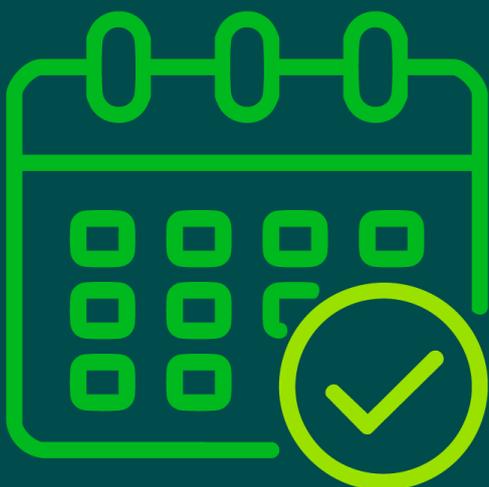


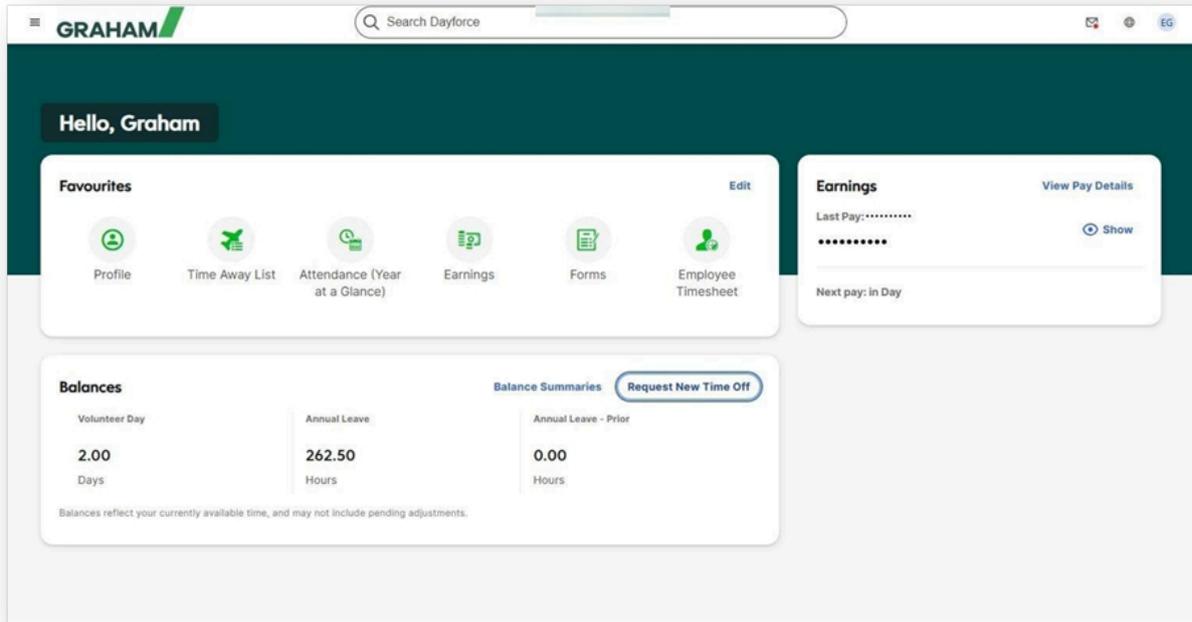
How to Guide

Recording Sickness Absence in



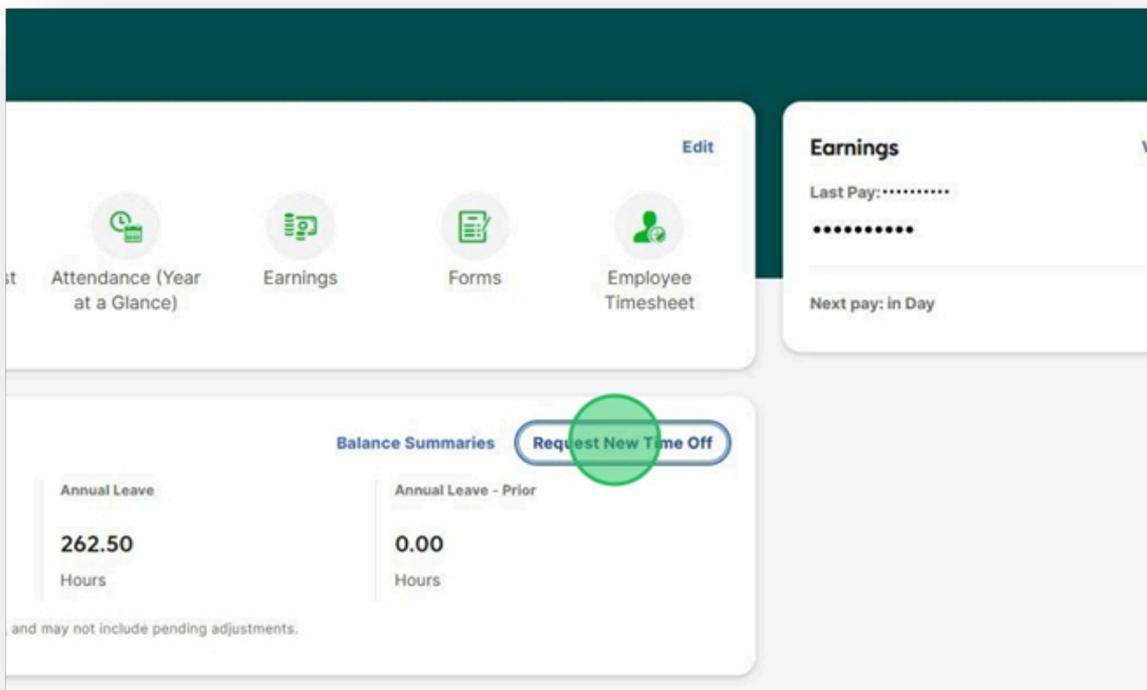
1

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



2

Click on the 'Request new time off' button.



- 3 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".

The screenshot shows the 'Create Time Off Request' form. The 'Time Requested' is 7.75 Hours and the 'Status' is Pending. The 'Reason' dropdown menu is open, showing options: Annual Leave, Jury Service, Medical Appointment, Public Duties, Sick, Sick - Cancer, Sick - Eye/ear/nose/mouth/dental problems (highlighted with a green circle), and Sick - Gastrointestinal problems. The 'Start Date' and 'End Date' are both 26/02/2025. A table on the right shows remaining balances: Annual Leave (232.75 Hours), Annual Leave - Prior (0.00 Hours), and Volunteer Day (2.00 Days). There is an 'I Agree' checkbox and 'Submit' and 'Close' buttons at the bottom.

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

The screenshot shows the 'Create Time Off Request' form with the 'Start Date' calendar open. The 'Reason' is 'Sick - Eye/ear/nose/mouth/dental problems'. The 'Start Date' is 26/02/2025 and the 'End Date' is 26/02/2025. The calendar shows February 2025 with the 26th highlighted. The 'Type of Request' is 'All Day'. The 'Employee Comments' field is empty. The 'Document Privacy and Retention' section contains a warning about data retention. There is an 'I Agree' checkbox and 'Submit' and 'Close' buttons at the bottom.

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

GRAHAM Search Dayforce

Request New Time Off Create Time Off Request Select Status to Filter: Display All

Time Requested: 23.25 Hours Status: Pending

Reason: Sick - Eye/ear/throat/mouth/dental problems Start Date: 24/02/2025 End Date: 26/02/2025

Type of Request: All Day Half Day

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 TAPW. If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Balances

Submit Close

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

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

GRAHAM Search Dayforce

Request New Time Off Create Time Off Request Select Status to Filter: Display All

Time Requested: 7.75 Hours Status: Pending

Reason: Sick - Eye/ear/throat/mouth/dental problems Start Date: 24/02/2025 End Date: 24/02/2025

Type of Request: All Day Half Day

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 TAPW. If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Balances

Submit Close

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

- 7 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.

GRAHAM Search Dayforce

Request New Time Off Create Time Off Request Select Status to Filter: Display All

Time Requested: 7.75 Hours Status: Pending

Reason: Sick - Eye/ear/nose/mouth/dental problems Start Date: 24/02/2025 End Date: 24/02/2025

Type of Request: All Day Half Day

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

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.

I Agree

Balances

Submit Close



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

- 8 Next click "**Submit**".

Time Requested: 7.75 Hours Status: Pending

Reason: Sick - Eye/ear/nose/mouth/dental problems Start Date: 24/02/2025 End Date: 24/02/2025

Type of Request: All Day Half Day

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

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.

