



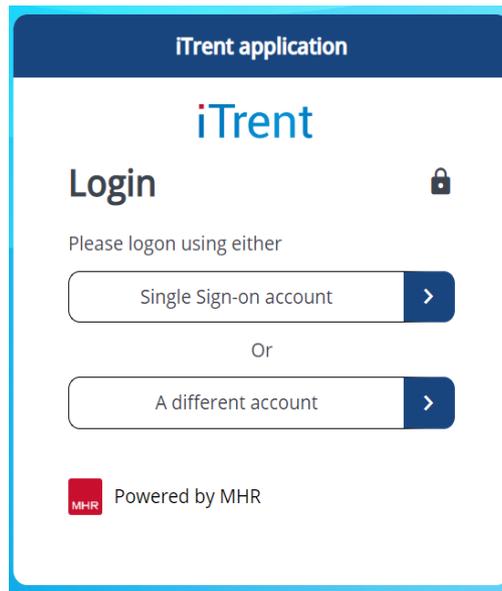
iTrent - Create Sickness Absence User Guide

Updated 28/10/2022

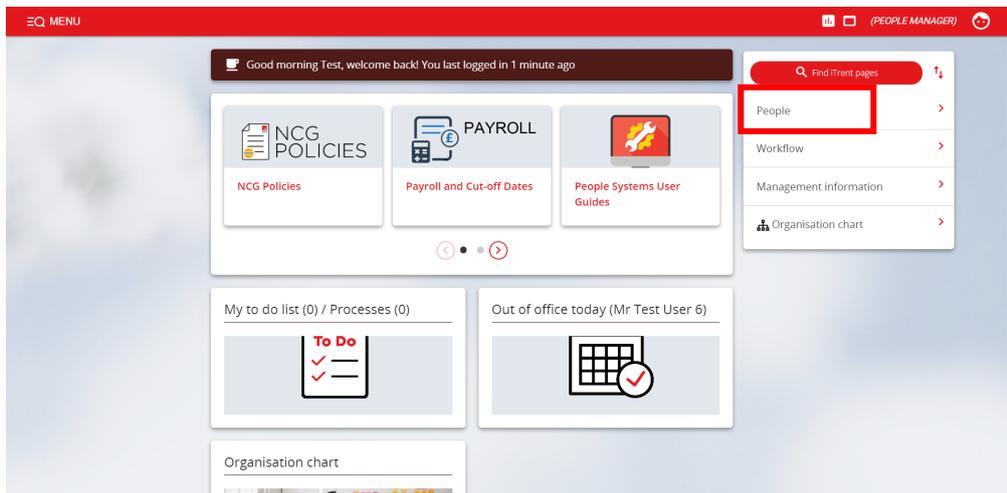


When a colleague contacts to say that they are unable to attend work through sickness absence, this needs to be recorded in iTrent. Open iTrent People Manager through the link on the Intranet homepage.

If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.

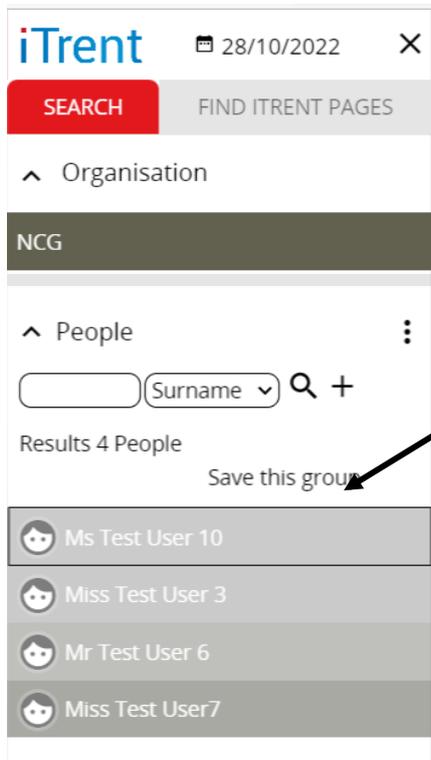


Click on People from the main screen.



