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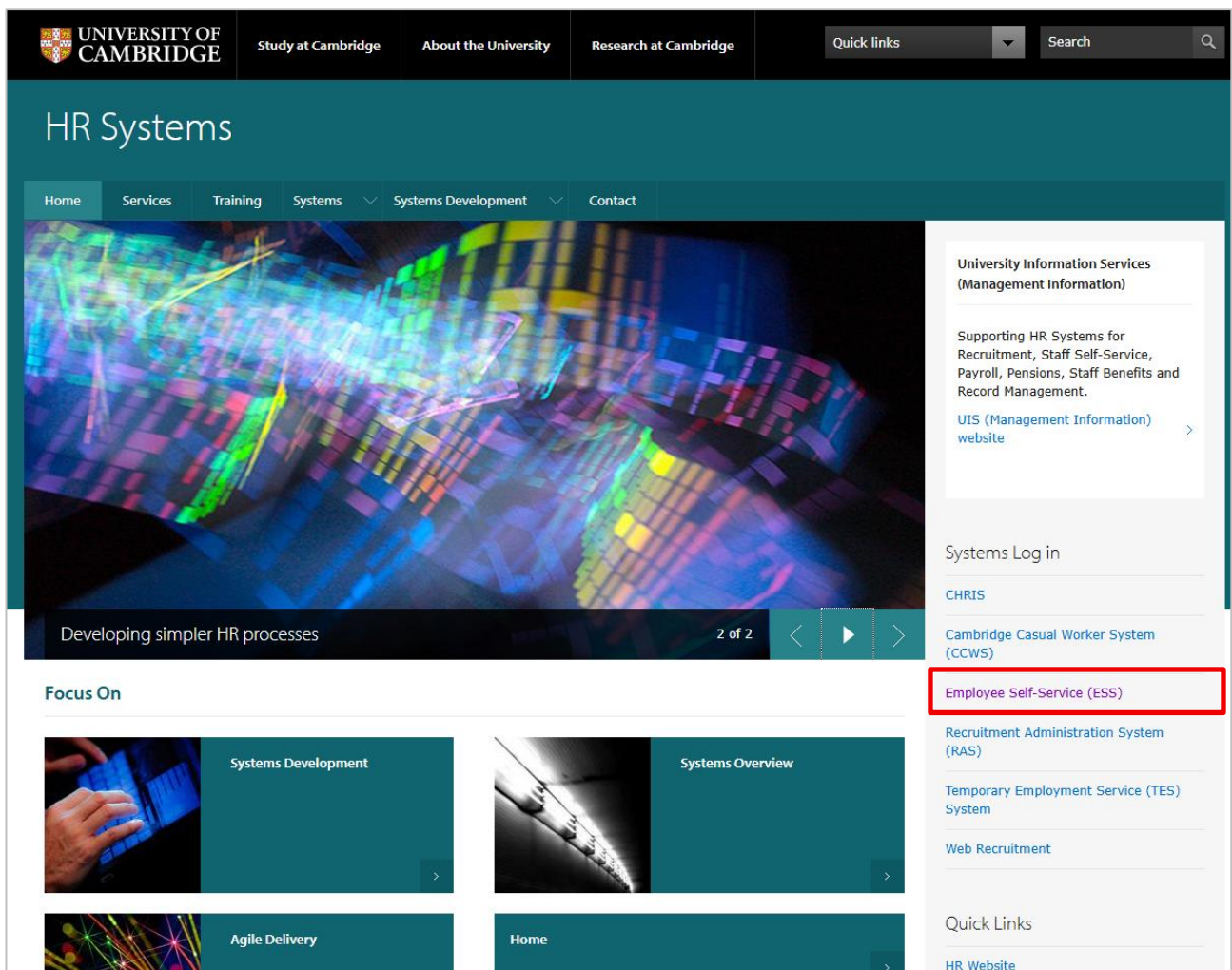
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Sections 1 to 3 of this document are instructions for employees how to book their own annual leave. Sections 4 to 12 are instructions for managers dealing with leave requests.

## 1. Employees - the Login screen

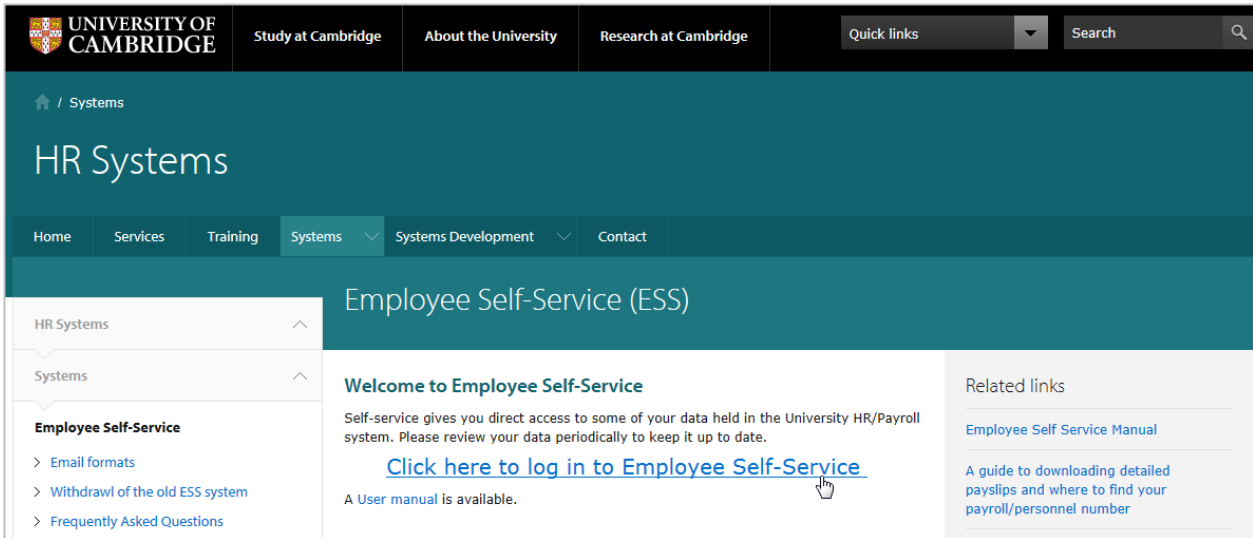
The Employee Self-Service (ESS) system, which provides your payslip, and the CHRIS HR system use multi-factor authentication (MFA) to increase security. You must log in using your University Microsoft account credentials (CRSid@cam.ac.uk email address and password) and have set up MFA. [Instructions](#) are available for first time users.

1. Locate the HR Systems Home page at <https://www.hrsystems.admin.cam.ac.uk/> .

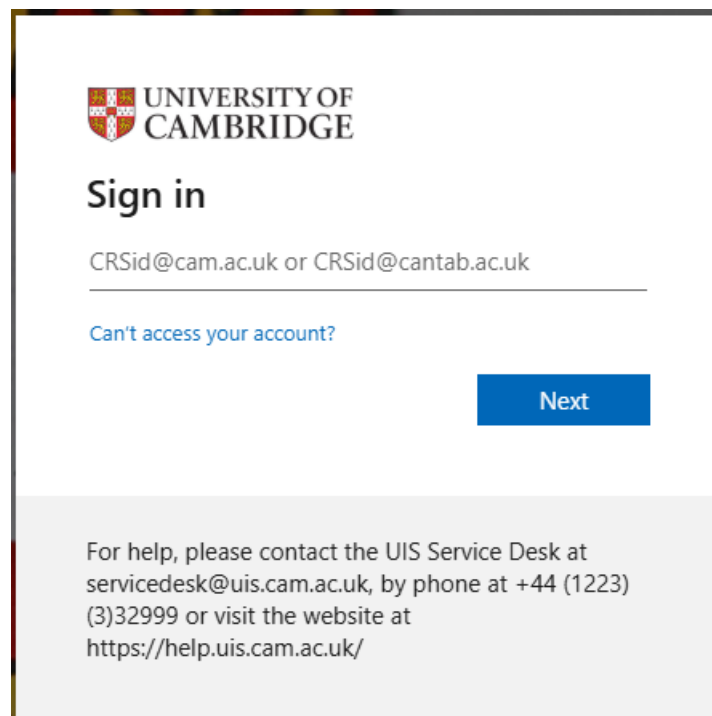


2. Select Employee Self Service (ESS) from the Systems Log in section on the right-hand side.

3. Click the link to log in to Employee Self-Service.

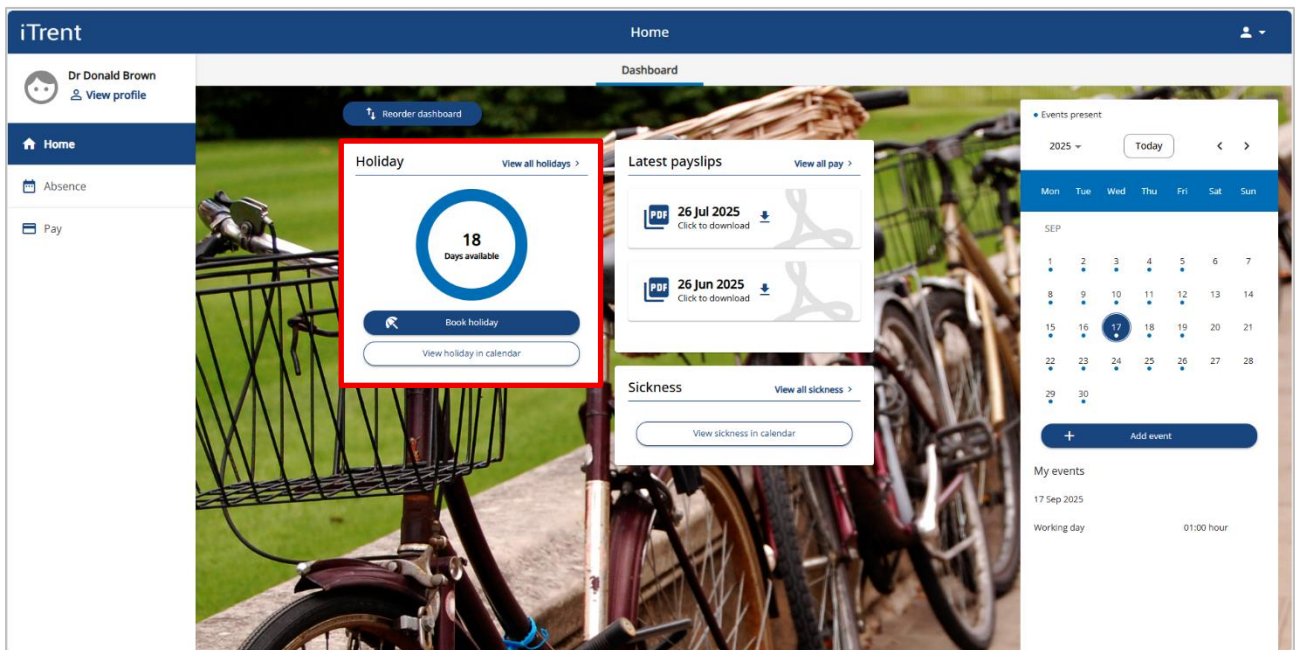


4. The Login screen will be displayed. You will be asked to enter your work email and password.



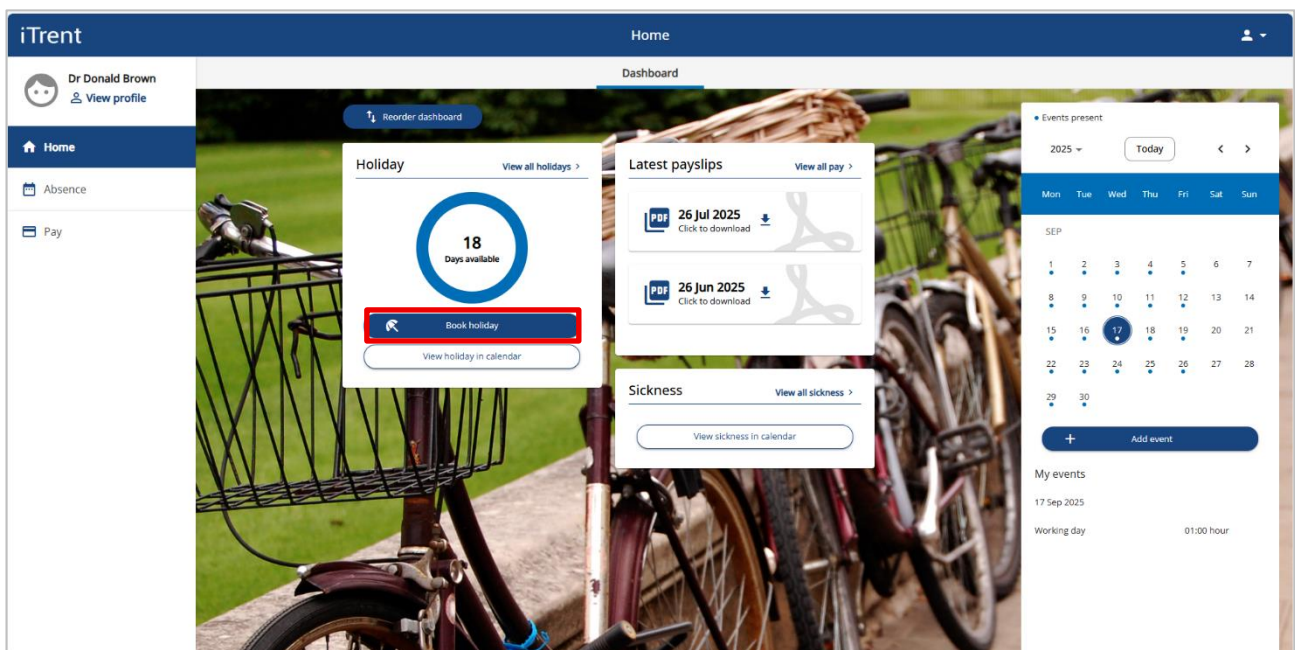
5. Click on Next.

