Absence Monitor

Sickness Absence Recording

Contents Page

1 Logging in

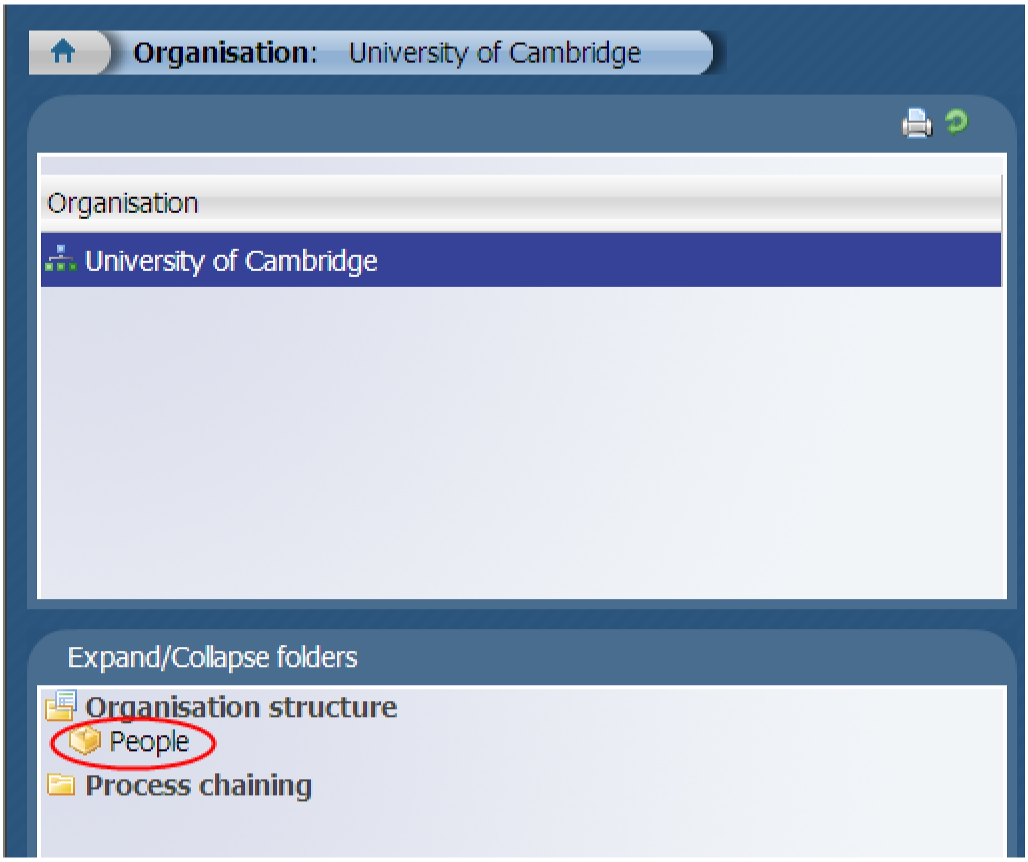
Locate the CHRIS icon on your desktop and double-click to open.

The following page will be displayed. Select the Login (managers and administrators) link.

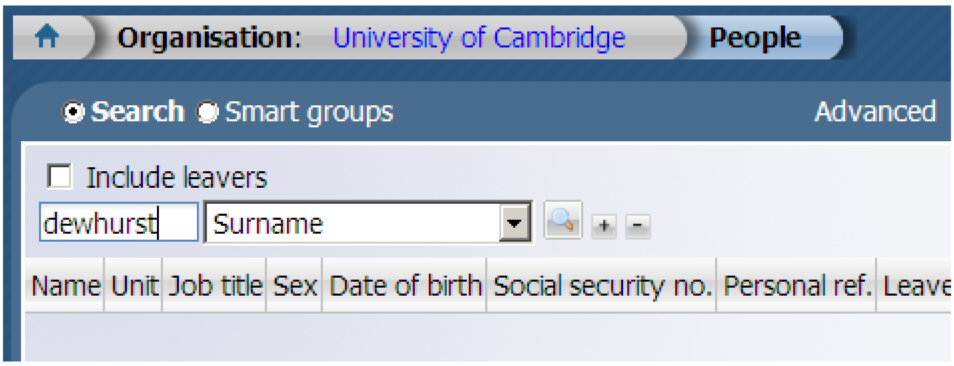
The Raven Login screen will be displayed. Enter your user name and password (this is case sensitive) and press Enter or click on the Submit button.

2 Viewing Records for your Department

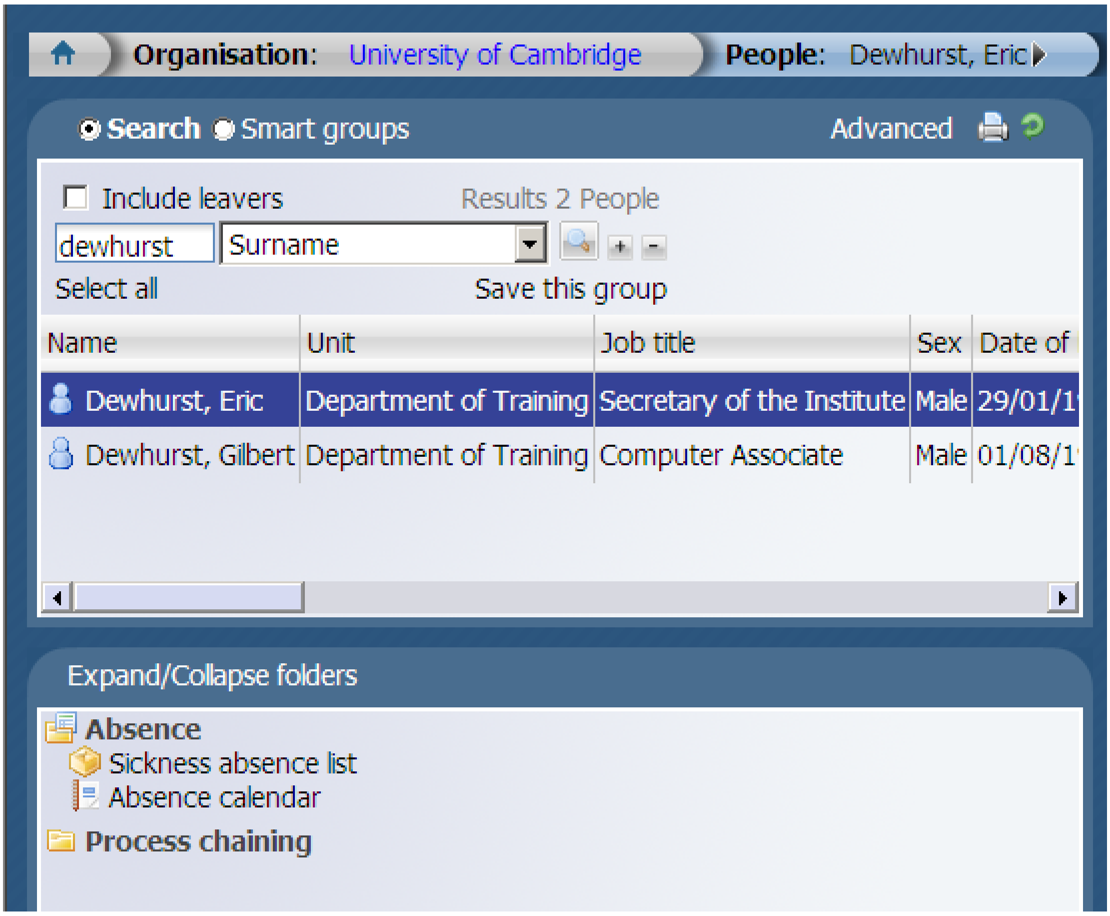
1. Select the People menu.



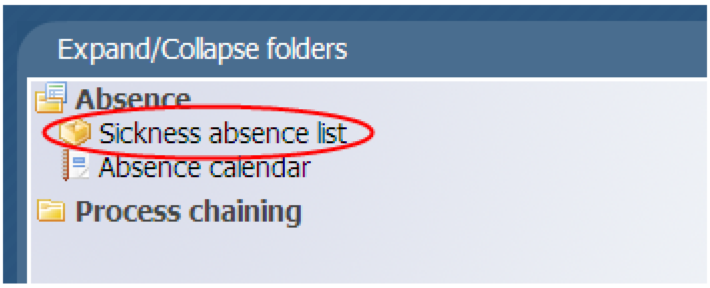
2. Enter the surname of the person whose sickness details you wish to view.



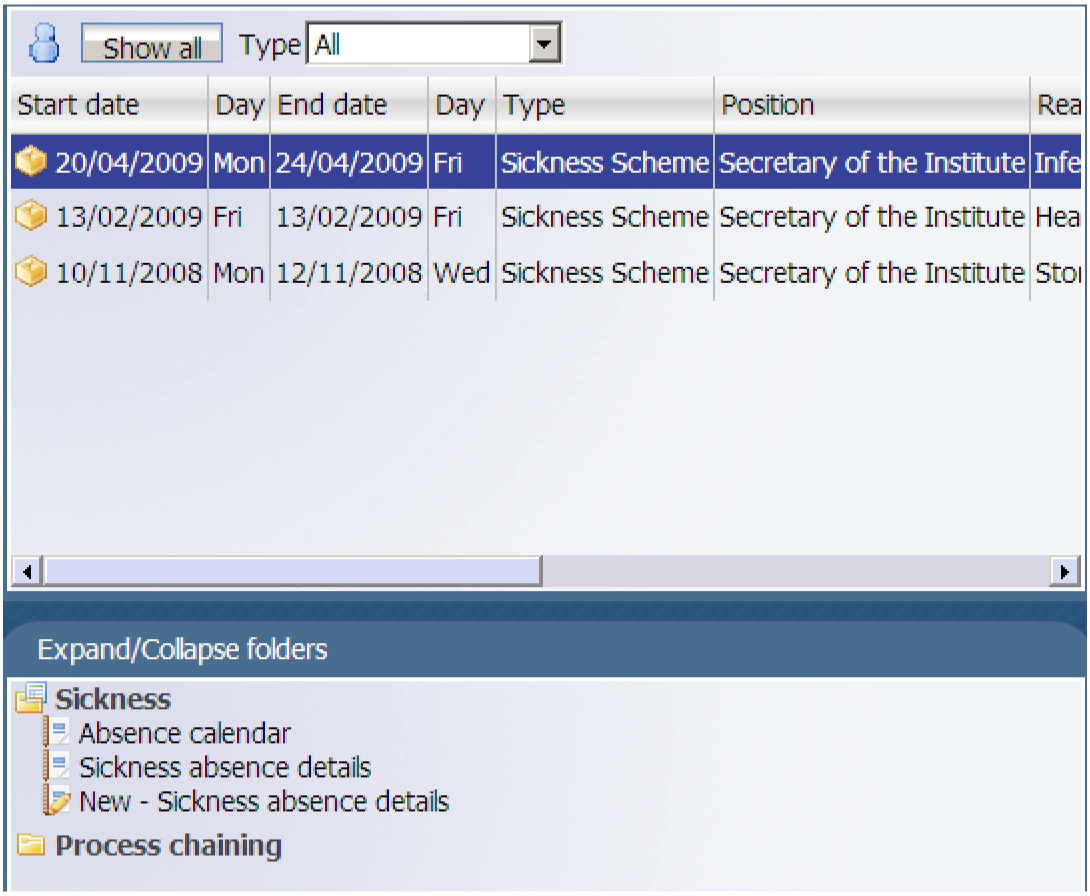
3. Press the Enter key, or click on the magnifier to search.



