LCC Oracle guidance

Manager Self Service - Absence & Leave

Lancashire
County
Council

Contents

Overview

Oracle provides a comprehensive facility for the management of absences, from sickness through to annual leave.

The following guide aims to equip managers with the necessary knowledge to be able to record all aspects of absence for staff in their hierarchy, from opening absences through to "Return to Work Interviews". This in turn provides an accessible and up to date absence record for the staff within a manager's hierarchy.

Recording a Sickness Absence Entry

Although Sickness Absence is discussed here the same steps can be applied for other absence types

STEP	ACTION

1.	Clicked on **Expand** ⊞ next to **LCC – Manager Self-Service** to see all the functions available to use within this responsibility. Expand **Leave/Absence Management** and then Record Absence/Approve Leave.
	
	⊟ 📁 Leave/Absence Management
	    🔲 Record Absence/Approve Leave
	    📄 Update Leave Entitlement
	    📄 Medical Certificates
	    📄 Return to Work Interview
	    📄 Maternity/Adoption Keep In Touch (KIT) Days

2.	Select the employee from within the hierarchy and click on the action button next to their details <table><tr><td>**Position**</td><td>**Department**</td><td>**Action**</td></tr><tr><td>BTL333000065|Technical Specialist Service Development|</td><td>BTL33300 Payroll and Recruitment</td><td>📑➡</td></tr><tr><td>BTL333000067|Payroll and Recruitment Senior Officer Service Development|</td><td>BTL33300 Payroll and Recruitment</td><td>📑➡</td></tr></table>
3.	Click **Create Absence**

4.	Click on the **Absence Type** drop down arrow, and select absence reason, e.g. sickness and then Absence Reason **Note**: if after choosing Absence Type an absence reason is not required this field will auto populate eg Maternity Leave :
5.	Enter start date of absence in the format dd-mmm-yyyy (as shown in the image) or by using the calendar. **Only** if the absence is complete enter the end date using the same format. If the absence is complete, you can enter the duration, otherwise leave blank. (To assist tips are also available on the screens) **Note on end date**: Please note that an end date is the last day of an absence, **NOT** the end date on a fit note, as multiple fit notes maybe received during one absence.

Select an absence type and for all absences complete mandatory fields (*).

Annnual Leave – Enter number of hours absent;

Leave Without Pay(LWOP) - Enter number of hours absent and if multi assignment employee please use additional absence information field to indicate which assignment/s

Use the Part day unit of measure (i.e. days or hours), and fraction of start /end date to record part day absence for Sickness (including phased return), Maternity and Unpai

* Indicates required field

Absence Status	Confirmed	
* Absence Type	Sickness	
* Absence Reason	Backache / Pain	
Duration		
* Start Date	04-Sep-2019 (example: 24-Sep-2019)	Start Time HH:MM (12:00-11:59)
End Date		End Time

☑ **TIP** Start Date is required.

	Days	Hours	
Total			Please enter as hours and units; eg. 1 hour 30 minutes would be 1.5.

Additional Absence Information	
Part Days Unit of Measure	
Fraction of Start Date	
Fraction of End Date	

Note: the system will automatically calculate the days absent for whole days

6.	It is also possible to record the start date as a proportion of a day if for example the employee came in to work and left at lunchtime or left again in the morning. Follow the procedure above and then select by clicking the magnifying glass. On the screen that opens press Go.
7.	For sickness absence always record as a proportion of a day. Click Quick select – days, and enter for example 0.5 signifying a half day absence. Click next.

Note: the additional absence information field should be left blank for sickness absence.

8.	The next screen allows you to review your proposed actions. If you are happy with your entries click submit. **Absence Details** |	Proposed
Absence Status	Confirmed
Absence Type	Sickness
Absence Reason	Backache / Pain
Start Date	04-Sep-2019 | You can at this point go back and edit what you have input. Sickness absence always records as a proportion of a day. Click Quick select – days, and enter for example 0.5 signifying a half day absence. Cancel Printable Page Save For Later Back Submit

Note: Please note that the Attachments facility is not currently used.

| 9. | You will then be taken to the absence page where your confirmation is displayed. You can click on the details tab at any time to add to/amend or delete the absence. If you are the manager responsible for the employee, this will automatically change to "Approved".

 When you have finished with this employee/absence, click Home to return to the main Home page. |

Leave without Pay

1.	Scenario: a manager agrees to a request for LWOP for an employee which is for a period less than 5 days and is now going to enter the details via MSS to ensure the correct deduction is made from her pay. The manager logs into Manager Self Service (MSS) and clicks on the plus sign **(+)** to see all Options
2.	Click on the plus sign **(+)** next to Leave/Absence Management
3.	Click on the form **Record Absence/Approve Leave**
4.	**Multiple employments** Before selecting the employee from the hierarchy, the manager must decide if leave without pay is being taken from a primary or secondary post. If the employee has only one post or is taking leave from the main (primary) employment then select the employee from the hierarchy and continue. If leave without pay is being taken from a secondary employment the manager must email AskHR with all relevant information. All absence records are held against primary posts only in Oracle, so do not record against a

