



# **NHSBT Pay Support**

## **EASY Absence Input Guide**

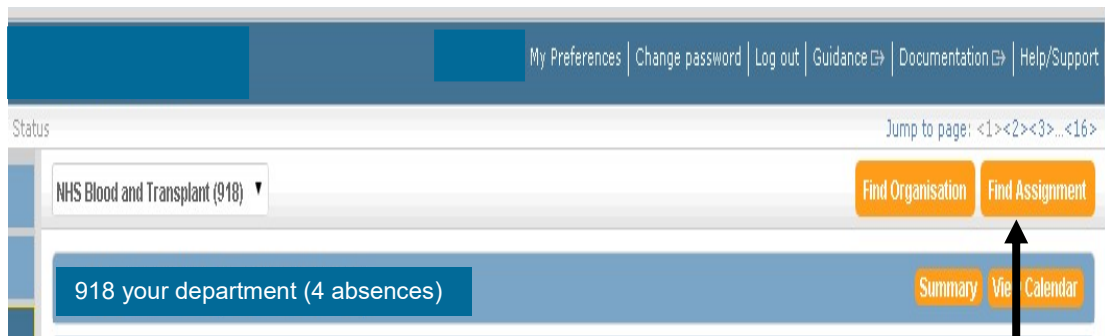
System for the input of Timesheet, Outside Normal Hours and Absence information

## Absence Input

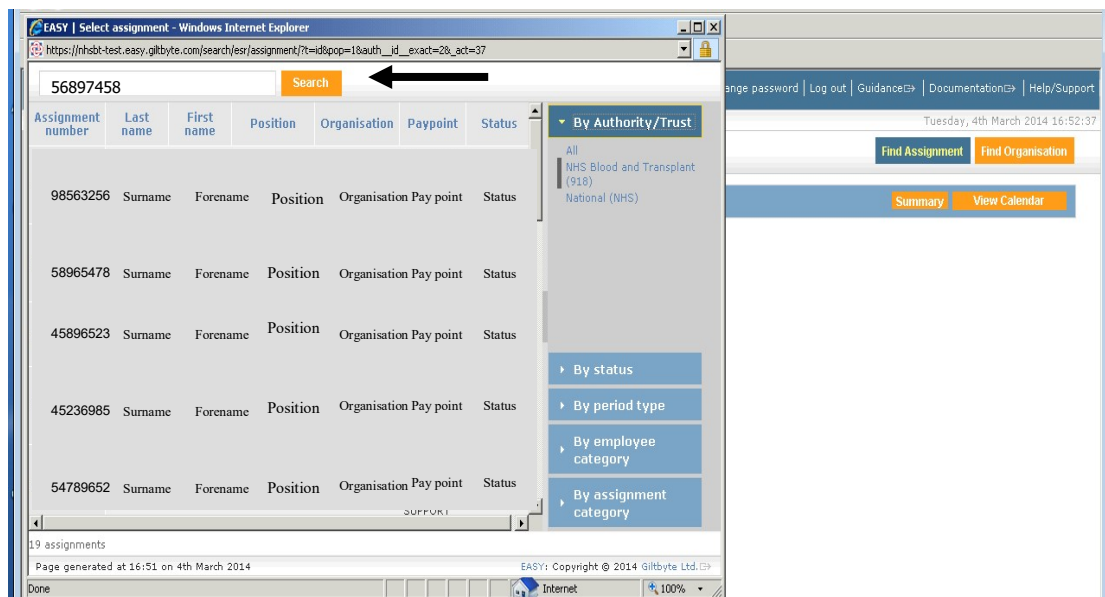
Once you have logged in click on Management header and then **Absences** to enable input of employee's absence information.



**Absence Status screen** from this screen you can add new absences.



Click on Find Assignment and a search box will appear. Enter the employee's assignment number into the search box and click search or scroll down the list and pick the assignment you require by clicking on the assignment number.



You will see several section Headings.

Absence for Employees name (assignment no): job title View Calendar

Employee Information

Last Name		First Name	
Assignment Number		NI Number	
Position		Contracted Hours	
Payscale & Spinal Point		Increment Date	
Assignment Start Date		Date Joined NHS	

Unsubmitted Absences (0) Add/Edit

No unsubmitted absences found

Submitted Absences (0)

No submitted absences found

Authorised Absences (0)

No authorised absences found [Click to hide this section](#)

Recently Processed Absences View All Processed Absences

To enter an absence for the employee, click on the **Add/Edit** button along the Unsubmitted Absences banner. A blank form will appear.

