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.

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1 Sickness Notification

1.1 Search Form

2	Task - P45 Reports - Employee Selection - Individual &Group									
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	Employee Other Numbers Structure Saved List Pay Group Match © Exact C Partial Employee Number									
	Surname Initials Sex Nat. Ins. No. Current Employee Y As at Date 17/03/2010 Previous Surname									
	Known As Search									
	Surname Inits Title Emp Number National ID Number Start Date For									
	Select Exit Save List									

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

7	Task - P45 Reports - Employee Selection - Individual &Group										
•	<mark>> C</mark> \ D 2 → U 1 → 1 = A 1 → 1 = 1 → 2 → 2 → 2										
	Employee Hierarchy	PA Y	ther Numbers ROLL	Structure	Saved List Pay Group						
	Level	Sub	Selected Structure I	Jnit	Availabile Structure Units Add to Selection (All Levels) Add to Selection PAVROLL3 (unpaid)						

1.3 Select

Task - P45 Repor	rts - Em Hein	ployee Selection - Individual &Group	<u>_ </u>
Lac non	nop	▶	
Employee Hierarchy	PA	Other Numbers Structure Saved List Pay Group ROLL	
Level Payroll Payroll Payroll	Sub Y Y - - - - - - - - - - - - -	Selected Structure Unit Availabile Structure Units PAYROLL1 (Main Payroll) Image: Comparison of the structure Units PAYROLL2 (Teachers Payroll) Image: Comparison of the structure Units PAYROLL3 (Unpaid) Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units PAYROLL3 (Unpaid) Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units Image: Comparison of the structure Units	
<u>S</u> elect		Exit Remove Remove All Add Add Levels Save Lis	st

- 1.4 Select the select option and the system will show as collating records with a red lightning sign This will take several minutes.
- 1.5 The following screen is shown

🍓 Tasl	k - Sicl	(ness l	Notifical	tion - Sic	kness No	tification						<u>_ ×</u>
		view		Process		-reip □	🗃 🔲 🕺	h 🔒 🔺	A = -+=	10 (a) X0	8	
E	ielect mnlov	ion ee l										
F	rom				_ т	• [
s	ea P	av Gro	auc	Emp	lovee		Start Date	En	d Date	Det		-
Ē		.,										
	Add		Chang	e De	lete	Expand						_
1	这 Ap	prove	9									
Feber	n Empl	ou co M	unhor or	Proce UIT	IDOW Iss.	solost				CHANCE	DH INA	MDE254E

1.6 Tab through to see the following report which will be populated

Z Task - Sickness Notification - Sickness Notification	<u>_0×</u>
	?
Selection	
From To	
Seq Pay Group Employee Start Date End Date Det	<u>×</u>
	.
Add Change Delete Expand	
a Approve	
PSEUDO-SEQUENCE NUMBER FOR INDEX PAGING CHANGE NUM	MD52565

1.7 Select Approve

Task - Sickness sion Edit View	Notification - Sic Other Process	kness Notificati Display Help	n			
) 🜔 🕑 🕤	> () >	€ > [) 🚅 🖬 🐰 🖣	6 6 A 🔺 🗉 🖻	• 💼 🐻 🍓 📾 (D ?
Selection						
Employee From		To		j		
Seq Pay Gr	oup Emp	oloyee	Start Date	End Date	Det	<u> </u>
			<u></u>			
						
Add	Change De	elete Expa	nd			
🗟 Approv	e					

1.8 Select Yes and then Save

CTDIALOG Dialogue Box	×
General	
Approve all Sickness Notifications on save / commit?	
	Yes <u>N</u> o

1.9 If there are any anomalies in the system the following will appear and each will have to be dealt with. This is an expanded view

Gener	al									
Area SCKNOT Sickness Notification Execution 01012803										
Seq	Employee	Т	Description	Ì						
0001	1163515	Е	01/04/2008; Notification overlaps							
			existing absence							
0002	1867555	Е	06/03/2008; Notification overlaps							
			existing absence							
0003	1871269	Е	18/03/2008; Notification overlaps							
			existing absence							

Those records reported need to be manually investigated/processed.

1.10 This will then move the information to the relevant fields for processing and generate a report in Cognos



ogn	os Connection					
ł _	Administration	Reward/HESA	Finance and Planning	Human Resou	rces Payro	II and Pensions
					-	
	II and Bensions					
710	Name 🖨					
-	Labels					
5	Salary Sacrifice					
٦Þ.	Absence - Sickness a	s at today				
	Busy Bees NMW War	ning (FR0178)				
	F00010 - Visitors by I	PSUB				
	FR0305 - Paper Pays	lip - Staff List Reportv2				
	Leavers (Pension)					
	Leavers - Whole Univ	ersity (FR0069)				
	Leavers with Tempor	ary Pay Elements				
5	New Posts Temp Ban	k (FR0285)				
	New Starters					
	PASNAS New Starter	<u>s</u>				
	Pensioners with Addi	tional Posts				
	PSUB1 - With a T in t	he Suspend Box (FR0285	2			
	PSUB3 - Main Flag se	t on Visitors Post (FR028	5)			
	PSUB3 - No T in the S	ouspend Box				
	ResourceLink Pay Lie	ments				
일 🕐	Cialus es Matilias Kenn	KUTUU)				
4	CCD Cability of Day					
	Temp Bank Grade 3 c	r Higher Not 35 Hours (F	R0285)			
	Temporary Pay Flem	ents Current Period - V2	102007			
	USS New Starters	and concreted ve				
1	Wages and Salary					

