



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.

