# Recording a Self-Isolation case for COVID

Navigation Guidance

This guidance has been created for Department Pay Leaver and Department HR roles

Entering a new COVID self-isolation case.

Log into CHRIS in the usual way using your CRSID and Raven Password.

(If you require further guidance on logging in or navigating around CHRIS please look at the full guidance here https://www.hrsystems.admin.cam.ac.uk/chris-electric)
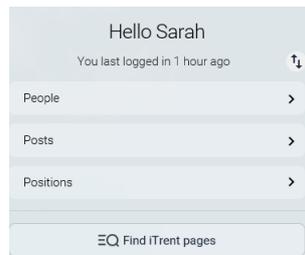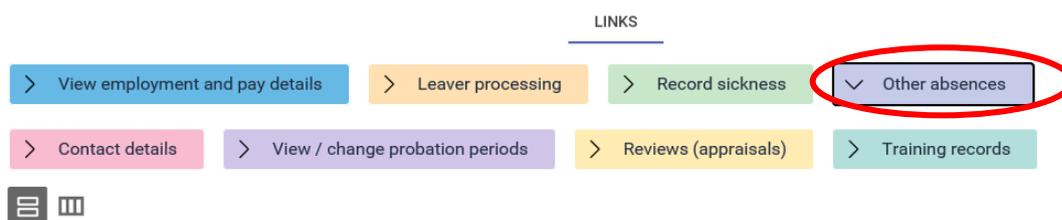

Click on the 'People' section. On the left of the screen is the search menu. Search for the relevant employee.
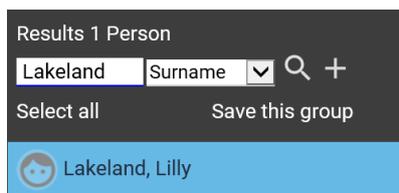
You will see a summary screen, like the one below for the relevant employee. Beneath the summary screen are various links to other sections of the employee's record.
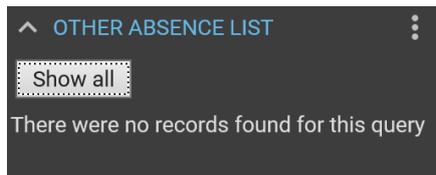

Click on' Other Absences'.
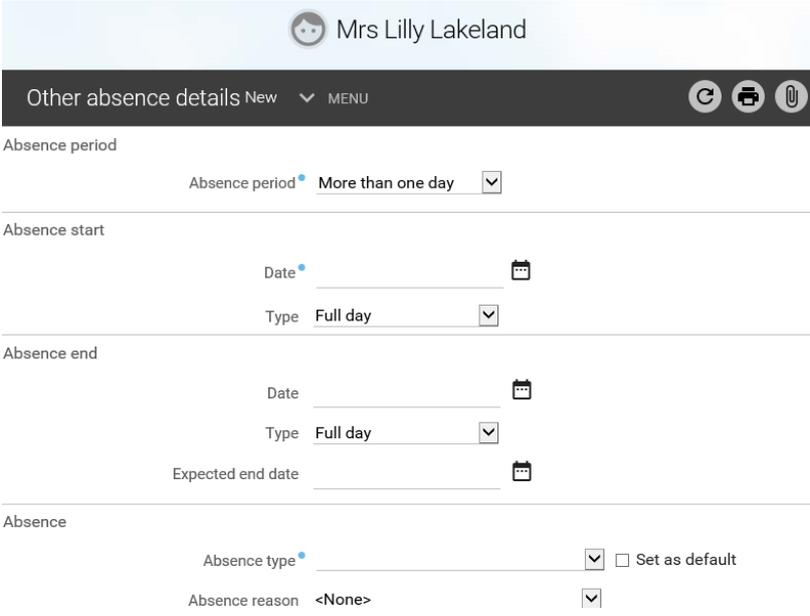
Click on 'Record COVID-19 self-Isolation'

There are 2 scenarios that may follow:

1. **The employee has had no 'other absences' recorded**.

On the left hand side of the screen the menu bar will show the message illustrated below.