- After you have logged in successfully, the Employee Self Service screen will be displayed where you can see your outstanding balance and the link to view your bookings in the calendar.

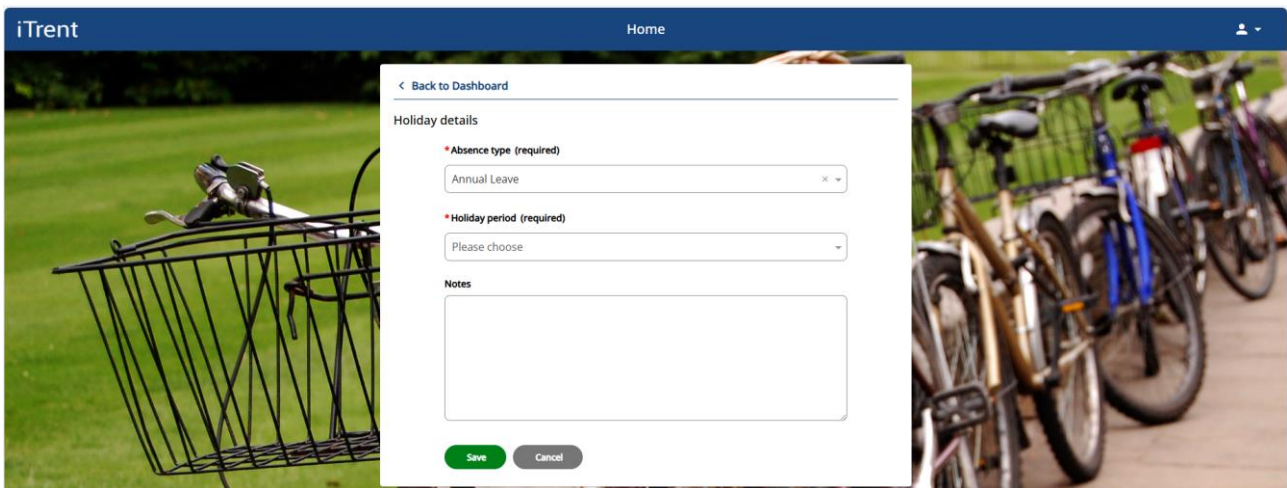


## 2. Employees - Entering a Holiday Request

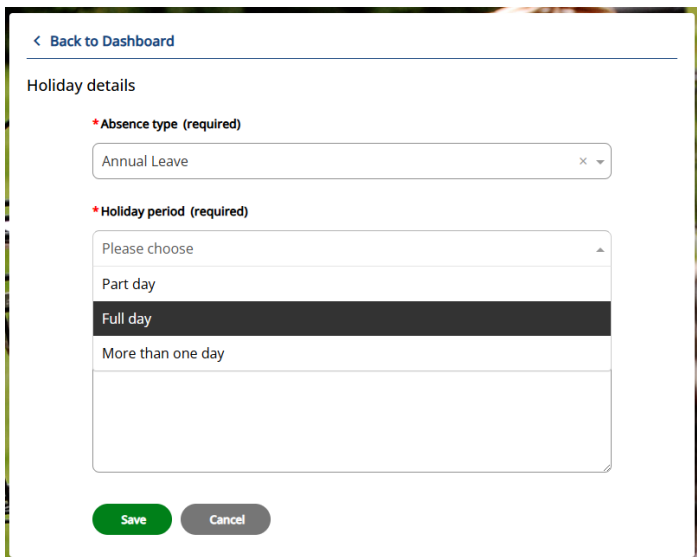
- Select Book Holiday.



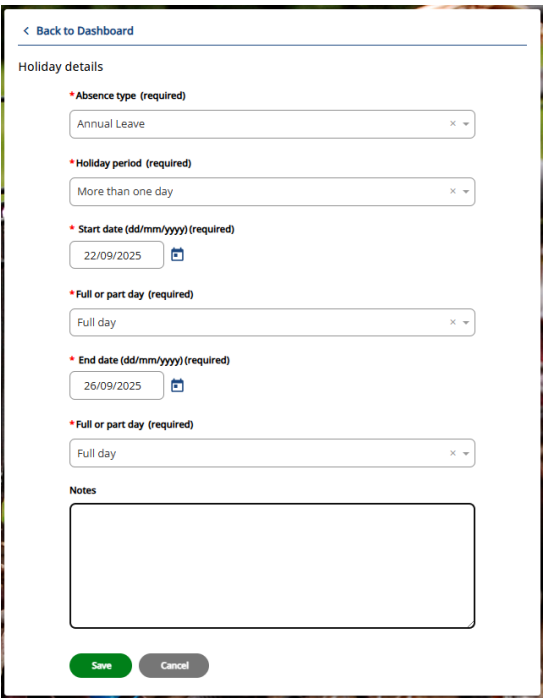
2. The form will display requesting Holiday details.



3. Enter the holiday request details. Select Absence type Annual Leave and holiday period of Part day, Full day or More than one day.

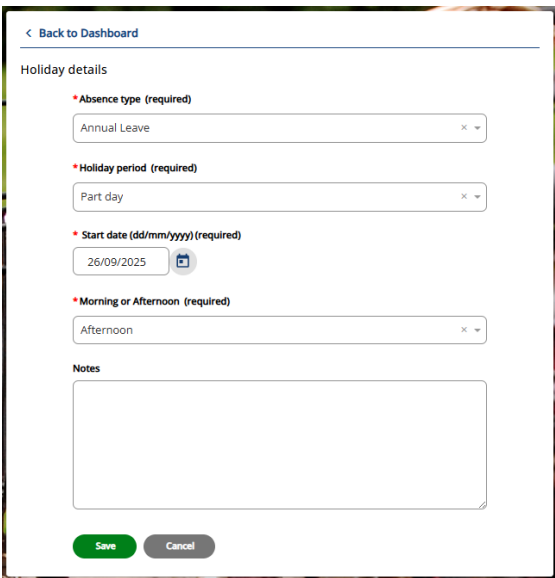


4. If more than one day is selected enter the start date and end date. Notes are optional.



The screenshot shows a web form titled "Holiday details" with a "Back to Dashboard" link at the top left. The form contains several required fields marked with a red asterisk: "Absence type (required)" is set to "Annual Leave"; "Holiday period (required)" is set to "More than one day"; "Start date (dd/mm/yyyy) (required)" is set to "22/09/2025" with a calendar icon; "Full or part day (required)" is set to "Full day"; "End date (dd/mm/yyyy) (required)" is set to "26/09/2025" with a calendar icon; and another "Full or part day (required)" is set to "Full day". Below these is a "Notes" section with a large empty text area. At the bottom are "Save" and "Cancel" buttons.

5. If Part day is selected, enter the date and then Morning or Afternoon.



The screenshot shows the same "Holiday details" form, but with "Part day" selected for the "Holiday period (required)" field. The "Start date (dd/mm/yyyy) (required)" is set to "26/09/2025" with a calendar icon. The "Morning or Afternoon (required)" field is set to "Afternoon". The "Notes" section and "Save/Cancel" buttons remain the same.

6. Click on the Save button.



- An email will be sent confirming the holiday you have requested.

## Annual Leave requested

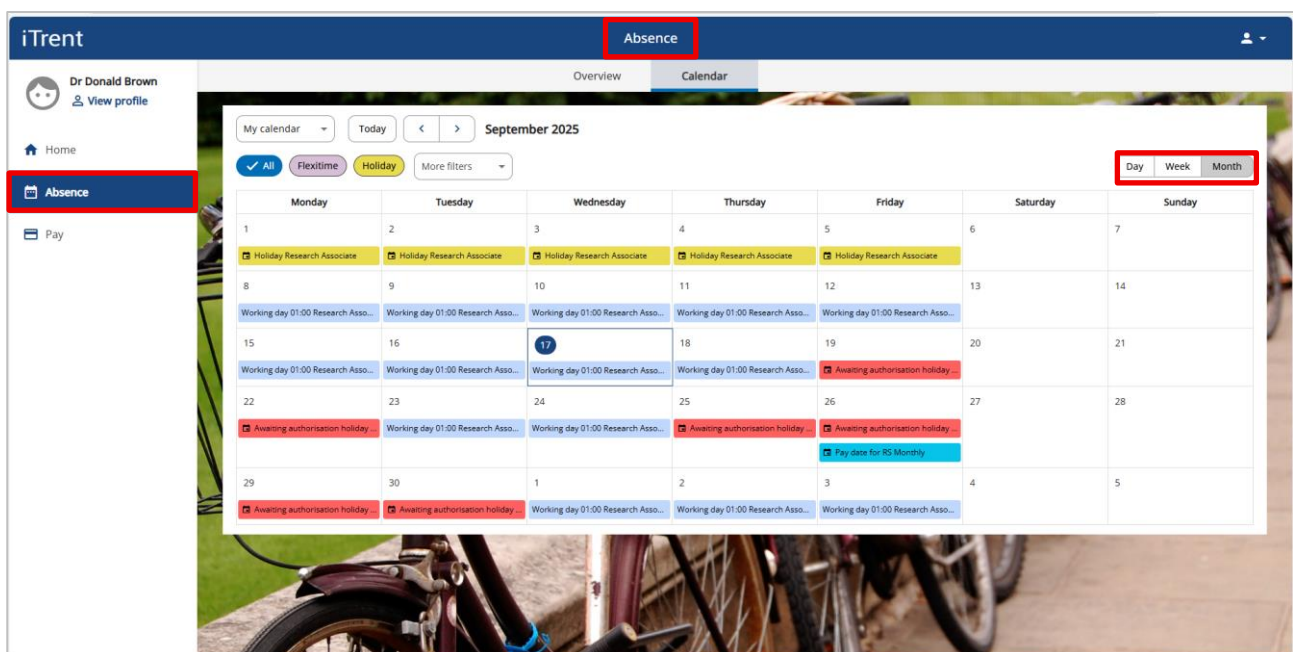
This confirms that you have requested annual leave as follows. Your request has been sent to your manager, Professor Lawrence McGregor

<b>Your name</b>	Brown, Donald
<b>Leave start date</b>	24/09/2025 (FULL)
<b>Leave end date</b>	24/09/2025 (FULL)
<b>Leave balance before this request</b>	18 days
<b>Leave balance after this request</b>	17 days

This is an automatic notification from the [CHRIS system](#) at the [University of Cambridge](#). If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk)

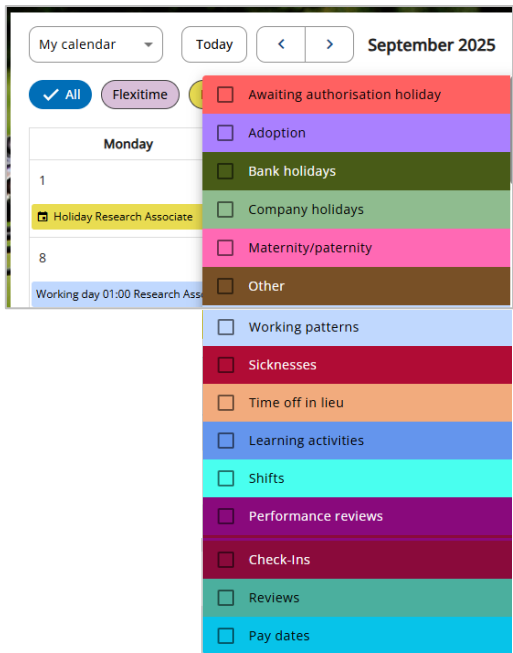
Reply
Forward

- To see your holiday requests, select Absence in the left navigation menu and Calendar from the top of the screen. You can change the view to Day, Week or Month.



- The Holiday dates entered will be coloured according to their status. Red indicates Awaiting authorisation and Yellow is Approved.

- Select More filters and use the scroll bar to filter on different categories of leave.



