks 0.14	Start Date 🛧	End Date Num Docs 13-Nov-2019 0	AM/PM
8. To 9. E	o Add a new absence nter the following infor Leave Type* (Sele Start Date* End Date (if the si Part Day Leave Segments Time of Da Repeat Open Ended If the Sick Enter Duration Enter Duration Enter Duration	click on the A mation ect the Sick L ickness is ope ay	Add Abser eave optic en ended, ended – t	nce button	totate Nember 13400-2019 0 ADD ABSENCE Dompany) Dpen-Ended radio	button)



← Person Absences	i.						
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3 Document Uploads	Part Day Leave	Open Ended					
4 Balances	Return To Employee	()»					
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10. You ca	n now click o	onto the 'Next	' button whic	ch will take yo	ou to the next	stage of this i	nput.
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Or							
You can pr	ess the Sav	e button. Plea	ase note if y	ou click on th	e Save buttor	n you will be ta	aken from this
screen into	a summary	of the Absend	ce you nave	just created,	to get back if	nto the absend	ce details,
simply click	k on the ellip	ses i a dro	p down list v	will appear, so	elect 'View/Eo	dit Absence D	etails' and you
will go baci					your input.	Absence Saved Successfully	
Person Absences Manager Dashboard > Team Scl	heduler > Person Absences						
Donald Pooley 000135							
Search Pay Code	Q. Days	Hours Week	s Start C	iate 🛧 End Date	Num Docs	амлры	
Sick Leave (DELT)	.00	.00 0.00	22-Ju	n-2020	0		I
11. Next m	ove to Tab 2	2 'More' and e	nter the follo	owing informa	ition: -		
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• Na	rrative (free	text fields if re	equired)				
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Ab	DSENCE Deta	ils: Test42 > Team Sche	26 Tester13 - 72140026 duler > Person Absences > Absence Details:	: Test426 Tester13 - 72140026					
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•	Absence Description				
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