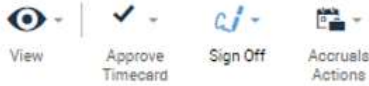


Sickness Timecard Comments



If a colleague is off Sick, please use the comments function to log the reason why as per the below on the colleague's timecard.

1. Go to **Timecard** > Select **Sick** within the **Paycode** Field> select relevant value within the **Amount** Dropdown (as normal) > click Save



		Date	Schedule	In	Transfer	Out	Pay Code	Amount
+	✕	Sun 15/3						
+	✕	Mon 16/3	6:00-14:00					
+	✕			6:00			Sick	7:30
+	✕	Tue 17/3	13:30-22:00					
+	✕			13:30			Sick	8:00
+	✕	Wed 18/3	10:00-18:30					
+	✕			10:00			Sick	8:00

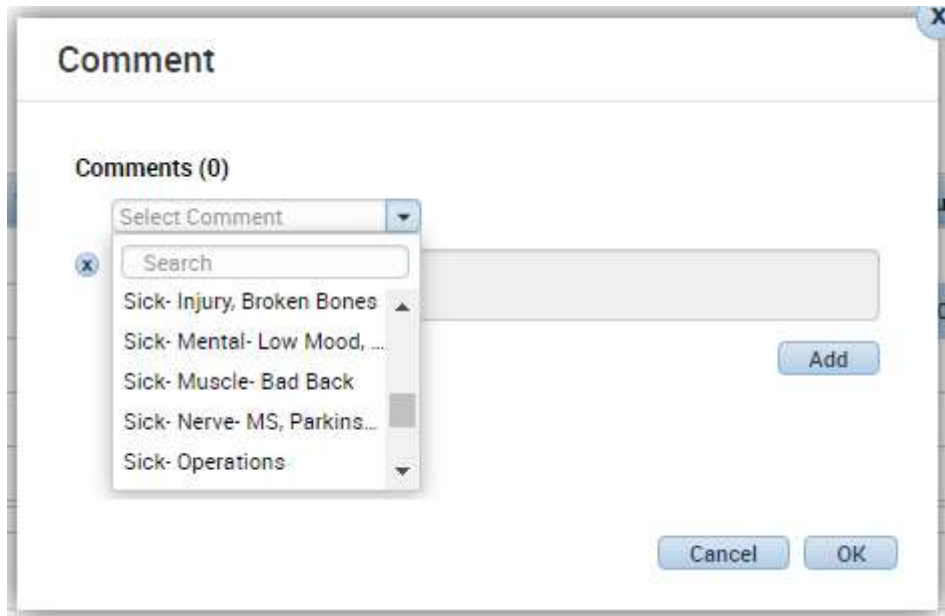
2. Right- mouse button on the amount figure you have entered> Select **Comments**

The screenshot shows the timecard table with a modal window titled "Pay Code Actions" overlaid on the entry for Monday, 16/3. The modal displays the following details:

- Date: 16/3/2020
- Pay Code: Sick
- Amount: 7:30
- Start Time: 6:00
- Last Edit Date: 18/3/2020
- Edit Made By: Adams-Hyatt, Super Sophie

