Absences – Maintain HR Master Data PA30

This guidance shows how to use the PA30 app to display, create, change and delete absences for employees.

Please note that a separate guide is available providing guidance on the recording of any unpaid leave absences.

Prior to using PA30 we recommend that you create a staff 'Hit list' providing you with a list of your current employees which automatically updates as employees start and leave your school. Please see the Payroll Set Up guide for further details on how to set up your Hit list before entering your first absence.

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Section 1 – Introduction to Absences

==To avoid overpayments and subsequent recovery, sickness should be notified and recorded immediately. It is not necessary to wait for a self-certificate or GP note to be received. This is especially important for new starters in their first year of service who have less entitlement or where employees have had substantial sickness within the previous 12 months.==

- All Absences are recorded in the '**PA30 – Maintain HR Master Data**' **app**.
- **No authorisation is required on the system for absences** and once input will update on the employees immediately.
- All inputting must be completed by the **7th working day** in order for any relevant pay adjustments to be made that month. Please see the **Payroll Calendar** on SchoolsNet for deadline dates.
- An 'Inputters' absence must be recorded by another 'Inputter' at the school or the 'Authoriser'.
- Existing absences should always be extended. **Always check the overview screen first before inputting** as this will determine if you need to extend an existing absence or create a new absence.
- **All on-going sickness will need to be extended from the initial entry** as one continuous absence to ensure sickness entitlements and SSP are calculated correctly.
- The absence dates must cover every day of the sickness period, including weekends, school holidays and any non-working days for part-time employees and relief employees.
- Sickness entries can be added in advance of the current month/period.
- Always check the **warning messages** to see if the pay is dropping to ½ pay or nil pay. In this instance always extend the existing absence to the end of the month that is due to be paid even if a 'fit note' does not cover this whole period. If the employee is still absent and the absence is not extended, the employee could be overpaid.

Relief Employees are now entitled to receive Occupational Sick Pay on their previous three months relief hours and also Statutory Sick Pay if they pay National Insurance. If you are made aware of their absence due to sickness, you are now required to enter their absence into SAP in the same way you enter absences for contracted employees. However, like contracted employees, this absence must be supported by a self-certification note and/or a 'fit note' if the absence continues after seven days.

Phased Returns- If one of your employees is on a Phased return to work, please complete the 'Phased Return' template (section 2.2) and email traded@derbyshire.gov.uk with the details as the data will need to be input by HR Services.

Unpaid Leave for 1 month or more – If one of your employee's are on Unpaid Leave for 1 month or more please complete the Adjustments form and email to traded@derbyshire.gov.uk. The original must also be sent to HR Services.
 For unpaid leave for less than 1 month please see 'Payroll - Unpaid leave absence guide'.

Maternity leave – Please do **not** record maternity leave in Absences**.** If one of your employees is going on or returning from maternity leave, please contact the HR Services – Schools Adjustment Team as the data will need to be input by them and forward the original MatB1.

Keeping in Touch days - Please email traded@derbyshire.gov.uk with details of the keeping in touch days including the employee's name, payroll number and the number of hours worked as the data will need to be input by HR Services.

Annual leave – Please do **not** record annual leave in 'Absences'.

Jury Service - This absence is unpaid, but a form will be provided by the court for the member of staff to claim back their loss of earnings. Complete the Certificate of Loss of Earnings or Benefit form with the number of days worked per week and the times worked each day, including details of whether the employee is required to return to work if not needed at the Court. The Original Certificate of Loss of Earnings or Benefit form is to be e-mailed to traded@derbyshire.gov.uk HR Services will complete the remainder of the form and return to the employee. The school is required to input Jury Service into PA30 using Absence type 0410 for dates that the employee is absent and attending court. Please see 'Payroll - Unpaid leave absence guide'.

Industrial Action - If one of your employee's is absent due to Industrial Action, please complete the template which will be issued to the Headteacher via email each time a strike occurs, this will also be available on SchoolsNet.
The template should be completed for all absent employees, ensuring that 'hours lost' are recorded for part time employees, reflecting the number of hours they would have worked on that particular day. Once complete it should be returned via email to traded@derbyshire.gov.uk for input by HR Services.

Section 1.1 - Overview of existing Absences

Log into SAP

- This loads the Fiori Dashboard

- Click on '**PA30 – Maintain HR Master Data**' **app**

You will now be in the PA30 – Maintain HR Master Data screen.

- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the '**Time Data Menu**' tab.
- Select the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'.

If there is no data stored, you will see a notification message on the bottom left of the screen.

- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input.
- Where necessary Click the **back arrow** to return to the previous screen.

Section 1.2 - Inputting other Absences (E.g., medical appointments, special leave, time off for dependants)

Click on '**PA30 – Maintain HR Master Data**' **app** on your Fiori Dashboard

- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the '**Time Data Menu**' tab.
- Click the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'.
- If there is no data stored, you will see a notification message on the bottom left of the screen.

- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input.

Absences

	Start Date	End Date	Abs...	Att./abs. type text	From	To	P	Abs.days
○	19.01.2024	19.01.2024	0200	Sickness				1.00

- Click '**Back**' to return to the previous screen.
- Click '**Create**'.

A drop-down list will appear **– 'double click' on or 'click on the grey square to highlight the required absence type and click the green tick'**.

Please note: There are a number of entries in the drop-down list, however, only use the absence types detailed in **section 1.8** of this guide.

- On the next screen enter the **start and end dates** as necessary, using the format DD.MM.YYYY.
- Press '**Enter**'. This will populate the absence hours and absence days.

SAP does not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee.
Both schedules cover a 5 day week (Monday to Friday).

SAP will automatically calculate a 'full day's' Absence hours as:
- One week's Contract Hours ÷ 5 (Monday to Friday).

Example: An employee who works 20 hours per week on Monday to Thursday 5 hours per day would be shown in SAP as working Monday to Friday 4 hours per day.

When entering a part day absence it is the amount of absence hours lost that needs to be recorded, rather than the actual times. A part days absence is where the employee did work for some of the hours of the day and was also absent for a period of time. The times are pre-populated and will have no effect on pay.

- If required, for individual **single day** entries you can overtype the 'Absence Hours' (in the format HH.DD) to record a set period of hours that is <u>less</u> than the automatically calculated maximum for the day.

Absence

Absence type:	0203	Medical Appointments
Time:	09:00 - 10:30	☐ Prev.day
Absence hours:	1.50	☐ Full-day
Absence days:	0.23	
Calendar days:	0.00	

- Followed by pressing '**Enter**'.
- Click '**Save**'.

