

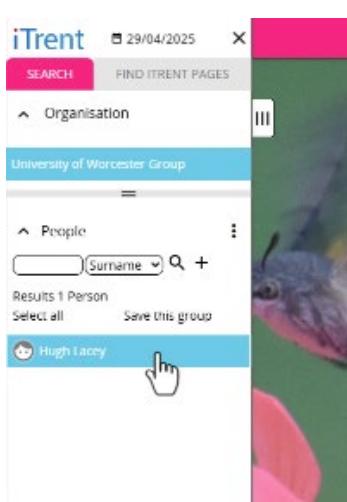
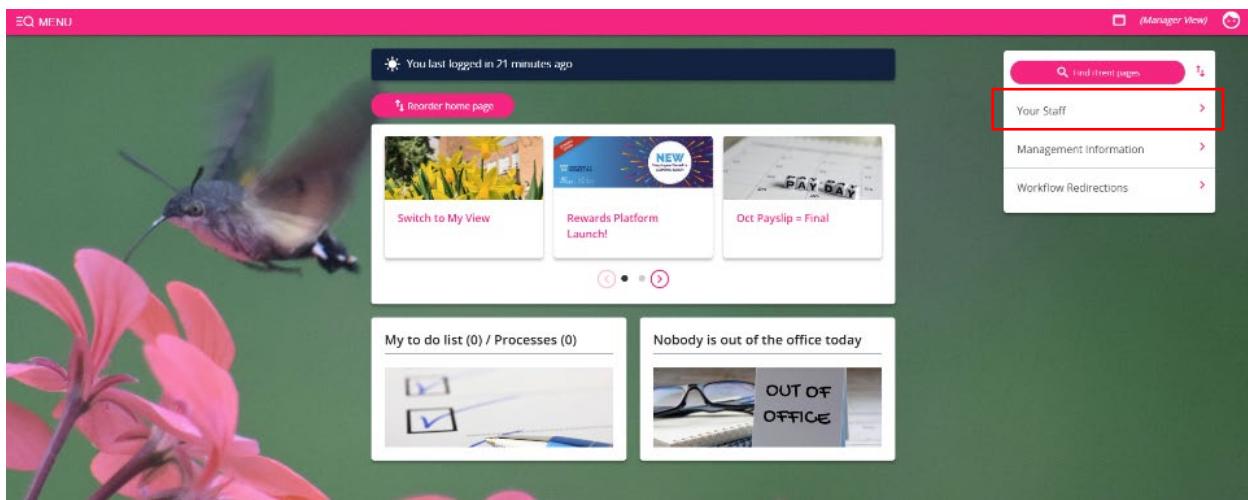
Manager View

Recording sickness

If an employee notifies you of their absence with sickness, this will need to be input directly into *iTrent*.

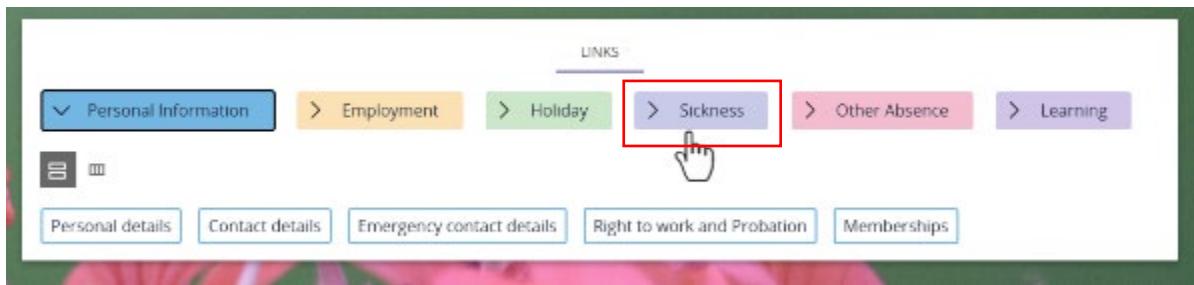
Line managers can input this manually in **Manager View**, as can **Team Administrators** and **HR Administrators**.

From the Home screen select **Your Staff**.

