
MyView - User Guide

Manager MyView – Sickness / Absence

Document: Manager MyView – Sickness / Absence

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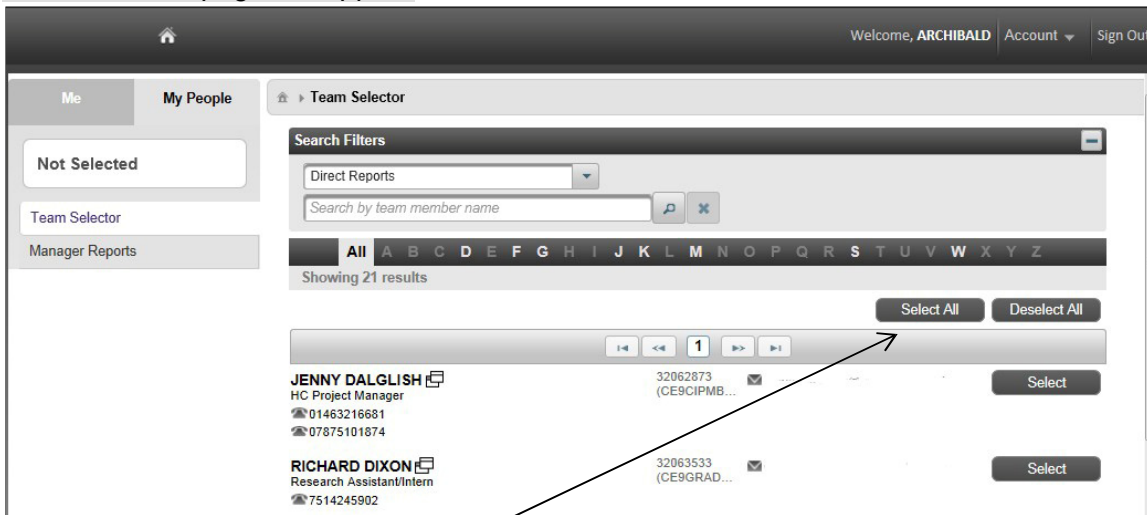
Author: Payroll

1 Reviewing current team Absence

Managers can review their teams current / ongoing Absences to ensure that real-time information is correct and whether any action is required. To review the full team's absence follow as below:

- From MyView Dashboard (Main Menu) click on [MyPeople]

