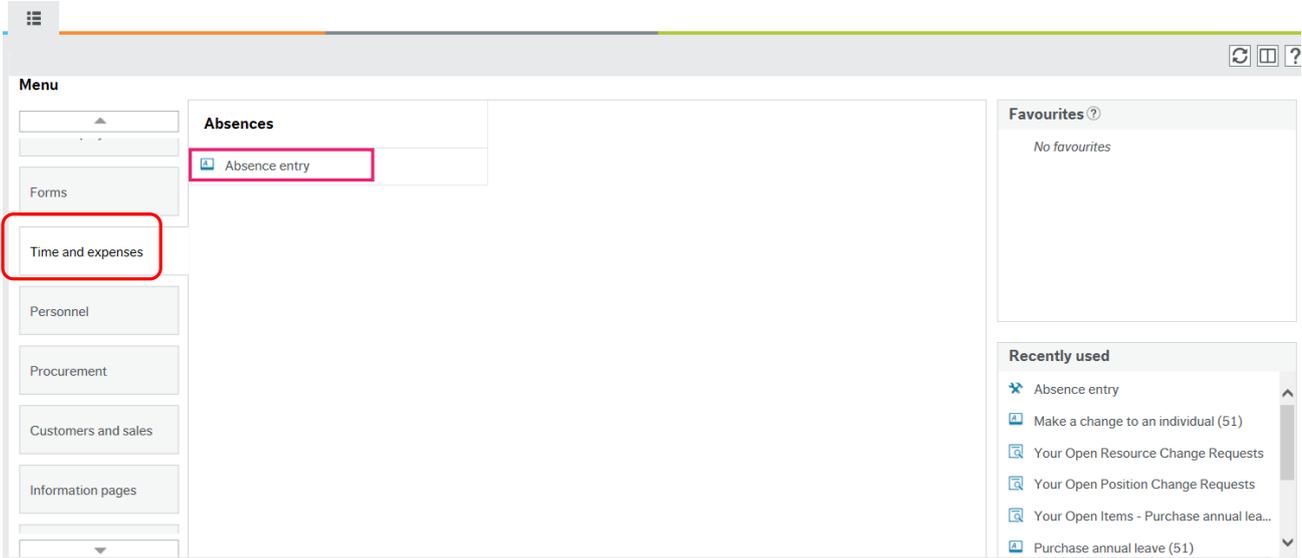
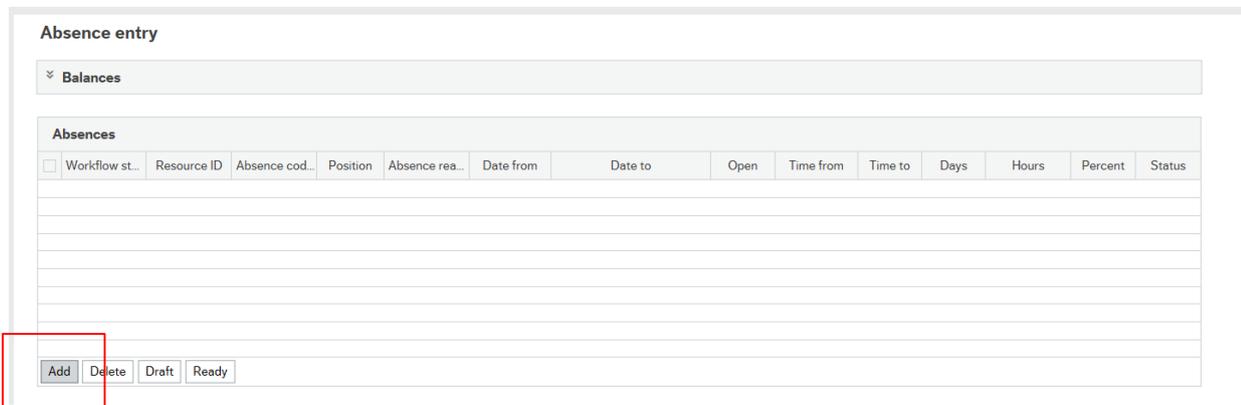


## Entering sickness absence – short term with a known end date

As a manager you will use ERP Gold to enter a sickness absence for a member of your team. Log into your ERP Gold account, click on the Time and Expenses tab and then Absence entry.

