

Report sickness to Human Resources

As a manager, when a member of your team tells you that they will not be in work due to sickness you need to notify Human Resources as soon as possible. To do this you should complete the 'Report sickness' form in HR Self Service

<https://www.st-andrews.ac.uk/selfservice>

Once you have signed into HR Self Service, select the 'My People' tab.

The screenshot shows the HR Self Service dashboard for Arnold Rimmer. The top navigation bar includes the University of St Andrews logo, a search bar, and user information: 'Welcome, Arnold', 'Account', and 'Sign Out'. The left sidebar has a 'MY PEOPLE' tab highlighted with a red box. The main dashboard area contains several widgets: 'Pay Documents' with payslips for 30 Mar, 27 Feb, and 30 Jan; 'P60' with documents for 2015, 2014, and 2013; 'Holiday' showing 52.25 hours available and 281 taken, with a 'Request' button; 'Authorisation' showing 'You have nothing to authorise'; and 'Absence' with a 'Request' button and a summary of absences: Sickness (1), Holiday (1), Training (0), and Other (0).

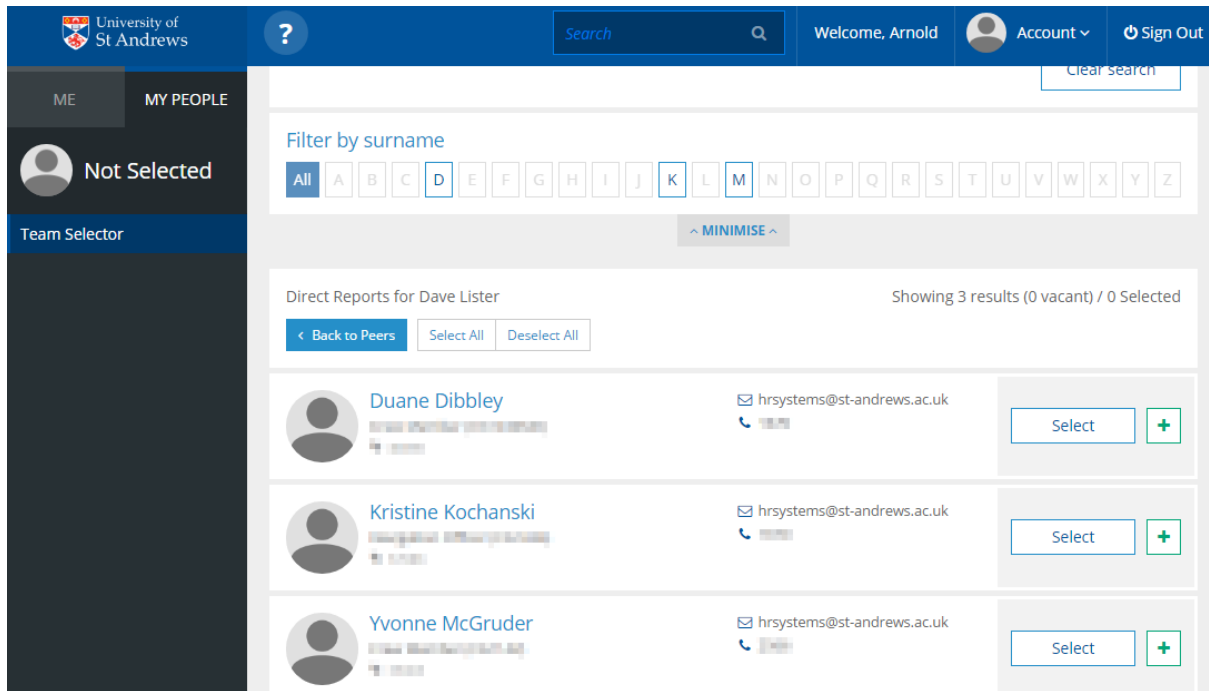
You will now see a screen showing a list of anyone who reports to you directly. If the person in question is not a direct report you can navigate through your team using the various filter options.