11. Once the holiday has been authorised by your manager you will receive an email notification.

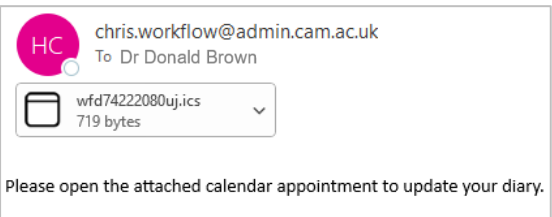
## Annual Leave request approved

The following request for annual leave has been approved:

Your name	Brown, Donald
Leave start date	24/09/2025 (FULL)
Leave end date	24/09/2025 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

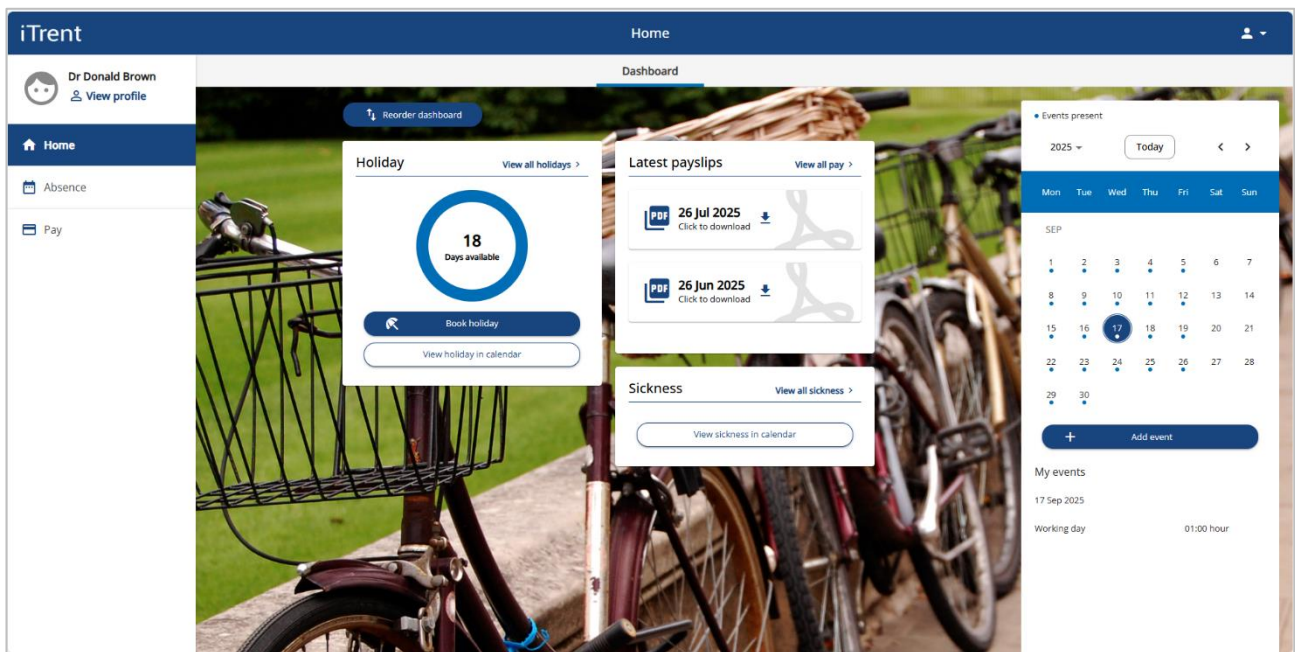
12. You will also receive a Trent Calendar Appointment which you can use to update your diary. Trent is the name of the software underpinning CHRIS.



## 2.1 Deleting or Amending a Leave Request


Please note that if you need to amend or delete an annual leave booking starting today or in the past (e.g. because you agreed with your manager that you would not take the leave as planned but this was not updated in CHRIS), please contact your department administrator/local HR contact (or equivalent).

1. Once Annual Leave has been approved you are able to amend or delete the booking if required, if it starts in the future.



2. In the calendar on the right, navigate to and click on the absence you wish to amend.
3. The booking form will display, amend the date(s) as required and click on Save.

**\* Start date (dd/mm/yyyy) (required)**



4. To delete the leave request, select the Delete button.

Save

Delete

Cancel

Book another holiday

5. An email confirming that an annual leave amendment has been requested will be received.

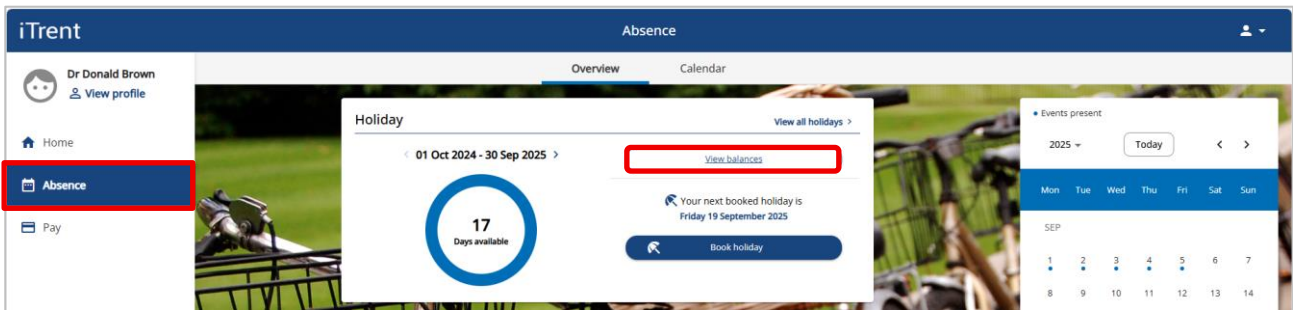
### Annual Leave requested

This confirms that you have requested to amend annual leave as follows. Your request has been sent to your manager, Professor Lawrence McGregor

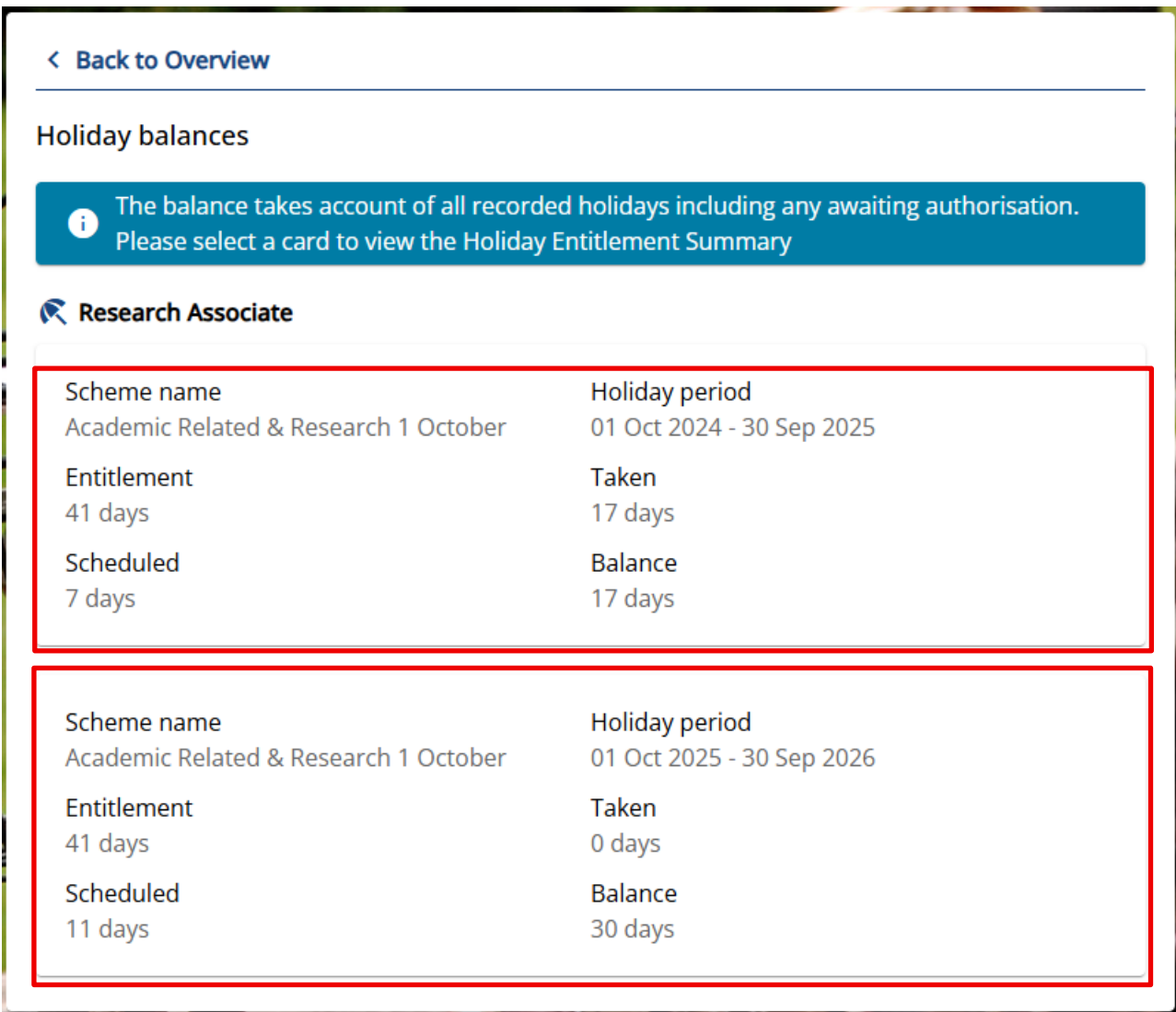
<b>Your name</b>	Brown, Donald
<b>Revised leave start date</b>	18/09/2025 (FULL)
<b>Revised leave end date</b>	18/09/2025 (FULL)
<b>Original leave start date</b>	29/09/2025 (FULL)
<b>Original leave end date</b>	29/09/2025 (FULL)
<b>Leave balance before this request</b>	27 days
<b>Leavebalance before this request</b>	27 days
<b>Leave balance after this request</b>	24 days

### 3. Employees - Checking Holiday Balances

- 1. Select Absence then View balances to check remaining holiday.



- 2. Select the relevant Holiday year.





All your bookings are listed.

### Holiday entitlement summary

Position

Research Associate

Scheme name

Academic Related & Research 1 October

Holiday period dates

01 Oct 2024 - 30 Sep 2025

Entitlement for period

41 days (41 days Pro Rata)

Start date

End date

Duration

Remaining entitlement

25 Dec 2024	25 Dec 2024	1	40
26 Dec 2024	26 Dec 2024	1	39
27 Dec 2024	27 Dec 2024	1	38
30 Dec 2024	31 Dec 2024	2	36
01 Jan 2025	01 Jan 2025	1	35
18 Apr 2025	18 Apr 2025	1	34
21 Apr 2025	21 Apr 2025	1	33
05 May 2025	05 May 2025	1	32

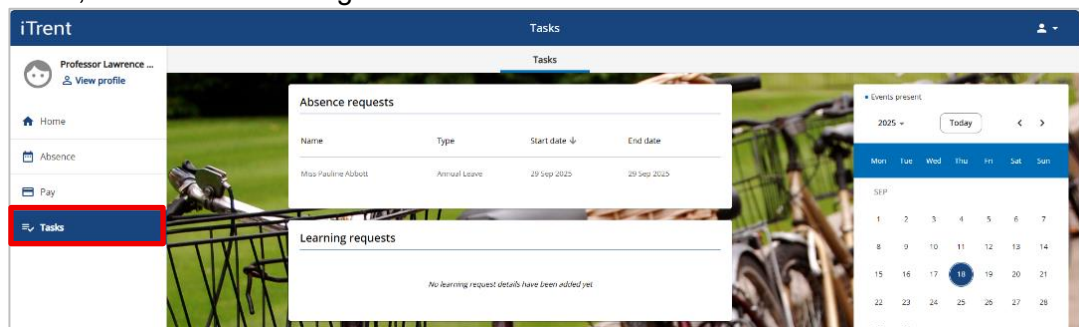
Close X

## 4. Managers - How to authorise holiday

### Managers – different ways of viewing and managing the annual leave of your team

Depending on what action you want to take in relation to the annual leave of your team, CHRIS provides different options for you as a line manager:

- If you want to **view an annual leave request and approve it**, the simplest ways to do this are:
  - Via the email request you will have received for an annual leave request; or
  - By logging into CHRIS employee self-service and viewing your tasks in the left menu, as show in the image below.



- If you want to carry out **more advanced actions for the annual leave of your team** (such as checking leave balances and existing bookings, running reports), you will need to do this in the People Manager section of CHRIS. You can approve annual leave requests here, too.

Further details on how to carry out these different actions are provided in the sections that follow below.

### 4.1 To authorise holiday from the Annual Leave requested email

1. An email will be sent to a Manager when a member of staff requests annual leave:

**Annual Leave requested**

One of your employees has requested annual leave:

Employee name	Brown, Donald
Leave start date	24/09/2025 (FULL)
Leave end date	24/09/2025 (FULL)
Employee note (if any)	Apologies, one more day.
Leave balance before this request	18 days
Leave balance after this request	17 days

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the [Tasks tab in Employee Self Service](#)
- [Approve this request immediately](#)
- [Do not approve this request \(choose "Not authorised" from the drop-down list\)](#)
- [View employee's holiday absence history](#)

This is an automatic notification from the [CHRIS system](#) at the [University of Cambridge](#). If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk).

2. To approve, select Approve this request immediately.

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the [Tasks tab in Employee Self Service](#)
- [Approve this request immediately](#)
- [Do not approve this request \(choose "Not authorised" from the drop-down list\)](#)
- [view employee's holiday absence history](#)

3. An email confirming that you have authorised the annual leave will be sent.

## Annual Leave request approved

The following request for annual leave has been approved:

<b>Your name</b>	Brown, Donald
<b>Leave start date</b>	13/04/2020 (FULL)
<b>Leave end date</b>	13/04/2020 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

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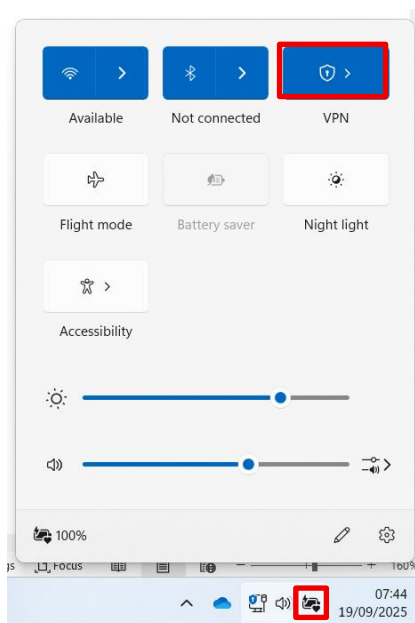
## 4.2 Authorising Holiday via the To do List in CHRIS

These instructions apply to Managers who can authorise holiday. This method may be preferable if you have several holidays to authorise as it allows you to see a list of holidays requiring authorisation.

