

## **Self-Certification Process For Self Service**

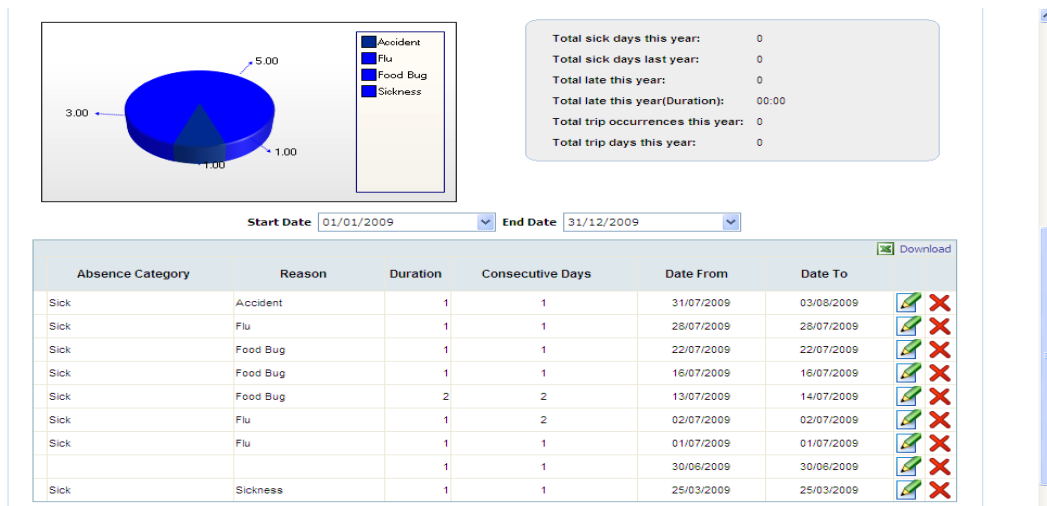
When an absence is recorded against an employee you may require a self certification form to be completed.

The following process will show you the function within Self Service that will prompt you employee to complete a self cert form online and up date your personnel system. You will need to make sure that the employee and manager security profiles both have access to the absence screen and are able to update the information.

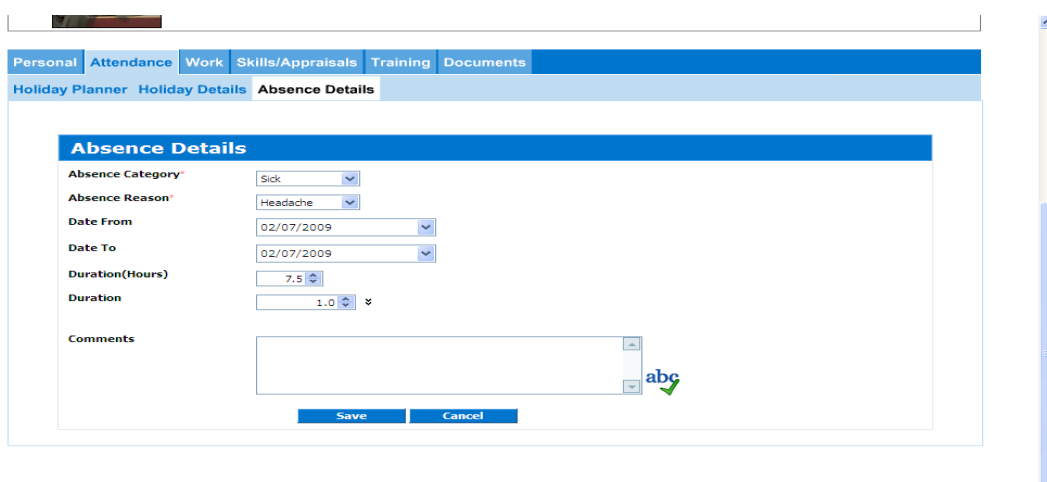
An employee phones in sick, this will then be logged against the employee record by their manager in the self service system.

The manager will log in to self service, go to 'my team' and the select the employee that needs to be updated.

Go to the attendance tab and select absence page (shown below)



Click on Add absence to record the data.



