Guidance to Managers for Reviewing Sickness History in MyHR

(effective from October 2020)

MyHR
Time Management

User Guide - Basics
Introduction

The Time Management module of MyHR is now hosting the processing of Sickness forms.

1. Reviewing the Sickness of your Team in the Events Calendar

1.1. After logging in choose ‘Timesheets/Sickness - Employee’ from the navigation panel of the ‘MY PEOPLE’ section
1.2. Select the desired team member from the list and then the 'Next' button
1.3. The sickness will appear on the Events Calendar with the abbreviation ‘SCK’
1.4. For further details hover your mouse over an item and a pop-up window will appear (see Appendix 3.1)
1.5. Select ‘Back’ at the bottom of the page to choose another team member

2. Reviewing your own Sickness Forms

2.1. After logging in choose ‘Timesheets and Sickness’ from the navigation panel of the ‘ME’ section
2.2. You will see the summary information listed by category and Type – SCK
2.3. Select the form to view the details then choose Cancel

3. Appendices

3.1. [Image of pop-up window showing absence/attendance details]