	secondary employment. If you are unsure, you can check if an employee's post is primary or secondary on the Employment Information screen.
5.	Select the employee from the hierarchy and click on the **Action** button next to their record. Foster, Miss Sharon 168057 Human Resources|HR Administrator 548231872681|Business Support Officer| HR Administration team Wilson, Mr Mark 168060 Human Resources|HR Administrator 548231872681|Business Support Officer| HR Administration team
6.	**Absence Summary** This form displays the absence summary for the employee, including any unpaid leave taken previously. | Start Date ▾	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update	Confirm	Delete | |---|
04-Jan-2011	04-Jan-2011	Leave Without Pay	Unpaid Leave	3.5	Approved	Confirmed						
7.	To enter a new absence click on the **Create Absence** button **Create Absence**
8.	**Absence Details** This form allows you to input details of a new absence. You must complete all mandatory fields which are indicated by * All absences due to leave without pay should be recorded as soon as possible to ensure Payroll can apply the correct pay * Absence Type * Absence Reason Duration * Start Date Start Time (example: 21-Feb-2011) HH:MM (12:00-11:59) End Date End Time ✔TIP Start Date is required. **Days Hours** **Total** Please enter as hours and units; eg. 1 hour 30 minutes would be 1.5. sence Information
9.	Click on the down arrow next to absence type and select desired type, in this example "Leave Without Pay"
10.	Select **Leave Without Pay**
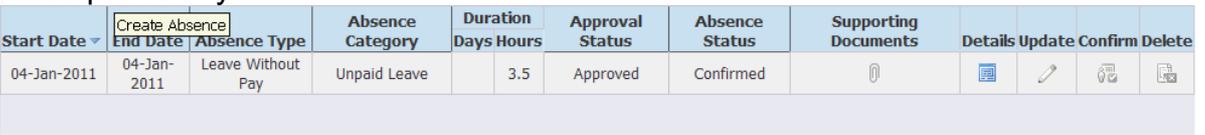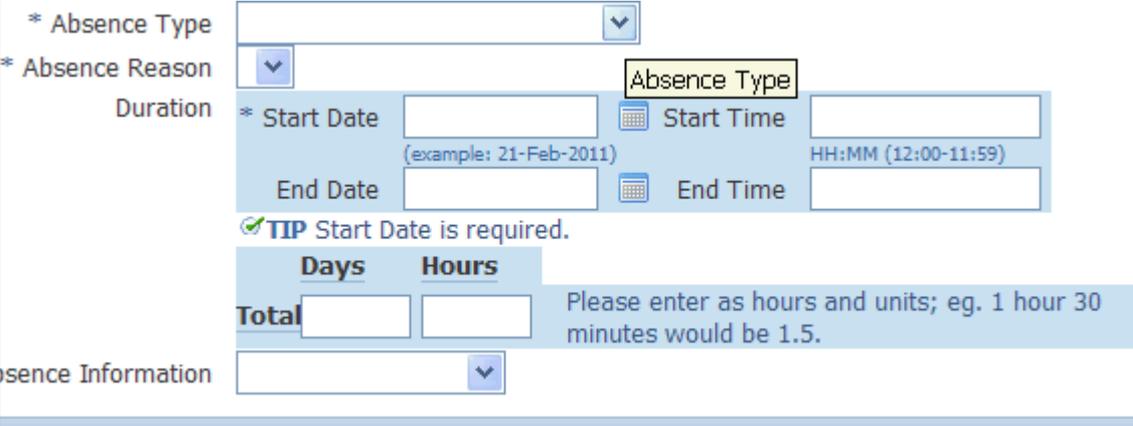
11.	Click on the down arrow next to absence reason to see list of reasons. Leave Without Pay (LWOP)
12.	**Unpaid leave** - Absences of less than 5 days - unpaid leave should be entered in hours. You should enter the dates of absence (start and end) and the number of working hours to be deducted from pay in hours and decimal units. For example, to deduct a standard full time working day you should deduct 7.4 hours. - Absences of 5 days or more - unpaid leave will be calculated by Payroll in days. You should enter the dates of absences (start and end) and leave the hours field blank. (If the end date of the absence is unknown you must select Unpaid Leave - days and enter the start date only) In the event of any query, please contact AskHR for advice.
13.	Select appropriate reason, e.g, unpaid leave - hours Select **Unpaid Leave – Hours**
14.	Use the calendar to enter the start date. Click on the date to select e.g. 8 March Click on **8**
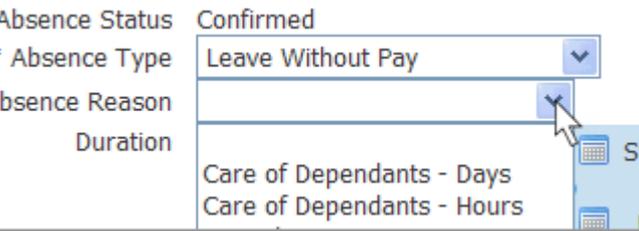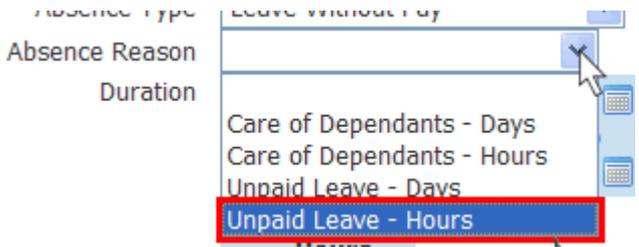
15.	**LWOP (Leave Without Pay) end date** If the end date is unknown you must select Unpaid Leave - days and leave the end date field blank. The end date must then be entered when the employee returns to work.
16.	If the end date is known, click in the end date field. If the end date is known and it spans two pay periods, e.g. 10 June to 15 July, then you should end the first absence at the end of the current month, i.e. 30 June and enter a new absence from 1 July to 15 July. This will ensure the correct amount is deducted from each month's salary.
17.	Enter the end date using the calendar on the right Click on the date to select Click on **8**
18.	Click in the hours field
19.	Enter the number of hours taken as unpaid leave in hours and decimals, e.g. 2 hours 30 minutes is 2.5 Enter **2.5** NB: If the employee has more than one assignment (contract) enter the number of hours to be deducted from the primary assignment.
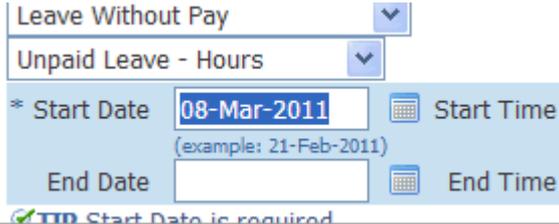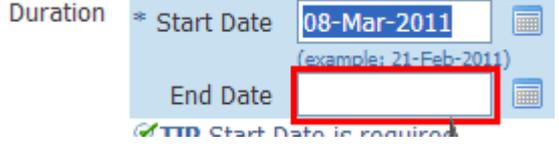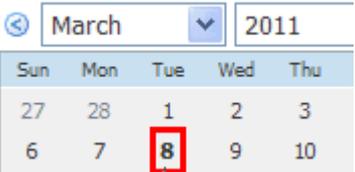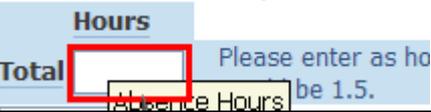
	Hours Total 2.5
20.	**Minutes to Decimal conversion** To convert minutes into decimals divide the total number of minutes by 60 e.g. 30 minutes = 30/60 = 0.50
21.	Click on the down arrow next to Additional Absence Information
22.	Select **Leave Without Pay** Leave Without Pay
23.	**Multiple Contracts** If the employee has more than one contract you must now indicate if the leave relates to all contracts. If the employee has only one contract this field may be left blank. If the employee has more than one contract you should email Payroll. Additional Absence Information Leave Without Pay Does this relate to all contracts? If No, LWOP applicable to contract
24.	Add any appropriate information in the Comments field and when you have completed all necessary details, click **Next** Save For Later Next
25.	A warning message may appear to prompt you to check the amount of leave being taken. If this is correct click **Next** again to continue. Save For Later Next
26.	**Review Information** This form allows to view the proposed details before you submit
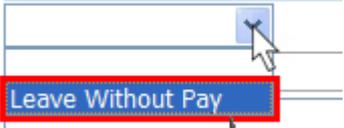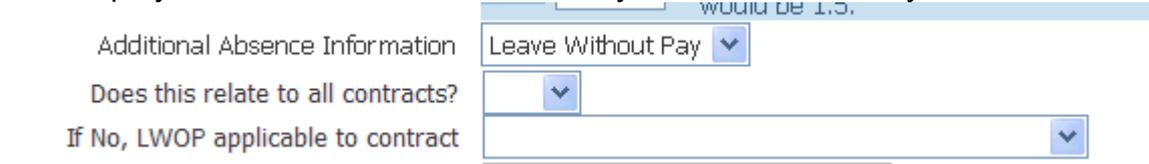
	Absence Details
			Proposed
		Absence Status	Confirmed
		Absence Type	Leave Without Pay
		Absence Reason	Unpaid Leave - Hours
		Start Date	08-Mar-2011
		End Date	08-Mar-2011
		Hours	2.5
		Additional Absence Information	Leave Without Pay
		Does this relate to all contracts?	Yes
27.	At this stage you can Cancel, Save for Later, go back, or if you are happy with proposed details, click **Submit** Back Submit
28.	You will return to the Absence summary form. You may click on Details at any time to view further information about this absence. Click **Home** to return to the main Home page. 	Start Date ▼	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Updat	 	08-Mar-2011	08-Mar-2011	Leave Without Pay	Unpaid Leave	2.5	Approved	Confirmed	📎	🖼	✏	 		04-Jan-	Leave Without							
29.	Click **Logout** to end your session and log out of the system. Logout
30.	Task complete

Maternity Absence Entry

Recording Maternity Absence follows the same process as other absence types. (Please see step 4 of Recording a Sickness Absence)

However there are other points to consider.

Maternity – tips & checks for managers

On notification from an employee of the pregnancy, a manager needs to:

1. direct the employee to/issue the relevant maternity information pack;
2. remind the employee to submit their MATB1 form, issued by the midwife or doctor at the 20 week scan, and MAT/L form to Payroll at the

earliest opportunity. Forms should be sent to: **Payroll and Recruitment Service, PO Box 100, County Hall, Preston, PR1 0LD;**

3. discuss annual leave and ensure that this is booked in (where applicable);
4. obtain at least 28 days' notice of the employee's intention to stop work;
5. check that the start date of maternity leave is no earlier than **11 weeks** prior to the due date of the birth;
6. input the maternity leave onto Oracle;
7. when written notice of the date for their return is received, close the absence on Oracle by the relevant deadline – payroll will then restore the employee to full salary. If the maternity is not closed the employee **will not** be paid correctly.

