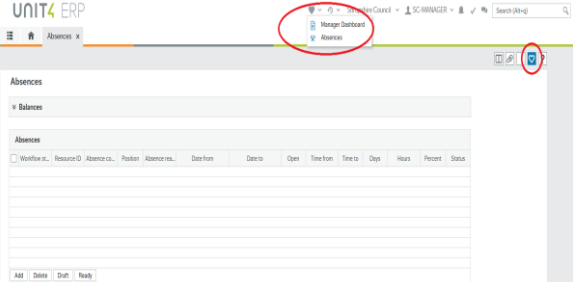
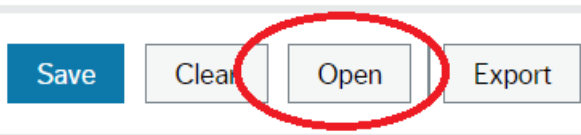
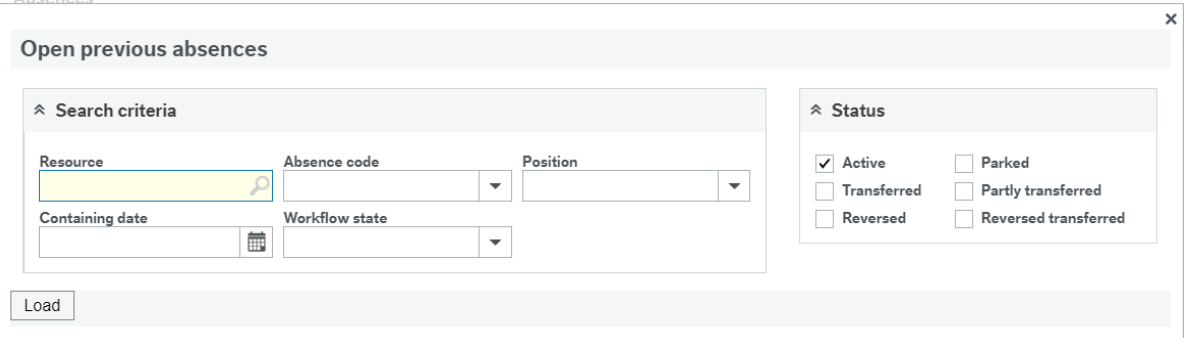


# How to record absence as a line manager

		Last Updated
1	<b>Scope:</b> This guidance is to show how line managers record any absence for their employees	07.05.2024
2	<b>Introduction:</b> Line Managers need to report absences for their employees (especially Sick type absences) in the ERP to inform Payroll to make the relevant payment adjustments	07.05.2024
3	<b>Navigate to</b>  Main Menu → Your employment → Your employment → Absences	07.05.2024
4	<b>Step by step process:</b>	07.05.2024
4.1	The Absences section can be set as a Favourite by clicking on the blue heart in the top right to enable quick access from the global toolbar. <i>(Video link below)</i>	24.05.2024
4.2		
4.2	<b>Open</b>  	
4.2.1	When creating, amending or checking absences; select Open to view the full absence record for the employee (Resource.)  <b>Open previous absences</b>  	







4.6

**Amending or closing an absence**

To amend or close an open absence, select Open, the relevant employee (Resource) and click Load.

Click on the relevant absence line and scroll down to the Absence entry.

Untick the Open ended absence box (if ticked) and change the Date to to the last day of the absence and Save.

**Absences**

	Workflow state	Resource ID	Absence co...	Position	Absence reas...	Date from	Date to	Open	Time from	Time to	Days	Hours	Percent	Status	Free field 1
<input type="checkbox"/>	No work...	Simon Test	SICK	Tester	Cold, Cough,...	22/04/2024	25/04/2024		09:00	16:24	4	29.60	100.00	Active	4.00
<input type="checkbox"/>	Workflow in progress	Simon Test	SICK	Tester	Asthma	07/05/2024	10/05/2024		09:00	16:24	4	29.60	100.00	Active	4.00

Σ 148 1,069.30

Add Delete Draft Ready

Default

**Absence entry**

Resource ID \* 202182 Simon Test

Absence reason Asthma ASTH

Date from \* 07/05/2024

Time from 09:00

Absence code \* SICK Sick Absence

Position P11480 Tester

Open ended absence ☐

Time to 16:24

Status \* Active

Date to \* 10/05/2024

4.7

**Status**

If any amendments need to be made to an absence with the status Transferred or Partly Transferred, contact Payroll as the absence has gone through (or partly gone through) the payroll process.

