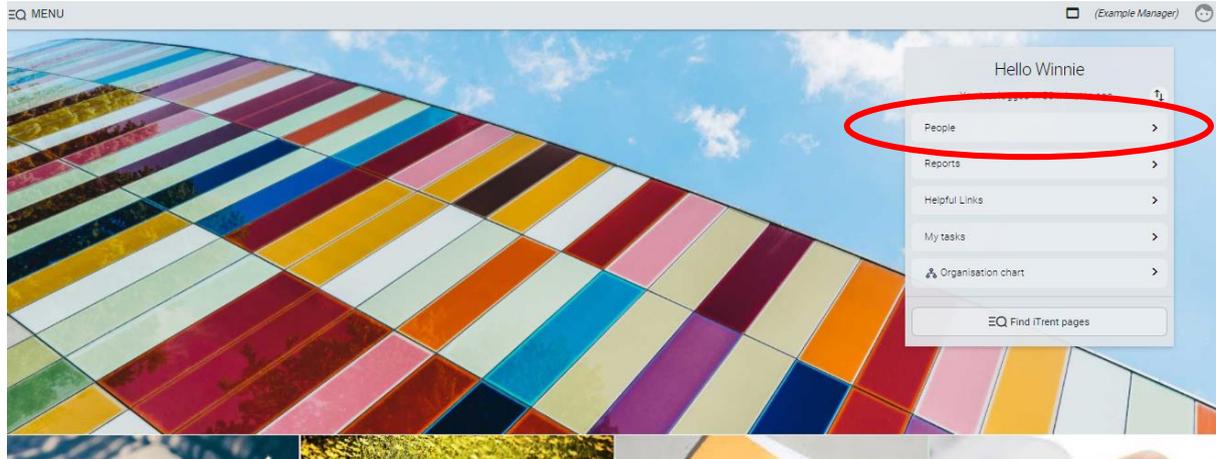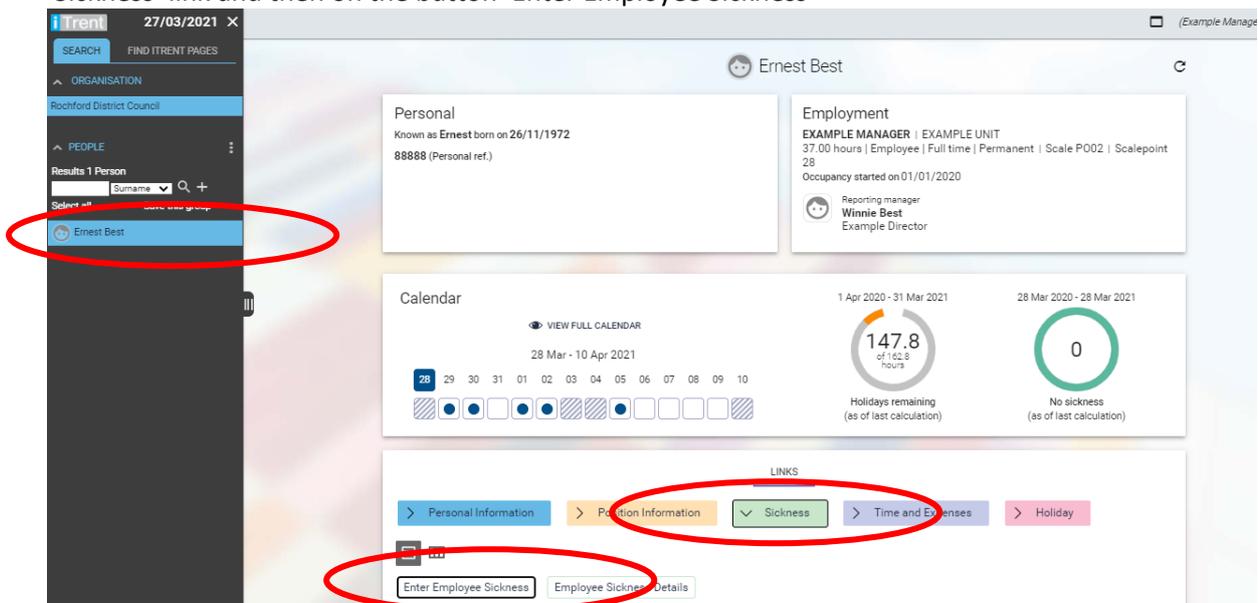# Reporting an Employee's sickness through iTrent for Managers

From the Home Page click on 'People'

Select the relevant employee from the list on the left hand side of the screen. Click on the green 'Sickness' link and then on the button 'Enter Employee Sickness'

