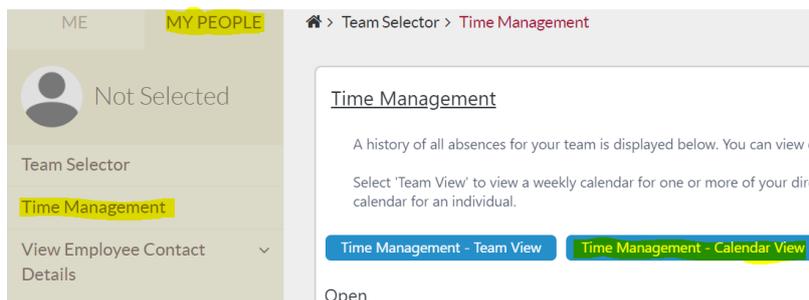**How to update employee absence records in MyView**

To update your employees' absence records, please follow the steps below:

1. log into your MyView account

2. Select the 'My People' tab

3. Select the 'Time Management' tab

4. Select the 'Time Management – Calendar View' option

5. Select your employee and hit next, then scroll down to review their absence calendar

If the absences in MyView are incorrect

If any absences loaded into MyView aren't right:

1. Select the 'My People' tab

2. Select the 'Time Management' tab

3. Select the 'Time Management – Calendar View' option

4. Select your employee and hit next, and scroll down to the bottom of the screen

5. Select 'Open Sickness History'

6. You can either delete the absence or edit it through this screen.

CV19

Created Date	Employee	Type	Description	From	To	Action
08/07/2020	▬▬▬▬▬	CV	CoronaVirus	08/07/2020		View Edit Delete
20/07/2020	▬▬▬▬▬	CV	CoronaVirus	05/05/2020	08/05/2020	View Edit Delete

How to add a COVID-19-related absence

To add any COVID-19 absence taken up until Monday, 27 July:

1. Select 'Coronavirus - Request new'

2. Add the start and end dates with 'Cat-12' as the reason.

Please note COVID-19 related absences only need to be logged if an employee is self-isolating and unable to perform their work duties from home.

If the employee was absent for a non-COVID-19 related sickness, select 'Sickness – Request new', add the start and end dates and select the appropriate sickness reason.
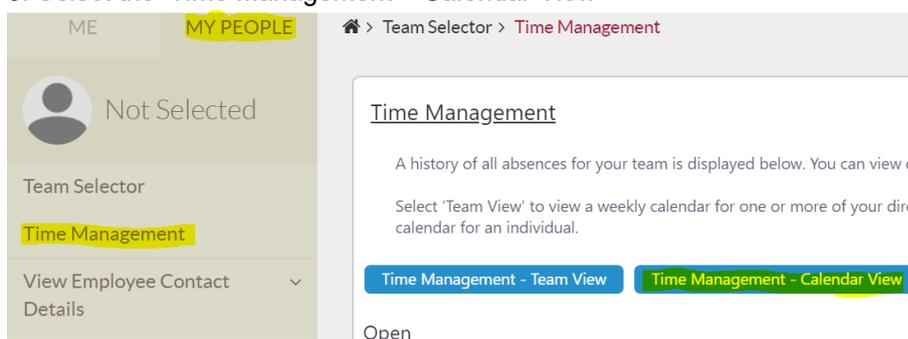
Managing absence after 27 July 2020

COVID-19 related absences only need to be logged if an employee can't, or wasn't able to, work from home. For example, if they're self-isolating, but can carry out work duties, this doesn't need to be recorded as an absence even though they're away from the workplace due to COVID-19.

For employees returning to the Island and self-isolating, the time that they're self-isolating will need to be booked as annual leave or unpaid leave.

You can log this on behalf of your employee. To do this:

1. Select the 'My People' tab

2. Select the 'Time Management' tab

3. Select the 'Time Management – Calendar View'

ME	**MY PEOPLE**	🏠 > Team Selector > Time Management
👤 Not Selected		**Time Management**
Team Selector		A history of all absences for your team is displayed below. You can view de
Time Management		Select 'Team View' to view a weekly calendar for one or more of your direc calendar for an individual.
View Employee Contact Details ⌄		Time Management - Team View Time Management - Calendar View
		Open

4. Select the employee and hit 'Next'

5. Scroll down to the bottom of the screen, select either 'Holiday' or 'Special Leave – unpaid'

6. Select 'Returning to the island and self-isolating'.

If the reason is unpaid leave, you will need to complete an HR09 form for your employee's unpaid leave.

For other COVID related absence reasons, you'll need to log these on behalf of your employee. To do this:

1. Select the 'My People' tab

2. Select the 'Time Management' tab

3. Select the 'Time Management – Calendar View'

4. Select the employee and hit next. The COVID-19 categories will appear at the top of this page.

5. Take note of the one that applies to your employee.

Cat 1 = Employee has been contacted by the contact tracing team and are self-isolating

Cat 2 = Returning to the island and have been contacted by the contact tracing team and are self-isolating

Cat 3 = You are experiencing symptoms and are awaiting test results

Cat 4 = Someone you live with is experiencing symptoms and are awaiting test results

Cat 5 = confirmed COVID19 with positive test

Cat 6 = Caring for a high-risk adult or child and unable to work from home

Cat 7 = Caring for a medium risk adult or child who have been advised by a GP to shield

Cat 8 = High risk and unable to work from home

Cat 9 = Moderate risk but have been advised by GP not to return to work and cannot work from home

Cat 10 = Self isolation due to contact with infected person and awaiting test results

Cat 11 = Self isolating prior to a medical procedure/medical appointment

6. Select 'Coronavirus – request new'

7. From the drop down select the category number that applies to your employee's absence. If you don't know the return date of the absence, you can select this to be an open-ended absence as below but please remember to go back in and enter a return date once you know when this will be.

Type	Description	Action
CV19	CoronaVirus	Request New

	Dates	**Full Day**	**Part Day**	**Open Ended**
From *	01/06/2020	●	○	
To *		○	○	●
Total Time	hrs decimal 0.00			
Reason *	Cat 1 ▼			