The main form will be ready to enter the data required, i.e. start and end date of the isolation period and the Absence reason and type.

Enter the Start date of the self isolation and the end date of the isolation.

Click the drop down arrow to enter the Absence Type.
The Absence type will offer 2 labels to choose from:

Select whether the person will be working from home or not working from home.

Then select the absence reason COVID 19 (Coronavirus) from the drop down list.

Back, muscle or joint strain
Blood disease
Cancer
Chest/breathing difficulty
Cold or Flu
Covid-19 (Coronavirus)
Dental problem
Do not use - Unpaid - Limit of Tenure
Ear, nose or throat problem
Eye problem
Gland/hormone problem

2. The Employee has one or more absences recorded:

The left hand side menu will display a list of dates of 'other' absences such as compassionate or parental leave or previous Covid self-isolation incidences.

You will be able to see details of the Absence by selecting the date of the absence you wish to view.
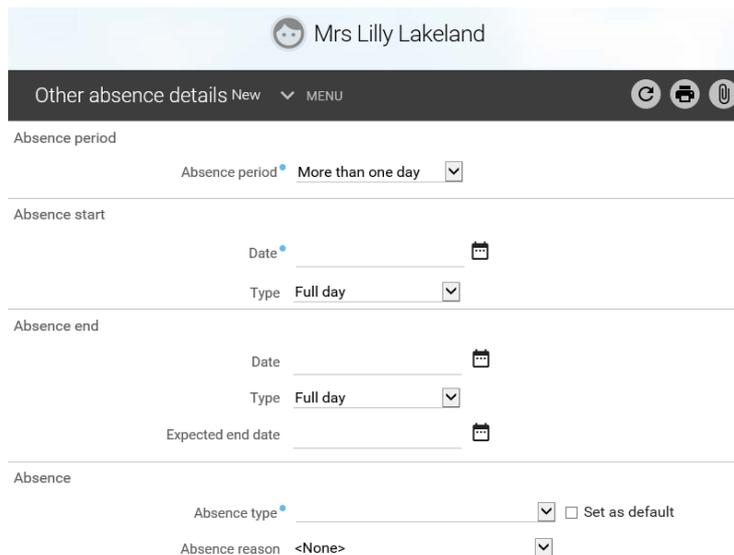
∧ OTHER ABSENCE LIST

Show all

24/02/2020
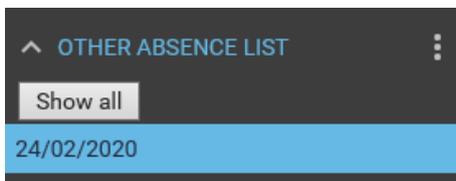
The main screen will show the details of the record selected. Unless it is another COVID Self isolation case, the record cannot be edited.

To enter the Covid self-isolation incident click New NEW

The main form will now be ready to enter in the new data required, i.e. start and end date of the isolation period and the Absence reason and type.

Mrs Lilly Lakeland

Other absence details New   ∨ MENU

Absence period

Absence period•   More than one day

Absence start

Date•

Type   Full day

Absence end

Date

Type   Full day

Expected end date

Absence

Absence type•   ☐ Set as default

Absence reason   <None>

Enter the start date of the Absence and the end date of the Absence.

Click the drop down arrow to select the Absence Type.

The Absence type will offer 2 labels to choose from:

Special leave - self isolation not working from home
Special leave - self isolation, working from home

Select whether the whether the person will be working from home or not working from home.

Then select the absence reason COVID 19 from the drop down list.

Back, muscle or joint strain
Blood disease
Cancer
Chest/breathing difficulty
Cold or Flu
Covid-19 (Coronavirus)
Dental problem
Do not use - Unpaid - Limit of Tenure
Ear, nose or throat problem
Eye problem
Gland/hormone problem

To update and edit a self-isolation record.

Follow the instructions above to navigate to the' other absence' link, click on a date that is already logged as a Covid self-isolation case. This will open up the record in the main screen.

Make the necessary changes to the record and click save **SAVE** at the bottom of the page.