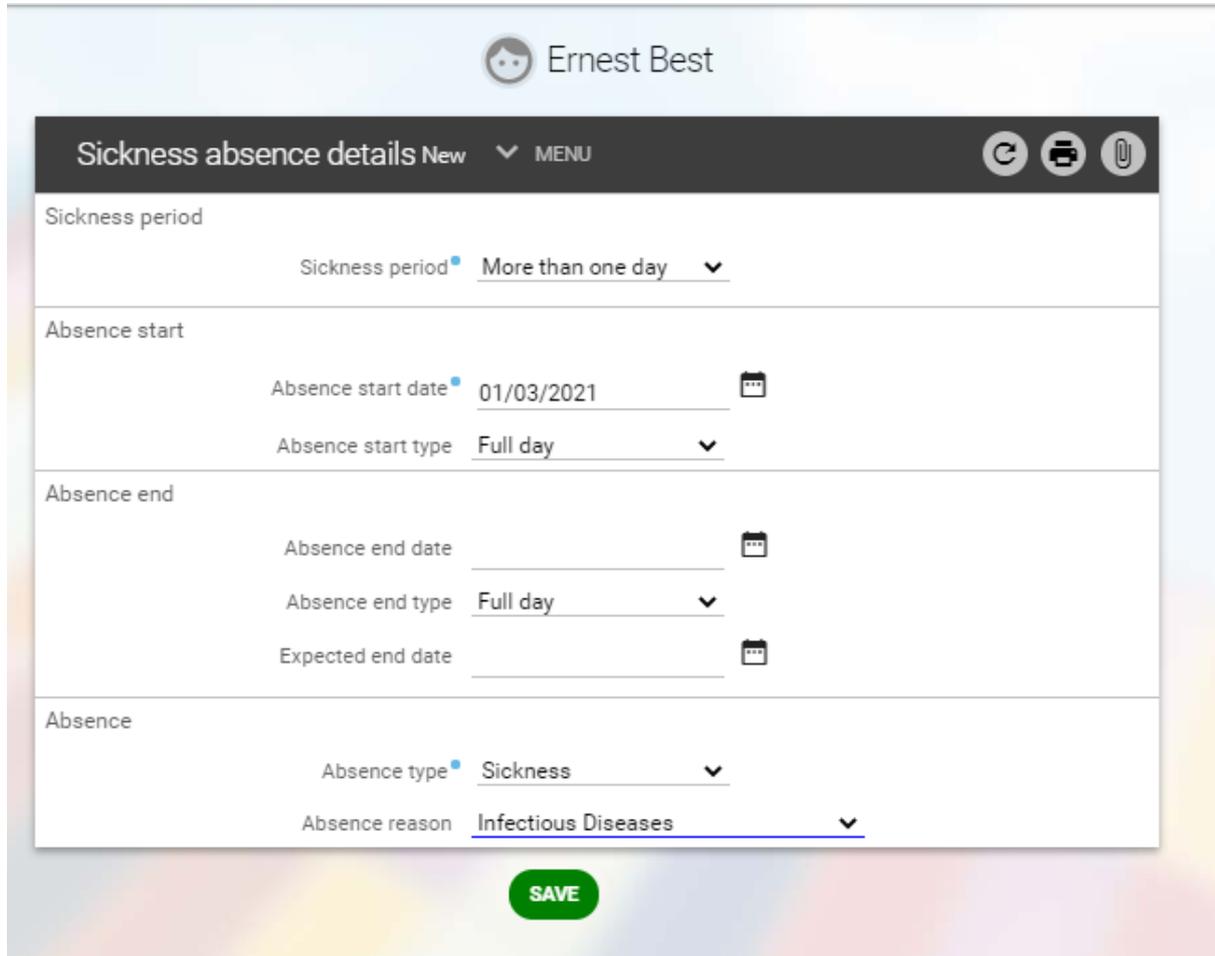Complete the form as relevant. You can select a sickness period of half a day, a full day or more than one day. Please do not forget to select an Absence Reason.

When your employee returns to work please don't forget to end date their sickness and follow your organisations return to work procedures. Failure to end date sickness could mean that the system puts an employee into half or nil pay.

Ernest Best

Sickness absence details New ∨ MENU

Sickness period

Sickness period •	More than one day ∨

Absence start

Absence start date •	01/03/2021 📅
Absence start type	Full day ∨

Absence end

Absence end date	📅
Absence end type	Full day ∨
Expected end date	📅

Absence

Absence type •	Sickness ∨
Absence reason	Infectious Diseases ∨

SAVE

To see an employee's sickness record click on the Employee Sickness Details button in the Sickness tab.