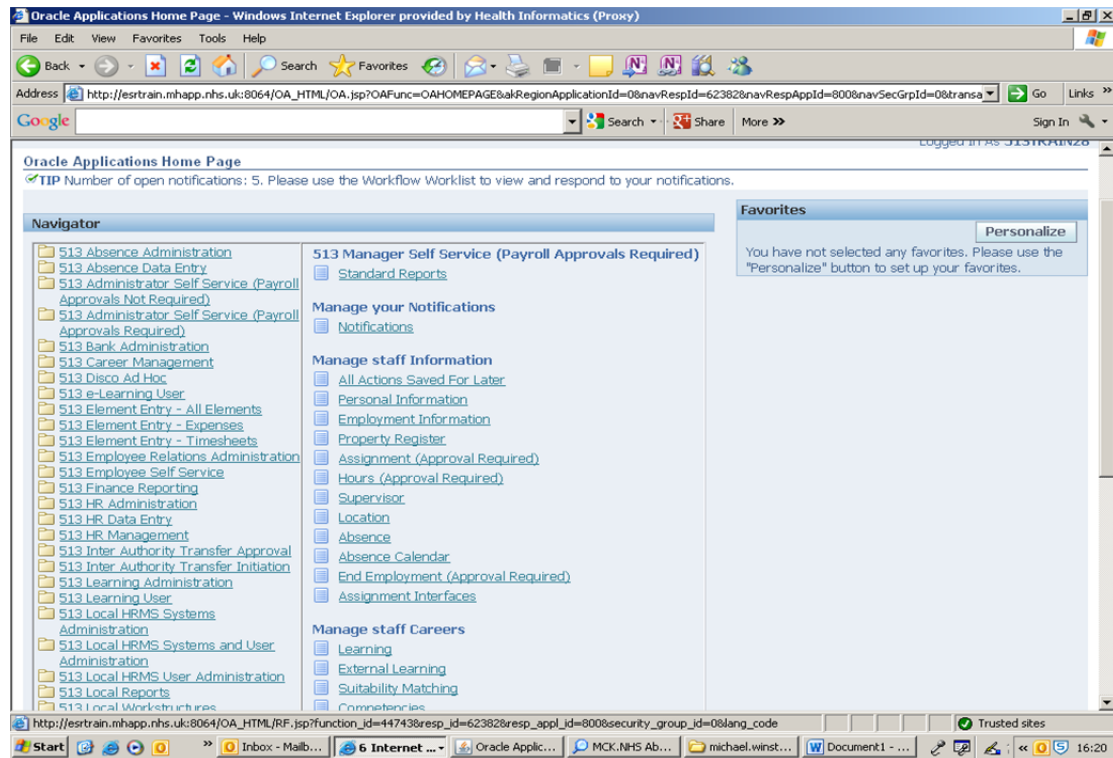
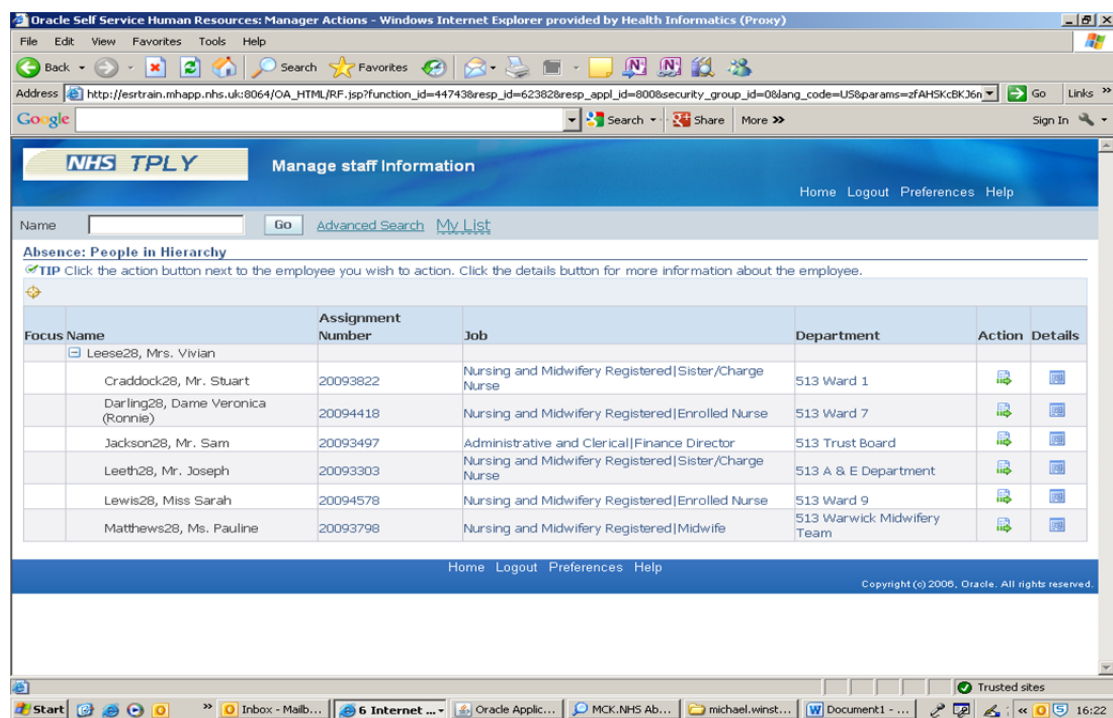


