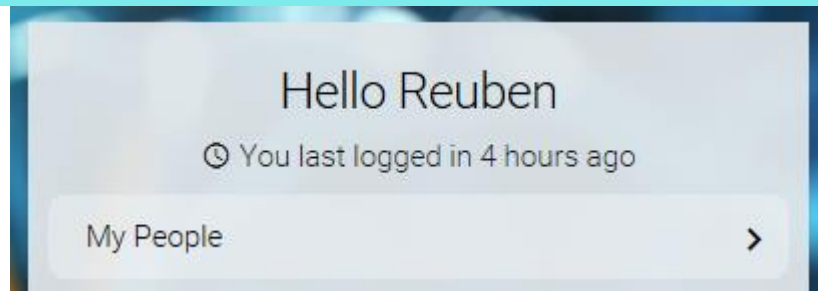


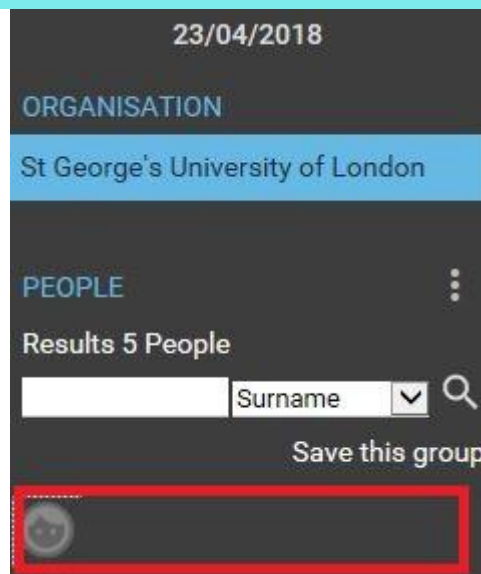
MyWorkplace People Manager Quick Reference Card – Sickness Entry

An introduction to sickness entry



You can enter sickness absences by first selecting 'My People' on the Homepage in People Manager.

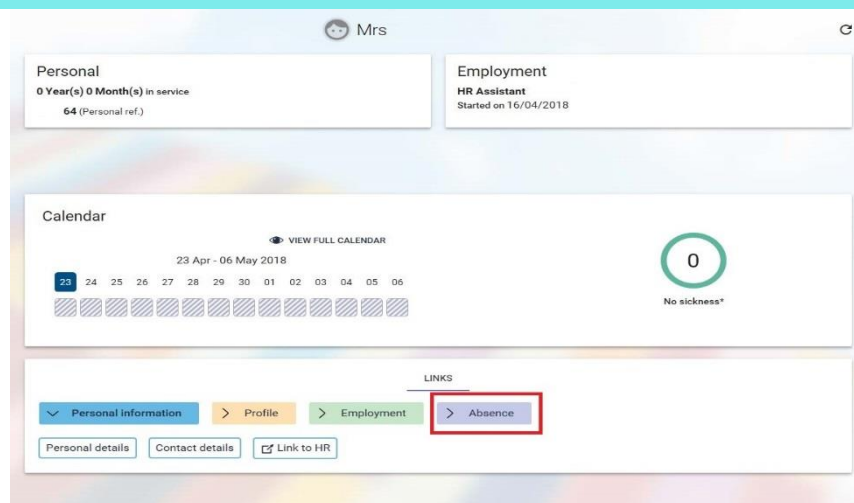
Selecting your staff member



Your list of direct reports will appear with their title and full name.

Clicking once on the name against the icon will return their personal dashboard

Navigation while in Absence



From the personal dashboard, please click the 'Absence' link at the bottom.

A number of common navigational links for 'Absence' will appear.

To enter a sickness absence, select

[Enter a Sickness](#)

Entering sickness periods

You will be presented with the following screen.

To enter a sickness period, choose:

- Part day
- Full day
- More than one day

Choose enter the 'Absence Start' and 'Absence End' to enter absence dates.

Finally, choose the absence reason that corresponds with the conditions from the list below. Press save to update the record.