STEP	ACTION
1	After following "Recording a Sickness Absence" Select Maternity Leave – Self Service for the Absence Type Absence reason will Auto populate. Input the start date then click next

	Proposed
Absence Status	Confirmed
Absence Type	Maternity Leave - Self Service
Absence Reason	Maternity Leave - Self Service
Start Date	01-Nov-2019

Review the entry then click Submit

Cancel   Printable Page   Save For Later   Back   **Submit**

KIT Days

Keeping in Touch Days (**KIT**) are where the employee can agree to come back to work for up to 10 days during their maternity leave, except during the first two weeks after childbirth, Please see Maternity Leave on the intranet for further details

Link to the Maternity page

Two key tasks are required:

- Record the KIT days through Oracles KIT day function
- Claim the KIT days payment using the payment claims section

First Task – record KIT days

STEP	ACTION
1.	Having clicked **Expand** ⊞ next to **LCC – Manager Self Service** you can now see all the functions available to use within this responsibility. Expand Leave/Absence Management and click on **Maternity/Adoption Keep in Touch days** ⊟ 📁 LCC Manager Self-Service - | 📄 All Actions Awaiting Your Attention ⊟ 📁 Leave/Absence Management 📄 Record Absence/Approve Leave 📄 Update Leave Entitlement 📄 Medical Certificates 📄 Return to Work Interview 📄 Maternity/Adoption Keep In Touch (KIT) Days
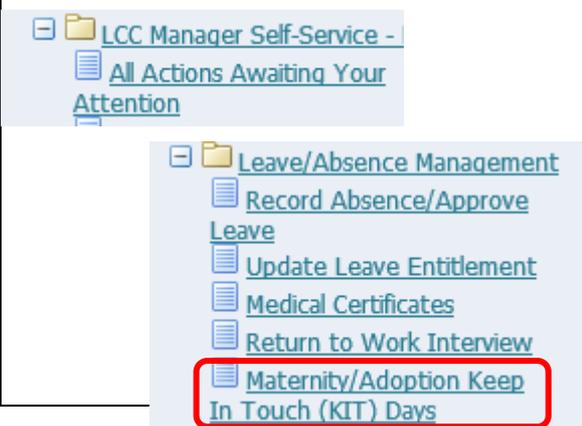
The following screen will open:

Please use the Add button to create the Keep in touch record then use the Update function to add further days up to the maximum of 10. Please note the actual payment for the day worked will need to extra payment link.

KIT Days

Add																	
Select	Status	KIT Day 1	KIT Hours Worked 1	KIT Day 2	KIT Hours Worked 2	KIT Day 3	KIT Hours Worked 3	KIT Day 4	KIT Hours Worked 4	KIT Day 5	KIT Hours Worked 5	KIT Day 6	KIT Hours Worked 6	KIT Day 7	KIT Hours Worked 7	KIT Day 8	KIT Hour Worked
	No results found.																

Cancel | Save For Later | Back | **Next**

The screen shows any current days recorded. Click **Add**

The KIT days can now be recorded on the following screen

KIT Days

Employee Name   **Coates, Miss Jennifer**

Please enter date and time worked as hours and units eg 6 hr 30 mins would be 6.5.

KIT Day 1	14-Oct-2019
KIT Hours Worked 1	3.5
KIT Day 2	21-Oct-2019
KIT Hours Worked 2	4.0
KIT Day 3	
KIT Hours Worked 3	
KIT Day 4	

For each entry input the date for each KIT day, then input the hours worked on the KIT day eg 3 hrs 30m minutes input as 6.5 (There is also a tip on the screen)

Once completed click **Apply**

Cancel | **Apply**

The following screen appears.

You can **Add** more days if required or just click **Next**

Please use the Add button to create the Keep in touch record then use the Upd extra payment link.

KIT Days

Select Object: **Delete**   **Update** | **Add**

Select	Status	KIT Day 1	KIT Hours Worked 1	KIT Day 2	KIT Hours Worked 2	KIT Day 3
◉	New	14-Oct-2019	3.5	21-Oct-2019	4.0	

Cancel | Save For Later | Back | **Next**

A review screen appears. Check the details then **submit**.

Keep In Touch Information

KIT Days

	Proposed
KIT Day 1	14-Oct-2019
KIT Hours Worked 1	3.5
KIT Day 2	21-Oct-2019
KIT Hours Worked 2	4.0

Cancel | Printable Page | Save For Later | Back | **Submit**

A confirmation screen will now appear. Click home to return to the home page.

Confirmation

Your changes have been applied.

Home
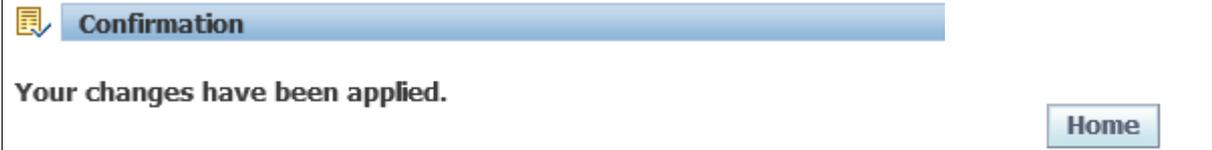
This completes the first task

Second Task – Claim the KIT day's payment

STEP	ACTION
1	Having clicked **Expand** ⊞ next to **LCC – Manager Self Service** you can now see all the functions available to use within this responsibility. Click on **Self Service Payment Claims** LCC Manager Self-Service - All Actions Awaiting Your Attention LCC Manager Self-Service - All Actions Awaiting Your Attention Delegate Team Access Delegate Single Access Accident/Incident Reporting LCC DBS Information Ending Employment Reports Self Service Payment Claims **Note:** The claim can be made by the manager or the employee.
2	Choose the employee from your hierarchy list and click on the Action button
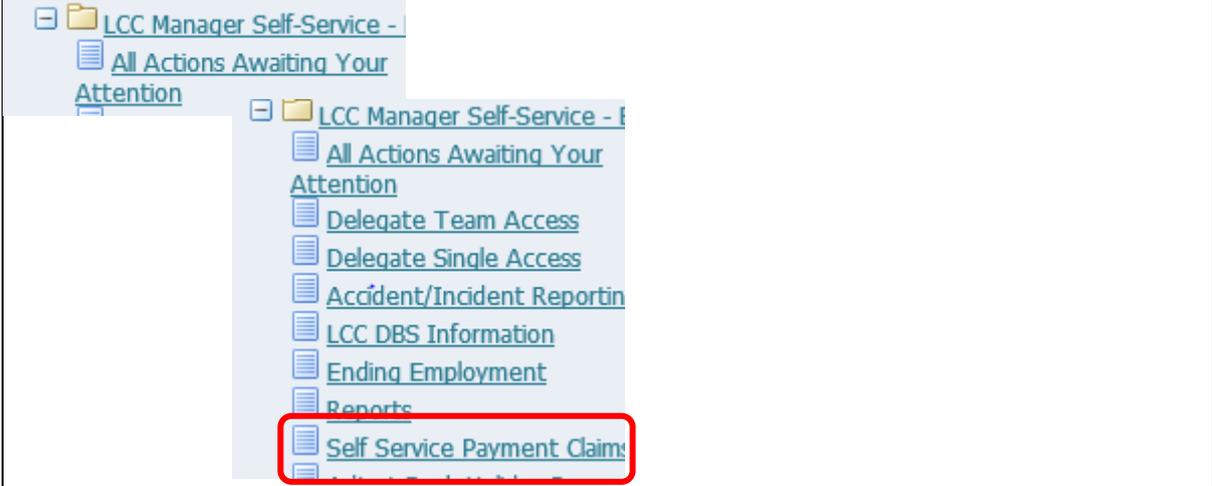
	Tester, Mr. John 5186288 Yes Business Support|Business Support BTL333000065|Technical S
3	On the claims screen under the section Overtime/Extra Work At Own Job click **Add** **Online Claims - Overtime/Extra Work At Own Job** Select Object: Delete Update | Add Date Select Status Worked Position
4	The claim screen appears. This is completed in the same manner as a standard claim however KIT CLAIM will be selected from the element name list Employee Number 000-001 ue this action, click Cancel to cancel this action and return to the previous page. * Date Worked 14-Oct-2019 * Position BTL333000067|Payroll and Recruitment Senior Officer Service Development| * Reason for Work KIT day * Element Name KIT CLAIM Enter Hours(Single Event) Hours/Units 3.5 Rate Updated No In the field "**Reason for Work**" we have input KIT day however any other helpful text can be used. Click **Apply** to continue Cancel Apply

