

MyView

How to navigate the system

Employee Self-Serve

Manager Guide for Sickness Recording

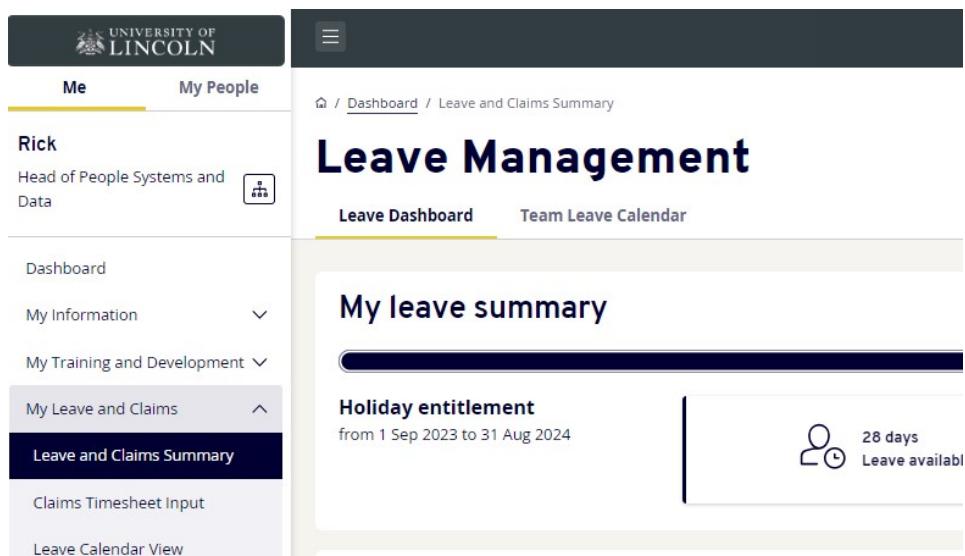
MyView

MyView is a self-service tool which allows you to view your payslips, check your tax code, update your home address and personal information, and record Sickness Absence.

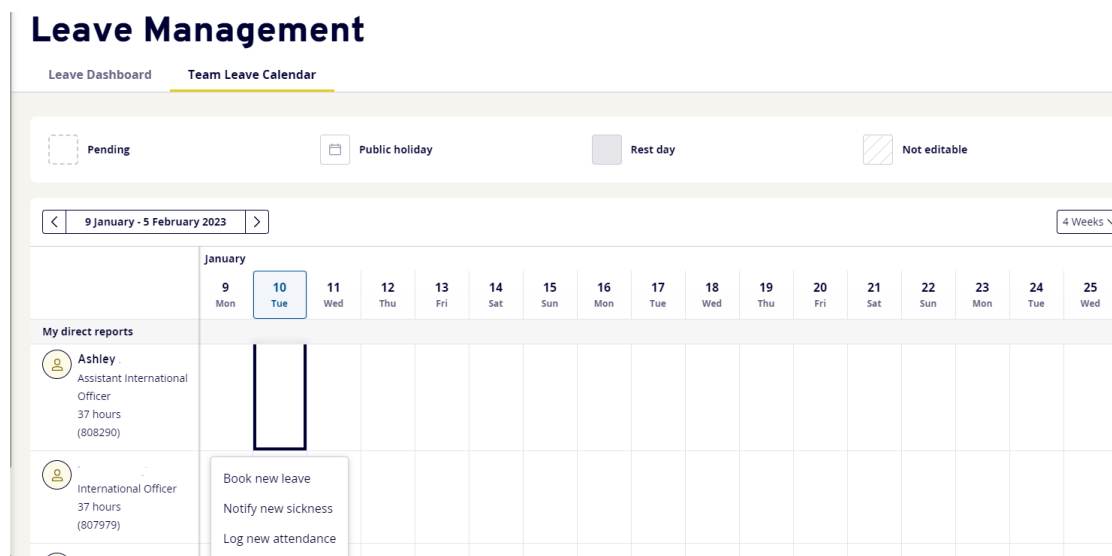
How to record a new absence for direct reports

To access MyView click the link <https://hr.lincoln.ac.uk/hrselfservice/> and select the MyView icon on the screen. Here you will be taken to the authentication screen to log on using your normal University credentials.

