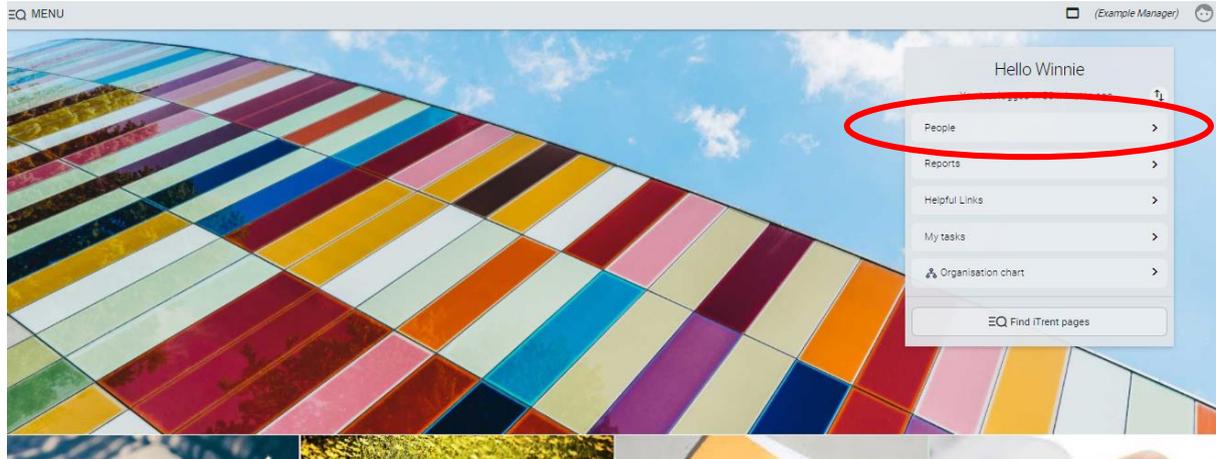
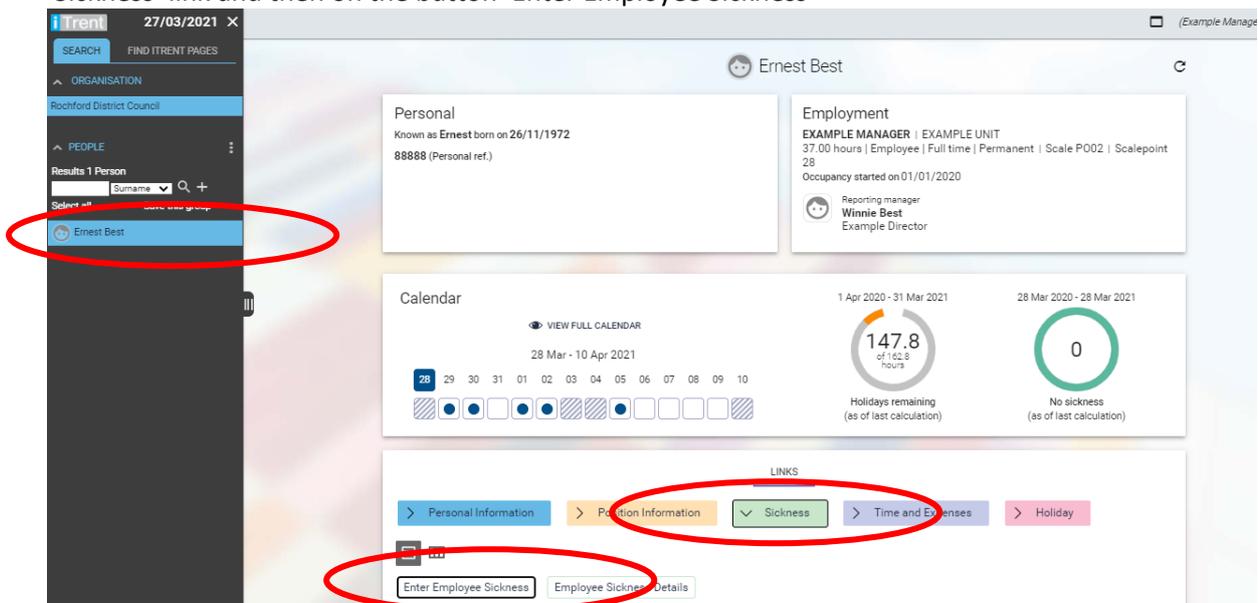


Reporting an Employee's sickness through iTrent for Managers

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.

