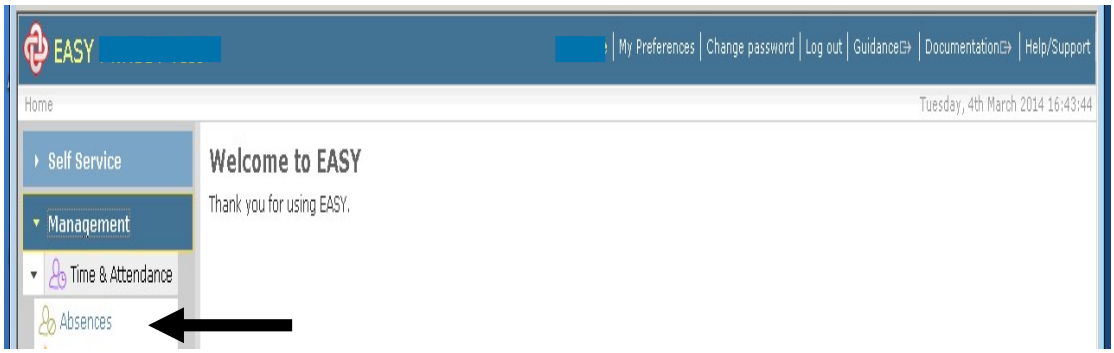
NHSBT Pay Support

EASY Absence Input Guide

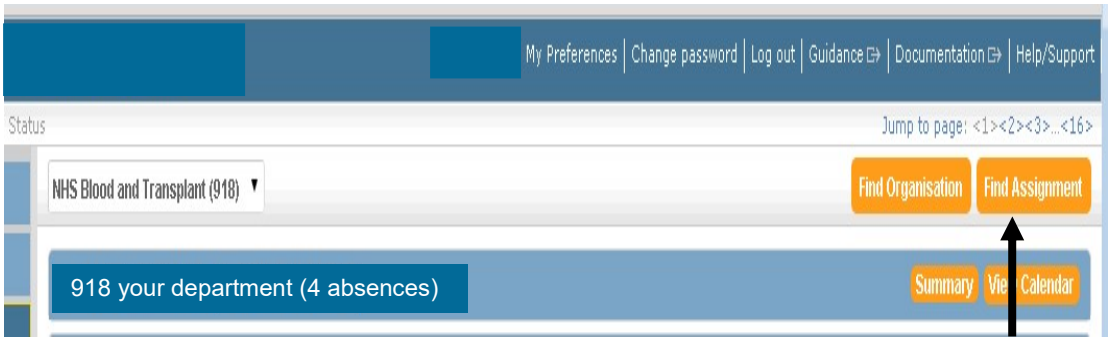
System for the input of Timesheet, Outside Normal Hours and Absence information

Absence Input

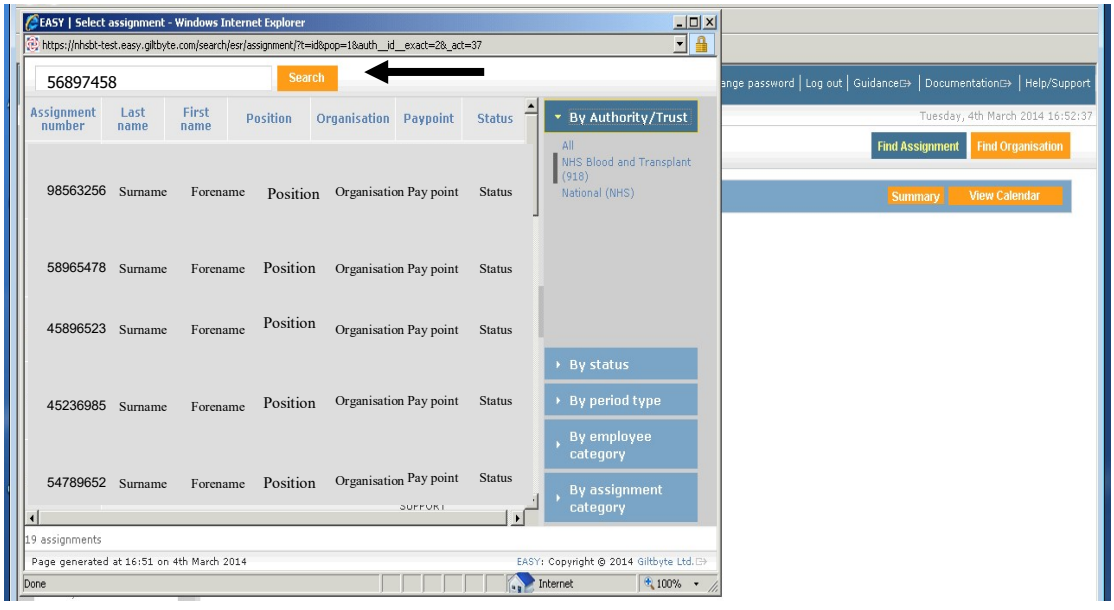
Once you have logged in click on Management header and then **Absences** to enable input of employee's absence information.