T-Play – Guidance to Managers on how to enter Sickness Absence

Manager View of Self-Service Menu



Select 'Absence' from the 'Manage Staff Information' menu. This will take you to your staff list



Select the 'Action' button next to the employee you need to record sickness for. This takes you into the 'Absence Summary' screen:

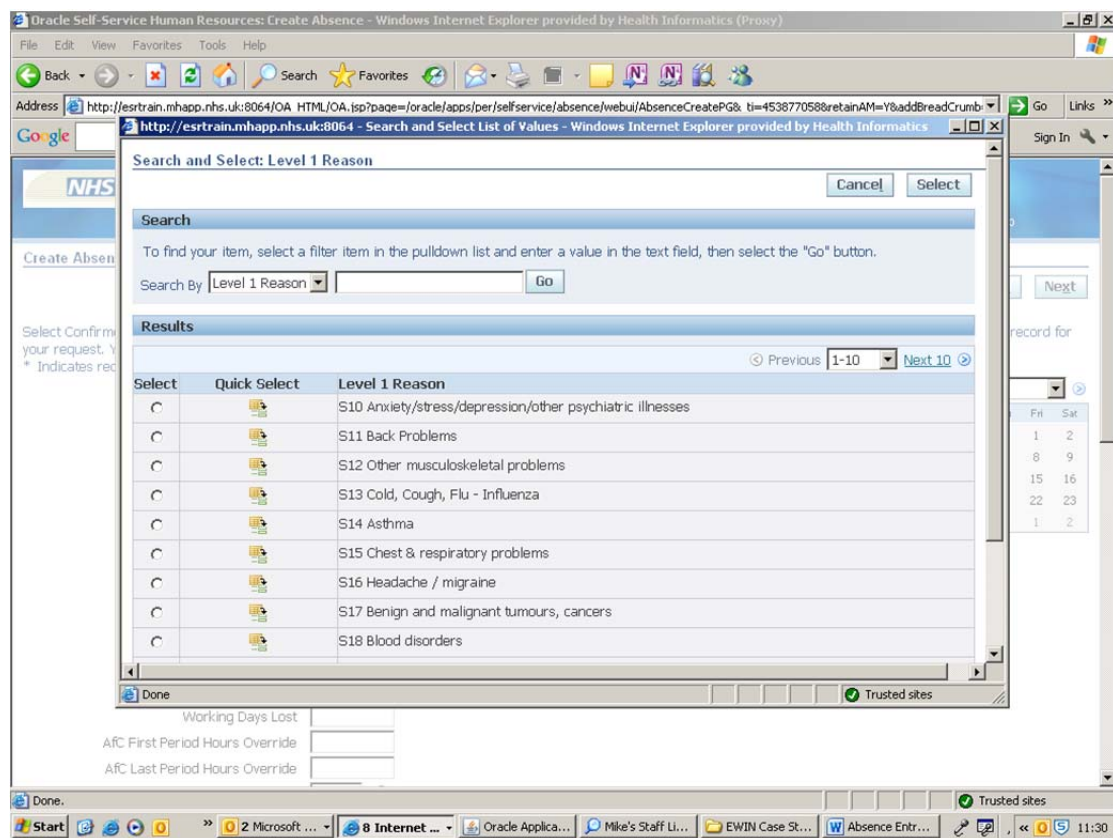
The screenshot shows the 'Absence Summary' screen for Stuart Craddock (Employee Number 20093822). The page includes a search section with filters for Absence Type, Approval Status, Start Date, Absence Category, and Absence Status. Below the search is a table of absence records:

Start Date	End Date	Absence Type	Absence Category	Duration	Days	Hours	Approval Status	Absence Status	Details	Update	Confirm	Delete
25-Feb-2013	25-Feb-2013	Special Increasing Bal	Special Leave	1			Approved	Confirmed				
18-Feb-2013	22-Feb-2013	Annual Leave Hours 1	Annual Leave	22.5			Approved	Confirmed				
15-Feb-2013	15-Feb-2013	Sickness	Sickness	1			Approved	Confirmed				
13-Feb-2013	13-Feb-2013	Sickness	Sickness	1			Approved	Confirmed				
11-Feb-2013	11-Feb-2013	Sickness	Sickness	1			Approved	Confirmed				