I Agree

Balances

Submit Close

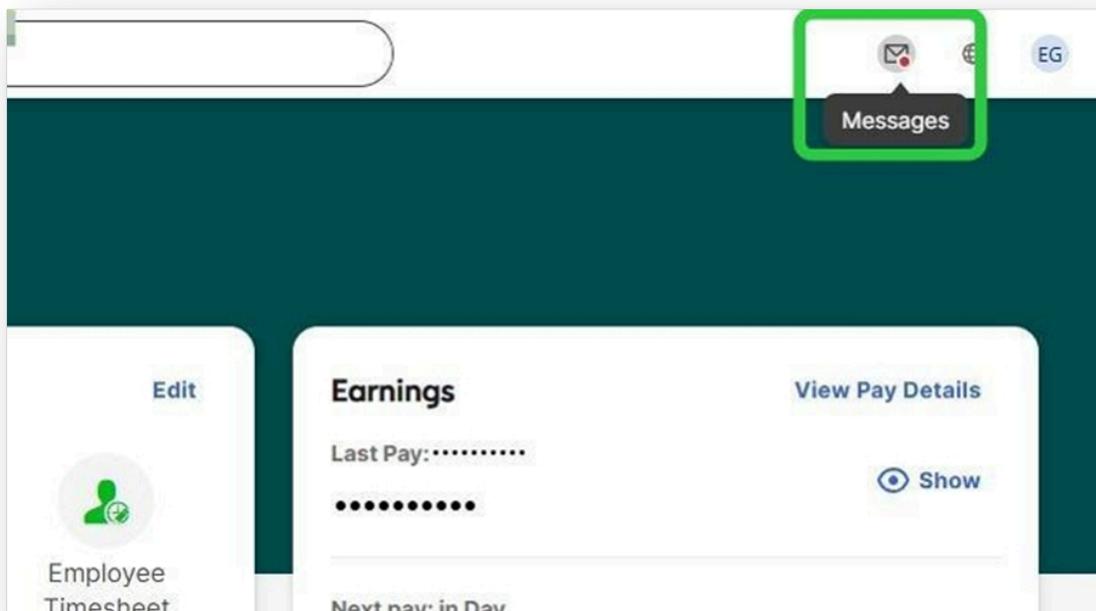
- 9 This will return you to your **"Time Away List"** where you can see your request is now **"Pending"** approval from your Line Manager.

Date	Type	Requested	Approved by	Days	Status
Tuesday, 22 April 2025	Annual Leave	Monday, 17 February 2025	Manager, Graham 000001	4 days	Approved
Monday, 21 April 2025	Annual Leave	Monday, 24 February 2025	Donaldson, Helen 170410	0 days	Approved
Monday, 14 April 2025	Annual Leave	Tuesday, 18 February 2025	Manager, Graham 000001	4 days	Canceled
Monday, 24 February 2025	Sick - eye/ear/nose/mouth/dental problems	Tuesday, 25 February 2025	Approved by	1 day	Pending

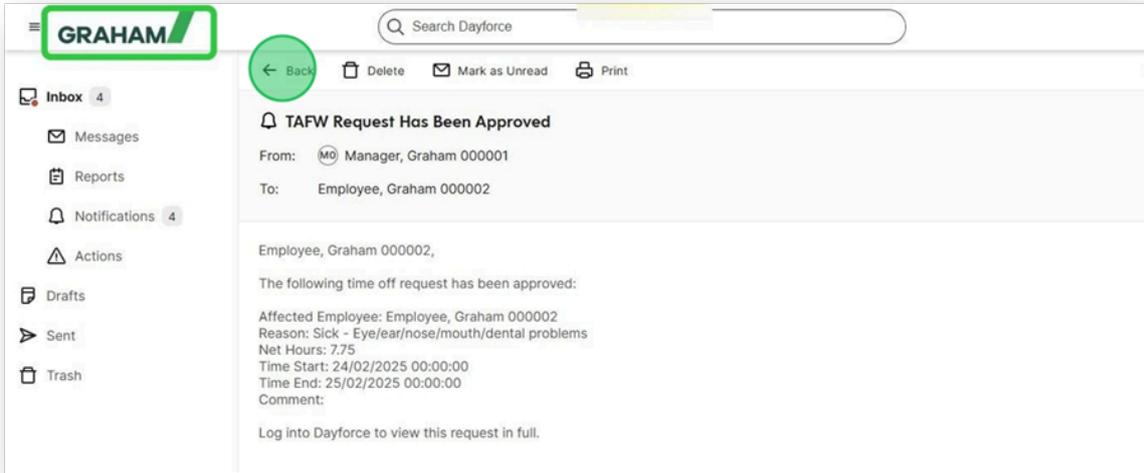


Your Line Manager will now get a notification in Dayforce to approve your Sickness Absence

