

Recording sickness using MyView

Step 1 → Sickness overview

If you are unable to work due to illness, you must follow the School's sickness absence reporting procedure which can be found [here](#).

You must also record any sickness absence episodes on MyView, usually on your first day back to work.

Further information for employees and managers on the School's sickness absence policies and procedures, and where to obtain support can be found in the sickness absence toolkit:

<https://info.lse.ac.uk/staff/divisions/Human-Resources/The-sickness-absence-toolkit>

Step 2 → Recording sickness absence

You can record your sickness absence episode using the Report Absence feature of MyView. To record your sickness absence:

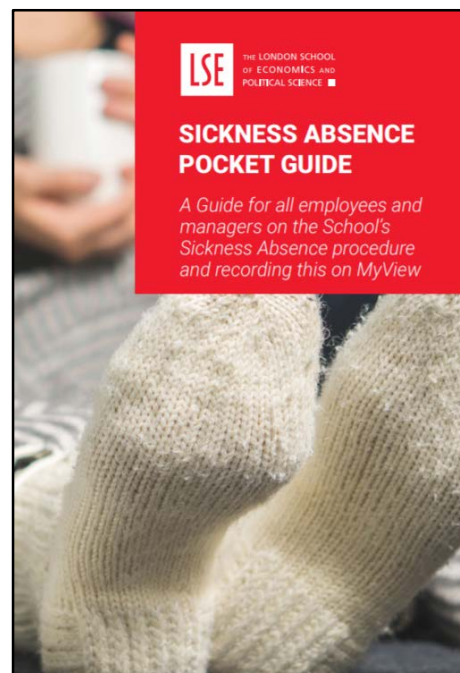
In MyView, select the **My Absence** drop-down list icon.

Select **Report Absence**. The Calendar View window is displayed.

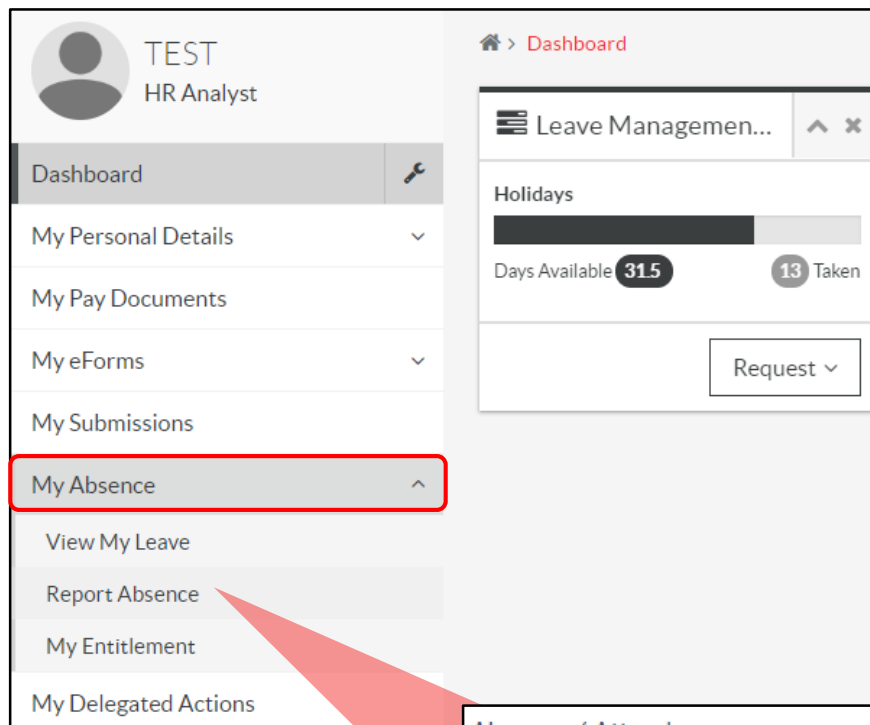
Scroll down from the Calendar View window. Under the Absence / Attendance header, you can request a new sickness absence episode, or open your holiday or sickness history.

On the SICK Type row, click **Request New**. The Report Absence window is displayed.

The sickness absence pocket guide:



Note: for information on Occupational and Statutory sick pay entitlement for staff, please see the sickness absence toolkit.



Important: all sickness absence episodes must be submitted to your line manager. These should normally be submitted on your first day back at work.