⊘ Save your entries	**Save** Cancel
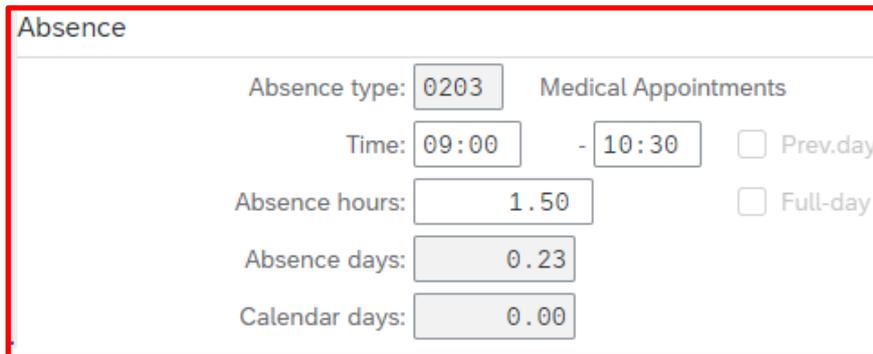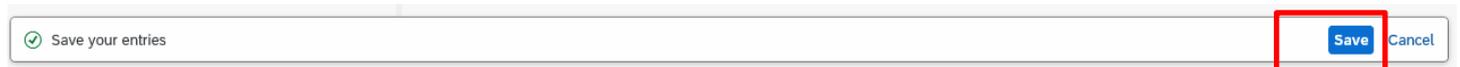
You may receive a warning message at this point in the bottom left hand corner of the screen.
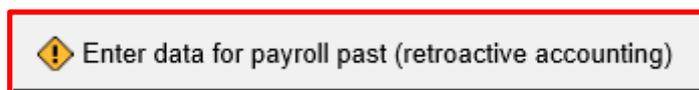
⚠ Enter data for payroll past (retroactive accounting)

- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly. Further examples of warning messages are contained in the relevant sections of this guide.
- The new absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
- If the employee attended work for some or all of their hours in another position(s) the automatically copied data will need to be amended and/or deleted. See guidance on extending/amending existing sickness records (section 1.4) and guidance on deleting an Absence (section 1.5).

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

🛇 No authorization to maintain Absences 0203 exists
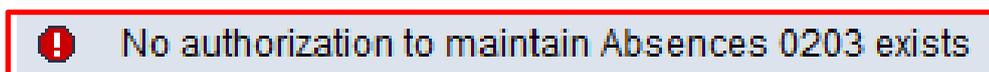
- Click the **Back arrow**.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.
- Click '**Yes**'.

Exit current screen

Data will be lost.

⚠   Do you still want to exit

the current screen?

| Yes | No |

- You will see the following message in the bottom left hand corner of the screen:-

✓ Record created   View Details

If you have an employee who holds more than one job at your school, after entering an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.

Section 1.3 - Inputting a new Sickness Absence.

- **Always check the overview screen** before entering an absence for an employee. Please see section 1.1.
- If there is no existing absence for the employee then create a new sickness absence record. (For extending existing absences please see section 1.4).
- Click on '**PA30 – Maintain HR Master Data**' **app** on your Fiori Dashboard
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the '**Time Data Menu**' tab.
- Select the radio button to the left of '**Absences**' to highlight the line.
- Click on the '**All**' radio button.
- Click '**Create**'.

- A drop down list box will appear – '**double click' on OR click on the grey square to highlight** the sickness absence **code 0200** and then **click** the **green tick icon** in the bottom right of the screen.

The **absence dates must cover every day of the sickness period**, including weekends, Bank Holiday/concessionary days, school holidays and any non-working days for part-time employees.

Example: If an employee works Mondays, Wednesdays and Fridays and is off sick for the whole week, (Monday to Sunday), absence must be entered for the whole period when they are unfit for work which will include Tuesday, Thursday and the weekend.

- For continued absences this is to be recorded as **ONE** entry. (See section 1.4).

Tip: You cannot have 2 consecutive entries with the same absence type unless it is a part day then a full day.

- Enter the **start and end dates** as necessary, using the format DD.MM.YYYY. If you have a certified absence for a specific period of time the whole absence can be entered, even if it is beyond the period that you are inputting for.
- Press '**Enter**'. This will take you to the next mandatory field. You will receive a warning message at this point, advising to fill all required entry fields.

- Click in the box to the right of '**Reason for Absence**' then click on the search square icon to see the **'Code for Absence Reasons'** list.

A list of all available '**Absence Reasons**' is now displayed. Scroll down the list to find the appropriate reason.
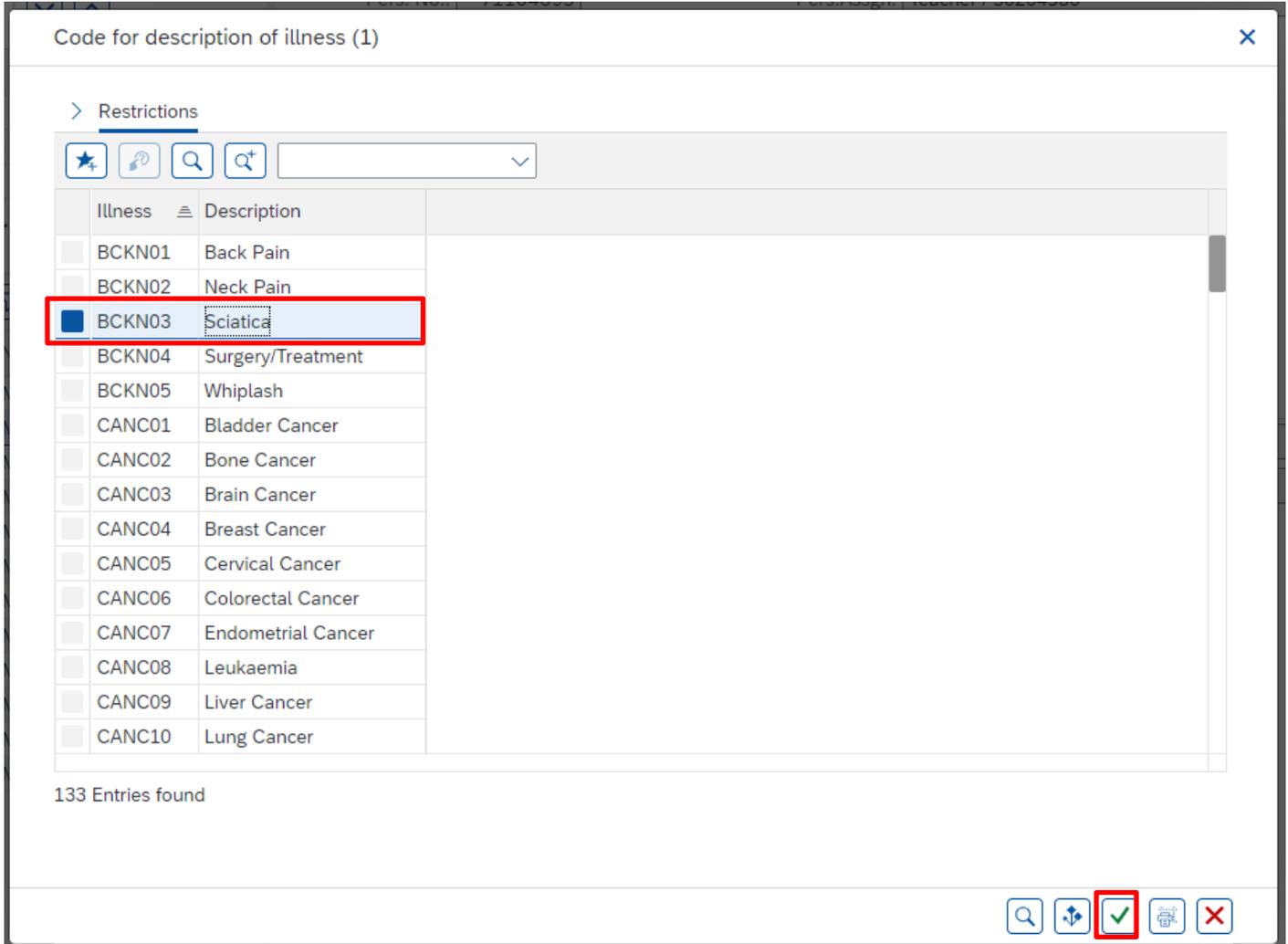
- **Click the grey square at the beginning of the line to highlight the absence reason from the list and click on the green tick' at the bottom of the list.**
- **Alternatively** using the list of absence reasons in **section 2 of this guide,** you **can type the absence code into the reason for absence box as shown below.**

- Press Enter on your keyboard.