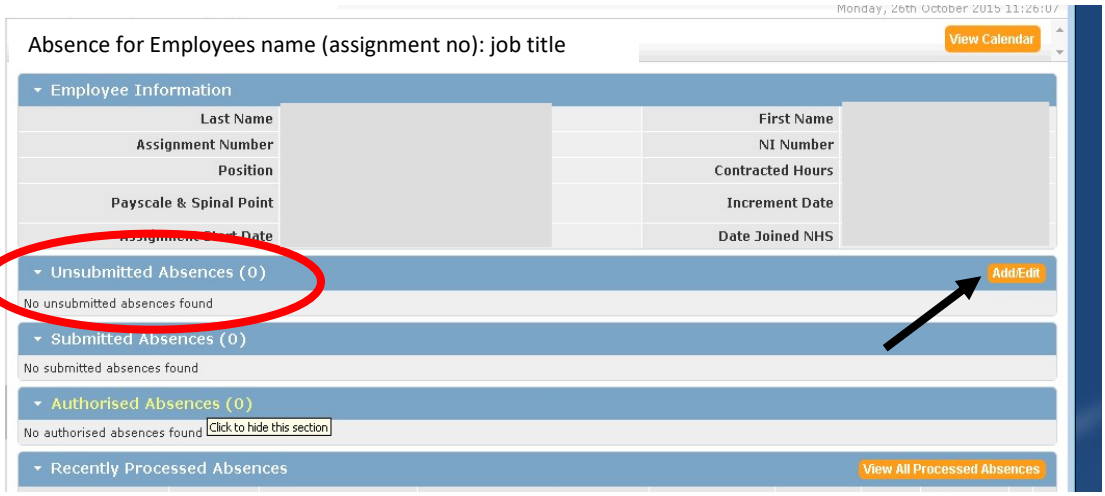
Absence Status screen from this screen you can add new absences.



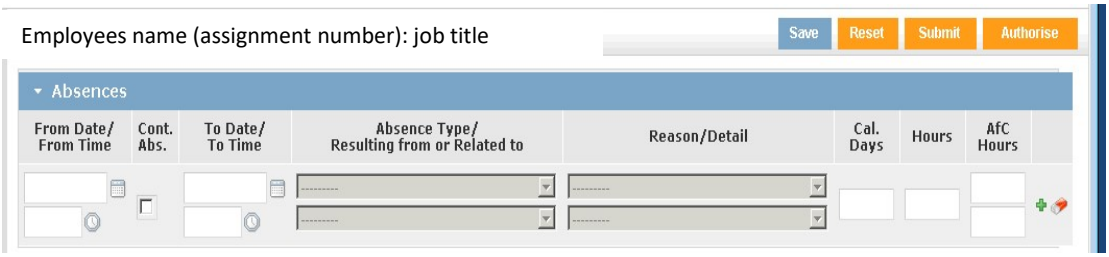
Click on Find Assignment and a search box will appear. Enter the employee's assignment number into the search box and click search or scroll down the list and pick the assignment you require by clicking on the assignment number.



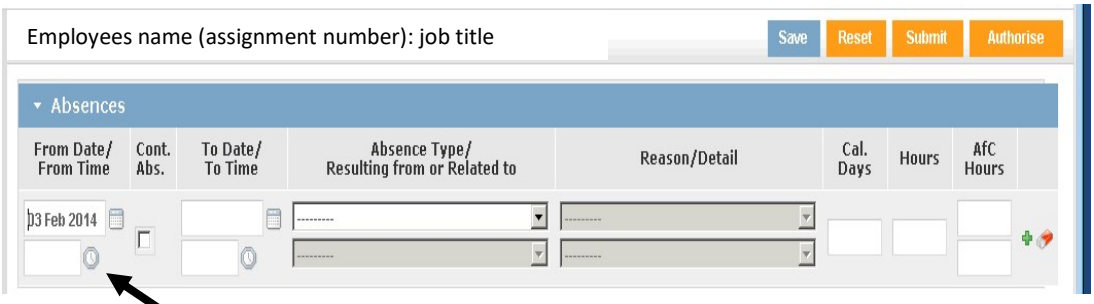
You will see several section Headings.



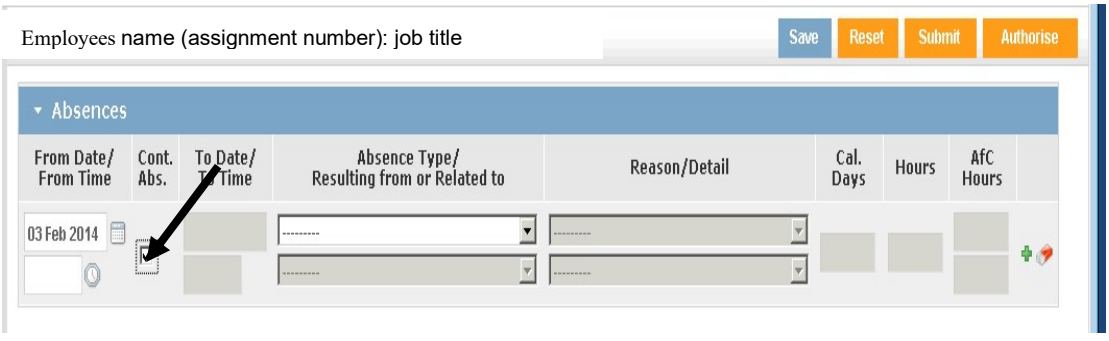
To enter an absence for the employee, click on the **Add/Edit** button along the Unsubmitted Absences banner. A blank form will appear.



