

## **How to Guide**

## **Recording Sickness Absence in**





Access your Dayforce "**Hub**" to record a sickness absence. It is the same process you used to request Annual Leave.

Favourites					Edit	Earnings	View Pay Details
٢	×	<b>C</b>			2	Last Pay:	<ul> <li>Show</li> </ul>
Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Balances			Bala	ance Summaries (Req	uest New Time Off		
Volunteer Day		Annual Leave		Annual Leave - Prior			
2.00		262.50		0.00			
		Hours		Hours			

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Click on the '**Request new time off**' button.

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	262.50		0.00			
j	Hours		Hours			

Using the drop down menu in the "**Reason**" field, select your sickness reason. In this example we have selected "**Sick - Eye/ear/nose/mouth/dental problems**".

Time Requested: 775 Hours	Status: O Pendin
Time Requested. 7.75 Hours	Status. • Fertain
Reason Start Date End Date	Type Remaining Unit
Select a Reason A 26/02/2025	Annual Leave 232.75 Hours
	Annual Leave - Prior 0.00 Hours
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Medical Appointment	
Public Duties	
Sick	10
A Sirk Carrier	
	1-10 M
Sick - Eye/ear/nose/mouth/dental problems Intain personal and private information and n	may be retained in your records for at least 7
Sick - Gastrointestinal problems wed by those employees who can currently n	nanage your TAFW.
a the document directly to your appropriate in	manager.
	I Agree
P.J.	,
Balances	

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Click the calendar icon next to today's date in the "**Start Date**" field and select the day your sickness absence started.

			Sele	tt status to Pater: Dispa
	Create Time Off Re	equest		
Time Requested: 7.75 Hours			Stat	us: O Pending
Reason	Start Date End Date	i	Туре	Remaining Unit
Sick - Eye/ear/nose/mouth/dental problems v	26/02/1025 🛅	26/02/2025 🛅	Annual Leave	232.75 Hours
Type of Request	A Sebruary 2025		Annual Leave - Prior	0.00 Hours
All Day Half Day			Volunteer Day	2.00 Days
	27 28 29 30 31 1 2			
	3 4 5 6 7 8 9			
Employee Comments	10 11 12 13 14 15 16			
	17 18 19 20 21 22 23			
	24 25 26 27 28 1 2			
	3 4 5 6 7 8 9			
Document Privacy and Retention				
Supporting Documents that you attach r years. All attached documents are available to if you do not want this to occur, please p	nay contain personal and private info be viewed by those employees who o rovide the document directly to your	rmation and may be re an currently manage y appropriate manager.	etained in your records our TAFW.	for at least 7

Next select the last day of your sickness absence. In this example it was only one day, so the same date is selected.

uest New Time Off		Select Status to Filter: Display All	
	Create Time Off Request		
	Time Requested: 23.25 Hours	Status: O Pending	
	Type of Request:         Start Date         End Date           Type of Request:         2402/2025 (1)         4         February 2025 (2)         1           At Day         Hat Day         1         2         3         4         5         6         7         8         9           Employee Comments         11         2         3         4         5         6         7         8         9         1<	Type         Remaining         Unit           Annual Leave         232.75         Hours           Annual Leave         Prior         0.00         Hours           Voluncer Day         2.00         Days	
	Document Privacy and Retention       Supporting Documents that you attach may contain personal and private information and may be years.       All attached documents are available to be viewed by those employees who can currently manage if you do not want this to occur, please provide the document directly to your appropriate managed.	retained in your records for at least 7 your TAPW.	
		I Agree	
	Balances	~	
		Submit Close	



If you wish to add a message for your Line Manager you can add it in the "**Employee Comments**" field.

	Select Status to Filter: Display.
Create Time Off Request	
Time Requested: 7.75 Hours	Status: O Pending
Reason Start Date End Date	Type Remaining Unit
Sick - Eye/ear/hose/mouth/dental problems 💌 24/02/2025 🛱 24/02/2025	Annual Leave 232.75 Hours
Type of Request	Annual Leave - Prior 0.00 Hours
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	I Agree

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You may have a signed GRAHAM Self Certification Form or Fit-Note you wish to upload you can also do that here by agreeing to the **"Document Privacy and Retention**" statement and uploading your document.

uest New Time Off		Select Status to Fi	ter: Display All *
	Create Time Off Request		
	Time Requested: 7.75 Hours	Status: O Pe	nding
	Reason Start Date End Date	Type Remaining	Unit
	Sick - Eyelear/nose/mouth/dental problems 💌 24/02/2025 🛅 24/02/2025	Annual Leave 232.75	Hours
	Type of Request	Volunteer Day 2.00	Davs
	Employee Comments	retained in your records for at least to your TAFW.	
	Balances		

To find out more about adding documents visit the "Adding a Document to Your Time Away From Work Request" How To Guide

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## Next click "Submit".