The **'Reason for Absence'** box is now populated.

SAP does not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee.

Both schedules cover a 5 day week (Monday to Friday).

SAP will automatically calculate a 'full day's' Absence hours as:

- One week's Contract Hours ÷ 5 (Monday to Friday).

Example: An employee who works 20 hours per week on Monday to Thursday 5 hours per day would be shown in SAP as working Monday to Friday 4 hours per day.

When entering a part day absence it is the amount of absence hours lost that needs to be recorded, rather than the actual times. The times are pre-populated and will have no effect on pay.

- If the absence is for a full day(s), press '**Save**'.

or

- If the absence is for less than the employee's full day then you will need to overtype the pre populated hours in the 'absence hours' box (in the format **HH.DD**) with the total number of hours lost. (See **section 2.1** for minute to decimal convertor). You will only be able to key hours lost up to a maximum of 1/5th of the employee's weekly contract hours.
- If an employee went home sick part way through the day and did not return for the rest of the week you will need to input two entries. The first entry will reflect the part day absence (total number of working hours lost) and the second will reflect the start of the 'continuous' absence until conclusion.
- Followed by pressing '**Ente**r'.
- Click '**Save**'.

You will receive warning messages at this point which you must read and accept by pressing enter on the keyboard, for example

You may also receive more **important warning message(s)** at this point, which if ignored could result in an overpayment. These will appear at the bottom left of the screen:-

- The example warning message shown below is warning you that (from the date in the brackets) there are 25 entitlement days before the employee's full pay sickness is due to run out.

⚠ Entitlement Used (issued on 04.04.2022): 25 entitlement days left of '100% Sickness' for 'SSP & OSP' absence

and/or

- If the employee is due to go to half pay or no pay during the period that is being entered, a notification/warning message will advise you of the change to pay.

⚠ Payment Band Changed from '100% Sickness' to ' 50% Sickness' on 15.10.2014 for 'SSP & OSP' absence

- **If you receive either of the above warning messages sickness must be entered up to the end of the month that is due to be paid** even if you have not received a 'fit note' to cover this period. This is to prevent an overpayment.

  Example: If you are entering a September absence for an employee and either of the above warning messages is received, if the next pay date is the 25th October the absence must be extended until the 31st October to prevent an overpayment.

- If the employee that is due to go to reduced pay is a **Teacher**, you must contact the **HR Services –**traded@derbyshire.gov.uk as well as extending the absence to ensure the correct sickness entitlements are allocated.
- If an employee returns to work before the end of the month you can amend your entry as necessary.
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly. The new sickness entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
- If the employee attended work in another position(s) the automatically copied data will need to be deleted. (See section 1.5).
- If the employee's other record is a **relief post,** you will need to keep the copied across sickness absence on this record whether they have worked or not. This is to ensure that sickness entitlements and SSP are calculated correctly.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

🛑 No authorization to maintain Absences 0200 exists
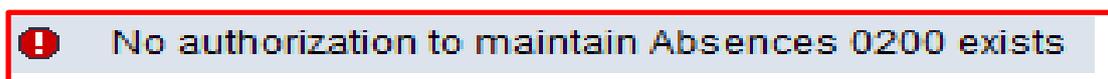
- Click '**Back**'.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input. Click '**Yes**'.

Exit current screen

Data will be lost.

⚠   Do you still want to exit

the current screen?

| Yes | No |

- If the employee has any further records that are not at your school, you will need to repeat the above steps.
- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'.

✓ Record created View Details

- **If you have an employee who holds more than one job at your school, after entering an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.**

Section 1.4 - Extending Sickness/Amending an existing Absence

When following this process, **only the entry on the record you have selected will be updated**. If the employee has more than one job at your school you will need to apply the same updates to all other relevant records that employee has **individually**. Including any relief posts as necessary.

- Click on '**PA30 – Maintain HR Master Data**' app
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the '**Time Data Menu**' tab.
- Select the radio button to the left of '**Absences**' to **highlight the line**.
- Click the '**All**' radio button.
- Click '**Overview**'.

- A list of entered absences will be displayed
- Click on the radio button to the left of the absence you want to update to **highlight the line**.
- Click '**Change**'.

The following screen will be displayed with more details of the selected absence.

The **absence dates must cover every day of the sickness period**, including weekends, Bank Holiday/concessionary days, school holidays and any non-working days for part-time employees*.

Example: If an employee works Mondays, Wednesdays and Fridays and is off sick for the whole week, (Monday to Sunday), absence must be entered for the whole period when they are unfit for work which will include Tuesday, Thursday and the weekend.

Tip: You cannot have 2 consecutive entries with the same absence type unless it is a part day then a full day.

- Make the changes as required (E.g., amending or extending the absence end date).

- Press '**Enter**'.
- Click '**Save**'.

You will receive warning messages at this point which you must read and accept by pressing enter on the keyboard, for example:-

You may receive an **important warning message(s)** at this point, which if ignored could result in an overpayment. These will appear at the bottom left of the screen:-

- The example warning message shown below is warning you that (from the date in the brackets) there are 25 entitlement days before the employee's full pay sickness is due to run out.

and/or

- If the employee is due to go to half pay or no pay during the period that is being entered, a notification/warning message will advise you of the change to pay.
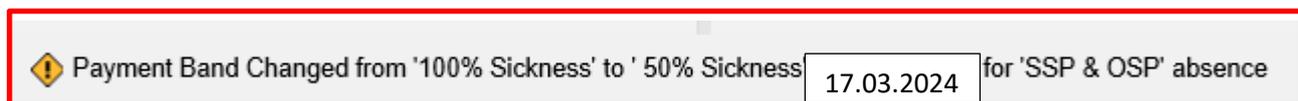
- **If you receive either of the above warning messages sickness must be entered up to the end of the month that is due to be paid** even if you have not received a 'fit note' to cover this period. This is to prevent an overpayment.

  *Example***:** *If you are entering a September absence for an employee and either of the above warning messages is received, if the next pay date is the 25th of October the absence must be extended until the 31st of October*

- If the employee that is due to go to reduced pay is a **Teacher**, you must contact the **HR Services** –traded@derbyshire.gov.uk as well as extending the absence to ensure the correct sickness entitlements are allocated.
- If an employee returns to work before the end of the month you can amend your entry as necessary.
- All warning messages are addressed by pressing '**Enter**' please take note of the message and action accordingly.
- You will see a message in the bottom left hand corner of the screen saying '**Record Changed**'.

⊘ Record changed View Details
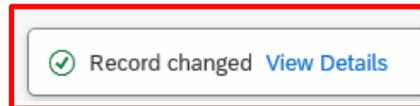
- Please **repeat** the above steps for each record that the employee holds at your School where appropriate.
- If the employee's other record is a **relief post,** you will need to extend the sickness absence on this record too whether they have worked or not. This is to ensure that sickness entitlements and SSP are calculated correctly.
- **If you have an employee who holds more than one job at your school, after amending an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.**

Section 1.5 - Deleting an Absence

Sickness

When Sickness is entered against an employee's position within your School the data will generally copy over to all the positions held by the employee at your school. The example below is where deleting a sickness absence is required:

- E.g., if your employee is sick on one job (e.g., a morning job) but is working in another position (e.g., an afternoon job) you will need to delete the automatically created entry on their afternoon position.