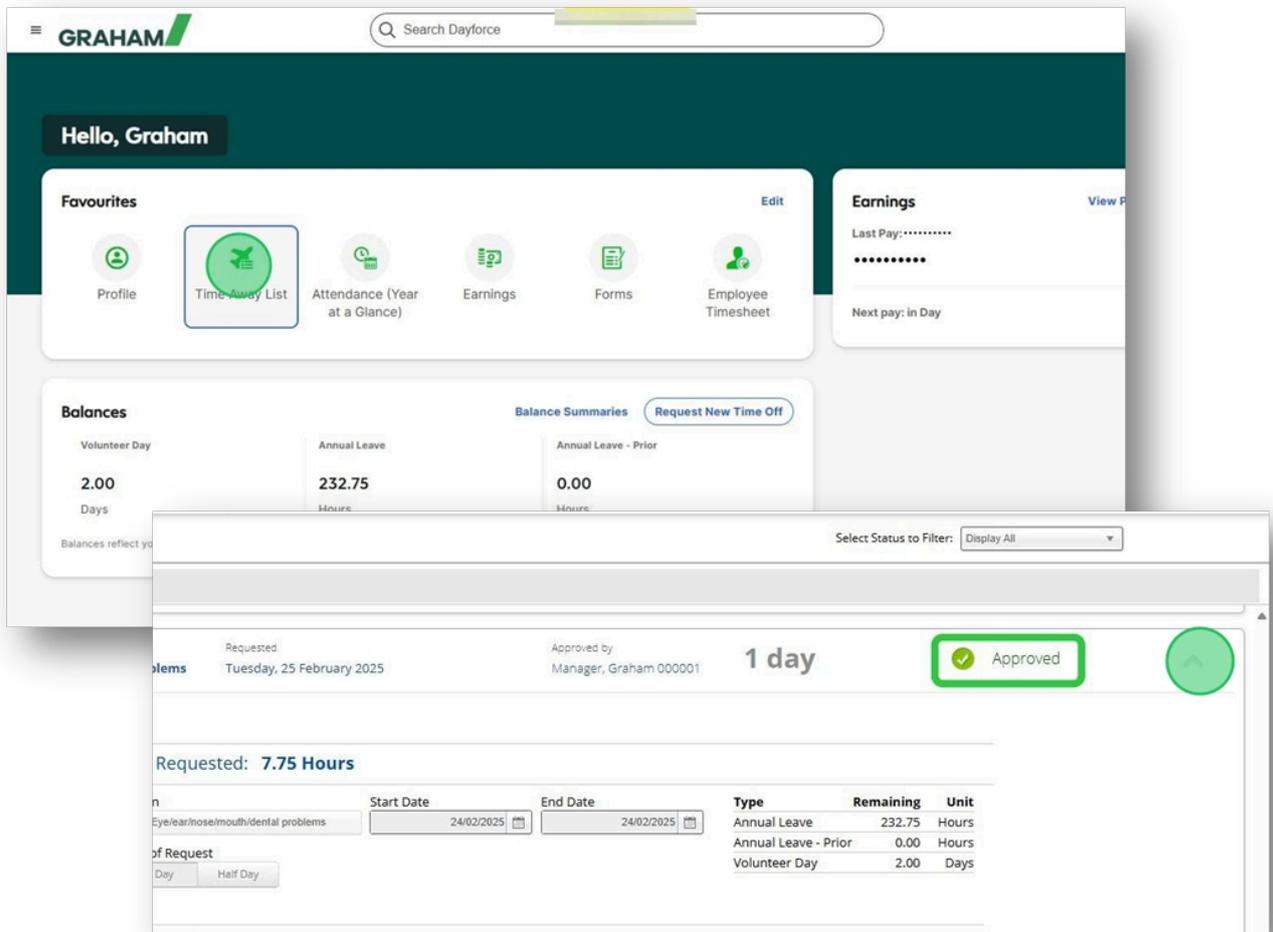
- 10 You will receive a **"Message"** in Dayforce to alert you to any approvals. You will see a red dot on the **"Message Centre"** icon indicating there is an unread message. Click on the envelope icon to access your messages.



