

# Template Applications – Sickness Notification

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# Template Applications – Sickness Notification

## Introduction

This four-page application manages absence due to sickness requests. The first page collects dates and information about the stakeholders, the requester & manager. The second page collects sickness details and allows attaching a sick note. The third page is for the manager's approval, and the fourth is for HR acknowledgment.

The application consists of four pages, each titled "Notification of absence due to sickness".

**Page 1:** Collects dates and stakeholder information. It includes a calendar picker for the "Please insert period of absence \*" (with a note: "Do not select week-end days or select a 'from' date that's after the 'to' date."), fields for "Full Name:", "E-mail:", "Department:", "Job Title:", "Managers Full Name:", and "Managers E-mail:". A red asterisk indicates mandatory fields. A "Note" at the bottom states: "This certification is required for ALL periods of absence up to and including seven days, after which a doctor's medical certificate will also be required." Navigation buttons: "HR Department" and "Next >".

**Page 2:** Collects sickness details. It includes fields for "Employee:", "Date returned to work:" (with a calendar picker), "No of days absent:" (with a numeric input), "Reason for sickness:" (with a dropdown), and "Other Reason:". A "Details of Sickness \*" section has a large text area. An "Attach" button and "Status" label are present. A "Note" at the bottom states: "This certification is required for ALL periods of absence up to and including seven days, after which a doctor's medical certificate will also be required." Navigation buttons: "HR Department", "< Back", "SEND", and "Approvals >".

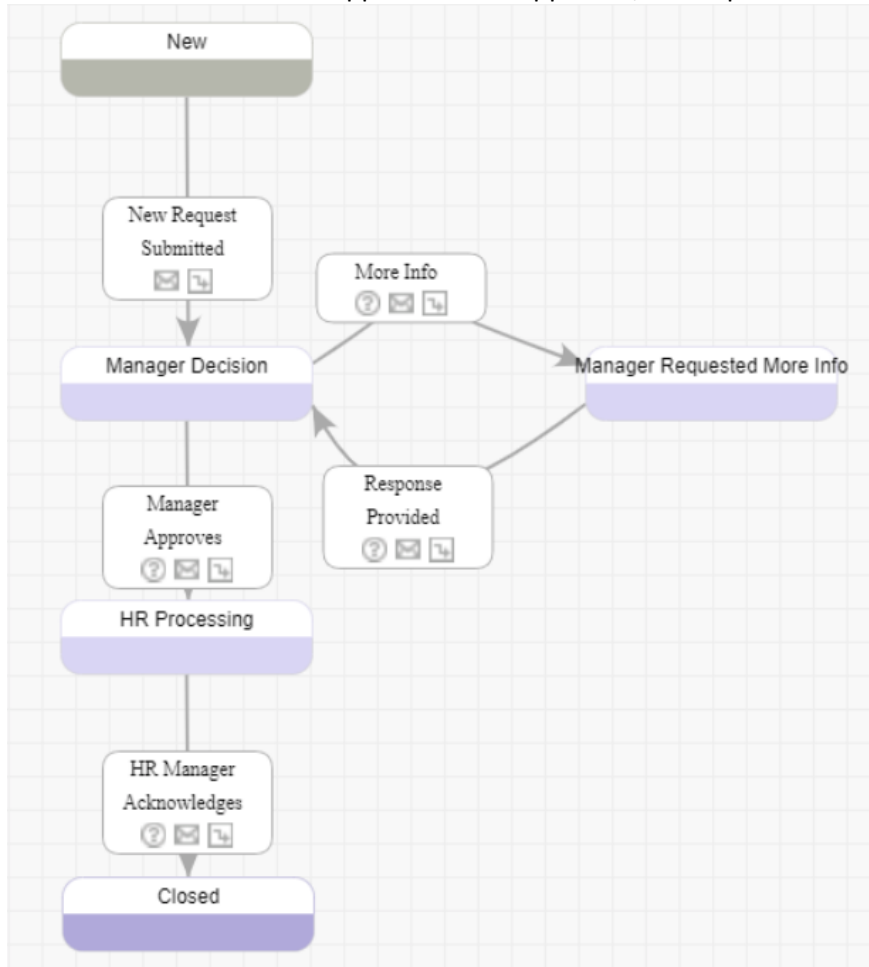
**Page 3:** Manager's approval. It includes a "Manager Decision:" section with radio buttons for "Approved" and "More Info Required". A "More Info Required" section has a large text area. An "Employee Response" section has a large text area. Navigation buttons: "HR Department", "< Back", "SEND", and "HR >".