Ernest Best

Sickness absence details New MENU

Sickness period

Sickness period

Absence start

Absence start date

Absence end

Expected end date

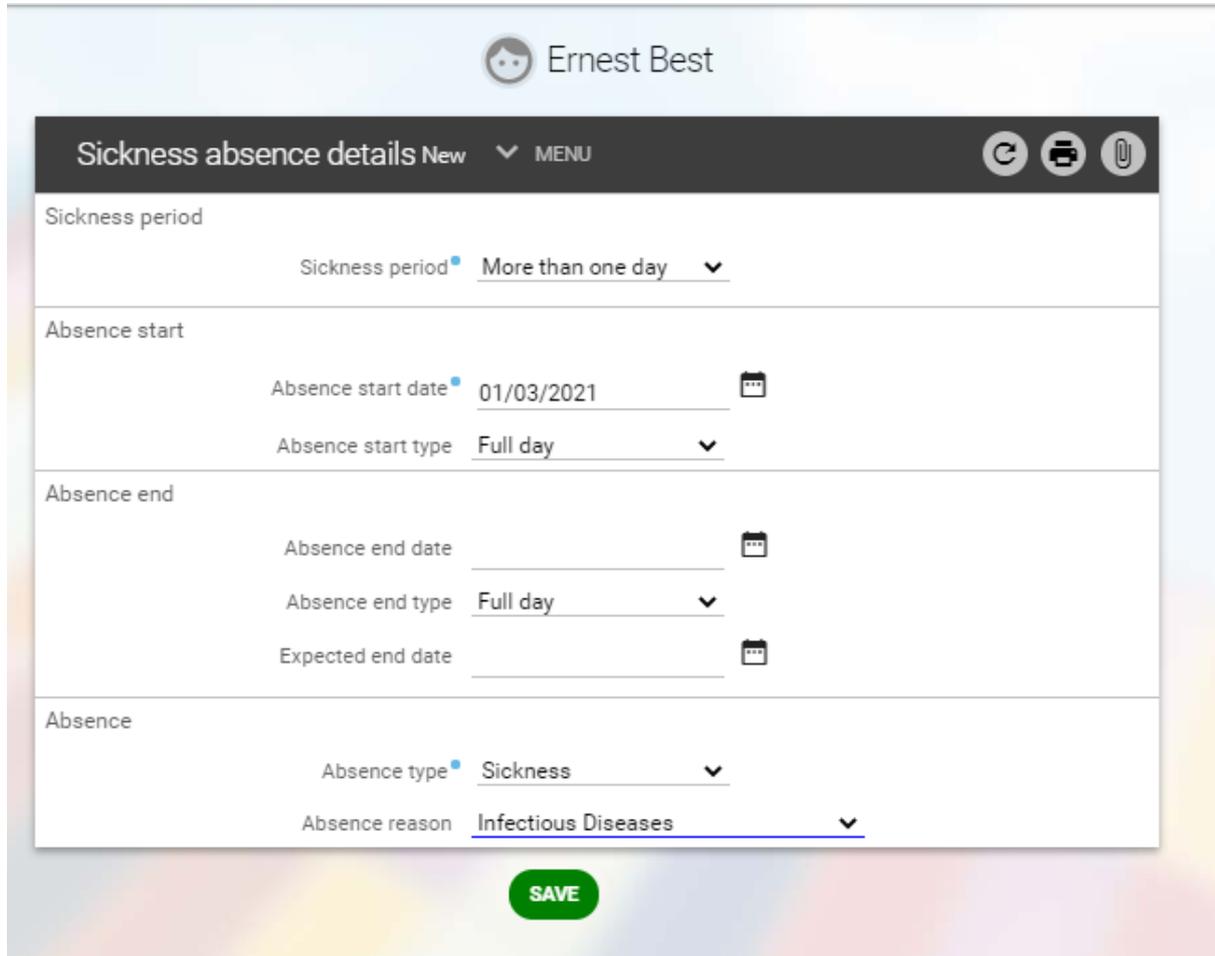
Absence

Absence type

Absence reason

SAVE

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.



The screenshot shows a web interface for Ernest Best. At the top, there is a header with the Ernest Best logo and name. Below the header is a dark navigation bar with the text 'Sickness absence details New' and a 'MENU' dropdown. To the right of the navigation bar are three icons: a refresh icon, a printer icon, and a paperclip icon. The main content area is divided into four sections: 'Sickness period', 'Absence start', 'Absence end', and 'Absence'. Each section contains several input fields and dropdown menus. At the bottom of the form is a green 'SAVE' button.

Section	Field	Value
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

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