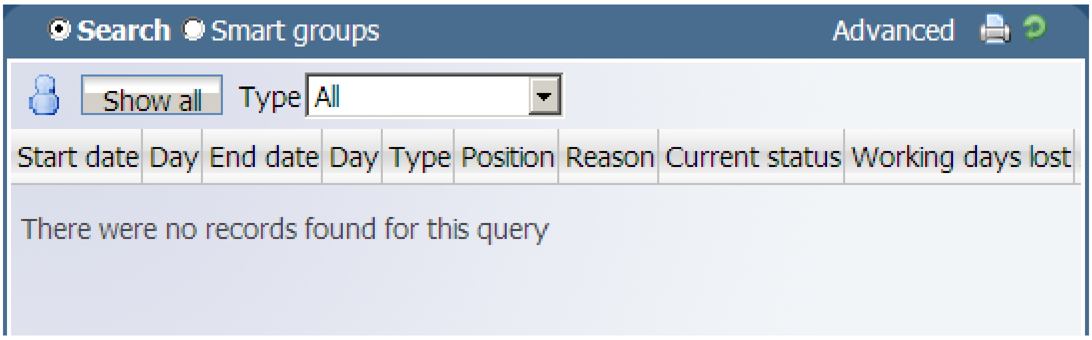
4. Select the employee record that you wish to view
5. Select Sickness absence list



6. Absence information for the employee will be displayed

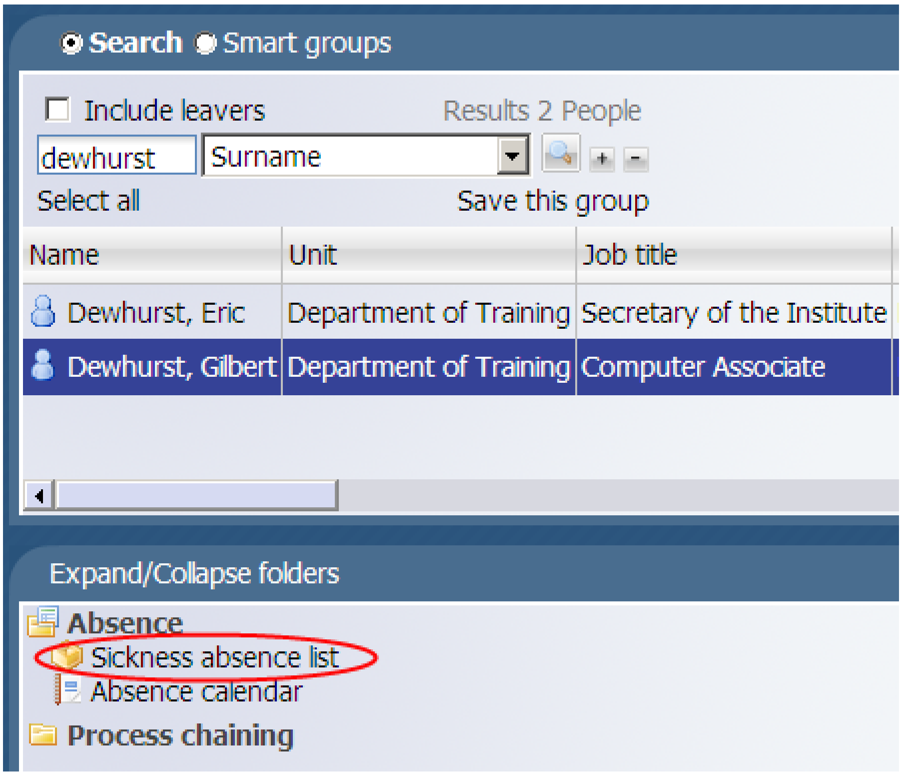


If no absence information has been entered the screen below will be displayed:

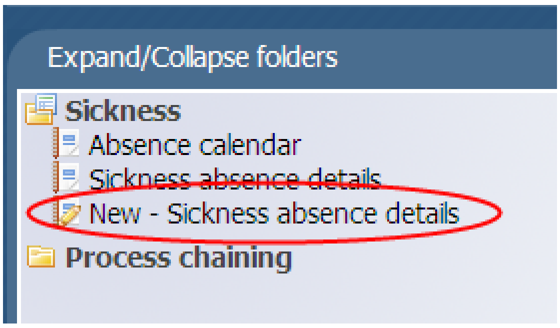


3 Entering an Absence

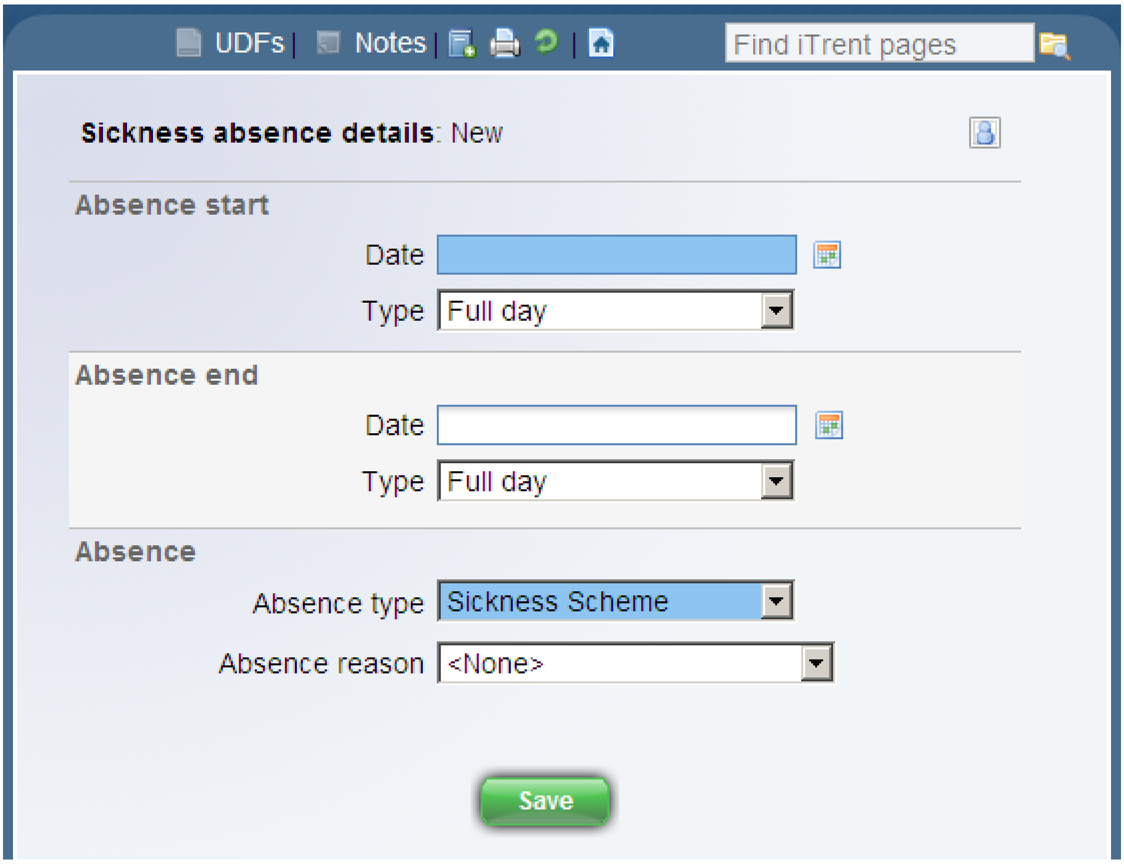
1. Follow the instructions above to search for the person
2. Select sickness absence list



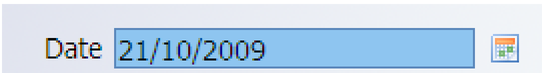
3. Select New – Sickness absence details



4. The sickness absence details screen will be displayed.



5. Enter the absence start date by keying in or using the calendar button



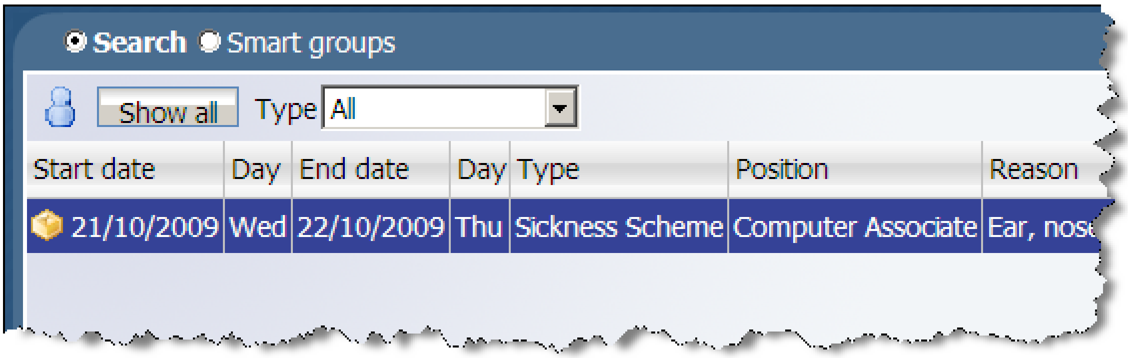
6. The Type will automatically default to full day and **only** full day absence should be used.

