



Manager Dashboard – Enter Person Absence of Sickness

Core Time

14/07/2021

Overview

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

- Sick Leave

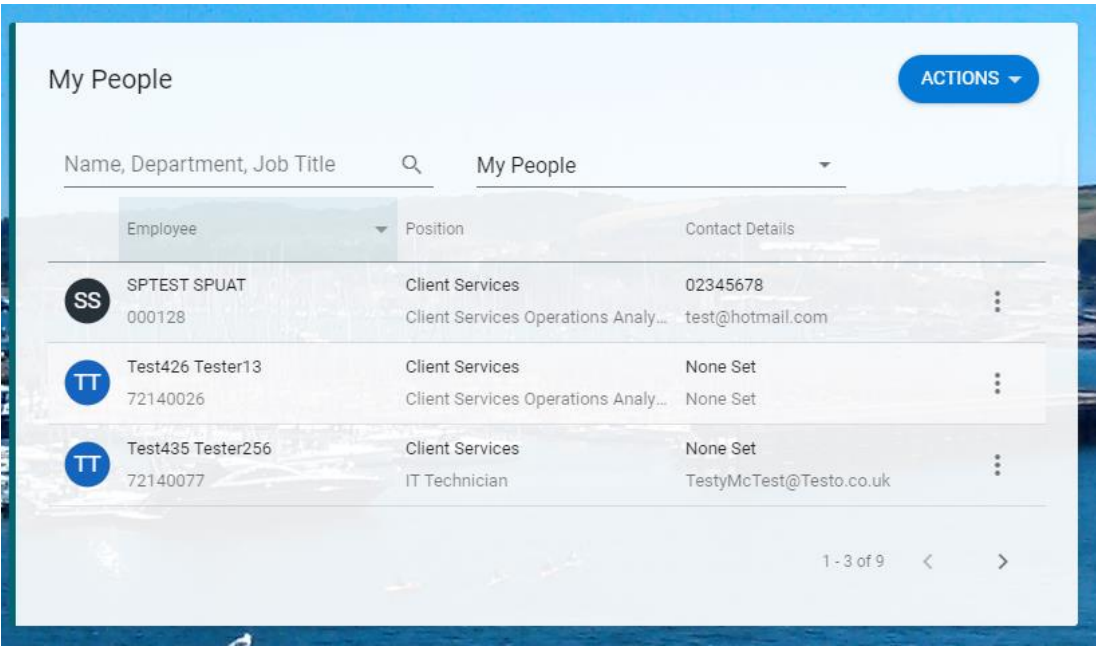
Managers should please refer to your T&C Sickness policy for your information.




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



Employee	Position	Contact Details
 SPTEST SPUAT 000128	Client Services Client Services Operations Analy...	02345678 test@hotmail.com
 Test426 Tester13 72140026	Client Services Client Services Operations Analy...	None Set None Set
 Test435 Tester256 72140077	Client Services IT Technician	None Set TestyMcTest@Testo.co.uk

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

6. Click Person Absence.

Search Employees  

Team Member	Mon 6th	Tue 7th	Wed 8th	Thu 9th
SS SPTEST SPUAT (000128) Client Services Operations Analyst Client Services				
TT Test426 Tester13 (72140026) Client Services Operations Analyst Client Services	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	Non Working Day
TT Test435 Tester256 (72140077) IT Technician Client Services	7 Hour(s) 30 Min(s) OT1.25 - 04:00	7 Hour(s) 30 Min(s) OT1.25 - 04:00	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)
TT Test427 Tester29 (72140036) Client Services Operations Analyst Client Services	Non Working Day	Timesheet Input Shift Change Person Absences	7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)
TT Test424 Tester33 (72140017) Registration Authority Agent Client Services	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)

7. Employee's Person Absences will display.

← Team Scheduler

Person Absences
Manager Dashboard > Team Scheduler > Person Absences [ADD ABSENCE](#)