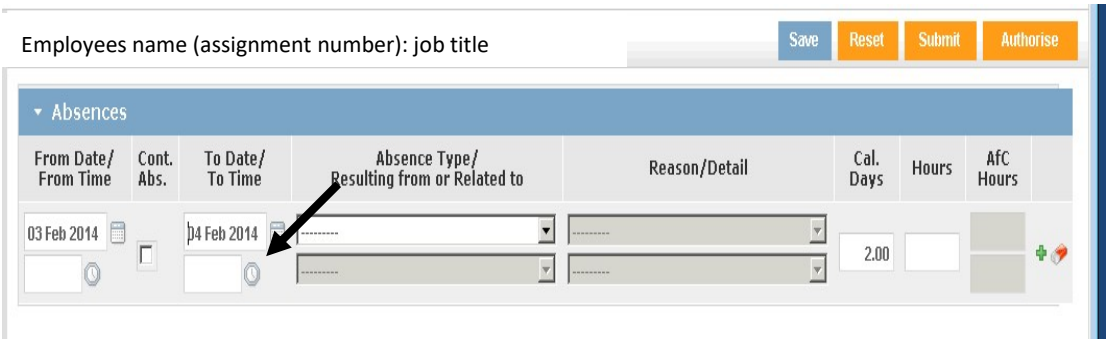
From Date/From Time – Enter the first full date of absence in the **From Date section**. Type in or select date from the calendar icon at the side of the box.



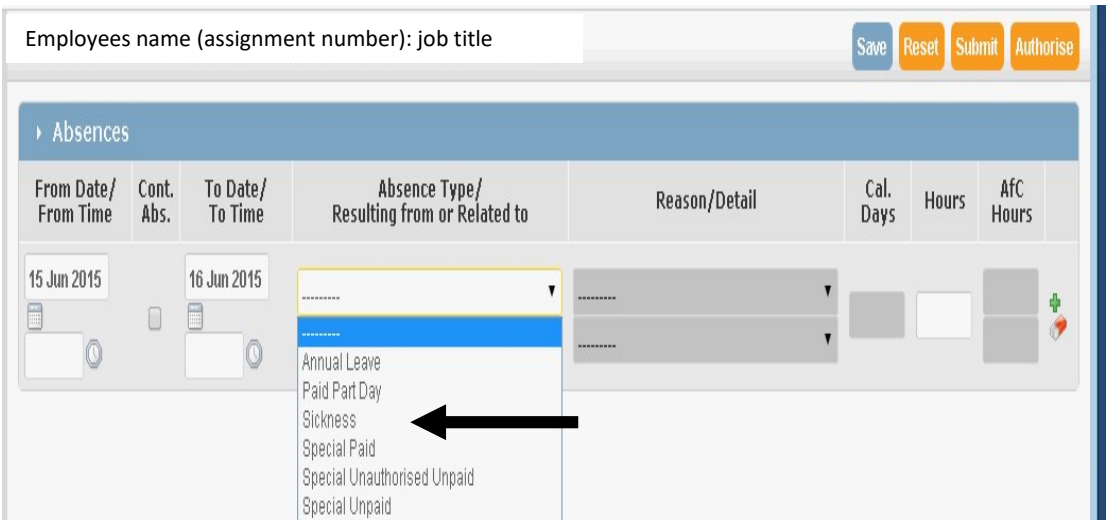
Continued Sickness Absence – Click on the **Continued Absence** box to insert a tick to show employee as having a continuous sickness.



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.

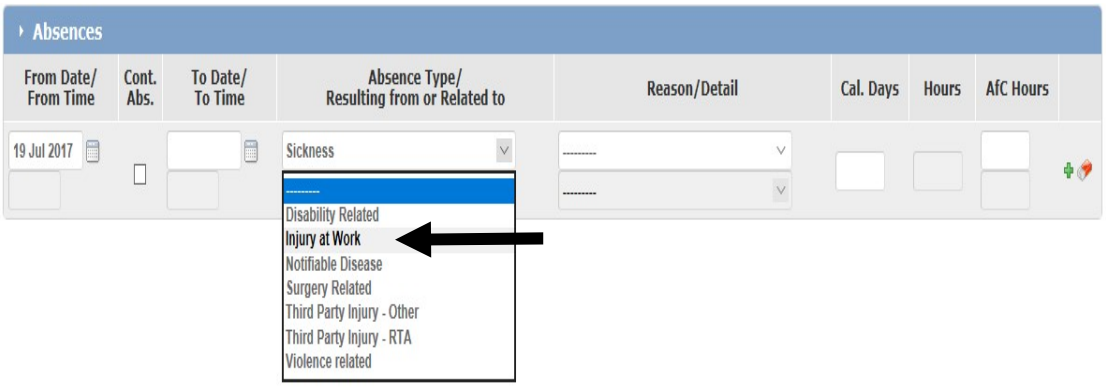


Absence type - select the **Absence type** required from the drop down list.



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

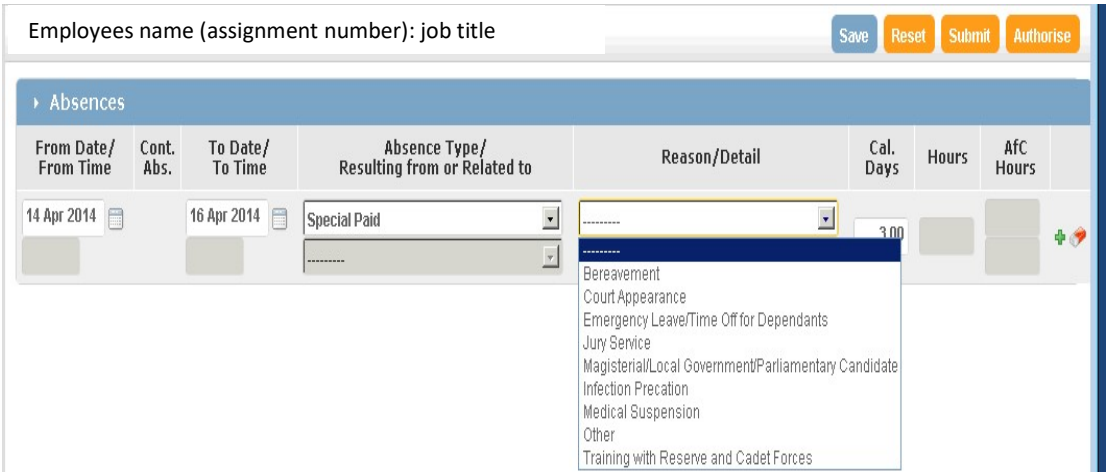
For Injury at Work: this could be an accident connected to the employee's work, or an injury or illness that they have as a result of their job, or it could be stress which is caused by some aspect of their job.