Sickness reasons

Absence Reasons [Categories in People Manager]	Conditions within this category
Asthma, allergies, anaphylaxis	Asthma, hayfever, food allergies, atopic dermatitis, allergic asthma, and anaphylaxis.
Back pain, sprain, strain, musculo-skeletal	Acute soft tissue injury, ankylosing spondylitis, arthritis, back (cervical, neck and thoracic, lumbar) pain, chronic soft tissue conditions, dislocations, fibromyalgia, fractures, gout, investigations (X- ray, MRI), ligament / tendon injury / surgery, polymyalgia, prolapsed disc, repetitive strain disorders / RSI, sciatica, sprains, tendonitis, tenosynovitis
Blood conditions	Anaemia, blood investigations, blood dyscrasias / disorders, clotting disorders, Hodgkin's disease
Cancer, malignancy	All cancers, biopsy, chemotherapy, investigations / surgery, lymphatic, leukaemia, metastatic (secondary) disease, radiotherapy, suspected cancers, early treatment and diagnosis
Cold, flu, infectious diseases	Chicken pox, cold, food poisoning, glandular fever, hepatitis, HIV/AIDS, impetigo, influenza, measles, meningitis, quarantine / isolation, infectious disease investigations, viral infections
Debility, exhaustion, fatigue	Burn-out, chronic fatigue syndrome, debility, exhaustion, fatigue

Absence Reasons [Categories in People Manager]	Conditions within this category
Dental, ear nose & throat, migraine, headache	Ataxia, balance disturbance, ear nose and throat / ENT infections / investigations / surgery, dental extraction / surgery, hayfever, hearing loss, labyrinthitis, migraine, severe headache, sinusitis, tinnitus, tonsillitis, vertigo, vestibulitis
Diabetes, thyroid, endocrine	Adrenal malfunction, Diabetes, endocrine investigations / surgery, parathyroid malfunction, pituitary malfunction, thyroid malfunction or disease
Eye, ophthalmic	Eye infections / inflammation, eye injury, eye investigations / surgery, glaucoma, iritis, visual disturbance / vision deterioration
Genito-urinary	Bladder dysfunction, investigations / surgery, nephritis, prostate disease, renal (kidney) stones, renal failure, sexually transmitted diseases / STD, testicular abnormality, urinary tract infections /UTIs
Gynaecological, obstetric	Adenomyosis, breast lump / disorders, endometriosis, fibroids, hysterectomy, gynaecological investigations, infections, menstrual dysfunction, PMS / PMT, post-natal problems, pregnancy related illnesses
Heart, cardiovascular	Angina, arrhythmia, cardiac investigations, cardiac surgery, DVT, hypertension, hypotension, ischaemic heart disease, myocardial infarction, pulmonary embolism, phlebitis, varicose veins
Neurological	Bells palsy, blackouts, concussion, congenital conditions, epilepsy, faints, fits, head injury, insomnia, cMotor Neurone Disease, multiple sclerosis, myasthenia gravis, neuralgia, neuritis, neurological investigations / surgery, Parkinson's disease, sleep disturbance
Pregnancy-related sickness	As described / as certified
Respiratory infections	Bronchitis, laryngitis, obstructive airways diseases, pharyngitis, pleurisy, pneumonia, pneumothorax, tracheitis, any respiratory investigations / surgery
Skin, dermatological	Abscess, burns, cellulitis, dermatitis, eczema, psoriasis, skin infections, skin tumour / lump, skin biopsy / surgery, sunburn, urticaria
Stomach, bowel, gastric, intestinal	Appendicitis, bowel disease, bowel obstruction, Crohn's diseases, diarrhoea, diverticulitis, duodenal, ulcer, dyspepsia, gall bladder disease, gastric ulcer, gastro-enteritis, GI surgery / investigations, haemorrhoids / piles, hernia, IBS, liver dysfunction / disease, poisoning, reflux, pilonidal sinus, ulcerative colitis, vomiting

Stress, depression, anxiety, psychological	Alcohol & drug abuse / dependence, anxiety, bereavement, depression, eating disorder, obsessional compulsive disorder, personality disorder, phobia, phobic state, psychosis, PTSD, stress
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