CAUTION

Deleting incorrect entries is possible, however, **if the entry has already been applied on an employee's payslip then deleting the entry/entries is very likely to have an effect on the employee's pay the following month.** Unless you are deleting entries for the sickness scenario above - **please do not delete entries unless absolutely necessary. If you are unsure please contact the HR Services** – traded@derbyshire.gov.uk **before processing a deletion.**

To delete an absence:

- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the '**Time Data Menu**' tab.
- Click on the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'.
- If there is no data stored, you will see a notification message on the bottom left of the screen.

- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input.
- Click on the radio button to the left of the absence you want to delete to **highlight the line.**
- Click '**Delete**'. (If you do not wish to delete any records, click on the back arrow)

Review the absence data and click '**Delete**'.

You <mark>will receive the warning message below</mark> at this point.
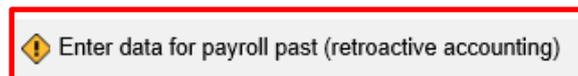
After any/all warning messages are addressed by pressing '**Enter**', the record will now be deleted. NB. If the entry has been applied on a previous payslip, it may have an impact on the employee's next payslip.

You will see the following system message in the bottom left of the screen: -

This will only delete the entry relating to the employee number that you are currently processing. You will need to **repeat** the process for other employee numbers as required.

- **If you have an employee who holds more than one job at your school, after entering an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.**

Section 1.6 - Inputting Trade Union Time off

- **Click** on '**PA30 – Maintain HR Master Data**' app.
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the '**Time Data Menu**' tab.
- Click on the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'.

- If there is no data stored, you will see a notification message on the bottom left of the screen.

- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input.
- Click '**Create**'.

- A drop-down list box will appear – '**double click on OR click on the grey square to highlight** the absence type that you want to create **and then click on the green tick'**. **Please note**: There are a number of entries in the drop-down list, however, only use the absence types detailed in **section 1.8**.

- Enter the **start and end dates** as necessary, using the format DD.MM.YYYY

Pers. No.:	71104894	Pers.Assgn: Teacher / 50264535
Pers.No.:	71104894	Name: Mr Jordan James
Pers.area: CAYA	Childrens Services	Cost Ctr: CIP1234
EE subgrp: TC	Teachers	WS rule: DM3250SC
* Start: 02.02.2024	* To: 02.02.2024	
Absence type: 0407		TradeUnionTimeOff (TUTO):
* Reason for Absence:		

- Press '**Enter**'. This will take you to the next mandatory field. You will receive a warning message at this point, advising to complete required field. (See screenshot below.)

- Click in the box to the right of '**Reason for Absence**' to get the icon then click the drop-down icon.

- **'Double click' <u>OR</u> click on the grey square to highlight** the trade union description that closest describes the reported duty **and then click on the green tick'**.

Code for description of illness (1)   ×

> Restrictions

Illness	≙	Description
TUCOF		TUCOF - Conference
TUCON		TUCON - Consultation
TUEOP		TUEOP - EO Observer
TUHAS		TUH&S - Inspections
TUJEV		TUJEV - Job Evaluate
TUREP		TUREP - Represent
TUSTE		TUSTE - Steward Meet
TUTRA		TUTRA - Training
TUULR		**TUULR - Learning Rep**

9 Entries found

- Press '**Enter**'. This will populate the full description absence box.

* Start: 02.02.2024   * To: 02.02.2024

Absence type: 0407   TradeUnionTimeOff (TUTO):

* Reason for Absence: TUULR   TUULR - Learning Rep

You will receive a warning message at this point.

⚠ Enter data for payroll past (retroactive accounting)

After any/all warning messages are addressed by pressing '**Enter**', the record will now be created.

SAP does not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee.

Both schedules cover a 5 day week (Monday to Friday).
SAP will automatically calculate a 'full day's' Absence hours as:
- One week's Contract Hours ÷ 5 (Monday to Friday).

Example: An employee who works 20 hours per week on Monday to Thursday 5 hours per day would be shown in SAP as working Monday to Friday 4 hours per day.

When entering a part day absence it is the amount of absence hours lost that needs to be recorded, rather than the actual times. The times are pre-populated and will have no effect on pay.

- If the absence is for a full day(s), press '**Save**'.
or
- If the absence is for less than the employee's full day then you will need to overtype the pre populated hours in the 'absence hours' box (in the format **HH.DD**) with the total number of hours lost. (See **section 2.1** for minute to decimal convertor). You will only be able to key hours lost up to a maximum of 1/5th of the employee's weekly contract hours.
- Followed by pressing '**Enter**'.
- Click '**Save**'.
- If an employee went on Trade Union Duties part way through the day and continued for the following day, you will need to input two entries. The first entry will reflect the part day absence (total number of working hours lost) and the second will reflect the start of the 'continuous' absence until conclusion.
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly. The new sickness entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
- If the employee attended work in another position(s) and therefore the automatically copied data will need to be deleted. See section 1.5.
- If the employee's other record is a **relief post,** you will need to keep the copied across absence on this record whether they have worked or not. This is to ensure that sickness entitlements and SSP are calculated correctly.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

No authorization to maintain Absences 0407 exists

- Click on the **back arrow**.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Exit current screen

Data will be lost.

⚠   Do you still want to exit

the current screen?

| Yes | No |

- Click '**Yes**'.
- You will see a message in the bottom left hand corner of the screen saying, '**Record Created**'.

⊘ Record created View Details

- **If you have an employee who holds more than one job at your school, after entering an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.**

Section 1.7 - Inputting Self Isolation absences

- **Click** on '**PA30 – Maintain HR Master Data**' **app**.
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the '**Time Data Menu**' tab.
- Click on the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'.
- If there is no data stored, you will see a notification message on the bottom left of the screen.

- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input

- Click the **back arrow** to return to the previous screen.
- Click '**Create**'.

- A drop-down list box will appear – **'double click on OR click on the grey square** for the absence type that you want to create **and click on the green tick'**. **Please note**: There are a number of entries in the drop-down list, however, only use the absence types detailed in **section 1.8**.

- Enter the **start and end dates** as necessary, using the format DD.MM.YYYY.

- Press '**Enter**'. This will take you to the next mandatory field. You will receive a warning message at this point, advising to complete required field. (See screenshot below.)

• Click in the box to the right of '**Reason for Absence**' to get the icon then click the drop-down icon.