7. Enter the absence end date (if known)

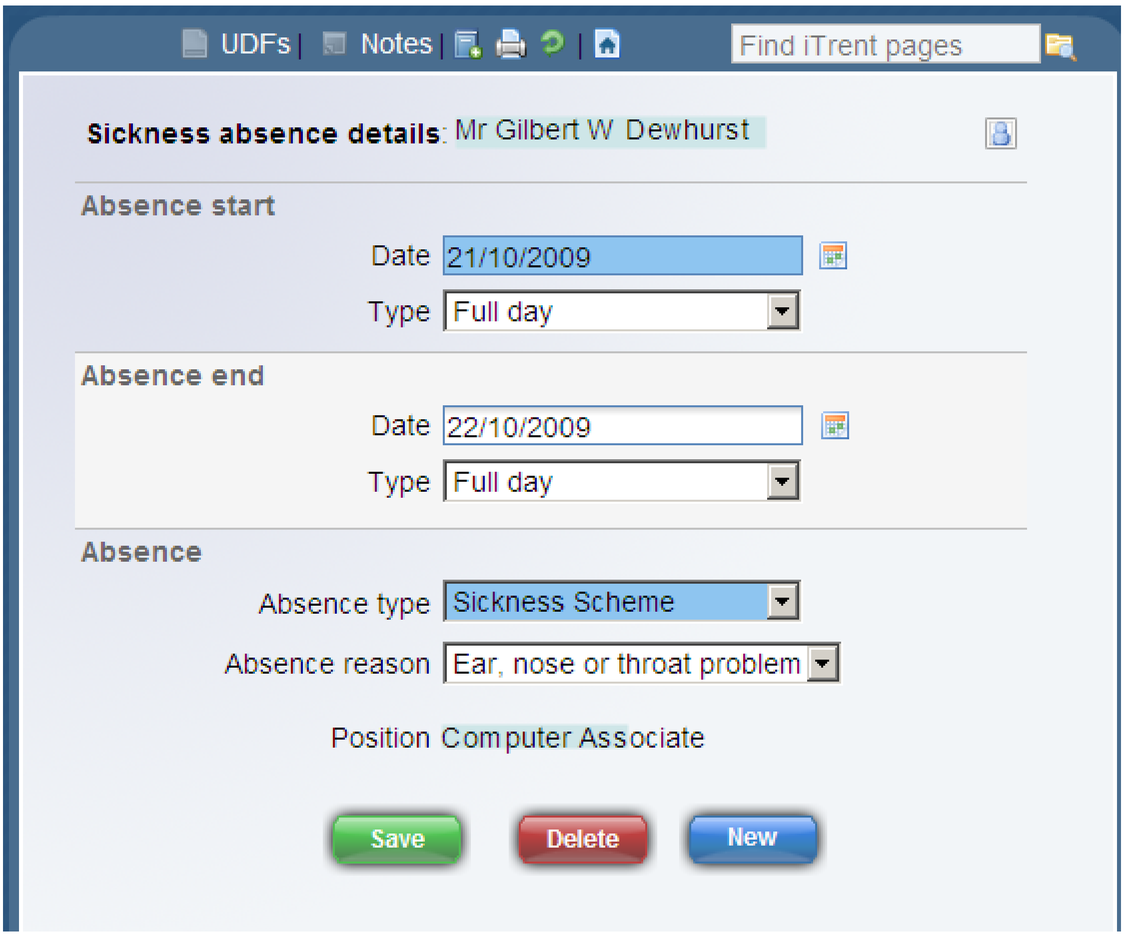
8. Enter the absence reason (if known). This information will be on either the self-certificate or the doctors note. The absence reason can be updated on the absence record when it comes in at a later date.

9. Click on the Save button.

10. The absence details will appear in the top left screen



11. If these details later require amendment (to add the end date, or add the absence reason) this can be done by selecting the absence and selecting sickness absence details.



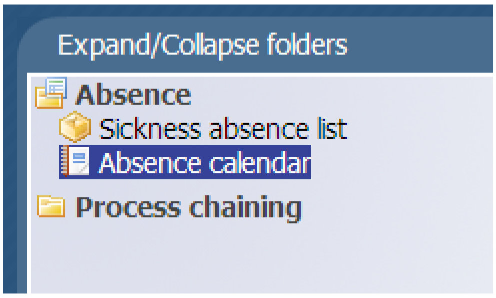
12. Make the required changes and click on Save.

It is essential that when a person returns from sickness absence, the end date for the absence is entered. Failure to do so could result in the person going onto half pay.

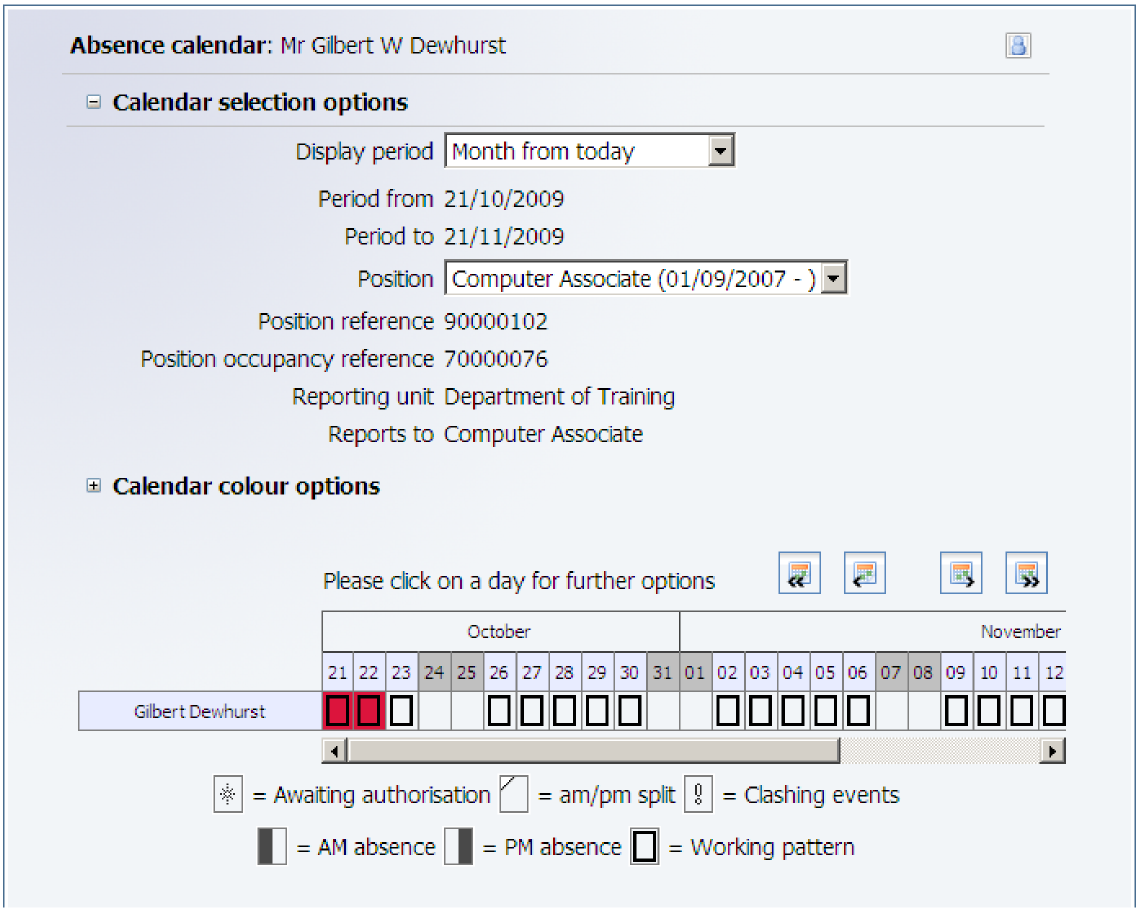
4 Absence Calendar

The Absence calendar provides an alternative way to view, amend and create sickness absence for staff in your department

1. Search for and select the person for whom you wish to view information.
2. Select Absence, and then Absence Calendar

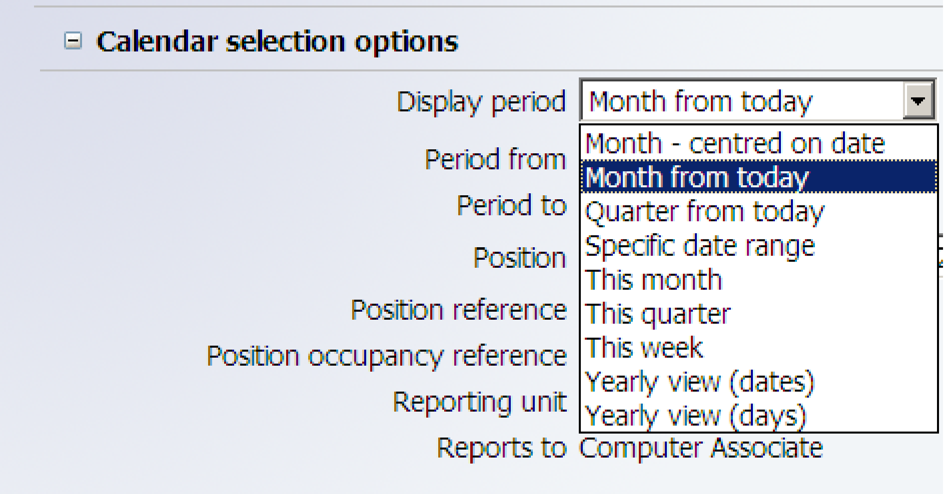


3. The Absence Calendar will be displayed showing the calendar from today to the same day number in the following month.



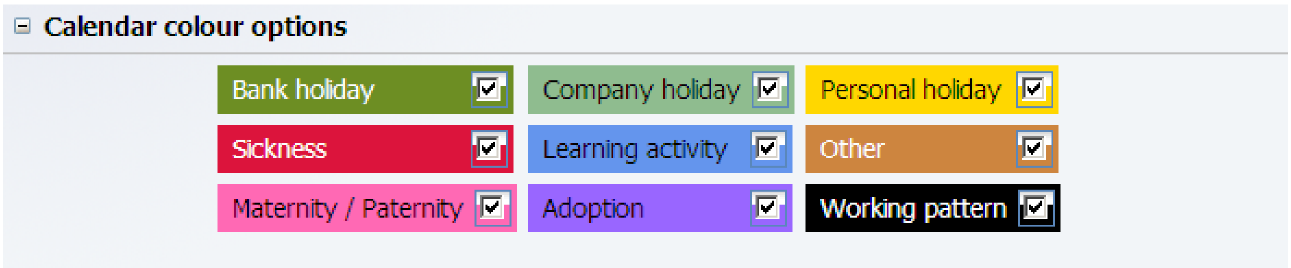
4.1 Calendar Display

The Calendar display period can be changed by selecting drop down list items



or changed to an earlier date or a later date using the buttons in the calendar.

