

## Sickness Absences

Information regarding sickness absence policy and procedure can be found at:  
<http://www.admin.cam.ac.uk/offices/personnel/policy/leave/sickness/>

Absence will initially be recorded using the Sickness Self Certificate form (CHRIS/62) or for sickness absences of four consecutive days or more the Report of absence due to sickness form (CHRIS/63).

### 1. Recording sickness details

To record the sickness details in Trent follow the initial steps as previously described, ensuring you select the Sickness group.

Select Group for New Absence:

Select absence group: **Sickness**

Synchronise with East Room database

Trent will display the sickness absence details page.

**Sickness absence details:** Ms Louisa May  
Name: Ms Louisa May Job title: Clerk  
Social security number: WE356627C Pay ref: 30000008  
Pers ref: 30000008

**Absence start**  
Date: 05/02/2007  
Type: Full day  
Time:  
Hours absent:

**Absence end**  
Date: 09/02/2007  
Type: Full day  
Time:  
Hours absent:

**Absence**  
Absence scheme type: Sickness Scheme  
Absence reason: Asthma

Save Delete

This page can be used to create and maintain the information already recorded about an absence.

| Sickness Absence Details |  |
|--------------------------|--|
| Field                    | Comments   |
| Absence start date       | Enter the start date of the absence  |
| Type                     | Select the type from the drop down list for the start of the absence: <ul style="list-style-type: none"> <li>• Full day</li> <li>• Part day</li> <li>• Half day – PM</li> <li>• Half day - AM</li> </ul> |
| Time                     | If you selected any option other than Full day, you can enter the start time of the absence.   |
| Hours absent             | If you selected any option other than Full day, you can enter the number of hours absent on the first day.   |
| Absence end date         | Enter the end date of the absence if known.  |
| Type                     | Select the type from the drop down list for the end of the absence: <ul style="list-style-type: none"> <li>• Full day</li> <li>• Part day</li> <li>• Half day – PM</li> <li>• Half day – AM</li> </ul>   |
| Time                     | If you selected any option other than Full day, you can enter the end time of the absence.   |
| Hours absent             | If you selected any option other than Full day, you can enter the number of hours absent on the last day   |
| Absence type             | Select the absence type from the drop down list. (This will only ever say 'sickness scheme' as an option)  |
| Absence reason           | Select the absence reason from the drop down list  |

Enter the absence details and click on the Save button.

**Important Note:** Do not forget to enter the absence end date once you have the details. Otherwise the absence will remain open indefinitely.

## 1.1 Person Absence Calculation

After an absence has been entered a personal absence calculation should be run which enables the results of calculations to be checked. In order to see the impact on pay you can run the payroll calculation.

**Navigate:**     **Organisation > People > select the person >Absence >Personal Absence List > Person absence calculation**

**Launch absence calculation:** Ms Louisa May (Sickness)

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**Calculate from**

Date type Start of current absence

Date from 05/02/2007

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**Calculate to**

Date type End of current absence

Date to 09/02/2007

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This page is used to initiate the absence calculation for an individual absence

| Launch Absence Calculation |  |
|----------------------------|--|
| Field                      | Comments   |
| Date type                  | Select the type calculation from the drop down list: <ul style="list-style-type: none"> <li>• Start of current absence (almost always use this one)</li> <li>• Start of first absence requiring calculation</li> <li>• Manually Input date</li> </ul> Note: the selections available will depend on the type of absence you have selected. |
| Date from                  | This field will display the actual calculate from date which will be used. If you selected Manually input date you will be able to enter the start date.   |
| Date type                  | Select the type calculation from the drop down list: <ul style="list-style-type: none"> <li>• End of current absence</li> <li>• Manually input date</li> </ul> Note: the selections available will depend on the type of absence you have selected.  |
| Date to                    | This field will display the actual calculate to date which will be used. If you selected Manually input date you will be able to end the end date. For currently open-ended absences, you will have to enter a date. It is recommended that you use the last day of the current pay period.  |

As well as being able to calculate from the start and end of individual absences, it is possible to calculate to any date you wish (typically to the end of a pay period). To do this change the 'Calculate to' option to 'Manually input date', then specify the date to which the system is to calculate.