- **'Double click on OR click on the grey square** to select the appropriate self-isolation description **and then click on the 'green tick'** icon.
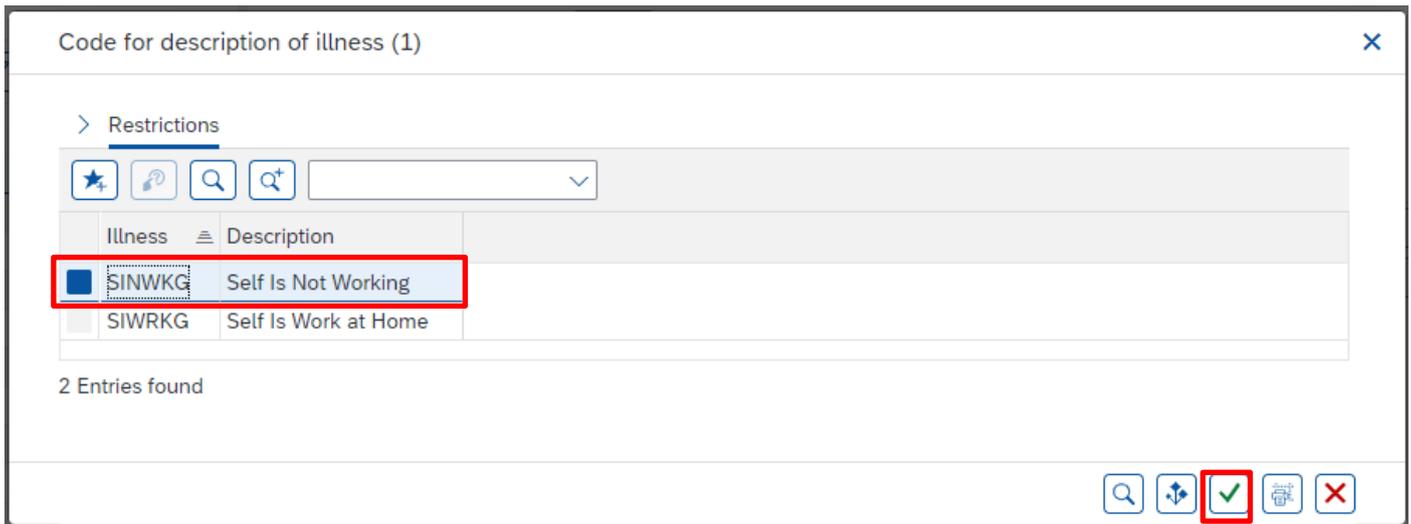
- Press '**Enter**'. This will populate the full description absence box.

You may receive a warning message at this point.

After any/all warning messages are addressed by pressing '**Enter**', the record will now be created.

SAP does not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern.
SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee.
Both schedules cover a 5 day week (Monday to Friday).

SAP will automatically calculate a 'full day's' Absence hours as:
- One week's Contract Hours ÷ 5 (Monday to Friday).

Example: An employee who works 20 hours per week on Monday to Thursday 5 hours per day would be shown in SAP as working Monday to Friday 4 hours per day.

When entering a part day absence, it is the amount of absence hours lost that needs to be recorded, rather than the actual times. The times are pre-populated and will have no effect on pay.

- If the absence is for a full day(s), press '**Save**'.

or

- If the absence is for less than the employee's full day then you will need to overtype the pre populated hours in the 'absence hours' box (in the format **HH.DD**) with the total number of hours lost. (See **section 2.1** for minute to decimal convertor). You will only be able to key hours lost up to a maximum of 1/5th of the employee's weekly contract hours.
- Followed by pressing '**Ente**r'.
- Click '**Save**'.

- If an employee went on Self Isolation part way through the day and continued for the following day, you will need to input two entries. The first entry will reflect the part day absence (total number of working hours lost) and the second will reflect the start of the 'continuous' absence until conclusion.
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly. The new absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
- If the employee attended work in another position(s) and therefore the automatically copied data will need to be deleted. See section 1.5.

- If the employee's other record is a **relief post,** you will need to keep the copied across absence on this record whether they have worked or not. This is to ensure that sickness entitlements and SSP are calculated correctly.
- When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

- Click the **back arrow**.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.
- Click '**Yes**'.
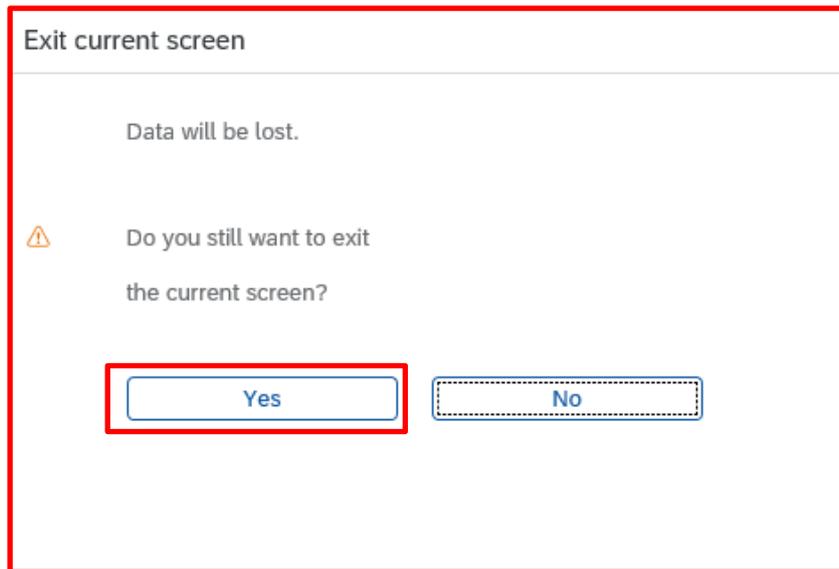
- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'.
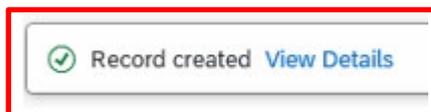
- **If you have an employee who holds more than one job at your school, after entering an absence, please check using the 'overview' method (section 1.1) that the absence is recorded in each record correctly.**

Section 1.8 – Absence Types

SAP Code	Description	Reporting Code
0200	Sickness	S
0201	Work Related- Acc/Inj/ill	I
0203	Medical Appointments	A
0219	Self Isolation	F
0251	Antenatal Paternity Leave	P
0252	Paternity Leave – In Days	P
0253	Paternity Leave – Full Week	P
0302	Parental Leave (Unpaid)	U
0303	Time Off for Dependants	D
0398	Unauthorised Absence Part-day	U
0399	Unpaid Leave Part-day	U
0400	Unpaid leave Full-day	U
0401	Unauthorised Absence Full-day	U
0402	Suspension	Z
0404	Interview Leave	C
0405	Study Leave	E
0406	Special Leave	L
0407	Trade Union Time Off (TUTO)	T
0408	Bereavement Leave	B
0410	Jury Service	J

Section 1.9 - Absence Type Code Explanations

0200 - Sickness

This code is used when recording a sickness absence. The absence dates must cover every day of the sickness period, including weekends, Bank Holiday/concessionary days, school holidays and any non-working days for part-time employees.

Example: If an employee works Mondays, Wednesdays and Fridays and is off sick for the whole week, (Monday to Sunday), absence must be entered for the whole period when they are unfit for work which will include Tuesday, Thursday and the weekend. SAP is configured to calculate entitlement days including weekends for non-teachers.

0203 - Medical Appointments

This code is for a paid absence and is to be used when a member of staff has a doctor or hospital appointment. This is for used for single appointments only not, for example, hospital stays. A member of staff can usually have a maximum of 5 days per year.

0251 - Antenatal Paternity Leave

This code would be used when an appointment is attended for a partner's pregnancy.

0253 - Paternity Leave – Full week

This code would be used when a member of staff is on paternity leave for the birth of theirs or their partner's child. The usual documentation to support this entry will still be required e.g. The SC3 paternity leave form.

0303 - Time Off for Dependants

This code can be used when a member of staff has paid time off for a dependent. A member of staff would usually be entitled to a maximum of 5 days per year.

0402 - Suspension

This code would be used for a member of staff who has been suspended on full pay.

0404 - Interview Leave

This code can be used if a member of staff has been granted paid leave to attend an interview,

0406 - Special Leave

This code can be used to pay a member of staff for an absence for example, due to unforeseen circumstances, time off to move house, if the member of staff could not attend work due to the weather etc. A member of staff would usually be entitled to a maximum of 5 days per year.

0408 - Bereavement Leave

This code is used when a member of staff is off work due to bereavement or to attend a funeral. A member of staff would usually be entitled to a maximum of 5 days per year.

