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'

1 Irent 27/03/2021 ×		(Example
SEARCH FIND ITRENT PAGES	💿 Ern	nest Best c
Recificite District Council ∧ PEOPLE Besuits 1 Person Sumane Sumane Q Select at Op Emest Best	Personal Known as Ernest born on 26/11/1972 88888 (Personal ref.)	Employment EXAMPLE MANAGER EXAMPLE UNIT 37.00 hours Employee Full time Permanent Scale PO02 Scalepoint 28 Occupancy started on 01/01/2020 Reporting manager Winnie Best Example Director
	Calendar • VIEW FULL CALENDAR 28 Mar - 10 Apr 2021 29 29 30 31 01 02 03 04 05 06 07 08 09 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 Apr 2020 - 31 Mar 2021 147.8 of 162.8 Holidays remaining (as of last calculation) 28 Mar 2020 - 28 Mar 2021 0 No sickness (as of last calculation)
	Personal Information Perfine Information V Sicil	NKS
	Enter Employee Sickness Employee Sickness Details	

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.

SICKNESS aL	Sence details New	✓ MENU				66	
Sickness period							
	Sickness period	Full day	~				
Absence start							
	Absence start date	01/03/2021					
Absence end							
	Expected end date	01/03/2021		—			
Absence							
	Absence type®	Sickness	~				
	Absence reason	Ear/Nose/Throat			<u>~</u>		

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.

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Sickness abs	ence details _{New}	✓ MENU		6 8 0
Sickness period				
	Sickness period	More than one day	~	•
bsence start				
	Absence start date	01/03/2021		
	Absence start type	Full day	~	-
bsence end				
	Absence end date			
	Absence end type	Full day	~	-
	Expected end date			
bsence				
	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.

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