



# Inputting a FIT note Manager Guide

Updated 31/10/2022

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# 1. Introduction

## 1.1 Overview

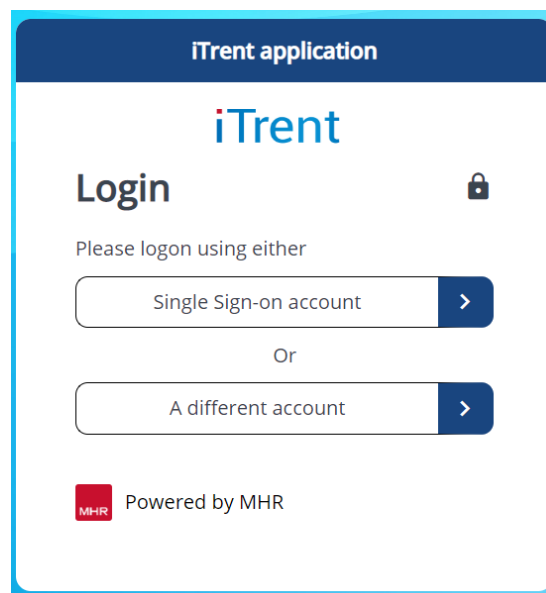
People Manager now has a function where you can enter your Employee's Return to work. Please use the following link to see what is included as NCG Sickness Absence Policy.

<https://people.ncgrp.co.uk/policies/health-wellbeing/absence/>

## 1.2 How to log in

iTrent can be accessed via the NCG intranet \_\_\_\_\_ and clicking the iTrent people manager icon.

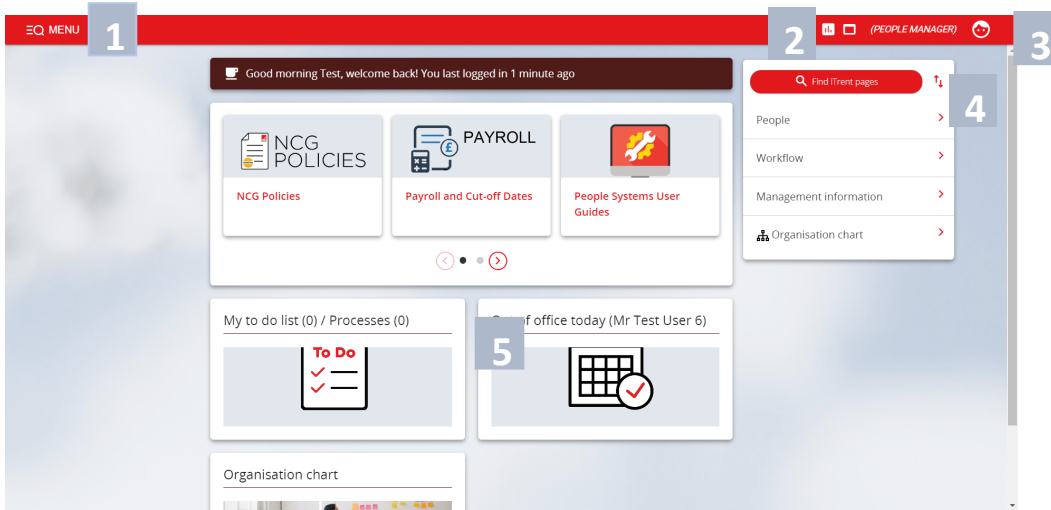
If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.



# 2. Navigating the Home Page

## 2.1 The Home Page

One of the biggest changes in iTrent is the redesign of the home page, as shown below:

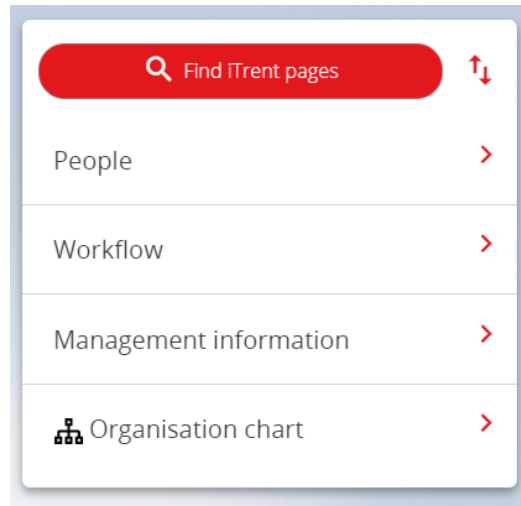


1. Menu – Access to quick search.
2. New View - You can have multiple views open within a single browser window.
3. Top Menu – Allows you to change roles, your preferences, learn more about iTrent and Log off.
4. Sections – Here are the links to navigate to different pages within iTrent You can view information on staff, run reports on staff amongst other options.
5. My to do list / Processes - Any processes working in the background of ITrent can be found here. This could be when you are running a report or have Time & Expenses to approve for example.

