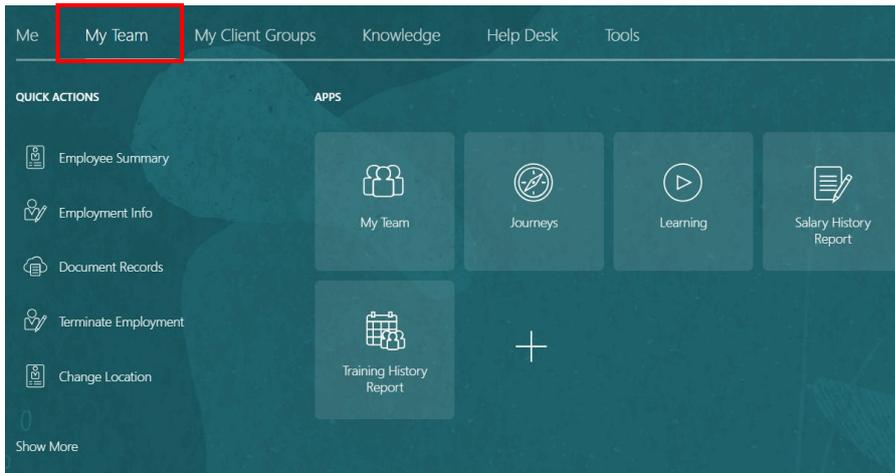
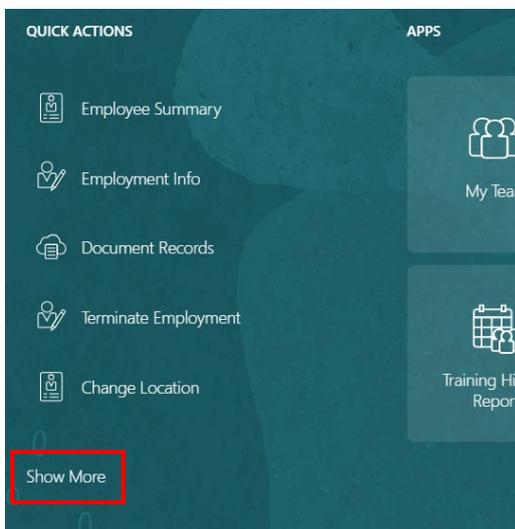


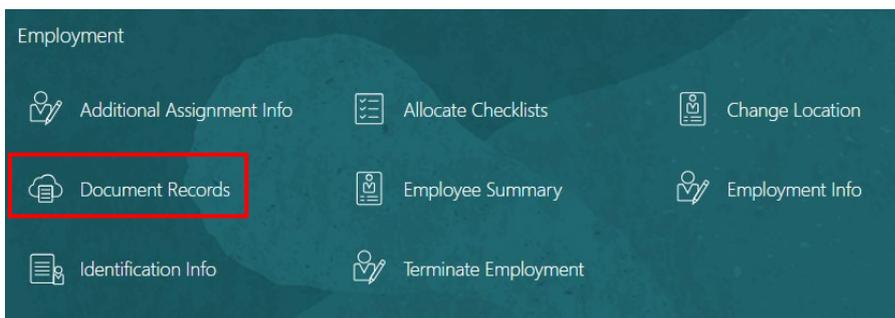
Open fusion and click the “My team” tab at the top of the screen.



Click “show more” from the options down the left side of the screen.



Under the “employment” category click “document records”.



Find and select the employee.

Click the add button at the top right of the screen

Document Records

+ Add ▼

Search by type, name, or number 🔍

Show Filters

Excluded

Payroll ✕

Expired ✕

Sort By Last Updated - Descending ▼

Find and click the “Attendance Support Meeting” document type from the drop-down list

Document Details

*Document Type

Select a value ▼

Name	Country	Category	Subcategory
SLC Annual leave during sickness	United Kingdom	Absence	
SLC Attendance Support Meeting	United Kingdom	Absence	
SLC Career Break	United Kingdom	Employment	

Fill out the relevant boxes providing as much information as possible – name, related absence, date of meeting, notes etc. **Please note employees can view all information recorded.**

Document Details

*Document Type
SLC Attendance Support Meeting ▼

Category
Absence

Country
United Kingdom

Description
Form to record ASM info and related documents

Business Title
E8847692

Date of Medical Referral Received
dd-mmm-yyyy 🗓️

*Name

Date of Medical Appointment
dd-mmm-yyyy 🗓️

*Sickness Absence
▼

Cost Centre - Personnel

Sickness Absence 2
▼

Medical Outcome
▼

Date of Attendance Support Meeting
dd-mmm-yyyy 🗓️

Medical Notes

Notes

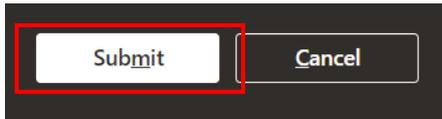
(Note – fields marked with * are mandatory for completion)

You can also upload any related documents, such as an outcome letter, in the attachments section at the bottom of the page.

Attachments



Once complete, click submit at the top right of the page to create the document record



If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.