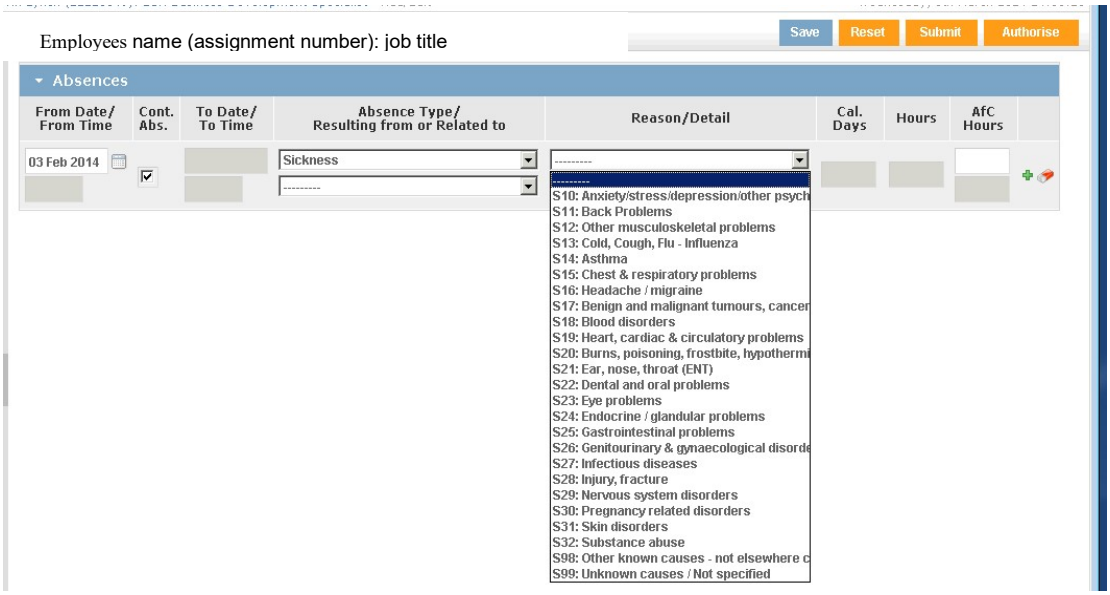
Before selecting 'Injury at Work' you should have had a conversation with the employee and reported via HR Direct on the first day that you are aware that the absence is work-related.

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

Special Paid Leave:

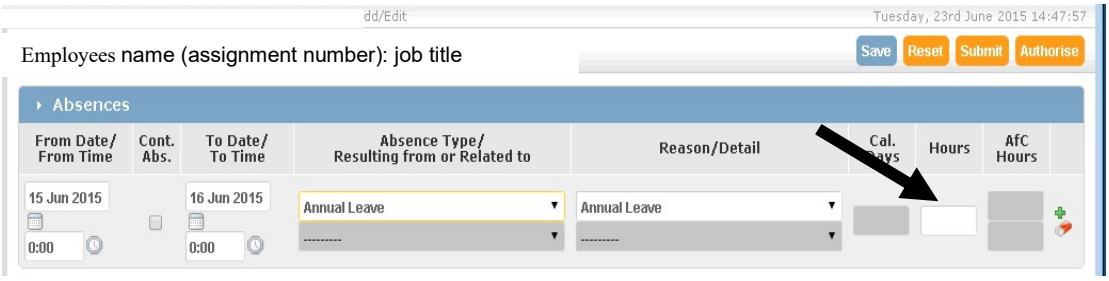


Sickness:

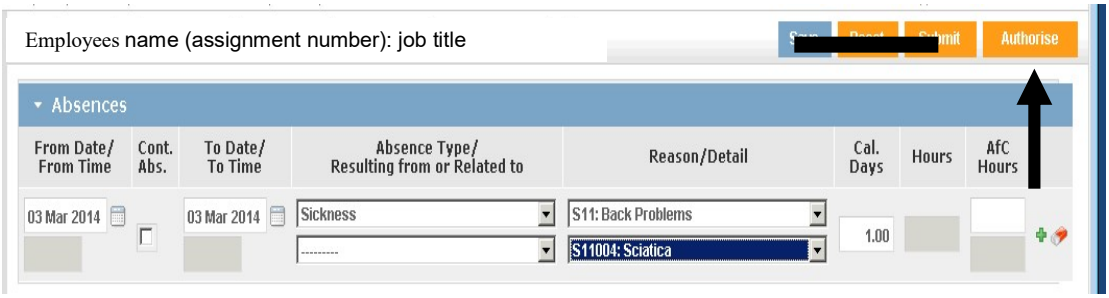


Annual Leave:

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



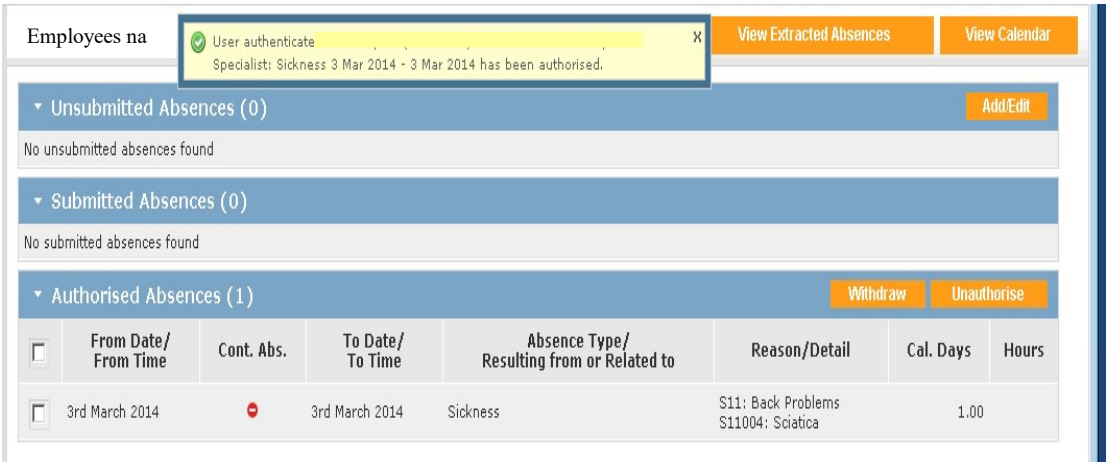
To authorise the absence, click the **Authorise** button (whilst still in the employee's record) this will save, submit and authorise in one action.



****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.

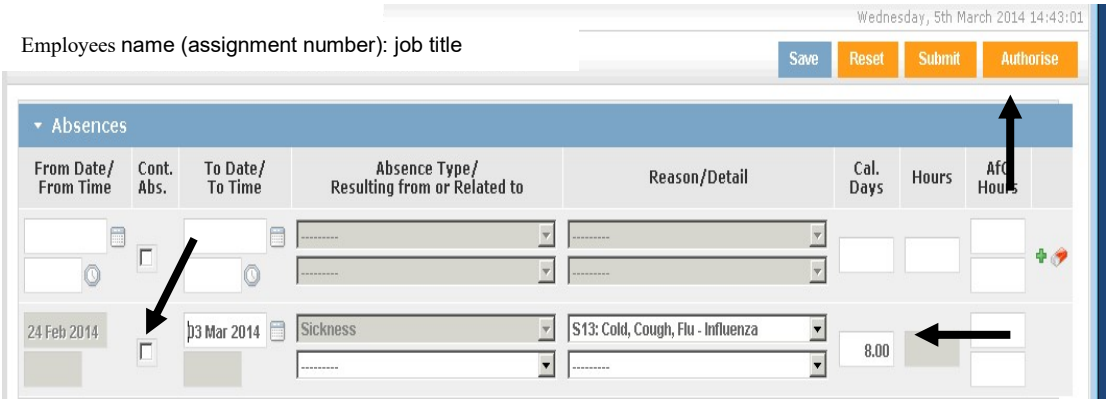
Authorised absences will now be transferred to under the **Authorised** banner where it will stay until extracted (extraction is once daily).



Once a <u>continuing sickness</u> 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.

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

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.



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.

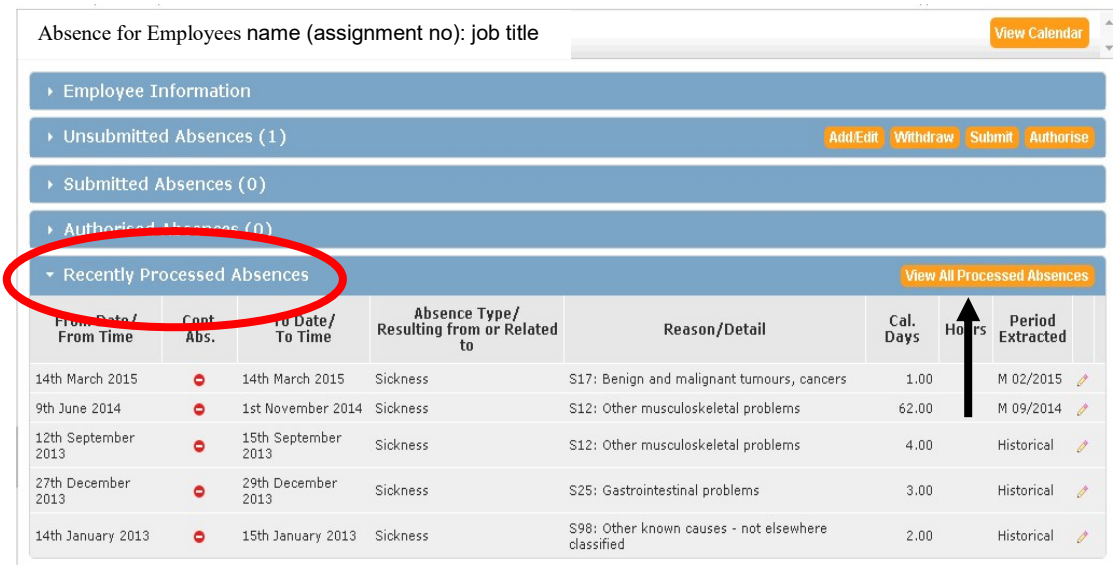
Change the **Assignment** filter to **Active** to display all employees within the organisation and click on the employee name to enter the record. Enter the absence and **Save** the entry.