**Launch absence calculation:** Miss Jenny M Bosten (Sickness)

**Calculate from**

Date type: Start of current absence

Date from: 16/02/2007

**Calculate to**

Date type: Manually input date

Date to: 28/02/2007

**Calculate**

This will have the effect of calculating (or re-calculating) absences up to the end of the period. Especially useful when entering an absence dated prior to the current one.

## 1.2 Absence Process Logs

Once the calculation has finished it is always useful to view the process log generated by the calculation. This will highlight any errors and exceptions that need to be acted upon.

The Absence Process Logs option can be accessed from the main Absence folder on the Trent home page.

**Navigate:**    **Organisation > Absence> Absence process logs**



The next step is to search for, and highlight, the process log you wish to view.

# Payroll: Sickness, Maternity & Other Absences



Search Smart groups Advanced

User name Results 41 Records

Select all Save this group

| Process start date | Process start time | Process end date | Process end time | User name | Referen |
|--------------------|--------------------|------------------|------------------|-----------|---------|
| 30/03/2007         | 09:12              | 30/03/2007       | 09:12            | NW28      | 0000021 |
| 20/02/2007         | 16:46              | 20/02/2007       | 16:46            | HMD26     | 0000020 |
| 20/02/2007         | 16:43              | 20/02/2007       | 16:43            | HET27     | 0000020 |
| 20/02/2007         | 16:42              | 20/02/2007       | 16:42            | HMD26     | 0000020 |
| 20/02/2007         | 16:42              | 20/02/2007       | 16:42            | AET30     | 0000019 |
| 20/02/2007         | 16:42              | 20/02/2007       | 16:42            | ASN20     | 0000019 |
| 20/02/2007         | 16:40              | 20/02/2007       | 16:40            | EB213     | 0000019 |
| 20/02/2007         | 16:23              | 20/02/2007       | 16:23            | HMD26     | 0000019 |
| 20/02/2007         | 16:21              | 20/02/2007       | 16:21            | EB213     | 0000019 |
| 20/02/2007         | 15:18              | 20/02/2007       | 15:18            | HMD26     | 0000019 |
| 20/02/2007         | 15:16              | 20/02/2007       | 15:16            | ASN20     | 0000019 |

Expand/Collapse folders

- Absence process run logs
  - Process log reports
  - Process message log
- Process chaining

Use the Process Message Log option to view the details online.

Process message log: All messages

| Person name | Message   | Other data                                | Process start date | Severity | Number |
|-------------|---|---|--------------------|----------|--------|
|             | Process Started.  |   | 30/03/2007 09:12   | 4        | 1      |
|             | Absence calculation performed for the following                 | 05/02/2007,09/02/2007,Sickness,One Person | 30/03/2007 09:12   | 4        | ABS9   |
|             | Number of people processed                                      | 1   | 30/03/2007 09:12   | 4        | ABS3   |
| May Louisa  | Person Process Started  |   | 30/03/2007 09:12   | 4        | ABS1   |
| May Louisa  | Absence calculated between dates                                | 05/02/2007,09/02/2007                     | 30/03/2007 09:12   | 4        | ABS6   |
| May Louisa  | Absence calculated between dates                                | 05/02/2007,09/02/2007                     | 30/03/2007 09:12   | 4        | ABS6   |
| May Louisa  | No qualifying pattern attached, so working pattern used instead | 03/02/2007                                | 30/03/2007 09:12   | 4        | ABS15  |
| May Louisa  | Absence exclusion   | 05/02/2007                                | 30/03/2007 09:12   | 4        | ABS19  |
| May Louisa  | Person Process Finished   |   | 30/03/2007 09:12   | 4        | ABS2   |
|             | Process Completed.  |   | 30/03/2007 09:12   | 4        | 2      |

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Use the Process 0Log Reports to run the Absence Messages report, which can be viewed online and/or extracted for external use.

**Navigate: Organisation > Absence > Absence process logs > Process log reports > Run report**



The first step is to run the report. Click on the Run report option, complete the necessary parameters and click on the Run button.

