Guidance to Managers for Submitting Sickness Forms 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 the Sickness form. This means there is a different starting step when using MyHR

1. Steps for Submitting a Sickness Form

1.1. After logging in choose ‘Timesheets/Sickness - Employee’ from the navigation panel of the ‘MY PEOPLE’ section

1.2. If you have multiple posts or delegated employees choose as appropriate and select the Next button

1.3. Scroll down past the Events Calendar, through the Absence / Attendance section towards the bottom of the page

1.4. Select ‘Request New’ against the Type ‘SICK’ near the bottom (See Appendix 2.1)

1.5. The familiar Sickness form appears called ‘Record an Absence’ (see Appendix 2.3) However there are a few differences from previously

1.5.1. If you would like to record sickness absence for an indefinite period you should select the ‘Open Ended’ radio button. This option should be used when entering long term sickness absence where the employee’s return to work date is unknown

1.5.2. The Total Time will appear in Days or Hours

1.5.3. There are now three ‘Cause’ choices Sickness Absence, Pregnancy Related Sickness, Industrial Injury

1.6. Select ‘Submit’

2. Appendices

2.1.

| SICK | Sickness | Request New | Open SICK History |

2.2.

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V1.1