EW Assist

Reporting in Sick

Login to EW Assist

Go to Actions > Sickness > Reporting in Sick

Complete the Report in Sick form

1. Select who the Sickness is for
2. Choose how the sickness was notified and to whom
3. Select the reason for the sickness
4. Select the start and expected return to work (RTW) date of the sickness

Click Add

This will add the sickness record and send an email to the sick employees manager.

FROM THE DASHBOARD:

All updates to this sickness should be added to this sickness record such as progress notes and changes to the expected RTW date. This can be done by clicking on the sickness reference.

When the employee returns to work the *expected* RTW date should be changed to the *actual* RTW date. This can be done by clicking on the (E) RTW date (E for Estimated).

If turned on and the sickness length meets the requirements, EW Assist will ask for sick notes and return to work interviews to be carried out. The sickness reference link will point to where the status of the sickness is suggesting.

Sicknesses at different stages can also be found by going to Actions > Sickness

Historical sickness can be found at:

Client Admin/Senior Management - People > employee name > Sickness

Group/line Managers - My details > Groups > employee name > Sickness