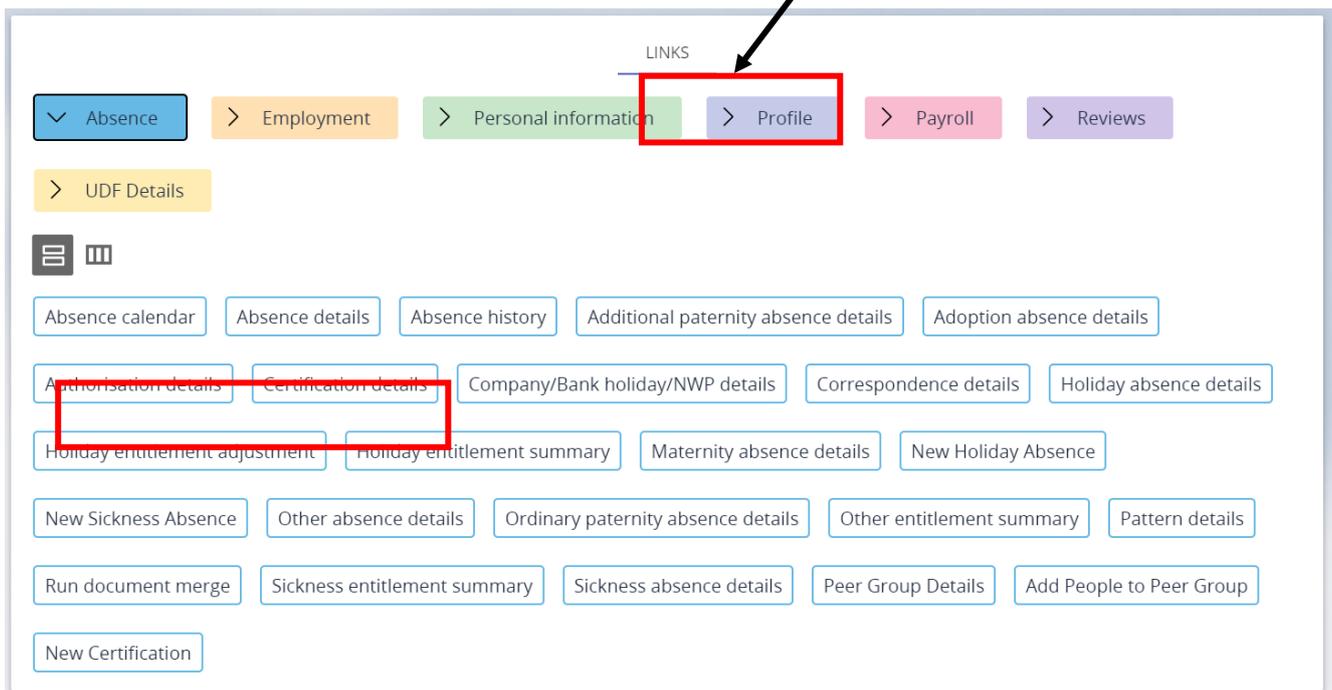
The Holiday Summary page is one of the most commonly used links within Itrent. This is where People Managers can view their reportee's previous and future holidays as well as how many hours are remaining in their entitlement.

To view the holiday summary page in Electric please follow the instructions below:



You will then be asked to choose a colleague from the list of reportees available on the left side menu. Simply click on one of the name you would like to record the sickness absence for or use the search function. A dashboard will appear.

At the bottom of the dashboard is a list of links. The link you will need in this case is the Absence tab as highlighted below.



You should then find an option for New Sickness Absence details

This will take you to the screen where you can record the sickness absence.

At this point, you should not record the Absence end date, as this should be done when the colleague returns to work.

Sickness absence details New

Sickness period

Sickness period * More than one day

Absence start

Absence start date *

Absence start type Full day

Absence end

Absence end date

Absence end type Full day

Expected end date

Absence

Absence type * Sickness

Absence reason <None>

Hide absence reason

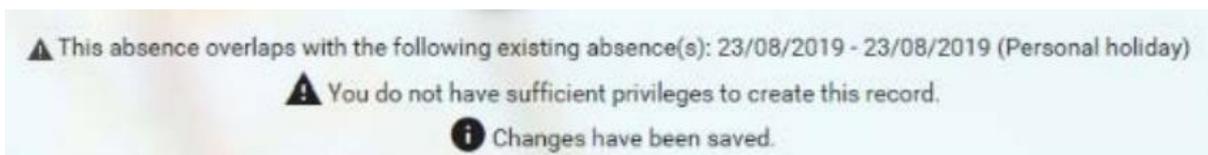
Save

Select the Absence start date – this should be the day the colleague first becomes sick.

Select the Absence reason from the pick list

Click Save at the bottom of the screen when you have completed the form

You should then be presented with a message telling you that changes have been made. In some instances you may see the following message:



This means that the colleague has future Holiday booked in the system which may overlap with the sickness absence, if this becomes a long term sickness.

When the colleague returns to work, you must ensure that you Close the sickness absence in iTrent to ensure they are paid correctly.

Any queries please contact the HRMIS team at NCGRP.HRMIS@ncgrp.co.uk