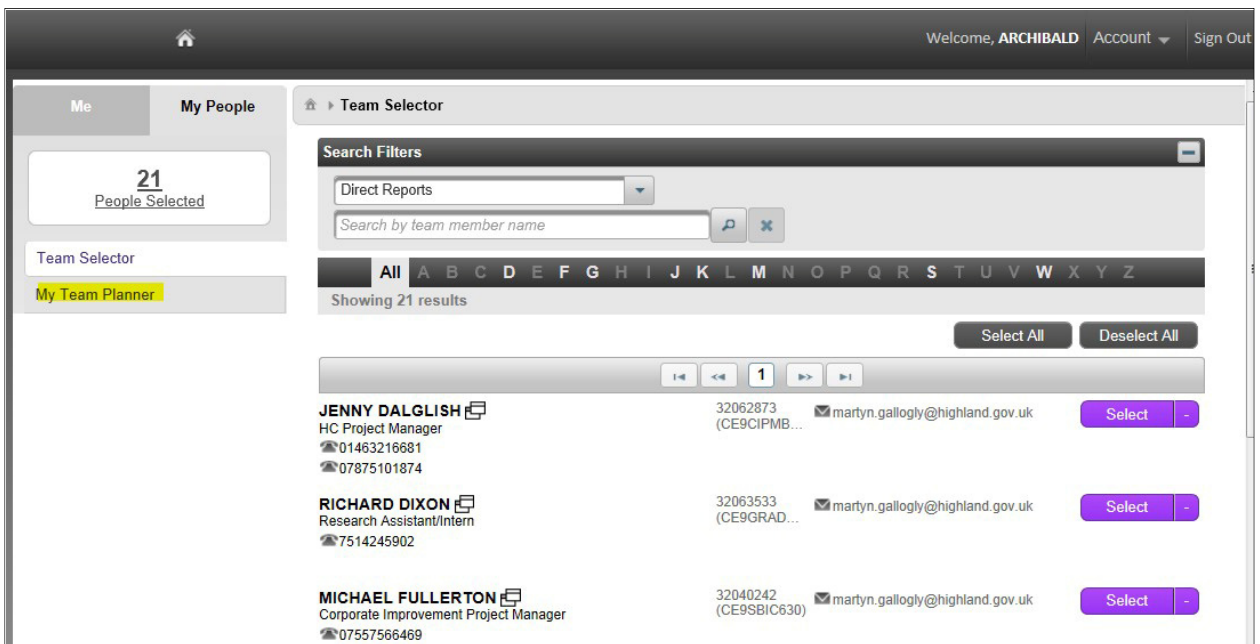
Team Selector page will appear



The screenshot shows the 'Team Selector' interface. On the left, there are tabs for 'Me', 'My People', and 'Manager Reports'. The 'My People' tab is active, showing 'Not Selected' and 'Team Selector'. The main area has a 'Search Filters' section with a dropdown for 'Direct Reports' and a search box. Below this is an alphabetical index from 'All' to 'Z'. The results section shows 'Showing 21 results' and two buttons: 'Select All' and 'Deselect All'. A list of team members is displayed, including Jenny Dalglish and Richard Dixon, each with a 'Select' button. An arrow points from the 'Select All' button in the screenshot to the corresponding instruction in the next block.

- Click on [Select All]

My Team Planner selection will appear



The screenshot shows the 'Team Selector' interface after all team members have been selected. The 'My People' tab now shows '21 People Selected'. The 'My Team Planner' option is highlighted in yellow. The list of team members is updated to include Michael Fullerton, and each entry now has a purple 'Select' button and a minus sign. The 'Select All' and 'Deselect All' buttons are still present at the top of the results section.

- Click on [My Team Planner]

Team Planner will appear – showing all Absences

Me
My People
Team Selector > My Team Planner

21
People Selected

Team Selector

My Team Planner

Planner

Year: 2015
 Month: September
 Today

September
 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
 We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

October
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
ARCHIBALD MACPHERSON																										
PAULINE DALGLISH																										
RICHARD DIXON																										
MICHAEL FULLERTON																										
SALLY GILLESPIE																										
DANIELLA DAY-LEWIS																										
MARK JAMIESON																										
LIAM KAY																										
ADRIAN MACALLISTER																										
KAYLEIGH MACDONALD																										
MARTIN MACDONALD																										
SHANE MACGOWAN																										
THOMAS MACLENNAN																										
KYLE MCCOLL																										
GEORGE MICHAEL																										
LISA MILLIGAN																										
DAVID MURRAY																										
JONATHAN SCOTT																										
JEAN SHAPIRO																										
ALISTAIR STEVENSON																										
JOHN STITCH																										
ALEXANDER WESTERTON																										

Sickness Sickness Pending Absence
 Maternity Holiday

Use this planner to assist with absence management for your team.

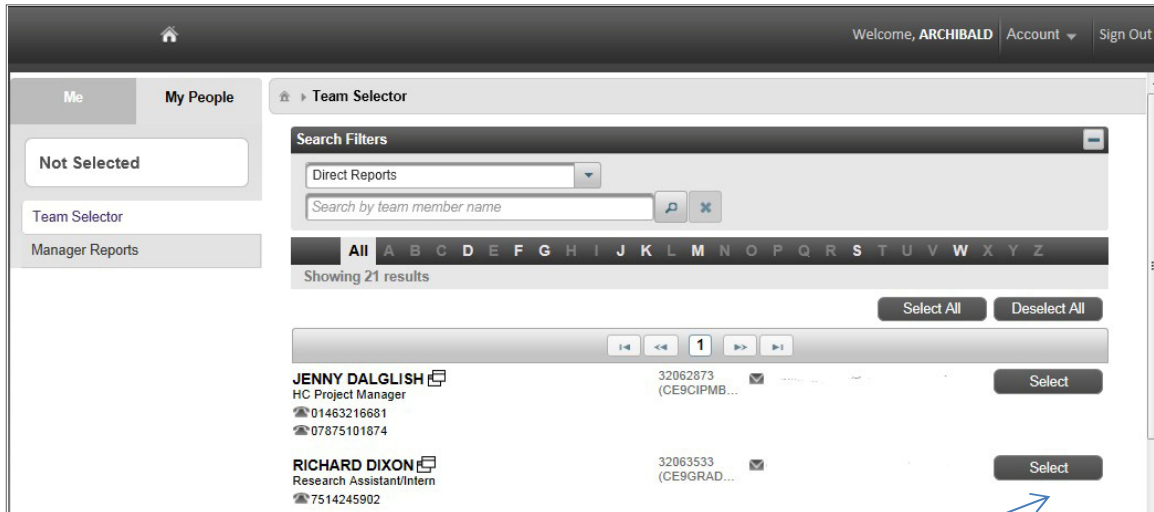
2 Submitting a Sickness / Absence Notification (normal)