Section 2 - Absence Reasons

SAP Code	SAP Description	Classification
BCKN01	Back Pain	Back and Neck Problems
BCKN02	Neck Pain	Back and Neck Problems
BCKN03	Sciatica	Back and Neck Problems
BCKN04	Surgery/Treatment	Back and Neck Problems
BCKN05	Whiplash	Back and Neck Problems
CANC01	Bladder Cancer	Cancer
CANC02	Bone Cancer	Cancer
CANC03	Brain Cancer	Cancer
CANC04	Breast Cancer	Cancer
CANC05	Cervical Cancer	Cancer
CANC06	Colorectal Cancer	Cancer
CANC07	Endometrial Cancer	Cancer
CANC08	Leukaemia	Cancer
CANC09	Liver Cancer	Cancer
CANC10	Lung Cancer	Cancer
CANC11	Lymphoma	Cancer
CANC12	Other Cancers	Cancer
CANC13	Ovarian Cancer	Cancer
CANC14	Prostate Cancer	Cancer
CANC15	Pancreatic Cancer	Cancer
CANC16	Renal Cancer	Cancer
CANC17	Skin Cancer	Cancer
CANC18	Surgery/treatment	Cancer
CANC19	Testicular Cancer	Cancer
CANC20	Thyroid Cancer	Cancer
CHRS01	Asthma	Chest and Respiratory
CHRS02	Bronchitis	Chest and Respiratory
CHRS03	Chest Infections	Chest and Respiratory
CHRS04	Emphysema	Chest and Respiratory
CHRS05	Hay Fever	Chest and Respiratory
CHRS06	Pleurisy	Chest and Respiratory
CHRS07	Pneumonia	Chest and Respiratory
CHRS08	Surgery/Treatment	Chest and Respiratory
COV 19	COVID-19	COVID-19

Absence Reasons - Continued

SAP Code	SAP Description	Classification
EENM01	Dental	Eye, Ear, Nose, Mouth and Dental
EENM02	Earache	Eye, Ear, Nose, Mouth and Dental
EENM03	Eye condition	Eye, Ear, Nose, Mouth and Dental
EENM04	Labryrinthi/Menieres	Eye, Ear, Nose, Mouth and Dental
EENM05	Sinusitis	Eye, Ear, Nose, Mouth and Dental
EENM06	Surgery/Treatment	Eye, Ear, Nose, Mouth and Dental
EENM07	Tinnitus	Eye, Ear, Nose, Mouth and Dental
EENM08	Tonsillitis	Eye, Ear, Nose, Mouth and Dental
GURG01	Cystitis	Genito-Urinary and Gynaecological
GURG02	Endometriosis	Genito-Urinary and Gynaecological
GURG03	Kidney Problems	Genito-Urinary and Gynaecological
GURG04	Menopause	Genito-Urinary and Gynaecological
GURG05	Period Pains	Genito-Urinary and Gynaecological
GURG06	Surgery/Treatment	Genito-Urinary and Gynaecological
HBPC01	Anaemia	Heart, Blood Pressure and Circulation
HBPC02	Angina	Heart, Blood Pressure and Circulation
HBPC03	Chest Pains	Heart, Blood Pressure and Circulation
HBPC04	Heart Arrhythmias	Heart, Blood Pressure and Circulation
HBPC05	Heart Attack	Heart, Blood Pressure and Circulation
HBPC06	High/Low Blood Press	Heart, Blood Pressure and Circulation
HBPC07	Leukaemia	Heart, Blood Pressure and Circulation
HBPC08	Phlebitis	Heart, Blood Pressure and Circulation
HBPC09	Stroke	Heart, Blood Pressure and Circulation
HBPC10	Surgery/Treatment	Heart, Blood Pressure and Circulation
HBPC11	Varicose Veins	Heart, Blood Pressure and Circulation
INFE01	Cellulitis	Infections
INFE02	Chicken Pox/Shingles	Infections
INFE03	Cold	Infections
INFE04	Flu	Infections
INFE05	Leptospirosis	Infections
INFE06	Measles/Mumps/Rubell	Infections
INFE07	Meningitis	Infections
INFE08	TB	Infections

Absence Reasons - Continued

SAP Code	SAP Description	Classification
MSKC01	Arthritis	Other Musculo Skeletal Disorders
MSKC02	Carpal Tunnel	Other Musculo Skeletal Disorders
MSKC03	Fractures	Other Musculo Skeletal Disorders
MSKC04	Gout	Other Musculo Skeletal Disorders
MSKC05	Joint Problems	Other Musculo Skeletal Disorders
MSKC06	Osteoporosis	Other Musculo Skeletal Disorders
MSKC07	Sprain/Strain	Other Musculo Skeletal Disorders
MSKC08	Surgery/Treatment	Other Musculo Skeletal Disorders
MSKC09	Tennis Elbow	Other Musculo Skeletal Disorders
MSKC10	Wrk Rel Upp Limb Dis	Other Musculo Skeletal Disorders
NEUR01	Brain Tumour	Neurological
NEUR02	Concussion	Neurological
NEUR03	Epilepsy	Neurological
NEUR04	Fainting	Neurological
NEUR05	Fibromyalgia/ME/CFS	Neurological
NEUR06	Headache/Migraine	Neurological
NEUR07	Head Injuries	Neurological
NEUR08	Huntingtons/MND	Neurological
NEUR09	Multiple Sclerosis	Neurological
NEUR10	Parkinson's Disease	Neurological
NEUR11	Surgery/Treatment	Neurological
PREG01	High Blood Pressure	Pregnancy Related
PREG02	Miscarriage/Stil Bir	Pregnancy Related
PREG03	Morning Sickness	Pregnancy Related
PREG04	Pre-Eclampsia	Pregnancy Related
PREG05	Surgery/Treatment	Pregnancy Related
SKIN01	Bites/Stings	Skin
SKIN02	Burns/Scalds	Skin
SKIN03	Dermatitis/Eczema	Skin
SKIN04	Infec Skin Condition	Skin
SKIN05	Laceration	Skin
SKIN06	Psoriasis	Skin
SKIN07	Skin Allergy	Skin
SKIN08	Surgery/Treatment	Skin

Absence Reasons - Continued

SAP Code	SAP Description	Classification
STDM01	Alcohol Related	Stress, Depression, Mental Health & Fatigue
STDM02	Anxiety/Panic Attack	Stress, Depression, Mental Health & Fatigue
STDM03	Bipolar Disorder	Stress, Depression, Mental Health & Fatigue
STDM04	Debility/Fatig/Letha	Stress, Depression, Mental Health & Fatigue
STDM05	Dementia/Alzheimer's	Stress, Depression, Mental Health & Fatigue
STDM06	Depression	Stress, Depression, Mental Health & Fatigue
STDM07	Drug Related	Stress, Depression, Mental Health & Fatigue
STDM08	Eating Disorders	Stress, Depression, Mental Health & Fatigue
STDM09	Sick due to Bereavem	Stress, Depression, Mental Health & Fatigue
STDM10	Sleep Problems	Stress, Depression, Mental Health & Fatigue
STDM11	Stress Work Related	Stress, Depression, Mental Health & Fatigue
STDM12	Stress Non Wrk Relat	Stress, Depression, Mental Health & Fatigue
STLK01	Abdominal Pain	Stomach, Liver, Kidney and Digestion
STLK02	Appendicitis	Stomach, Liver, Kidney and Digestion
STLK03	Bowel Problems	Stomach, Liver, Kidney and Digestion
STLK04	Colitis	Stomach, Liver, Kidney and Digestion
STLK05	Diabetes	Stomach, Liver, Kidney and Digestion
STLK06	Diarrhoea	Stomach, Liver, Kidney and Digestion
STLK07	Food Poisoning	Stomach, Liver, Kidney and Digestion
STLK08	Hepatitis	Stomach, Liver, Kidney and Digestion
STLK09	Hernia	Stomach, Liver, Kidney and Digestion
STLK10	Indigestion	Stomach, Liver, Kidney and Digestion
STLK11	Kidney Problems	Stomach, Liver, Kidney and Digestion
STLK12	Surgery/Treatment	Stomach, Liver, Kidney and Digestion
STLK13	Vomiting	Stomach, Liver, Kidney and Digestion