You can view any staff who report to your direct reports by clicking the 'Show Reports' button

The screenshot shows the 'My People' page in HR Self Service. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'MY PEOPLE' selected. The main content area has a search bar for team member names and a filter dropdown set to 'Direct Reports'. Below the search bar is a 'Filter by surname' section with a grid of letters from A to Z, with 'L' highlighted. A 'MINIMISE' button is visible below the filter. The main content area shows 'Direct Reports for Arnold Rimmer' with 'Showing 1 results (0 vacant) / 0 Selected'. There are 'Select All' and 'Deselect All' buttons. Below this, a card for 'Dave Lister' is shown with his contact information and a 'Select' button. A red box highlights the 'Show Reports >' button at the bottom right of the card.

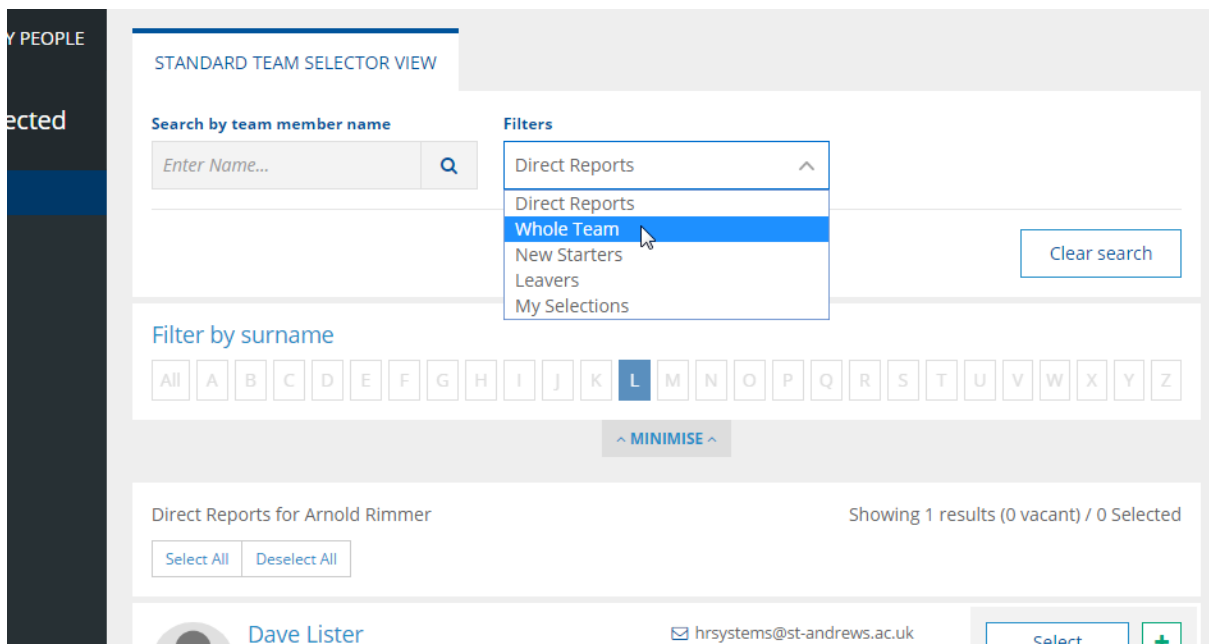
Report sickness to Human Resources

This will then display anyone who reports to that person. You can navigate back by clicking the 'Back to Peers' button.



The screenshot shows the University of St Andrews HR system interface. The top navigation bar includes the university logo, a search bar, and user information for 'Arnold'. The left sidebar shows 'ME' and 'MY PEOPLE' tabs, with 'Not Selected' and a 'Team Selector' button. The main content area is titled 'Filter by surname' with an alphabetical filter bar. Below this, a section titled 'Direct Reports for Dave Lister' shows 'Showing 3 results (0 vacant) / 0 Selected'. It includes a '< Back to Peers' button and 'Select All' and 'Deselect All' buttons. Three employee cards are listed: Duane Dibley, Kristine Kochanski, and Yvonne McGruder. Each card displays the employee's name, profile picture, email address (hrsystems@st-andrews.ac.uk), and phone number, along with 'Select' and '+' buttons.

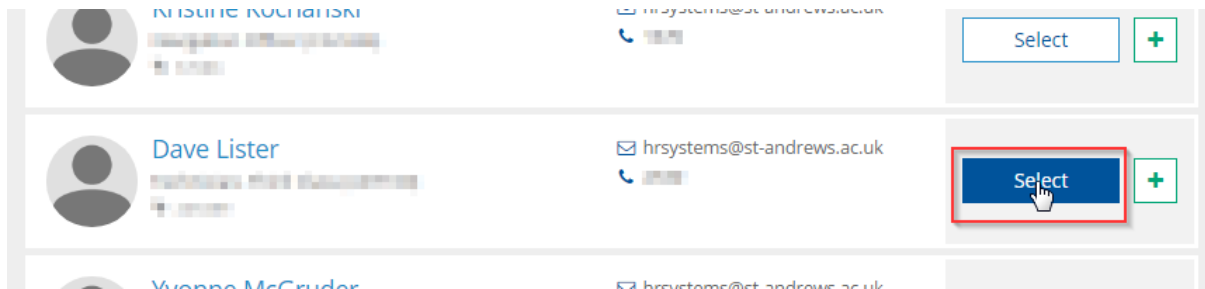
You can also search by name or even just select 'Whole Team' to show everyone in your team.



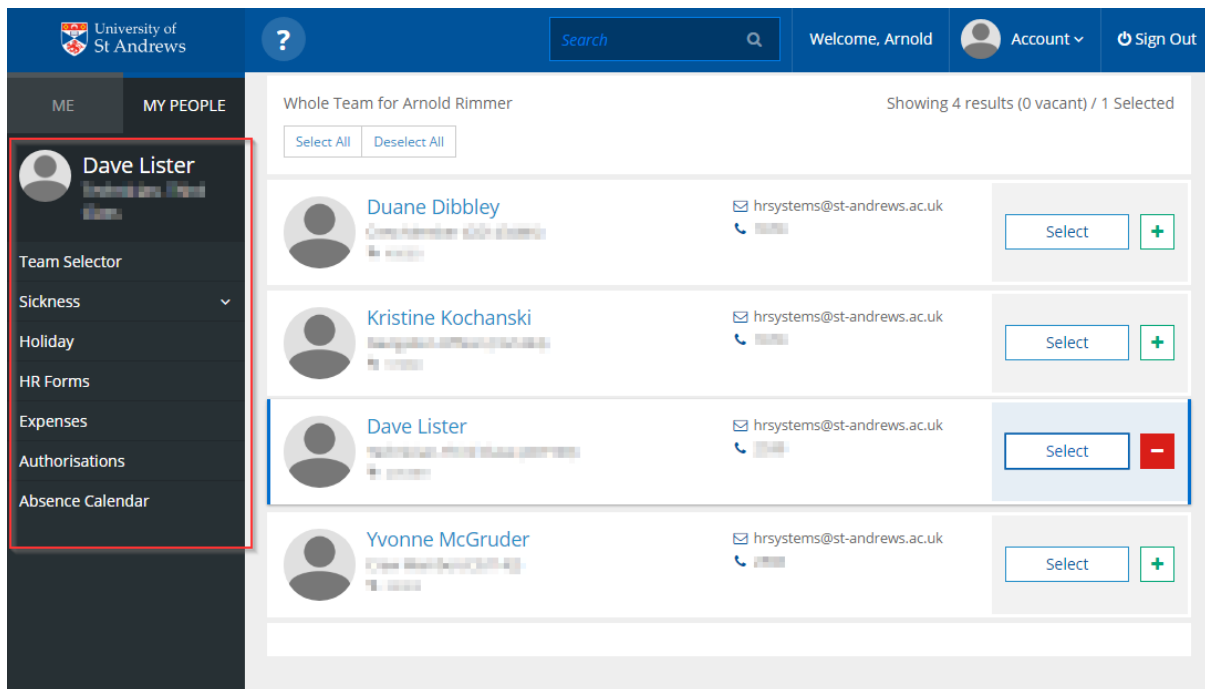
The screenshot shows the 'STANDARD TEAM SELECTOR VIEW' in the HR system. It features a 'Search by team member name' field with a search icon and a 'Clear search' button. A 'Filters' dropdown menu is open, showing options: 'Direct Reports', 'Direct Reports', 'Whole Team' (highlighted with a mouse cursor), 'New Starters', 'Leavers', and 'My Selections'. Below the search bar is another 'Filter by surname' section with an alphabetical filter bar. The main content area shows 'Direct Reports for Arnold Rimmer' with 'Showing 1 results (0 vacant) / 0 Selected'. It includes 'Select All' and 'Deselect All' buttons. A single employee card for 'Dave Lister' is visible, showing his name, profile picture, email address (hrsystems@st-andrews.ac.uk), and 'Select' and '+' buttons.

