

# My View Submitting a Sickness or Absence Notification – Managers Guide

---

## In order that pay is calculated correctly please ensure:

- I. Where absences are potentially 'short term' the absence should be recorded as close to the day you are notified of sickness as possible, then saved (not submitted). Once the return to work date is known, the last day of sickness should be recorded and the absence submitted. **NB. The submit command sends the information to Payroll and will affect pay.**
- II. Where absences are expected to be 'long term' the absence should be recorded on the day you are notified of sickness by the employees and submitted (not saved);
- III. Return to work date should be recorded the day the employee returns to work;
- IV. A return to work questionnaire should be completed with the employee for every absence.

## To notify Payroll of an absence and record in MyView:

1. From MyView Dashboard (Main Menu) click on [MyPeople]:  
*The Team Selector page will appear*
2. Select the absentee employee by clicking on the [Select] button next to their name:  
*Manager drop down menu will appear on the left hand of the screen and the select button will change colour*
3. Click on the type of absence to be recorded on the left hand menu – this could be sickness, paid or unpaid leave. Please refer to existing HR policy prior to permitting any special leave:  
*Employee Sickness Notification or paid/unpaid absence menu will appear*
4. Click on the appropriate type of absence to be reported:  
*Absence Summary page will appear*
5. If entering a sickness absence scroll down the page click on [Notify Sickness] or Paid/Unpaid absence for other types of absence:  
*Absence Notification page will appear*
6. Complete all details of absence as requested
7. At [From – Date], enter the first day of absence, press tab key
8. Leave [To – Date] blank and only enter when known, press tab key
9. At [Return to Work Interview Date], enter date RTW interview was conducted – If you have not yet completed the RTW interview this can be entered at a later date
10. Click [Save] button if entering short term absence, Click [Submit] button if entering long term sickness or end date is known.
11. Message will appear – are you sure you want to submit this sickness notification? Click OK.

You will receive a confirmation email.