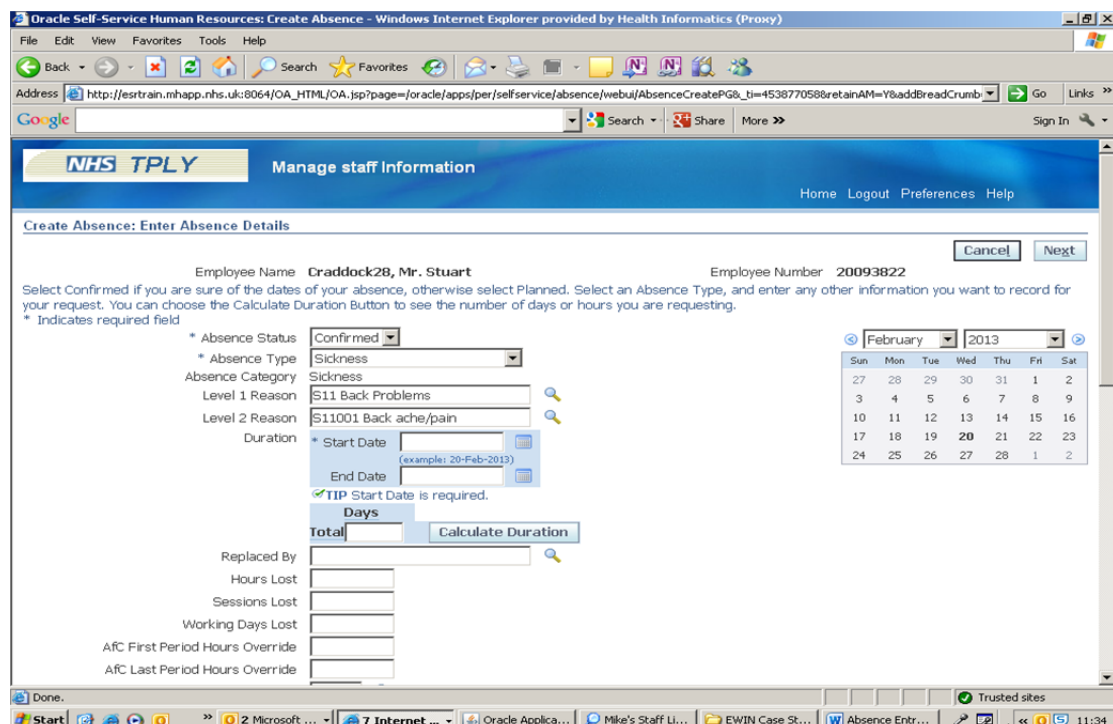
Then select 'Create Absence' which takes you into the 'Absence Entry' screen. Then click into 'Absence Type' and select 'Sickness'

The screenshot shows the 'Create Absence: Enter Absence Details' screen. The employee name is Stuart Craddock (Employee Number 20093822). The 'Absence Status' is set to 'Confirmed'. The 'Absence Type' dropdown menu is open, showing 'Sickness' selected. The 'Absence Category' is 'Sickness'. The 'Absence Reason' is 'Sickness'. The 'Duration' is 1. The 'Start Time' is 12:00 and the 'End Time' is 11:59. The 'Calculate Duration' button is visible. The 'Replaced By' field is empty. The 'Hours Lost', 'Sessions Lost', and 'Working Days Lost' fields are empty. The 'AFC First Period Hours Override' and 'AFC Last Period Hours Override' fields are empty. The 'Work Related' field is empty. The calendar shows February 2013.

Then enter the Level 1 reason for absence. This can be done by clicking on the torch. When the pop-up box displays click on the 'Go' button. Choose the reason by clicking the 'Quick Select' option



Once this has been completed you can then input the Level 2 reason for absence by following the same process.



Then enter the start date for sickness absence

Oracle Self-Service Human Resources: Create Absence - Windows Internet Explorer provided by Health Informatics (Proxy)

Address: http://esrtrain.mhapp.nhs.uk:8064/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceCreatePG8_tti=453877058&retainAM=Y8addBreadCrumb

NHS TPLY Manage staff Information Home Logout Preferences Help

Create Absence: Enter Absence Details

Employee Name **Craddock28, Mr. Stuart** Employee Number **20093822**

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.

* Indicates required field

* Absence Status Confirmed

* Absence Type Sickness

Absence Category Sickness

Level 1 Reason S11 Back Problems

Level 2 Reason S11001 Back ache/pain

Duration

* Start Date 20-Feb-2013 (example: 20-Feb-2013)

End Date

TIP Start Date is required.