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

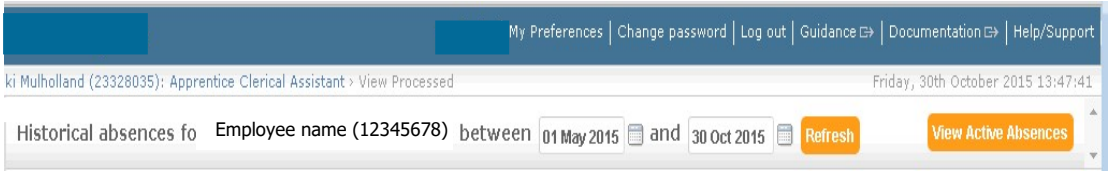
Once all absence has been entered you then use the **Summary** function to authorise all the absences in one go (see **Bulk Viewing / Authorising absences - page 10)**

Viewing Extracted Absences.

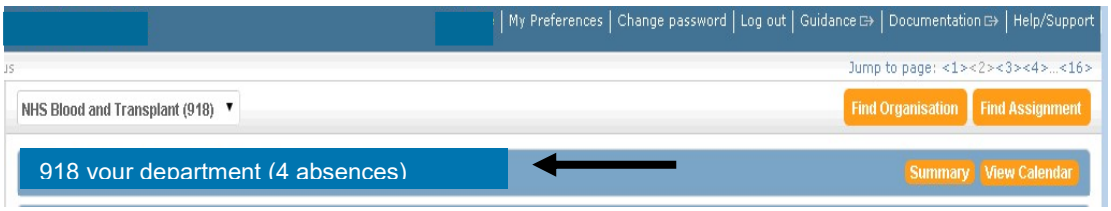
Once extracted absence becomes historical absence. The last 5 absence period will be shown under the **Recently Processed Absences** banner. To see all historical absences, click on the **View All Processed Absences** button.



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



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.



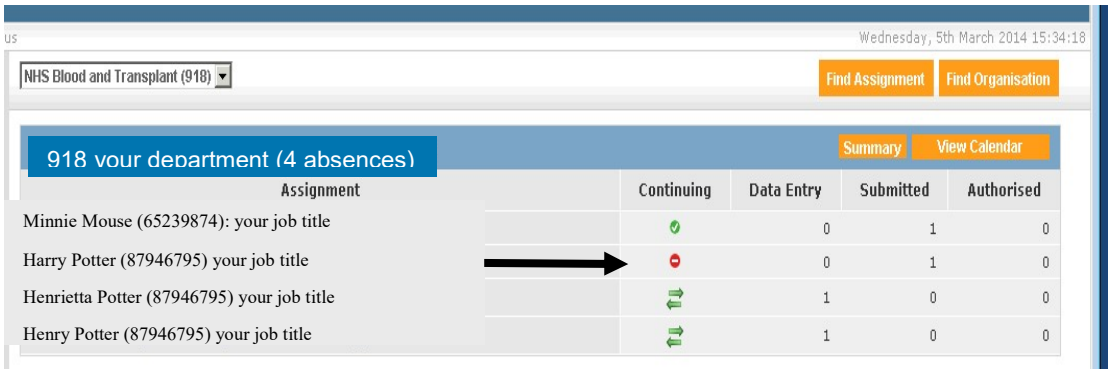
Under the heading 'Continuing' you will see several types of icons:

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)

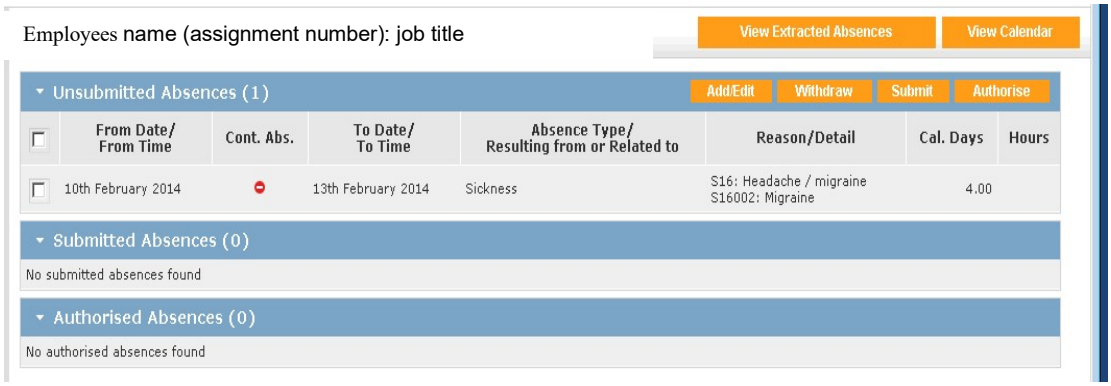
A number will display underneath one/or more of the columns headed Data Entry, Submitted and Authorised which indicates the number of the absences within each stage of the process.



