



Marshalls

YOURSPACE



INPUTTING SICKNESS FOR CORONAVIRUS (CONFIRMED AND ISOLATION)

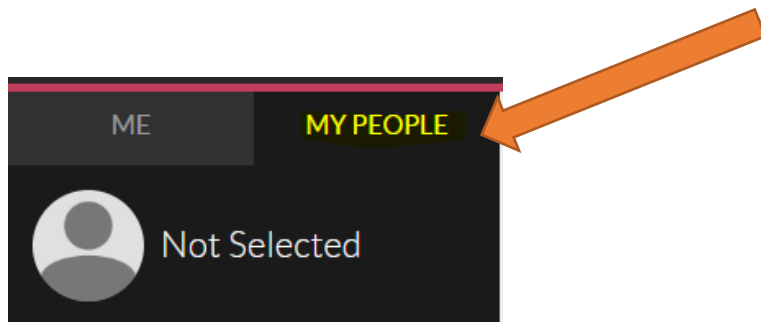
(Manager)

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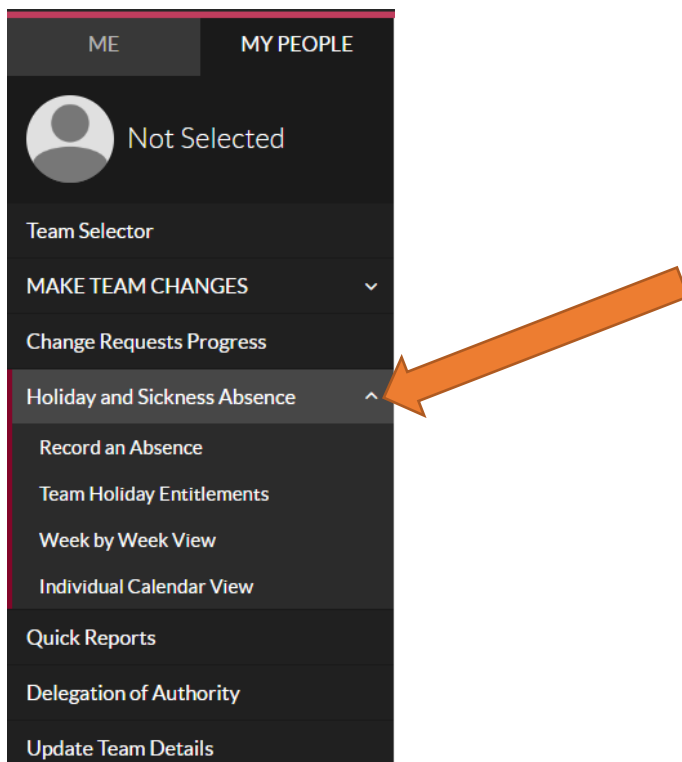
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HOW TO INPUT A SICKNESS - CORONAVIRUS

1. In order to input a sickness as a manager. You will need to go into the MY PEOPLE section at the top of the menu on the left hand side of the screen.

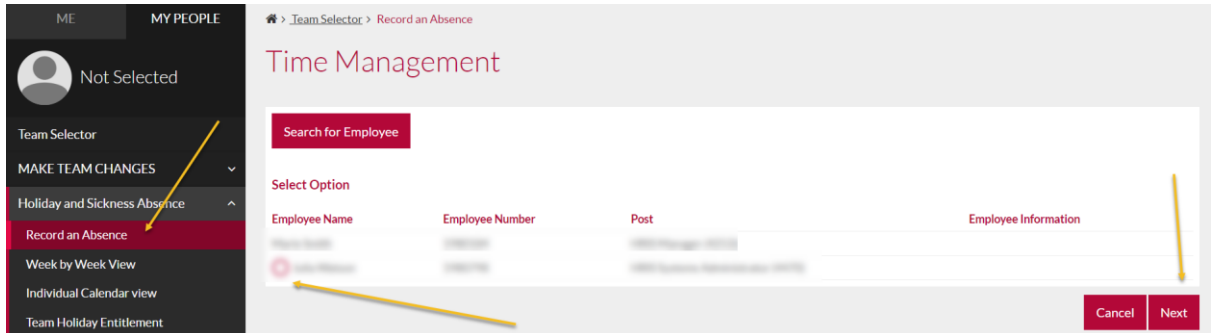


2. Once you are under the MY PEOPLE section of the menu. You will see that there is an option for 'Holiday and Sickness Absence'. Click into this section of the menu.