Click on **My Leave & Claims** from the left-hand side menu. Then, underneath, select **Leave and Claims Summary**.



Select **Team Leave Calendar**, the direct report you wish to record the absence for and click on the corresponding date the absence commenced.



Select **Notify new sickness**, this will open a new sickness absence record. In the **comments box**, please provide any information you feel is relevant. This could be the time and date you were informed about the absence.

Notify new sickness - Sick ×

Type Sick

Comments

Next, **enter the dates** of the absence.

Dates **Full Day** **1st Half** **2nd Half** **Open Ended**

From *

To *

Days

Total Time **Confirm planned work time**

If you do not know when the end date of the absence will be, leave this blank and click the **open-ended** box. The system default date will show as the end of the current month. Click the **confirm planned work time** box and check the information provided for each day. For Sickness absence recording, ensure the total time is as per the example below. This will also apply to individuals on less than a 1FTE contract.

From	20/07/2021						
To	26/07/2021						

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
24/07/2021	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00
31/07/2021	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00

Click **save**.

Next, select the **reason** from the dropdown box.

Reason *

- Select--
- Accident
- Allergic Reaction
- Anxiety
- Asthma
- Back Injury
- Bereavement
- Blood Pressure Problems
- Broken / Sprained Limb
- Cancer
- Chest Infection
- Cold
- Covid-19 - Long Covid
- Covid-19 Positive
- Covid-19 Self-Isolation
- Debility
- Deep Vein Thrombosis
- Dental
- Depression
- Diabetes

Then choose the **Certificate Type**. If your direct report has received a Doctors Medical Certificate from Day 1, please select **Certified by a Doctor** and the relevant additional information if applicable.

Select **Yes** in the Auth Cert Produced.

If the absence is curently going to be less than 7 days, select **self certified**. Select **No** in the Auth Cert Produced box.

Cert Type

Auth Cert Produced

Certificate Expiry Date

Return To Work Interview Date

- Select--
- Certified by a Doctor
- Certified by Doctor: Disability Related
- Certified by Doctor: Pregnancy Related
- Certified by Self: Disability Related
- Certified by Self: Pregnancy Related
- Not Certified
- Self Certified

Where the absence is covered by a Medical Certificate, please enter in the **expiry date**.

Certificate Expiry Date

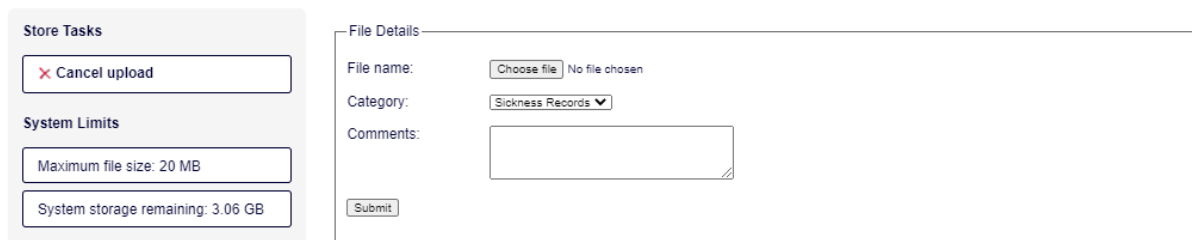
Add the Medical Certificate to the absence by clicking on the **paperclip icon** next to the date field.

Click **Upload document**

Store Tasks

Click **Choose File**

Select the Medical Certificate and add in any comments you feel maybe needed and click submit.



Check the document has attached and click **exit**.