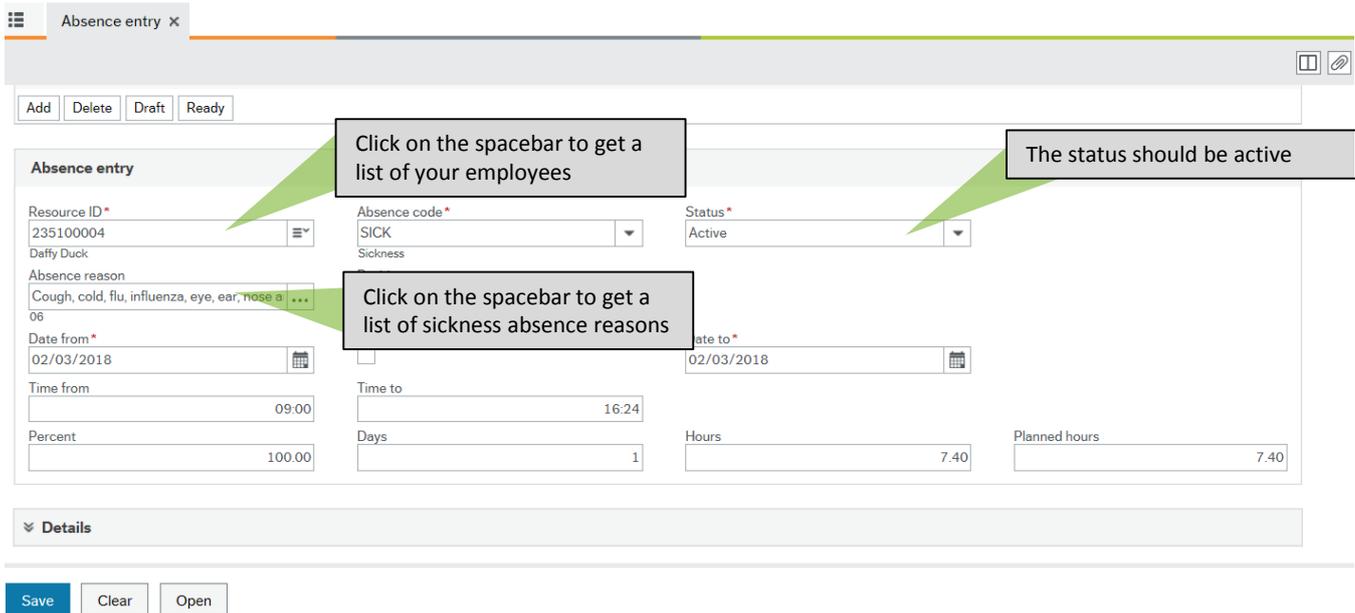


In the absence entry screen, click on Add



Using the space bar, select the employee you wish to enter absence for from the drop down list of your team. Select sick in the absence code. The status should remove as Active.

Select an absence reason. Use the space bar to get a list of reasons.



The screenshot shows the 'Absence entry' form in ERP Gold. At the top, there are buttons for 'Add', 'Delete', 'Draft', and 'Ready'. The form fields are as follows:

- Resource ID:** 235100004 (Daffy Duck)
- Absence code:** SICK (Sickness)
- Status:** Active
- Absence reason:** Cough, cold, flu, influenza, eye, ear, nose a... (06)
- Date from:** 02/03/2018
- Date to:** 02/03/2018
- Time from:** 09:00
- Time to:** 16:24
- Percent:** 100.00
- Days:** 1
- Hours:** 7.40
- Planned hours:** 7.40

At the bottom, there is a 'Details' section and buttons for 'Save', 'Clear', and 'Open'.

## Entering the date

Enter the first date of the absence in the 'Date from' field and last date of absence in the 'Date to' field.

If you are recording a half day of sickness absence enter 50 in the Percent field.

The 'Time From' and 'Time to' will automatically populate based on the employees work schedule. If this is incorrect you should amend the absence record in the screen however this will not update the general work schedule for the employee. You should advise your employee to update their working pattern through ERP Gold. If they are unable to update their working pattern, you can amend the absence entry by clicking on the details tab to expand the fields (see amending the working pattern of the absence entry).

For those employees who are on NCC local terms and conditions, it is important that the work schedule is correct to ensure that the correct pay is deducted. Please ensure the working pattern is updated before submitting any absence. If your employee is unable to update their working pattern, please amend the working pattern in the absence entry by clicking on the details tab (see amending the working pattern of the absence entry)

Absence entry x

Add Delete Draft Ready

**Absence entry**

Resource ID\* Absence code\* Status\*

SICK  
Sickness  
Position  
335100010  
Ops Manager 1 - Description:

Open ended absence

Date from\* 02/03/2018 Date to\* 02/03/2018

Time from 09:00 Time to 16:24

Hours 7.40 Planned hours 7.40

Enter first date of absence here

Tick here if the absence is continuing/open ended

Enter last date of absence here or provisional date if the absence is open ended

Time and hours can be amended by clicking here to expand the details however this will not fundamentally change the working pattern

Details

Save Clear Open

### Amending the working pattern of the absence entry only

If you need to manually amend the working pattern for the absence period, click on the Details tab to expand the information. Update the Planned hours column with the correct details. This will then populate the other columns. Please note this will only update this absence record and not the underlying working pattern.

Update this column with the number of hours due to be worked.

Details

Date	Time from	Time to	Hours	Percent	Planned hours
<input type="checkbox"/> 17/04/2018	09:00	14:55	5.92	100.00	5.92
<input type="checkbox"/> 18/04/2018	09:00	14:55	5.92	100.00	5.92
<input type="checkbox"/> 19/04/2018	09:00	14:55	5.92	100.00	5.92

Update details Reset details

Save Clear Open

The remaining columns will update automatically

### Saving the absence record

Once you have completed the absence record, click on save. The record will now appear at the top of the screen

Absence entry x

**Absence entry**

Balances

Absences

Workflow state	Resource ID	Absence co...	Position	Absence rees...	Date from	Date to	Open	Time from	Time to	Days	Hours	Percent	Status
<input type="checkbox"/> Workflow in progress	Daffy Duck	SICK	Ops Manage...	Cough, cold...	02/03/2018	02/03/2018	<input type="checkbox"/>	09:00	16:24	1	7.40	100.00	Active

Success  
Successfully saved. The item is now sent for approval.

The absence record will appear here

Save Clear Open