Employees name (assignment number): job title Save Reset Submit Authorise

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**From Date/From Time** – Enter the first full date of absence in the **From Date** section. Type in or select date from the calendar icon at the side of the box.

Employees name (assignment number): job title Save Reset Submit Authorise

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
03 Feb 2014	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Continued Sickness Absence** – Click on the **Continued Absence** box to insert a tick to show employee as having a continuous sickness.

Employees name (assignment number): job title Save Reset Submit Authorise

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
03 Feb 2014	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**To Date/To Time** – Enter the last date of absence in the **To Date** section. Type in or select date from the calendar icon at the side of the box.

Employees name (assignment number): job title Save Reset Submit Authorise

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
03 Feb 2014		04 Feb 2014	[Dropdown]	[Dropdown]	2.00		

Absence type - select the **Absence type** required from the drop down list.

Employees name (assignment number): job title Save Reset Submit Authorise

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
15 Jun 2015		16 Jun 2015	[Dropdown Menu Open]	[Dropdown]			

- Annual Leave
- Paid Part Day
- Sickness
- Special Paid
- Special Unauthorised Unpaid
- Special Unpaid

Resulting from or Related to and Detail - drop down boxes are used if the absence type and reason require completion.

For Injury at Work: this could be an accident connected to the employee's work, or an injury or illness that they have as a result of their job, or it could be stress which is caused by some aspect of their job.

Employees name (assignment number): job title Save Reset Submit Authorise

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AfC Hours
19 Jul 2017			[Dropdown Menu Open]	[Dropdown]			

- Disability Related
- Injury at Work
- Notifiable Disease
- Surgery Related
- Third Party Injury - Other
- Third Party Injury - RTA
- Violence related

**Before** selecting 'Injury at Work' you should have had a conversation with the employee and reported via HR Direct on the first day that you are aware that the absence is work-related.

Reason / Detail - select the **Reason** type from the drop down list. The list will vary depending upon the Absence type selected.

Special Paid Leave:

Employees name (assignment number): job title Save Reset Submit Authorise

▾ Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
14 Apr 2014		16 Apr 2014	Special Paid	<div style="border: 1px solid black; padding: 2px;">           -----            -----            Bereavement            Court Appearance            Emergency Leave/Time Off for Dependants            Jury Service            Magisterial/Local Government/Parliamentary Candidate            Infection Precaution            Medical Suspension            Other            Training with Reserve and Cadet Forces         </div>		3.00	

Sickness:

Employees name (assignment number): job title Save Reset Submit Authorise

▾ Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
03 Feb 2014	<input checked="" type="checkbox"/>		Sickness	<div style="border: 1px solid black; padding: 2px;">           S10: Anxiety/stress/depression/other psych            S11: Back Problems            S12: Other musculoskeletal problems            S13: Cold, Cough, Flu - Influenza            S14: Asthma            S15: Chest &amp; respiratory problems            S16: Headache / migraine            S17: Benign and malignant tumours, cancer            S18: Blood disorders            S19: Heart, cardiac &amp; circulatory problems            S20: Burns, poisoning, frostbite, hypothermi            S21: Ear, nose, throat (ENT)            S22: Dental and oral problems            S23: Eye problems            S24: Endocrine / glandular problems            S25: Gastrointestinal problems            S26: Genitourinary &amp; gynaecological disord            S27: Infectious diseases            S28: Injury, fracture            S29: Nervous system disorders            S30: Pregnancy related disorders            S31: Skin disorders            S32: Substance abuse            S98: Other known causes - not elsewhere c            S99: Unknown causes / Not specified         </div>			

Annual Leave:

The Reason will populate automatically but you must enter the number of annual leave hours taken.

dd/Edit Tuesday, 23rd June 2015 14:47:57

Employees name (assignment number): job title Save Reset Submit Authorise

▾ Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
15 Jun 2015 0:00		16 Jun 2015 0:00	Annual Leave	Annual Leave			

*Note: An arrow points to the 'Hours' column in the above table.*

To authorise the absence, click the **Authorise** button (whilst still in the employee's record) this will save, submit and authorise in one action.