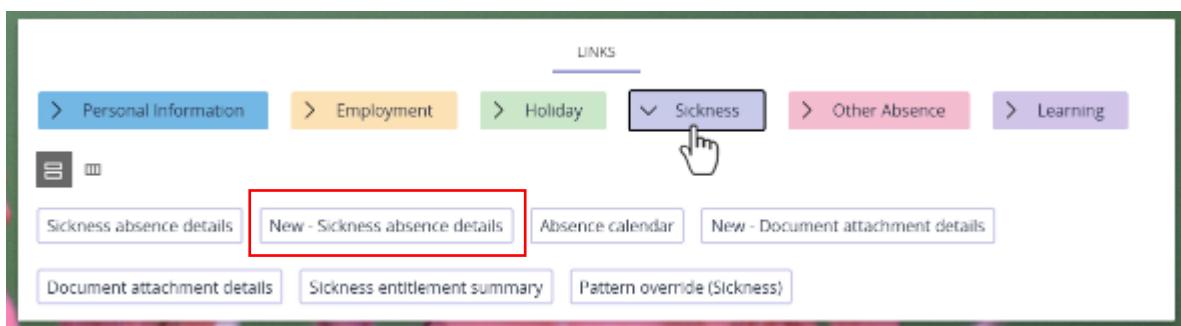


Select the relevant employee.

Sickness.



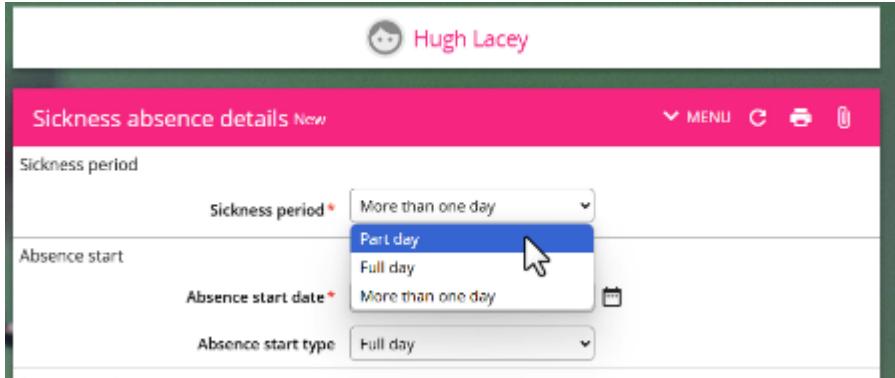
And **New – Sickness absence details**.



This will bring you to the **Sickness absence details** page.

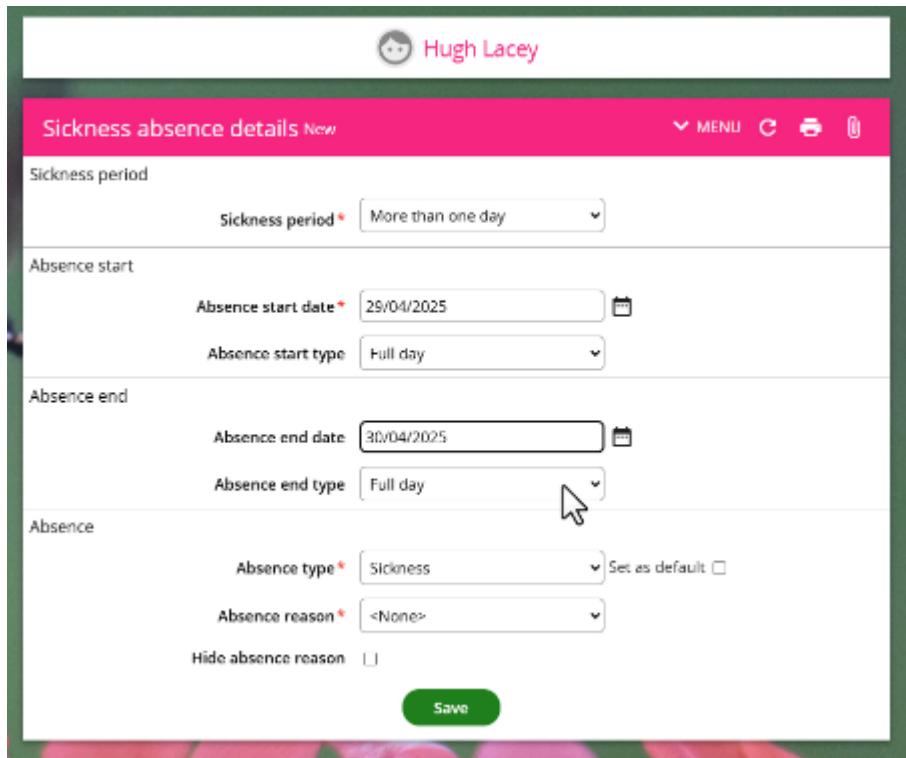
A screenshot of a form titled 'Sickness absence details New'. The form is divided into several sections: 'Sickness period' (with a dropdown for 'Sickness period' set to 'More than one day'), 'Absence start' (with fields for 'Absence start date' and 'Absence start type' set to 'Full day'), 'Absence end' (with fields for 'Absence end date' and 'Absence end type' set to 'Full day'), and 'Absence' (with fields for 'Absence type' set to 'Sickness' and 'Absence reason' set to '<None>'). There is also a 'Set as default' checkbox. At the bottom of the form is a 'Save' button.