Absence / Attendance			
Type	Description	Action	
HOLS	Holidays	Request New	Open HOLS History
SICK	Sickness	Request New	Open SICK History
UKMAT	UK MATERNITY	Request New	Open UKMAT History

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Step 2 → Recording sickness absence (continued)

Enter the following information in the Record an Absence form:

Type: this field automatically displays Sickness and cannot be edited.

Comments: The Comments field is not mandatory, however you can enter a comment about the nature of your illness. In the example below, Flu is entered.

From: click the **Calendar** icon. Use the Calendar tool to select the date your sickness absence episode started on.

To: click the **Calendar** icon. Use the Calendar tool to select the date your sickness absence episode ended.

Total time: this field automatically populates the number of sickness days or hours entered (this will depend on your work pattern and whether you are full-time or part-time staff).

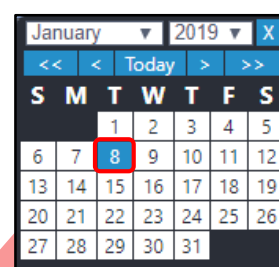
Reason: select the nature of your sickness from the Select drop-down list. In the example below, Cold, Cough, Flu – Influenza is selected.

Cert Type: select the certification type for your sickness from the Select drop-down list. There are two options: select **Certified by a Doctor (GP/Hospital)** if you have a sick/fit note from a doctor or hospital. Select **Self Certified** for short term absences of 7 calendar days or less.

Note: Staff can select the option of a full day or half day for sickness absence. To take a single full day, select the **Full Day** radio button.

If taking a half day, you must select either the 1st Half or 2nd Half radio buttons for morning or afternoon leave respectively.

A half day sickness for example, may be required to attend a medical appointment. You can also submit an 'open ended' absence should this be required.



TEST
HR Analyst

Dashboard > Report Absence

Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (710725)

To record this employee as absent, fill in the information below.

Type: Sickness

Comments: Flu

Dates: Full Day 1st Half 2nd Half Open Ended

From *: 08/01/2019

To *: 09/01/2019

Total Time: 0.00

Reason: Cold, Cough, Flu- Influenza

Cert Type: --Select--

Cancel Submit/Update

When you have completed all the fields on the Record an Absence form, click **Submit/Update** to submit this to your line manager.

A success message is displayed informing you that the sickness absence episode has been submitted

Dashboard > Leave Management Balance

Thank you.

You have successfully submitted the absence record.

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Step 2b → Recording sickness absence for medical appointments

Where reasonably practical medical appointments should take place outside working hours.

If an appointment means an absence of a half-day or more, it should be recorded as sickness absence in the normal way.

When submitting a sickness absence record for a medical appointment, ensure you select the following:

Reason: select **Operation/recovery/medical appointment** from the Select drop-down list.

Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (710725)

To record this employee as absent, fill in the information below.

Type: Sickness

Comments: Hospital appointment

Dates: **Full Day 1st Half 2nd Half Open Ended Days off**

From *: 14/03/2019

To *: 14/03/2019

Total Time: 0.50

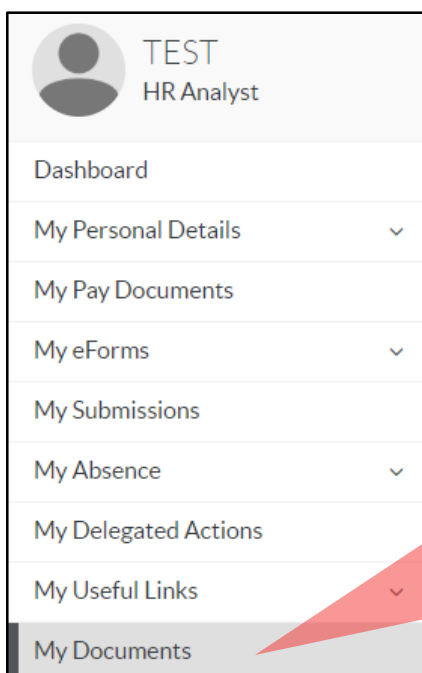
Reason: Operation/recovery/medical appointment

Cert Type: Certified by a Doctor (GP/Hospital)

Example of a sickness absence request for a half-day medical appointment

Note: if you have documentation relating to your medical appointment, you should submit this to MyView. For guidance on how to do this, see the following section of this quick card, *Attaching supporting documentation*.

Step 3 → Attaching supporting documentation



You do not need to attach supporting documentation for sickness absence episodes of 7 calendar days or less, as these can be self-certified. For absences lasting 8 calendar days or more, a Fit note is required from your GP, hospital doctor or other healthcare professional.