5	The main claims screen will now be displayed again where we can see that the KIT day is ready to be submitted.
	
	Select Object: Delete Update | Add
	
	Date
	Select Status Worked Position Reason for Work Element Name Hours/Units Rate Updat
	○ 02-Mar-2019 BTL333000067|Payroll and Recruitment Senior Officer Service Development| Recruitment support - contract letters P487 OT 1_25SS 3.00 Yes
	  Days - Time & 1/4 (1.25) Saturday/Sunday
	◉ New 14-Oct-2019 BTL333000067|Payroll and Recruitment Senior Officer Service Development| KIT day KIT CLAIM 3.50 No
	  Enter Hours(Single Event)
	
	Repeat steps 3-5 to add more kit day claims.
	
	Once all kit days have been added click **Next** Cancel Save For Later Back Next

6	The following screen allows you to review the information prior to submission

	At Own Job	
		Proposed
	Updated	No
	Date Worked	21-Oct-2019
	Position	BTL333000067|Payroll and Recruitment Senior Officer Service Development|
	Reason for Work	KIT days
	Element Name	KIT CLAIM
	Hours/Units	4.00
		Proposed
	Updated	No
	Date Worked	14-Oct-2019
	Position	BTL333000067|Payroll and Recruitment Senior Officer Service Development|
	Reason for Work	KIT day
	Element Name	KIT CLAIM
	Hours/Units	3.50
	Click on the Submit button to **Submit** the claims Cancel Printable Page Save For Later Back **Submit**	
7	A confirmation screen will now appear. Click home to return to the home page. **Confirmation** Your changes have been applied. Home This completes the second task	
8	Task complete	

Ending an open absence

STEP	ACTION
1	Select the employee and navigate to their Record Absence/Approve Leave: Summary screen, identify the open absence and click on the update button which should be highlighted. In this example, the employee notified his manager of an absence that commenced on 04/09/2019 and the manager submitted the details leaving the return date empty.
2	Enter the end date of absence following the same process as above, assuring that any part days are dealt with in the same way as described before. Click next.

	Absence Status Confirmed * Absence Type Sickness * Absence Reason Backache / Pain Duration * Start Date 04-Sep-2019 Start Time (example: 24-Sep-2019) HH:MM (12:00-11:59) End Date 06-Sep-2019 End Time ✔TIP Start Date is required. **Days Hours** Total 3 Please enter as hours and units; eg. 1 hour 30 minutes would be 1.5. Additional Absence Information Part Days Unit of Measure Fraction of Start Date Fraction of End Date **Note:** The End date is the last day of absence, **not** the first day back to work
3	The data shown on the left is what was previously held and your proposed updates are shown on the right. You can once again go back, save for later or if you are happy with your input, click submit and you will be taken to the absence summary form. |	Current	Proposed
---	---	---
Absence Status	Confirmed	Confirmed
Absence Type	Sickness	Sickness
Absence Reason	Backache / Pain	Backache / Pain
Start Date	04-Sep-2019	04-Sep-2019
End Date		06-Sep-2019
Days		3	 Cancel Printable Page Save For Later Back **Submit**

Medical Certificates

STEP	ACTION
1	Having clicked **Expand** ⊞ next to **LCC – Manager Self Service** you can now see all the functions available to use within this responsibility. Expand Leave/Absence Management Click on **Medical Certificates** ⊟ 📁 Leave/Absence Management 📄 Record Absence/Approve Leave 📄 Update Leave Entitlement 📄 Medical Certificates 📄 Return to Work Interview

