

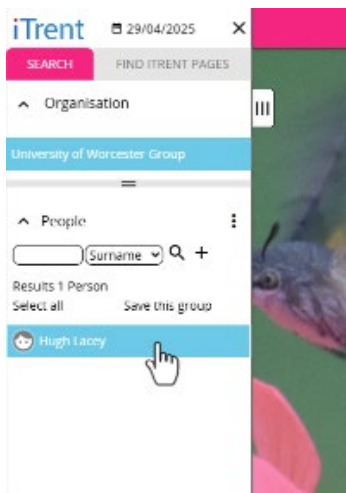
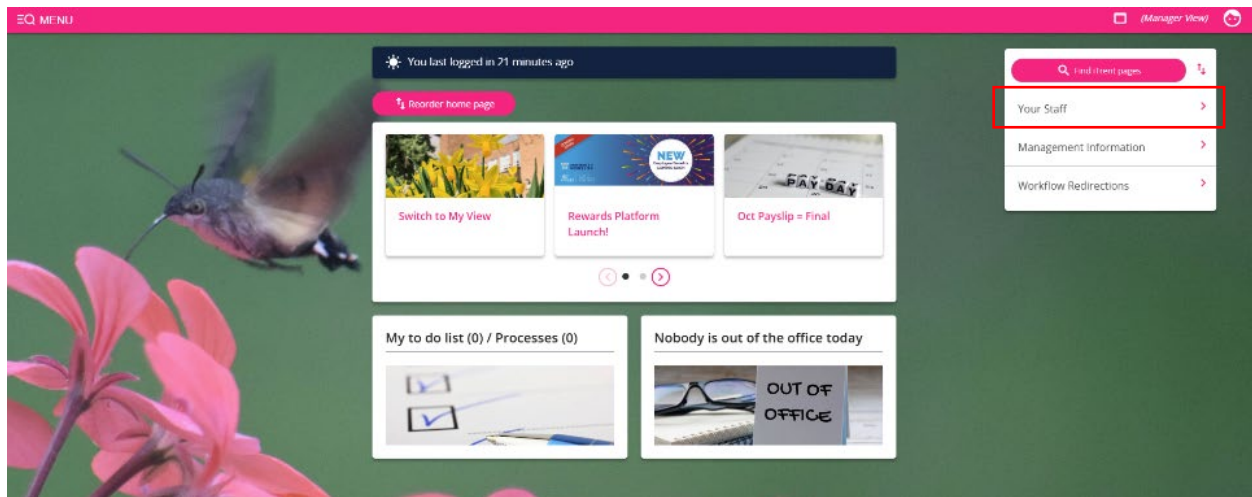
Manager View

Recording sickness

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

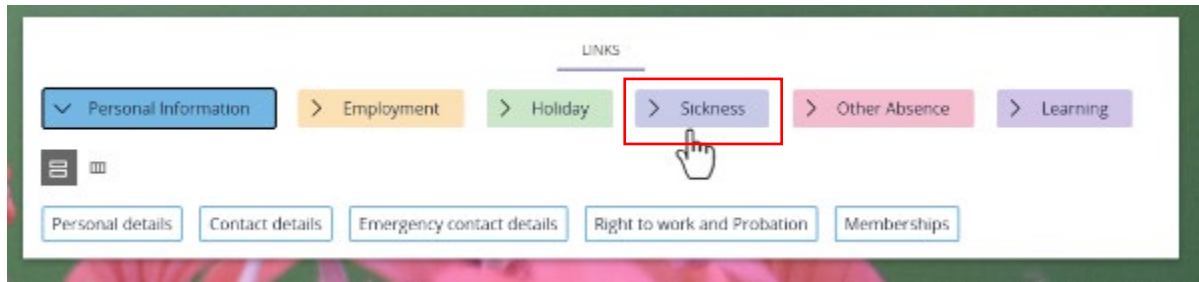
Line managers can input this manually in **Manager View**, as can **Team Administrators** and **HR Administrators**.

