



University of Essex

People Manager

Managing Sickness


 iTrent

 Login

User name

Password

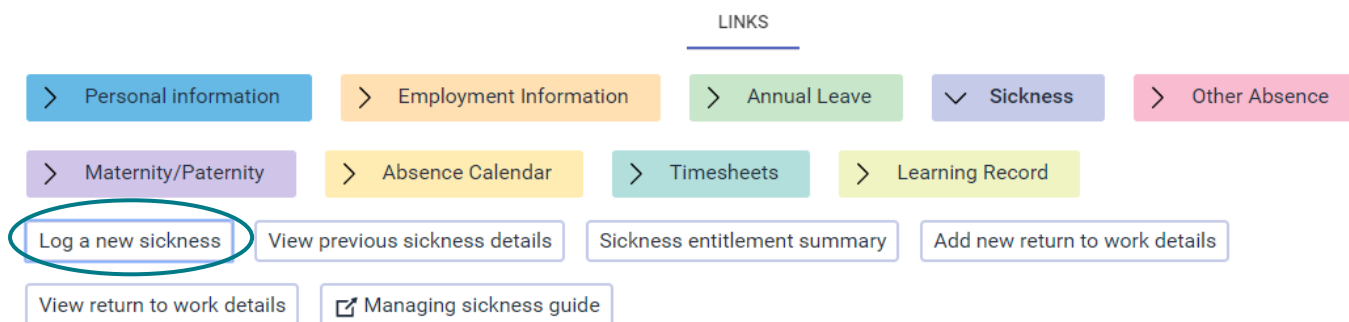
Login

 Contact administrator

Stage 1: Employee calls in to report their sickness.

As per the [University Sickness policy](#), the employee should call in and alert their reporting manager within one hour of their normal start time, on the first day of absence. The process below is how we manage the recording of information around the sickness period in iTrent.

- When an employee calls in sick, [log into People Manager](#), the Manager portal of iTrent.
- Select your reportees and then employee's name from the left side of the screen
- On the employee summary page select sickness and then Log a New Sickness



- This will then open a new window.
- On the page enter the start date of the sickness and the reason for absence. Then click on 'Save'.

Quick Tip: to enter today's date in any date field on iTrent just type in t and press tab.

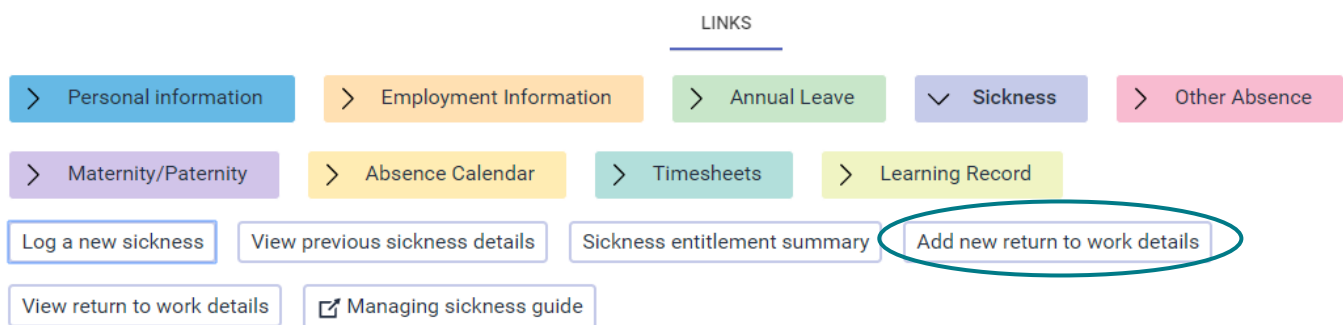


The screenshot shows the 'Sickness absence details' form in the iTrent Manager portal. The form is titled 'Sickness absence details New' and has a 'MENU' button. The form is divided into sections: 'Sickness period', 'Absence start', 'Absence end', and 'Absence'. The 'Sickness period' section has a 'Sickness period' dropdown set to 'More than one day'. The 'Absence start' section has an 'Absence start date' field with a calendar icon and an 'Absence start type' dropdown set to 'Full day'. The 'Absence end' section has an 'Absence end date' field with a calendar icon, an 'Absence end type' dropdown set to 'Full day', and an 'Expected end date' field with a calendar icon. The 'Absence' section has an 'Absence type' dropdown set to 'Sickness' and an 'Absence reason' dropdown set to '<None>'. The form is for 'Mr Winnie The Pool'.

- This triggers a notification email to the employee that a period of sickness has been added for them, and that they need to log in and end their sickness on their return.

Stage 2: Employee returns to work.

- If the sickness goes beyond seven calendar days, log back into People Manager and add the end date of the Fit Note to the 'Expected end date' field.
- The employee logs in and completes their end date of this period of sickness; the reporting manager will receive a notification alerting them that the sickness has ended and on what date. If you do not agree with the information, then you will need to discuss the detail with your employee and they can amend the details if required.
- Once the employee is back to work, you will need to complete the return to work interview and record this against their sickness record.
- To enter the return to work information, [log into People Manager](#) and click on your reportees and then select the individual.
- On the employee summary page under the sickness links select add new return to work details.



- You will need to record the date of your discussions. In the notes box you are able to type the details of the conversation you had and any agreed actions or objectives.

The screenshot shows a form titled 'UDF Details Return to Work Information' for an employee named 'Mr Winnie The Pooh'. The form has a dark header with a 'MENU' icon and a paperclip icon. The main content area includes:

- 'Date of Return to Work Interview' with a calendar icon.
- 'Return to Work Notes' with a large text area.
- 'Detailed Reason for Absence' with a text input field.
- 'Employee perceives as Work Related Absence?' with a checkbox.
- 'Accident at Work?' with a checkbox.

 At the bottom, there are two buttons: a green 'SAVE' button and a red 'DELETE' button.

- There is a field for you to record a detailed reason for the sickness, if you feel the summary categories do not contain enough information.
- The last boxes are used to identify any perceived work related illness, or to identify if the employee had an accident at work. Please tick the appropriate box if either is applicable.
- The University policy can be found at <https://www.essex.ac.uk/staff/working-at-essex/sickness-leave> but if you need any help please contact staffing@essex.ac.uk or call on ext. 3433.

FAQ's

Question	Answer
How quickly should a sickness absence be logged on the system?	We recommend a Manager logs in on the day they are notified to keep a real-time record and to ensure the absence is on the system before the person returns to work.
Why should a return to work interview be completed?	This is a chance to ensure the employee is fit to return to work. You may also take this opportunity to consider any available welfare options e.g. workplace adjustments, EAP, Occupational Health referral etc.
Why do I have to enter an expected end date?	This should only be used when a fit note has been provided and a date provided. Otherwise, this should remain blank.
What should be written in the return to work notes?	Any details that were discussed at the return to work interview that you feel may be useful to record and refer back to in the future e.g. agreed actions, objectives.