MANAGERS PLEASE BE ADVISED, IN ORDER THAT PAY IS CALCULATED CORRECTLY:

- Absences should be recorded on or as close to the day that you are notified of sickness by the employee
- Return to work date should be recorded the day the employee returns to work
- A return to work questionnaire should be completed with the employee for every absence

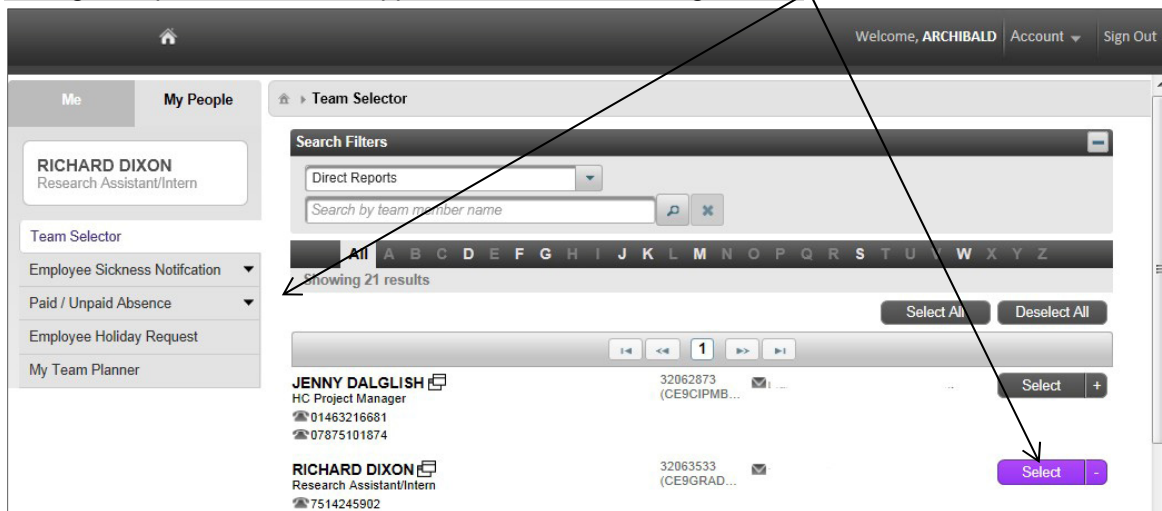
- From MyView Dashboard (Main Menu) click on [MyPeople]

Team Selector page will appear



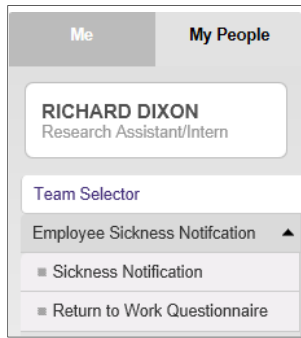
- Select the absentee employee by clicking on the [Select] button

Manager drop down menu will appear and button will change colour



- Click on [Employee Sickness Notification]