The **Sickness period** field provides 3 options, the page will update depending on the selection made.



The screenshot shows a dropdown menu for 'Sickness period' with three options: 'More than one day', 'Part day', and 'Full day'. The 'Part day' option is selected and highlighted with a blue background. The 'More than one day' option is at the top of the list, and the 'Full day' option is at the bottom.

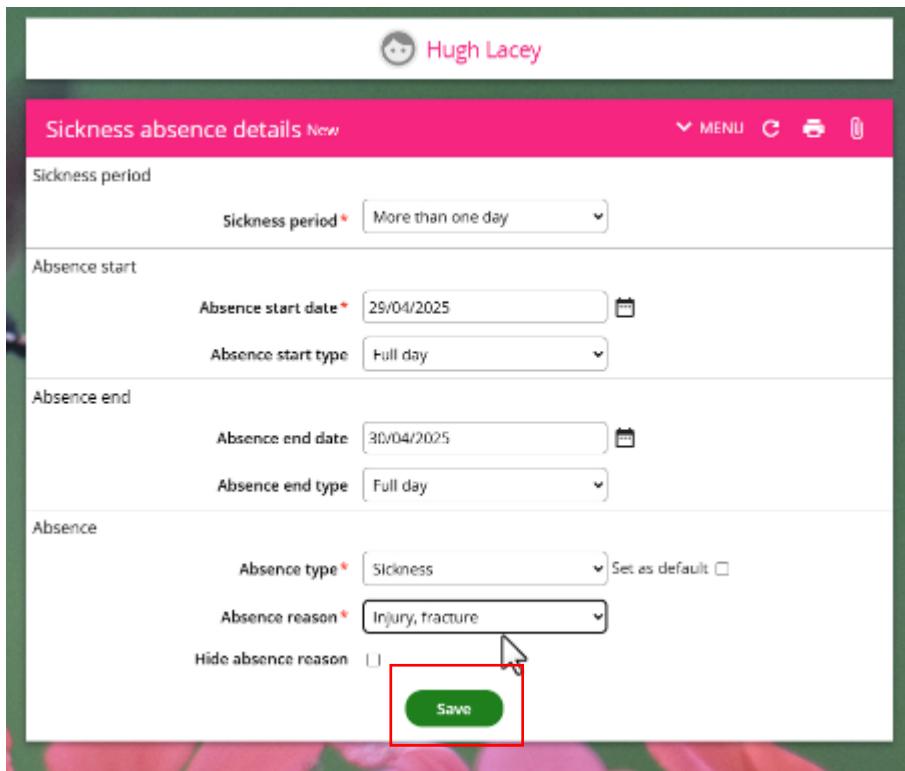
If **More than one day** is selected, you will also need to provide the **Absence end** details.



The screenshot shows the 'Sickness absence details' form with the 'More than one day' option selected in the 'Sickness period' dropdown. The 'Absence start' section includes an 'Absence start date' field set to '29/04/2025' and an 'Absence start type' dropdown set to 'Full day'. The 'Absence end' section includes an 'Absence end date' field set to '30/04/2025' and an 'Absence end type' dropdown. The 'Absence' section includes an 'Absence type' dropdown set to 'Sickness' and an 'Absence reason' dropdown set to '<None>'. A 'Save' button is at the bottom.

In this example I have recorded an absence spanning 2 days.

When all details have been entered select **Save**.



Sickness absence details [New](#)

Sickness period

Sickness period * More than one day

Absence start

Absence start date * 29/04/2025 [Calendar](#)

Absence start type Full day

Absence end

Absence end date 30/04/2025 [Calendar](#)

Absence end type Full day

Absence

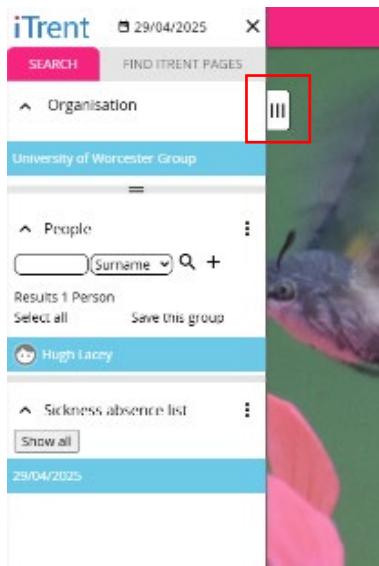
Absence type * Sickness [Set as default](#)

Absence reason * Injury, fracture [Edit](#)

Hide absence reason [Edit](#)

Save

An absence calculation occurs overnight at which time the absence total will appear on the employee's home page.



iTrent 29/04/2025

SEARCH FIND iTRENT PAGES

Organisation

University of Worcester Group

People

Surname [Q](#) [+](#)

Results 1 Person

Select all [Save this group](#)

Hugh Lacey

Sickness absence list

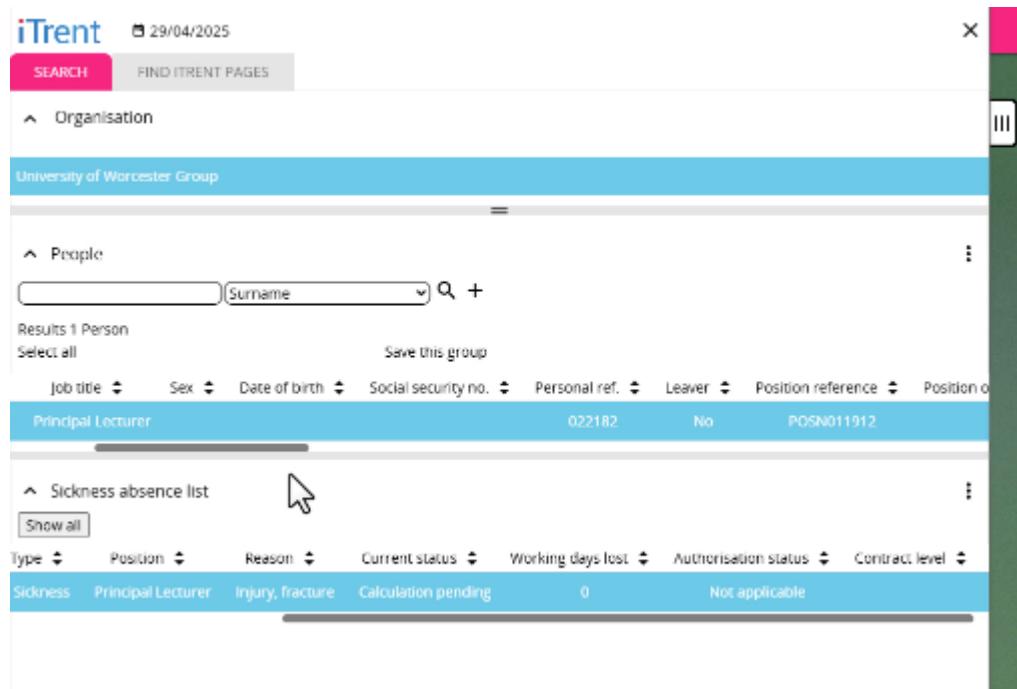
Show all

29/04/2025

Once you have saved the record, the absence appears in a list on the left-hand side bar, along with other sickness absences recorded in **iTrent**.

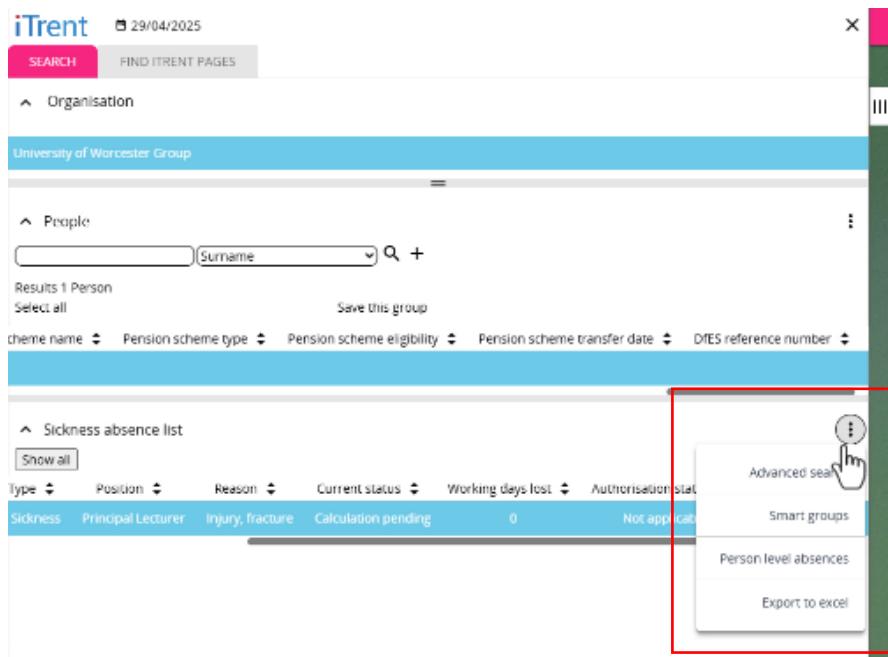
You can expand it using this tab.

Once expanded, you can view more information about the sickness absences recorded for the employee, including **Working hours lost**.



The screenshot shows the iTrent interface for the University of Worcester Group. The user is viewing the 'People' section for a Principal Lecturer. The 'Sickness absence list' is expanded, showing one entry: 'Sickness' for 'Principal Lecturer' with 'Injury, fracture' as the reason, 'Calculation pending' status, '0' working days lost, and 'Not applicable' authorisation status. The 'Working days lost' field is highlighted with a red box.

In this example we have not yet calculated the absence, so this is showing as 0 days lost. This will update once the absence calculation has occurred.



The screenshot shows the iTrent interface for the University of Worcester Group. The user is viewing the 'People' section for a Principal Lecturer. The 'Sickness absence list' is expanded, showing one entry: 'Sickness' for 'Principal Lecturer' with 'Injury, fracture' as the reason, 'Calculation pending' status, '0' working days lost, and 'Not applicable' authorisation status. A red box highlights the 'Export to Excel' button in the bottom right corner of the list table.

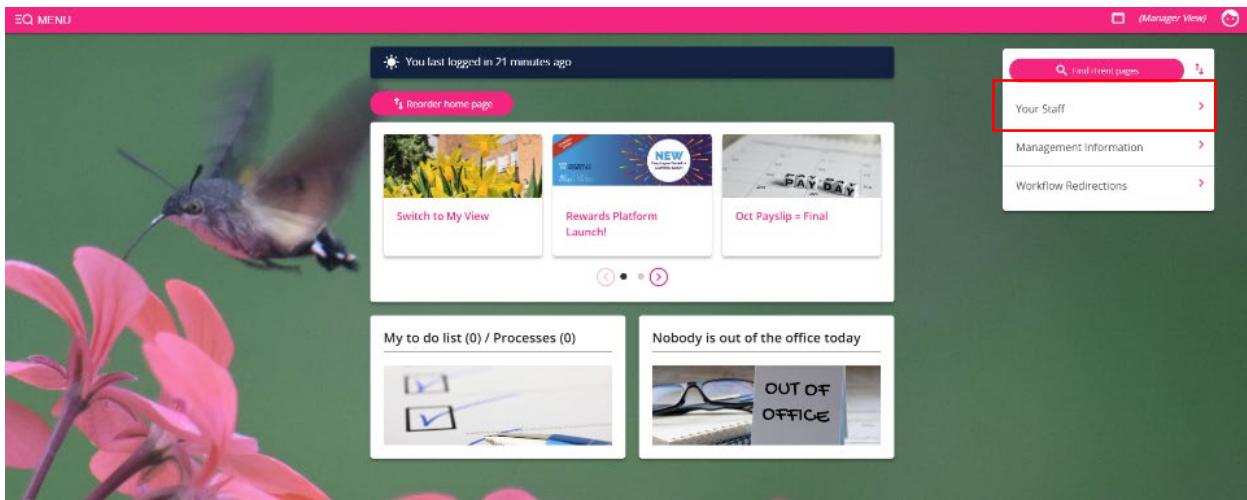
This can be used as a report of **Sickness absence** for the selected employee and can be exported to Excel. Select the **3 dots** and then **Export to Excel**.

The report you get should look like this.

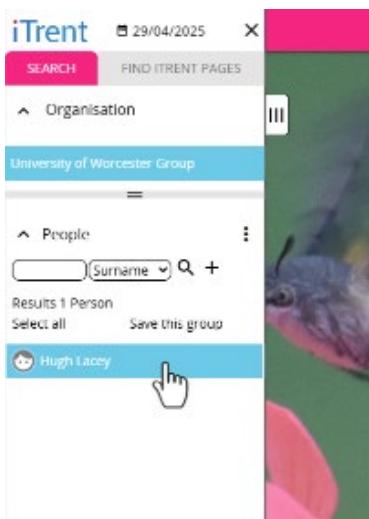
Attaching documents to sicknesses

There are documents that may need to be attached to a sickness absence record report in *iTrent*. Namely **self-certification forms**, **fit notes** or a **return-to-work interview form**.