	Select the relevant employee from the list of **People in Hierarchy** by clicking on the **Action icon** next to their name.
2	On the next screen, click on the **Add** button to access the form.
3	You now need to complete the form. Click on the **Magnifying glass** icon next to the **Sickness Absence Details** field. Employee Name **Tester, Mr. John** Employee Number **5186288** applies to. Then enter the details from the certificate, the precise absence reason as specified can b * Sickness Absence Details * Sick Note Type * Sick Note Start Date * Sick Note End Date Absence Reason * Sick Note Received Date
4	The **Search and Select** page will appear. Click on the **GO** button to access the list of recorded absences for the employee.
5	From the list select the absence for which the Medical Certificate applies by clicking on the circle in the select column, then click the **Select** button. | Select	Quick Select	Sickness Absence Details
---	---	---
◉		155349368|Sickness|Backache / Pain|04-SEP-2019|06-SEP-2019
○		155016039|Sickness|Stomach Ache/Upset|10-JAN-2019|11-JAN-2019
○		154190392|Sickness|Abdominal/Stomach Pain/Upset|01-NOV-2016|14-NOV-2016	
6	The details will now appear in the **Sickness Absence Details** field.
7	Click on the **Magnifying glass** icon next to the **Sick Note Type** field. Sickness Absence Details 155349368|Sickness|Backache / ✕ * Sick Note Type * Sick Note Start Date
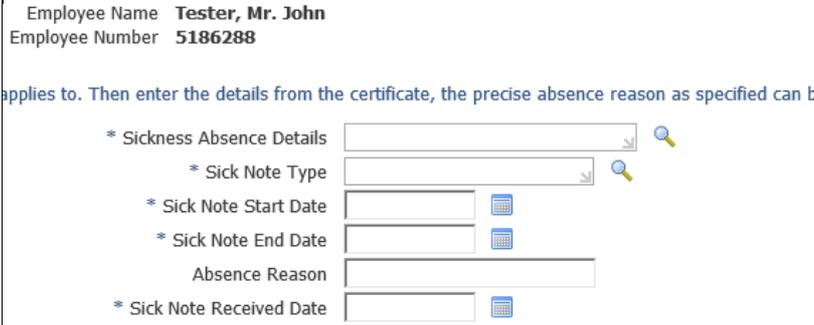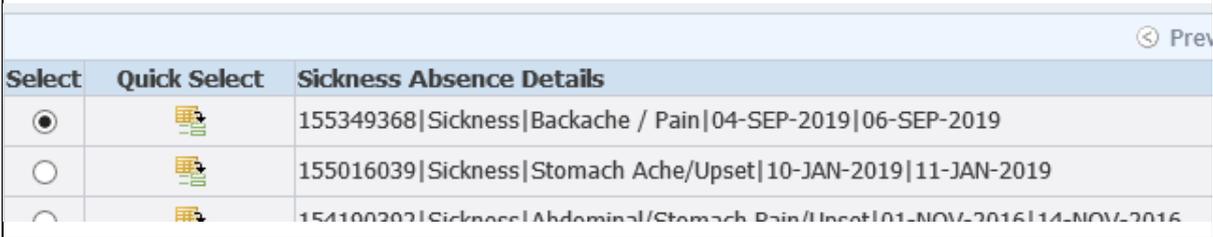
8	The **Search and Select** page will appear. Click the **GO** button to access the list of values.
9	From the list select the relevant **Sick Note Type** by clicking on the circle in the select column, then click the **Select** button. Search By [Sick Note Type ▾] [_____] [Go] **Results** 	Select	Quick Select	Sick Note Type
---	---	---
◉		Doctor's Sick Note
○		Hospital Sick Note
○		Private Doctor's Note
○		Private Doctor's Statement
○		Self-Certification	
10	The details will now appear in the **Sick Note Type** field.
11	Click on the **Calendar** icons to select the start and end dates of the Sick Note, enter the absence reason shown on the note and finally use the **Calendar** icon to select the date the sick note was received. Once completed click **Apply** Name **Tester, Mr. John** umber **5186288** en enter the details from the certificate, the precise absence reason as spe * Sickness Absence Details [155349368|Sickness|Backache / Pa] 🔍 * Sick Note Type [Doctor's Sick Note ▾] 🔍 * Sick Note Start Date [06-Sep-2019] 📅 * Sick Note End Date [13-Sep-2019] 📅 Absence Reason [Backache] * Sick Note Received Date [13-Sep-2019] 📅
12	The next screen will appear with the Medical Certificate Details, status showing as New. From this screen you can **Delete, Update** or **Add** another sick note. You can also Save for Later. If you are ready to proceed click **Next**. **Medical Certificate Details** Select Object: [Delete] [Update]	[Add] | Select	Status	Sickness Absence Details
---	---	---
○		154190392|Sickness|Abdominal/Stomach Pa
○		154190392|Sickness|Abdominal/Stomach Pa
◉	New	155349368|Sickness|Backache / Pain|04-SE	
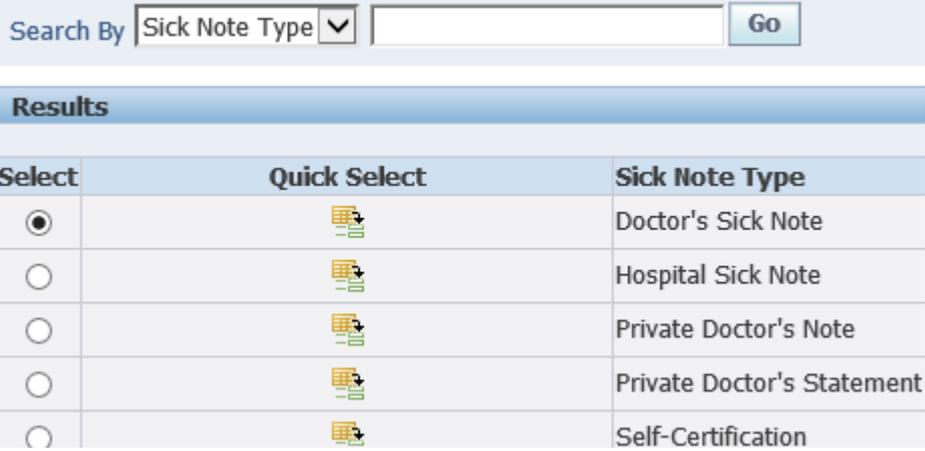
13	The following screen will now appear and you can review the details, click **Back** if you need to amend or click **Submit** to proceed. **Proposed** **Sickness Absence Details** 155349368|Sickness|Backache / Pain|04-SEP-2019|06-SEP-2019 **Sick Note Type** Doctor's Sick Note **Sick Note Start Date** 06-Sep-2019 **Sick Note End Date** 13-Sep-2019 **Absence Reason** Backache **Sick Note Received Date** 13-Sep-2019 ve For Later Back Submit
14	You will receive e-mail confirmation that your changes have been applied. Click Home to return to your homepage. **Note on Medical certificates –** if multiple certifcates are received to cover an absence then dates on them must be consecutive with no gaps. Overlaps are fine.
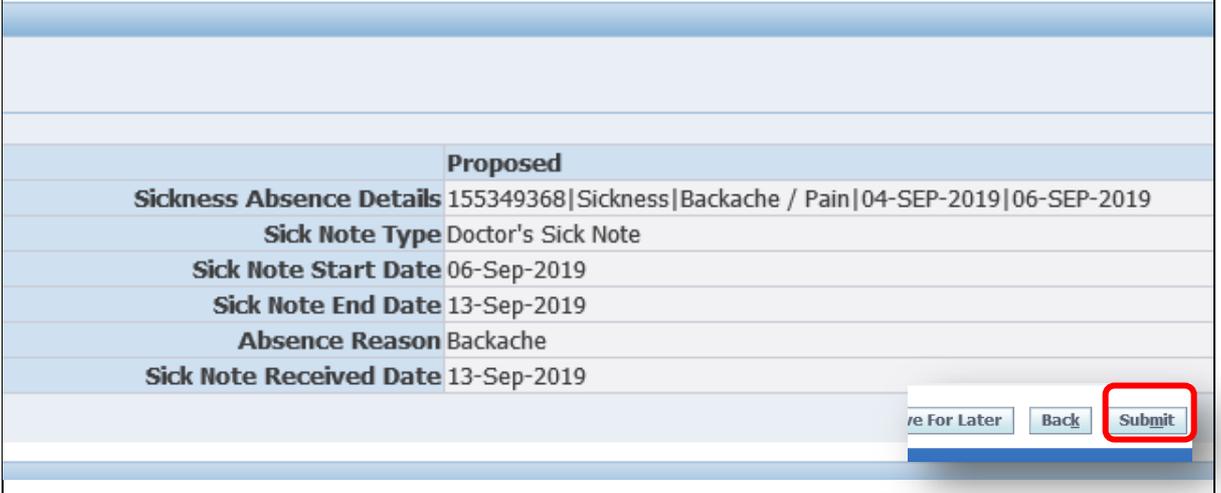
Return to Work Interview

STEP	ACTION
1	Click on **Return to Work** and select the relevant employee from the list of **People in Hierarchy** by clicking on the **Action icon** next to their name.
2	On the next screen click on the **Add** button to access the form. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page. * Sickness Absence Details [ ] 🔍 Return to Work Interview Date [ ] 📅 Was reason for absence disability related? [▼] Is employee fit to carry out normal duties? [▼] Has employee signed Sickness Declaration Form? [▼] Return to Work Interview Outcome [ ] Return to Work Interview Action Plan [ ]
3	You now need to complete all the fields. Click on the **Magnifying glass** icon next to the **Sickness Absence Details** field. The following screen appears.
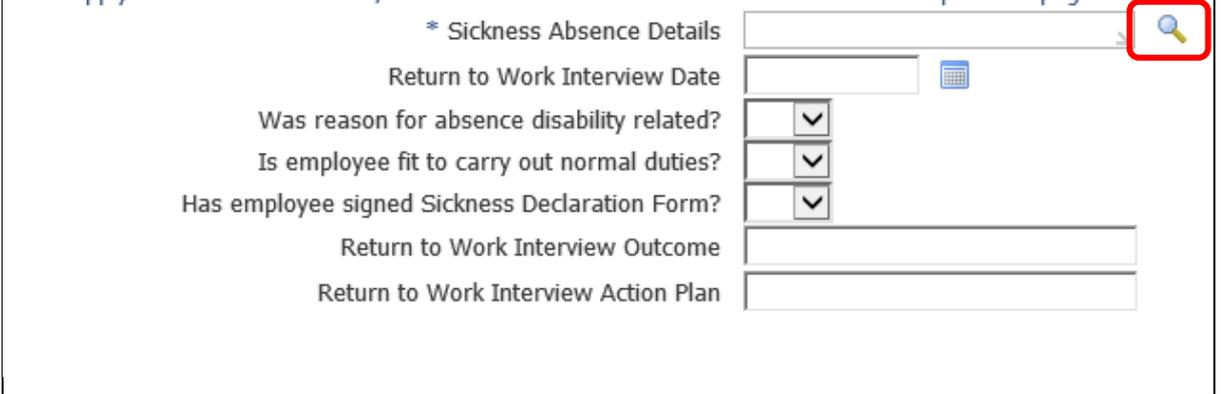
Search By Sickness Absence Details ⌄ [ ] Go