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

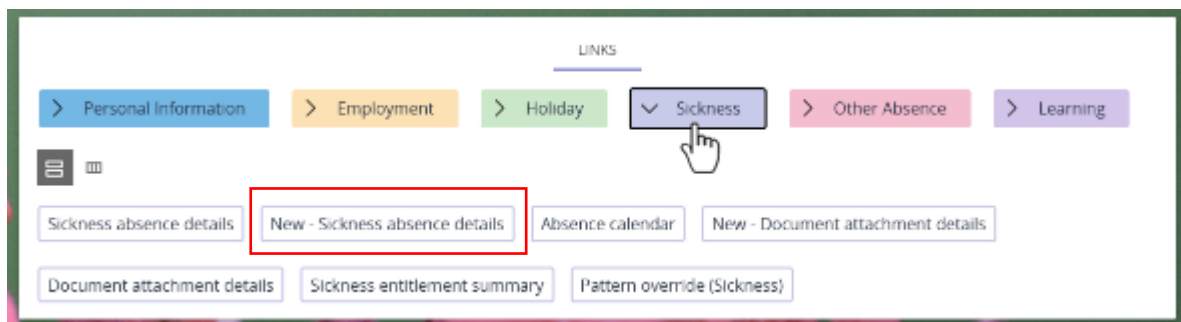


Select the relevant employee.

Sickness.



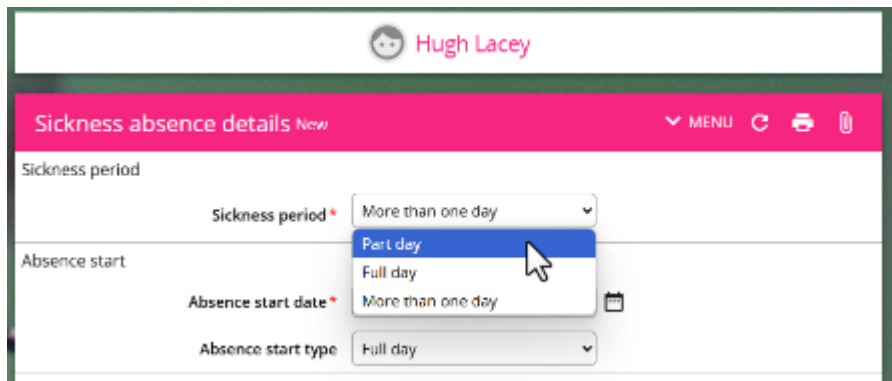
And **New – Sickness absence details**.



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

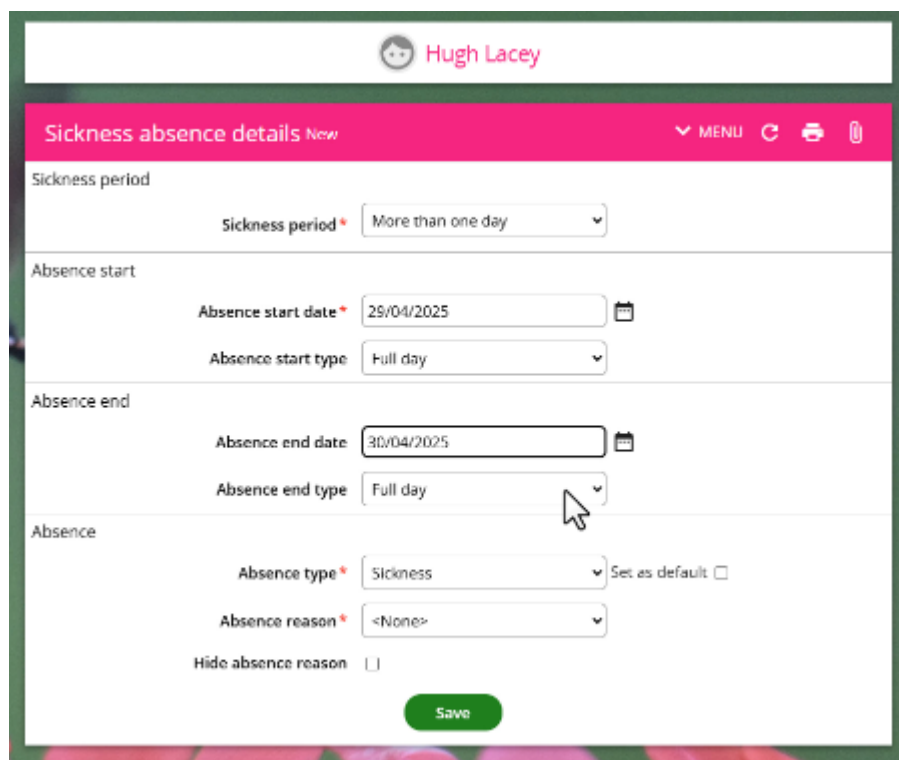
A screenshot of the 'Sickness absence details New' form. The form is titled 'Sickness absence details New' and has a pink header bar. The form contains several sections: 'Sickness period' with a dropdown menu set to 'More than one day'; 'Absence start' with 'Absence start date' (calendar icon) and 'Absence start type' (dropdown set to 'Full day'); 'Absence end' with 'Absence end date' (calendar icon) and 'Absence end type' (dropdown set to 'Full day'); and 'Absence' with 'Absence type' (dropdown set to 'Sickness', with a 'Set as default' checkbox), 'Absence reason' (dropdown set to '<None>'), and a 'Hide absence reason' checkbox. A green 'Save' button is at the bottom.

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



The screenshot shows the 'Sickness absence details' form for user 'Hugh Lacey'. The 'Sickness period' dropdown menu is open, displaying four options: 'More than one day', 'Part day', 'Full day', and 'More than one day'. A mouse cursor is hovering over the 'Part day' option. The 'Absence start' section is partially visible, showing 'Absence start date' and 'Absence start type'.

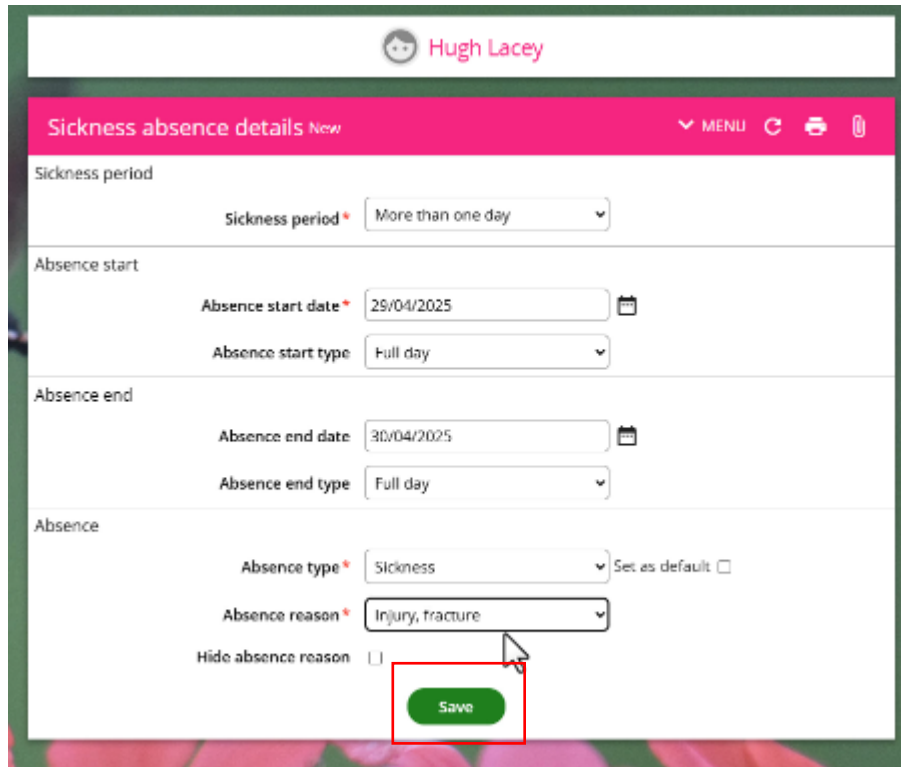
If **More than one day** is selected, you will also need to provide the **Absence end** details.



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

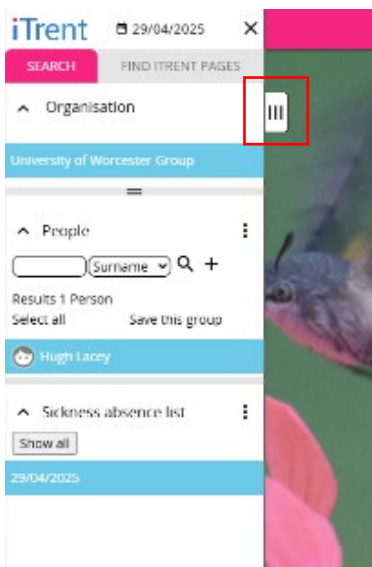
In this example I have recorded an absence spanning 2 days.

