# iTrent - Close Sickness Absence User Guide

Updated 28/10/2022
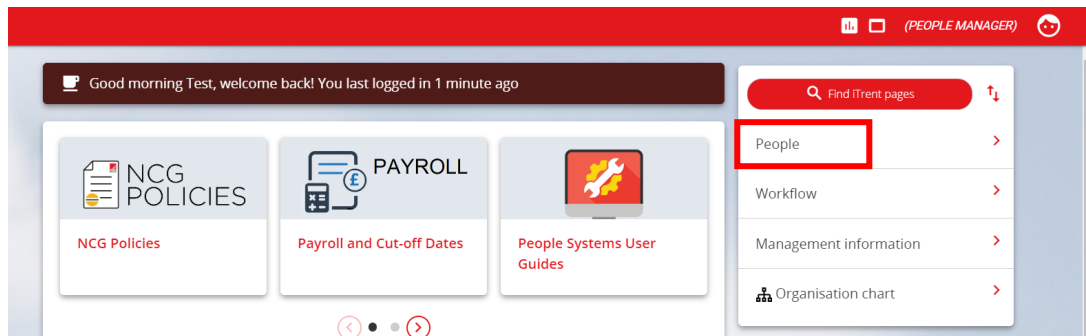
When a colleague contacts to say that they are are unable to attend work through sickness absence, this needs to be recorded in iTrent. Open iTrent People Manager through the link on the Intranet homepage.

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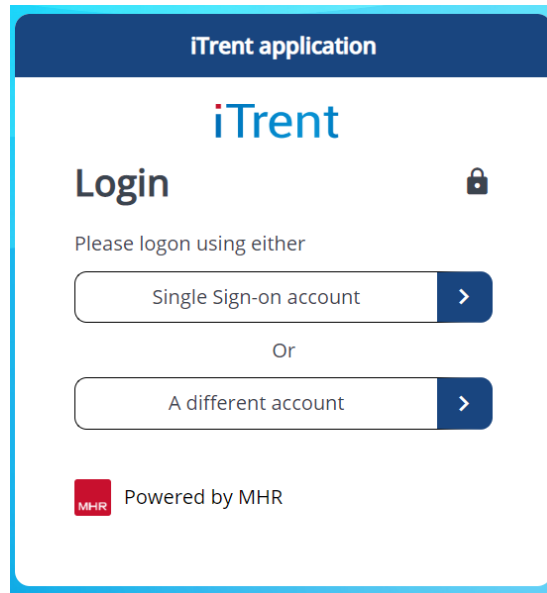


Click on People from the main screen.



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:

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**SEARCH** | FIND ITRENT PAGES

⌃ Organisation

**NCG**

⌃ People ⋮

[_____] (Surname ⌄) 🔍 +

Results 4 People

Save this group

👤 Ms Test User 10

👤 Miss Test User 3

👤 Mr Test User 6

👤 Miss Test User7

> 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 close 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.

LINKS

| ⌄ Absence | > Employment | > Personal information | > Profile | > Payroll | > Reviews |

| > UDF Details |

▤ ▥

| Absence calendar | Absence details | Absence history | Additional paternity absence details | Adoption absence details |

| Authorisation details | Certification details | Company/Bank holiday/NWP details | Correspondence details | Holiday absence details |

| Holiday entitlement adjustment | Holiday entitlement summary | Maternity absence details | New Holiday Absence |

| New Sickness Absence | Other absence details | Ordinary paternity absence details | Other entitlement summary | Pattern details |

| Run document merge | Sickness entitlement summary | Sickness absence details | Peer Group Details | Add People to Peer Group |

| New Certification |

You should then find an option for View Sickness Absence details

This will take you to the screen where you can close the sickness absence – there should be an open sickness absence record in iTrent as this should have been created on the first day of absence.

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## Sickness absence details New

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**Sickness period**

Sickness period * | More than one day ⌄

The Absence start date should already be populated

**Absence start**

Absence start date *

Absence start type | Full day ⌄

**Absence end**

Absence end date

The Absence end date should be populated using the calendar

Absence end type | Full day ⌄

Expected end date

Select the Absence reason should already be populated

**Absence**

Absence type * | Sickness ⌄

Absence reason | <None> ⌄

Hide absence reason ☐

**Save**

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

You should then be presented with an information message telling you that the updates have been made.

ⓘ Changes have been saved.

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

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