Section 2.1 – Minutes to Decimal Convertor

Minute	Decimal
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1.00

Section 2.2   SCHOOLS PHASED RETURN FORM

Please submit one form for each post and one form for each calendar month, detailing each day then email to traded@derbyshire.gov.uk

SCHOOL NAME			
EMPLOYEE NAME		JOB TITLE	
EMPLOYEE NO		CONTRACTED HOURS PER WEEK ON SAP	
PHASED RETURN START DATE		PHASED RETURN END DATE OR CONTINUING	

DATE DD MM YY	Is this their normal working day? Yes/No	What would be the normal working hours?	How many of those hours were worked?	How many of those hours were sickness absence?
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

COMPLETED BY NAME:	SIGNATURE:

Section 3 – Information re. Paternity and Parental Leave

Paternity Leave is a statutory entitlement available to individuals who have parenting responsibility for a child. It does not require biological paternity and may be taken by an individual nominated by the mother to assist in the care of the child and provide support at or around the time of the birth.

To help Schools identify the right SAP Absence type the narrative of the options have been simplified and are now described as follows: -

'Statutory Paternity Leave' now displays as 'Paternity Leave – Full Wk'

'Postnatal Paternity Leave' now displays as 'Paternity Leave – In Days'

Parental Leave now displays as 'Parental Leave (unpaid)'

The rules of when each absence applies are detailed below.

<mark>Antenatal Paternity Leave</mark>
- Appointments attended for a partner's pregnancy.
- **School to input onto SAP the absence (SAP Absence Type 0251)**

<mark>Paternity Leave – Teachers</mark>
- If claiming Statutory Paternity Pay (SPP) they **must** claim either 7 calendar days or 14 calendar days, if claiming 14 days it must be 2 consecutive weeks.
- It may start on any day of the week providing it is after the baby is born.
- Leave must finish within 56 days of the birth (or due date if the baby is early) but there are different rules for adoption.
- Employees must meet the eligibility criteria detailed on the HMRC website.
- Employee needs to complete an SC3 form (obtained from HMRC.gov.uk) detailing the date of birth of the baby and provide a copy of the MatB1 form which should be sent to the SSC for processing. (SC4 when adopting a child).
- Receive the first 3 days as full pay (which includes SPP) and the remaining 4 days or 11 days they receive SPP only (salary is deducted).
- If the Paternity leave goes across a Bank Holiday or into the school holidays it is included in the 7 or 14 days.
- **School to input onto SAP the absence–Paternity Leave – Full Week (SAP Absence type 0253)**.

<mark>Paternity Leave – Non-Teachers</mark>
- If claiming Statutory Paternity Pay (SPP) they **must** claim either 7 calendar days or 14 calendar days, if claiming 14 days it must be 2 consecutive weeks.
- It may start on any day of the week providing it is after the baby is born.
- Leave must finish within 56 days of the birth (or due date if the baby is early) but there are different rules for adoption.
- Employees must meet the eligibility criteria detailed on the HMRC website.
- Employee needs to complete an SC3 form (obtained from HMRC.gov.uk) detailing the date of birth of the baby and provide a copy of the MatB1 form relating to the

maternity leave which should be sent to the SSC for processing. (SC4 when adopting a child).

- Receive 5 or 10 working days full pay (which includes SPP) pro rata for part time employees which is 7 or 14 calendar days.
- If the Paternity leave goes across a Bank Holiday or into the school holidays it is included in the 7 or 14 days.
- **School to input onto SAP the absence – Paternity Leave – Full Week (SAP Absence type 0253)**

Alternatively, DCC conditions of service for non-teachers allow Paternity Leave to be taken not as whole weeks but the maximum is 10 working days (pro rata for part time employees).

- No previous service record required.
- Leave must finish within 56 days of the birth (or due date if the baby is early) or within the placement date for adoptive parents.
- **School to input onto SAP the absence –Paternity Leave – In Days (SAP Absence type 0252).**

Section 4 - SAP – System Messages

SAP will generate messages when information is entered.

These system messages are displayed at the **bottom left of the screen**.

Some of the messages you may see are explained below. If you require more information about these messages or you do not know how to remove an error, please contact the Budget Manager Support Team.

Green Messages
These messages are for information.

This message is telling you the data entered has been saved.

This message is telling you that data has been input for some of the staff under your cost centre, but not all of them.
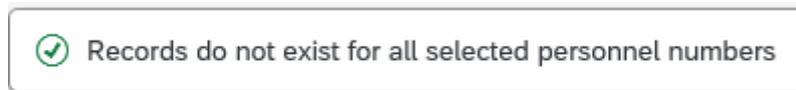
This message is informing you that the data you have changed has been saved.

If you see this message, it means you do not have access to maintain or change data in this part of the system e.g., Basic Pay.

This message usually means you have clicked on the 'all' radio button before entering some data. When you click 'all' prior to creating an entry it enters the start date as 01.01.1800. This message will disappear when you change the start date of the entry.

This message will appear if you try to overview an infotype that has not got any data in it e.g., Employee Remuneration.

✓ No data stored for Employee Remuneration Info in the selected period

This message means you have tried to create/change an entry without choosing an infotype first e.g., Absences.

✓ Select an infotype

If you try to enter an absence for a period that already exists in absence data, it will cause a collision and you will see the following warnings.

Record to be saved

Rea...	From	To	Start	End	IType	Inftyp.	SType	Subtype
🗎	25.01.2021	25.01.2021			2001	Absences	0219	Self Isolation

Collisions

Rea...	From	To	Start	End	IType	Infotype	SType	Subtype
⛔	25.01.2021	01.02.2021			2001	Absences	0219	Self Isolation

✓ Insert cannot be made due to collision

If you receive these messages, the data will need to be double checked and the relevant entry will need amending.

You will see this message if you try and input maternity leave for an employee. If you need to update a maternity absence, please contact HR Services

✓ No authorization to maintain Absences 0300 exists

Amber messages - Warnings

These messages are warnings/notifications; you can press 'Enter' on your keyboard to acknowledge and 'go past'/accept these messages.

This message is informing you that the first or last day of the absence is a day off.

⚠ First day 03.02.2024 of attendance/absence is a day off (att./absence type 0200)

This message is telling you that the information you are entering relates to a previous date to the current date.

⚠ Enter data for payroll past (retroactive accounting)

This message is warning you that (from the date in the brackets) there are 31 days before the employee's full pay sickness is due to run out.

⚠ Entitlement Used (issued on 05.02.2024): 25 entitlement days left of '100% Sickness' for 'SSP & OSP' absence

This message is warning you that the person you are saving a sickness absence for is due to go down on to half or no pay. If you see this message, you will need to inform HR Services with the employee's name and payroll number.

⚠ Payment Band Changed from '100% Sickness' to ' 50% Sickness' on 08.07.2021 for 'SSP & OSP' absence

This message is informing you that you are entering data into the correct payroll area. There are currently 2 'payroll areas' in the system. M1 is for Schools employees only.