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



The screenshot shows the 'Sickness absence details' form in the iTrent system. The form is titled 'Sickness absence details New' and includes a 'MENU' button. It contains several sections: 'Sickness period' with a dropdown set to 'More than one day'; 'Absence start' with 'Absence start date' set to '29/04/2025' and 'Absence start type' set to 'Full day'; 'Absence end' with 'Absence end date' set to '30/04/2025' and 'Absence end type' set to 'Full day'; and 'Absence' with 'Absence type' set to 'Sickness' and 'Absence reason' set to 'Injury, fracture'. There is a 'Set as default' checkbox and a 'Hide absence reason' checkbox. A green 'Save' button is highlighted with a red box and a mouse cursor.

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



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*.

iTrent 29/04/2025

SEARCH FIND ITRENT PAGES

Organisation

University of Worcester Group

People

Surname

Results 1 Person

Select all Save this group

Job title	Sex	Date of birth	Social security no.	Personal ref.	Leaver	Position reference	Position o
Principal Lecturer				022182	No	POSN011912	

Sickness absence list

Show all

Type	Position	Reason	Current status	Working days lost	Authorisation status	Contract level
Sickness	Principal Lecturer	Injury, fracture	Calculation pending	0	Not applicable	

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.

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SEARCH FIND ITRENT PAGES

Organisation

University of Worcester Group

People

Surname

Results 1 Person

Select all Save this group

Scheme name	Pension scheme type	Pension scheme eligibility	Pension scheme transfer date	DfES reference number
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Sickness absence list

Show all

Type	Position	Reason	Current status	Working days lost	Authorisation status
Sickness	Principal Lecturer	Injury, fracture	Calculation pending	0	Not applica

Advanced search

Smart groups

Person level absences

Export to excel

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*.

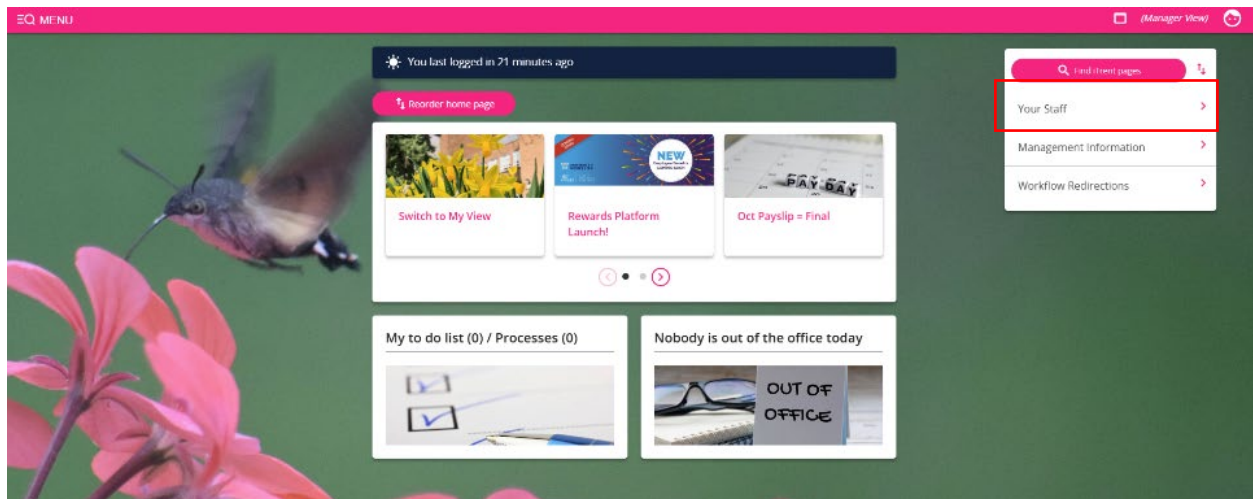
The report you get should look like this.

