HR Self Service  
Report sickness to Human Resources  
Superuser

When a member of staff 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 ‘Task Centre’ and then ‘Tasks’.

In the ‘Responsibilities’ section you will see a list of the various modules you have access to as a superuser. Select ‘HR Forms’
You will now see a list of all the people you can submit forms for. Click on the correct person.

You will now be taken to the HR Forms module for that member of staff. At the bottom right of the screen select ‘Report Sickness (Part A)’ from the dropdown list and then click ‘Complete Form’.
Complete the form and click Submit.

The form will now go to Human Resources for processing. An email will be sent to the staff members line manager to confirm that they are off sick and that it has been logged. An email is also sent to the member of staff to confirm this and also advise what they should do when they return to work.
Confirmation Message
Your eForm has been submitted.

Continue