Sickness Absence Documents of Record



This guide will outline the steps to add sickness absence related documents to a team member's record.



To add a doctors Fit Note to a sickness absence, you will need to edit the sickness absence record. To do this navigate to the **My Team** tab on your Oracle Fusion homepage. Next select the **My Team** tile.



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The **My Team** page is displayed. Select the **three dots icon** next to the team member that you wish to record the absence for. Next select **Existing Absence** from the drop-down options list.

Primary Email sendmail-test-discard@oracle.com Primary Phone 4196402242	Cost Center Department Name SMBC-RON1110 Housing and Partnership Services	
Billing, Sheleen Housing Programme Support Officer Pasition Name Housing Programme Support Officer Location Name Council New Officer Council New Officer Council New Officer Inimary Email sendmail-Inst-discard@oracle.com Primary Phone	Business Unit Sandwell Metropolitan Borough Council User Person Type Employee Cost Center Opgartment Name SuBG-RONTITO Housing and Partmership Services	
Jules, Clarence Housing investment & Development Officer Position Name Housing Investment & Development Officer Location Name Council Neo Oldbury Primary Email sendmail-Inst-discard@oracle.com Primary Pipone 2672203423	Business Unit Sandwell Mitropolitan Borough Council User Person Type Employee Cost Center Department Name SMBC-RGHT10 Housing and Partnership Ser Exaligneet Exalignment Central	A Professional and the second
With Offer	Find Best Fit Job Find Best Fit Person	

Identify the absence that the Fit Note relates to and select the **Pencil** icon next to the entry.

Absences		+ Add
Last 6 months v		
Search by type or status Q Annual Leave: Hourly: 96 Hours 05/06/2024 - 16/08/2024 Hourson Development Officer	Scheduled	Sort By Date
Unpaid Leave Council: 74 Hours 17/06/2024 - 28/06/2024 Housing Investment & Development Officer	Withdrawn	
Unpaid Leave Council: 96 Hours 17/06/2024 - 28/06/2024 Housing Investment & Development Officer	Scheduled	1
Sickness: 0 Calendar Days 02/06/2024 - Open ended Housing Investment & Development Officer	In progress	
Unpaid Leave Council: 74 Hours 13/05/2024 - 24/05/2024 Housing Investment & Development Officer	Withdrawn	\$

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The **Edit Absence** screen is now displayed. Scroll down to the **Comments and Attachments** section. Select the **blue text** and then choose **Add File** from the drop-down menu.

Sdit Absence			Delete Sub <u>m</u> it
	05/06/2024 - 12/06/2024	8 Days at 100%	
	02/06/2024 - 04/06/2024	3 Days at 0%	
	Comments and Attachments		
	Comments		
	Broken ankle as a result of cycling accident. Need to take time off as leg need 12 June with consultant. Clarence returned to work on 13th June. Open-ended absence closed with lat	ds to be rested and raised until swelling reduced. Has a follow up appointment on st day as 12th June.	
	Attachments		
	Drag files here or click to add atta	ichment v	
		iaa dha	
	Legislative Information		
	Consumed SSP Weeks	Consumed Waiting Days	
	0		
	dd/mm/yyyy	No V	
	Disqualified Reason		

A file explore window opens. Navigate to the document that you wish to attach and select it. Next, choose the **Open** button.