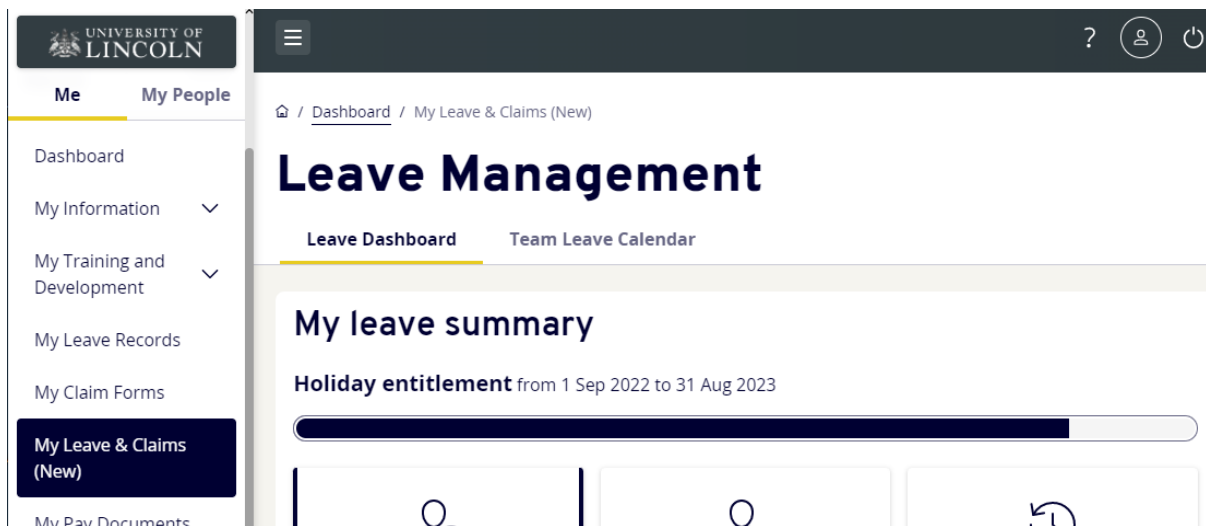
The Return to work interview field can be completed once the meeting has taken place.

Click **submit**.

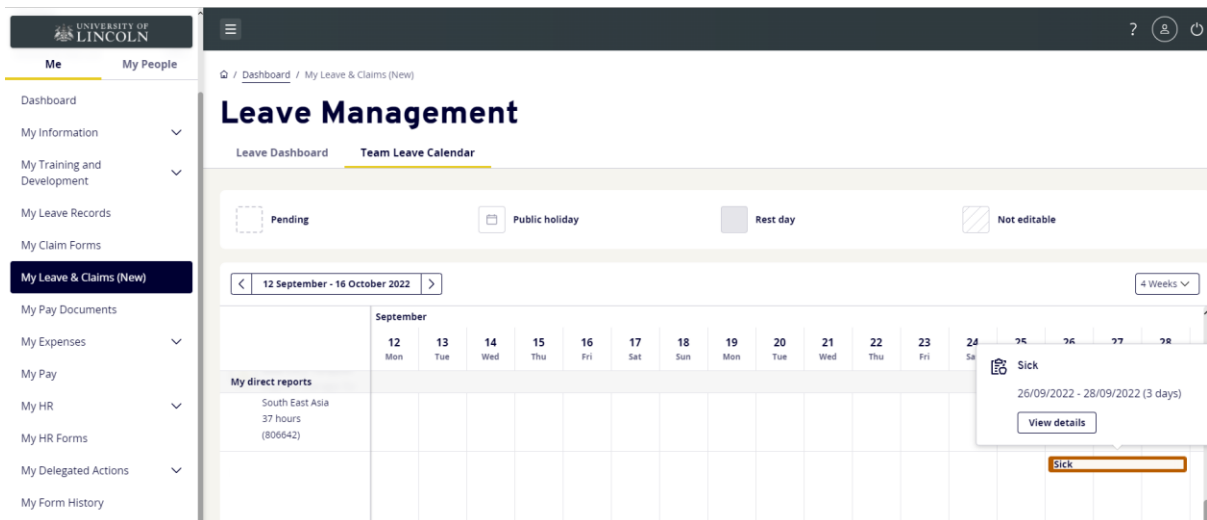
How to Edit an absence

To edit a current open ended absence, **Log on** to MyView <https://hrselfservice.lincoln.ac.uk/>

Click on **My Leave & Claims (New)** from the left-hand side menu and select **Team Leave Calendar**.