To attach supporting documentation to your sickness absence request:

From the Navigation menu select **My Documents**.

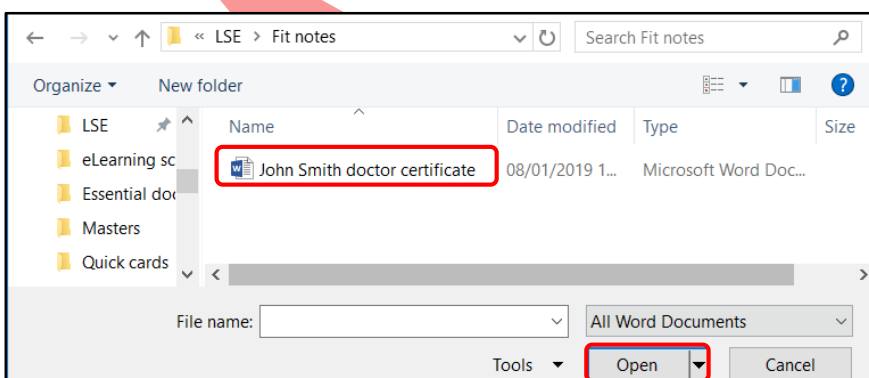
Click **Upload a new document**. Navigate to and select the file you wish to attach.

Click **Open** to attach the document.



Note: Word document, PDF and JPEG file formats can all be attached to the My Documents window. JPEG files must be of good quality so all details can be easily read.

Previously attached documents can be seen by clicking **Expand** (plus icon, highlighted in the example to the right).



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Step 3 → Attaching supporting documentation (continued)

Completing the Employee Doc View form

Once you have successfully attached your supporting documentation, you must enter the following information:

Employee Doc View

Store Tasks

- Cancel upload

System Limits

- Maximum file size: 25 MB
- System storage remaining: 199.06 GB

File Details

File name: Choose File John Smith d...ificate.docx

Category: Doctors Certificate

Comments: Certificate for hospital stay for broken leg

Submit

Category: select **Doctors Certificate** from the drop-down list. This is the only option currently available.

Comments: enter a comment describing the nature of the supporting documentation you are submitting with your sickness absence episode.

Click **Submit**.

Step 4 → Amending/cancelling sickness absence requests before approval

Once a sickness absence episode is submitted, it can no longer be amended. Instead, if you wish to make changes, you must withdraw the sickness absence request and resubmit it with the correct details.

To withdraw a sickness absence request:

From the MyView Navigation menu, click the **My Absence** drop-down list icon.

Select **View My Leave** from the My Absence drop-down list. The Time Management window is displayed, showing all of your absence requests (sickness and annual leave).

All types of requests that have not yet been approved are displayed under the Submitted header. In the example below, there is one request displayed.

Click into the **Absence request line** (blue text) to open the absence request.

My Absence

- View My Leave
- Report Absence
- My Entitlement

Open

Submitted

Created Date	Employee	Type	Description	From	To
04/01/2019	TEST EMPLOYEE	S	Sickness	04/01/2019	04/01/2019

The Record an Absence form is displayed. You cannot edit the Absence request from here as it has already been submitted.

Click **Cancel** to go back or **Withdraw** to withdraw the request.

Note: to submit a new sickness absence episode with the correct details, see step 2 of this quick card.

Record an Absence - TEST EMPLOYEE (030560) - HR Analyst (710725)

To record this employee as absent, fill in the information below.

Previously Updated By: TEST EMPLOYEE (030560) on 04/01/2019

Type: Holidays

Comments: Annual Leave

Dates: Full Day 1st Half 2nd Half

From: 04/02/2019

To: 11/02/2019

Days: 6

Total Time: 6

Cancel Withdraw

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Step 5 → Viewing sickness absence

Viewing your previous sickness absence episode

You can view sickness episodes you have taken previously under the Authorised heading in the Time Management window. This includes sickness absence episodes you have started but not yet submitted, as well as those already submitted. To view your sickness absences:

From the Navigation menu click the **My Absence** drop-down list icon.



Select **View My Leave**. The Time Management window is displayed, showing all types of absence requests.

Your sickness absence can be viewed in the following categories:

Open: Absence requests that have been created but not yet submitted.

Submitted: Absence requests that have been submitted but not yet approved by your line manager.

Authorised: Absence requests that have been approved by your line manager and are confirmed.