Employees name (assignment number): job title

Submit Cancel **Submit** **Authorise**

▼ Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
03 Mar 2014		03 Mar 2014	Sickness	S11: Back Problems S11004: Sciatica	1.00		

**\*\*All absences must be authorised once input to the system even if they are continuing sicknesses\*\*.**

**This allows extraction from the EASY system to ESR for processing.**

**Non-authorised absences will not be extracted.**

Authorised absences will now be transferred to under the **Authorised** banner where it will stay until extracted (extraction is once daily).

Employees na

User authenticate Specialist: Sickness 3 Mar 2014 - 3 Mar 2014 has been authorised.

View Extracted Absences View Calendar

▼ Unsubmitted Absences (0) Add/Edit

No unsubmitted absences found

▼ Submitted Absences (0)

No submitted absences found

▼ Authorised Absences (1) Withdraw Unauthorise

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
3rd March 2014		3rd March 2014	Sickness	S11: Back Problems S11004: Sciatica	1.00	

Once a continuing sickness is extracted to ESR it will move back to under the Unsubmitted absences in readiness for closure and will be marked with a double arrow icon.

Employees name (assignment number): job title

View Extracted Absences View Calendar

▼ Unsubmitted Absences (1) Add/Edit Withdraw Submit Authorise

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
24th February 2014			Sickness	S13: Cold, Cough, Flu - Influenza		

▼ Submitted Absences (0)

No submitted absences found

▼ Authorised Absences (0)

No authorised absences found



**Closing a continuous sickness** – highlight the absence by putting a tick in the small box and click Add/Edit button.

Employees name (assignment number): job title View Extracted Absences View Calendar

▼ Unsubmitted Absences (1) Add/Edit Withdraw Submit Authorise

<input type="checkbox"/>	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input checked="" type="checkbox"/>	24th February 2014	↔		Sickness	S13: Cold, Cough, Flu - Influenza		

▼ Submitted Absences (0)  
No submitted absences found

▼ Authorised Absences (0)  
No authorised absences found

To close down an open sickness you must un-tick the continuing absence box to enable the end date to be typed into the box (or use the calendar icon). The Cal. Days box will populate automatically.

Wednesday, 5th March 2014 14:43:01

Employees name (assignment number): job title Save Reset Submit Authorise

▼ Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours	AFC Hours
24 Feb 2014	<input type="checkbox"/>	03 Mar 2014	Sickness	S13: Cold, Cough, Flu - Influenza		8.00	

Click on the **Authorise** button and the sickness will be transferred to under the Authorised banner where it will stay until extracted (extraction is once daily).

For input of several employees' absence at one time use the **Filters** function to determine the list of employees shown under your organisation banner.

Home > Attendance > Absence Status Jump to page: <1>...<14><15><16><17><18>...<41>

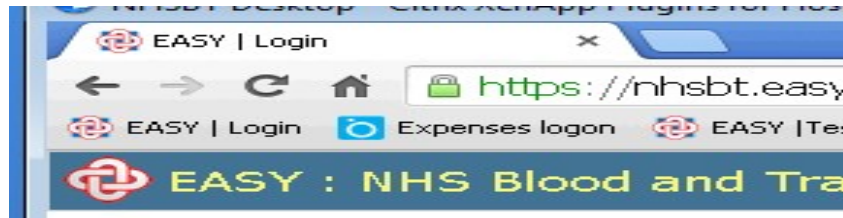
Management: NHS Blood and Transplant (918) Find Organisation Find Assignment

918 your department (1 active absence) Summary View Calendar

Assignment	Continuing	Data Entry	Submitted	Authorised
Minnie Mouse (65239874): your job title	⊘	0	0	0
Harry Potter (87946795) your job title	⊘	0	0	0
Henrietta Potter (87946795) your job title	⊘	0	0	0
Henry Potter (87946795) your job title	⊘	0	0	0
Minnie Mouse (65239874): your job title	⊘	0	0	0
Harry Potter (87946795) your job title	⊘	0	0	0
Henrietta Potter (87946795) your job title	↔	1	0	0
Henry Potter (87946795) your job title	⊘	0	0	0
Henry Potter (87946795) your job title	⊘	0	0	0
Minnie Mouse (65239874): your job title	⊘	0	0	0

Change the **Assignment** filter to **Active** to display all employees within the organisation and click on the employee name to enter the record. Enter the absence and **Save** the entry.

