

Sickness Absence Recording

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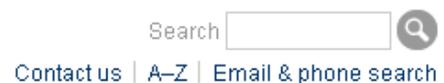
Sickness Absence Recording

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.



[University of Cambridge](#) > [University Offices](#) > [Human Resources Division](#)

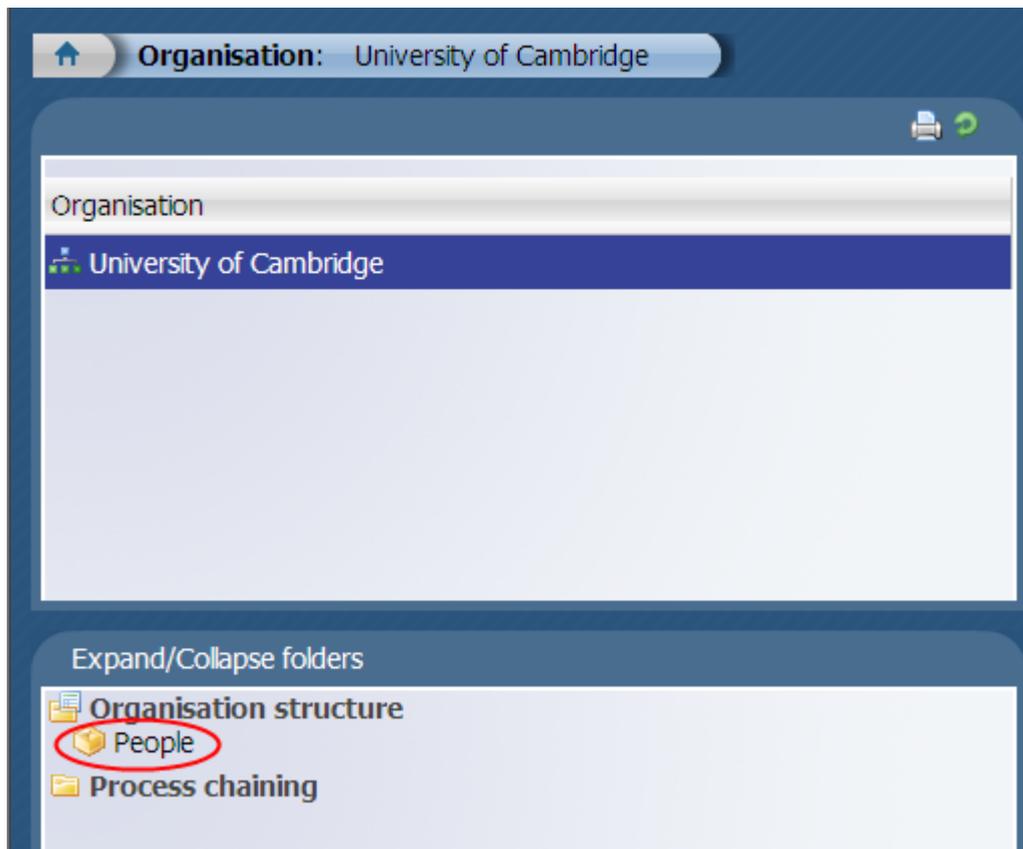
CHRIS

<p>Login (managers and administrators)</p> 	<p>Helpdesk</p> 	
<p>Training</p> 	<p>Forms</p> 	<p>FAQs</p> 

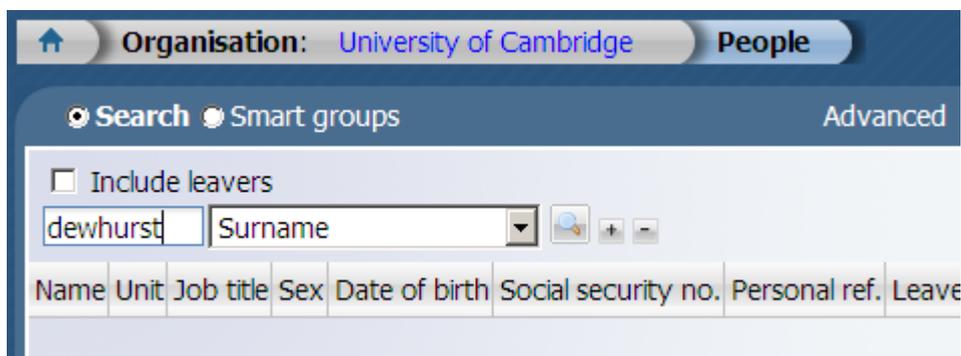
The Raven Login screen will be displayed. Enter your user name and password (this is case sensitive) and press Enter or click on the Submit button.

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.

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The screenshot shows the CHRIS system interface. At the top, it displays 'Organisation: University of Cambridge' and 'People: Dewhurst, Eric'. Below this, there are search options: 'Search' (selected) and 'Smart groups'. A search bar contains 'dewhurst' and a dropdown menu is set to 'Surname'. The results show 'Results 2 People'. There are links for 'Select all' and 'Save this group'. A table lists the search results:

Name	Unit	Job title	Sex	Date of
Dewhurst, Eric	Department of Training	Secretary of the Institute	Male	29/01/1
Dewhurst, Gilbert	Department of Training	Computer Associate	Male	01/08/1

Below the table, there is a section titled 'Expand/Collapse folders' with a tree view containing:

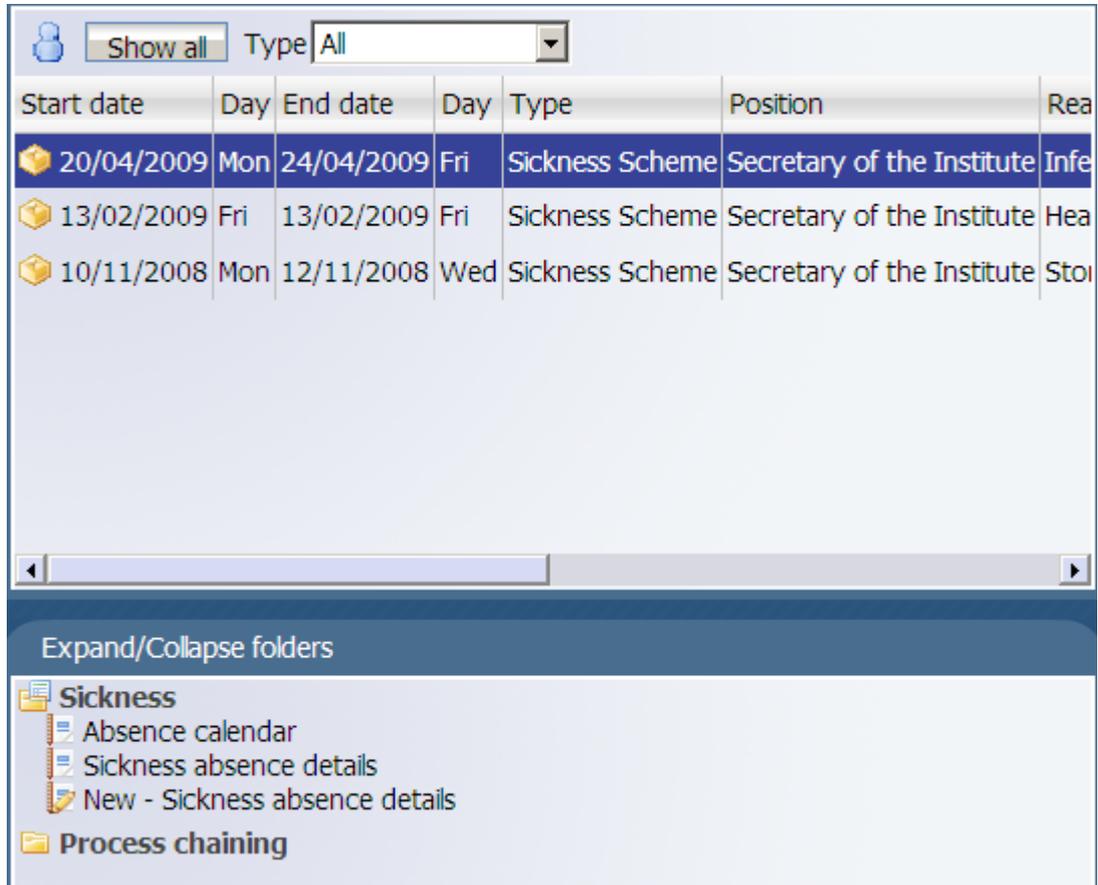
- Absence
 - Sickness absence list
 - Absence calendar
- Process chaining

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

This is a close-up of the 'Expand/Collapse folders' section from the previous screenshot. The 'Absence' folder is expanded, and the 'Sickness absence list' item is circled in red, indicating it is the selected option.

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6. Absence information for the employee will be displayed

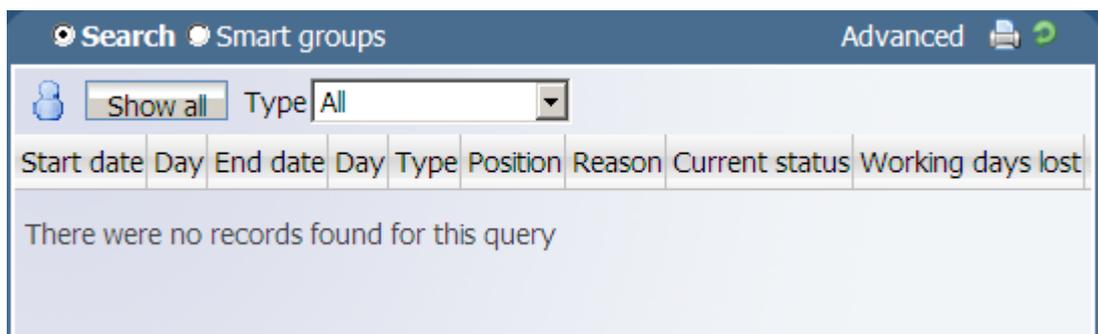


Start date	Day	End date	Day	Type	Position	Reason
20/04/2009	Mon	24/04/2009	Fri	Sickness Scheme	Secretary of the Institute	Infe
13/02/2009	Fri	13/02/2009	Fri	Sickness Scheme	Secretary of the Institute	Hea
10/11/2008	Mon	12/11/2008	Wed	Sickness Scheme	Secretary of the Institute	Sto

Expand/Collapse folders

- Sickness
 - Absence calendar
 - Sickness absence details
 - New - Sickness absence details
- Process chaining

