

This work instruction was last updated: 18th March 2010

Sickness Notification

This Work Instruction describes the process to obtain the absence report so that Pay Roll details can be updated.

Form Location: Employee Absence/Holidays – UK and Irl Based Absence – Single Post Absence – Sickness Notification.

Table of Contents

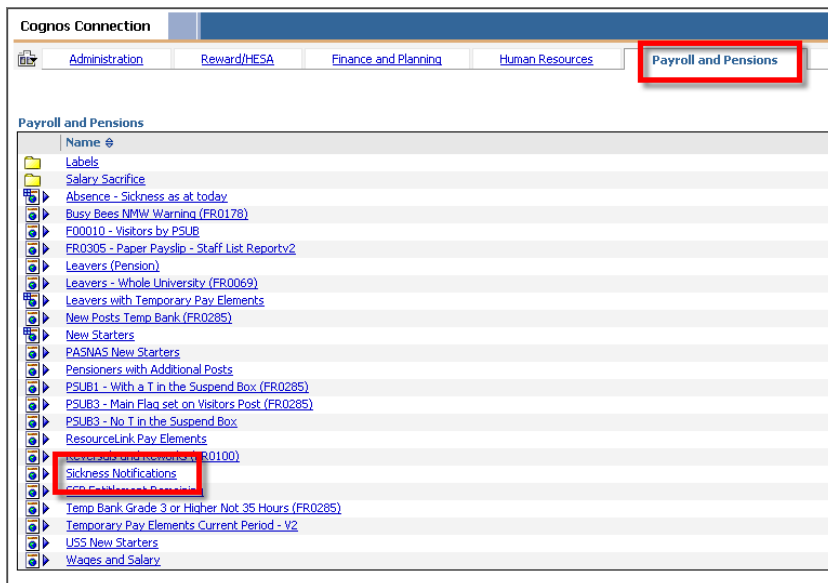
1	Sickness Notification
2	Processing the Individual Staff Record

1 Sickness Notification

1.1 Search Form

1.2 To select **All Payrolls** use the Structure tab and Right Click on your selection. The following option is then available

1.3 Select



☛ Long Term sickness should only be entered per month i.e. if in October payroll and period in sickness notification is 01/10/08-15/11/08 this should be changed 01/10/08-31/10/08. Payroll use a diary to record this and enter 01/11/08 to 15/11/08 on the November payroll.

☛ Occupational Sick Pay flashes up if near ½ pay.

2 Processing the Individual Staff Record

2.1 The process is completed in the Absence Details Screen

Seq	Start Date	Time	End Date	Time	Absence Type	UF	N	Det
001	19/02/2010	09:00	05/03/2010	17:12	S	N	N	Y
002	17/02/2010	13:06	17/02/2010	17:12	S	N	N	Y
003	06/01/2010	09:00	06/01/2010	17:12	P	N	N	Y
004	04/01/2010	09:00	04/01/2010	17:12	H	N	N	
005	21/12/2009	09:00	23/12/2009	17:12	H	N	N	
006	26/11/2009	09:00	26/11/2009	17:12	H	N	N	
007	02/10/2009	09:00	02/10/2009	17:12	H	N	N	
008	28/09/2009	09:00	28/09/2009	17:12	H	N	N	
009	25/09/2009	09:00	25/09/2009	17:12	H	N	N	
010	24/09/2009	09:00	24/09/2009	17:12	H	N	N	
011	18/09/2009	09:00	18/09/2009	17:12	H	N	N	
012	14/09/2009	09:00	14/09/2009	17:12	H	N	N	
013	11/09/2009	09:00	11/09/2009	17:12	H	N	N	
014	01/09/2009	09:00	02/09/2009	17:12	H	N	N	
015	17/08/2009	09:00	17/08/2009	17:12	H	N	N	

Add Change Delete Expand

2.2 Enter the form by use of the Y on the details. The earliest record to be dealt with first or the system will show a warning.

Seq	Start Date	Time	End Date	Time	Absence Type	UF	N	Det
001	19/02/2010	09:00	05/03/2010	17:12	S	N	N	Y
002	17/02/2010	13:06	17/02/2010	17:12	S	N	N	Y
003	06/01/2010	09:00	06/01/2010	17:12	P	N	N	Y
004	04/01/2010	09:00	04/01/2010	17:12	H	N	N	
005	21/12/2009	09:00	23/12/2009	17:12	H	N	N	
006	26/11/2009	09:00	26/11/2009	17:12	H	N	N	

2.3 The following form is displayed and if this form has already been processed it will show Complete under Status and not Sick Period as below and the Proceed option will not be available.