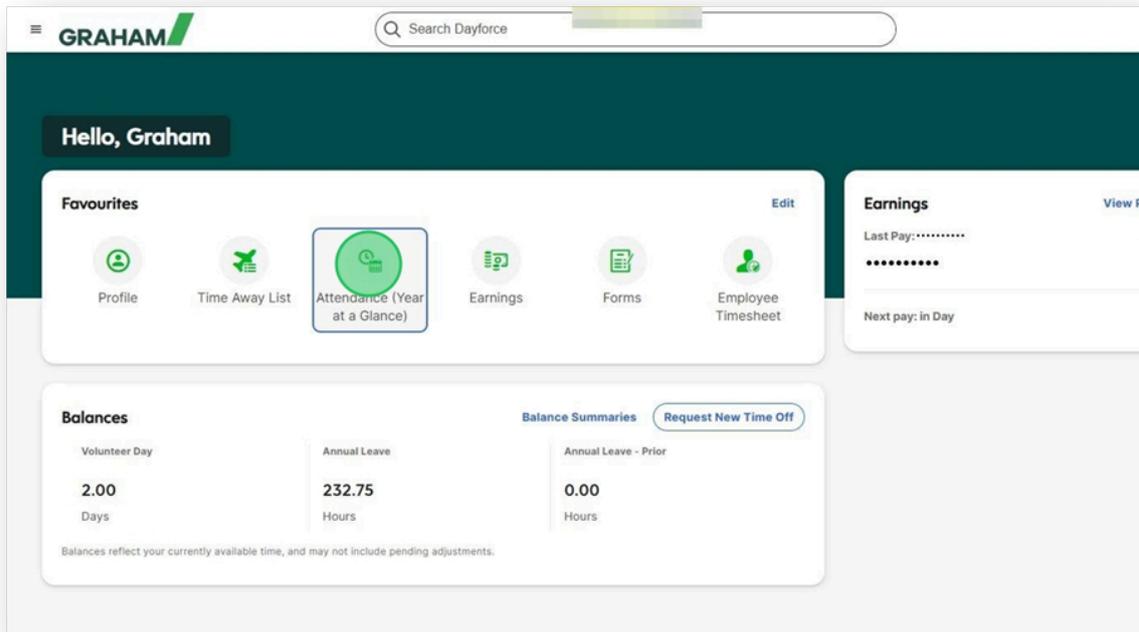
- 11 Click on the message from your Line Manager regarding your "Time Away From Work" Request. You can then click on "Back" to view other messages, or click on the GRAHAM Logo to return to your "Hub" screen.



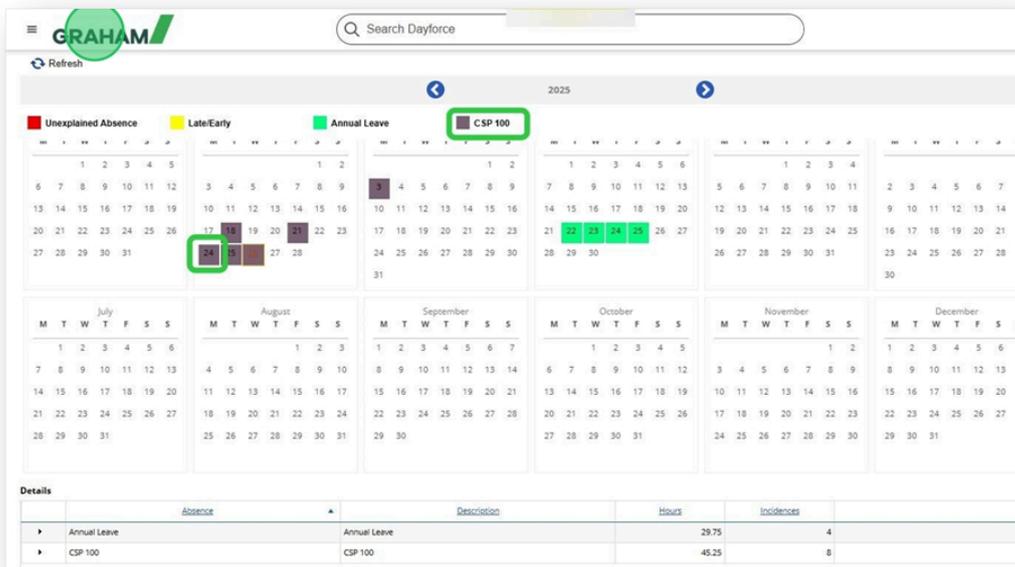
- 12 Click on your "Time Away List", where you will see the status of your request is now showing as "Approved". You can click on the arrow to see the details.



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



14 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.



You have now successfully recorded sickness absence in Dayforce

If you have any questions please contact your HR team