The screenshot shows the 'Absence Details' form within a navigation menu (Personal, Attendance, Work, Skills/Appraisals, Training, Documents). The form fields are as follows:

- Absence Category: Sick
- Absence Reason: Headache
- Date From: 02/07/2009
- Date To: 02/07/2009
- Duration(Hours): 7.5
- Duration: 1.0
- Comments: (empty text area)

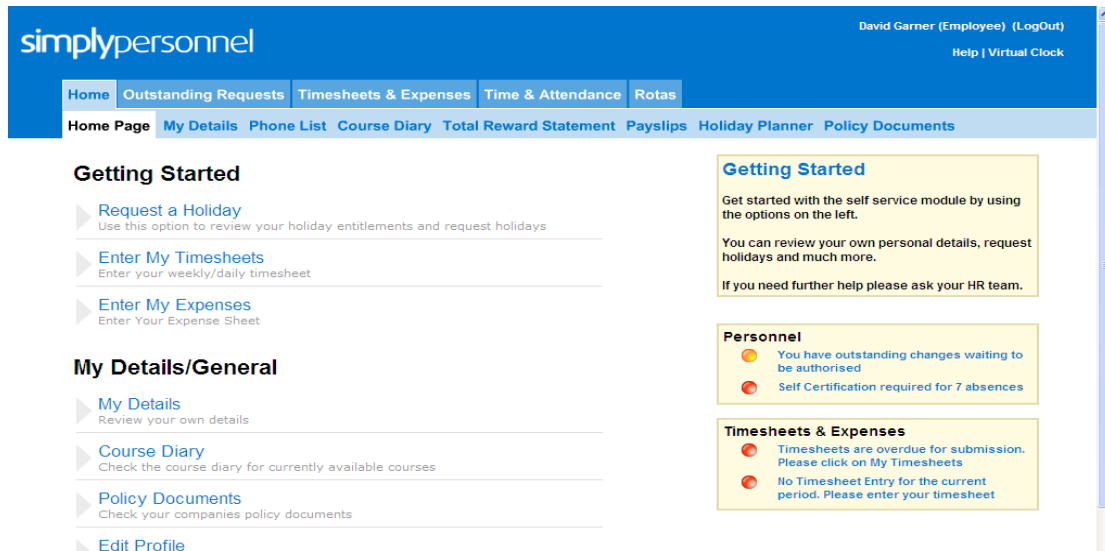
At the bottom of the form are 'Save' and 'Cancel' buttons, and a small 'abc' logo with a checkmark.

Select the reason and the dates of absence.











When this has happened an email will automatically be sent to the employee telling them to log in to self service and complete a self certification form. If the absence duration is

longer than 7 days it will state that a medical certificate is required. (This absence will also show on your personnel manager)

Once the employee has returned to work they will receive the email and when they log in to self service they will have an alert on the home page stating that self certification is required for an absence.



The employee can click on the red alert and this will take them to the absence page.

Absence Category	Reason	Duration	Consecutive Days	Date From	Date To	
Sick	Accident	1	1	31/07/2009	03/08/2009	 
Sick	Flu	1	1	28/07/2009	28/07/2009	 
Sick	Food Bug	1	1	22/07/2009	22/07/2009	 
Sick	Food Bug	1	1	16/07/2009	16/07/2009	 
Sick	Food Bug	2	2	13/07/2009	14/07/2009	 

The entry in red is the absence that requires a self certification form to be completed.

The employee will click on to the green pencil and the absence details will show.

There are some extra box's at the bottom of the page asking if a GP was consulted and a comments regarding the absence, these are the only fields on the page that the employee can amend.

### Absence Details

**Absence Category\***

**Absence Reason\***

**Date From**

**Date To**

**Duration(Hours)**

**Duration**

**Comments**

**GP Consulted**

**Advice Given**

**abc** ✓

Once this has been completed the employee will click on the save button.

You Personnel Manager will now show that the self cert form has been rec'd and the back to work interview is now required.

### Enter Details

**Category:**

**Reason For Absence:**

Absence Scheme

**From:**

**To:**

**Duration (Days/Hrs):**

**Hide in Self Service:**

**Medical Certificate Required:**

Medical Certificate Received

Medical Certificate Expires:

**Self Certification Form Required:**

Self Certification Received

Back to Work Date:

Medical Examiner Consulted

**Back to Work Interview Required:**

Schedule Check Up Call:

Interview Conducted:

Interview Notes:

Show on Task List (days):

Conducted By:

**Comments:**

An email will be sent to the manager asking them to perform a back to work interview.

The manager will conduct the back o work interview and log in to self service to record the information.

Go to the employee record and find the absence that has the red text showing. (this will now have new fields to be completed).

**Absence Details**

**Absence Category\*** Sick

**Absence Reason\*** Flu

**Date From** 28/07/2009

**Date To** 28/07/2009

**Duration(Hours)** 7.5

**Duration** 1.0

**Comments**

**GP Consulted**

**Advice Given** Had flu like symptoms and was unable to come in to work

**Interview Conducted Date** 28/07/2009

**Interview Notes**

abc ✓

**Save** **Cancel**

Once this information has been saved it will then update you personnel manager.