⚠ Enter data for correction period for payroll area M1

This warning message will appear if you have entered data and pressed back or exit without saving. It is to warn you that data will be lost if you continue.
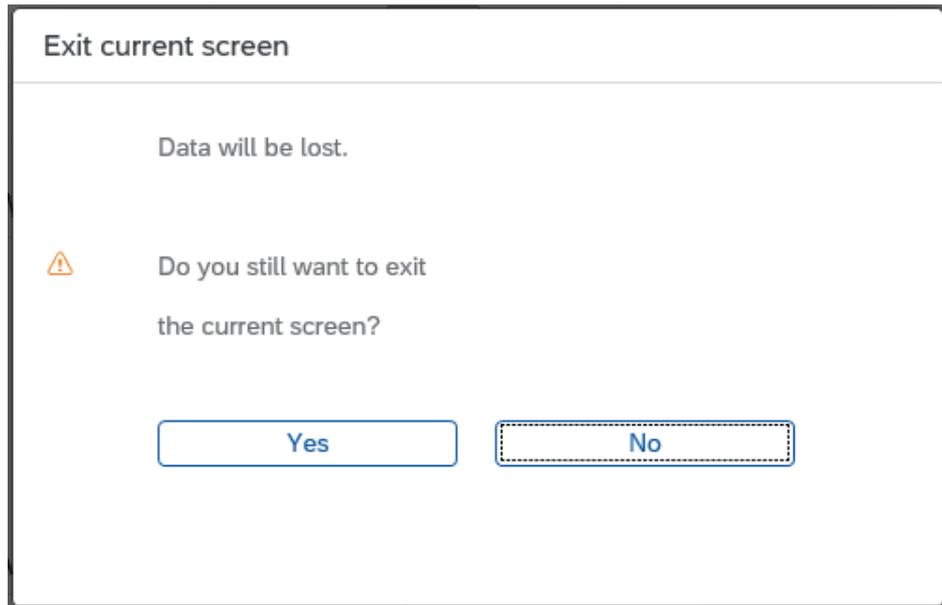
This message is warning you that the employee you are trying to input data for has left. Although this message will let you save an entry after it has shown, if the data is dated after the leaving date the system will ignore it. E.g. If supply hours are entered as 31.08.2021and a warning shows the employee has left on 31.07.2021 the hours will **NOT** be paid.

Red system Messages
Red errors are the systems way of saying there is a specific error. Red errors must be dealt with by amending the information or deleting it. The system will not let you save any other information entered after the red error, unless the red error is dealt with first.

This message is telling you that you have not entered something you need to in to complete the line entry. This information will need inputting before the entry can be saved e.g., Number.

This message will appear when some information has been missed out in order for the data entry to be complete and saved.
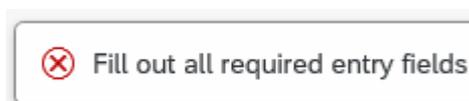
This message means you have typed in an incorrect wage type e.g., 3026 instead of 4026 for Supply Hours.

Ⓧ Quantity entry is not permitted
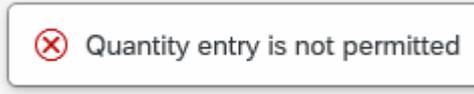
These errors will appear when you have not put your school cost centre in when entering an event code in fast entry. You will need to enter the cost centre before saving again.

Error	✕
ⓘ Enter a true account assignment relevant to cost accounting	
	Confirm Help
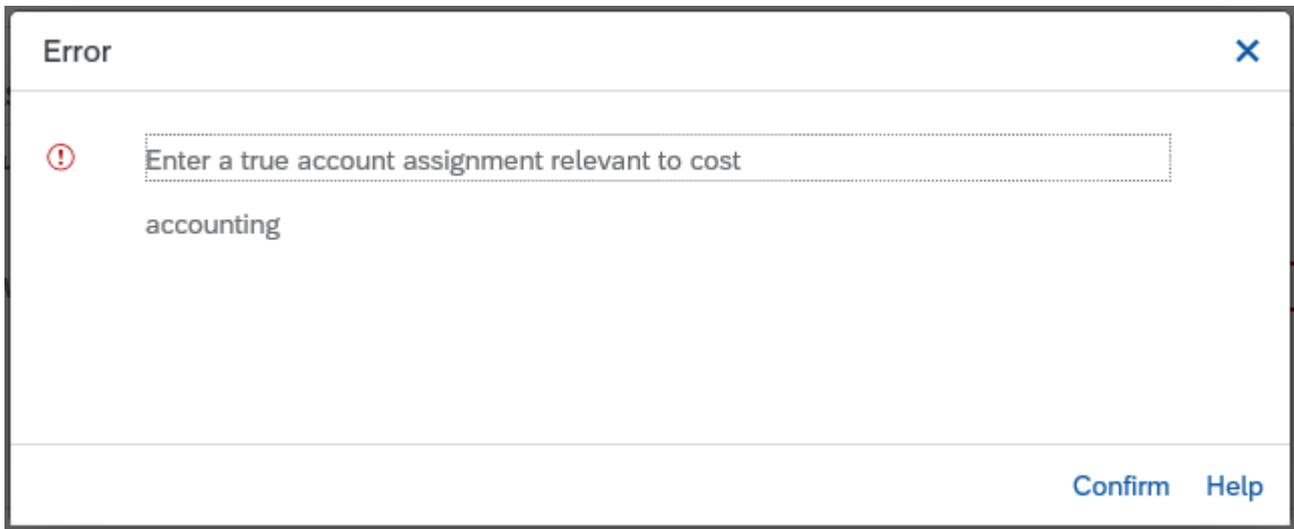
You will see a message similar to this if you input an event number in incorrectly. You will need to correct it before saving again.

Error	✕
ⓘ Order STHFBBB does not exist	
	Confirm Help

A message like this one will appear if the inputter tries to unlock an entry that has been locked for authorisation by the payroll approver.

Ⓧ No authorization to maintain Employee Remuneration Info 4100 exists
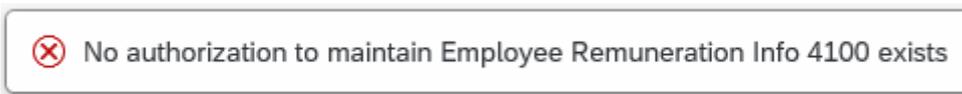
This message will appear if you are trying to enter more than 150 hours. The 150-hour limit has been applied to prevent any accidental overpayment of hours e.g. 1000 hours. If you need to enter more than 150 hours, you will need to split the entry.
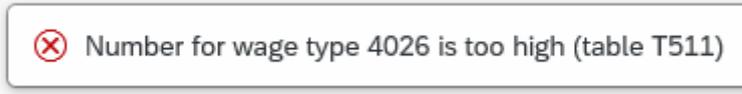
You will see the below message if you were in the middle of inputting and either experienced a power outage or your computer crashed. When attempting to go back into that record you may be told that you are already in the record and cannot do any inputting. You will need to contact the SAP in Schools Support Team who will be able to unlock the record for you. However, if you see the message below saying that the person is being processed by another employee that you do not recognise, please contact the SAP in Schools Team. It could be that a member of the HR Services is updating the individuals record at the time.
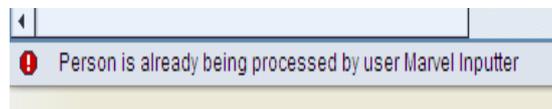
This message will appear if you have manually typed in an employee number in the 'Personnel No.' box and the entry has too many digits.