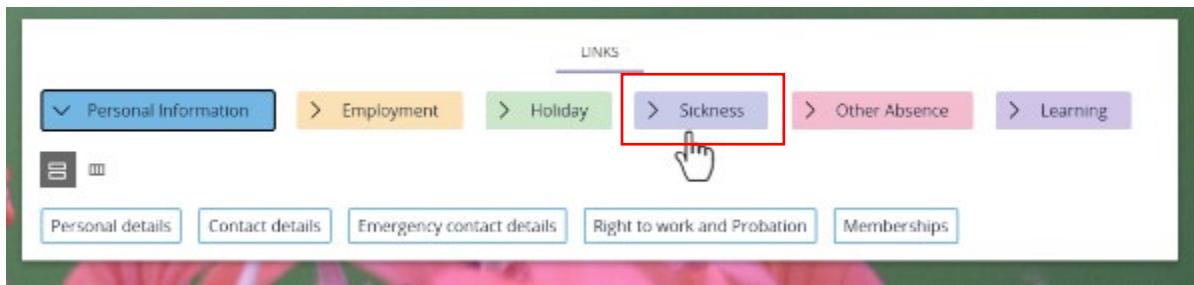
From the Home screen select **Your Staff**.



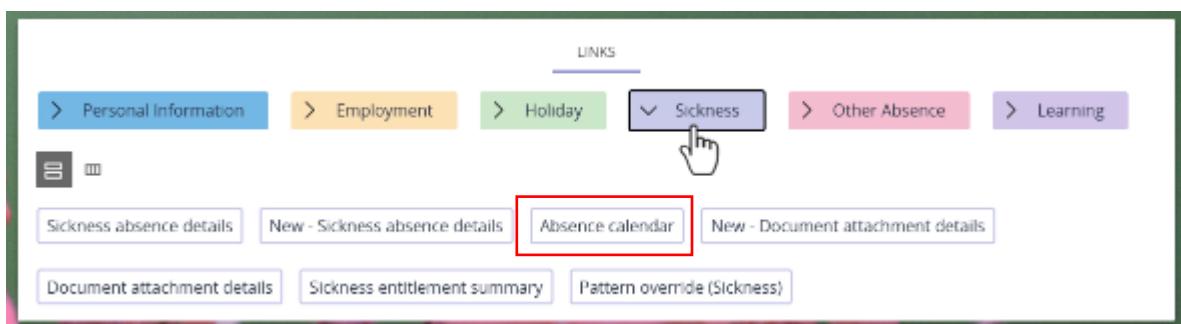
Select the relevant employee.



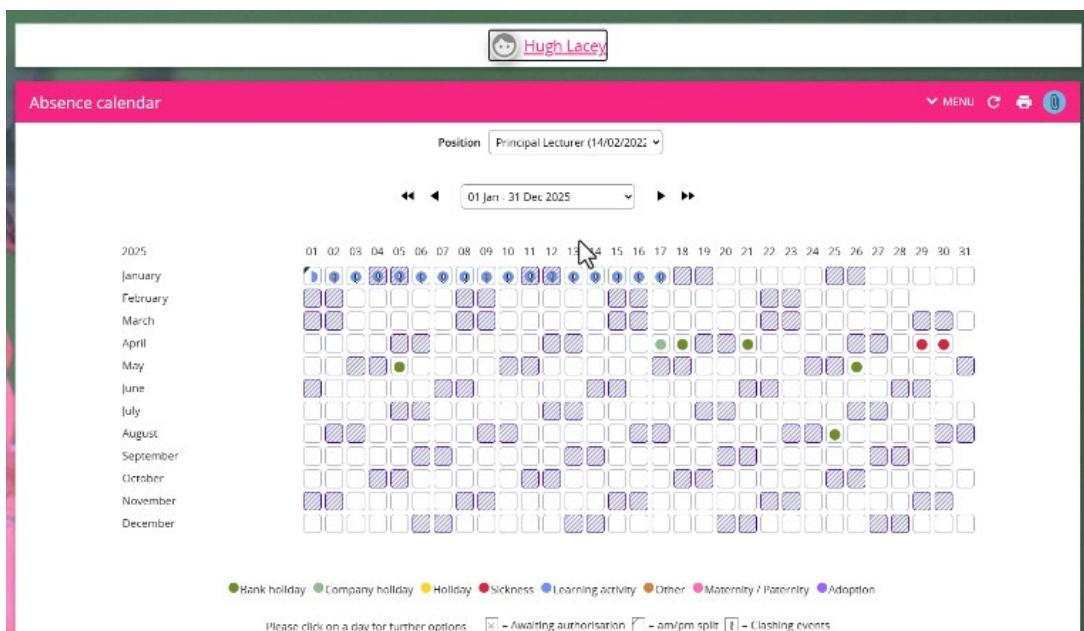
Sickness.