TT Test426
Tester13
72140026

Search

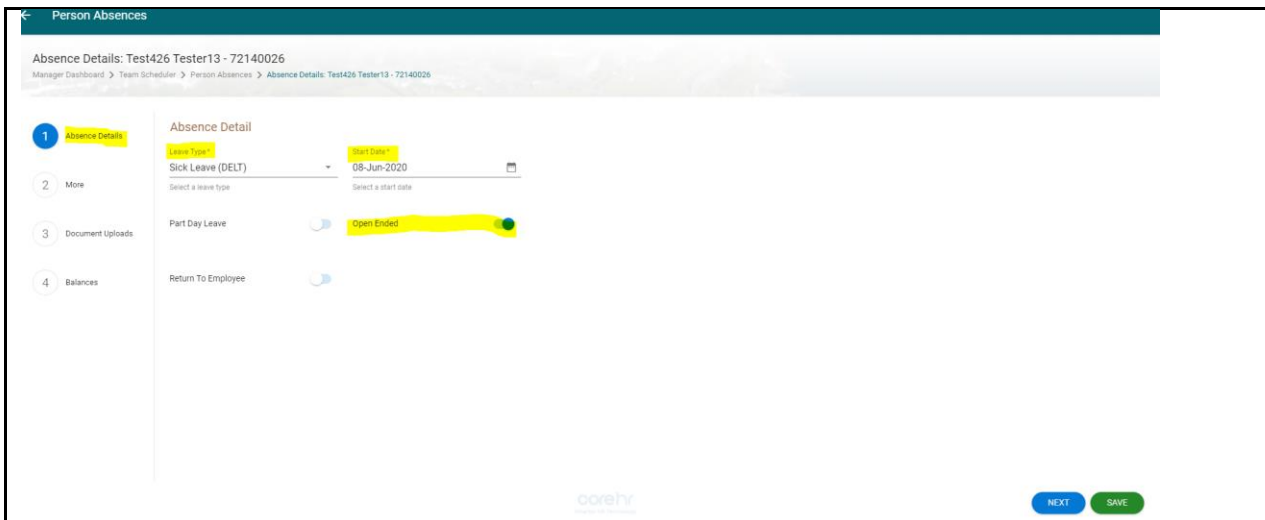
Pay Code	Days	Hours	Weeks	Start Date	End Date	Num Docs	AM/PM
Annual Leave - DELT	1.00	7.40	0.14	13-Nov-2019	13-Nov-2019	0	

8. To Add a new absence click on the Add Absence button

[ADD ABSENCE](#)

9. Enter the following information


- Leave Type* (Select the Sick Leave option for your Company)
- Start Date*
- End Date (if the sickness is open ended, click on the Open-Ended radio button)
- Part Day Leave
 - Segments
 - Time of Day
 - Repeat
- Open Ended
 - If the Sickness is open ended – click this field
- Enter Duration
 - Enter Duration
 - Duration Type

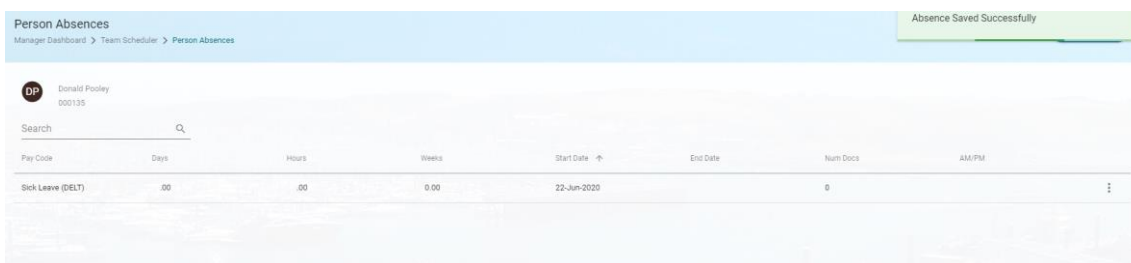


10. You can now click onto the 'Next' button which will take you to the next stage of this input.



Or

You can press the Save button. Please note if you click on the Save button you will be taken from this screen into a summary of the Absence you have just created, to get back into the absence details, simply click on the ellipses  a drop down list will appear, select 'View/Edit Absence Details' and you will go back into the Absence Details screen to continue with your input.