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

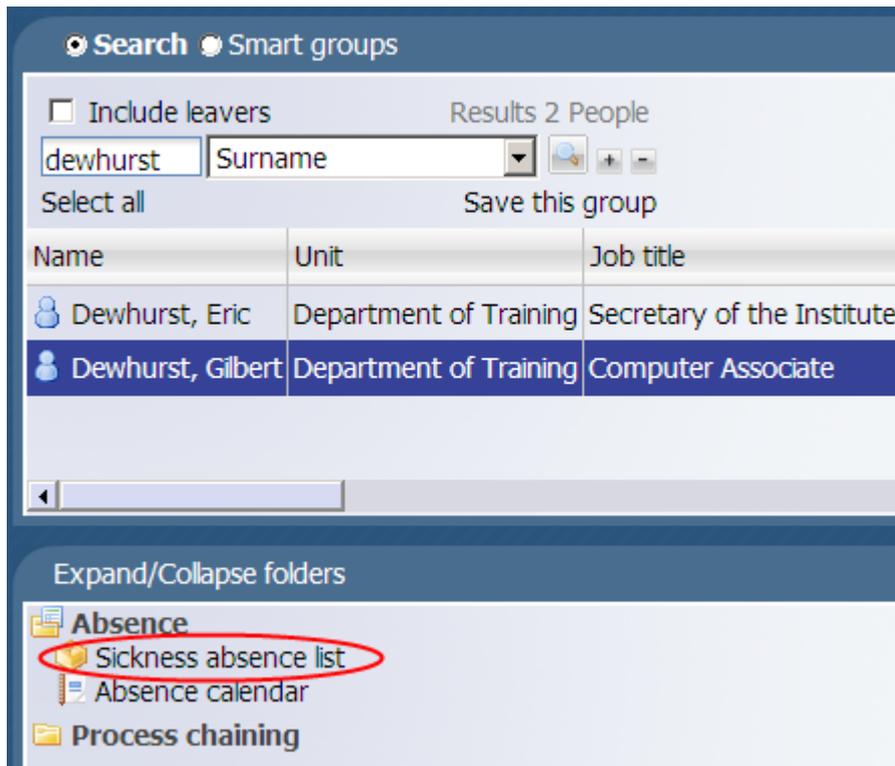


Start date	Day	End date	Day	Type	Position	Reason	Current status	Working days lost
There were no records found for this query								

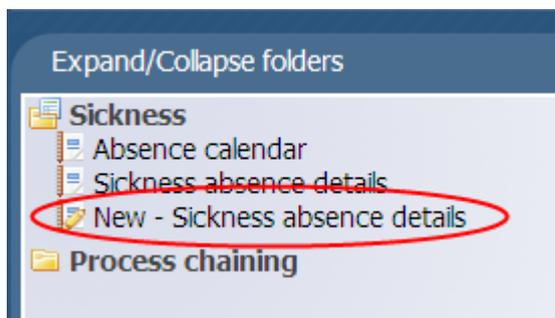
Sickness Absence Recording

3 Entering an Absence

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

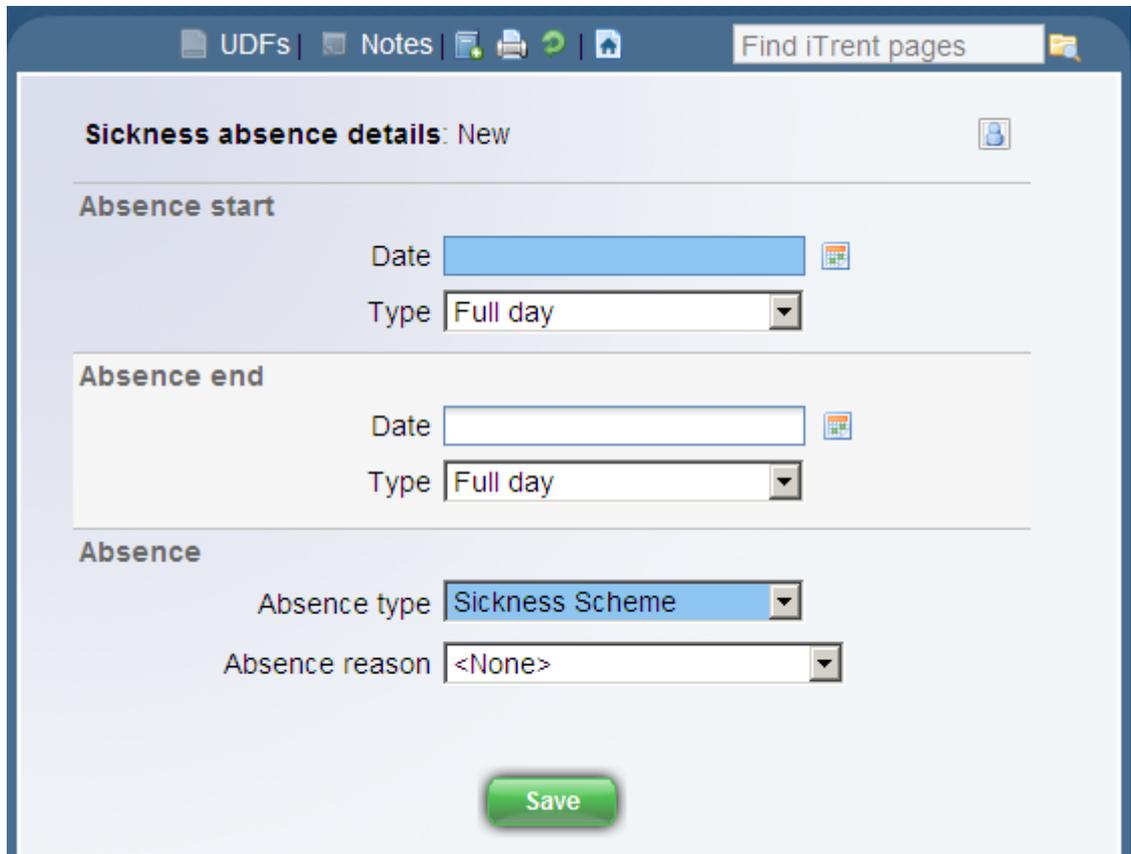


3. Select New – Sickness absence details



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4. The sickness absence details screen will be displayed.

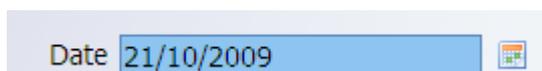


The screenshot shows a web application interface for recording sickness absence. At the top, there is a navigation bar with icons for 'UDFs', 'Notes', and a search box labeled 'Find iTrent pages'. The main content area is titled 'Sickness absence details: New' and contains three sections:

- Absence start:** A 'Date' field with a calendar icon and a 'Type' dropdown menu set to 'Full day'.
- Absence end:** A 'Date' field with a calendar icon and a 'Type' dropdown menu set to 'Full day'.
- Absence:** An 'Absence type' dropdown menu set to 'Sickness Scheme' and an 'Absence reason' dropdown menu set to '<None>'.

