

COVID-19 HR Factsheet: Recording COVID-19 Related Absence and Working Arrangements on the Workforce System

1. Introduction

During this critical period, all staff are required to accurately record their working arrangements and absence in real time on the workforce system.

It is vitally important during this period that we have access to up to date and accurate information on our workforce to enable us to take all reasonable steps to fulfil our duty of care to our staff and to plan appropriately to maintain a high level of service delivery, and ensure correct payments are made to our staff.

In turn, a separate temporary reporting mechanism specifically for COVID-19 has now been developed on the [Workforce System](#). This factsheet provides information to staff and managers on how to record absence and working arrangements relating to COVID-19 on the Workforce System.

2. How to record absence and working arrangements relating to COVID-19 on the Workforce System

Please follow the below steps to record your absence and working arrangements on the Workforce System:

1. When you access the [Workforce System](#) there will a prominent COVID-19 banner on the homepage with a link attached. Select the link titled 'Corona Virus Absence Reporting'
2. You should select who you are reporting the absence/working from home information for i.e. yourself; someone you manage or someone else.
3. Select on the following types of absence/working arrangements being reported (you may be prompted for further information once an option is selected)

Reporting category	Definition
Sickness absence as a result of COVID-19	<ul style="list-style-type: none"> ▪ Displaying symptoms, feeling unwell and unable to work
Self-isolation	<ul style="list-style-type: none"> ▪ Following government advice to self-isolate, but well enough to work ▪ Advised by a health professional to take precautionary measures as a result of travel to/from an area on the World Health Organisation list.

	<ul style="list-style-type: none"> ▪ Close contact with an individual who has either tested positive for COVID-19 or is displaying symptoms but displaying few/no symptoms yourself ▪ Live with someone in your household who is displaying symptoms who has a cough or a temperature and the household are self-isolating
Carer responsibilities	<ul style="list-style-type: none"> ▪ Caring for family members who have either tested positive or are displaying symptoms of COVID-19 ▪ Caring for children where nurseries/schools are closed and working from home
Working from home	<ul style="list-style-type: none"> ▪ External factors impact on ability to attend the workplace e.g. offices closed, no/limited public transport ▪ Follow guidance to work from home

4. Select the start and end date the reporting category covers
5. Once you have entered the information required, select 'Click here to report Corona Virus Absence'

The workforce system enables staff to choose the start and end of the reported absence/working arrangements and **must be up to date at all times.**

3. Movement between absence and working arrangement categories

We anticipate that there is likely to be some movement between categories, for example a self-isolation situation to sickness absence as a result of COVID-19, and where this is the case it is the responsibility of individual staff members and their line managers, to ensure that Workforce is updated as soon as possible to maintain data accuracy.

The steps outlined in section 2 should be followed to change the absence/working from home category on the [Workforce System](#).

4. Recording Absence/Working Arrangements by Line Managers

If a member of staff is unable to login to the Workforce System to record their absence for example, if they are unwell, the line manager is able to record the absence in the following way:

1. When you access the [Workforce System](#) there will a prominent COVID-19 banner on the homepage with a link attached. Select the link titled 'Corona Virus Absence Reporting'
2. You should select who you are reporting the absence/working from home information for i.e. yourself; someone you manage or someone else. You should select the option to report for 'someone you manage'.
3. Select the type of absence/working arrangement being reported (i.e. Sickness absence as a result of COVID-19; Self-Isolation; Carer Responsibilities or Working from Home). You may be prompted for further information once an option is selected.

4. Select the start and end date the reporting category covers
5. Once you have entered the information required, select 'Click here to report Corona Virus Absence'

5. Confidentiality

Any reporting carried out during this period will show overall figures in the categories by team/directorate and will not include personally identifiable data

6. Further Information and Support

If you have any questions about reporting or recording absence or working arrangements on the Workforce System, please contact the HR team on nclccg.hrcovid19@nhs.net