

Return to Work form

When you return to work after a period of sickness you must ensure that Human Resources have been notified that you are back at work. To do this you should complete the 'Return to work' form in HR Self Service.

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

The screenshot shows the HR Self Service dashboard for user Arnold. The top navigation bar includes the University of St Andrews logo, a search bar, and user information (Welcome, Arnold, Account, Sign Out). The left sidebar contains navigation options: ME, MY PEOPLE, Add widgets >, Personal Details, Pay and Bank Details, Expenses, Equal Opportunities, Holiday, Sickness Absence, HR Forms, Task Centre, and Ask HR. The main dashboard area displays several widgets: Pay Documents (Payslips for 30 Mar, 27 Feb, 30 Jan and P60 for 2015, 2014, 2013), Holiday (Hours Available: 52.25, Taken: 281, Request button), Authorisation (You have nothing to authorise), and Absence (Sickness: 1, Holiday: 1, Training: 0, Other: 0).

On the left side bar, select '**Sickness Absence**' and then '**Return to work form**'.

This close-up screenshot shows the left sidebar menu. The 'Sickness Absence' option is expanded, and the 'Return to work form' option is highlighted with a red box and a mouse cursor. Other visible options in the menu include Personal Details, Pay and Bank Details, Expenses, Equal Opportunities, Holiday, Calendar, Sickness absence policy, HR Forms, and Task Centre.


Return to Work form

You will now see the form. You just need to complete this and then click the 'Submit' button.

Questions marked with an * are mandatory questions

Return to work form (Part B)

Please complete all the fields below.

* Last day of absence 

* Reason

* Was this absence the result of an accident at work?

If yes, please provide details

Have you carried out any other employment/work during this period of absence?


If yes, please provide details

* Have you had a return to work interview?

News Welcome, Arnold

MY PEOPLE

Dashboard > Return to work form



Confirmation Message

Your eForm has been submitted.
Please select a navigation item in the Dashboard.

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The form has now been submitted and will go to your line manager for authorisation. Once your line manager has authorised the form it will go to Human Resources for processing. You will receive an email confirming when this has been done.