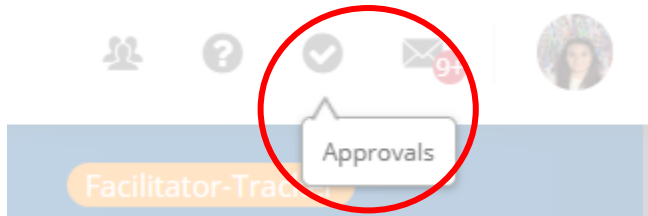
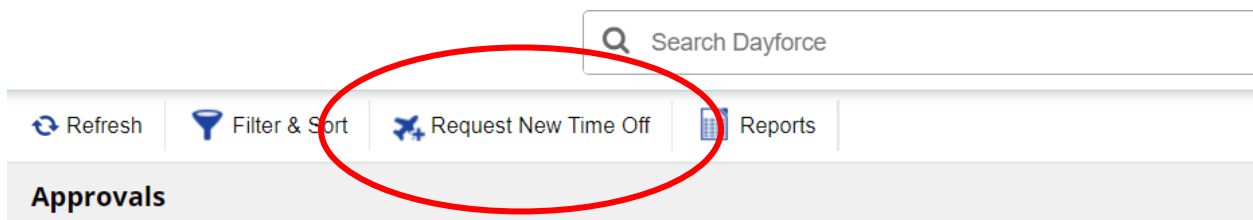


## INPUTTING SICKNESS TAFW

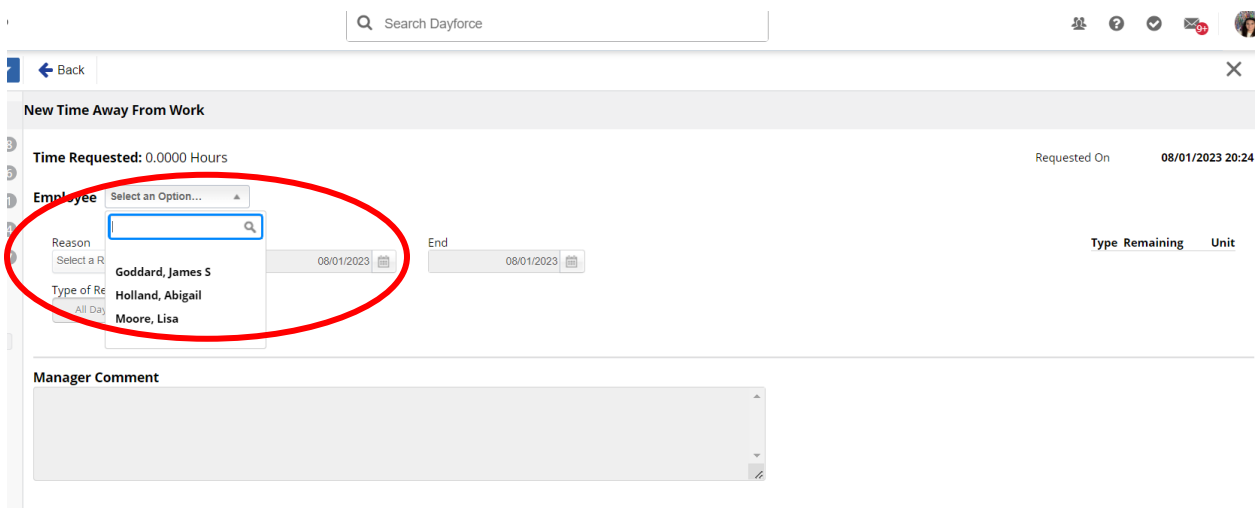
As a manager, go to the 'Approvals' area, which is located in the top right hand side of the screen (a circle with a tick inside).



Select 'Request New Time Off'