Withdrawn: Absence requests that you have withdrawn from approval.

Rejected: Absence requests that have been rejected by your line manager.

Time Management

Bins View

Time Management - Employee View

Time Management - Calendar View

Open

Submitted

<u>Created Date</u>	<u>Employee</u>	<u>Type</u>	<u>Description</u>	<u>From</u>	<u>To</u>
04/01/2019	TEST EMPLOYEE	H	Holidays	04/02/2019	11/02/2019

Authorised

<u>Created Date</u>	<u>Employee</u>	<u>Type</u>	<u>Description</u>	<u>From</u>	<u>To</u>
04/01/2019	TEST EMPLOYEE	S	Sickness	04/01/2019	04/01/2019
04/01/2019	TEST EMPLOYEE	S	Sickness	02/01/2019	03/01/2019
04/01/2019	TEST EMPLOYEE	H	Holidays	24/01/2019	28/01/2019

Withdrawn

Rejected

<u>Created Date</u>	<u>Employee</u>	<u>Type</u>	<u>Description</u>	<u>From</u>	<u>To</u>
04/01/2019	TEST EMPLOYEE	H	Holidays	21/01/2019	23/01/2019

Viewing historic sickness absence records – Calendar view

To see a calendar view of your previous sick days, click **Time Management – Calendar View**. The Calendar view window is displayed.

Time Management						
Bins View						
Time Management - Employee View Time Management - Calendar View						
Open						
Submitted						
Created Date	Employee	Type	Description	From	To	
04/01/2019	TEST EMPLOYEE	H	Holidays	04/02/2019	11/02/2019	

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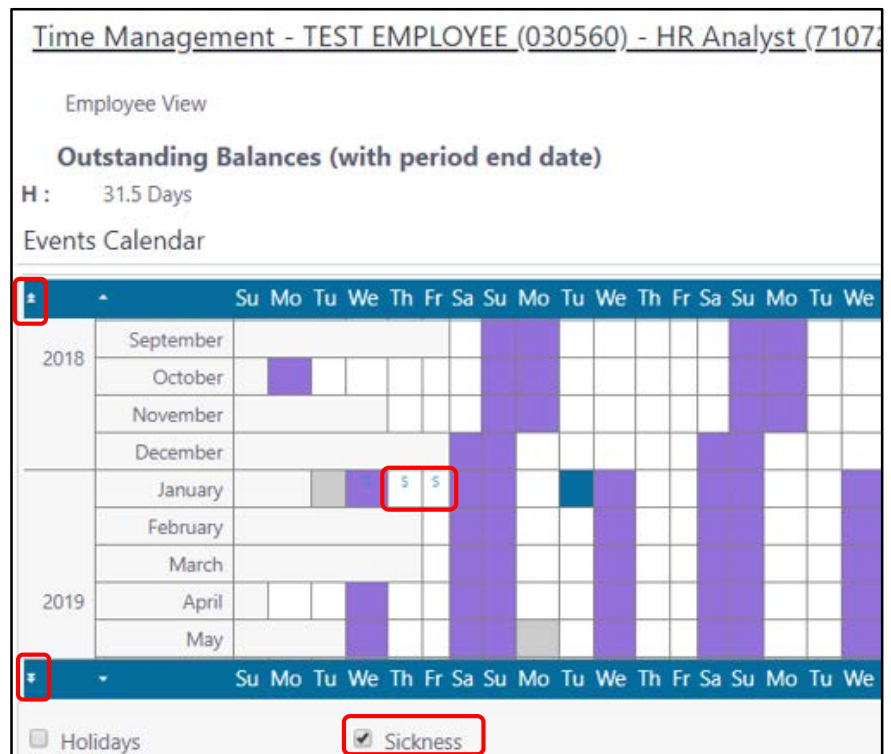
Step 5 → Viewing sickness absence (continued)

Viewing historic sickness absence episodes – Calendar view (continued)

You can use the arrow icons (highlighted below) to view different months, so you can view the holiday you have previously taken.

In this example, two previously approved sickness days are displayed in January 2019.

Note: please ensure the Sickness checkbox is selected. In this window, you can also view previous holiday leave by selecting the Holidays checkbox.



Where to find support

My Useful Links: you can find supporting information in the My Useful Links drop-down list. This is found in the MyView Navigation menu.

HR contacts : <https://info.lse.ac.uk/Staff/Divisions/Human-Resources/HR-people>

For further information, guidance and videos on using MyView please visit the **MyView webpages**.