**Absence process messages:**

Error level: Include Severe ← Change to read 'All messages'

Output type: PDF File

Report run comments:

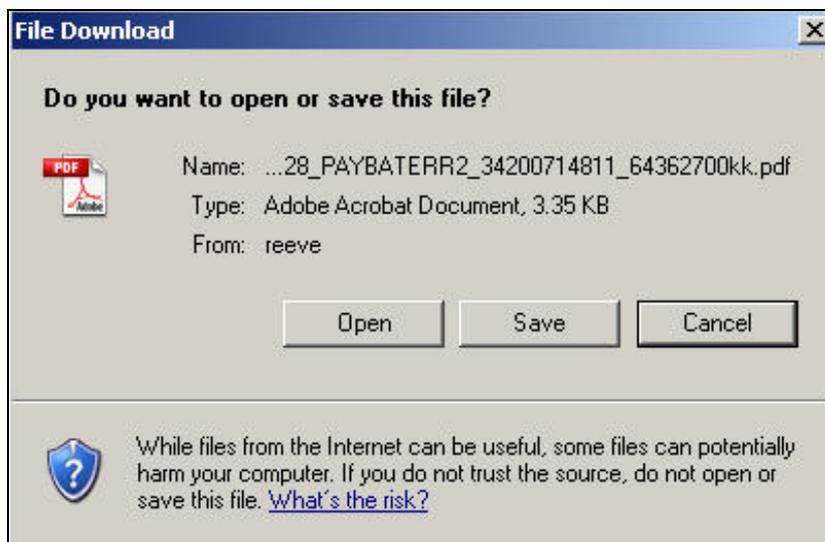
Trent will inform you when the report has been generated



Click on the Download Output option and click on the latest download button to extract the data.

| Download output: Absence messages   |          |          |                          |  |
|---|----------|----------|--------------------------|--|
| View output from <span style="border: 1px solid gray; padding: 2px;">Today</span> |          |          |                          |  |
| Available report outputs  |          |          |                          |  |
| Default path: /d01/hr_trn_/db/reports/  |          |          |                          |  |
| Run date & time   | Comments | Download | Delete                   |  |
| 03/04/2007 14:08  |          |          | <input type="checkbox"/> |  |
| 03/04/2007 14:05  |          |          | <input type="checkbox"/> |  |
| <input type="button" value="Delete"/>   |          |          |                          |  |

The system will wait for you to specify whether you want to open the report or save it externally.



The report (PDF output) will look like:

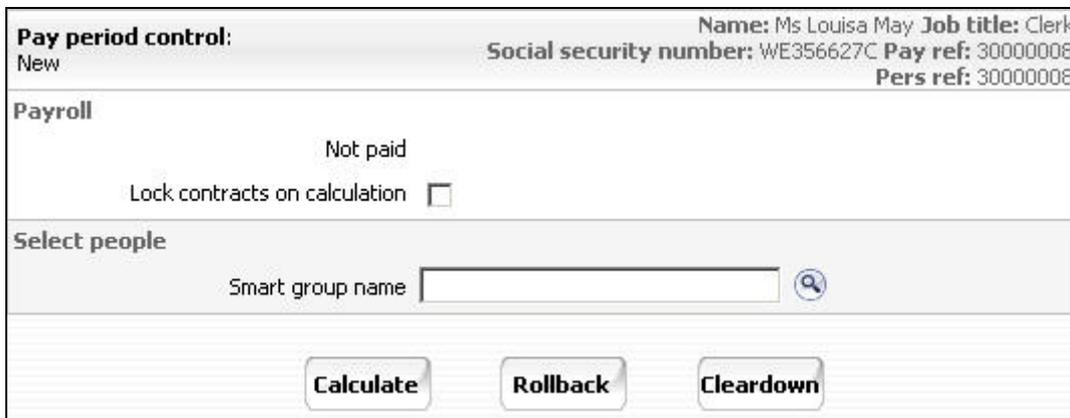
| Employee Name  | Absence         | Scheme   | Message   | Other Data                                |
|--|-----------------|----------|---|---|
| Trent <span style="float: right;">University of Cambridge</span><br><b>Absence Calculation - Errors &amp; Warnings</b><br>Date: 30/03/2007      Time: 09.12.39      Username: NW28      Reference: 00000215<br>Error Level: All Messages |                 |          |   |   |
|  |                 |          | Process Started.  |   |
|  |                 |          | Process Started   |   |
|  |                 |          | Absence calculation performed for the following                 | 05/02/2007,09/02/2007,Sickness,One Person |
|  |                 |          | Number of people processed                                      | 1   |
| May Louisa   |                 |          | Person Process Started  |   |
| May Louisa   | Sickness Scheme | OSP_SICK | Absence calculated between dates                                | 05/02/2007,09/02/2007                     |
| May Louisa   | Sickness Scheme | SSP      | Absence calculated between dates                                | 05/02/2007,09/02/2007                     |
| May Louisa   | Sickness Scheme | SSP      | No qualifying pattern attached, so working pattern used instead | 03/02/2007                                |
| May Louisa   | Sickness Scheme | SSP      | Absence exclusion   | 05/02/2007                                |
| May Louisa   |                 |          | Person Process Finished   |   |
|  |                 |          | Process Completed.  |   |
| 03/04/2007 14:08:15  |                 |          |   | Page: 1                                   |