A green 'Save' button is located at the bottom center of the form.

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



A close-up of the 'Date' field in the 'Absence start' section. The date '21/10/2009' is entered in the text box, and a calendar icon is visible to the right.

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

Sickness Absence Recording

Search Smart groups

Show all Type All

Start date	Day	End date	Day	Type	Position	Reason
21/10/2009	Wed	22/10/2009	Thu	Sickness Scheme	Computer Associate	Ear, nose

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.

UDFs | Notes | Find iTrent pages

Sickness absence details: Mr Gilbert W Dewhurst

Absence start

Date: 21/10/2009
 Type: Full day

Absence end

Date: 22/10/2009
 Type: Full day

Absence

Absence type: Sickness Scheme
 Absence reason: Ear, nose or throat problem
 Position: Computer Associate

Save Delete New

12. Make the required changes and click on Save.

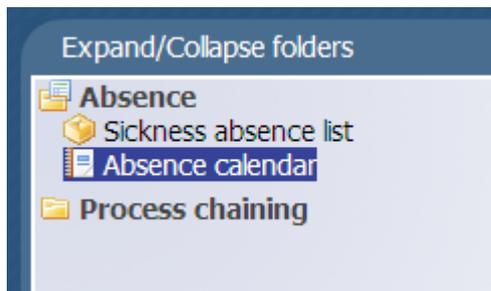
It is essential that when a person returns from sickness absence, the end date for the absence is entered. Failure to do so could result in the person going onto half pay.

Sickness Absence Recording

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.

Absence calendar: Mr Gilbert W Dewhurst

Calendar selection options

Display period: Month from today
 Period from: 21/10/2009
 Period to: 21/11/2009
 Position: Computer Associate (01/09/2007 -)
 Position reference: 90000102
 Position occupancy reference: 70000076
 Reporting unit: Department of Training
 Reports to: Computer Associate

Calendar colour options

Please click on a day for further options

October											November											
21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12
Gilbert Dewhurst																						

= Awaiting authorisation
 = am/pm split
 = Clashing events
 = AM absence
 = PM absence
 = Working pattern

Sickness Absence Recording

4.1 Calendar Display

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

Calendar selection options

Display period	Month from today
Period from	Month - centred on date
Period to	Month from today
Position	Quarter from today
Position reference	Specific date range
Position occupancy reference	This month
Reporting unit	This quarter
Reports to	This week
	Yearly view (dates)
	Yearly view (days)
	Computer Associate

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,

Calendar colour options

Bank holiday <input checked="" type="checkbox"/>	Company holiday <input checked="" type="checkbox"/>	Personal holiday <input checked="" type="checkbox"/>
Sickness <input checked="" type="checkbox"/>	Learning activity <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>
Maternity / Paternity <input checked="" type="checkbox"/>	Adoption <input checked="" type="checkbox"/>	Working pattern <input checked="" type="checkbox"/>

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.

26	27	28	01	02	03	04	05	06
☐	☐	☐	☐	☐	☐	☐	☐	☐

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

October										
21	22	23	24	25	26	27	28	29	30	31
□	□	□	□	□	□	□	□	□	□	□

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:

02	03	04	05	06	07	08	09	10	11	12	13	14
□	□	□	□	□	□	□	□	□	□	□	□	□

Name: Gilbert Dewhurst
Position(s): Computer Associate
Personal reference: 80000070
Payroll reference(s): 80000070
Day: Monday
Date: 02/11/2009

Working pattern: **Mon-Fri default (1 Hr)**
 Working Pattern Start Date: **01/01/1900**
 Position: **Computer Associate (90000102)**
 Occupancy: **01/09/2007 -**
 Reporting: **Computer Associate - Department of Training**

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

Name: Gilbert Dewhurst
Position(s): Computer Associate
Personal reference: 80000070
Payroll reference(s): 80000070
Day: Thursday
Date: 22/10/2009

Type: **Sickness Scheme**
 Period: **21/10/2009 - 26/10/2009**
 Position: **Computer Associate (90000102)**
 Occupancy: **01/09/2007 -**
 Reporting: **Computer Associate - Department of Training**

Working pattern: **Mon-Fri default (1 Hr)**
 Working Pattern Start Date: **01/01/1900**
 Position: **Computer Associate (90000102)**
 Occupancy: **01/09/2007 -**
 Reporting: **Computer Associate - Department of Training**

Sickness Absence Recording

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

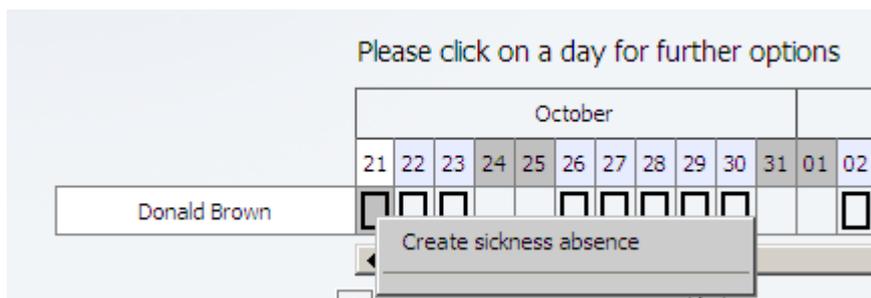
The next section displays the Type of absence and its start and end date (or just start date if the end date has not yet been entered). The position to which the absence has been applied is shown, the persons Occupancy dates in the position and the Reporting Manager of the position.