Results

◁ Previous 1-10 ⌄ Next 10

Select	Quick Select	Sickness Absence Details
⦿	🗒	155349368|Sickness|Backache / Pain|04-SEP-2019|06-SEP-2019
○	🗒	155016039|Sickness|Stomach Ache/Upset|10-JAN-2019|11-JAN-2019
○	🗒	154190392|Sickness|Abdominal/Stomach Pain/Upset|01-NOV-2016|14-NOV-2016
○	🗒	94299818|Sickness|Vomiting|14-OCT-2015|16-OCT-2015
○	🗒	37533481|Sickness|Flu|27-JAN-2015|01-FEB-2015
○	🗒	26174812|Sickness|Abdominal/Stomach Pain/Upset|14-OCT-2014|15-OCT-2014
○	🗒	1139782|Sickness|Gastric Virus|08-OCT-2013|14-OCT-2013
○	🗒	304115|Sickness|Stomach Ache/Upset|11-MAY-2011|13-MAY-2011
○	🗒	129572|Sickness|Cold/Cough|28-SEP-2010|01-OCT-2010
○	🗒	129568|Sickness|Vomiting|14-JUL-2010|14-JUL-2010

◁ Previous 1-10 ⌄ Next 10

Cancel   Select

4	The **Search and Select** page will appear. Click on the **GO** button to access the list of recorded absences for the employee. **Tip**: to bring up all results click on the go button leaving the input field blank
5	From the list, select the absence for which the **Return to Work Interview** applies by clicking on the circle in the select column, then click the **Select** button. The details will now appear in the **Sickness Absence Details** field.
6	Click on the **Calendar icon** to select the Return to Work Interview Date. Click on the **drop down arrows** to access the **No/Yes** options. Enter the Outcome and the Action Plan as required. When all the fields are completed click **Apply**. Employee Name Tester, Mr John Employee Number 1234567 to continue this action, click Cancel to cancel this action and return to the previous page. * Sickness Absence Details 155349368|Sickness|Backache / Pa 🔍 Return to Work Interview Date 09-Sep-2019 📅 Was reason for absence disability related? No ⌄ Is employee fit to carry out normal duties? Yes ⌄ Has employee signed Sickness Declaration Form? Yes ⌄ Return to Work Interview Outcome Fit to resume normal duties Return to Work Interview Action Plan Monitor for recurring back issues ✕

7	The screen shows the **Return to Work Interview Details**, status showing as New. From this screen you can **Delete, Update** or **Add** another Return to Work Interview. You can also Save for Later. If you are ready to proceed click **Next.**
8	On the screen after you can review the details, click **Back** if you need to amend or click **Submit** to proceed.
9	You will receive confirmation that your changes have been applied. Click **Home** to return to your homepage.
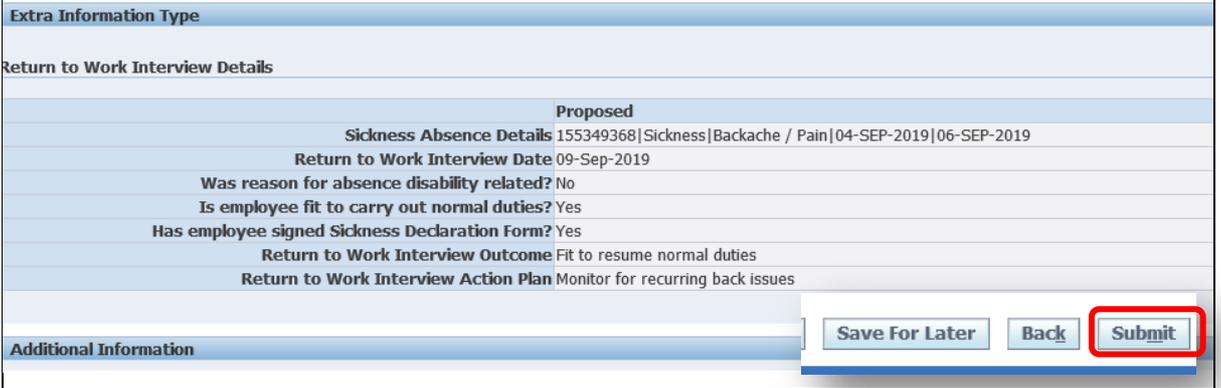
Table of Absence Types

The following table provides a quick overview of the type of absences that can be recorded.

Element	Linked to Pay?	Further information
Accident on duty	N/A	
Adoption leave – self service	Yes*	Ask HR
Annual leave	N/A	
Flexi time	N/A	
Hospital Appt (Outpatient)	No	
Jury Service	No	
Leave without pay	Yes	Eg if Annual leave (PALS) purchased
Leave for Extraneous Duties	No	For example School Governor etc.

Maternity Leave – Self Service	Yes*	Ask HR
Maternity Support Leave	Yes*	Ask HR
Medical/Dental Appointment	No	
Official Duties	No	Line with Special Leave
Paternity Leave – Self Service	Yes*	Ask HR
Phased Return to work	Yes	
Sickness	Yes	- Input last day of absence, not first day back - Then input medical certificates/Return to work
Sickness Disability related	Yes	
Sickness Work Related	Yes	
Special Leave	No	With pay
Strike (non-teacher)	Yes	
Strike (teacher only)	N/A	
Suspension – Paid	No	
Suspension – Unpaid	N/A	
Time Off – Trade Union Duties	No	
Time Off in Lieu	N/A	
Unauthorised Absence	Yes	This is unpaid – do not use without speaking to HR first
Unpaid Special Leave	Yes	

* These elements do affect pay but are not an automatic deduction of the time as they are linked to other processes

Bank Holidays

In oracle we can input bank holiday adjustments to reflect the payment of bank holidays to those employees working part time and working 5 days per week or more. This is done through the "**Self-Service Other Payment Claims**" function

 Full instructions for Bank holiday adjustments can be found in:

 LCC Oracle Guide – Manager Self Service Payment Claims

For further information on Bank Holiday Entitlement click the following link:

Intranet Bank Holiday Entitlement

Approving or Rejecting Leave Requests

1	A manager logs into Manager Self Service (MSS) The manager goes to check his Worklist where there is a notification from "Mark Wilson" **Full List** **Subject** | **Sent** ▼ | **Due** Leave of Absence for Wilson, Mark | 10-Feb-2011 | 17-Feb-2011 s - Redirect or auto-respond to notifications. ss - Specify which users can view and act upon your notifications.
2	To open the notification click on the subject **"Leave of Absence for Wilson, Mark"** Leave of Absence for Wilson, Mark
3	**Leave request** You can now view details of the request. You will need to scroll down to see full page. **Proposed** **Absence Status** Confirmed **Absence Type** Annual Leave **Absence Category** Vacation **Absence Reason** Annual Leave **Start Date** 23-May-2011 **End Date** 27-May-2011 **View Entitlement Balances** View Entitlement Balances... **Supporting Documents** itle | Type | Description | Category | Last Updated By lo results found.
4	**Reject** You can reject the request and if you choose to do this you can provide a reason for rejection in the Response field **Response** Note [ ] Approve **Reject** Reassign Req
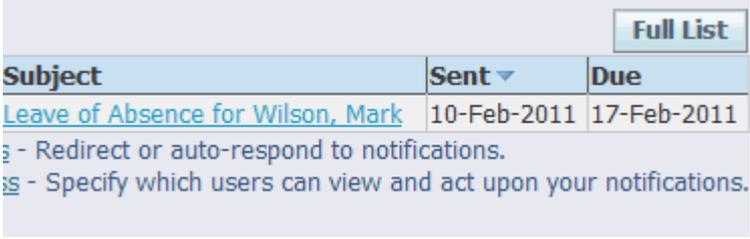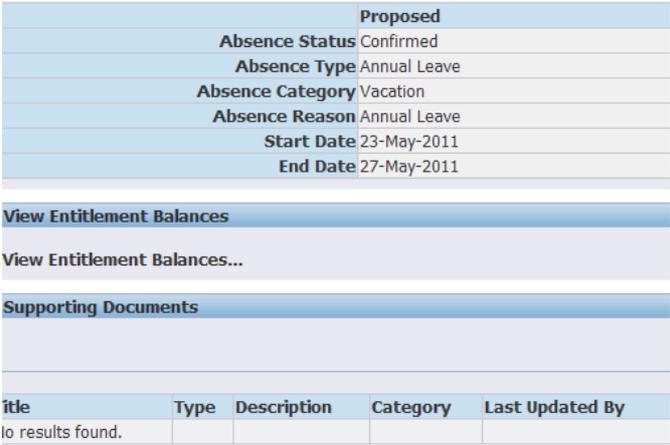
	You will be returned to the home screen where your work list will now be clear and the employee will receive a notification to confirm his leave request has been rejected. **Worklist** **From** ... **Type** **Sub** There are no notifications in this view. TIP Vacation Rules - Redirect or auto-respond to notifications
5	**Reassign** You can Reassign the request to another manager for approval. Please note when choosing to reassign that if you reassign to the employee then the employee will be able to approve their own request. **Approve** **Reject** **Reassign** **Req** If returning a request to an employee you should select "Return for correction" or "Reject" the request instead.
6	**Request Information** You can request more information from the employee. **Reject** **Reassign** **Request Information**
7	**Return for Correction** You can Return for Correction if the details are incorrect **Related Applications** 📄 Return For Correction **Response**
8	**Approve** If you are happy with details submitted click on the **Approve** button **Approve** **Reject** **Reassign** **Req** **Note**: If the message remains "pending approval" under approval status after 7 days from request employees are instructed to contact their manager. If a request is not approved within 14 days employees are instructed to re submit the request.
9	You will automatically return to the Home page. Your Worklist is now clear and a notification will be sent to Mark Wilson to confirm his leave request has been approved.
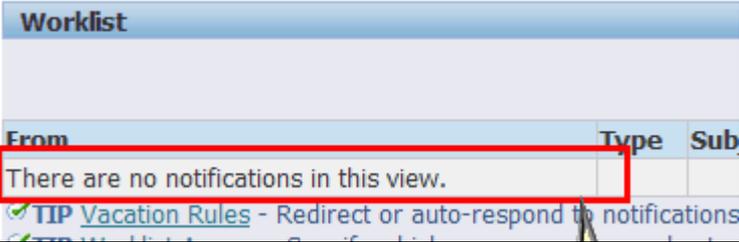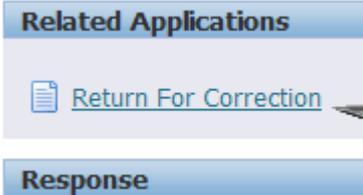
	Click on **Logout** to end your session and log out of the syst
10	Task complete
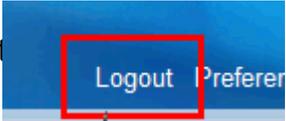
Deleting Annual Leave

Leave can only be deleted provided that the date of the leave has not passed. In the situation that it's necessary to remove an historic leave event then an email will need to be sent to DirectoratePayroll@btlancashire.co.uk   Providing in the email the employee details and absence details to be deleted.

1	Log into **Manager Self Service (MSS)** and click on the plus sign **(+)** to see all options
2	Click on the plus sign **(+)** next to Leave/Absence Management
	Click on the form **Record Absence/Approve Leave**
	This form will display the employee hierarchy. Click on the Action button next to selected employee.
	Any annual leave will be displayed Under delete an icon can be seen, click on the icon. If the icon is grayed out you cannot delete this absence, and you will need to contact Payroll Processing
	A summary of the absence to be deleted will be displayed
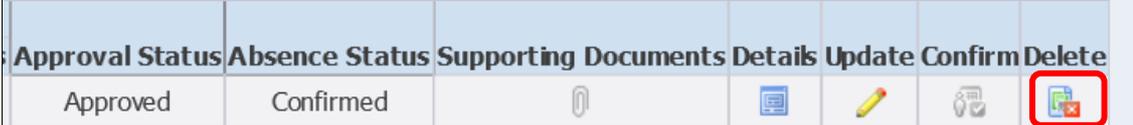
	Removed
Absence Status	Confirmed
Absence Type	Annual Leave
Absence Reason	Annual Leave
Start Date	04-May-2020
End Date	04-May-2020
Hours	7.4
Comments	

Printable Page | Save For Later | Submit

Click on the submit button to submit the deletion

	You will be reutnred to the absence summary team. The absence will no longer appear.
	Create Absence
	Start Date End Date Absence Type Absence Catego
	No results found.

Update leave entitlement

1	Log into **Manager Self Service (MSS)** and click on the plus sign **(+)** to see all options

2	Click on the plus sign **(+)** next to Leave/Absence Management
	
	☐ Leave/Absence Management
	  ☐ Record Absence/Approve Leave
	  ☐ Update Leave Entitlement
	  ☐ Medical Certificates
	  ☐ Return to Work Interview
	  ☐ Maternity/Adoption Keep In Touch (KIT) Days

3	Click on the form **Record Absence/Approve Leave**
4	This form will display the employee hierarchy. Click on the Action button next to selected employee.
5	**Leave entitlement** Please note that Annual Leave entitlement is calculated in hours and decimals, for example 25 days leave at 7.4 hours per day would be displayed as 185 hours. All leave requests and adjustments must therefore be in hours and decimals.