- 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	Υ		
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	Р	Ν	N	Y		
004	04/01/2010	09:00	04/01/2010	17:12	н	N	N			
005	21/12/2009	09:00	23/12/2009	17:12	н	N	N			
006	26/11/2009	09:00	26/11/2009	17:12	н	Ν	N			
007	02/10/2009	09:00	02/10/2009	17:12	н	N	N			
008	28/09/2009	09:00	28/09/2009	17:12	н	N	N			
009	25/09/2009	09:00	25/09/2009	17:12	н	Ν	N			
010	24/09/2009	09:00	24/09/2009	17:12	н	N	N			
011	18/09/2009	09:00	18/09/2009	17:12	н	Ν	N			
012	14/09/2009	09:00	14/09/2009	17:12	н	N	N			
013	11/09/2009	09:00	11/09/2009	17:12	н	N	N			
014	01/09/2009	09:00	02/09/2009	17:12	н	N	N			
015	17/08/2009	09:00	17/08/2009	17:12	н	N	N			-
Ad	d Change	Delet	e 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	Ν	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	н	N	N		
005	21/12/2009	09:00	23/12/2009	17:12	н	N	N		
006	26/11/2009	09:00	26/11/2009	17:12	н	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	7/02/2010 End Date	17/02/2010	Days	1	
Absence Reason					
Sickness Type 🛛 S	SICK 🔽 Sickness				
Reason S	SCK01 📃 Back and Nei	ck Problems			
Reason Detail	▼				
Cause	▼				
Interview Date					
Absence Detail					
Certification S	SELF 🔄 Self Certified				
Expiry Date		Due Date			
_	_				
Hurt At Work					
Status					
Entry Status E	Intitlement				
A Natification	Claim Dotail 🖉 Nati				
woundation 🧶	i Claim Detail 🛛 🧶 NOTI	32	r	Durana	Euit 1
💹 Hours Lost 🛛 💹	Dally Detail		ι	Proceed	EXIT

2.4 Check the details and select Proceed

MD5251 Sickness De	etail					X
General						
Start Date	17/02/2010	End Date	17/02/2010	Days	1	
Absence Reason						
Sickness Type		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					
A Notification	🧖 Claim Detai	I 🧖 Notes				
Hours Lost	ally Detail	. 🥪 Notos			Proceed	Exit
	🧫 sany secan				<u></u>	ETU:

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

×
at
R
R
I
.14
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/0SP (Qualifying Days								×
SSP Qualifying Da OSP Entitlement I OSP Qualifying Da OSP Working Hou	uys Days Iys rs t	Sun N N Y 5.14	Mon Y Y Y 5.14	Tue Y Y Y 5.14	Wed Y Y Y 5.14	Thu Y Y Y 5.14	Fri Y Y Y 5.14	Sat N N Y 5.14	
Seq Day	Date	SSI	P Ent	OSP	Hours	Sic	ck		
002 MON	15/02/2010	I Y	Y	Y	07:12				
003 TUE	16/02/2010	I Y	Y	Y	07:12				
004 WED	17/02/2010	I Y	Y	Y	07:12	γ			
005 THU	18/02/2010	I Y	Y	Y	07:12				
006 FRI	19/02/2010	I Y	Y	Y	07:12				
007 SAT	20/02/2010	I N	N	Y					
Add Chan	ge Delete	Expa	nd			Proceed		E <u>x</u> it	

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

MD52G35 SSP / OSP Payment Values		×
Detail		
SSP Average Pay 30	03.56 SSP Days Withheld	
SSP Excl Reason		
OSP Normal Pay 145	55.00	
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	3	
		Exit

2.9 The details are then shown of the entitlement

MD52L2 S5P/OSP Payment Details									
Seq	Day / Date	Days	Normal Pay	SSP Detail	OS	P 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 0	SP /	SSP Payments		X
Payments				
SSP Paid		Days @ Standard	Total	
OSP Paid	.5	Days	Total	25.98
NIB Paid		Days @	Total	
Options				
Sick All Period				
Tax Year		2009		
Tax Period		12		
Pay, Record Or Ab	ort	P		
				E <u>x</u> it

- 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