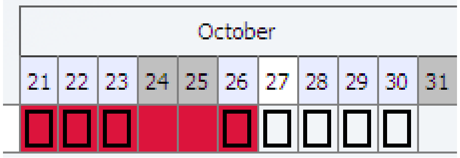
Calendar colour options are initially hidden and can be displayed by clicking the plus icon,



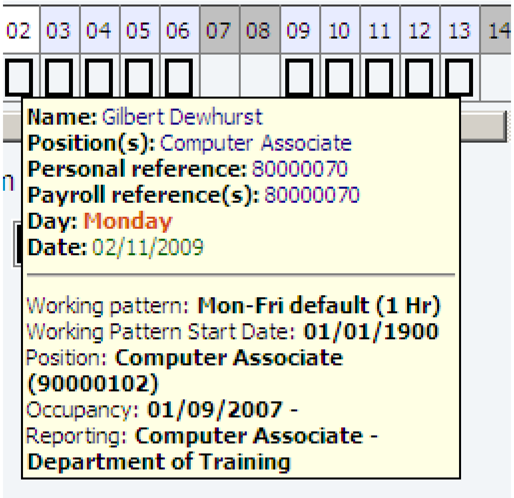
This section is also used to identify the absence types that you wish to have displayed on the calendar and the colour that they will be displayed in.

Weekends are shown shaded in the day number display and the employee's working pattern is indicated by the inner box on the relevant days.

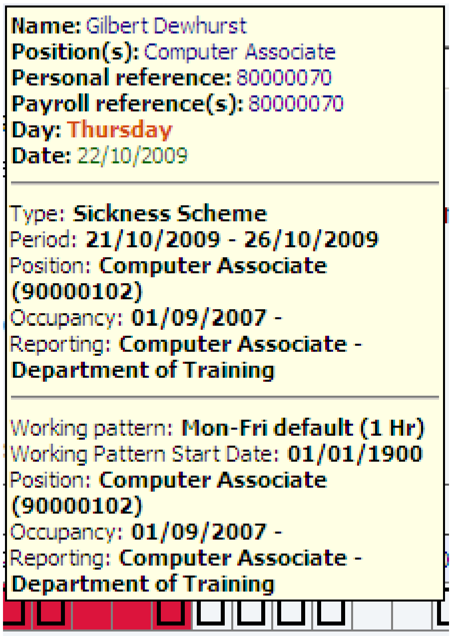
Absences that occur on a working day are shown with their absence colour and the box.



When you move the cursor over the cells in the display a pop up appears showing details of either the person, when no absence is recorded:



Or, when the cursor is on a cell which has a recorded absence the pop up information will be similar to the following:



The first section displays the name of the person, their position(s), personal and payroll reference number, the day and the date.

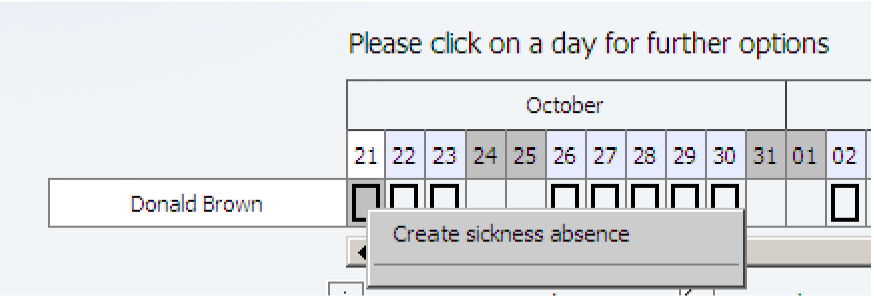
The next section displays the Type of absence and its start and end date (or just start date if the end date has not yet been entered). The position to which the absence has been applied is shown, the persons Occupancy dates in the position and the Reporting Manager of the position.

If the Absence is applied to several positions then each position will be reported in a separate section.

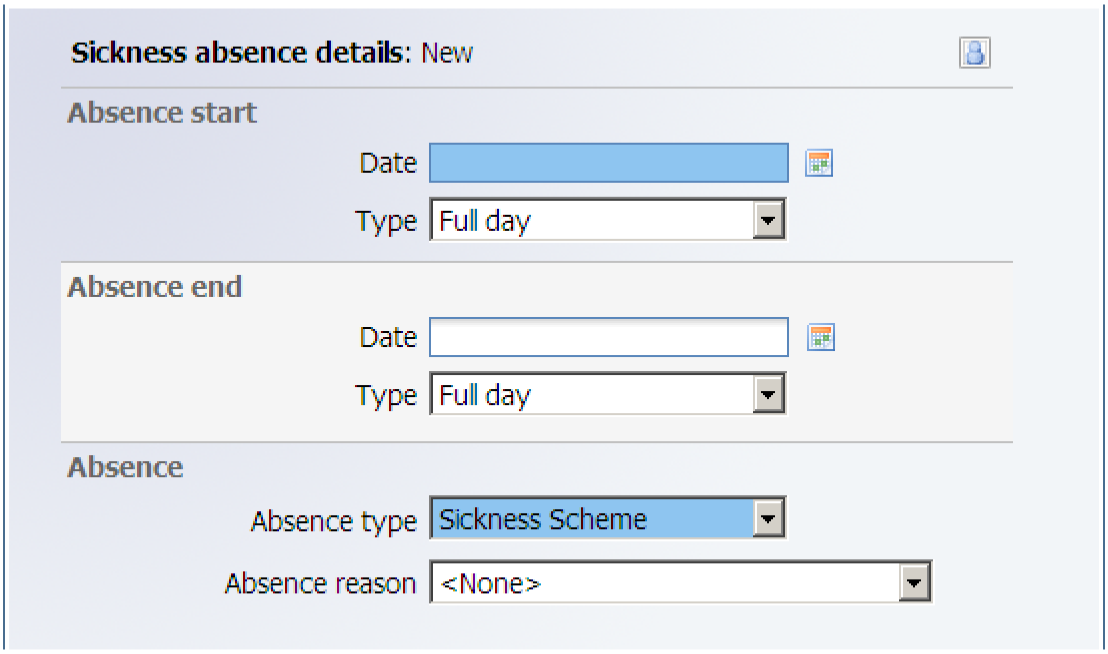
The last section of the pop up shows the employee Working pattern details.

4.2 Entering a sickness absence using the absence calendar.

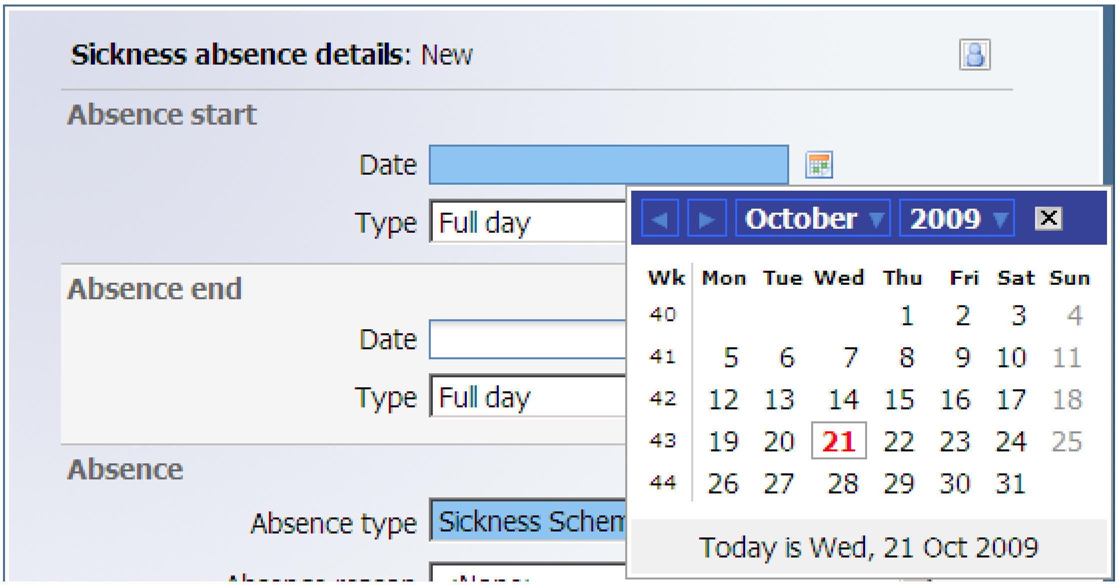
1. Select the person for whom you wish to enter absence, and right click on the date on which the absence starts.



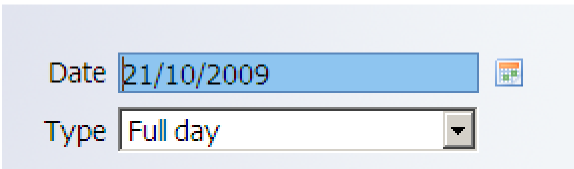
2. Select Create sickness absence.
3. The sickness absence details screen will be displayed.



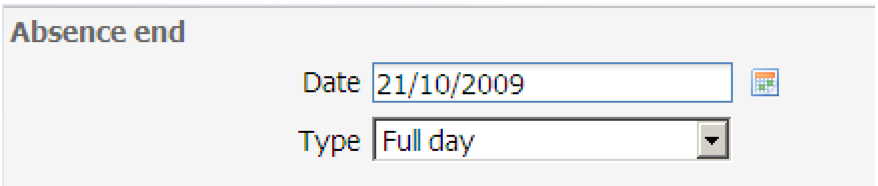
4. Enter the absence start date or use the calendar to select the correct date.