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

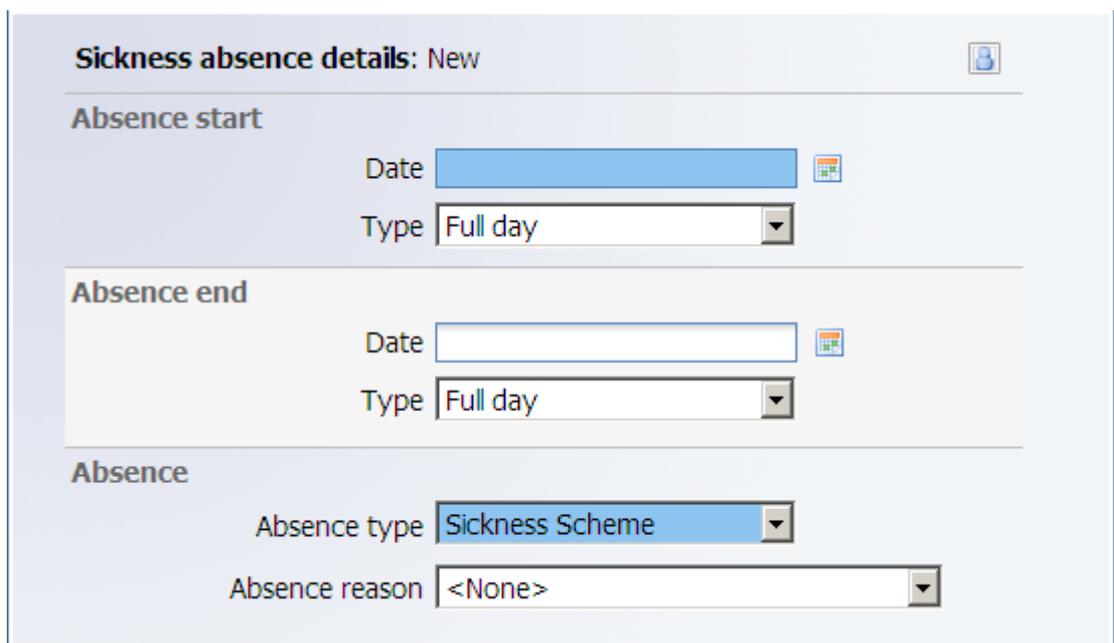
The last section of the pop up shows the employee Working pattern details.

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.



Sickness absence details: New

Absence start

Date

Type

Absence end

Date

Type

Absence

Absence type

Absence reason

Sickness Absence Recording

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

Sickness absence details: New

Absence start

Date

Type

Absence end

Date

Type

Absence

Absence type

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

Today is Wed, 21 Oct 2009

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

Date

Type

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

Absence end

Date

Type

Sickness Absence Recording

- 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.

Absence

Absence type: Sickness Scheme

Absence reason: <None>

- <None>
- Back, muscle or joint strain
- Blood disease
- Cancer
- Chest/breathing difficulty
- Cold or Flu
- Dental problem
- Do not use - Unpaid - Limit of Tenure
- Ear, nose or throat problem
- Eye problem
- Gland/hormone problem
- Headache/migraine
- Heart or circulation problem
- Infection
- Injury
- Mental health issues

Save

- Click on the Save button.
- 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)

Please click on a day for further options

	October											November											
	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12
Donald Brown	■	■	■			■	■	■	■	■		■	■	■	■	■	■	■	■	■	■	■	■

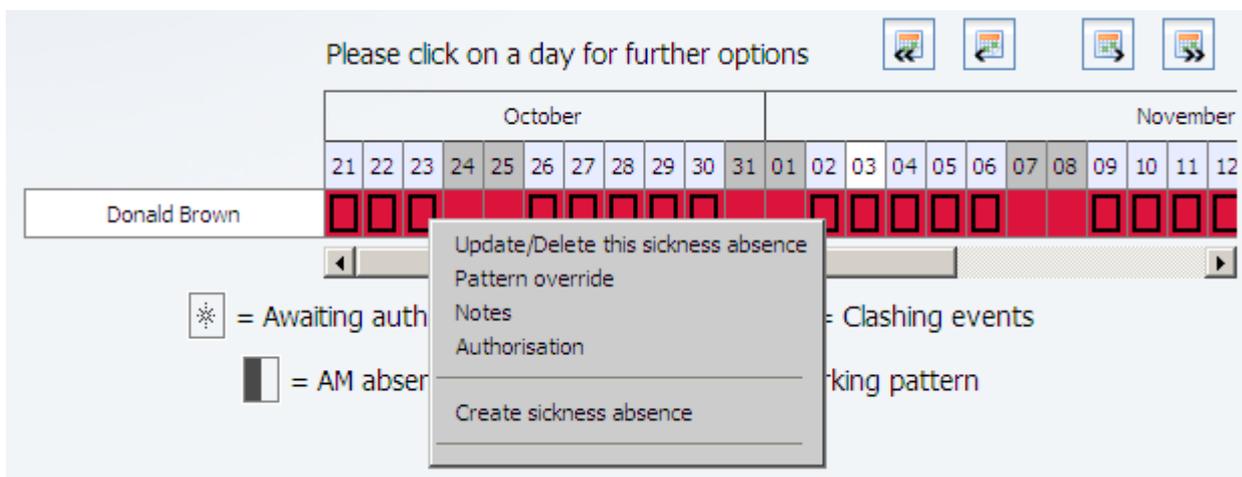
= Awaiting authorisation
 = am/pm split
 = Clashing events
 = AM absence
 = PM absence
 = Working pattern

Sickness Absence Recording

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)