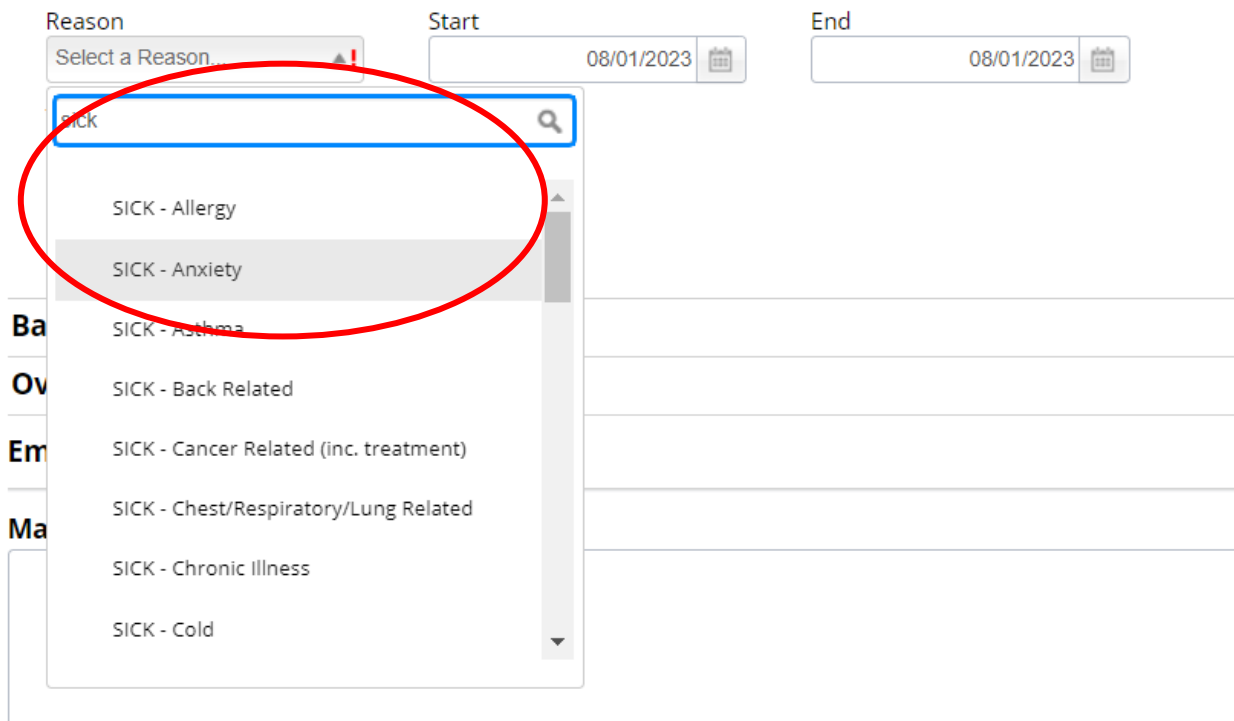


Identify the colleague you need to record the TAFW for from the drop down list

A screenshot of the 'New Time Away From Work' form. At the top is a search bar labeled 'Search Dayforce'. Below it is a 'Back' button and a close button. The form has several fields: 'Time Requested' (0.0000 Hours), 'Requested On' (08/01/2023 20:24), 'Employee' (a dropdown menu), 'Reason' (a dropdown menu), 'End' (a date field), and 'Type Remaining' (a dropdown menu). The 'Employee' dropdown menu is circled in red, showing a list of names: 'Goddard, James S', 'Holland, Abigail', and 'Moore, Lisa'. Below the form is a 'Manager Comment' section with a text area.

In the 'Reason' list, either select 'Sick - ' or start typing 'sick' and select the appropriate reason. Please note, for some regions, only 'Sick' will appear (without the sickness category).

Enter the start and identified end date. IF the end date is unknown when recording the sickness TAFW, for each day the absence continues, you will need to go into the absence record (accessible via the multi-week calendar>Edit) and update the end date.



Reason: Select a Reason [!]

Start: 08/01/2023 [calendar icon]

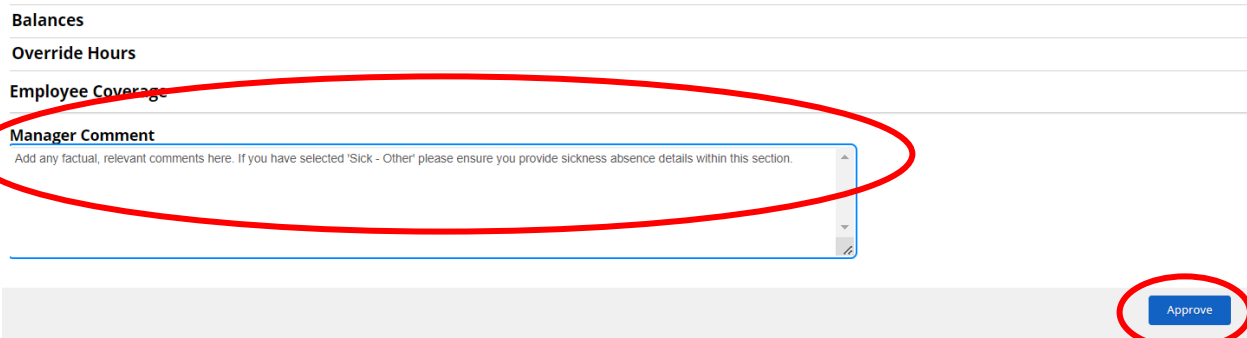
End: 08/01/2023 [calendar icon]

Sick [magnifying glass icon]

- SICK - Allergy
- SICK - Anxiety
- SICK - Asthma
- SICK - Back Related
- SICK - Cancer Related (inc. treatment)
- SICK - Chest/Respiratory/Lung Related
- SICK - Chronic Illness
- SICK - Cold

Where discretionary sick pay applies, please ensure you enter 'Paid' or 'Unpaid' into the comments box to help support the transfer or accurate data to payroll.

Enter any factual, relevant comments within the 'Manager's Comments' box (this includes additional sickness reason details if you have selected the 'Sick – Other' reason) and select 'Approve'



Balances

Override Hours



Employee Coverage

**Manager Comment**

Add any factual, relevant comments here. If you have selected 'Sick - Other' please ensure you provide sickness absence details within this section.

Approve

This absence will now appear in the TAFW list (in the 'Filter and Sort' area. For more details, see [here](#)).

Initiated Date		Seniority Date		
			<input type="checkbox"/> Actionable	
 Time Away From Work		<b>SICK - Anxiety   08/01/2023   0.0000 Hours</b>		 Approved
		EVC/UK - Gerrards Cross - People   Seniority date: 15/03/2021		