Sick - Eyelearitoseimouthidental problems <ul> <li>24002/025</li> <li>24002/025</li> <li>Annual Leave</li> <li>Prior</li> <li>0.00</li> <li>Hou</li> </ul> Type of Request         Annual Leave - Prior         0.00         Hou           Annual Leave - Prior         0.00         Hou         Volunteer Day         2.00         De           Employee Comments         Image: Second Se	Sick - Eyerkarihoselimouthidential problems <ul> <li>2402/2025</li> <li>2402/2025</li> <li>Annual Leave - Prior</li> <li>0.00</li> <li>Hou</li> <li>Annual Leave - Prior</li> <li>0.00</li> <li>Hou</li> <li>Volunteer Day</li> </ul> Employee Comments           Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7           years.         All attached documents are available to be viewed by those employees who can currently manage your TAFW.           If you do not want this to occur. please provide the document directly to your appropriate manager.	TVE03011	Start Date	End Date	Type	Remaining	Un
Type of Request       Annual Lewe - Prior       0.00       Hoc         All Day       Half Day       2.00       Da         Employee Comments	Type of Request       Annual Lewe - Prior       0.00       Hoc         Volunteer Day       2.00       Da    Employee Comments          Employee Comments	Sick - Eye/ear/nose/mouth/dental prob	lems v 24/02/202	5 🗂 24/02/2025 🛗	Annual Leave	232.75	Hou
Type of neguest       Volunteer Day       2.00       Day         All Day       Haif Day       2.00       Day         Employee Comments	Type of negless:       Volunteer Day       2.00       Day         All Day       Haif Day       2.00       Day         Employee Comments	Time of Passion			Annual Leave - Prior	0.00	Hou
Employee Comments  Employee Comments  Document Privacy and Retention  Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7 years.  All attached documents are available to be viewed by those employees who can currently manage your TAFW. If you do not want this to occur, please provide the document directly to your appropriate manager.	Employee Comments Employee Comments Document Privacy and Retention Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7 years. All attached documents are available to be viewed by those employees who can currently manage your TAFW. If you do not want this to occur, please provide the document directly to your appropriate manager.	All Day Half Day			Volunteer Day	2.00	Da
Document Privacy and Retention         Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7 years.         All attached documents are available to be viewed by those employees who can currently manage your TAFW.         If you do not want this to occur, please provide the document directly to your appropriate manager.	Document Privacy and Retention         Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7 years.         All attached documents are available to be viewed by those employees who can currently manage your TAFW.         If you do not want this to occur, please provide the document directly to your appropriate manager.         In I agree						
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Balances							

This will return you to your "**Time Away List**" where you can see your request is now "**Pending**" approval from your Line Manager.

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eq	uest New	Time Off			Selec	tt Status to Filter: Display All	¥.		
1	Balances	i							
	7	Tuesday, 22 April 2025 Annual Leave	Requested Monday, 17 February 2025	Approved by Manager, Graham 000001	4 days	Approved		Y	
{	7	Monday, 21 April 2025 Annual Leave	Requested Monday, 24 February 2025	Approved by Donaldson, Helen 170410	0 days	Approved		v	
	7	Monday, 14 April 2025 Annual Leave	Requested Tuesday, 18 February 2025	Approved by Manager, Graham 000001	4 days	Canceled		191	
{	8	Monday, 24 February 2025 Sick - Eye/ear/nose/mouth/dental problems	Requested Tuesday, 25 February 2025	Approved by	1 day	Pending		×	

Your Line Manager will now get a notification in Dayforce to approve your Sickness Absence

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You will receive a "**Message**" in Dayforce to alert you to any approvals. You will see a red dot on the "**Message Centre**" icon indicating there is an unread message. Click on the envelope icon to access your messages.

		Messages
Edit	Earnings	View Pay Details
20	Last Pay:	• Show

Click on the message from your Line Manager regarding your "**Time Away From Work**" Request. You can then click on "**Back**" to view other messages, or click on the GRAHAM Logo to return to your "**Hub**" screen.

	(← Back)  ☐ Delete  ☑ Mark as Unread
Inbox 4	
Messages	C TAFW Request Has Been Approved
	From: Mo Manager, Graham 000001
E Reports	To: Employee, Graham 000002
A Notifications 4	
Actions	Employee, Graham 000002,
	The following time off request has been approved:
Drafts	Affected Employees Employee Graham 000002
Sent	Reason: Sick - Eye/ear/nose/mouth/dental problems
	Net Hours: 7.75 Time Start: 24/02/2025 00:00:00
Trash	Time End: 25/02/2025 00:00:00
	Conment
	Log into Dayforce to view this request in full.

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Click on your "**Time Away List**", where you will see the status of your request is now showing as "**Approved**". You can click on the arrow to see the details.

Favourites		5 <u>5</u>	e	Edit	Earnings Last Pay:		View P
Profile	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day		
Balances		Balan	nce Summaries (Request	New Time Off			
Volunteer Day	Annual Leave		Annual Leave - Prior				
2.00	232.75		0.00				
Days	Hours		Hours				
					Select Status to Filter:	Display All	*
Balances reflect yo					Select Status to Filter:	Display All	×
Balances reflect yo	quested esday, 25 February 2025		Approved by Manager, Graham 000001	1 day	Select Status to Filter:	Display All	
Balances reflect yo	uessed esday, 25 February 2025		Approved by Manager, Graham 000001	1 day	Select Status to Filter:	Display All	
Balances reflect yo	esday, 25 February 2025 1: 7.75 Hours Start Date		Approved by Manager, Graham 000001 End Date	1 day	Select Status to Filter:	Display All Approved	

From your Dayforce "**Hub**" you can also click on the "**Attendance (Year at a Glance)**" icon.



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Where you will see all your Time Away From Work requests in a calendar format. When you are finished you can click on the GRAHAM logo to return to your "**Hub**" screen.

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You have now successfully recorded sickness absence in Dayforce

If you have any questions please contact your HR team