Absence end

Date

Type

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

Absence reason

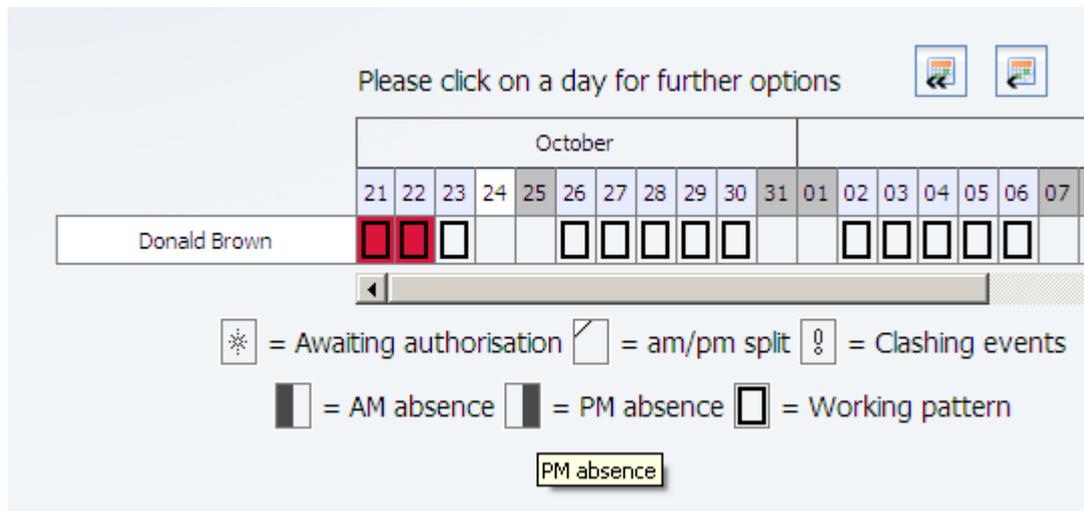
Position

Blood disease

5. Click on the Save button.

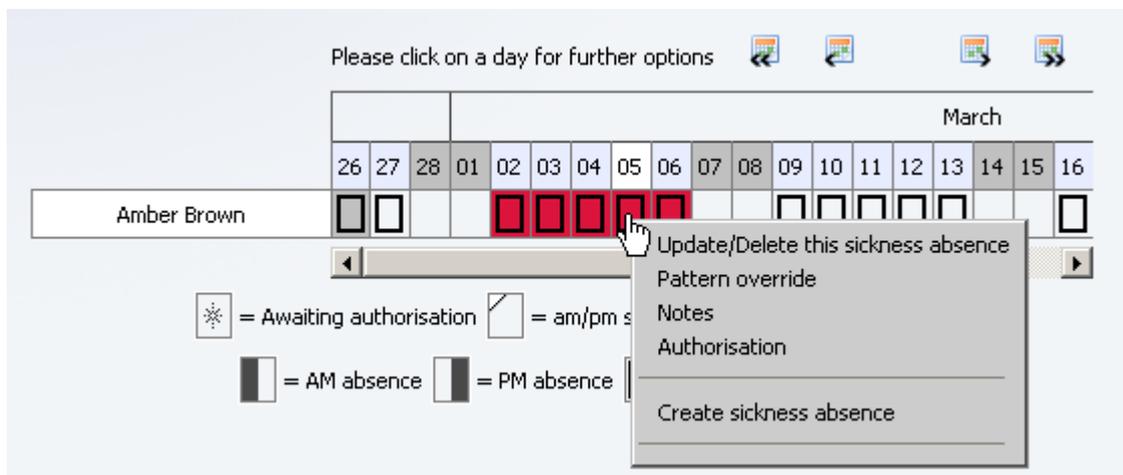
The screen will return to the Absence calendar and the display will be updated.

Sickness Absence Recording



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.

Sickness Absence Recording

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:



Calendar selection options

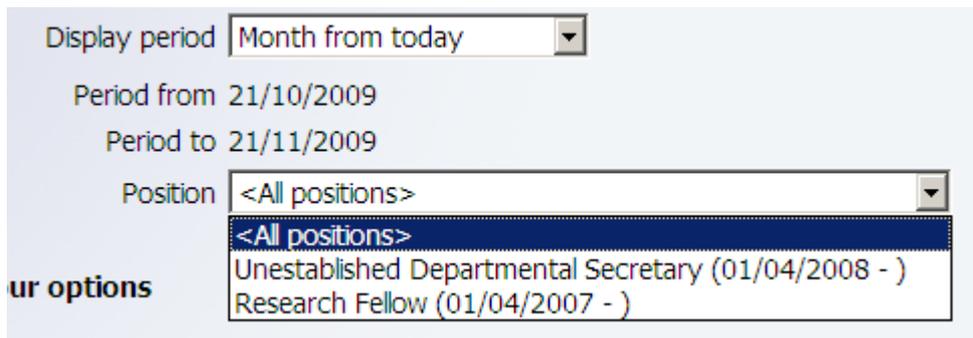
Display period

Period from 21/10/2009

Period to 21/11/2009

Position

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



Display period

Period from 21/10/2009

Period to 21/11/2009

Position

ur options

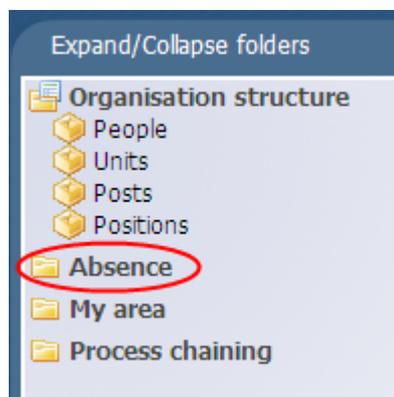
- <All positions>
- Unestablished Departmental Secretary (01/04/2008 -)
- Research Fellow (01/04/2007 -)

