



## **Guidance to Managers for Submitting Sickness Forms in MyHR**

**(effective from October 2020)**

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**MyHR  
Time Management**

**User Guide - Basics**

## Introduction

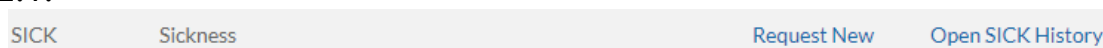
The Time Management module of MyHR is now hosting the processing of the Sickness form. This means there is a different starting step when using MyHR

### 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**'

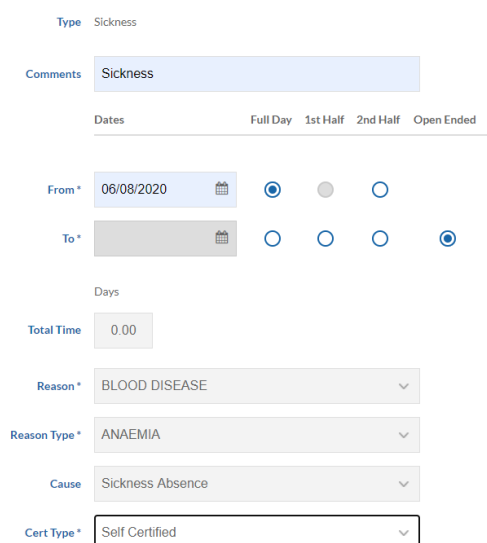
### 2. Appendices

#### 2.1.



A horizontal navigation bar with a light grey background. On the left, the word 'SICK' is displayed in a larger, bold font. To its right, the word 'Sickness' is displayed in a smaller font. On the right side of the bar, there are two links: 'Request New' and 'Open SICK History', both in a blue font.

#### 2.2.



A screenshot of the 'Record an Absence' form. At the top, it says 'Type Sickness'. Below that is a 'Comments' field with the text 'Sickness'. There are 'Dates' tabs for 'Full Day', '1st Half', '2nd Half', and 'Open Ended'. The 'From' date is '06/08/2020' with a calendar icon, and the 'To' date is empty with a calendar icon. There are radio buttons for 'Full Day', '1st Half', '2nd Half', and 'Open Ended', with 'Open Ended' selected. Below the dates is a 'Total Time' field with the value '0.00'. There are three dropdown menus: 'Reason' with 'BLOOD DISEASE', 'Reason Type' with 'ANAEMIA', and 'Cause' with 'Sickness Absence'. At the bottom is a 'Cert Type' dropdown with 'Self Certified'.