Find the direct report you wish to edit the absence, click on the corresponding absence, and select **View details**.



This will open the sickness record. To edit it, select **Edit** at the bottom of the form. From here you can upload another Medical Certificate, and to amend any other information required. If the dates are amended, click the **confirmed planned work time** box, and check the information in the boxes for each day, click **save**.

Previously Updated By John Smith on 25/10/2022

Type Sick

Comments

Dates Full Day 1st Half 2nd Half Open Ended

From *

To *

Days

Total Time

Reason *

Cert Type

Auth Cert Produced Yes No

Certificate Expiry Date

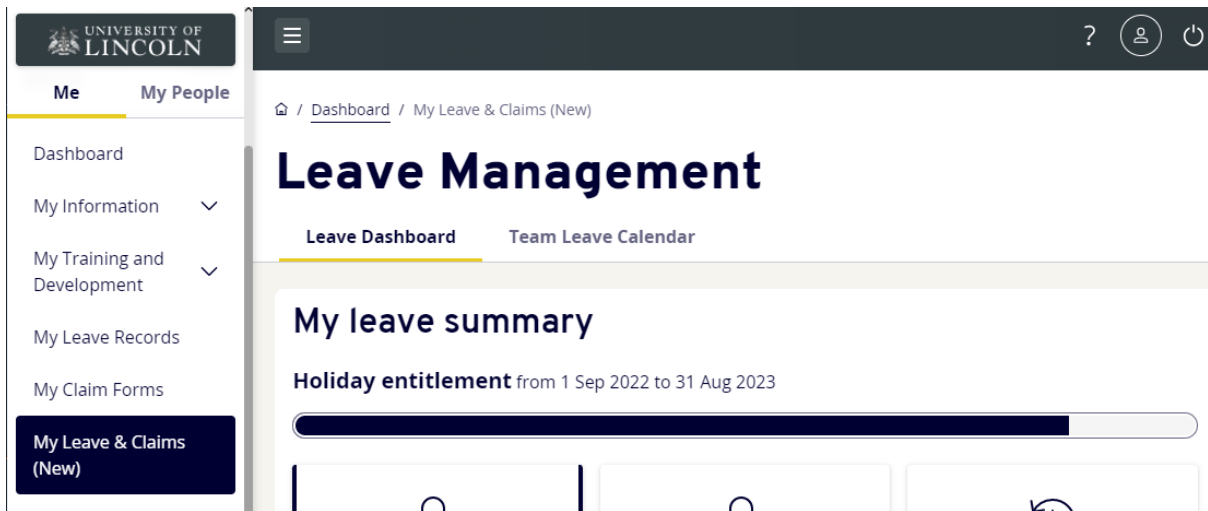
Return To Work Interview Date

Once the form has been updated, click submit.