Once you have located the employee you are looking for, click the 'Select' button to the right of their details.

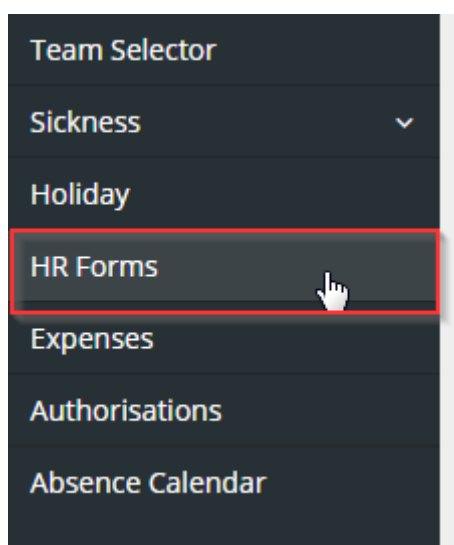
Report sickness to Human Resources



When you do this you will notice that the left sidebar changes to reflect the employee you just selected.



Select the 'HR Forms' link



You will now be taken to a screen that will show a history of any forms that have been submitted for or by this person.

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Authorised			
Date	Time	Form	Description
21/04/2017	10:51:37	0000000141	Return to work form (Part B)
20/04/2017	14:47:36	0000000140	Return to work form (Part B)
20/04/2017	11:39:35	0000000136	Report Sickness (Part A)
20/04/2017	11:22:07	0000000135	Report Sickness (Part A)
20/04/2017	11:07:36	0000000134	Report Sickness (Part A)

Rejected			
Date	Time	Form	Description
07/03/2017	14:50:14	0000000113	Report Sickness (Part A)

--Select-- Complete Form

From the dropdown list at the bottom of the page, select 'Report Sickness (Part A)'.

--Select-- Complete Form

--Select--
Report Sickness (Part A)
Return to work form (Part B)

You will now see the form.

Report sickness to Human Resources

The screenshot shows a web interface for reporting sickness. At the top, there is a navigation bar with 'ws', a search box, and user information 'Welcome, Arnold' and 'Account'. Below this is a breadcrumb trail: 'Team Selector > HR Forms'. The main content area is titled 'HR Forms (335388, Dave Lister)'. A sub-header reads 'Report Sickiness (Part A)'. Underneath, there is a section for 'Absence detail' with the instruction: 'You do not need to report an absence if it is for less than 25% of the working day.' The form contains two fields: 'First day of absence' with the value '03/04/2017' and a calendar icon, and 'Reason (if Known)' with the value 'Cold'. At the bottom right of the form are three buttons: 'Back', 'Save', and 'Submit'.

Provide the first day of absence and a reason if one has been provided. Then click the **'Submit'** Button.

The screenshot shows a confirmation message screen. At the top, there is a breadcrumb trail: 'Team Selector > HR Forms'. The main content area features a large blue checkmark icon on the left. To its right, the text reads 'Confirmation Message' in a large font, followed by 'Your eForm has been submitted.' in a smaller font. At the bottom right of the message box is a green button labeled 'Continue'.

The form has now been sent to Human Resources who will process the absence against the employee's staff record. An email will be sent to the employee confirming the sickness has been logged and also giving details on what they need to do when they return to work.