Report sickness to Human Resources

As a manager, when a member of your team tells you that they will not be in work due to sickness you need to notify Human Resources as soon as possible. To do this you should complete the ‘Report sickness’ form in HR Self Service

https://www.st-andrews.ac.uk/selfservice

Once you have signed into HR Self Service, select the ‘My People’ tab.

![HR Self Service Screenshot]

You will now see a screen showing a list of anyone who reports to you directly. If the person in question is not a direct report you can navigate through your team using the various filter options.

You can view any staff who report to your direct reports by clicking the ‘Show Reports’ button

![Filter by surname]

![Select David Lister]
Report sickness to Human Resources

This will then display anyone who reports to that person. You can navigate back by clicking the ‘Back to Peers’ button.

You can also search by name or even just select ‘Whole Team’ to show everyone in your team.

Once you have located the employee you are looking for, click the ‘Select’ button to the right of their details.
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When you do this you will notice that the left sidebar changes to reflect the employee you just selected.

Select the ‘HR Forms’ link

You will now be taken to a screen that will show a history of any forms that have been submitted for or by this person.
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From the dropdown list at the bottom of the page, select ‘Report Sickness (Part A)’.

You will now see the form.
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Provide the first day of absence and a reason if one has been provided. Then click the ‘Submit’ Button.

The form has now been sent to Human Resources who will process the absence against the employee’s staff record. An email will be sent to the employee confirming the sickness has been logged and also giving details on what they need to do when they return to work.