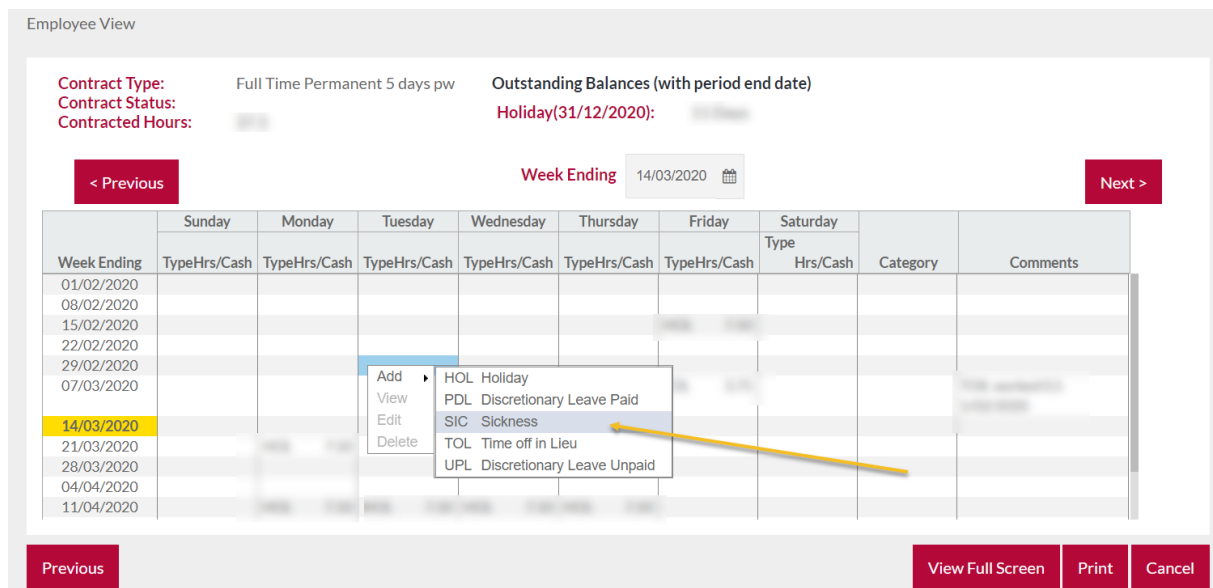


3. This will then bring up another drop down menu. The option you want to select is 'Record an Absence'.

- This will then open the following page.
Select the employee's record that you are inputting a sickness against and select next.



- This will bring up a calendar view. It will show a week by week view. Click into the calendar and then Right click on your mouse and this will give you these options, select Sickness:



6. Selecting Sickness loads a form for you to complete, there are two options for Coronavirus. 'Coronavirus Confirmed' also 'Coronavirus Isolation'. For both the cases confirmed by the medical profession and the cases where people have been advised to self-isolate (as they may develop the virus). SSP is now paying from day 1 of a Coronavirus Sickness.

Type Sickness

Comments Any Comments you want to add here

Dates Full Day 1st Half 2nd Half Open Ended

From* 12/03/2020

To*

Days

Total Time 0.00

Reason* Coronavirus Confirmed

Cert Type* Self-Certificated

Certificate Expiry Date 19/03/2020

I confirm that an entry has been made in the Health & Safety Accident Book.

Return To Work Interview Date

Date of linked absen

7. Fill in the details that are relevant to the individual's sickness.

In this absence form you have the option to leave the sickness open ended if you are uncertain about their return date. It is important that if the sickness is left open ended, when the individual informs you that they will be returning back to work, that the sickness is edited and the end date of the sickness is completed.

NOTE: If the sickness is linked to another absence then you would put the date of the previous absence in the box where it asks 'Date of linked absence'. If it is not linked to another absence then you can leave this box empty and submit the absence.

8. Once you have submitted this absence a notification pop up will confirm that this has been successfully been submitted against the employee's record.



Thank you.

You have successfully submitted the absence record.

9. For employees that wish to self-isolate without the instruction from a medical professional, entries for these are made on Discretionary Leave Unpaid. There is a new Leave unpaid reason 'Unauthorised Coronavirus Isolation'. If you right click into the individuals calendar, this time selecting 'Discretionary Leave Unpaid'

Contract Type: Full Time Permanent 5 days pw Outstanding Balances (with period end date)
 Contract Status: Holiday(31/12/2020):
 Contracted Hours:

< Previous Week Ending 14/03/2020 Next >

Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	Comments
	TypeHrs/Cash	TypeHrs/Cash	TypeHrs/Cash	TypeHrs/Cash	TypeHrs/Cash	TypeHrs/Cash	TypeHrs/Cash		
01/02/2020									
08/02/2020									
15/02/2020									
22/02/2020									
29/02/2020									
07/03/2020									
14/03/2020									
21/03/2020									
28/03/2020									
04/04/2020									
11/04/2020									

Add HOL Holiday
 View PDL Discretionary Leave Paid
 Edit SIC Sickness
 Delete TOL Time off in Lieu
 UPL Discretionary Leave Unpaid

Previous View Full Screen Print Cancel

This will then bring up the following screen.


Comments

Dates	Full Day	1st Half	2nd Half
From* <input type="text" value="04/03/2020"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
To* <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Days

Total Time

Reason*



10.

11. When the employee returns to work following sickness, you will need to complete a Return to Work Form. To access go to Team Selector. Select the colleague who is returning to work. Then select 'eforms' button. Use the form drop down and select Return to Work



--Select--

--Select--

Anti-Bribery eform

Carry Forward Request

Return to Work Form

Training Request Form

Complete Form

ENSURE THAT YOU HAVE CLOSED OFF THE SICKNESS ABSENCE RECORD WITH THE RETURN DATE ENTERED.