## 1.3 Payroll Calculation

To check the impact on pay from the person absence calculation you will also need to run the payroll calculation.

**Navigate:**    **Organisation > People > select the person > Payroll > Pay history (select current pay period) > Calculate pay**

1. Use the search facility to locate the person whose pay details you wish to view
2. Choose the Payroll menu
3. Select Pay history
4. Select the current pay period from the list (i.e. the top one)
5. Select calculate pay, the pay period control form will be displayed



6. Click on calculate
7. The following message will be displayed



8. When complete a confirmation message will be displayed



9. Select  Pay details and the payslip for the individual will be displayed.

# Payroll: Sickness, Maternity & Other Absences



**Pay details:** Assistants, 31/05/2007 09:00 Name: Mr Herbet Hondorus Job title: Junior Accounts Clerk 1  
Social security number: AB987456C Pay ref: 30000129 Pers ref: 30000129

**Tax code:** 503L Cumulative **Tax month:** 2 **NI category:** D **Legislation:** UK **Currency:** British Pound

| Payment/Benefit          | Job title               | Paid from  | Paid to    | Units | Rate | Cash    |
|--------------------------|-------------------------|------------|------------|-------|------|---------|
| First Aid (NP)           | Junior Accounts Clerk 1 | 24/05/2007 | 31/05/2007 |       |      | 10.00   |
| Basic Pay                | Junior Accounts Clerk 1 | 24/05/2007 | 31/05/2007 |       |      | 133.65  |
| Basic Pay (Abs. offset)  | Junior Accounts Clerk 1 | 25/05/2007 | 31/05/2007 |       |      | -133.65 |
| Basic Pay (Abs. payment) | Junior Accounts Clerk 1 | 25/05/2007 | 31/05/2007 |       |      | 133.65  |

**Total payments:**

143.65

**Total deductions:**

8.02

**Net pay:**

135.63

**B/F: C/F:**

0.00 0.00

**Rounded net:**

**135.63**

| Deduction            | Cash |
|----------------------|------|
| Tax                  | 0.00 |
| Opted out of pension | 0.00 |
| NI - D               | 0.00 |
| CPS                  | 8.02 |

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## 2. Particular Scenarios

### 2.1 Long Term Sickness

To suppress the processing of tax refunds for an employee is on a long term sickness, you would normally apply a contract suspension. However, in doing so this would prevent normal payments via Temporary Element input, which might be required for the therapeutic return to work cases.

In order to work around this, contract suspension will not be used for long term sickness, ensuring that all relevant temporary data can be entered.

### 2.2 New Starters

If the payroll details for a new starter are entered onto CHRIS and on the same day they have some sickness absence allocated against them they will receive no SSP. This is because until the payroll has been 'calculated' (which will happen every night) the system has no YTD pay figures available and hence will exclude the individual from the absence calculation. This will also be highlighted on the errors and warnings report.