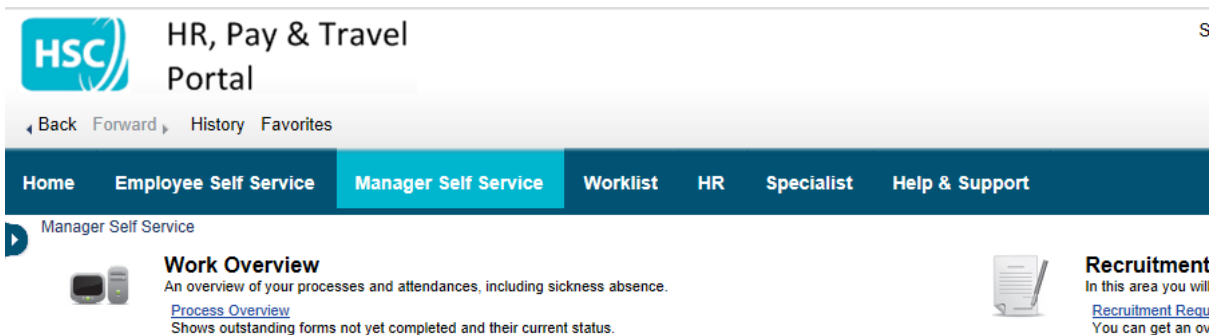




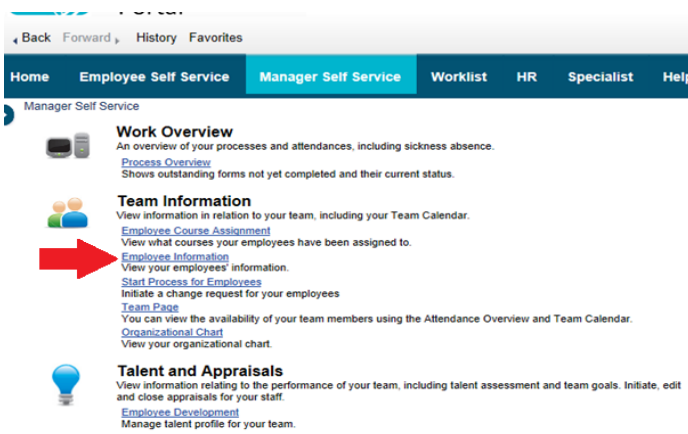
How to record sickness for an Employee who has been diagnosed with COVID-19 (Coronavirus)/ Isolating or has symptoms.

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

Employee information

Display: Direct Reports

Data: Organizational Information

Employee Profile

Employee Name	Personnel Number	Manager	Position	Staffing Ratio	Job
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00	2A16 ADMIN & CLERK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00	2A13 ADMIN & CLERK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00	2A13 ADMIN & CLERK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00	2A13 ADMIN & CLERK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00	2A12 ADMIN & CLERK

4. Click on the **related links** button.

Employee Profile

Employee Profile: [REDACTED]

Related Links

Short Profile

[REDACTED]

[REDACTED]

Date of Birth: [REDACTED]

Marital Status: Single

Communication Data

E-Mail: N/A

Office: N/A

Office Number: N/A

Personnel Structure

Personnel Area: Admin&Clerical

Personnel Subarea: NonCINonPoC-IFL

Overview Miscellaneous

Time and Vacation

Filter

Vacation Booked: 0/0

Time Recording: 0.0% (01.01.2020 - 31.12.2020)

Overtime: 0.00 hours (01.01.2020 - 31.12.2020)