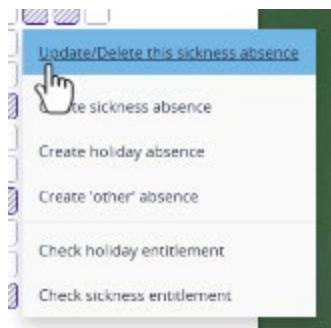


Absence Calendar.



Select the relevant absence. You may need to expand the calendar to [Yearly view](#) to find this.





And select ***Update/Delete this sickness absence***.

This will bring you to the ***Sickness absence details*** page.

Sickness absence details Hugh Lacey

Sickness period: More than one day

Absence start:

- Absence start date: 29/04/2025
- Absence start type: Full day

Absence end:

- Absence end date: 30/04/2025
- Absence end type: Full day

Absence:

- Absence type: Sickness
- Absence reason: Injury, fracture

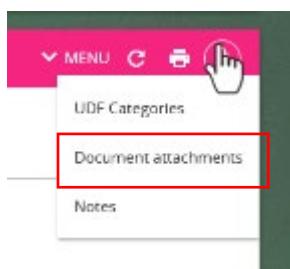
Position: Principal Learner (14/02/2022, Allied Health & Community, Michelle Barrimore, PO5N011912) (Current)

Save Delete New

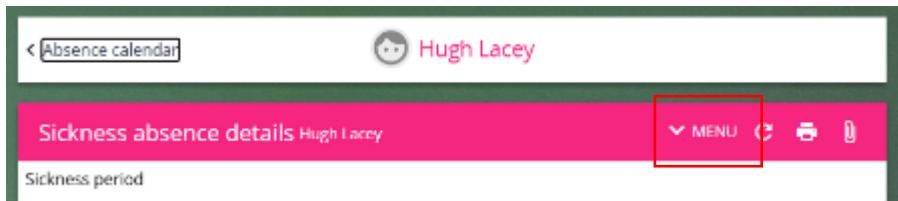
There are two ways to attach a document to a ***Sickness absence***.

You can select the paperclip icon in the menu bar of the ***Sickness absence details*** page.

Then select ***Document attachments***.



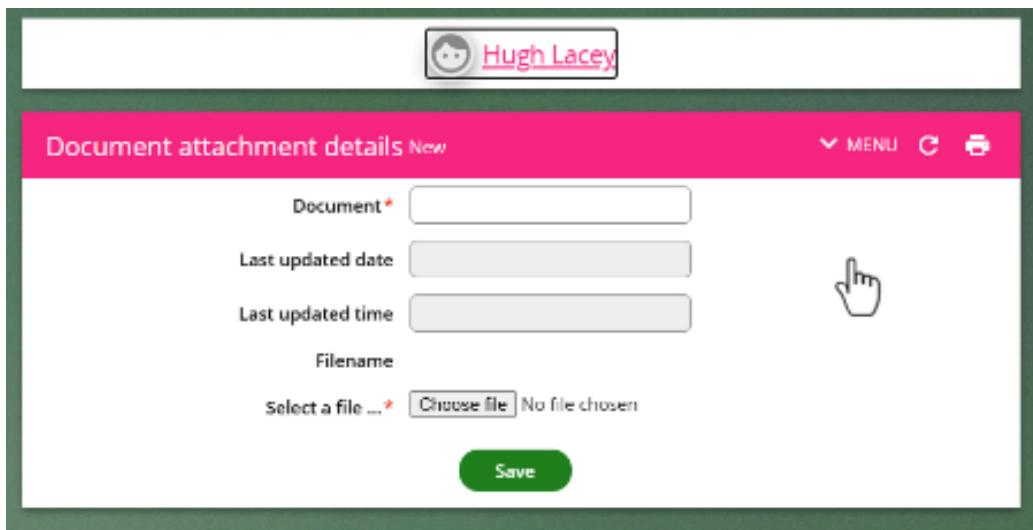
Or you can expand the **Menu**.



And select **New – Document attachment details**.