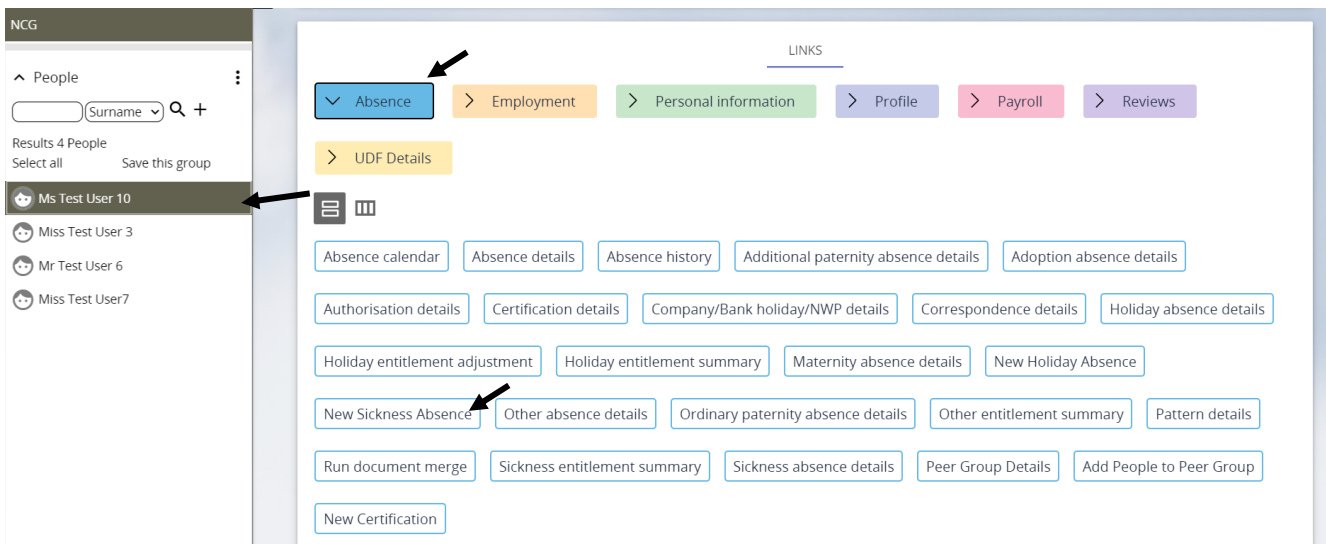
## 3. Adding a FIT note

### 3.1 How to add a FIT note in iTrent

When an employee presents a FIT note for a current absence, log into iTrent and go to the home page. Click on People



Select the person, click on Absence and then click on New Sickness Absence



The following screen will appear.

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

Use the drop down in Sickness period and select the relevant section. Then add the Absence Start date and whether it was a full day or part day. Next add an Expected End Date if known.

Note: When the employee returns to work add in the Absence end date and whether it was a full day or part day.

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

Next Select the Absence reason using the drop down.

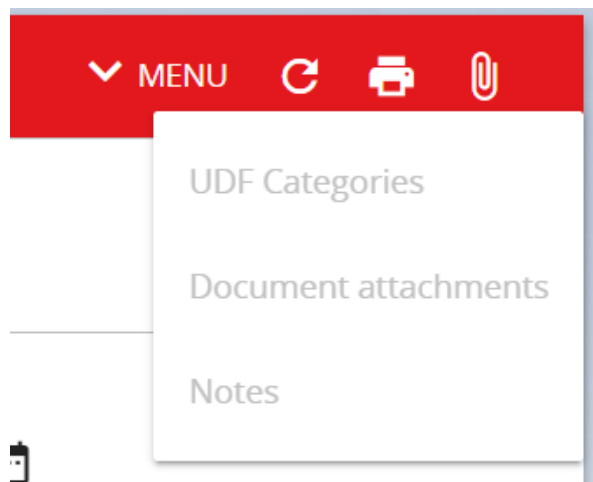
The screenshot shows a form titled "Sickness absence details New". It has a red header bar with a menu icon, a refresh icon, a print icon, and a paperclip icon. The form is divided into sections: "Sickness period" with a dropdown set to "More than one day"; "Absence start" with "Absence start date" (calendar icon) and "Absence start type" (dropdown set to "Full day"); "Absence end" with "Absence end date" (calendar icon), "Absence end type" (dropdown set to "Full day"), and "Expected end date" (calendar icon); and "Absence" with "Absence type" (dropdown set to "Sickness") and "Absence reason" (dropdown set to "<None>"). A black arrow points to the "Absence reason" dropdown. There is also a "Hide absence reason" checkbox and a green "Save" button at the bottom.

To add the FIT note click on the paperclip icon.

Note: You will need to take a photo or scan the document and save it to a secure area for uploading.

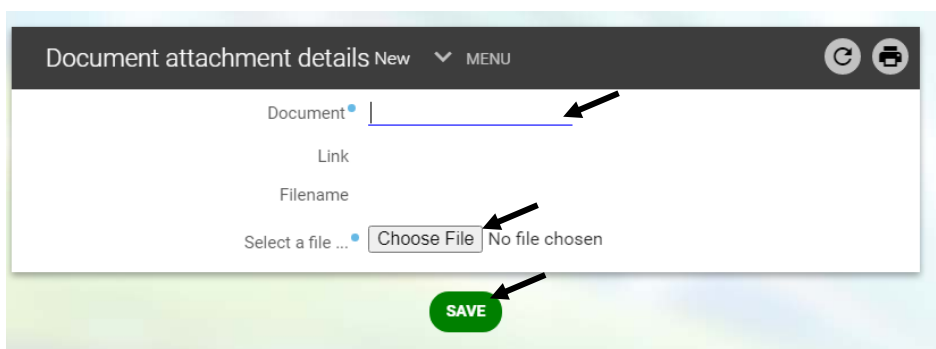
This screenshot is identical to the previous one, but a black arrow points to the paperclip icon in the top right corner of the red header bar.

The following will appear, click on Document attachments



In the next screen add the Document name. Then select Choose File, find the document and attach it.

When complete press Save.



The screenshot shows a mobile application interface for adding document attachments. At the top, there is a dark header with the text "Document attachment details New" and a "MENU" dropdown. Below the header, there are three input fields: "Document" (with a blue dot), "Link", and "Filename". Under the "Filename" field, there is a "Select a file ..." label, a "Choose File" button, and the text "No file chosen". At the bottom of the form, there is a green "SAVE" button. Three black arrows point to the "Document" field, the "Choose File" button, and the "SAVE" button.

You can add more than one FIT note if needed, just simply follow the last 3 steps again.