Days

Total Calculate Duration

Replaced By

Hours Lost

Sessions Lost

Working Days Lost

AfC First Period Hours Override

AfC Last Period Hours Override

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

The sickness can be left open as you will not know when the employee is going to return to work. The absence can then be submitted by clicking the next button

Oracle Self-Service Human Resources: Review Absence - Windows Internet Explorer provided by Health Informatics (Proxy)

Address: http://esrtrain.mhapp.nhs.uk:8064/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceCreatePG8_tti=453877058&retainAM=Y8addBreadCrumb

NHS TPLY Manage staff Information Home Logout Preferences Help

Create Absence: Review

Employee Name **Craddock28, Mr. Stuart** Employee Number **20093822**

Cancel Printable Page Back Submit

Absence Details

Proposed

Absence Status Confirmed

Absence Type Sickness

Absence Category Sickness

Level 1 Reason S11 Back Problems

Level 2 Reason S11001 Back ache/pain

Start Date 20-Feb-2013

View Entitlement Balances

View Entitlement Balances

Sickness Evidence Details

Evidence Source	Evidence Status	Evidence Details	Evidence Date	Evidence Received Date	Predicted Fitness Date
No results found.					

Additional Information

The absence can be checked for accuracy before being submitted. Once the 'Submit' button has been clicked the user is taken back to the 'Absence Summary' Screen where the latest absence is displayed with the update and 'Delete' icon enabled

The screenshot shows the Oracle Self Service Human Resources Absence Management interface. At the top, there is a confirmation message: "Confirmation Your changes have been applied." Below this is the "Absence: Summary" section for Employee Name "Craddock28, Mr. Stuart" and Employee Number "20093822".

There are two tabs: "Absence Summary" (selected) and "Entitlement Balances". Under the "Absence Summary" tab, there is a search section with the following fields:

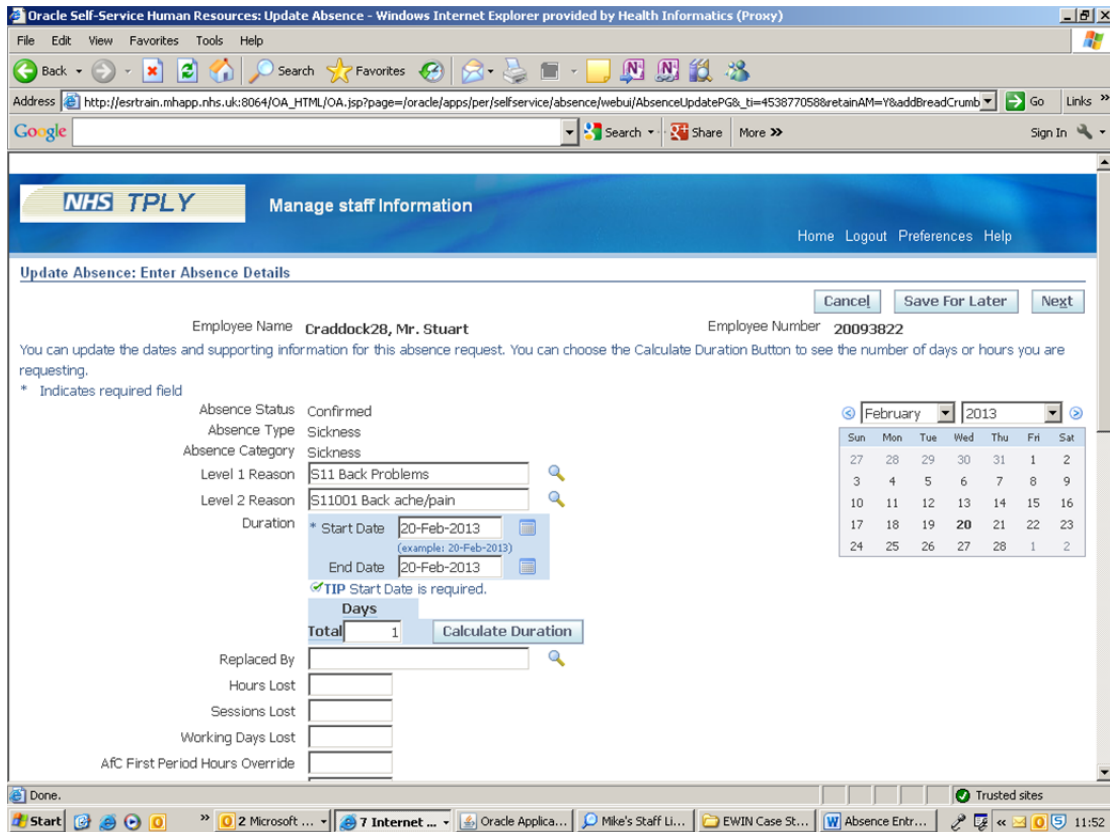
- Absence Type: [Dropdown]
- Approval Status: [Dropdown]
- Start Date: [Text Input] (example: 20-Feb-2013)
- Absence Category: [Dropdown]
- Absence Status: [Dropdown]
- End Date: [Text Input]

Buttons for "Go" and "Clear" are present below the search fields. Below the search section are buttons for "Create Absence", "Export Absences", and "Absence Calendar".