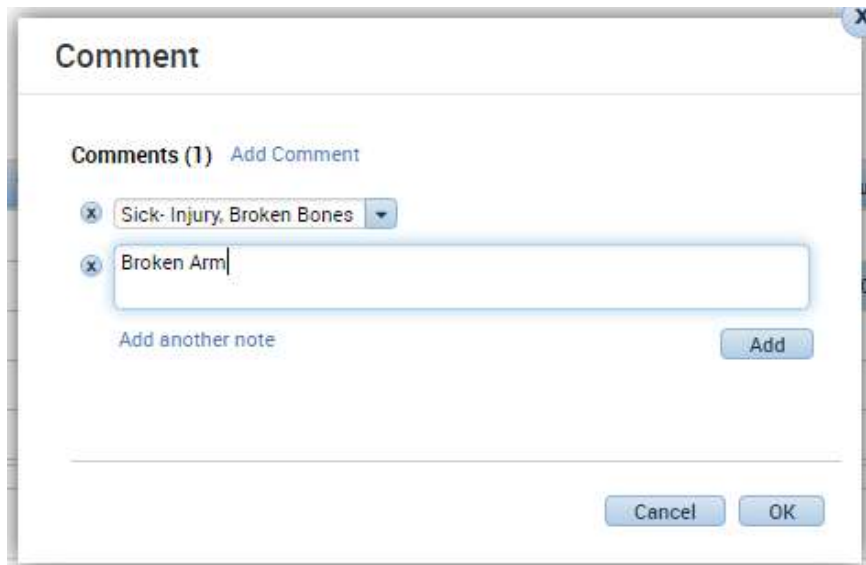
At the bottom of the modal, there are three options: "Edit" (with a pencil icon), "Comments" (with a speech bubble icon), and "Justify Exception" (with a star icon).

3. Within the **Comments** dropdown, select the most relevant value to suit the colleague.



The screenshot shows a 'Comment' dialog box with a 'Comments (0)' section. A dropdown menu is open, displaying a search bar and a list of comment categories: 'Sick- Injury, Broken Bones', 'Sick- Mental- Low Mood, ...', 'Sick- Muscle- Bad Back', 'Sick- Nerve- MS, Parkins...', and 'Sick- Operations'. An 'Add' button is visible to the right of the dropdown. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

4. Enter additional comments into the field below> Click **Add**> Click **Ok**> Click **Save**

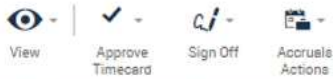


The screenshot shows the 'Comment' dialog box with 'Comments (1)' and an 'Add Comment' link. The dropdown menu is set to 'Sick- Injury, Broken Bones'. A text input field contains 'Broken Arm'. Below the input field is the text 'Add another note' and an 'Add' button. 'Cancel' and 'OK' buttons are at the bottom.



The screenshot shows the 'Comment' dialog box with 'Comments (1)' and an 'Add Comment' link. The dropdown menu is set to 'Sick- Injury, Broken Bones'. The text input field is now greyed out and contains 'Broken Arm'. Below it is the text 'Add another note'. 'Cancel' and 'OK' buttons are at the bottom.

5. Comment bubble will appear next to Amount



		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift
+ X		Sun 15/3							
+ X	☰	Mon 16/3	6:00-14:00						
+ X				6:00			Sick	7:30	
+ X	☰	Tue 17/3	13:30-22:00						

Breakdown of Comments List

- Covid19- Weakened Immune System
- Covid19- Test and Trace Evidence Seen
- Covid19- Self Isolating
- Covid19- Pregnant-Maternity
- Covid19- Positive Test Received
- Covid19- Long Term Medical
- Covid19- Food Only Medical
- Covid19- Food Only Coronavirus
- Covid19- Coronavirus 2
- Covid19- Coronavirus
- Covid19- Awaiting Evidence
- Covid19- 70+
- Sick- Anxiety, Depression
- Sick- Cancer
- Sick- Cardiac
- Sick- Cold, Flu, Cough
- Sick- Communicable Childhood Illness- HFM, C. Pox
- Sick- Sickness, Diahorea
- Sick- Genitourinary- Kidney, Bladder
- Sick- Glandular- Diabetes, Thyroid, Metabolic
- Sick- Gynaecological- Inc. Pregnancy
- Sick- Headache, Migraine
- Sick- Infections- Tonsillitis, Chest Infection
- Sick- Injury- Broken Bones
- Sick- Mental- Low Mood, Panic Attack, Depression
- Sick- Muscle- Bad Back
- Sick- Nerve- MS, Parkinson's
- Sick- Operations
- Sick- Respiratory- Chest & Respiratory
- Sick- Stress- Non-Work Related
- Sick- Stress- Work Related
- Sick- Work Related Accident, Incident