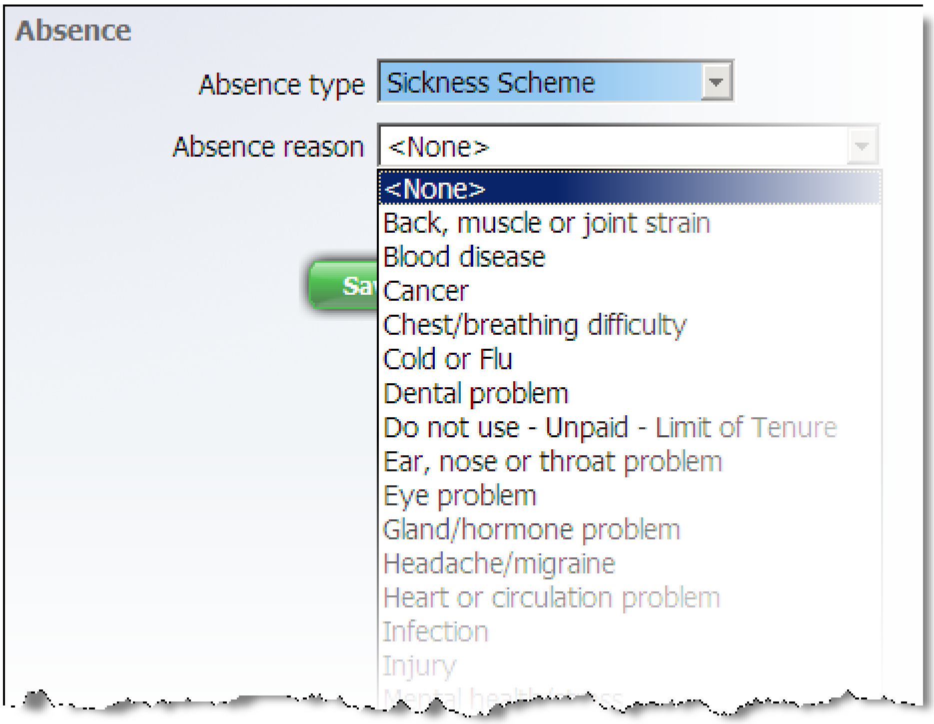
5. The Type will automatically default to full day and **only** full day absence should be used.



6. **IF** the end date is know at this stage enter the date.

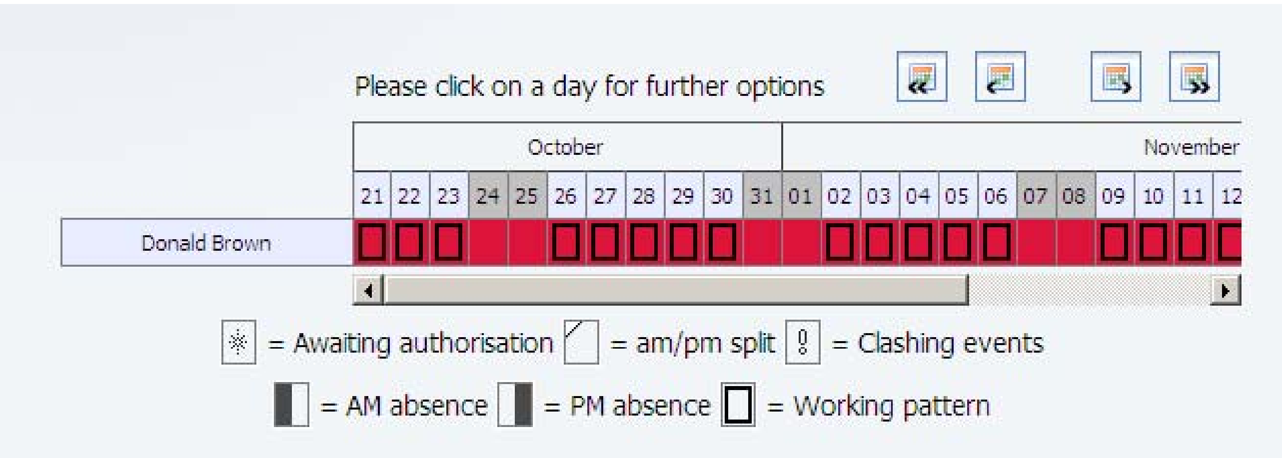


7. Where the absence reason is known enter the appropriate reason. This information will be on either the self-certificate or the doctors note. The absence reason can be updated on the absence record when it comes in at a later date, see section 4.4.



8. Click on the Save button.

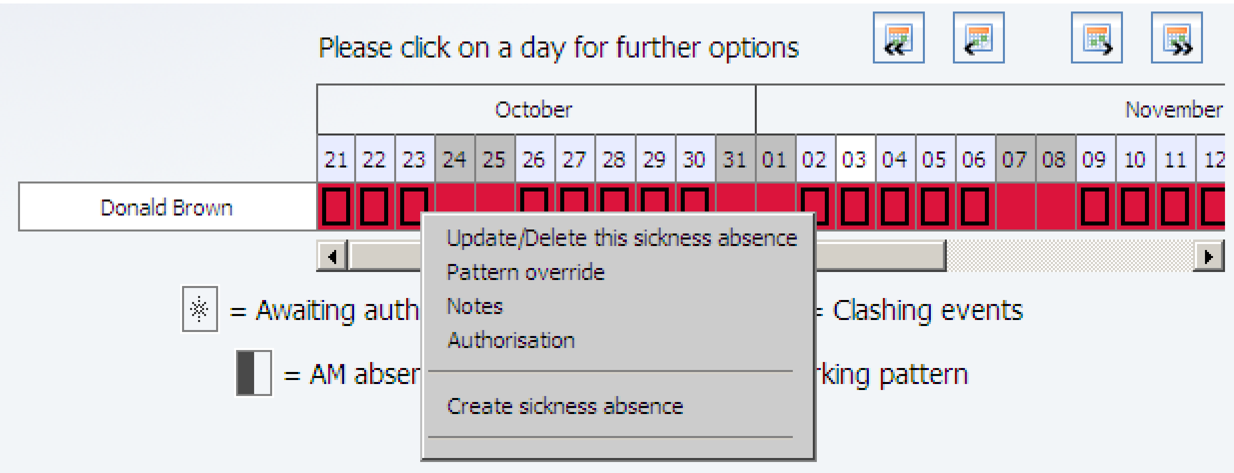
9. You will return to the Absence Calendar. The sickness absence will appear as a shaded box (from the start date onwards for absences where no end date is entered)



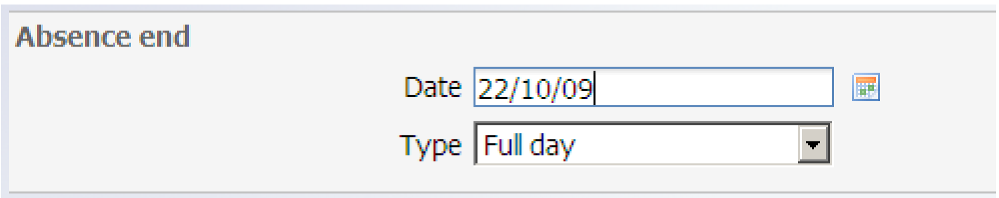
4.3 Ending a sickness absence

It is essential that when a person returns from sickness absence, the end date for the absence is entered. Failure to do so could result in the person going onto half pay.

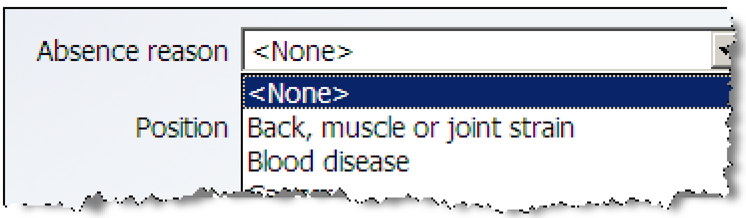
1. Select the person for whom you wish to end absence, from the absence calendar right click on any of the dates that display the sickness absence.



2. Select Update/Delete this sickness absence to display the sickness absence details.
3. Enter the date of the last day of sickness in the absence end date. (the Type should remain as Full Day)

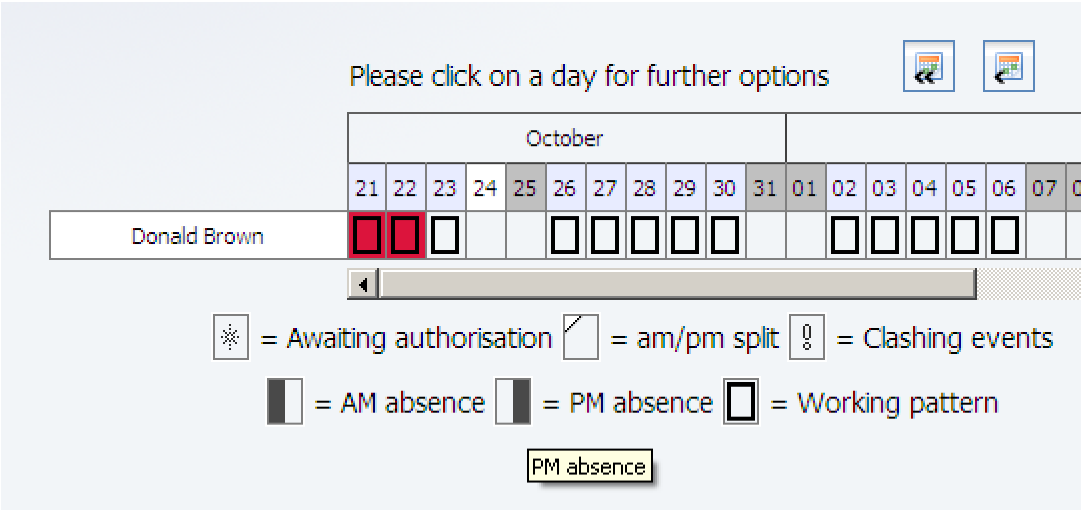


4. Click the drop down arrow for the absence reason and select as appropriate.



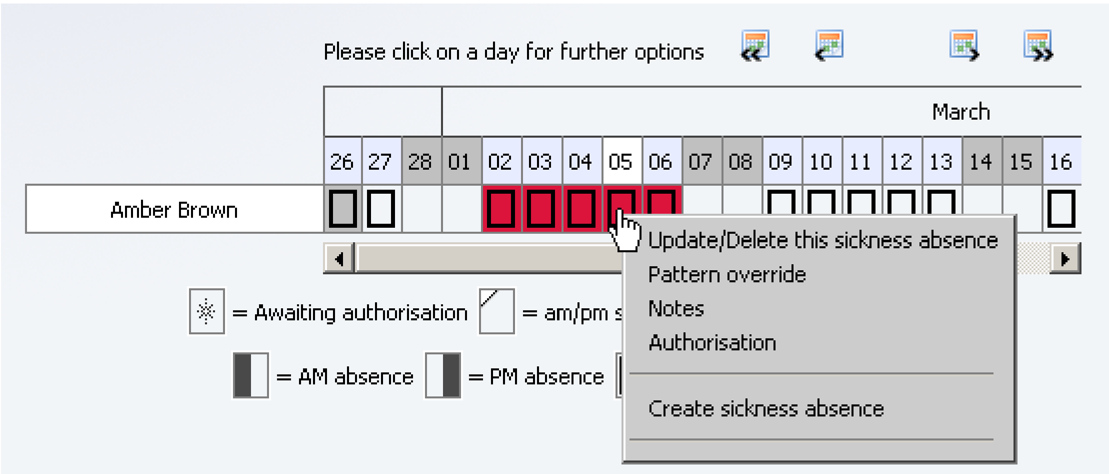
5. Click on the Save button.