6	**Leave balance** The Entitlement Balance tab will display the remaining leave entitlement (in hours and decimals) at today's date Absence Summary Entitlement Balances ☐ Hide Accrual Balances ✔ **TIP** The accrual balances are as of: 24-Dec-2020. ✔ **TIP** Enter the date for which you wish to view Leave accruals. Effective Date 24-Dec-2020 📅 Go (example: 24-Apr-2020)
7	To view remaining entitlement at another date e.g. at start or end of leave year, click on the calendar 📅
8	◀ December ▾ 2020 ▾ ▶ | Sun	Mon	Tue	Wed	Thu	Fri	Sat
---	---	---	---	---	---	---
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2	 Cancel Select date e.g. 24 Dec
9	Click **Go** Go
10	The entitlement at the selected date is now shown. Absence Summary Entitlement Balances ☐ Hide Accrual Balances ✔ **TIP** The accrual balances are as of: 24-Dec-2020. ✔ **TIP** Enter the date for which you wish to view Leave accruals. Effective Date 24-Dec-2020 📅 Go (example: 24-Apr-2020) Annual Leave **37**
11	If the employee's leave entitlement is incorrect and requires adjustment, you should now click on **Home** to return to the main menu. Home
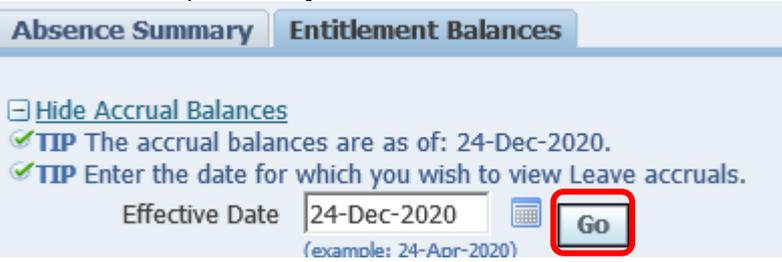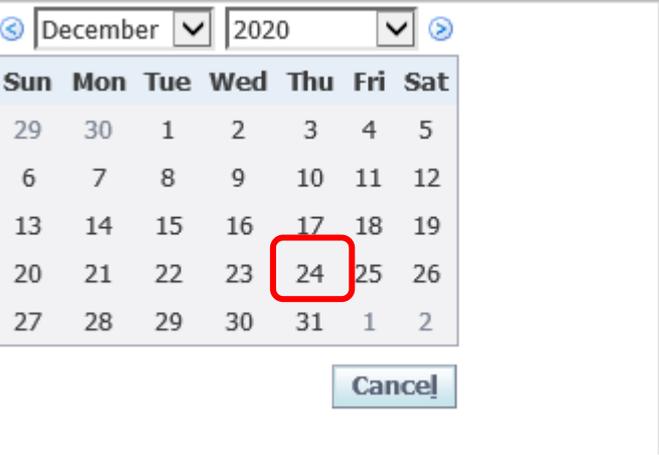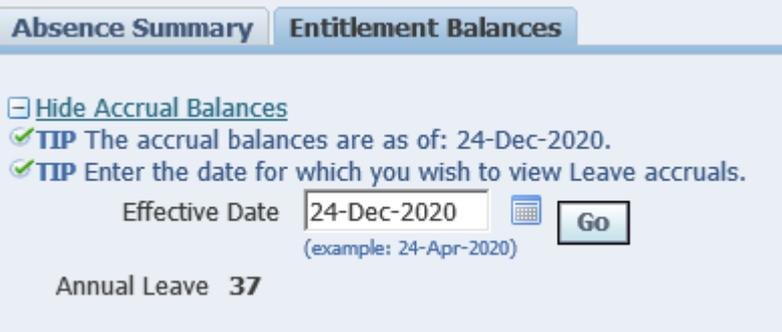
12	Click on the form **Update Leave Entitlement**
13	Click on the Action button next to selected employee.
14	**Leave adjustments** This form will display any previous adjustments that have already been made. They will be displayed as Processed. Adjustments may be viewed, updated or deleted.
15	To make a new adjustment, click on the **Adjust Annual Leave** button.
16	Click on the down arrow to select type of adjustment
17	Select **Annual Leave Carried Forward** or **Annual Leave Entitlement Adjustment** as appropriate.
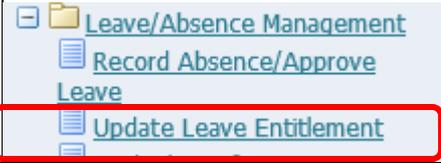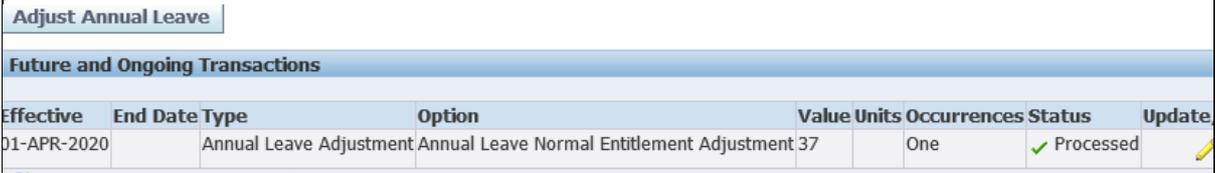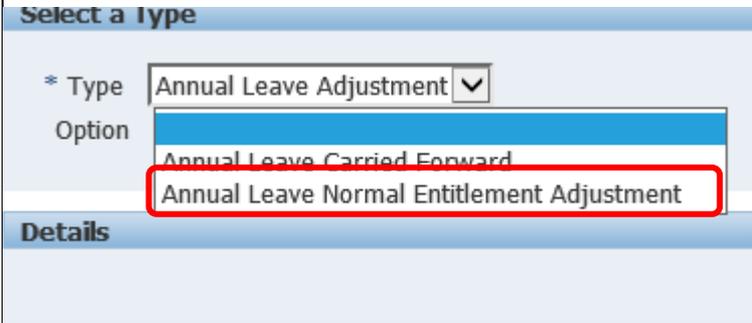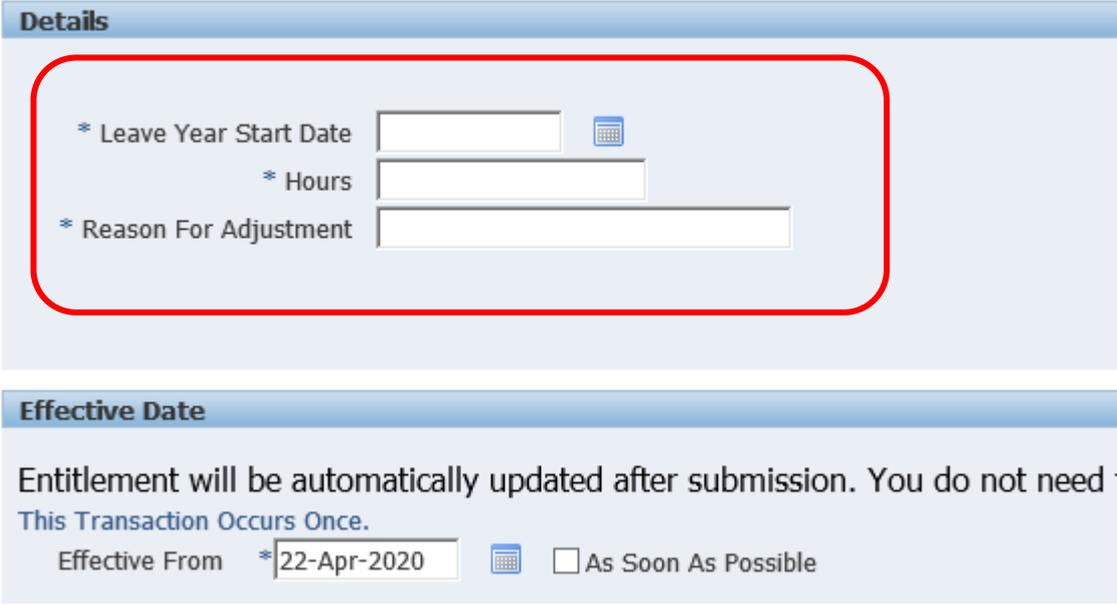
18	**Details** * Leave Year Start Date [　　　　　] 📅 * Hours [　　　　　] * Reason For Adjustment [　　　　　] **Effective Date** Entitlement will be automatically updated after submission. You do not need This Transaction Occurs Once. Effective From *[22-Apr-2020] 📅 ☐ As Soon As Possible Use the calendar to enter the leave year start date which should always be 1 April for the required year. 📅
19	Enter the number of hours required to adjust the entitlement. If the balance is less than it should be, enter the amount required in hours and decimals to increase the entitlement. If the balance is more than it should be, enter the hours required to reduce the entitlement preceded by the minus symbol. For example, enter 7.4 to add a standard day, enter -7.4 to deduct a stadnard day.
20	Enter reason for adjustment then click on **Apply**. [Apply]
21	Click **Next** to continue [Adjust Annual Leave] **Future and Ongoing Transactions** | Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Disco
---	---	---	---	---	---	---	---	---	---
22-APR-2020		Annual Leave Adjustment	Annual Leave Normal Entitlement Adjustment	37.00		One	⚙ New	✏	🗑	 ✅TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted. [Next]
22	You may now check the details on the review screen and, if you are happy to proceed, click **Submit**

Individual Compensation Distribution Review

New Annual Leave Adjustment: Annual Leave Normal Entitlement Adjustment

	Proposed
Effective	22-Apr-2020
Type	Annual Leave Normal Entitlement Adjustment
Leave Year Start Date	01-Apr-2020
Hours	37.00
Reason For Adjustment	Test
Occurrences	One

Submit

23

You will receive confirmation that your details have been submitted.

Click on **Home** to return to the main menu.

Home

24

Further adjustments

You may wish to re-check the entitlement balance to ensure it is now displayed correctly.

You may also return to the adjustment form at any time to view, update, delete or add new adjustments as necessary.

Performance Review Date
Total Number of Absences 0
Applications Exist? No

Employment | **Absence**

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job
⊞ Show	6050119	01-Apr-2020		Yes	Education|Senior S...
⊞ Show	6050119	01-Apr-2018	31-Mar-2020	Yes	

Return

---

25 | Task Complete