Use the back button at the top of the screen to return to the main employee list and select next employee.



Once all absence has been entered you then use the **Summary** function to authorise all the absences in one go (see **Bulk Viewing / Authorising absences - page 10**)

## Viewing Extracted Absences.

Once extracted absence becomes historical absence. The last 5 absence period will be shown under the **Recently Processed Absences** banner. To see all historical absences, click on the **View All Processed Absences** button.

Absence for Employees name (assignment no): job title View Calendar

- Employee Information
- Unsubmitted Absences (1) Add Edit Withdraw Submit Authorise
- Submitted Absences (0)
- Authorised Absences (0)
- Recently Processed Absences** View All Processed Absences

From Date / From Time	Cont. Abs.	To Date / To Time	Absence Type / Resulting from or Related to	Reason/Detail	Cal. Days	Hours	Period Extracted
14th March 2015	●	14th March 2015	Sickness	S17: Benign and malignant tumours, cancers	1.00		M 02/2015
9th June 2014	●	1st November 2014	Sickness	S12: Other musculoskeletal problems	62.00		M 09/2014
12th September 2013	●	15th September 2013	Sickness	S12: Other musculoskeletal problems	4.00		Historical
27th December 2013	●	29th December 2013	Sickness	S25: Gastrointestinal problems	3.00		Historical
14th January 2013	●	15th January 2013	Sickness	S98: Other known causes - not elsewhere classified	2.00		Historical

By changing the 'between' dates and pressing the refresh button you can search for more previous absences which will then be displayed.

My Preferences | Change password | Log out | Guidance ⇄ | Documentation ⇄ | Help/Support

ki Mulholland (23328035): Apprentice Clerical Assistant > View Processed Friday, 30th October 2015 13:47:41

Historical absences for Employee name (12345678) between 01 May 2015 and 30 Oct 2015 Refresh View Active Absences

**Viewing active absences already on system** - from the main absence screen click on the organisation (department) name and the section will expand to show employees with active absences.



My Preferences | Change password | Log out | Guidance | Documentation | Help/Support

Jump to page: <1><2><3><4>...<16>

NHS Blood and Transplant (918) Find Organisation Find Assignment

918 your department (4 absences) Summary View Calendar

Under the heading 'Continuing' you will see several types of icons:



**Continuous Absence – not extracted to ESR**



**Continuous Absence – previously extracted to ESR - waiting to be closed**



**Not, or no longer, a Continuous Absence (if under submitted or unsubmitted banners not extracted to ESR)**

A number will display underneath one/or more of the columns headed Data Entry, Submitted and Authorised which indicates the number of the absences within each stage of the process.

Wednesday, 5th March 2014 15:34:18

NHS Blood and Transplant (918) Find Assignment Find Organisation

918 your department (4 absences) Summary View Calendar

Assignment	Continuing	Data Entry	Submitted	Authorised
Minnie Mouse (65239874): your job title	✓	0	1	0
Harry Potter (87946795) your job title	✗	0	1	0
Henrietta Potter (87946795) your job title	↕	1	0	0
Henry Potter (87946795) your job title	↕	1	0	0

Click on the employee's name to view the employee's absence in more detail.

Absences will appear under one of the absence banners shown below depending on the status of the employee's absence.

**Un-submitted Absences** - Any continuing sickness once extracted to ESR will appear in this section in readiness for closure once the employee has returned. Any **unsubmitted** absences will also appear in this section, which should be **authorised** immediately.

Employees name (assignment number): job title View Extracted Absences View Calendar

Unsubmitted Absences (1) Add/Edit Withdraw Submit Authorise

<input type="checkbox"/>	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	10th February 2014	✗	13th February 2014	Sickness	S16: Headache / migraine S16002: Migraine	4.00	

Submitted Absences (0)  
 No submitted absences found

Authorised Absences (0)  
 No authorised absences found

**Submitted Absences** – there should be no absences at this stage – if you have any sickness under this banner you must either unsubmit and amend/delete or authorise to allow the sickness to be extracted.