Pay Code	Days	Hours	Weeks	Start Date	End Date	Num Docs	AM/PM
Sick Leave (DELT)	.00	.00	0.00	22-Jun-2020		0	

11. Next move to Tab 2 'More' and enter the following information: -

- Reason (Choose from the drop-down list)
- Narrative (free text fields if required)
- Return to Work Interview (this can be entered later, when the employee has returned from their absence)

Absence Details: Test426 Tester13 - 72140026
 Manager Dashboard > Team Scheduler > Person Absences > Absence Details: Test426 Tester13 - 72140026

1 Absence Details Reason
 Select a reason for absence

2 More Narrative

3 Document Uploads

4 Balances

Enter a narrative for absence

Return to Work Interview

Work Related Interview Completed

Interview Notes

Enter interview notes

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PREVIOUS NEXT SAVE

12. Click Next to move you into the Document Uploads Tab

PREVIOUS NEXT SAVE

Absence Details: Donald Pooley - 000135
 Manager Dashboard > Team Scheduler > Person Absences > Absence Details: Donald Pooley - 000135

1 Absence Details Absence Description

2 More

3 Document Uploads

4 Balances

From Date To Date Illness Doctor Comments

ADD

NOTHING TO SEE HERE
 EXCEPT THIS FLAG

Supporting Documentation Received

Documents

Document Name File Size

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UPLOAD DOCUMENT

PREVIOUS NEXT SAVE

13. Click on the 'Add' button, you will be prompted to enter further details of the sickness: -

- From Date
- To Date
- Illness (Choose from Drop Down List)
- Doctor
- Comments
- Tick Box – Supporting Documentation Received

Absence Details: Donald Pooley - 000135
 Manager Dashboard > Team Scheduler > Person Absences > Absence Details: Donald Pooley - 000135

1 Absence Details
 2 More
 3 Document Uploads
 4 Balances

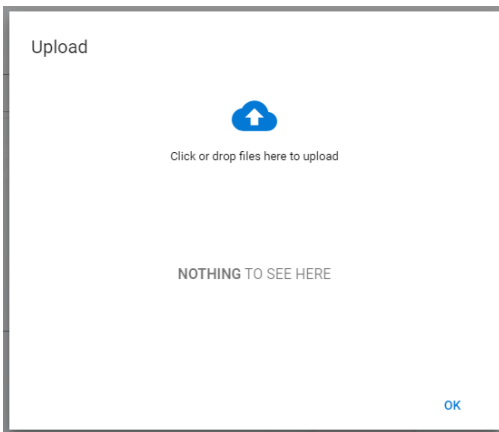
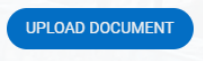
Absence Description


From Date To Date Illness Doctor Comments

Supporting Documentation Received

ADD

14. To Upload a file e.g. copy of a Fit Note, click on the



15. Click on the  your browser will open>Select the appropriate file>Click Ok>your file will be attached to the employee's records in CoreHR.

Document Name	File Size	VIEW	DELETE
carmen miranda.png	66kB		

16. Press Save

Note:

- Please note you can view/update/amend this sickness record. Simply go to Manager Dashboard>My People>View Scheduler>Select Employee> and Navigate to Person Absences

! Note: Employee Due to Work a Bank Holiday

Where an employee is scheduled to work on a Bank Holiday, the Employee needs to claim the hours on their timesheet, using the Pay Code 'Bank Holiday (Worked)' this will then credit the employee with the number of the hours that they have input on their timesheet, pending manager approval. If the employee is sick for the Bank Holiday that they are due to work, they still need to claim this on their timesheet, so that they can receive a credit for the Bank Holiday Hours – If you require further information on this, please view the 'Annual Leave – Employee & Manager Guide'