Open				>	<	0 49	A da	AG	1 60
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Pictures	V Yesterday (6)								
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Whiteboards	Sample fit note	13/06/2024 14:58	JPG File						
Socitm Group	Specimen Ht Note	13/06/2024 13:24	PNG File						
C83 - South Ayrsh	Meeting with Neill Loughlan-20240613_093253-Meeting Recording	13/05/2024 09:39	MP4 File						
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This PC	 Earlier this week (11) 								
3D Objects	Oracle Fusion - Pensions Training-20240612_090435-Meeting Recording	12/06/2024 10:25	MP4 File						
Desktop	C View Payslips	11/06/2024 15:34	Adobe Acroba	Document					
P Documents	leave-and-absence-raw-iPq4xga/	11/05/2024 15:11	Compressed (2	pped) Folder	reduced. Has a follow up appointment on				
- Downloads	Masting with Naill Loughlan, 20240511 102722, Masting Recording	11/06/2024 10:41	MP4 File						
Munic	HR User Training Session Learning Outcomes May24	11/06/2024 09:51	Adobe Acroba	Document					
Distance	Meeting with Neill Loughlan-20240611 090507-Meeting Recording	11/06/2024 09:25	MP4 File		10				
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File na	me: Sample fit note		 All files 	~					
		Upload	from mobile Open	Cancel					
	Legislative Information								
	Consumed SSP Weeks		Co	nsumed Waiting Da	iys				
		0							
	Original Start Date		Di	able Earnings Chec	k				
	dd/mm/yyyyy	Co.	N	D	~				
	Disqualified Reason								

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The Fit Note has now been attached to the absence record. Select the **Submit** button to complete the process.

CJ Clarence Jules				Delete Submit Cancel
	05/06/2024 - 12/06/2024	8 Days at 100%		
	02/06/2024 - 04/06/2024	3 Days at 0%		
	Comments and Attachments		\$	
	Comments			
	Broken ankle as a result of cycling accident. Need to take time off as leg needs 12 June with consultant. Clarence returned to work on 13th June. Open-ended absence closed with last	to be rested and raised until swelling reduced. Has a follow up appointment on day as 12th June.		
	Attachments			
	Drag files here or click to add attact	hment 🗸		
	Sample fit note.jpg (55.61 KB) 🕹	By Tracy Nevin on 14/06/2024	×	
	Legislative Information			
	Consumed SSP Weeks	Consumed Waiting Days		
	Original Start Date	Disable Earnings Check		
	Disgualified Reason			

In this next example you will see how to add a Return to Work Interview Document of Record.

Begin by navigating to the **My Team** tab and selecting the **My Team** tile.

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QUICK ACTIONS	APPS					
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الله Employee Summary کار Employment Info	Performance	Talent Review	(Þ) Learning	New Person	Workforce Compensation)
මුළු Add Assignment හු Change Assignment ලා Document Records	Hand Street Stre	Personal Branc	ieam Skills Center	+		

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The **My Team** page is displayed. Select the **three dots icon** next to the team member that you wish to add a Document of Record for. Next select **Document Records** from the drop-down options list.

Billing. Sheken Housing Programme Support Officer Position Name Housing Programme Support Officer Location Name Council Neo Obbury Primary Email sendmail: Hest-discard@oracle.com	Business Unit Sandwell Metropolitan Borough Council User Person Type Employee Cost Center	***	
Aules, Clarence Housing Investment & Development Officer Postion Name Cocation Name Cocation Name Cocation Name Cocation Name Cocation State Primary Final sendmail test discard@oracle.com Primary Final 207220243	SABC-REAMING Housing and Partnership Serv Sabc-REAMING Metropolitan Borough Council User Person Type Employee Cost Center Department Name SABC-REAMING Housing and Partnership Serv	Charge Ausgument Charge Manager Charge Manager Crafte Sourceston Plan Crafte Sourceston Plan Crafte Sourceston December Reports Document Reports	
With Offer		Employment Contracts Employment Info Existing Absences Peedback Find Best Fit Job	
Vacancies		Find Best Fil Person Individual Compensation Person Identifiers for External Applications Request Feedback Sensing Uates Share Data Access	



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The **Add Document** page is displayed. Select **Return to Work** from the **Document Type** drop-down options list.

Add Document Corrence Jules							
Add Document Carence Jules	ILE						
Clarence Jules	Add Document						Submit
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		Contra Processo			Garbanes (GON)	*	

Once Return to Work has been selected, more fields are now displayed. Mandatory fields are marked with an asterix.

Complete the document of record as per the steps in the table below.