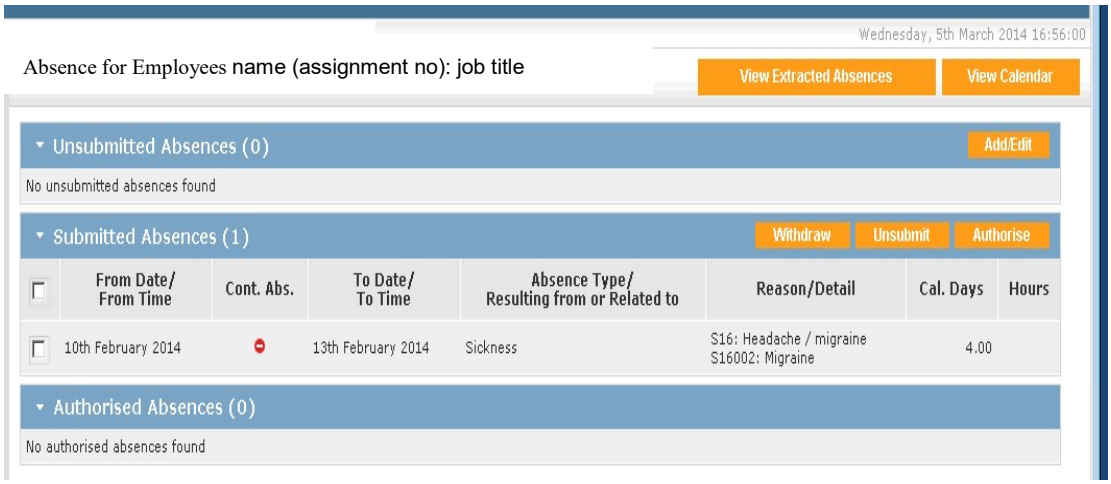
Click on the employee's name to view the employee's absence in more detail.

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

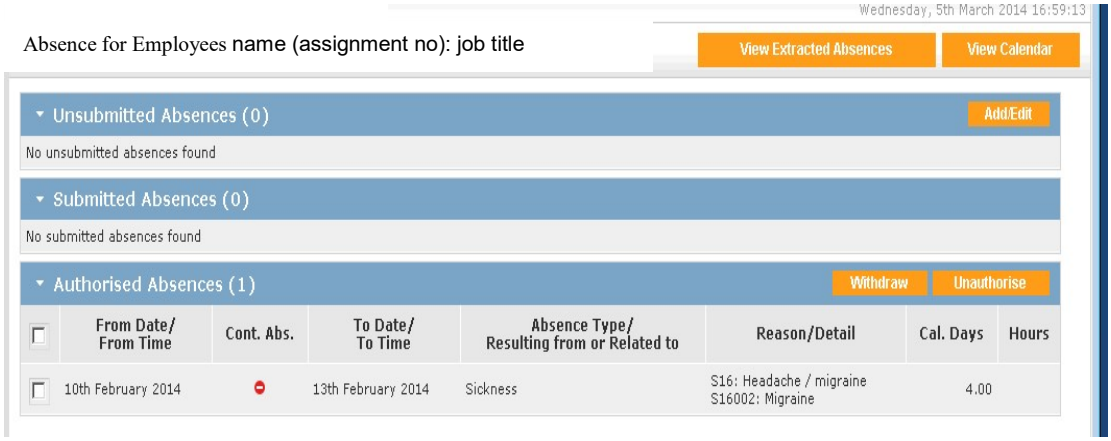
Un-submitted Absences - Any continuing sickness once extracted to ESR will appear in this section in readiness for closure once the employee has returned. Any **unsubmitted** absences will also appear in this section, which should be **authorised** immediately.



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.

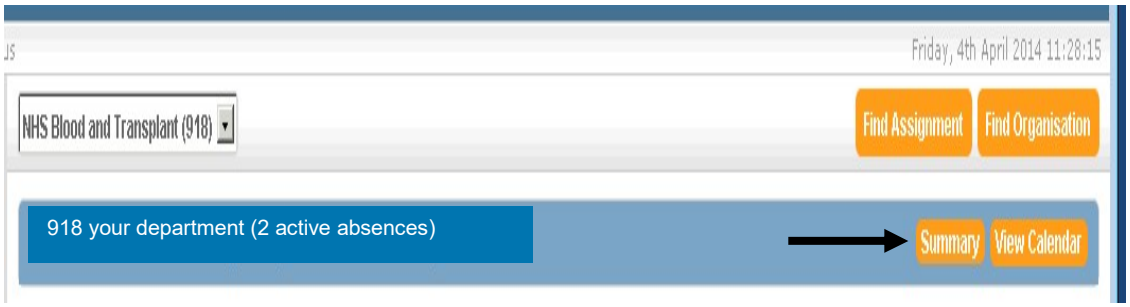


Authorised Absences – all authorised sickness waiting to be extracted will show under this banner. Once extracted closed absences will move to historical sickness or if continuing sickness will move to under the unsubmitted banner.



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.

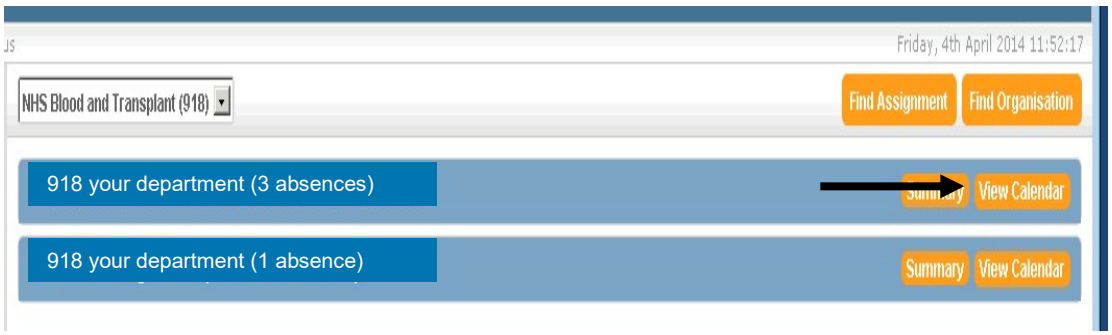


To authorise multiple absence records click on the small box at the side of each of the absences you wish to authorise and click on the **Authorise Selected** button, this will submit and authorise all the highlighted sickness in one action.