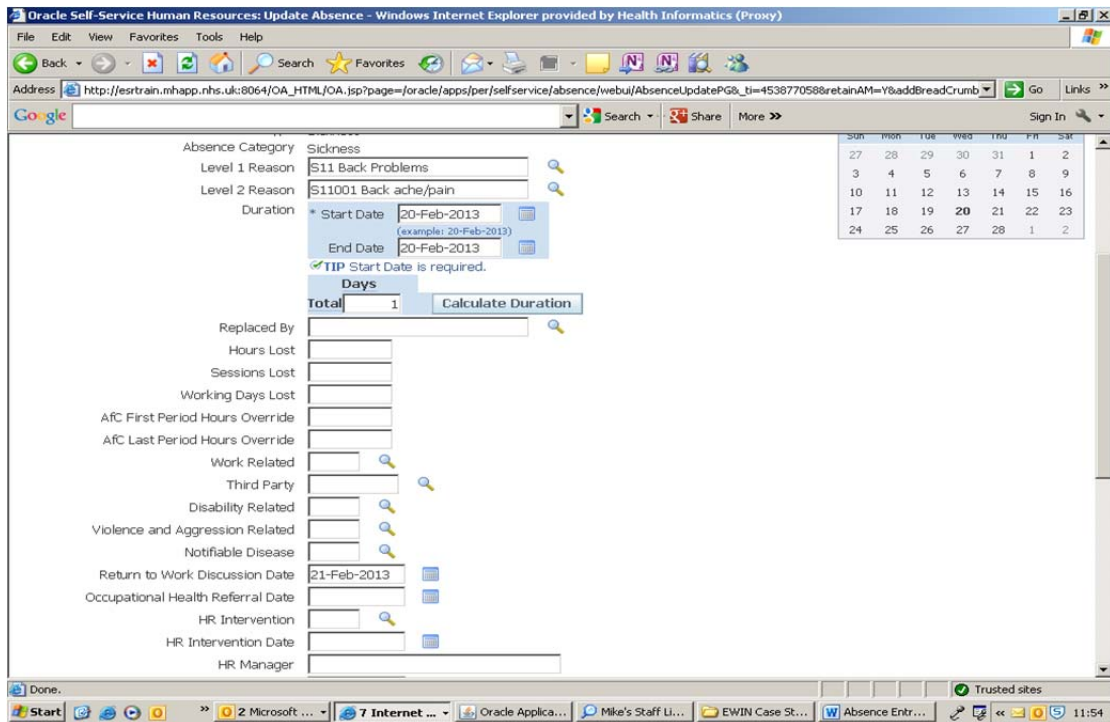
The main part of the screen is a table listing absences:

Start Date	End Date	Absence Type	Absence Category	Duration		Approval Status	Absence Status	Details	Update	Confirm	Delete
				Days	Hours						
20-Feb-2013	20-Feb-2013	Special Increasing Bal	Special Leave	1		Approved	Confirmed	[Icon]	[Pencil]	[Check]	[X]
20-Feb-2013		Sickness	Sickness			Approved	Confirmed	[Icon]	[Pencil]	[Check]	[X]
19-Feb-2013	19-Feb-2013	Sickness	Sickness	1		Approved	Confirmed	[Icon]	[Pencil]	[Check]	[X]
18-Feb-2013	22-Feb-2013	Annual Leave Hours 1	Annual Leave		22.5	Approved	Confirmed	[Icon]	[Pencil]	[Check]	[X]
15-Feb-2013	15-Feb-2013	Sickness	Sickness	1		Approved	Confirmed	[Icon]	[Pencil]	[Check]	[X]

When the employee returns to work the absence can then be end dated. Click on the 'Update' Icon (yellow pencil). This takes the user back to the 'Absence Entry' screen. Then enter the last day of sickness and press the 'Calculate Duration' button. This works out the number of days sick



The date of the return to work discussion can also be entered into ESR



This information then needs to be re-submitted to ensure that the sickness is closed. Click next and this takes the user to the 'Absence Summary' screen

Oracle Self-Service Human Resources: Review Absence - Windows Internet Explorer provided by Health Informatics (Proxy)

File Edit View Favorites Tools Help

Address http://esrtrain.mhapp.nhs.uk:8064/OA_HTML/OA.jsp?page=/oracle/apps/per/selfservice/absence/webui/AbsenceUpdatePG&_ti=453877058&retainAM=Y&addBreadcrumb

Google Search Share More Sign In

NHS TPLY Manage staff Information Home Logout Preferences Help

Update Absence: Review

Employee Name **Craddock28, Mr. Stuart** Employee Number **20093822**

Cancel Printable Page Back Submit

Absence Details

	Current	Proposed
Absence Status	Confirmed	Confirmed
Absence Type	Sickness	Sickness
Absence Category	Sickness	Sickness
Absence Reason	S11 Back Problems	S11 Back Problems
Level 1 Reason	S11 Back Problems	S11 Back Problems
Level 2 Reason	S11001 Back ache/pain	S11001 Back ache/pain
Start Date	20-Feb-2013	20-Feb-2013
End Date		20-Feb-2013
Days		1
Return to Work Discussion Date		21-Feb-2013