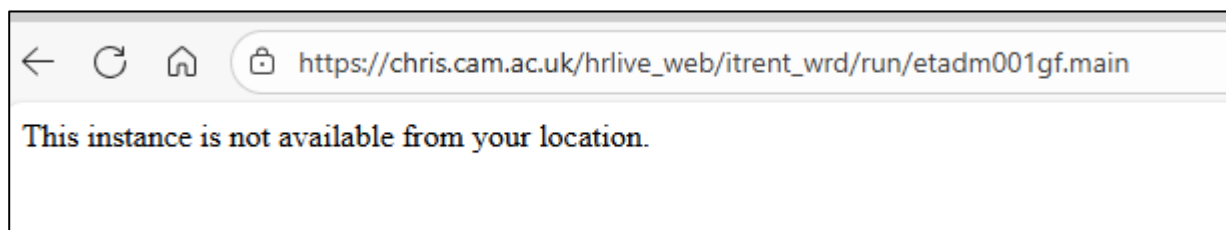
If you are accessing CHRIS remotely you must connect via the VPN service which joins your device to the university network. You can do the initial setup for yourself following these instructions:

Configuring the UIS VPN on [Windows 10 and Windows 11](#) or [macOS](#) devices.  
Please don't hesitate to ask for help from the [UIS Service Desk](#).

To connect to the VPN on a Windows device, on the task bar select the network button, then VPN.



Note that if you see this message displayed when you attempt to log in to CHRIS, then you need to connect to the VPN.



# Employee Self Service – Annual Leave Booking



Log in to CHRIS, enter your username and password, you will be required to authenticate via MFA.

UNIVERSITY OF CAMBRIDGE

**Sign in**

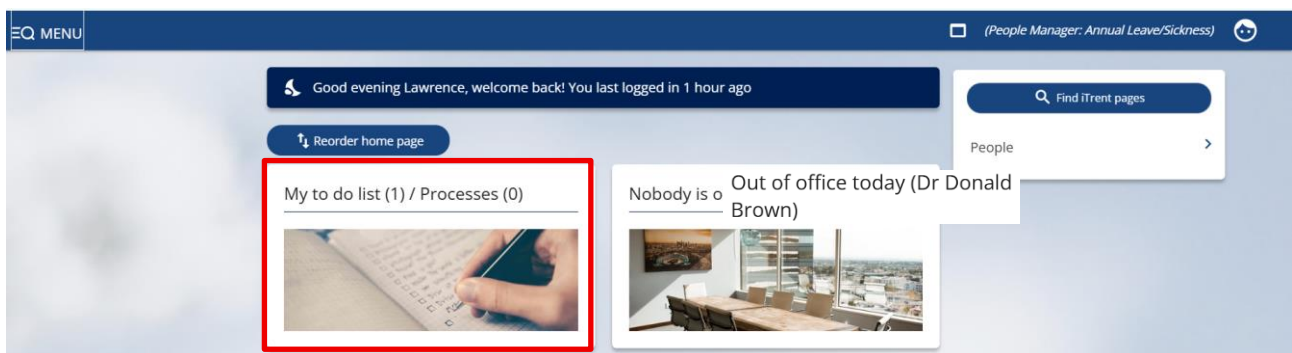
CRSid@cam.ac.uk or CRSid@cantab.ac.uk

[Can't access your account?](#)

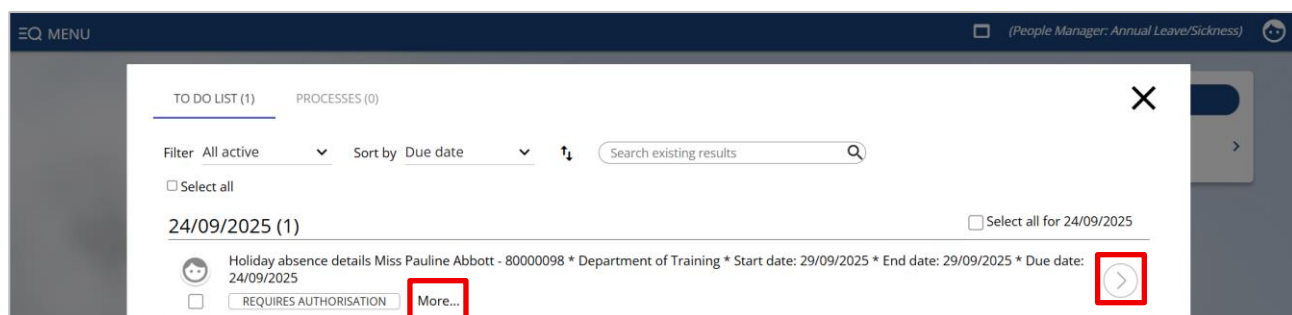
**Next**

For help, please contact the UIS Service Desk at servicedesk@uis.cam.ac.uk, by phone at +44 (1223) (3)32999 or visit the website at <https://help.uis.cam.ac.uk/>

1. Click on My to do list (1) on the welcome screen. The number in brackets indicates the number of outstanding tasks.

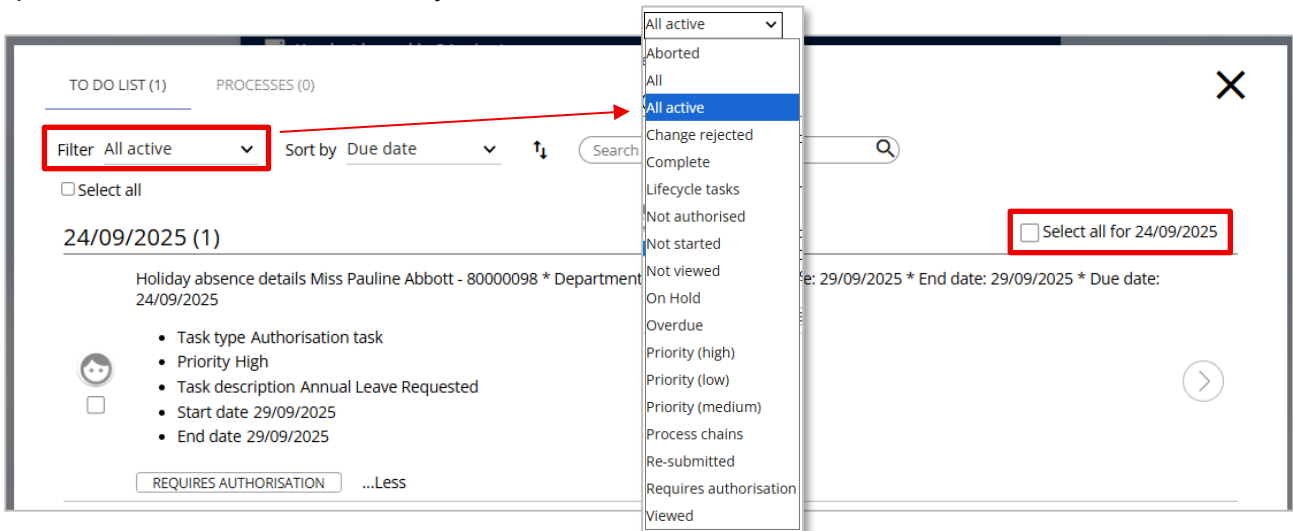


2. Holiday absence details for leave that requires authorisation will be displayed.




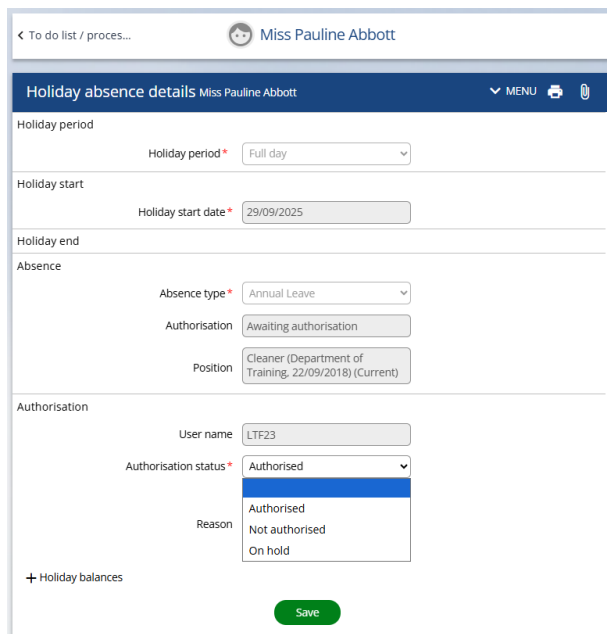
3. Selecting More . . . shows a detailed summary, see below.

Note the Filter drop-down to return the different status of requests; also you can select all for a specific date to see leave across your team.



The screenshot shows the 'TO DO LIST (1)' section with a 'Filter' dropdown menu set to 'All active'. A red box highlights the 'Filter All active' dropdown, and a red arrow points to the 'All active' option in the dropdown menu. Another red box highlights the 'Select all for 24/09/2025' checkbox. The main content area shows '24/09/2025 (1)' with details for Miss Pauline Abbott, including task type, priority, description, start date, and end date. A 'REQUIRES AUTHORISATION' button and a '...Less' link are also visible.

4. The right arrow button takes you to a Holiday absence details screen. 



The screenshot shows the 'Holiday absence details' screen for Miss Pauline Abbott. The form includes fields for 'Holiday period' (Full day), 'Holiday start date' (29/09/2025), 'Holiday end', 'Absence type' (Annual Leave), 'Authorisation' (Awaiting authorisation), 'Position' (Cleaner (Department of Training, 22/09/2018) (Current)), 'User name' (LTF23), 'Authorisation status' (Authorised), and 'Reason' (Authorised, Not authorised, On hold). A '+ Holiday balances' link and a 'Save' button are also present.

5. Select Authorised from the list.

6. An email confirming that you have approved the request will be sent to the requester.

## Annual Leave request approved

The following request for annual leave has been approved:

Your name	Miss Pauline Abbott
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)

Another email will be sent to you containing an attachment that can be used to create a calendar entry in many types of calendar software.

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## 5. Managers - How to Decline an Annual Leave Request

To not authorise holiday from the Annual Leave requested email, select Do not approve this request.

### Annual Leave requested

One of your employees has requested annual leave:

Employee name	Abbott, Pauline
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)
Employee note (if any)	
Leave balance before this request	19 days
Leave balance after this request	18 days

To action this request, please follow one of the following links:

- To view and action all your outstanding leave requests, without being connected to the University's network, you can use the [Tasks tab in Employee Self Service](#)
- [Approve this request immediately](#)
- [Do not approve this request \(choose "Not authorised" from the drop-down list\)](#)**
- [View employee's holiday absence history](#)

This is an automatic notification from the [CHRIS system](#) at the [University of Cambridge](#). If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk).

You are directed to CHRIS iTrent, select Not authorised; optionally enter a reason and Save.

#### Holiday absence details Miss Pauline Abbott

Holiday period

Holiday start date

Holiday end

Absence

Absence type

Authorisation

Position

Authorisation

User name

Authorisation status

Reason

+ Holiday balances

Save

An email confirming that Annual Leave has not been approved will be sent to the member of staff.

### Annual Leave request not approved

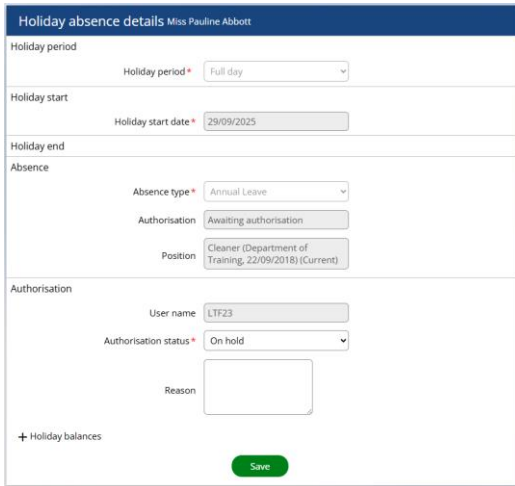
The following request for annual leave has **not** been approved:

Your name	Miss Pauline Abbott
Leave start date	29/09/2025 (FULL)
Leave end date	29/09/2025 (FULL)

If you have any queries about this, then please contact your manager in the first instance.

## 6. Managers - Placing an Annual Leave request On Hold

If you wish to place a request on hold to await other Annual Leave requests, select the On Hold option from the To do List.