[illegible]

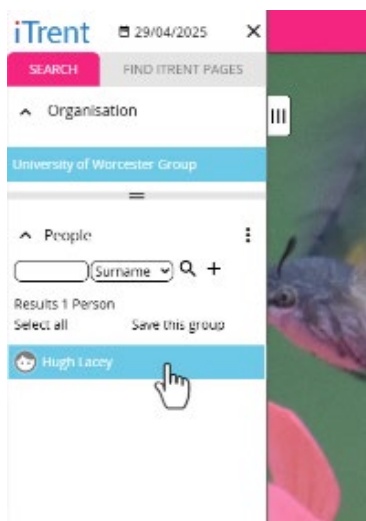
Attaching documents to sicknesses

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*.

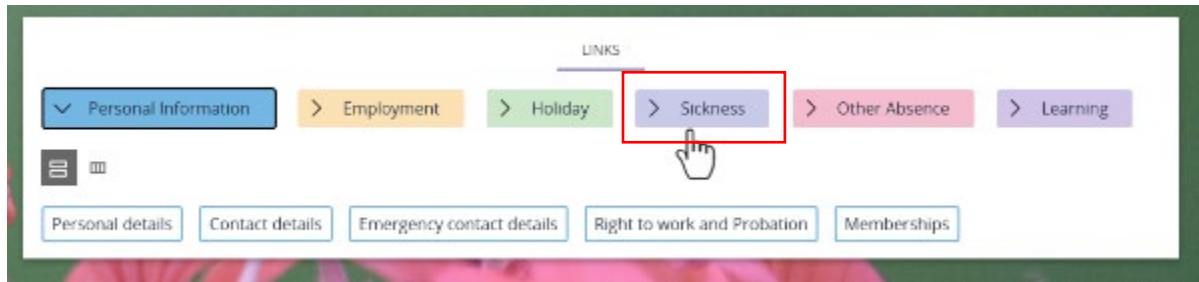
From the Home screen select *Your Staff*.



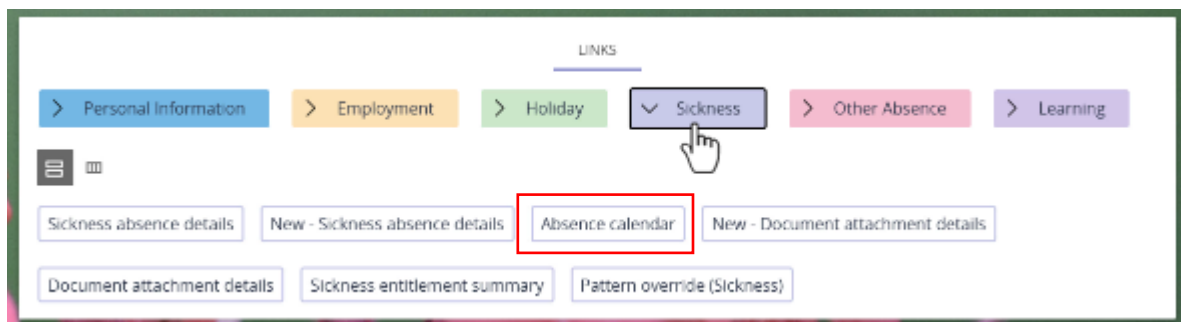
Select the relevant employee.



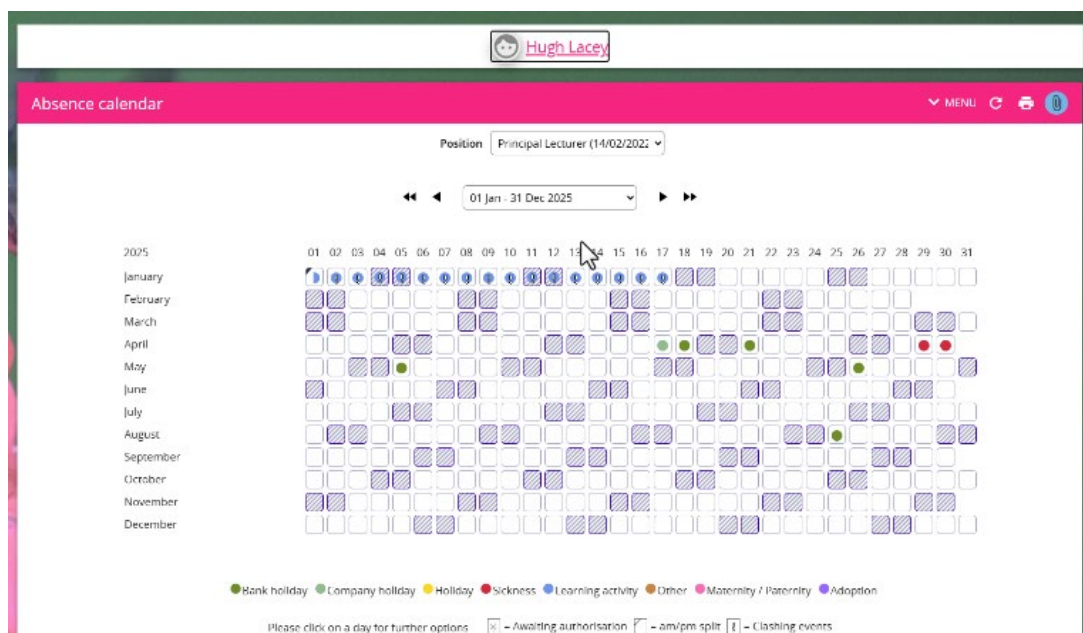
Sickness.