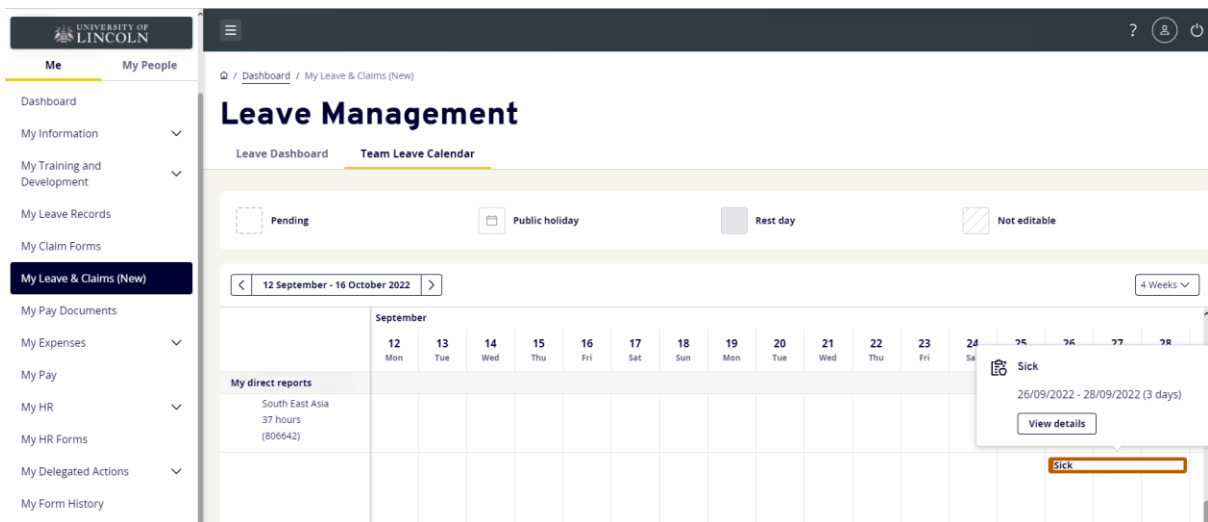
How to close a current open absence

To close a current open ended absence, **Log on** to MyView <https://hrselfservice.lincoln.ac.uk/>

Click on **My Leave & Claims (New)** from the left-hand side menu and select **Team Leave Calendar**.



Find the direct report you wish to record the absence, click on the corresponding absence, and select **View details**. Click **edit**.



Check the absence information is correct and **update the end date** with the last day of sickness absence. Click on **Full day** or **Half day** to remove the Open-Ended absence flag.

Confirm the **planned work time** and click **submit**.

Dates **Full Day 1st Half 2nd Half Open Ended**

From *

To *

Days

Total Time

Where an absence spans more than 7 days, the **Certificate Type** needs to be amended from **Self Certified to Certified by a Doctor** and the Doctors note to be **uploaded to MyView**

Click **Upload document**



The screenshot shows a 'Store Tasks' panel on the left with two buttons: 'Refresh document list' (with a refresh icon) and 'Upload a new document' (with an upload icon). To the right is a search bar with the placeholder text 'Search documents' and a magnifying glass icon.

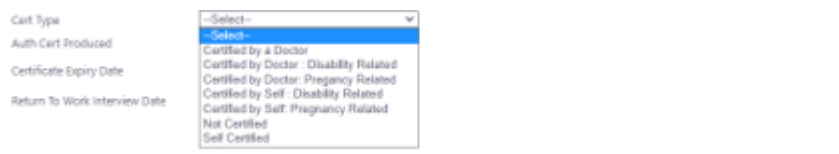
Click **Choose File**

Select the Medical Certificate and add in any comments you feel maybe needed and click **submit**.



The screenshot shows a 'File Details' form. On the left, there is a 'Store Tasks' panel with a 'Cancel upload' button and a 'System Limits' section showing 'Maximum file size: 20 MB' and 'System storage remaining: 3.06 GB'. The 'File Details' section includes: 'File name:' with a 'Choose file' button and 'No file chosen' text; 'Category:' with a dropdown menu set to 'Sickness Records'; 'Comments:' with a text area; and a 'Submit' button.

Select **Yes** in the Auth Cert Produced.



The screenshot shows a 'Cert Type' dropdown menu. The menu is open, showing options: 'Certified by a Doctor', 'Certified by Doctor: Disability Related', 'Certified by Doctor: Pregnancy Related', 'Certified by Self: Disability Related', 'Certified by Self: Pregnancy Related', 'Not Certified', and 'Self Certified'. The 'Certified by a Doctor' option is highlighted.

Amend the Certification expiry date if needed.

Click **Submit**.

Return to work meeting

Where a return to work meeting occurs, the date the meeting was held, and the relevant documents must be added to MyView.

To edit a current open ended absence, **Log on** to MyView <https://hrselfservice.lincoln.ac.uk/>

Click on **My Leave & Claims (New)** from the left-hand side menu and select **Team Leave Calendar**.

Find the direct report you wish to add Return to Work Meeting information, click on the corresponding absence, and select **View details**. Click **edit**.

This will open the sickness record. From here **enter the return to work meeting date**.

Then click **Upload document**

Store Tasks

Click Choose File which contains the return to work document and click **submit**.

Store Tasks

System Limits

File Details

File name: No file chosen

Category: ▼

Comments:

Click **save**.