Percent Status Free field 1

100.00 Transferred

100.00 Transferred

100.00 Transferred

100.00 Transferred

100.00 Parked

4.8

**Error Message - Overlap in date interval Error**

If there is any planned leave recorded for the period of the unplanned absence, it will need amending before recording the unexpected absence otherwise an Overlap in date interval error will occur. (Video link below)

- Please correct the following:**
- Overlap in date interval ! Annual Leave (AL) 20/05/2024 - 24/05/2024.
  - Absences:** Please fix the marked errors before saving.

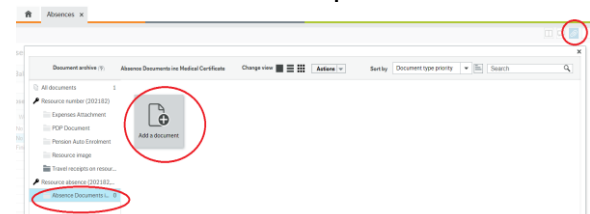
Please refer to the Sickness Absence Management Policy to check eligibility. (Policy link below)

4.9

**Attachments**

To attach a document to an absence line, such as a doctor's note, click on the line and then click on the paper clip in the top right.

Click Add a document and select Document type Absence Documents inc Medical Certificate from the dropdown.



Click Upload in File name to upload the document that has previously been saved. Add a name for the document in the Document title field and select Save to attach.

4.10

**Workflow**

There is no approval for this process but Payroll will be informed of any saved entries.

4.11

**Further Action**

Further action may need to be taken via the Return to Work Form or the Return to Work from Maternity Leave Form. (*Video and policy links below*)

The Sickness Absence Management Policy, Family Leave Policy, Parental Bereavement Leave Policy and Special Leave Policy under HR & Payroll policies outlines the Council's approach to managing absence and may need to be referred to. (*Policy links below*)

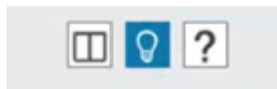
Occupational Health may need to be utilized and the OH Referral form may need to be completed. (*Video link below*)

If the employee has returned to work on a phased return after a period of sickness, their period of sick leave has ended and this needs to be reflected in the ERP. The employee will return to full pay so their absence entry in the ERP needs to confirm that they have returned to work. If their pay needs reducing, this is actioned by amending their hours via the Contract/Position Change form. (*Video link below*)

4.12

**Knowly**

Remember to use the in system guidance notes (blue lightbulb in the top right) whilst in the ERP.



5	<p>Related guidance and policies</p> <p>Video Links</p> <ul style="list-style-type: none"> <li>• <a href="#">Unplanned Absences – Adding and Amending</a></li> <li>• <a href="#">How to Add Favourites</a></li> <li>• <a href="#">Absence Error – How to Remove an Absence for your Employee</a></li> <li>• <a href="#">Return to Work Form</a></li> <li>• <a href="#">Return to Work from Maternity Form</a></li> <li>• <a href="#">OH Referral Form</a></li> <li>• <a href="#">Contract/Position Change Form</a></li> <li>• <a href="#">How to find and use a Knowly</a></li> </ul> <p>Policies</p> <ul style="list-style-type: none"> <li>• <a href="#">Sickness Absence Management Policy</a></li> <li>• <a href="#">Family Leave Policy</a></li> <li>• <a href="#">Parental Bereavement Leave Policy</a></li> <li>• <a href="#">Special Leave Policy</a></li> </ul> <p>Training on Leap into Learning</p> <ul style="list-style-type: none"> <li>• <a href="#">ERP Essentials for Line Managers</a></li> <li>• <a href="#">ERP Recruitment and Onboarding</a></li> <li>• <a href="#">ERP Managing Absence</a></li> <li>• <a href="#">ERP Employment Changes</a></li> </ul>	20.06.2025
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