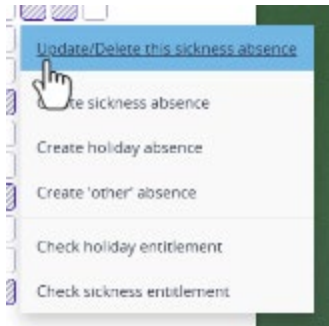


Absence Calendar.



Select the relevant absence. You may need to expand the calendar to **Yearly view** to find this.





And select [Update/Delete this sickness absence](#).

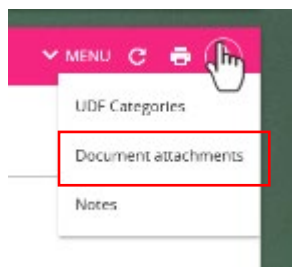
This will bring you to the [Sickness absence details](#) page.

A screenshot of the 'Sickness absence details' page for a user named Hugh Lacey. The page has a pink header bar with the title 'Sickness absence details Hugh Lacey' and icons for menu, refresh, print, and attachments. The main content area contains several sections: 'Sickness period' with a dropdown set to 'More than one day'; 'Absence start' with fields for 'Absence start date' (29/04/2025) and 'Absence start type' (Full day); 'Absence end' with fields for 'Absence end date' (30/04/2025) and 'Absence end type' (Full day); 'Absence' with fields for 'Absence type' (Sickness) and 'Absence reason' (Injury, fracture), plus a checkbox for 'Hide absence reason'; and a 'Position' field showing 'Principal Lecturer (14/02/2022, Allied Health & Community, Michelle Barrimore, POSN011912) (Current)'. At the bottom are 'Save', 'Delete', and 'New' buttons. A red box highlights the attachments icon in the header.

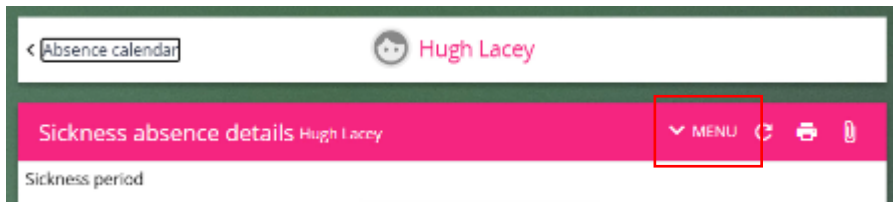
There are two ways to attach a document to a [Sickness absence](#).

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.

A screenshot of the 'Document attachment details' page. The page has a pink header bar with the text 'Document attachment details New' and a 'MENU' button. Below the header, there are four input fields: 'Document' (with a red asterisk), 'Last updated date', 'Last updated time', and 'Filename'. Below these fields is a 'Select a file' button (with a red asterisk) and a 'Choose file' button. To the right of the 'Choose file' button is the text 'No file chosen'. At the bottom of the page is a green 'Save' button. A mouse cursor is pointing at the 'Choose file' button.

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.

Hugh Lacey

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**.

Hugh Lacey

Document attachment details New

Document * Sick Note

Last updated date

Last updated time

Filename

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

Save

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SEARCH FIND ITRENT PAGES

Organisation

University of Worcester Group

People

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.