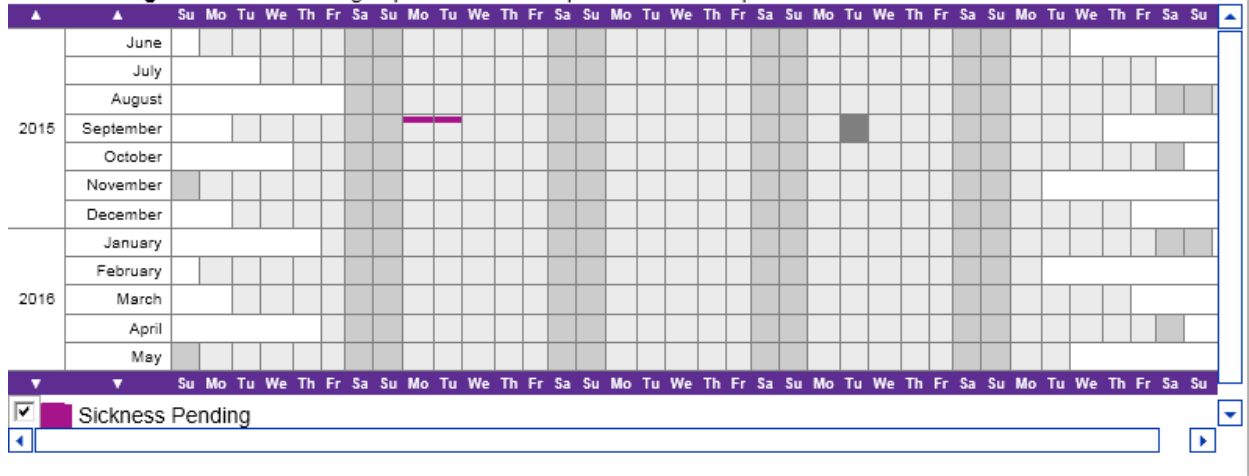
Employee Sickness Notification menu will appear



- Click on [Sickness Notification]

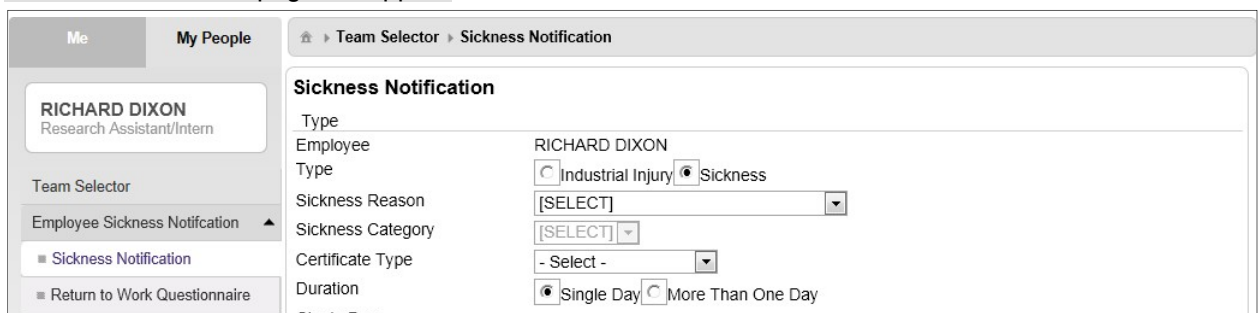
Sickness Summary page will appear

Note to Managers To avoid entering duplicated Sickness please review the planner below



- Click on [Notify Sickness]

Sickness Notification page will appear



- At [Sickness Reason] click on drop down menu

Sickness reasons drop down menu will appear

Me My People Team Selector Sickness Notification

RICHARD DIXON
Research Assistant/Intern

Team Selector
Employee Sickness Notification
Sickness Notification
Return to Work Questionnaire

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason [SELECT]
Sickness Category [SELECT]
Certificate Type
Duration

Abscess
Absence Import X Flag
ABSENCE PRE IMPORT
Accident at work

- Select [Sickness Reason] and press tab key
- At [Certificate Type], click on drop down menu

Certificate Type drop down menu will appear

Me My People Team Selector Sickness Notification

RICHARD DIXON
Research Assistant/Intern

Team Selector
Employee Sickness Notification
Sickness Notification
Return to Work Questionnaire

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason Allergy
Sickness Category [SELECT]
Certificate Type - Select -
Duration - Select -
Certified by a Doctor

More Than One Day

- Select [Certification Type] and press tab key
- At [Duration] select [Single Day] or [More Than One Day] and press tab key
- At [From – Date], enter first day of absence, press tab key
- At [To – Date], enter final day of absence when known, press tab key
- At [Return to Work Interview Date], enter date of day RTW interview was conducted.