Wednesday, 5th March 2014 16:56:00

Absence for Employees name (assignment no): job title [View Extracted Absences](#) [View Calendar](#)

**Unsubmitted Absences (0)** [Add/Edit](#)

No unsubmitted absences found

**Submitted Absences (1)** [Withdraw](#) [Unsubmit](#) [Authorise](#)

<input type="checkbox"/>	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	10th February 2014	-	13th February 2014	Sickness	S16: Headache / migraine S16002: Migraine	4.00	

**Authorised Absences (0)**

No authorised absences found

**Authorised Absences** – all authorised sickness waiting to be extracted will show under this banner. Once extracted closed absences will move to historical sickness or if continuing sickness will move to under the unsubmitted banner.

Wednesday, 5th March 2014 16:59:13

Absence for Employees name (assignment no): job title [View Extracted Absences](#) [View Calendar](#)

**Unsubmitted Absences (0)** [Add/Edit](#)

No unsubmitted absences found

**Submitted Absences (0)**

No submitted absences found

**Authorised Absences (1)** [Withdraw](#) [Unauthorise](#)

<input type="checkbox"/>	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	10th February 2014	-	13th February 2014	Sickness	S16: Headache / migraine S16002: Migraine	4.00	

**All absences must be authorised once input to the system even if they are continuing sicknesses.**

**Bulk Viewing / Authorising absences** - from the main absence screen click on the Summary button to display a summary of your group's absences.

Friday, 4th April 2014 11:28:15

NHS Blood and Transplant (918) [Find Assignment](#) [Find Organisation](#)

918 your department (2 active absences) [Summary](#) [View Calendar](#)

To authorise multiple absence records click on the small box at the side of each of the absences you wish to authorise and click on the **Authorise Selected** button, this will submit and authorise all the highlighted sickness in one action.

Summary Friday, 4th April 2014 11:34:14

918 your department View Calendar Submit Selected Authorise Selected

▼ Absences

<input type="checkbox"/>	Assignment	Status	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	Employee name	Data Entry	17th January 2014	↕		Sickness	S10: Anxiety/stress/depression/other psychiatric illnesses		
<input type="checkbox"/>	Employee name	Data Entry	16th December 2013	↕		Sickness	S12: Other musculoskeletal problems		
Totals									

Clicking on the employees' name will take you into the absence for the employee where amendment and/or closure of the absence can be made.

### Viewing the calendar function- there are two calendar views:

1. The calendar view from the main screen – this will show the group absences

JS Friday, 4th April 2014 11:52:17

NHS Blood and Transplant (918) Find Assignment Find Organisation

918 your department (3 absences) Summary View Calendar

918 your department (1 absence) Summary View Calendar

The calendar will show all the absences for your group for the month/week/day you wish to view, which includes 3 filters at the top of the screen to refine your view.

https://nhsbt-test.easy.giltbyte.com/attendance/absence/calendar/?pop=1&org=12

11 categories selected + 4 statuses selected + 7 assignments selected

today January 2013 month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
Employee 1 name Assignment no		Employee 2 name Assignment no		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)	
21	22	23	24	25	26	27	
Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)	
28	29	30	31	1	2	3	
Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)	
4	5	6	7	8	9	10	
Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)		Employee 3 name (Assignment no)	

- The calendar view from the employee's screen – this will show the individual employees absence only.

Friday, 4th April 2014 11:54:54

Employees name (assignment number): job title View Extracted Absences View Calendar

▼ Unsubmitted Absences (1) Add/Edit Withdraw Submit Authorise

<input type="checkbox"/>	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	24th February 2014	↔		Sickness	S13: Cold, Cough, Flu - Influenza		

▼ Submitted Absences (0)  
No submitted absences found

▼ Authorised Absences (0)  
No authorised absences found

The calendar will show an individual employee's absence for the month/week/day you wish to view, which includes 2 filters at the top of the screen to refine your view.

11 categories selected 4 statuses selected

today January 2013 month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Employee 1 name (Assignment no)						
21	22	23	24	25	26	27
Employee 1 name (Assignment no)						
--	--	30	31	1	2	3
Employee 1 name (Assignment no)						
4	5	6	7	8	9	10
Employee 1 name (Assignment no)						