View Entitlement Balances

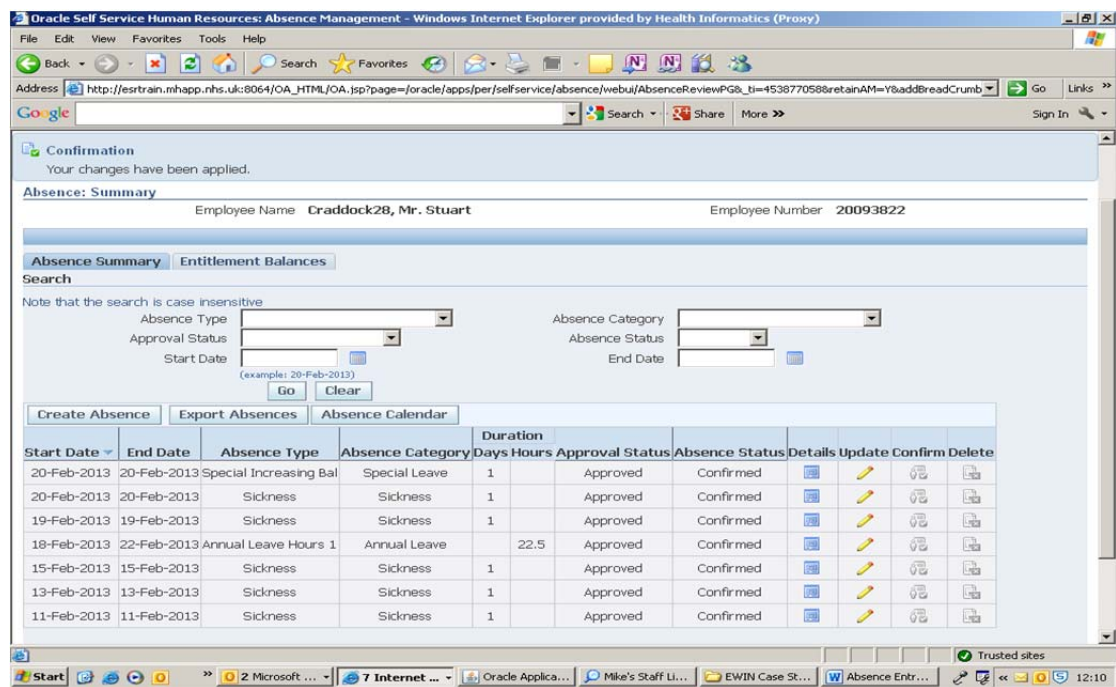
View Entitlement Balances

Sickness Evidence Details

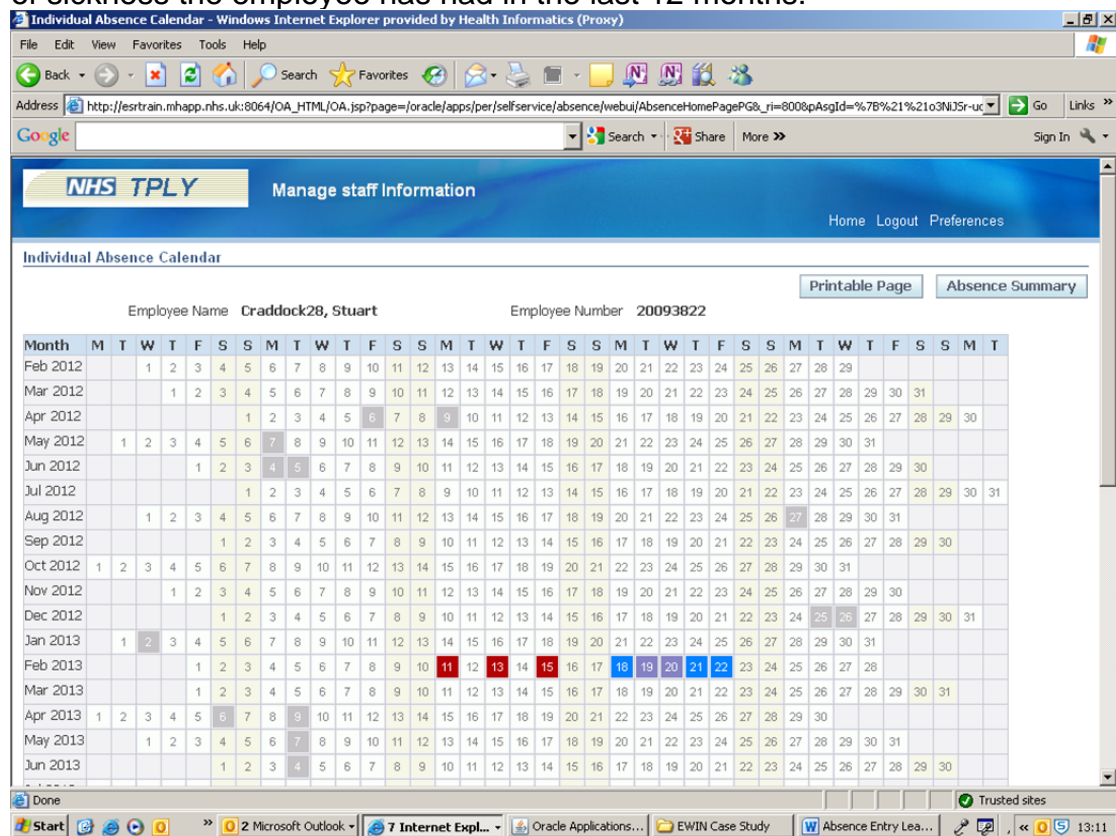
Done Trusted sites

Start 2 Microsoft ... 7 Internet ... Oracle Applica... Mike's Staff Li... EWIN Case St... Absence Entr... 12:07