The screen will return to the Absence calendar and the display will be updated.



4.4 Amending or deleting a sickness absence

1. To view, amend or delete a sickness absence, right click on the absence and select update/delete this sickness absence.

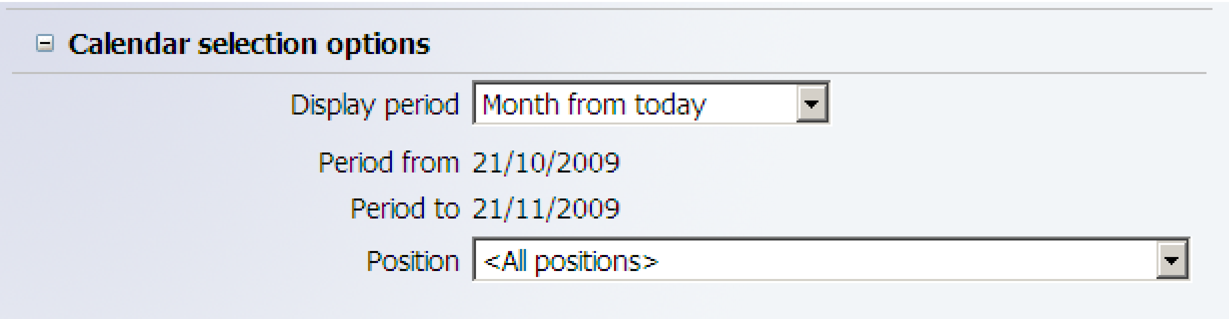


2. Amend the details as required and save, or if the absence has been entered in error use the delete button to remove the absence.

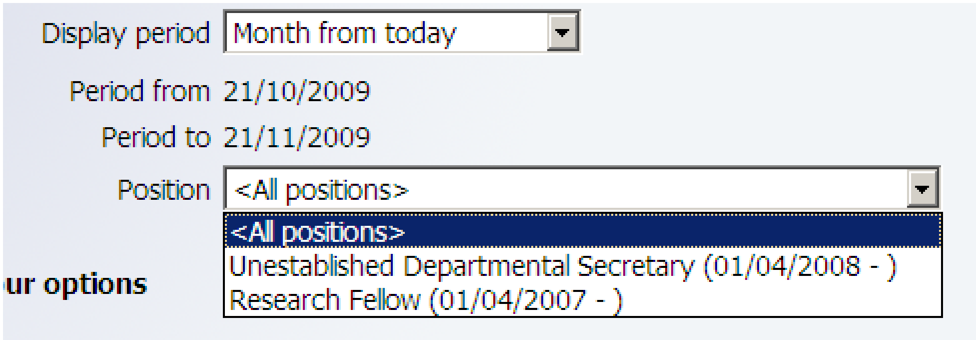
NOTE:	**Do not use** the options Pattern override, Notes or Authorisation from this menu. These forms are excluded from the navigation, but still appear (incorrectly) in the short-cut menu. If you select them the screen will hang and you will have to log out.

4.5 Employees with Multiple Positions

Where an employee has more than one position the calendar selection options allow you to select whether a sickness absence applies to all positions:



Or by clicking the position drop down arrow you can select one of their multiple positions.

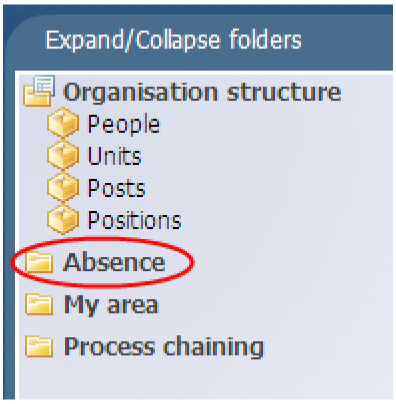


5 Absence search

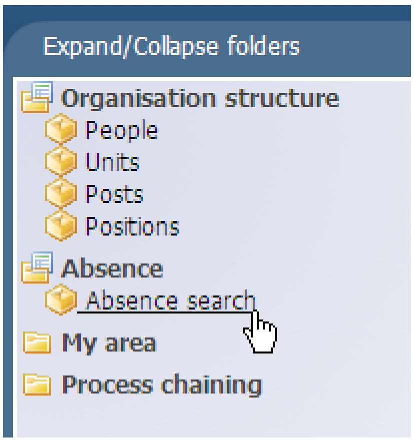
5.1 Using the simple search

Your sickness absence user profile enables you to search by absence. This can be particularly useful to check whether there are any absences that have no end date.

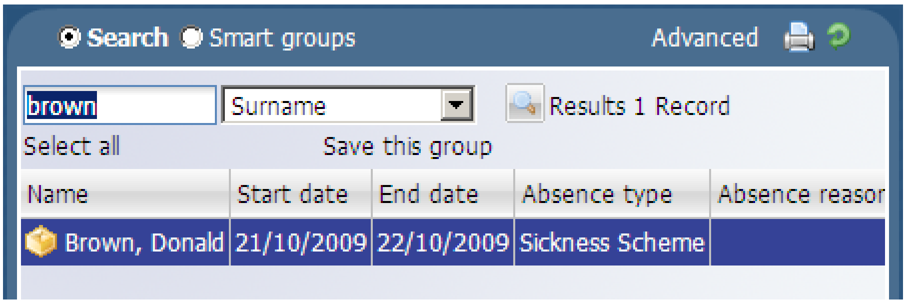
1. Select the Absence menu



2. Select Absence Search



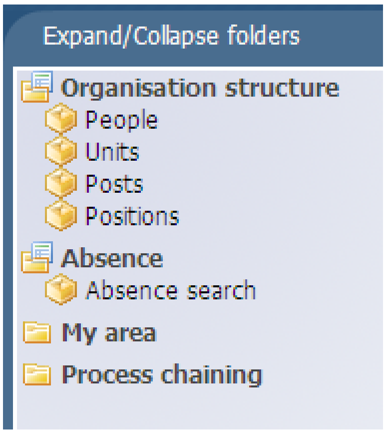
3. To search for an individual enter the surname and press enter. Sickness details for the employee will be displayed



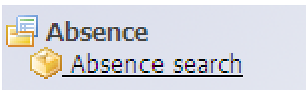
Search
Smart groups
Advanced
brown
Surname
Results 1 Record
Select all
Save this group
Name
Start date
End date
Absence type
Absence reasor
Brown, Donald
21/10/2009
22/10/2009
Sickness Scheme