**Holiday absence details** Miss Pauline Abbott

Holiday period  
Holiday period \* Full day

Holiday start  
Holiday start date \* 29/09/2025

Holiday end

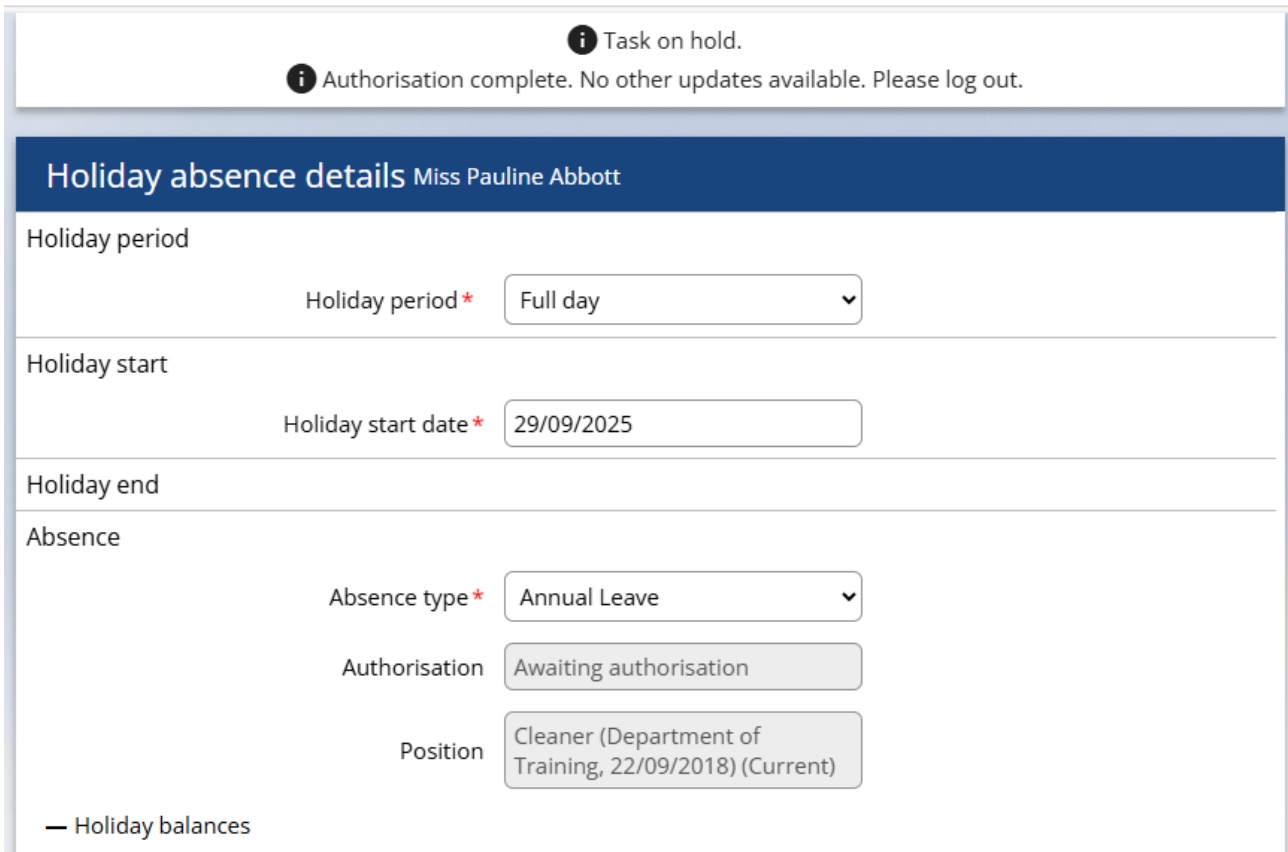
Absence  
Absence type \* Annual Leave  
Authorisation Awaiting authorisation  
Position Cleaner (Department of Training, 22/09/2018) (Current)

Authorisation  
User name LTF23  
Authorisation status \* On hold  
Reason

+ Holiday balances

Save

This moves the task into a holding pen.



**Task on hold.**  
Authorisation complete. No other updates available. Please log out.

**Holiday absence details** Miss Pauline Abbott

Holiday period  
Holiday period \* Full day

Holiday start  
Holiday start date \* 29/09/2025


Holiday end

Absence  
Absence type \* Annual Leave  
Authorisation Awaiting authorisation  
Position Cleaner (Department of Training, 22/09/2018) (Current)

— Holiday balances



You can find it again in your CHRIS To do list by changing the filter at the top of the page to “On hold”.

The task appears and you can deal with it as normal by selecting the right arrow. 

TO DO LIST (1)

PROCESSES (0)

Filter

On Hold

Sort by

Due date

Search existing results

☐ Select all

24/09/2025 (1)

☐ Select all for 24/09/2025

Holiday absence details Miss Pauline Abbott - 80000098 \* Department of Training \* Start date: 29/09/2025 \* End date: 29/09/2025 \* Due date: 24/09/2025

☐

ON HOLD

More...

## 7. Managers - Amendments to holiday

If an employee amends their holiday before the request is approved, then an email notification will be sent.

### Annual Leave requested

One of your employees has requested an amendment to an annual leave. These are the new details:

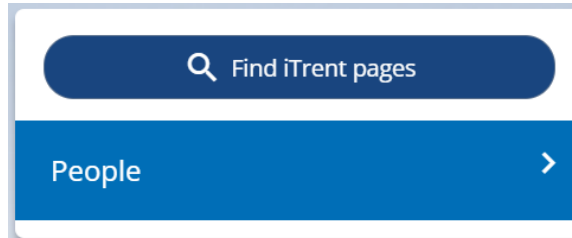
<b>Employee name</b>	Brown, Donald
<b>Leave start date</b>	18/09/2025 (FULL)
<b>Leave end date</b>	18/09/2025 (FULL)
<b>Original Leave start date</b>	29/09/2025 (FULL)
<b>Original Leave end date</b>	29/09/2025 (FULL)
<b>Employee note (if any)</b>	
<b>Leave balance before this request</b>	23 days
<b>Leave balance after this request</b>	22 days

To action this request, please follow one of the following links:

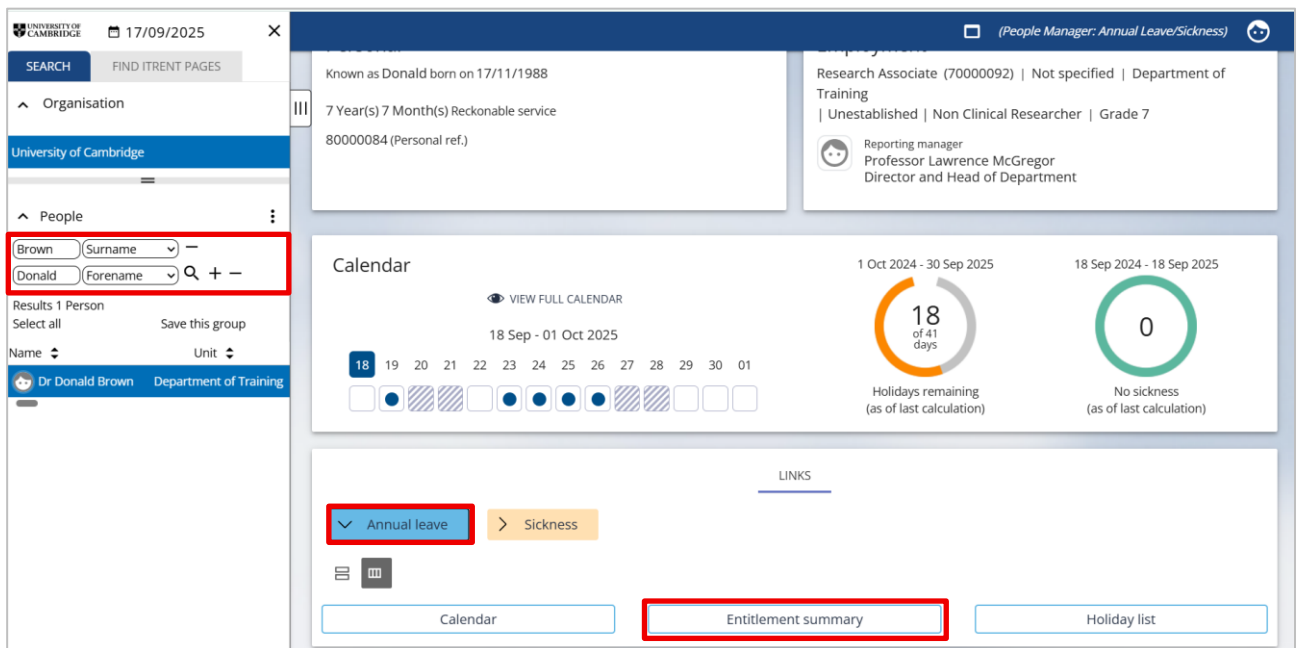
- [Approve this request immediately](#)
- [Do not approve this request \(choose "Not authorised" from the drop-down list\)](#)
- [View employee's holiday absence history](#)

## 8. Managers - Checking Leave Balance for an individual

1. Click on the People menu link on the Home Screen.



2. On the left-hand menu search for and select the employee. Using the links at the bottom of the page Select Annual leave > Entitlement summary



University of Cambridge 17/09/2025

SEARCH FIND ITRENT PAGES

Organisation

University of Cambridge

People

Brown Surname

Donald Forename

Results 1 Person

Select all Save this group

Name Unit

Dr Donald Brown Department of Training

Known as Donald born on 17/11/1988

7 Year(s) 7 Month(s) Reckonable service

80000084 (Personal ref.)

Research Associate (70000092) | Not specified | Department of Training

Unestablished | Non Clinical Researcher | Grade 7

Reporting manager  
Professor Lawrence McGregor  
Director and Head of Department

Calendar

VIEW FULL CALENDAR

18 Sep - 01 Oct 2025

18 19 20 21 22 23 24 25 26 27 28 29 30 01

1 Oct 2024 - 30 Sep 2025

18 of 41 days

Holidays remaining (as of last calculation)

18 Sep 2024 - 18 Sep 2025

0


No sickness (as of last calculation)

LINKS

Annual leave > Sickness

Calendar Entitlement summary Holiday list

3. The Holiday entitlement summary including bookings will be displayed.

 **Dr Donald Brown**

**Holiday entitlement summary**

▼ MENU ↻ 🖨️ 📎

Employment details

Position 

Research Associate ▼

Period details

Holiday period dates

01/10/2024 - 30/09/2025 ▼

Length of service at relevant date

6 year(s) 8 month(s) 0 day(s)

Scheme name

Academic Related & Research ▼

Membership dates

01/10/2024 -

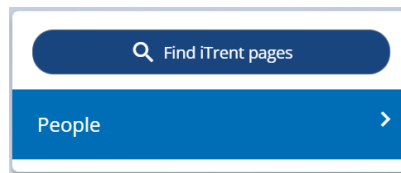
Entitlement for period

41 days (41 days Pro Rata)

From	To	Duration	Remaining entitlement	Type
25/12/2024	25/12/2024	1	40	Bank holiday
26/12/2024	26/12/2024	1	39	Bank holiday
27/12/2024	27/12/2024	1	38	Company holiday
30/12/2024	31/12/2024	2	36	Company holiday
01/01/2025	01/01/2025	1	35	Bank holiday
18/04/2025	18/04/2025	1	34	Bank holiday
21/04/2025	21/04/2025	1	33	Bank holiday
05/05/2025	05/05/2025	1	32	Bank holiday
26/05/2025	26/05/2025	1	31	Bank holiday
14/07/2025	14/07/2025	1	30	Annual Leave
25/08/2025	25/08/2025	1	29	Bank holiday
01/09/2025	05/09/2025	5	24	Annual Leave
15/09/2025	15/09/2025	1	23	Annual Leave
19/09/2025	19/09/2025	1	22	Annual Leave
23/09/2025	23/09/2025	1	21	Annual Leave
24/09/2025	24/09/2025	1	20	Annual Leave
25/09/2025	26/09/2025	2	18	Annual Leave

## 9. Managers - Checking Leave Balance for the team

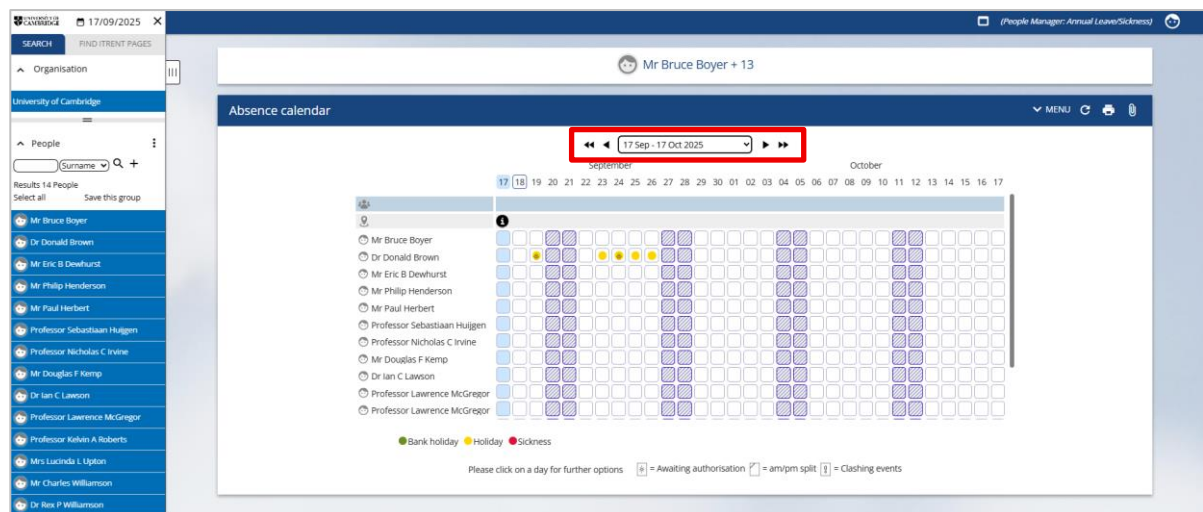
1. Click on the People menu link on the Home Screen



