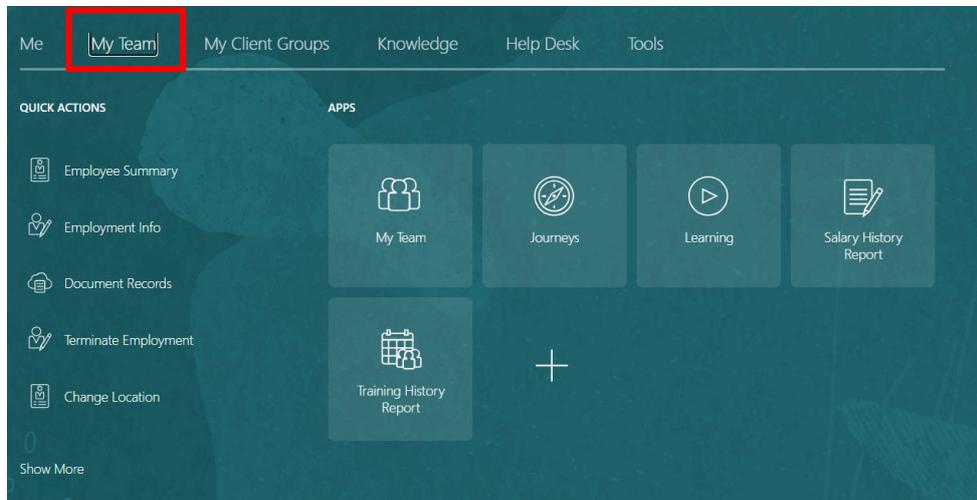
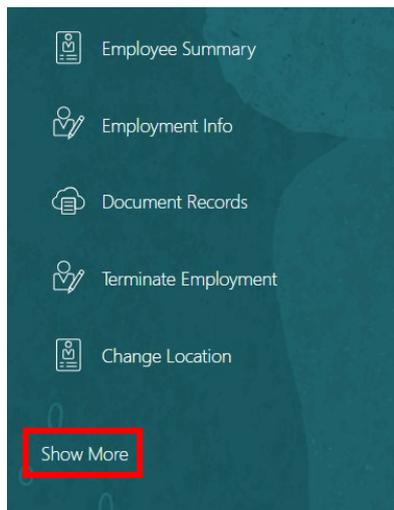


Open fusion and click the “My Team” tab.



Click “Show more” on the left-hand side.



Under absences, click “add absence”.



Click the employee that you would like to add an absence for.

From the drop-down menu click the type of absence you would like to open

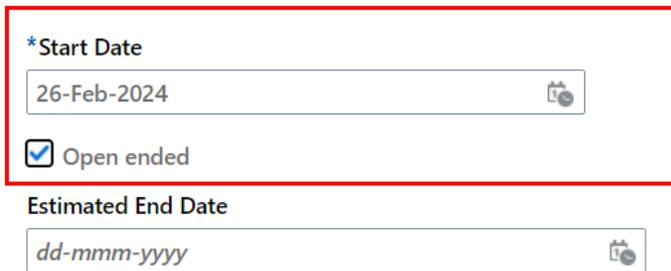


*Type Select a value

- Type
- Part Day Sickness
- Paternity Adoption
- Paternity Birth
- Sickness**
- Sickness - Industrial Injury

Enter the start date for the absence and tick the “Open Ended” check box

When



*Start Date

26-Feb-2024

Open ended

Estimated End Date

dd-mmm-yyyy

All absences should be recorded as open ended until the employee returns to work, at which point you can confirm the absence end date.

“Estimated End Date” does **not** need to be completed.

You can enter any relevant comments related to the absence in the comments box below
(please note, the employee will be able to view any comments added)



Comments and Attachments

Comments

Scroll to the bottom of the page and enter the reason for the absence in the absence details box. You can search using the drop-down arrow at the side of the box.

Additional Information



*Absence Details

Le

- Abscess
- Alcoholism
- Anaemia
- Angina
- Ankle Injury
- Anxiety
- Appendicitis
- Arm Injury
- Arteriosclerosis
- Arthritis

Ac

Search...

Click search and then search again to see the full list of absences reasons.

Search and Select: Absence Details

Search

Match All Any

Value

Description

Advanced

Search Reset

Alternatively, you can enter the absence reason via text.

This will populate the category box.

Additional Information

*Absence Details

Leg Injury

*Absence Category

Musculoskeletal & Joint Disorders

Scroll to the top of the page and click “submit” to add the absence to the employee’s record.

Save and Close

Submit

Cancel

Please note; managers can automatically insert a retrospective absence that has been missed, using the above steps.

Managers can also delete any absences entered in error by navigating to existing absences, searching for the employee and clicking the pencil icon next to the appropriate absence.

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.