Sickness Notification

Type
Employee RICHARD DIXON
Type Industrial Injury Sickness
Sickness Reason Allergy
Sickness Category [SELECT]
Certificate Type Self Certified
Duration Single Day More Than One Day
More Than One Day
From - Date * 17/09/2015 Full Day PM Only
To - Date 18/09/2015 Full Day AM Only
Return to Work Interview Date 21/09/2015

Back Save Submit

- Click [Submit] button

Message will appear

Sickness Notification

Type

Employee: RICHARD DIXON

Type: Industrial Injury Sickness

Sickness Reason: Allergy

Sickness Category: [SELECT]

Certificate Type: Self Certified

Duration

More Than One

From - Date *

To - Date

Message from webpage

? Are you sure you want to submit this sickness notification?

➤ Click [Ok]

Confirmation Message will appear



Confirmation Message !

Your Sicknessnotification number 0000002501 has been submitted

Line Manager will receive an email with instructions.

Sickness will appear on Manager's Team Planner

Note to Managers To avoid entering duplicated Sickness please review the planner below


2015	June	July	August	September	October	November	December
2016	January	February	March	April	May		

Sickness Pending

Sickness awaiting payroll processing

Start Date	End Date	Type	Reason
17/09/2015	18/09/2015	Sickness	Allergy

3 When to contact Payroll?



Alert !
Unable to request sickness, a sickness absence already exists and no more than one absence is permitted per day.

continue

There will be instances where you are unable to enter an End Date or amend an existing End Date. For these instances, you will need to email Payroll (Absence) at absence.returns@highland.gov.uk with the following information:

- Payroll ID
- Employee Name
- End Date / amended dates of Absence

****Payroll will make the necessary amendments to the employee's Absence record****

4 Return to Work Questionnaire

Once an employee has returned to work, the Line Manager should arrange an interview with the employee. The Line Manager should complete the questionnaire in MyView with the employee and submit accordingly.

- At [My People], click on [Sickness]
- Click on [Return to Work Questionnaire]

Questionnaire page will appear

eForm Questionnaire

Please be advised that this is page will show completed eForms on behalf of each employee

Questions marked with an * are mandatory questions


Return to Work Questionnaire


The following is a checklist for managers/supervisors to ensure that all relevant points are covered during the return to work interview., although bearing in mind that, depending on the particular circumstances, not every item may need be covered

The manager should prepare a record of the meeting covering the following:

1. Parties attending the interview
2. Date of interview
3. Nature of absence (for example medically certified and paid)
4. Inclusive dates of period of absence referred to at interview
5. What was discussed
6. What was agreed, including improvements and timescales


Return to Work Questionnaire


* First Day of Absence 

* Last Day of Absence 


- Proceed to answer “Return to Work” questions – All fields must be completed

Return to Work Questionnaire

* First Day of Absence 

* Last Day of Absence 

* Certification Received ▼

* Date of Interview 

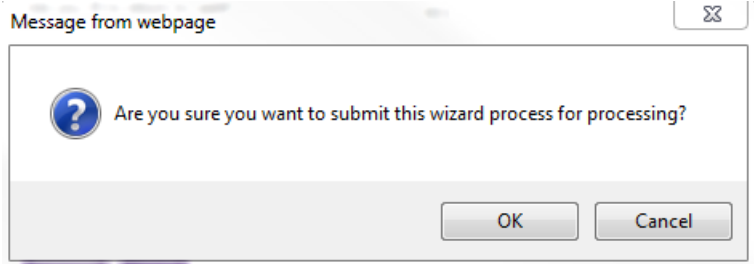
* Manager's Name

* Manager's Job Title

* Interview Attendees

- Click on [Submit] button

Message from webpage will appear



- Click [OK]

Confirmation Page will appear

- Click [Close]

5 Logging Out

Please remember to log out from MyView when you have finished using it, please click on the sign out button at the top right hand of the screen.

6 Miscellaneous Error Messages

You may get an error message advising “STOP” “MyView : Session Ended – Your request cannot processed at this time”. Click on the [Return to home page] button on the bottom right hand side of the screen to log back into your MyView session.

Please report this error to: FSAT advising what task you were trying to perform during your MyView session.

At the moment **you will not be able to access the MyView Self Service outside of the HC network**

6.1 Alerts

Please be advised that the following message is only an Alert – we ask that you have some patience and try again later to amend your existing details