: 0

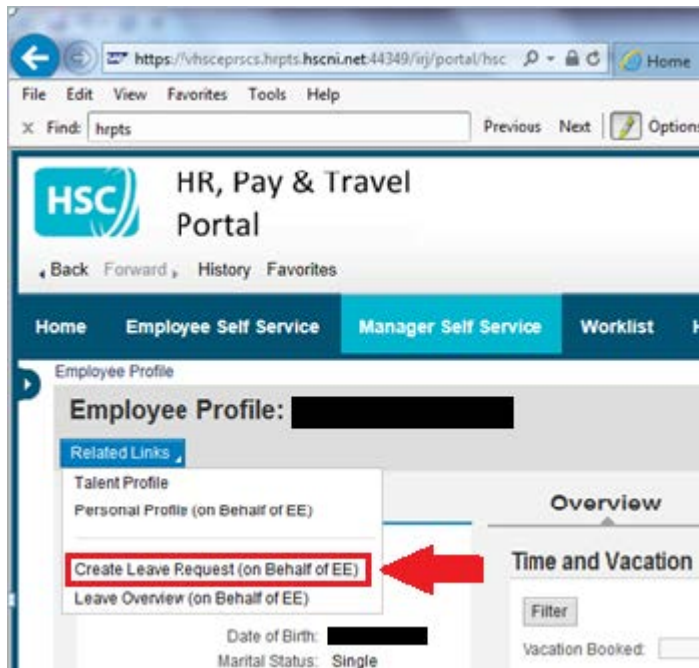
Salary Data

Current Salary: 1,411.92 GBP (Monthly)

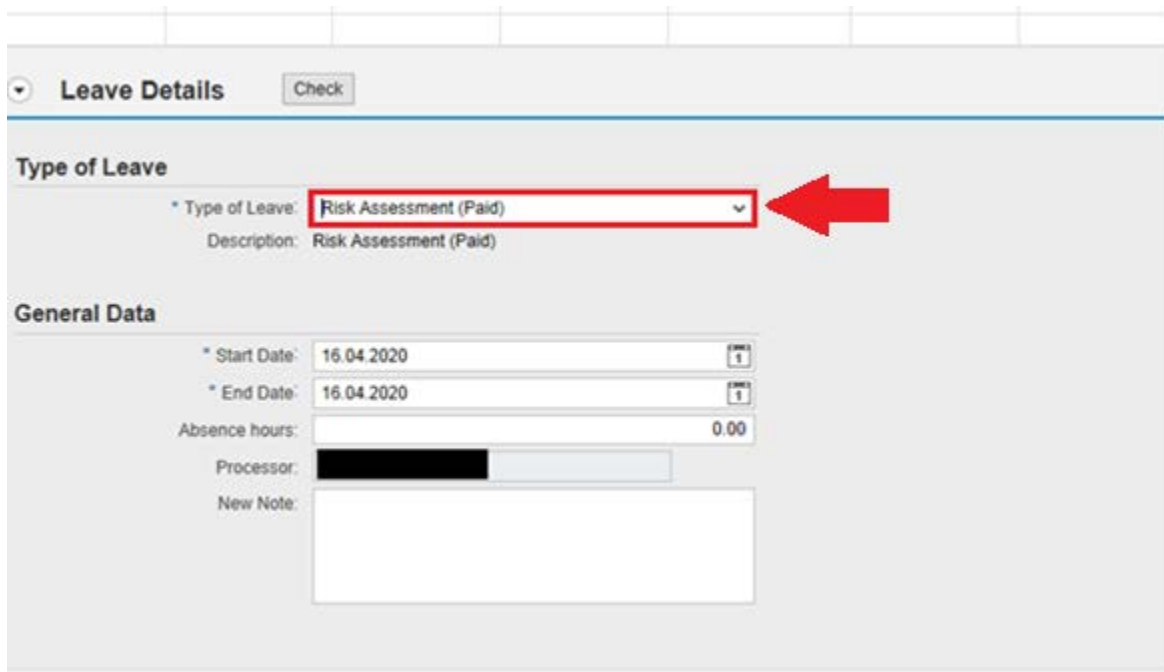
Reference Salary: 1,411.92 GBP (Monthly)

[Compensation Profile](#)

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.


Send

Calendar Team Calendar Time Accounts **Leave Requests**

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Us

Leave Details

Type of Leave

* Type of Leave: **Public Serv Duties Paid** 
Description: Public Serv Duties Paid

General Data

* Start Date: 16.04.2020

* End Date: 16.04.2020

Absence hours: 0.00

Processor:

New Note: