

## Employee Self Service: Absence Reporting

This guide will help you use Employee Self Service to record your sickness and non-sickness related absence.

### Reporting absence:

1. Click on 'Absence Reporting' from the Employee Self Service menu.
2. You will be taken to the 'Absence Reporting: Summary' screen.
3. Select 'Create Absence'.

Note: Only self-certified sickness absence (up to 7 calendar days or less) should be recorded via Employee Self Service. Sickness absence of 8 calendar days or over should be recorded by your line manager via Manager Self Service.

Note: **The sickness absence types you can record using Self Service are:** sickness absence, disability related sickness, work incident related sickness and 3rd party accident related sickness.

**The non-sickness related absence types you can record using Self Service are:** paid personal leave e.g. carers leave and bereavement leave, unpaid personal leave e.g. dependant care and parental leave and unpaid unauthorised leave.

**Please refer to the relevant guidance section depending on whether you are entering sickness or non-sickness related absence:**

### Entering sickness related absence:

You will be taken to the 'Create Absence: Enter Absence Details' screen.

Complete the following fields:

1. Brief description of sickness - free text to briefly describe the illness
2. Absence status - 'Confirmed' should be selected
3. Absence Type - select relevant option
4. Absence Reason - select from drop down list
5. Start Date - first day of absence
6. End Date - last day of absence

7. Sickness Hours - enter the number of working hours lost due to sickness (to 2 decimal places. e.g. a full working day = 7.40 for an employee working a 37 hour week)

8. Days - click on the Calculate Duration button. Please note, it is correct that this will calculate the number of calendar days that the sickness absence was for.

Once all the information has been entered select 'Next'.

Note: If you have multiple absences to record, ensure you submit these in chronological order i.e. earliest absence first.

Note: For 3rd party accidents please ensure you are aware of our policy as found in the Absence & Accidents section of the Kent Scheme.

## Entering non-sickness related absence:

You will be taken to the 'Create Absence: Enter Absence Details' screen.

Complete the following fields:

1. Brief description of sickness - this field can be left blank, but you can enter text if you wish to
2. Absence status - 'Confirmed' should be selected
3. Absence Type - select the relevant option - this will either be 'Paid Personal Leave (All Staff) or Unpaid Personal Leave (All Staff) or Unpaid Unauthorised Leave (All Staff)
4. Absence Reason - select from drop down list
5. Start Date - first day of absence
6. End Date - last day of absence
7. Sickness Hours - do not use this field, as it should only be completed for sickness related absence
8. Hours - this field will only be displayed if you select the Absence Type 'Paid Personal Leave (All Staff)'. Enter the number of working hours lost (to 2 decimal places. e.g. a full working day = 7.40 for an employee working a 37 hour week).

If you click on the 'Calculate Duration' button the 'Hours' field will populate with the system default value - please check if this value is correct. You can enter a value that is different from the system default if required. If you do this, and click on the Next button, a warning message will be displayed at the top of the screen. To proceed with entering this value click on the 'Next' button again.

9. Days - this field will only be displayed if you select the Absence Types 'Unpaid Personal Leave (All Staff)' or 'Unpaid Unauthorised Leave (All Staff)'. Click on the 'Calculate Duration' button to populate the number of calendar days that the absence was for. For unpaid leave you are not required to enter the number of hours you were absent for.

Once all the information has been entered select 'Next'.

Note: If you have multiple absences to record, ensure you submit these in chronological order i.e. earliest absence first.

Note: Up to 10 days paid personal leave may be granted in any leave year with your line manager's agreement (the amount will be pro rata for part time staff).

## Review and Submit:

When the 'Review' page is displayed, check the information you have entered. If you need to amend anything, select 'Back' to return to the 'Create Absence: Enter Absence Details' screen.

If all the details are correct, select 'Submit'.

## Confirmation:

Upon selecting 'Submit' you will be returned to the Summary screen and a confirmation message will appear. The absence notification will have been sent to your manager for approval. You will receive a confirmation e-mail once the absence has been approved.

## Your absence history:

On the 'Absence Reporting: Summary' screen your absence history will be displayed in a summary table. A maximum of 10 rows will be shown, so you may need to click on the 'Next' button, at the bottom right of the table, to display more rows. Rows can be ordered by clicking on the headings e.g. sorting by 'Start Date' or 'Absence Type' etc.

You can use the 'Search' section to restrict the absences that are displayed. Select the required value from the relevant drop down list and click on the 'Go' button. The absence summary table will display the relevant rows according to the search parameters you have set. In order to show all rows again, click on the 'Clear' button and then click on the 'Go' button.

To view further information for an existing absence record, click on the 'Details' icon.

## Help and Support:

Further information and guidance on the 'Absence Reporting' is available on KNet.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail [ICTservicedesk@cantium.solutions](mailto:ICTservicedesk@cantium.solutions) and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

