How to record sickness for an Employee who has been diagnosed with COVID-19 (Coronavirus)/ Isolating or has symptoms.

**PLEASE NOTE:** Managers must continue to send in timesheets for any enhancements and additional hours that a staff member would have worked had they been in work.

1. Log in to HRPTS and click on the Manager Self Service tab at the top.

2. Under Team Information click on the Employee Information heading:
3. Click to on the grey box to the left of the employee name that you wish to record the leave for and click on the Employee Profile button.

4. Click on the related links button.
5. Click on **create leave request** (on Behalf of EE)

6. If the employee is in **Isolation** due to Coronavirus In the drop down box (Type of Leave) change the drop down to **Risk Assessment (Paid)** and amend the start and end date. Then click send.
7. If the employee has **Coronavirus symptoms** or has **tested positive for Coronavirus** in the drop down box (Type of Leave) change the drop down to **Public Serv Duties Paid** and amend the start and end date. Then click send.