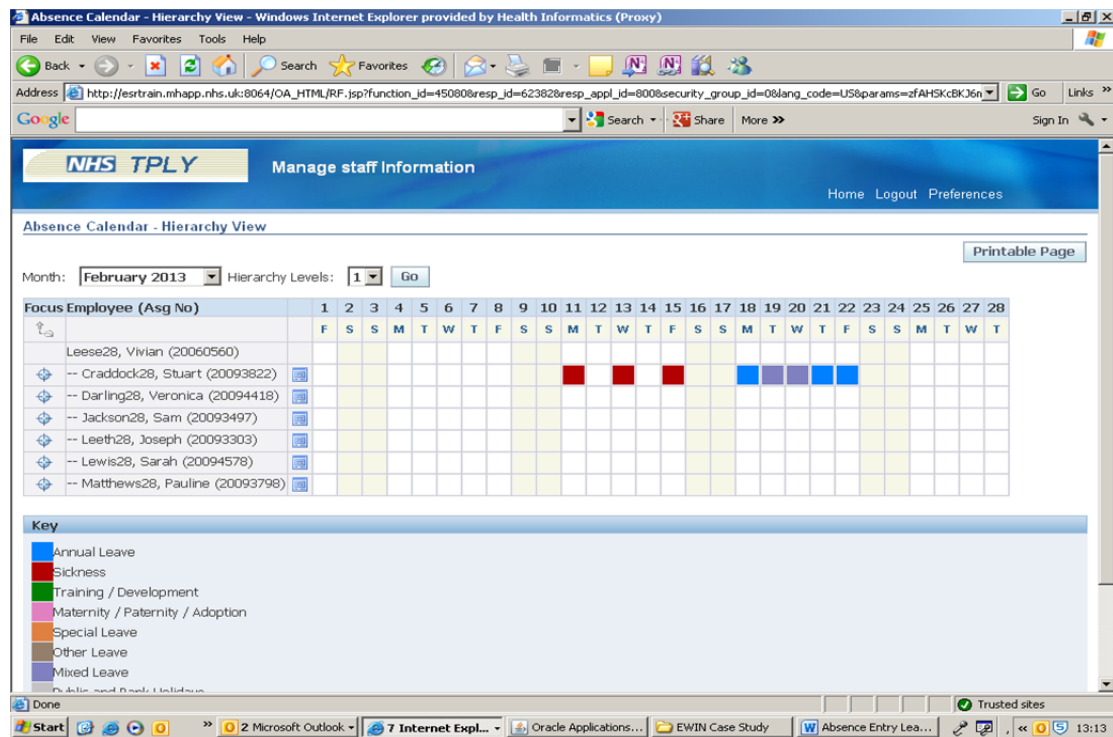
Click on submit and this takes you back to the absence summary screen. The delete icon is no longer enabled so a self-service user cannot delete historical absences. Only a user with absence admin URP can do this:



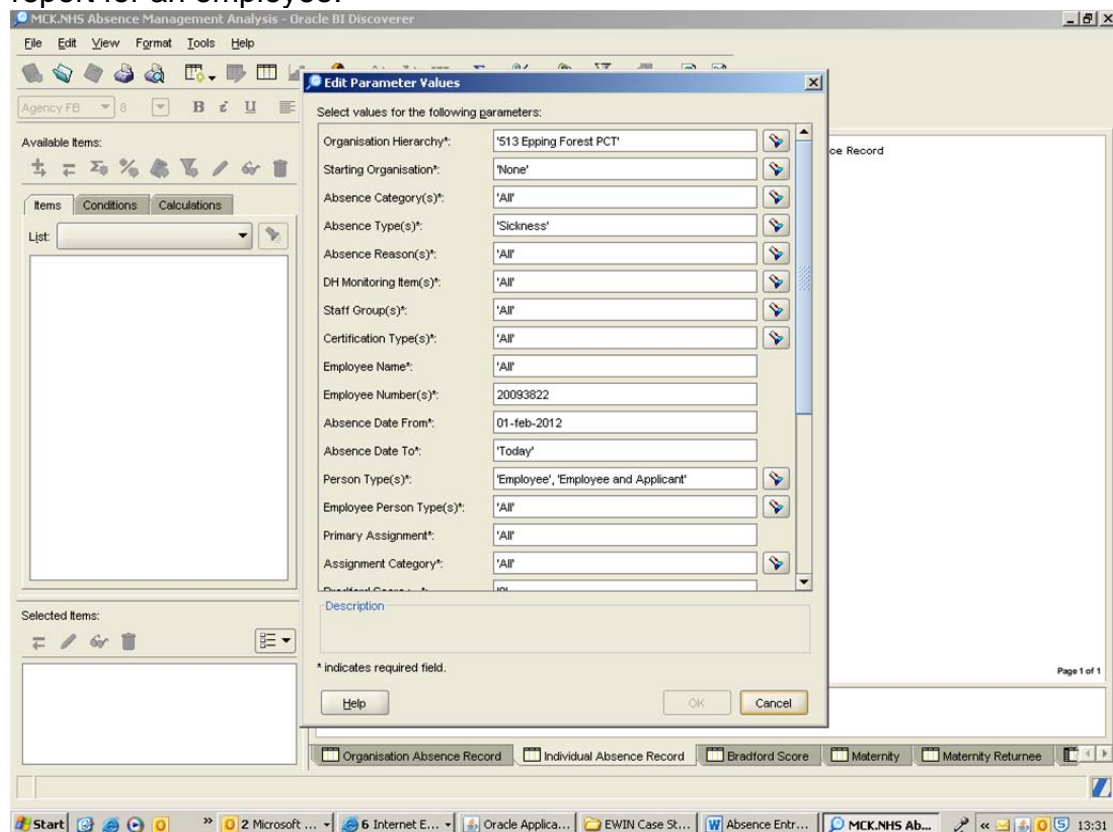
The user can also see the absence Calendar for the Individual which will assist with the Return to Work Interview and determining how many episodes of sickness the employee has had in the last 12 months:



The absence Calendar can also be viewed for the entire Group of staff that the user has responsibility for:



Manager self-service can also be used to produce an individual absence report for an employee:



MCK.NHS Absence Management Analysis - Oracle BI Discoverer

File Edit View Format Tools Help

Agency FB 8

Available Items:

Items Conditions Calculations

List: ESR Absence Management

- Absence Accrual Details
- Absence Instances
- Absence Management
 - Initials
 - Last Name
 - First Name
 - Title
 - Full Name
 - Employee
 - System Person Type
 - Person Start Date
 - Person End Date
 - Primary Assignments Only
 - Latest Hiredate
 - Current Person Type

Selected Items:

- Organisation
- Employee
- Assignment Category
- Absence Reason

NHS Absence Management Analysis - Individual Absence Record
on 20-FEB-2013 at 01:31:59 PM

Parameter Values:

Organisation Hierarchy : 'S13 Epping Forest PCT'
Starting Organisation : 'None'
Absence Category : 'All'
Absence Type : 'Sickness'
Absence Reason : 'All'
DH Monitoring : 'All'
Staff Group : 'All'

Organisation	Employee	Assignment Category	Absence Reason	Level 2 Sickness Reason	Surgery Related	Absence Type	Last Name	First Name	Title	Assignment Number	Pri
S13 Ward 1	20093622	Permanent	S11 Back Problems	S11001 Back ache/pain		Sickness	Craddock28	Stuart	Mr.	20093622	
		Permanent	S25 Gastrointestinal	S25008 Diarrhoea		Sickness	Craddock28	Stuart	Mr.	20093622	
		Permanent	S21 Ear, nose, throat	S21004 Hay fever (seasonal)		Sickness	Craddock28	Stuart	Mr.	20093622	
		Permanent	S11 Back Problems	S11001 Back ache/pain		Sickness	Craddock28	Stuart	Mr.	20093622	
		Permanent	S11 Back Problems	S11001 Back ache/pain		Sickness	Craddock28	Stuart	Mr.	20093622	

Organisation Absence Record Individual Absence Record Bradford Score Maternity Maternity Returnee

Start Microsoft Internet E... Oracle Applica... EWIN Case St... Absence Entr... MCK.NHS Ab... 13:35

This can then be exported to excel.

**Michael Winstanley, Senior Development Analyst
St Helens & Knowsley Teaching Hospitals NHS Trust
February 2013.**