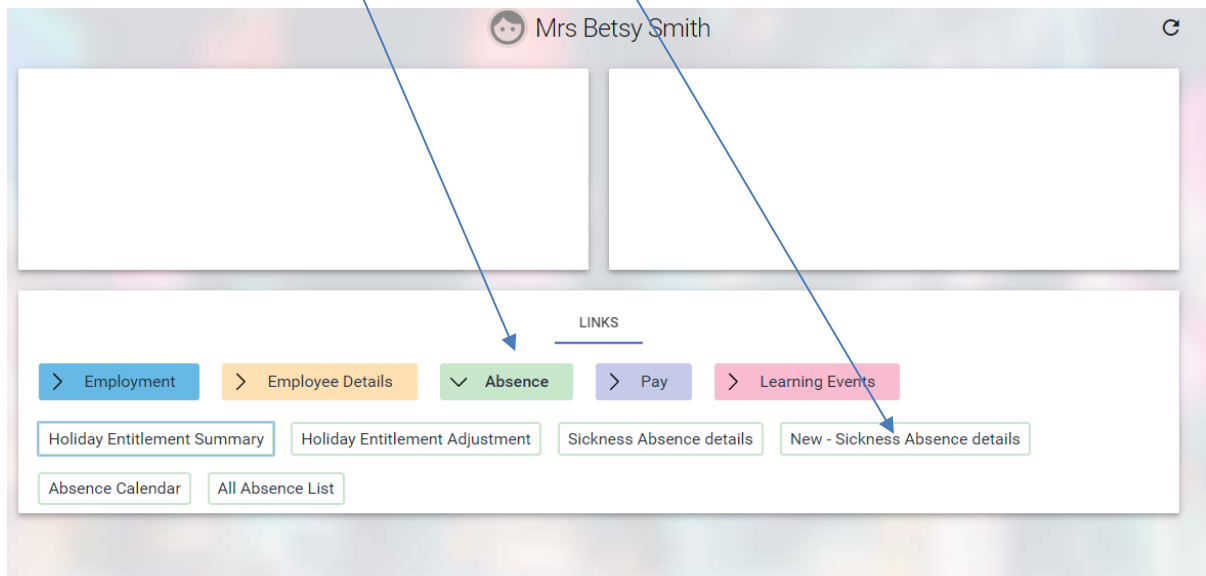# How to enter an absence on People Manager – Electric

Managers open sickness for their staff. Record a new sickness on the first day they are absent and leave it open for them to close on their return to work.

<u>Refer to the People Manager Electric guidance to get to this screen.</u>

1) Select Absence (green)/New – Sickness Absence details

2) This screen follows the same format as the original people manager
3) Enter the details (remembering to enter the Absence Reason). Leave Absence End Date blank unless you are putting the absence in after they have returned to work.
4) SAVE

Remember to remind your employee to CLOSE their sickness on their return to work – without closing it, they will remain on sick pay.

Also useful – this shows a complete list of absence (left hand side)