MD5251 Sickness Detail

General

Start Date 17/02/2010 End Date 17/02/2010 Days 1

Absence Reason

Sickness Type SICK Sickness

Reason SCK01 Back and Neck Problems

Reason Detail

Cause

Interview Date

Absence Detail

Certification SELF Self Certified

Expiry Date Due Date

Hurt At Work

Status

Entry Status Entitlement

Notification Claim Detail Notes

Hours Lost Daily Detail

Proceed Exit

2.4 Check the details and select Proceed

MD5251 Sickness Detail

General
Start Date 17/02/2010 End Date 17/02/2010 Days 1

Absence Reason
Sickness Type **SICK** Sickness
Reason **SCK01** Back and Neck Problems
Reason Detail
Cause
Interview Date

Absence Detail
Certification **SELF** Self Certified
Expiry Date Due Date
Hurt At Work ☐

Status
Entry Status Entitlement

Notification Claim Detail Notes
Hours Lost Daily Detail

Proceed Exit

2.5 This form deals with SSP - Statutory Sick Pay, Ent – Entitlement, OSP – Occupational Sick Pay and Hours. The Y on the form indicates the sick days

MD5219 SSP/OSP Qualifying Days

General

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SSP Qualifying Days	N	Y	Y	Y	Y	Y	N
OSP Entitlement Days	N	Y	Y	Y	Y	Y	N
OSP Qualifying Days	Y	Y	Y	Y	Y	Y	Y
OSP Working Hours	5.14	5.14	5.14	5.14	5.14	5.14	5.14

Seq	Day	Date	SSP	Ent	OSP	Hours	Sick
001	SUN	14/02/2010	N	N	Y		
002	MON	15/02/2010	Y	Y	Y	07:12	
003	TUE	16/02/2010	Y	Y	Y	07:12	
004	WED	17/02/2010	Y	Y	Y	07:12	Y
005	THU	18/02/2010	Y	Y	Y	07:12	
006	FRI	19/02/2010	Y	Y	Y	07:12	
007	SAT	20/02/2010	N	N	Y		

Add Change Delete Expand

Proceed Exit

2.6 If the staff member does not work full time or the whole week is not taken for Part Time Staff then you may have to adjust the hours in order to ensure that the SSP, OSP and Hours are correct.

2.7 When checked and amended as required select Proceed

MD52L9 SSP/OSP Qualifying Days

General

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SSP Qualifying Days	N	Y	Y	Y	Y	Y	N
OSP Entitlement Days	N	Y	Y	Y	Y	Y	N
OSP Qualifying Days	Y	Y	Y	Y	Y	Y	Y
OSP Working Hours	5.14	5.14	5.14	5.14	5.14	5.14	5.14

Seq	Day	Date	SSP	Ent	OSP	Hours	Sick
001	SUN	14/02/2010	N	N	Y		
002	MON	15/02/2010	Y	Y	Y	07:12	
003	TUE	16/02/2010	Y	Y	Y	07:12	
004	WED	17/02/2010	Y	Y	Y	07:12	Y
005	THU	18/02/2010	Y	Y	Y	07:12	
006	FRI	19/02/2010	Y	Y	Y	07:12	
007	SAT	20/02/2010	N	N	Y		

Add Change Delete Expand

Proceed Exit

2.8 Check that the SSP Average Pay is correct and Tab through

MD52G35 SSP / OSP Payment Values

Detail

SSP Average Pay

Ignore SSP Contrs SSP Days Withheld

SSP Excl Reason

OSP Normal Pay

OSP Excl Reason

Override

NIB Days Override NIB Rate Override

Ignore OSP Waiting Days OSP Wait Days Override

Ignore OSP Link Days OSP Link Days Override

NI Grosses View Pay Elements

Exit

2.9 The details are then shown of the entitlement

MD52L2 SSP/OSP Payment Details

Seq	Day / Date	Days	Normal Pay	SSP Detail	OSP Detail	Sick Pay
001	WED 17/02/2010	5	51.96	N/A	PAID 50.00 %	25.98
				0.0000	25.98	

2.10 Select Exit

MD52G36 Generate OSP / SSP Payments

Payments				
SSP Paid	Days @	Standard	Total	
OSP Paid	.5 Days		Total	25.98
NIB Paid	Days @		Total	

Options	
Sick All Period	<input type="checkbox"/>
Tax Year	2009
Tax Period	12 ...
Pay, Record Or Abort	P

Exit

- 2.11 This form gives the option of P – Pay, R- Record or A – Abort. P is the usual options but R can be selected to record for a staff member who has left.
- 2.12 Exit and save