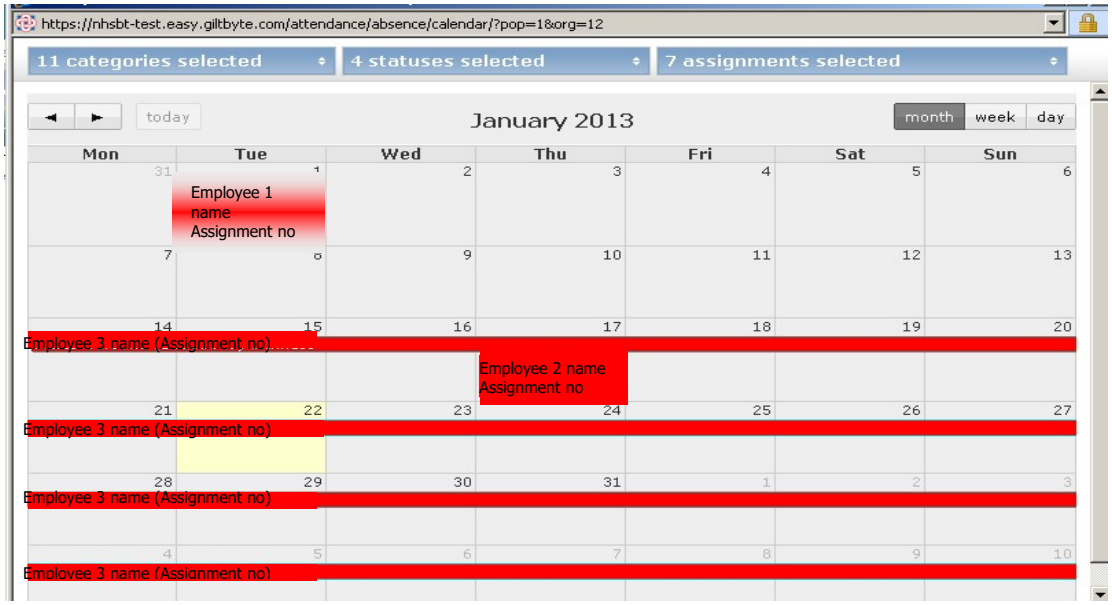
Clicking on the employees' name will take you into the absence for the employee where amendment and/or closure of the absence can be made.

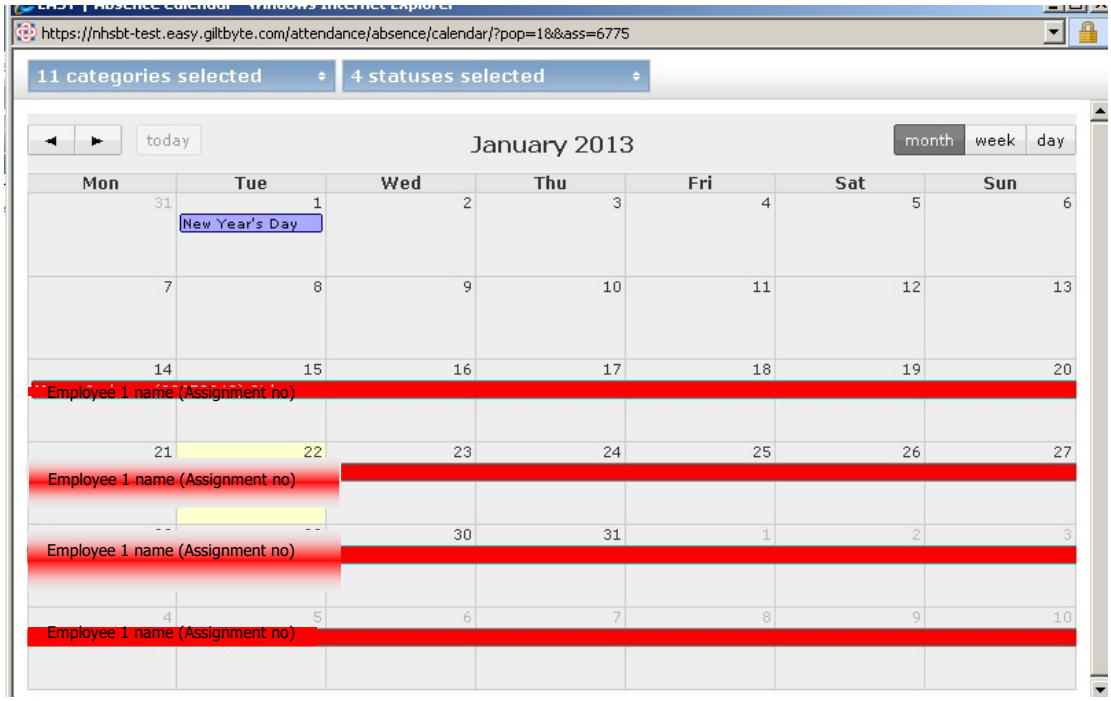
Viewing the calendar function- there are two calendar views:

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



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.



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

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.