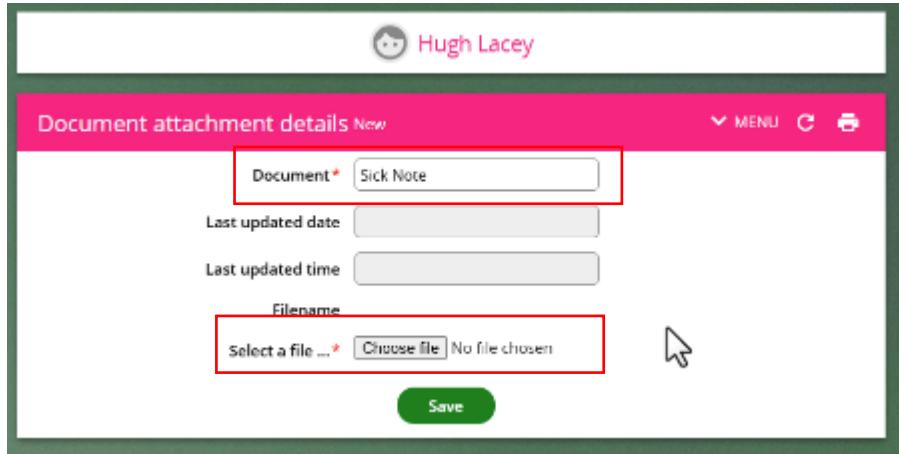


Both options bring you to the **Document attachment details** page.



The document to be attached should be pre-scanned and saved to your desktop.

Give the document a name in the **Document** field and attach the document using the **Choose file** button.



Document attachment details New

Document* Sick Note

Last updated date

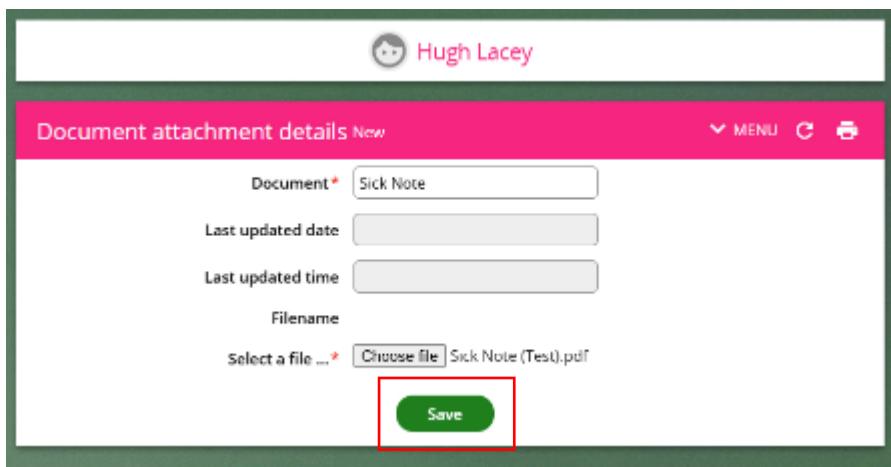
Last updated time

Filename

Select a file ...* Choose file No file chosen

Save

Once this is done select **Save**.



Document attachment details New

Document* Sick Note

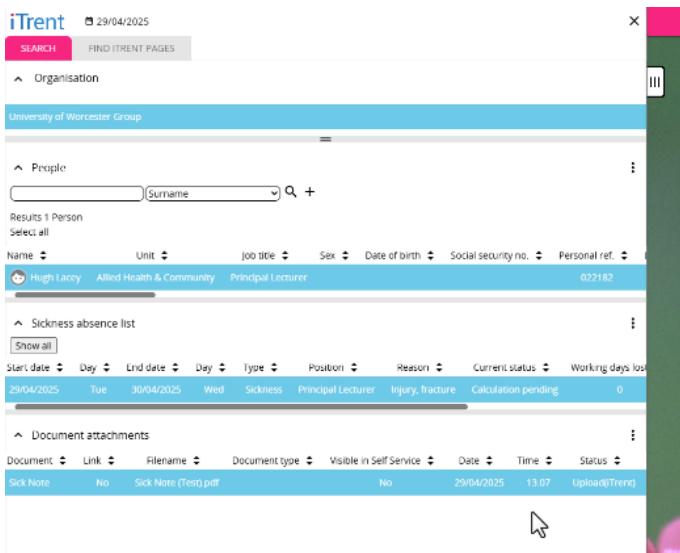
Last updated date

Last updated time

Filename

Select a file ...* Choose file Sick Note (Test).pdf

Save



iTrent 29/04/2025

SEARCH FIND iTRENT PAGES

Organisation

University of Worcester Group

People

Surname

Results 1 Person

Select all

Name Unit Job title Sex Date of birth Social security no. Personal ref.

Hugh Lacey Allied Health & Community Principal Lecturer 022182

Sickness absence list

Show all

Start date Day End date Day Type Position Reason Current status Working days lost

29/04/2025 Tue 30/04/2025 Wed Sickness Principal Lecturer Injury, fracture Calculation pending 0

Document attachments

Document	Link	Filename	Document type	Visible in Self Service	Date	Time	Status
Sick Note	No	Sick Note (Test).pdf	No	29/04/2025	13:07	Upload@iTrent	

Once saved, the document can be seen listed in the left-hand bar. You will need to select the relevant absence to see the documents attached within it.