5.2 Using Advanced Search to identify absences that have not been ended.

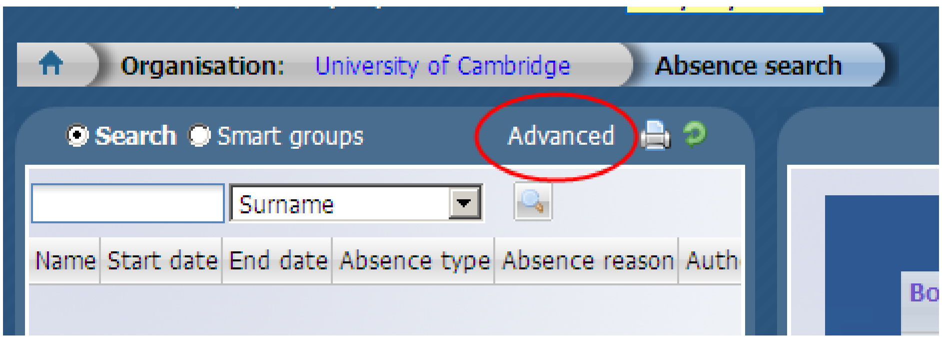
1. Select the absence menu



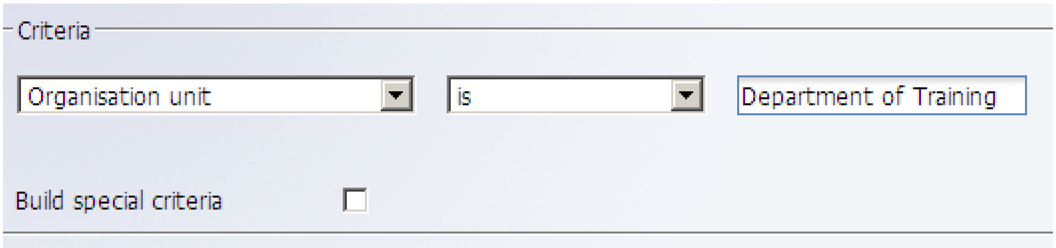
2. Select Absence search



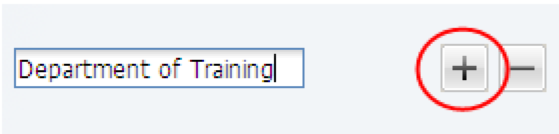
3. Click on the advanced button



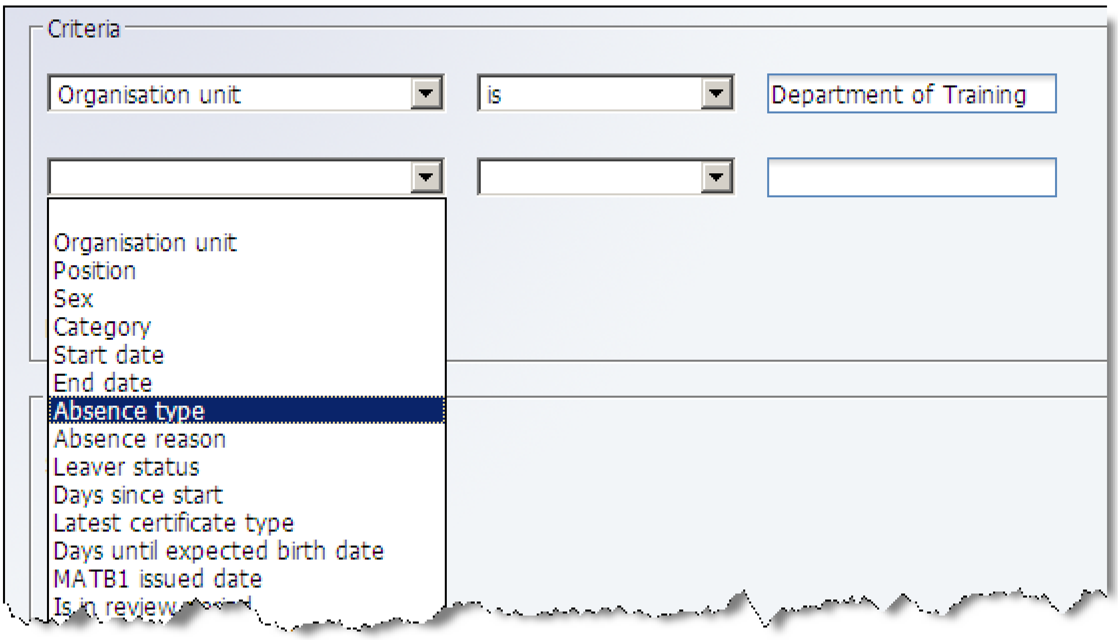
4. Type in the department name



5. Click on the add another search condition button

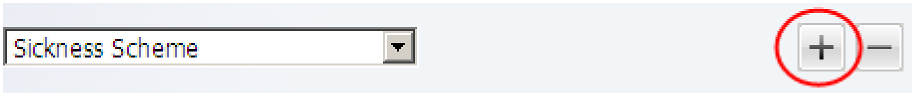


6. Select Absence Type from the drop down box

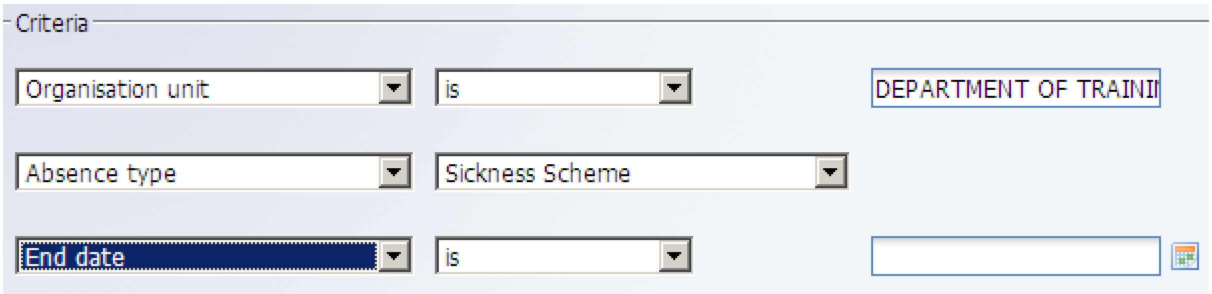


7. Select Sickness Scheme

8. Click on the add another search condition button

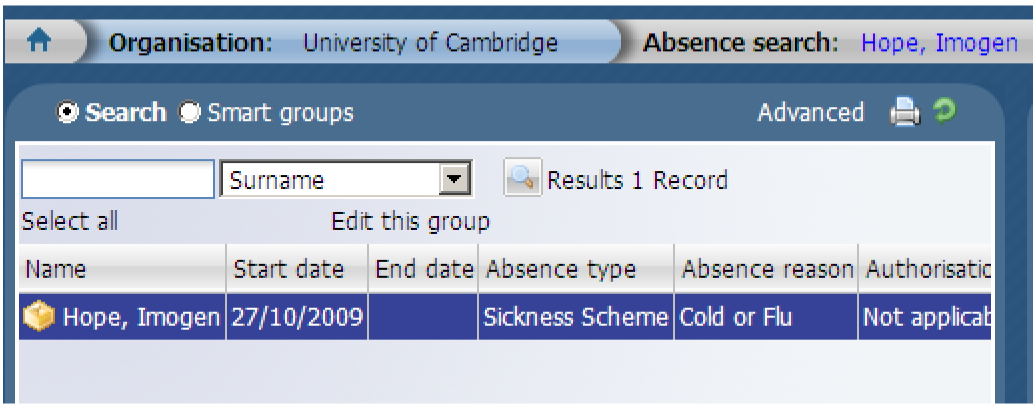


9. Select End date and leave the date field blank.



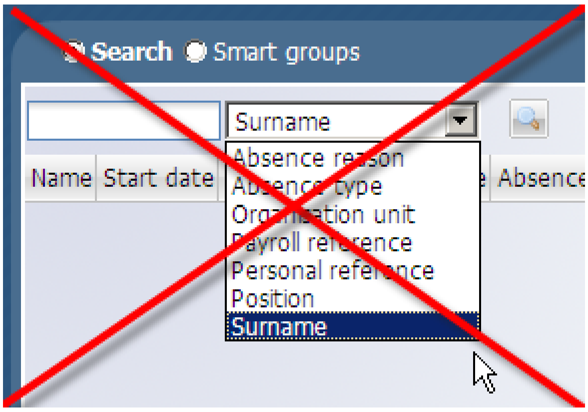
10. Click on the Search button

11. The results will be displayed



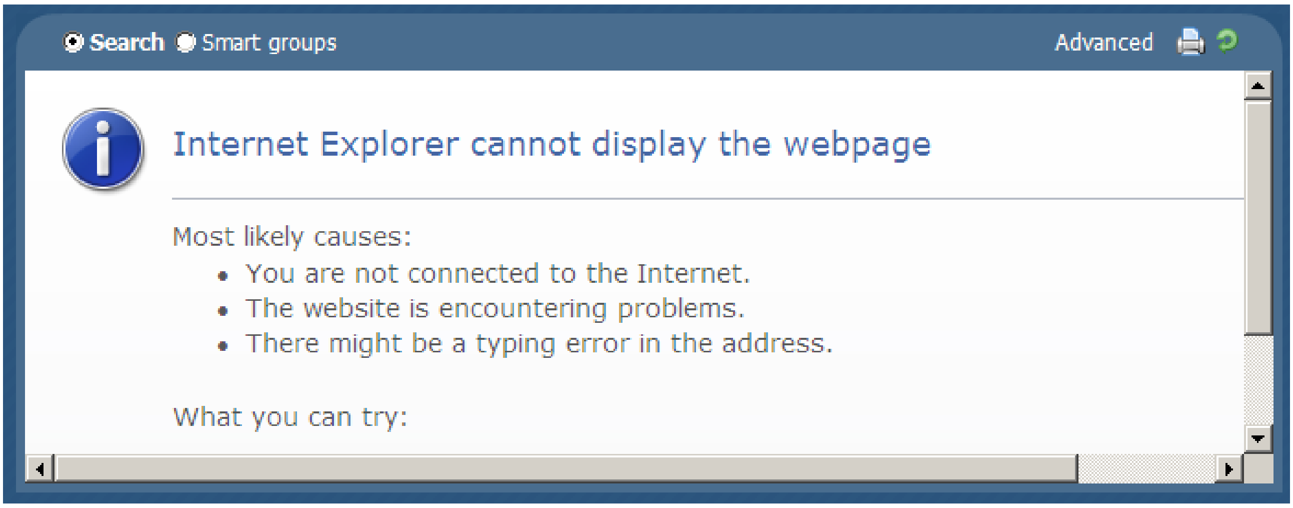
Important

DO NOT USE the simple search to search by absence type.



If you do, it will cause a spinner on the system.

The search will not complete and after 10 minutes the following message will be displayed:

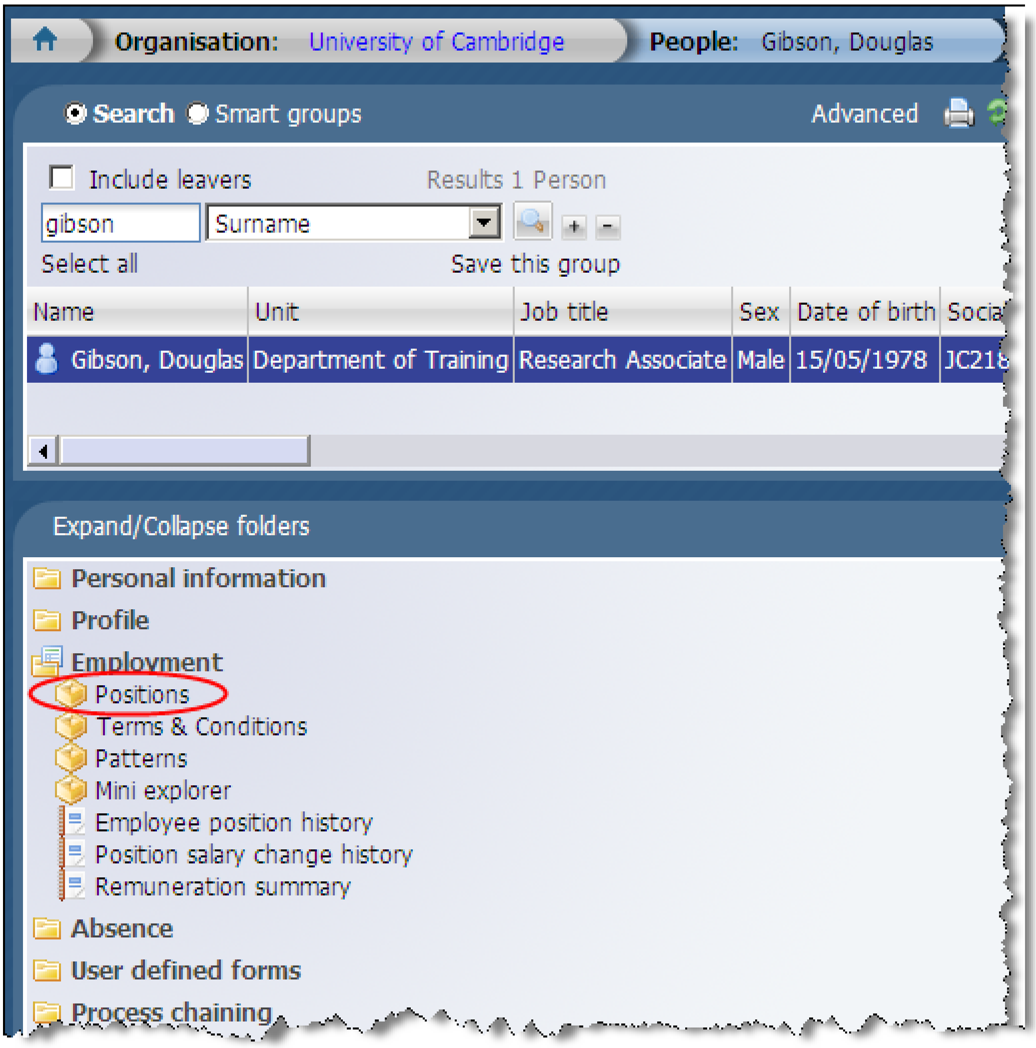


The correct usage is to use Advanced Search and **always** include Organisation Unit in the search criteria. This will avoid time outs.

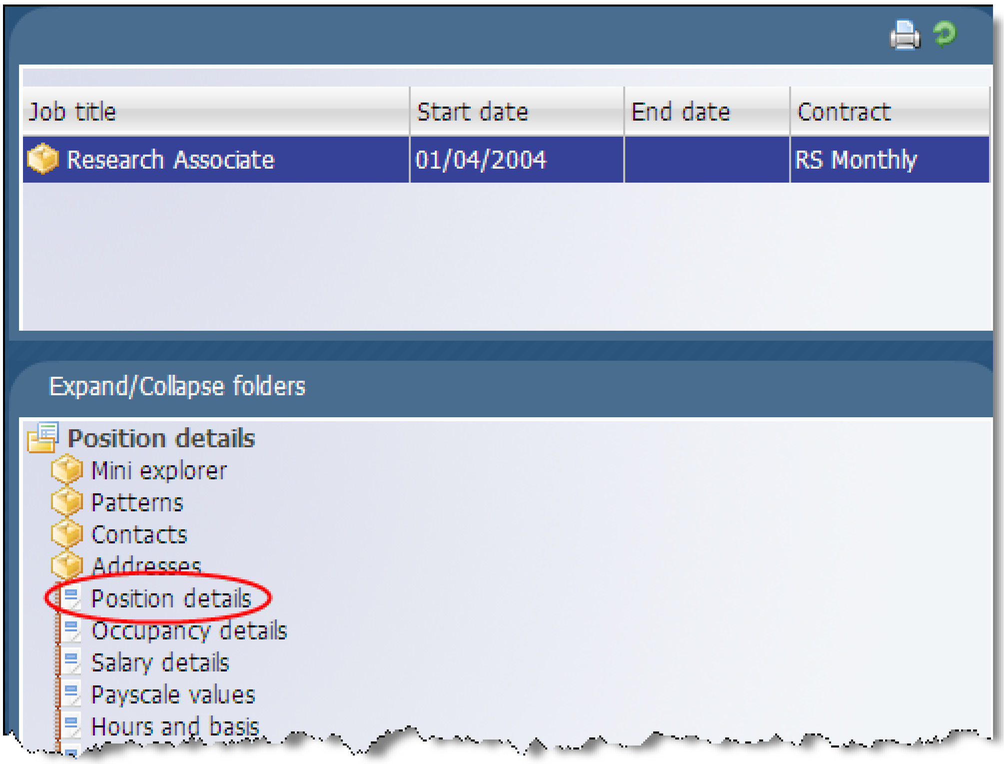
6 Entering Reporting Manager information

The Reporting Manager for a position is held on the position details screen. This information is recorded from the CHRIS/10 or CHRIS/11 form for new appointments, but for existing positions this information will be incorrect as this information was not held on the legacy system.

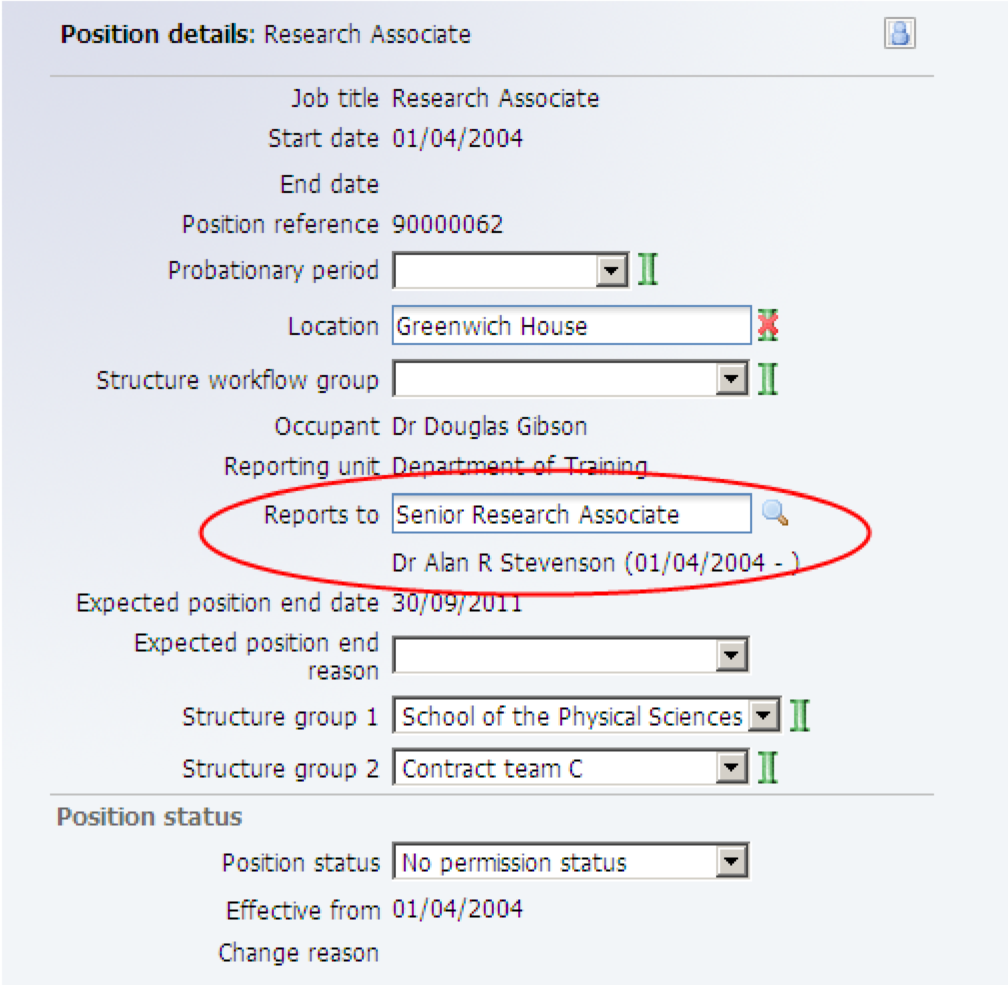
1. Search for and select the person for whom you wish to view information
2. Select the Employment menu , and then Positions



3. Where more than one position is displayed, select the correct position and then choose Position details.

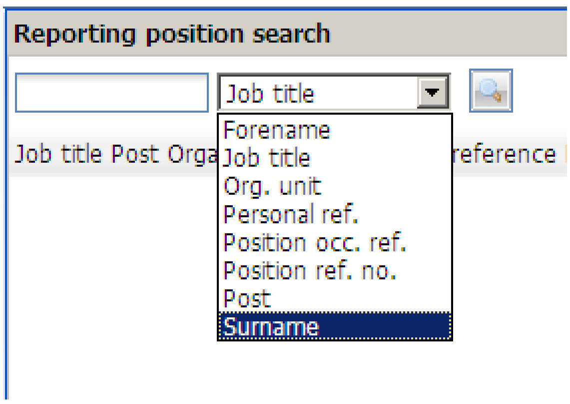


4. Enter the effective date

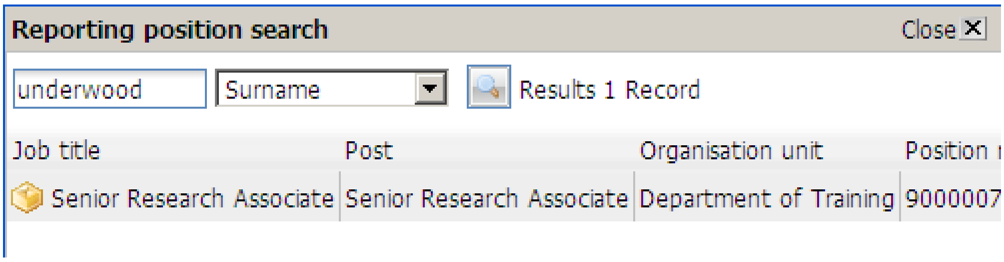


5. To change the reports to position click on the magnifier to the right of the job title.

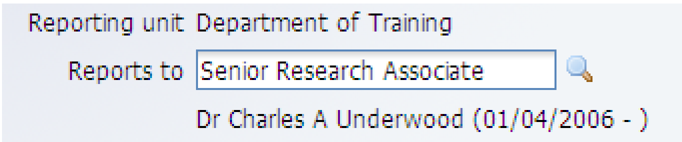
   The reporting position search will be displayed, click the drop down arrow to the right of Job Title and select Surname.



6. Key in the surname of the reporting manager you require and press enter



7. Select the record and you will return to the Position details screen and see the name displayed under the Job Title



8. Click on the Save button. You will see confirmation that the changes have been saved.