5 Absence search

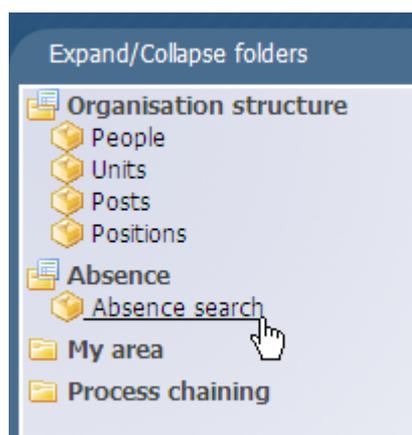
5.1 Using the simple search

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

Sickness Absence Recording

Search Smart groups Advanced  

Surname   Results 1 Record

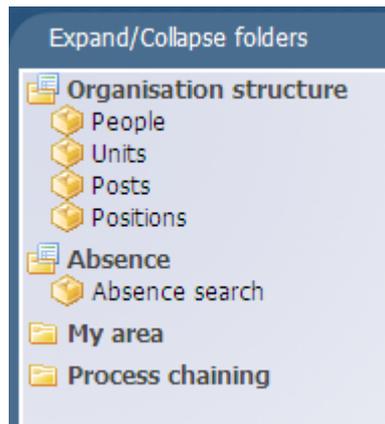
Select all Save this group

Name	Start date	End date	Absence type	Absence reason
 Brown, Donald	21/10/2009	22/10/2009	Sickness Scheme	

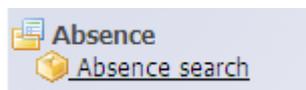
Sickness Absence Recording

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

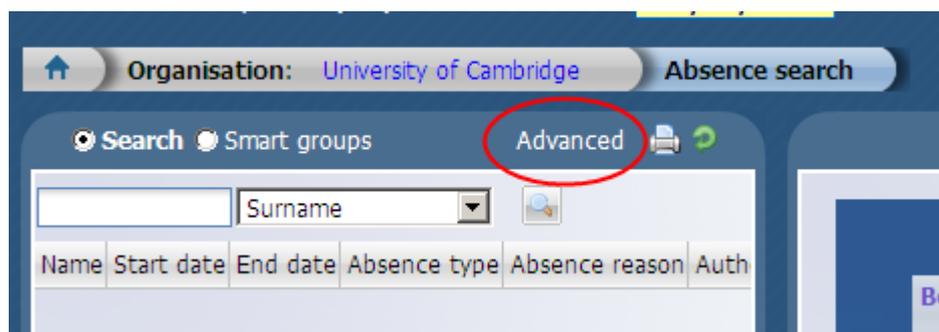
1. Select the absence menu



2. Select Absence search



3. Click on the advanced button



Sickness Absence Recording

4. Type in the department name

Criteria

Organisation unit is Department of Training

Build special criteria

5. Click on the add another search condition button

Department of Training + -

6. Select Absence Type from the drop down box

Criteria

Organisation unit is Department of Training

Organisation unit
Position
Sex
Category
Start date
End date
Absence type
Absence reason
Leaver status
Days since start
Latest certificate type
Days until expected birth date
MATB1 issued date
Is in review

Sickness Absence Recording

7. Select Sickness Scheme

Criteria

Organisation unit is Department of Training

Absence type Sickness Scheme

8. Click on the add another search condition button

Sickness Scheme

+ -

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

Criteria

Organisation unit is DEPARTMENT OF TRAINING

Absence type Sickness Scheme

End date is

10. Click on the Search button

Search

11. The results will be displayed

Organisation: University of Cambridge Absence search: Hope, Imogen

Search Smart groups Advanced

Results 1 Record

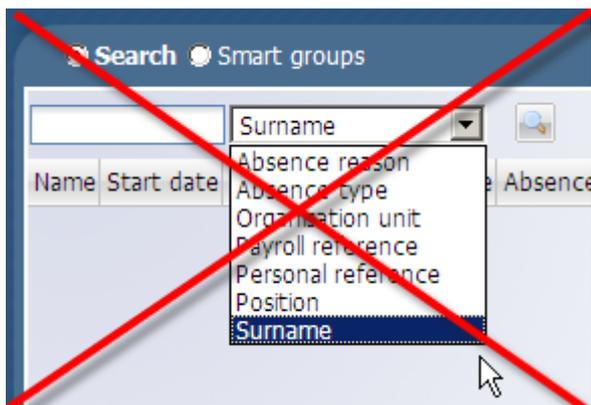
Select all Edit this group

Name	Start date	End date	Absence type	Absence reason	Authorisation
Hope, Imogen	27/10/2009		Sickness Scheme	Cold or Flu	Not applicable

Sickness Absence Recording

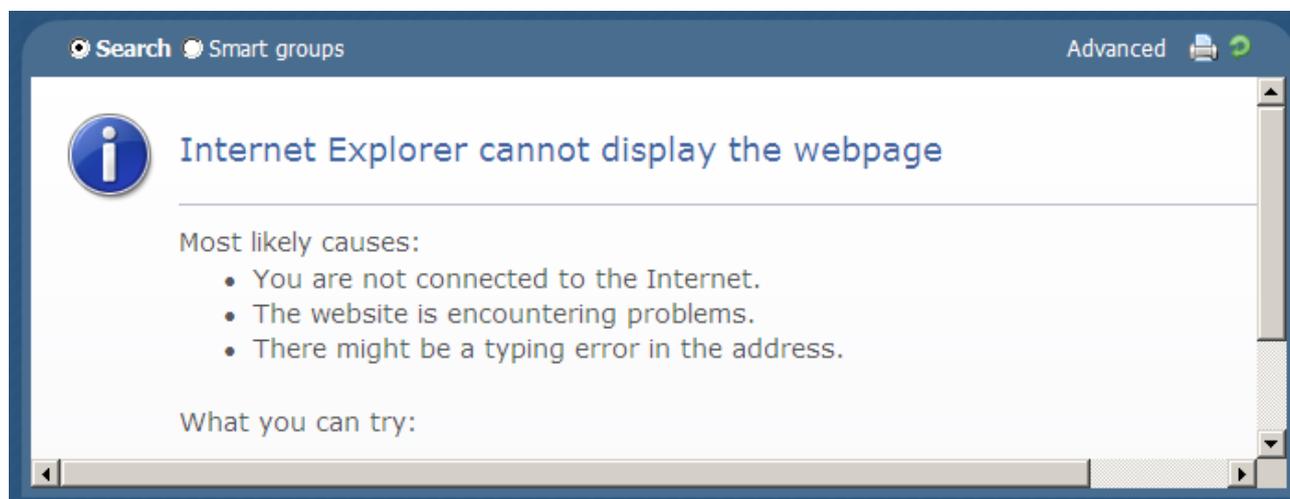
Important

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:



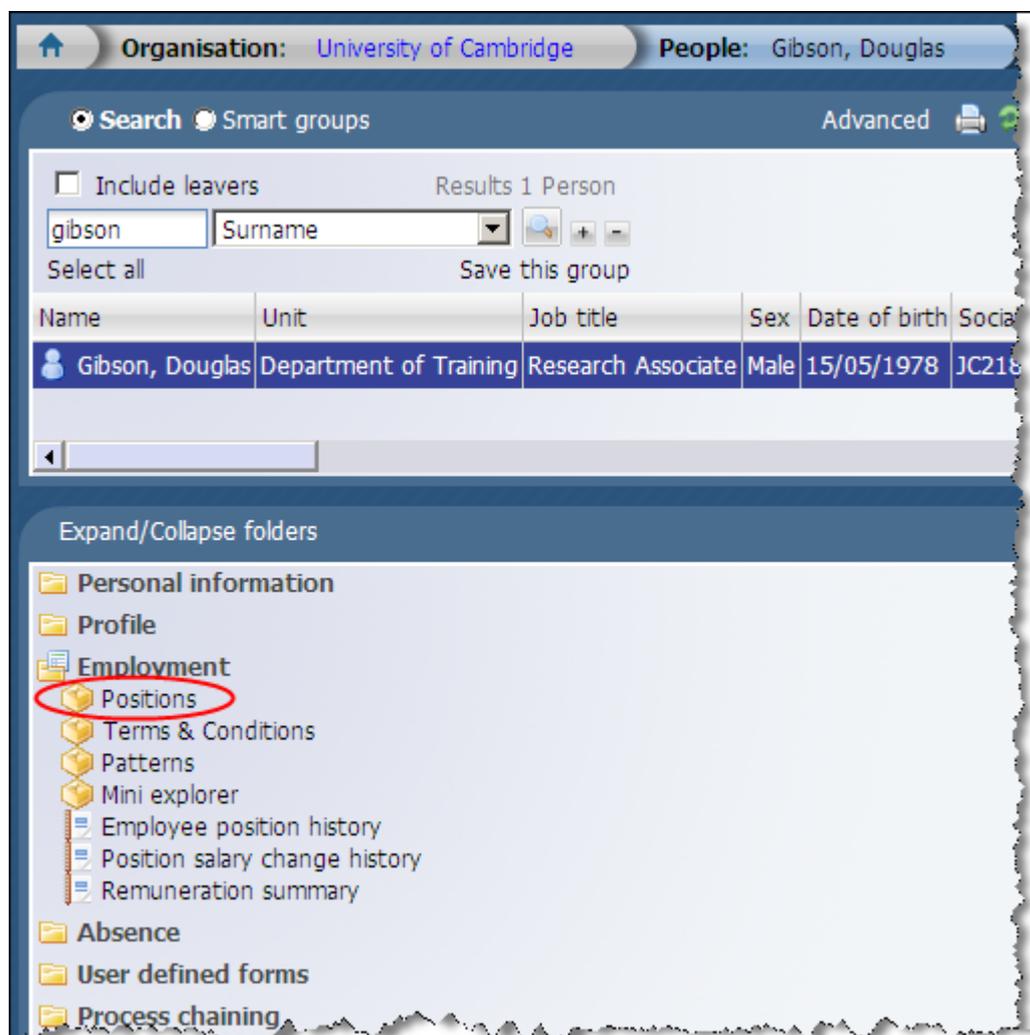
The correct usage is to use Advanced Search and **always** include Organisation Unit in the search criteria. This will avoid time outs.

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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.

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The screenshot shows a software interface with a table at the top and a sidebar menu below it. The table has four columns: Job title, Start date, End date, and Contract. The first row contains the following data: Research Associate, 01/04/2004, and RS Monthly. The sidebar menu is titled 'Expand/Collapse folders' and lists several options: Mini explorer, Patterns, Contacts, Addresses, Position details (circled in red), Occupancy details, Salary details, Payscale values, and Hours and basis.

Job title	Start date	End date	Contract
Research Associate	01/04/2004		RS Monthly

- Position details
- Occupancy details
- Salary details
- Payscale values
- Hours and basis

4. Enter the effective date

The dialog box has a title 'Effective date' and a text input field containing the letter 't'. To the right of the input field is a checked checkbox labeled 'Confirm effective date' and a 'Cancel' button.

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Position details: Research Associate 

Job title Research Associate
Start date 01/04/2004
End date
Position reference 90000062
Probationary period II
Location X
Structure workflow group II
Occupant Dr Douglas Gibson
Reporting unit Department of Training
Reports to 
Dr Alan R Stevenson (01/04/2004 -)
Expected position end date 30/09/2011
Expected position end reason
Structure group 1 II
Structure group 2 II

Position status

Position status
Effective from 01/04/2004
Change reason

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.

Reporting position search



Job title Post Orga reference

- Forename
- Job title
- Org. unit
- Personal ref.
- Position occ. ref.
- Position ref. no.
- Post
- Surname**

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

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Reporting position search Close X

Results 1 Record

Job title	Post	Organisation unit	Position i
 Senior Research Associate	Senior Research Associate	Department of Training	9000007

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

Reporting unit: Department of Training

Reports to:

Dr Charles A Underwood (01/04/2006 -)

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