Add Document		A 中 4 8sub <u>m</u> it
Clarence Jules	Document Details	
	*Document Type Country All Countries Tetrum to Work Subcategory General Category Absence Subcategory General Description Counters abovelopment Officer Busines Title Comments *Absence Oetals Select Absence details for Fatures *Obser Oetals Select Absence details for Fatures *Obser of Interview Tipe 1 Tipe result *Obser of there were Select Absence details for Fatures	
	Line Manager Tracy Nextin Tracy	

Step	Description
1. Absence Details	Select the absence that the Return to Work interview relates to from the drop-down list.
2. Date of Interview	Use the date picker tool to select the date of interview
3. Interviewer	Insert the name of the person conducting the Return to Work interview.
4. Line Manager	Add the name of the interviewee's line manager.
5. Working Days Lost	Add the number of working days that the colleague has been absent from work due to this sickness absence.
6. Comments	Add a summary of the discussion held during the interview.
7.Attachments	It is possible to add any documents that are relevant to the interview.
8. Submit	Once the form has been completed, select the Submit button to add a copy of the Document of Record to the colleague's file.

Once the document of record has been submitted, the process is complete. A notification is forwarded to both the colleague and the line manager advising that the document of record is now on file.

To begin, follow steps seven, eight and nine in this Quick Reference Guide.

At the **Add Document** page, select **Sickness Absence Management** from the **Document Type** drop-down options list.

Add Document CJ Clarence Jules						Submit Cancel
	Document Details		R284	10.234.21		
	Document Type Eelect a value Name	Country	Category	Subcategory	A	
	Sickness Absence Documents Sickness Absence Documents - Children/Vulnerable Adults	United Kingdom United	Absence Absence			
	Sickness Absence Maggament	United Kingdom	Absence			0
	Adults	Kingdom			-	

Once Sickness Absence Management has been selected, more fields are now displayed. Mandatory fields are marked with an asterix.

Complete the document of record as per the steps in the table on the following page.

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Add Document					
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	Document Details				
	*Document Type		Category		
	Sickness Absence Management	~	Absence Country		
	Business Title		United Kingdom		
	Housing Investment & Development Officer	5	Please enter Target set number of Days		
4	*Absence Details		Details of Action 3		
	Sickness - 02-JUN-2024-12-JUN-2024 - (MSD - Fractures)		Please enter Target set number of Period		
2	^Action Stage		Action Taken		
	AData of Internation		Stage 1 – Improvement targets set V		
3	14/06/2024	16	* Action Expiry Date		
	*Sickness Parameter Breached		30/06/2024		
4	More than 6 days absence	. 8	Line Manager		
	*Details of Action 1		Tracy Nevin V	Interviewer	
0	Action lists here		Tracy Nevin		
		10	L		

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Step	Description
1. Absence Details	Select the sickness absence that this interview relates to from the drop-down options list.
2. Action Stage	Select the Sickness Absence Management Policy stage that the interview relates to from the drop-down options list.*
3. Date of Interview	Select a date using the date picker tool.
4. Absence Parameter Breached.	Select the reason why the interview is taking place from the drop- down option list.*
5 Details of Actions	List the actions that have been agreed with the interviewee including any agreed targets.*
6. Action Taken	Select the type of action that has been agreed from the drop-down options list.
7. Action Expiry Date	Use the date picker tool to enter a date when agreed actions will be completed by / improvement targets to be achieved by.
8. Line Manager	Enter the interviewee's line manager's name.
9. Interviewer	Enter the name of the person that conducted the interview
10. Attachments	Further down the page there is the option to add any attachments to the record.
11. Submit	Select the Submit button to complete the process and add the Document of Record to the colleague's file.



*For more details refer to the Sickness Absence Management Policy.

Once the Document of Record has been submitted, a notification will be sent to both the employee and their line manager advising that a Document of Record has been added to the employee's file.

That brings this Quick Reference Guide to an end.