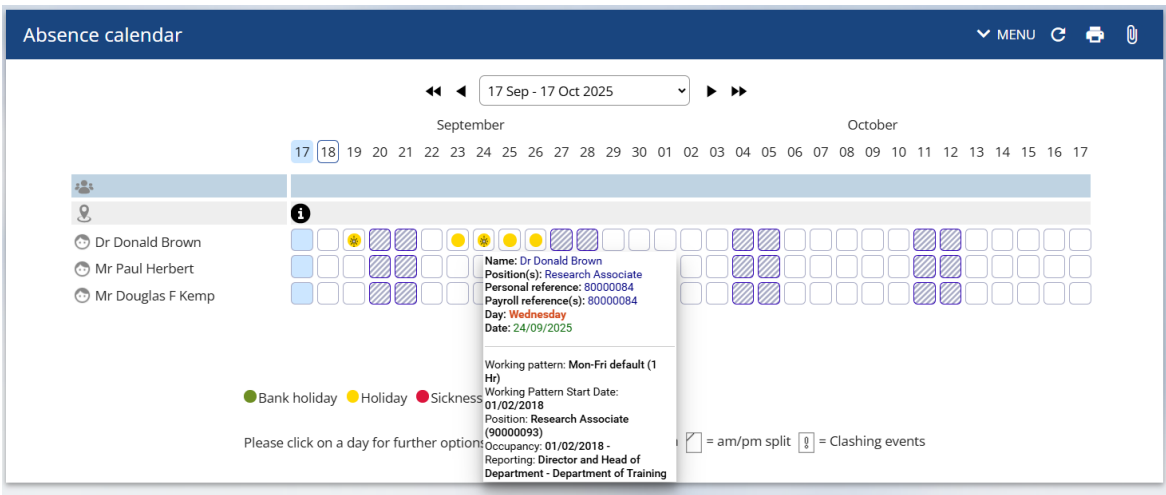
2. On the left-hand menu choose Select all or you can select a number of individual employees by holding down the Ctrl key and selecting the team members you wish to view.
3. Using the links at the bottom of the page Select Annual Leave > Calendar



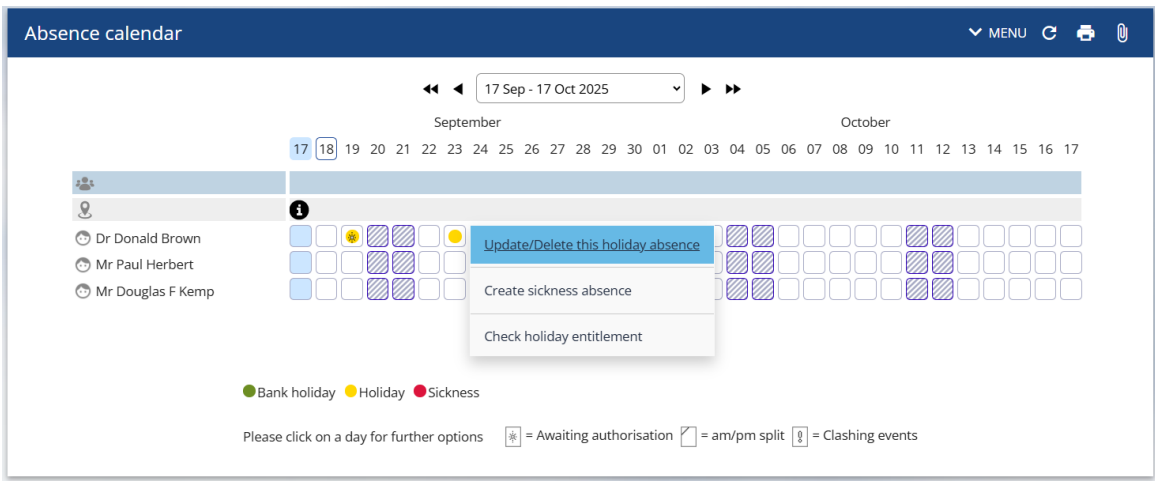
4. Use the navigation buttons to view different date ranges.



5. Mouse over a calendar dot to see more information:

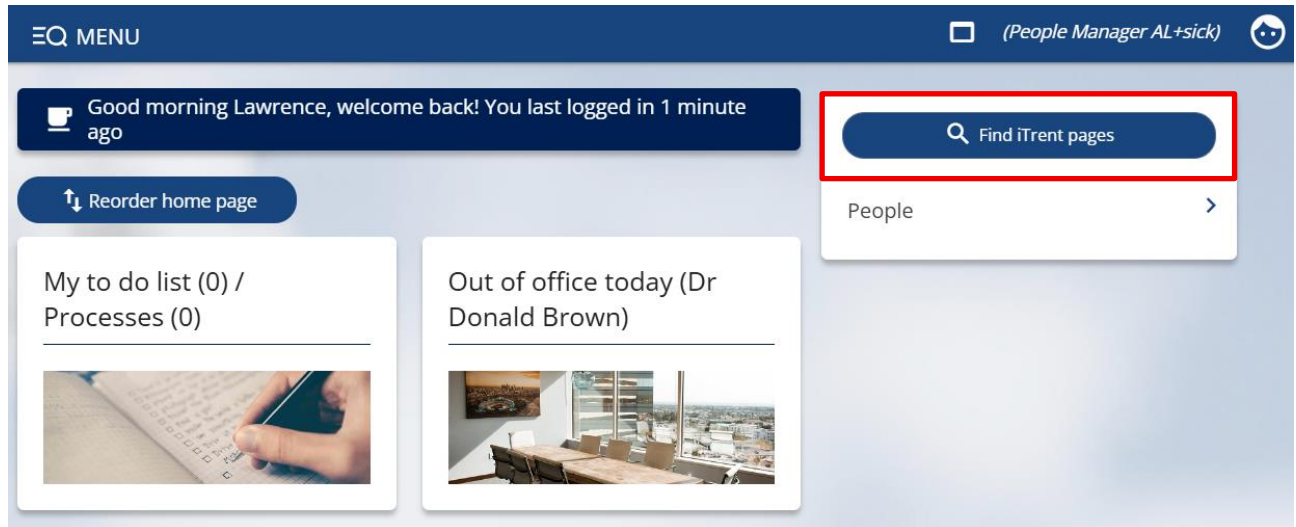


6. Click on a dot for more options:

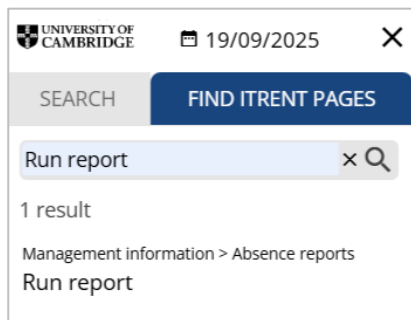


## 10. Managers - Running Annual Leave Reports

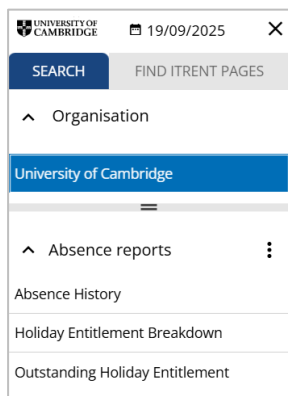
1. From the Home screen, select Find iTrent pages.



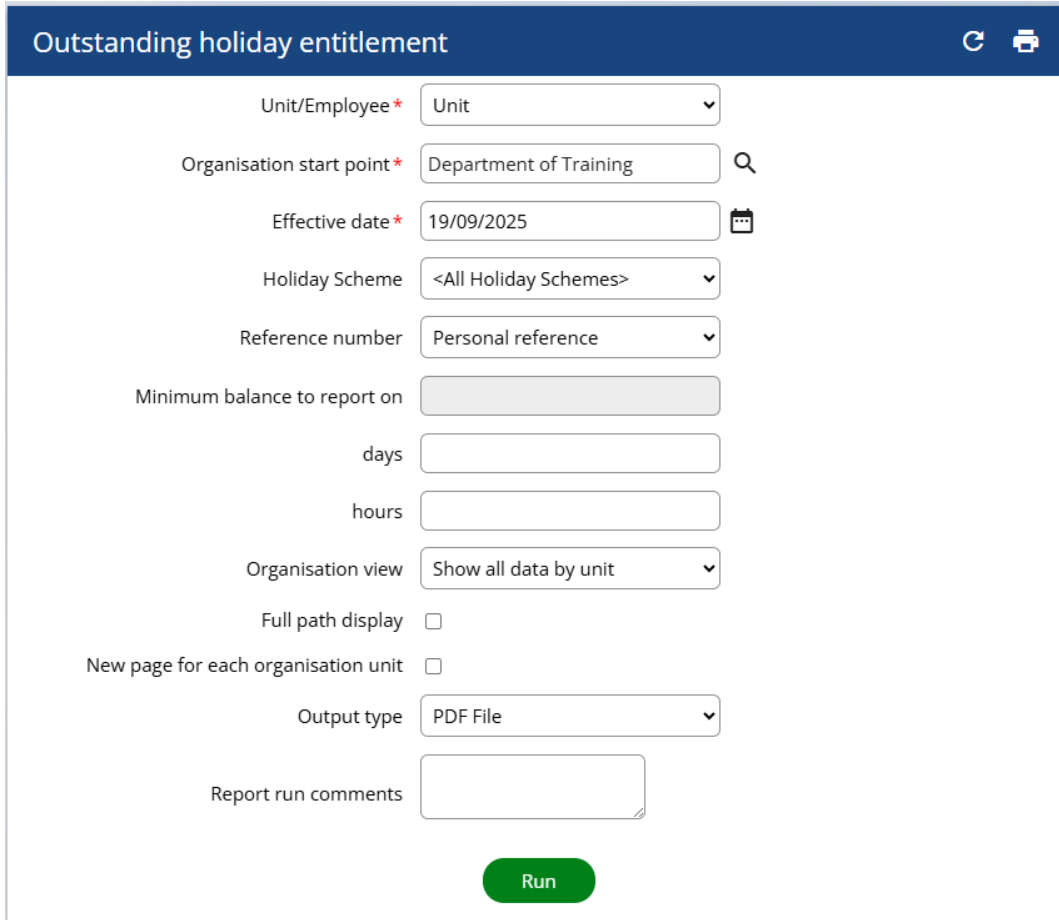
2. Search on the keywords 'Run report'.



3. The Run reports link will be displayed, select this to view the 3 available absence reports: Absence History, Holiday Entitlement Breakdown and Outstanding Holiday Entitlement.



4. Select the Report that you wish to run, change the fields accordingly and click Run.

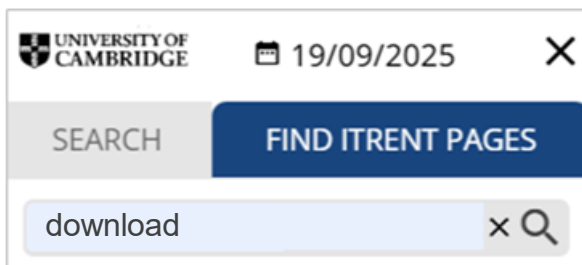


The screenshot shows a web form titled "Outstanding holiday entitlement" with a dark blue header bar containing a refresh icon and a print icon. The form fields are as follows:

- Unit/Employee \*: Unit (dropdown menu)
- Organisation start point \*: Department of Training (text input with search icon)
- Effective date \*: 19/09/2025 (text input with calendar icon)
- Holiday Scheme: <All Holiday Schemes> (dropdown menu)
- Reference number: Personal reference (dropdown menu)
- Minimum balance to report on: (text input)
- days: (text input)
- hours: (text input)
- Organisation view: Show all data by unit (dropdown menu)
- Full path display: ☐
- New page for each organisation unit: ☐
- Output type: PDF File (dropdown menu)
- Report run comments: (text input)

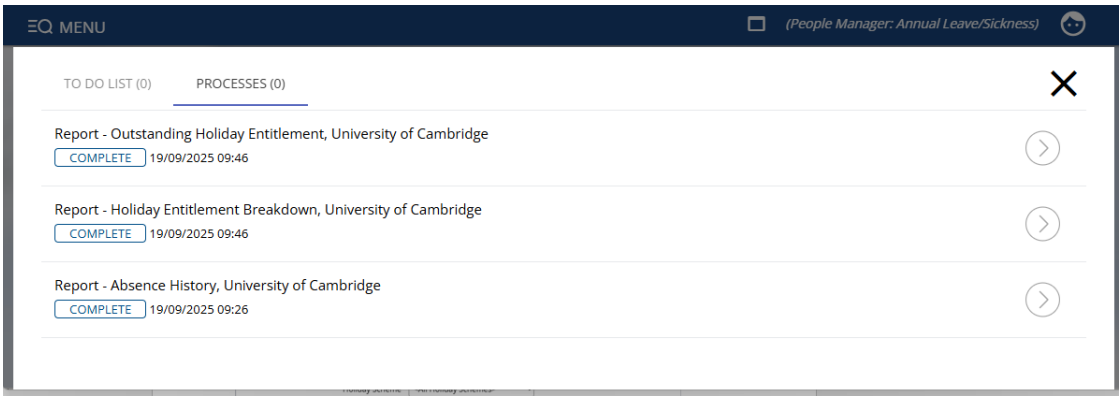
A green "Run" button is located at the bottom center of the form.

5. To view the reports there are two options:
- Go to find iTrent pages and enter "download" to get the download output link.

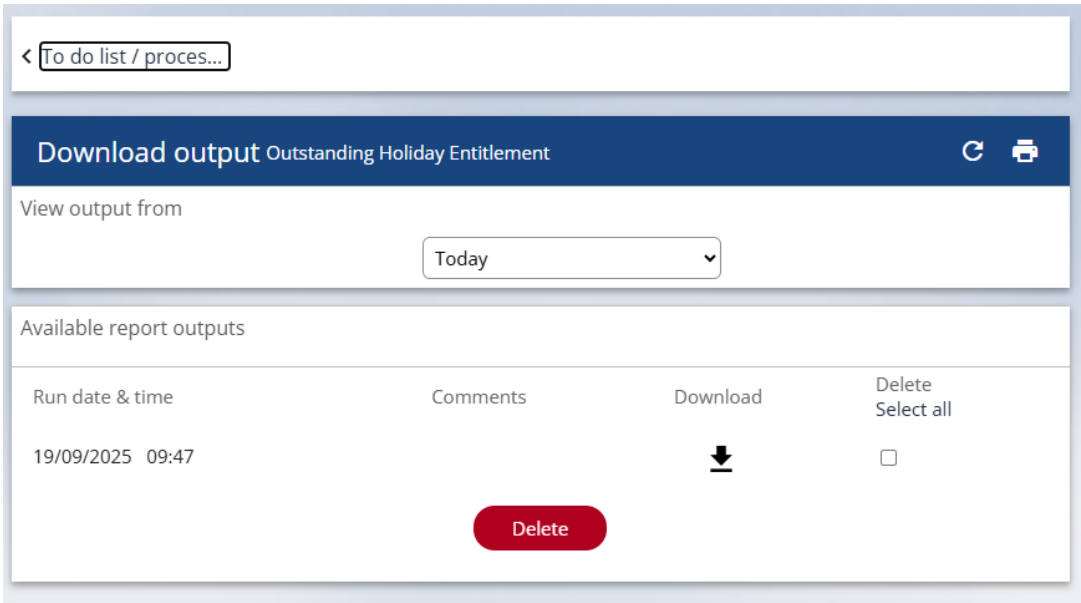


The screenshot shows the University of Cambridge iTrent search interface. At the top, there is a header with the University of Cambridge logo, a date "19/09/2025", and a close icon. Below the header, there is a search bar with the text "download" and a search icon. The search bar is divided into two sections: "SEARCH" and "FIND ITRENT PAGES".

- II. Alternatively, in the role switcher menu at the top right, go to "My tasks and processes", click on Processes which takes you to this screen, select the right arrow button. ➔



6. From here you can Delete or Download the report.



7. The file will download to your computer in pdf format.

iTrent

University of Cambridge

Outstanding Holiday Entitlement

Effective Date:

19/09/2025

Scheme:

All Schemes

For outstanding entitlements >=

0.00 Days or 0.00 Hours

Employee Name:

All

Organisational Start Point:

Department of Training

Organisation View:

Full

Path Display:

Partial

Reference No:

Personal

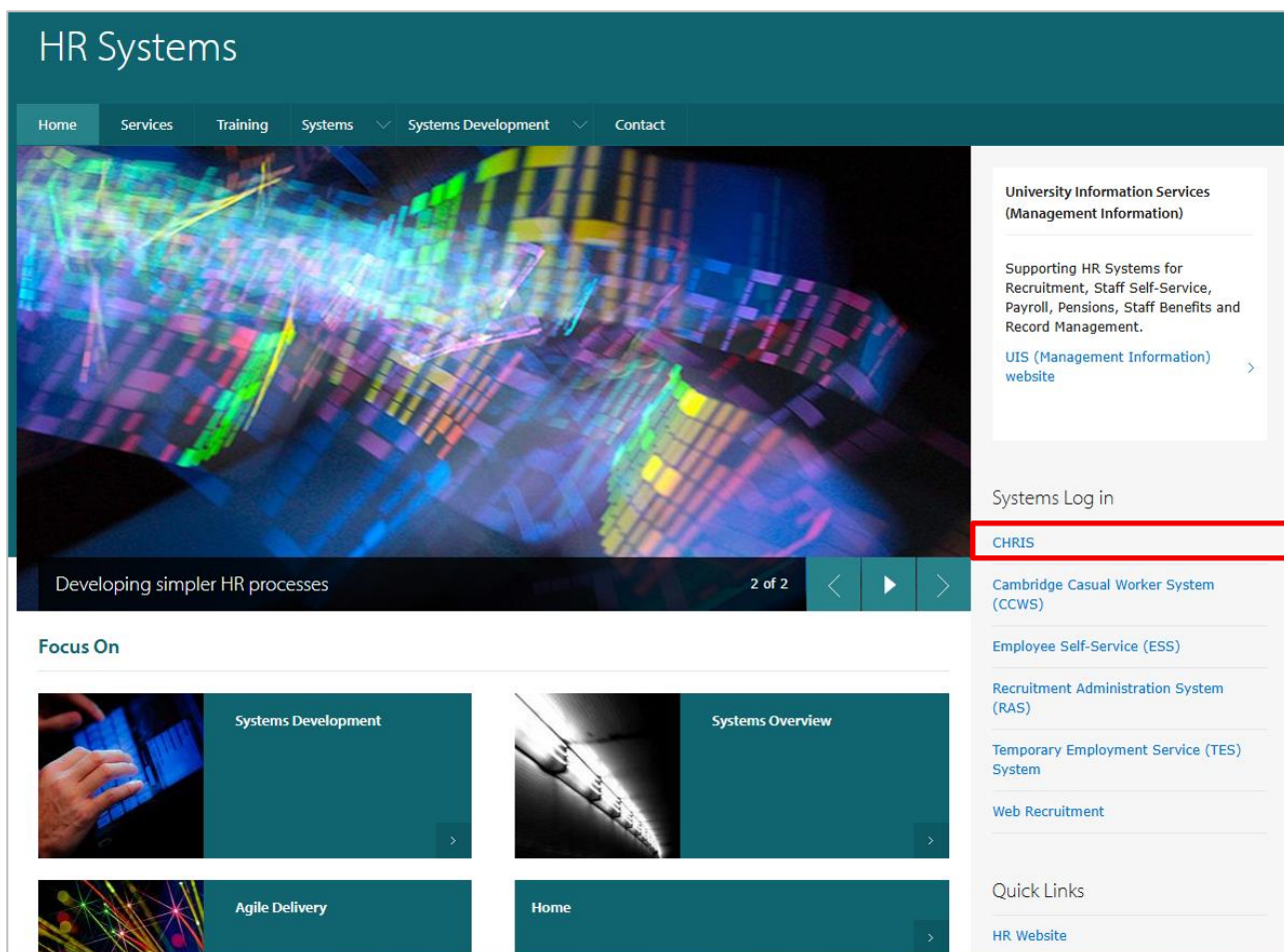
Scheme Name	Unit	Cont. Hours	End of Holiday Yr	Entitlement	Taken	Scheduled	Outstanding
Department of Training							
Abbott Pauline (Cleaner; Reference Number: 80000098)							
Assistant 1 October	Day(s)	37	30/09/2025	36.00	12.00	6.00	18.00
Alford Kelly (Accounts Clerk; Reference Number: 40000008)							
Assistant 1 October	Day(s)		30/09/2025	0.00	12.00	7.00	-19.00
Anderson Chris (Accounts Clerk; Reference Number: 40000025)							
Assistant 1 October	Day(s)		30/09/2025	0.00	13.00	1.00	-14.00
Andrews Paul (Accounts Clerk; Reference Number: 40000029)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	1.00	-12.00
Ball Emma (Accounts Clerk; Reference Number: 40000005)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Boardman Matthew (Accounts Clerk; Reference Number: 40000031)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Boyer Bruce (Snr Chief Mechanical W/shop Technician; Reference Number: 80000005)							
Assistant 1 October	Day(s)	37	30/09/2025	40.00	11.00	0.00	29.00
Brown Donald (Research Associate; Reference Number: 80000084)							
Academic Related & Research 1	Day(s)	37	30/09/2025	41.00	19.00	4.00	18.00
Brown Louise (Accounts Clerk; Reference Number: 40000014)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Casling Heather (Accounts Clerk; Reference Number: 40000028)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Chan Jack (Under Gardener; Reference Number: 90000002)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00
Chapman Andrew (Accounts Clerk; Reference Number: 40000004)							
Assistant 1 October	Day(s)		30/09/2025	0.00	11.00	0.00	-11.00

# 11. Managers - Entering Sickness Absence

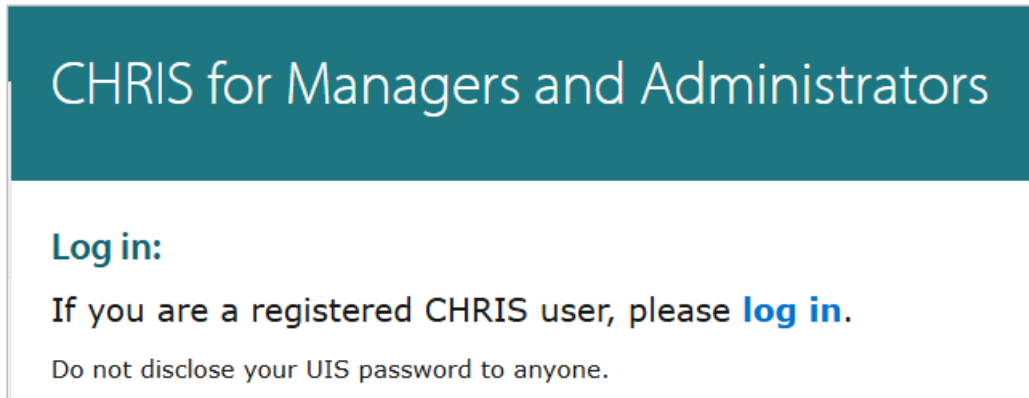
In most institutions using CHRIS to manage annual leave, line managers will also have access to view and record sickness absence details for their team. However, whether you have this access – and whether you are expected to record sickness absence for your team – can depend on your institution. Please contact your department administrator/local HR contact (or equivalent) for details of your local sickness procedures, if required.

If you are accessing CHRIS remotely from home or outside the university network, you must connect via the VPN service which joins your device to the university network. See section 4.2 for instructions how to setup and connect to the VPN.

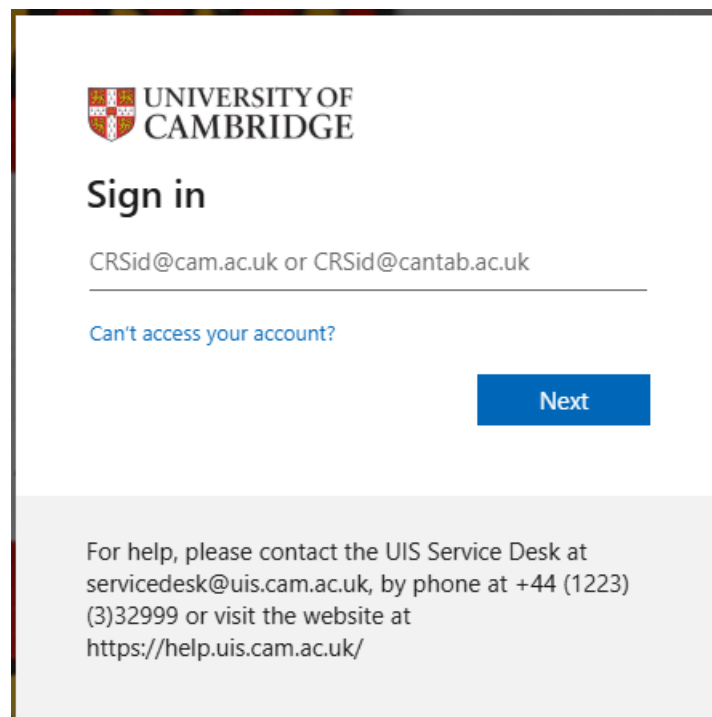
1. Locate the HR Systems Home page at <https://www.hrsystems.admin.cam.ac.uk/>
2. Select CHRIS



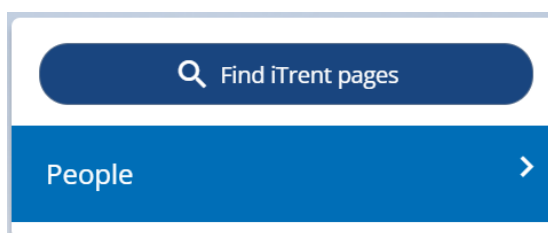
- Click on the link to Log in:



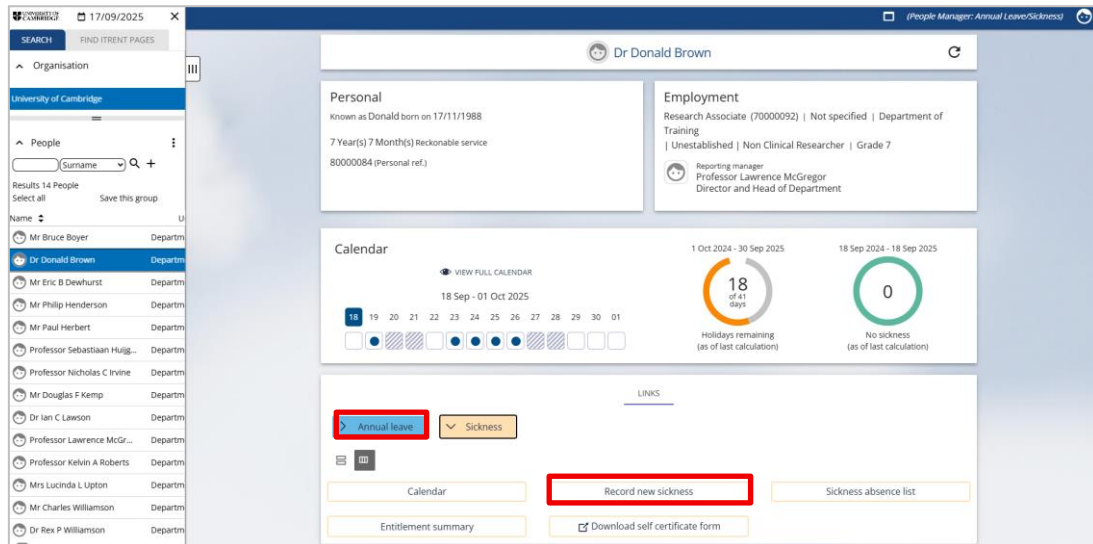
- The Login screen will be displayed. You will be asked to enter your work email and password.



- Click on Next to go through the authentication process.
- Click on the People menu link on the Home Screen

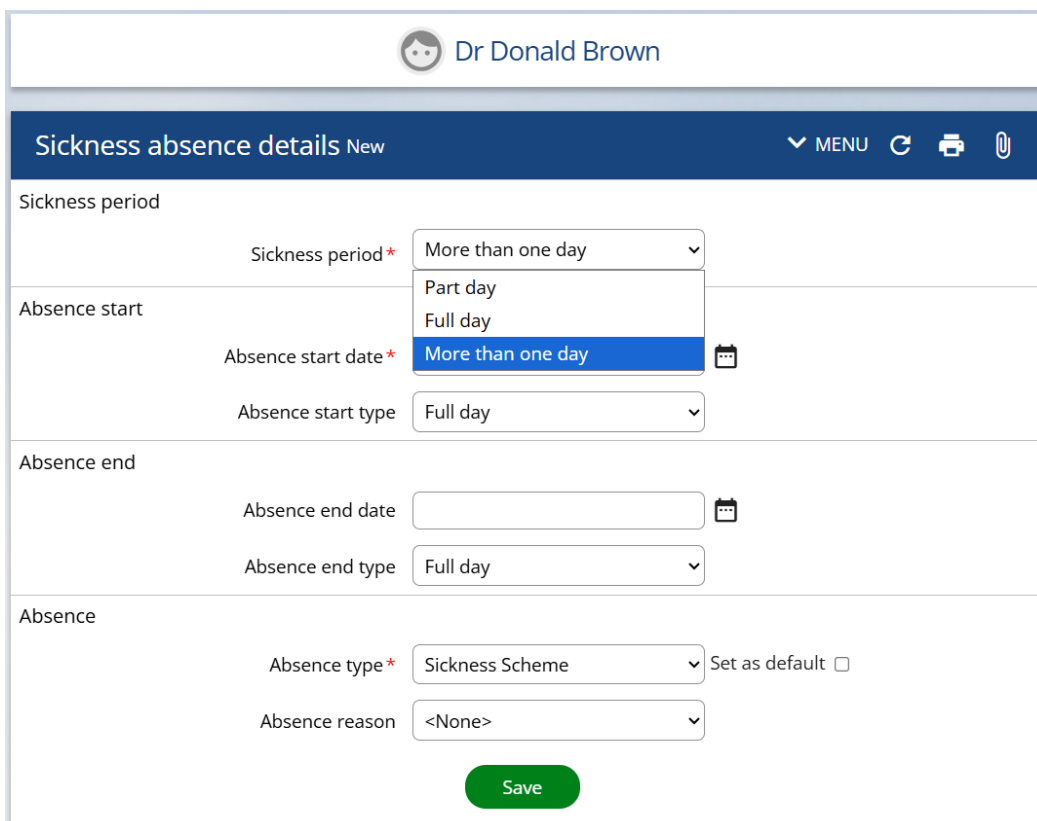


7. On the left-hand menu search or select the employee.
8. Using the subject boxes and links at the bottom of the page select: Sickness > Record New Sickness.



The screenshot shows the Employee Self Service interface for Dr Donald Brown. The left-hand menu includes a search bar and a list of people. The main content area displays personal and employment details, a calendar, and links for Annual leave, Sickness, and Record new sickness. The 'Record new sickness' link is highlighted with a red box.

9. This will open a new sickness absence details page



The screenshot shows the 'Sickness absence details New' page. The page contains fields for Sickness period, Absence start, Absence end, and Absence type. The 'Absence start' dropdown is open, showing options: Part day, Full day, and More than one day. The 'Absence start date' field is also highlighted with a red box.

10. Select whether the sickness absence is Part day, Full day or More than one day.
11. Enter the sickness absence start date.

12. If Part day has been selected, enter whether Half Day – PM or Half Day – AM

Sickness absence details New

▼ MENU ↺ 🖨️ 📎

Sickness period

Sickness period \*

Part day

▼

Absence start

Absence start date \*📅

Absence start type

Half Day - PM

▼

Half Day - PM

Half Day - AM

Absence end

Absence

Absence type \*

Sickness Scheme

▼ Set as default ☐

Absence reason

<None>

▼

Save

13. If a sickness period of More than one day has been selected, enter the Absence end date.

Sickness absence details New

▼ MENU ↺ 🖨️ 📎

Sickness period

Sickness period \*

More than one day

▼

Absence start

Absence start date \*

16/09/2025

📅

Absence start type

Full day

▼

Absence end

Absence end date

18/09/2025

📅

Absence end type

Full day

▼

Absence

Absence type \*

Sickness Scheme

▼ Set as default ☐

Absence reason

<None>

▼

Save

14. Select the Absence reason and select Save

Sickness absence details New

Sickness period

Sickness period \*

Absence start

Absence start date \*

Absence start type

Absence end

Absence end date

Absence end type

Absence

Absence type \*

Absence reason

Blood disease

Cancer

Chest/breathing difficulty

Cold or Flu

Covid-19 (Coronavirus)

Dental problem

Ear, nose or throat problem

Eye problem

Gland/hormone problem

Headache/migraine

Heart or circulation problem

Infection

Injury

Mental health/stress

Nerve problem

No Medical Cert Received

Other

Pregnancy-related problem

Skin Problem

Stomach or gut problem

<None>

Save

15. The Menu link at the top of this screen provides options of what to do next. You can view the calendar or entitlement summary. Log a new sickness for this employee or Download a self-certification form to give to the employee on their return.

Sickness absence details New

Calendar

Record new sickness

Sickness absence list

Entitlement summary

Download self certificate form

16. Viewing the calendar will show the logged sickness.

## Absence calendar

▼ MENU 🔄 🖨️ 📎

Position Research Associate (01/02/20' ▼)

◀◀ ◀ 01 - 19 September 2025 ▶ ▶▶

September

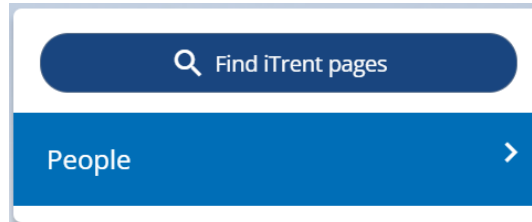
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
Dr Donald Brown																			

● Bank holiday 
 ● Holiday 
 ● Sickness

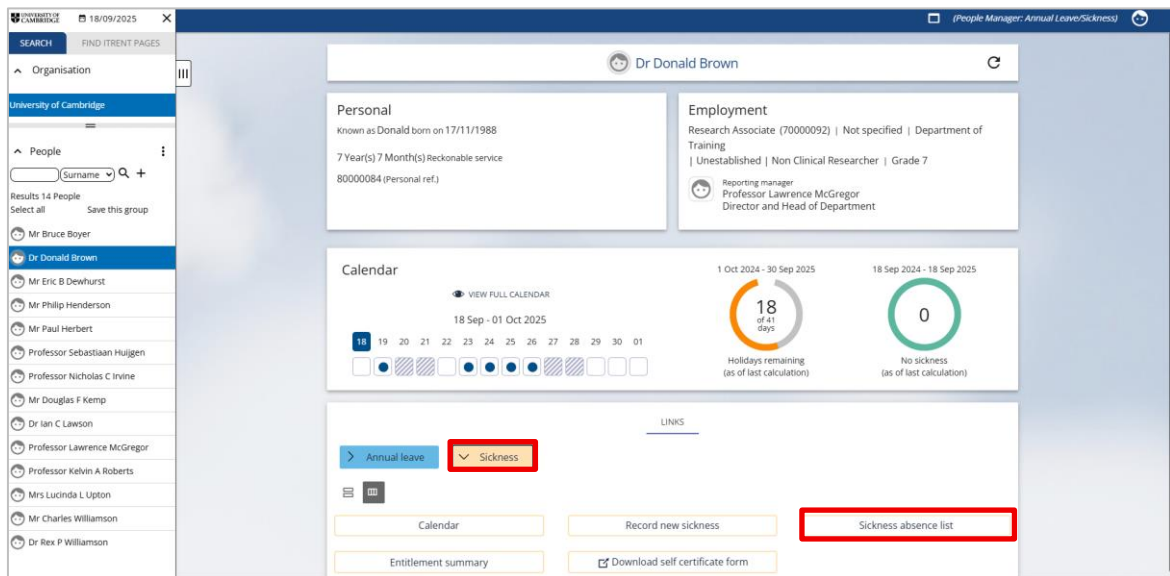
Please click on a day for further options   
 [\*] = Awaiting authorisation   
 [ ] = am/pm split   
 [!] = Clashing events

## 12. Managers - Amending or Deleting Sickness Absence

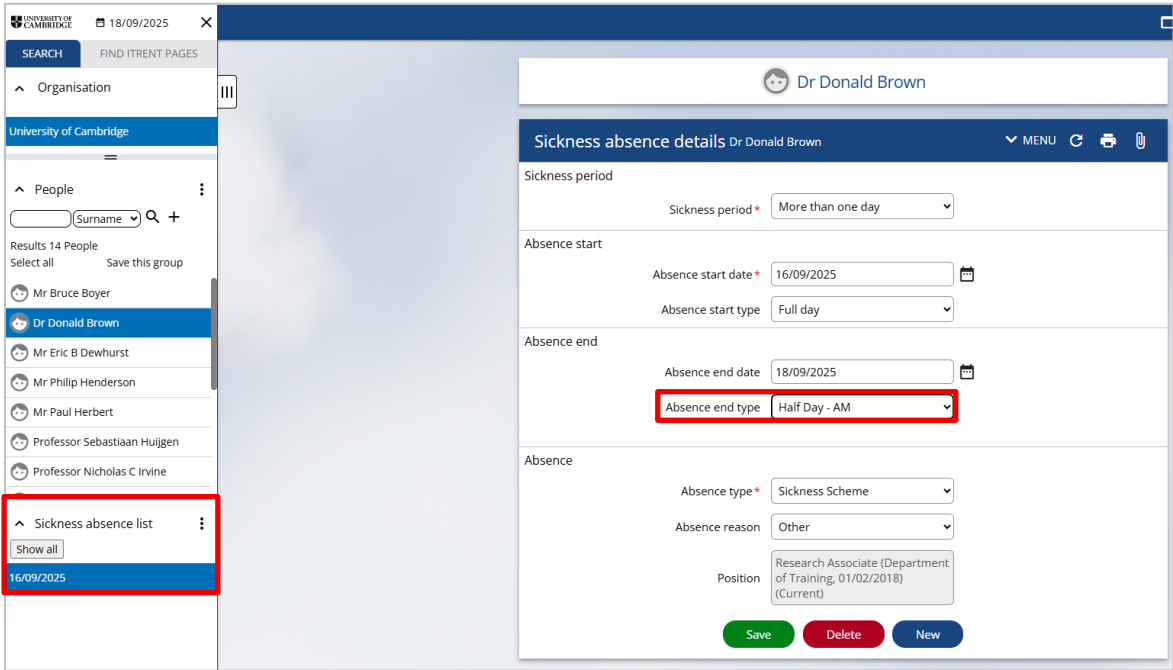
1. Click on the People menu link on the Home Screen



2. On the left-hand menu search or select the employee
3. Using the subject boxes and links at the bottom of the page select Sickness > Sickness absence list.



4. Select the Absence you wish to amend from the left-hand side menu.



The screenshot displays the CHRIS (Cambridge Human Resource Information System) interface. On the left-hand side, a navigation menu is visible, showing a list of people and a section titled 'Sickness absence list' which is highlighted with a red box. The main panel on the right shows the 'Sickness absence details' for Dr Donald Brown. The details include the sickness period, absence start date (16/09/2025), absence start type (Full day), absence end date (18/09/2025), and absence end type (Half Day - AM, highlighted with a red box). The absence type is set to 'Sickness Scheme' and the absence reason is 'Other'. The position is listed as 'Research Associate (Department of Training, 01/02/2018) (Current)'. At the bottom of the panel, there are buttons for 'Save', 'Delete', and 'New'.

5. Amend details and Save, or Delete as required.