**Page 4:** HR acknowledgment. It includes an "HR Manager:" section with a checkbox for "Acknowledged" and a "Comment" section with a large text area. Navigation buttons: "HR Department", "< Back", "SEND", and "CLOSE".

## Template Applications – Sickness Notification

### Workflow Logic

All requests will require approval by the appointed manager, who may also return the request for further information before approval. Once approved, the request moves to HR for acknowledgment.



Important notifications in this process are set up to be recurring after a certain period of working days. The requester is also notified of progress through the process.

### Notable Behaviors

On page 1, there are behaviors associated with the sickness 'From' and 'To' dates so that weekends can't be selected and the 'From' date can't be after the 'To' date.

On the progression from Page 1 to Page 2, there is a mandatory check to ensure all fields are completed before the next page opens.

On submission of page 2, there are various mandatory checks in place, and some are conditional. If the sickness is selected as 'Other,' then the 'Other Reason' field is mandatory. A sick note is required if the sickness duration is more than seven days, and the File Attachment field is mandatory.

On submission of page 3, if the manager has requested more information, the 'More Info Required' field is mandatory. (Note that this logic is included on the Workflow pathway from 'Manager Decision' to the 'Manager Requested More Info' stage.)

# Template Applications – Sickness Notification


## Installation Instructions

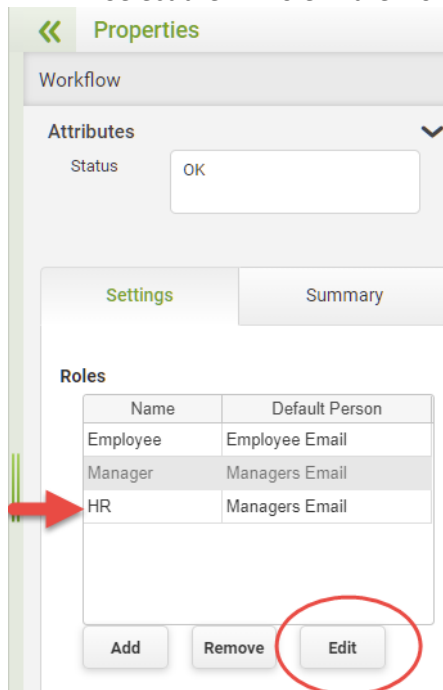
A minor modification will be required after the application is imported into your system.

In normal circumstances, the HR Role will always be occupied by the same person, so it's not necessary to identify them in the application. However, the HR role can be linked directly to a user in your system or the HR Manager's email address. This will need to be done before publishing the application.

Initially, the HR Role is linked to the 'Manager Email' field on the first page; this is suitable for testing but needs to be re-linked before you use the application.

To manage this, do the following:

- Open the app in design mode
- Click on the workflow icon 
- The workflow properties should be open in the right-hand panel but if not, click on the workflow diagram's background (grid area) away from a stage object or pathway.
- Select the HR role in the workflow properties and the 'Roles' table and click the Edit button.



You will see that the role is currently linked to the Manager Email field and will need to be changed before publication.

## Template Applications – Sickness Notification

**Edit Roles**

Name  
HR

Default Person

☐ None

☐ User 1

☐ User-Group

☐ Position 2

☒ Email taken from a field

☐ Fixed email address 3

Select an alternative option to link the HR role to the HR Manager. Your options here would depend on what you have set up in your system but will include the following:

1. If your HR Manager has a license in your account (Full, basic or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button and choose from the list of users.
2. If you have set up an HR Manager position within your system and have selected the appropriately licensed user to occupy that position, you can link to that position. Select the 'Position' option, click the corresponding Select button and choose from the list of positions.
3. You can link to the HR Manager's email address if neither of the above is possible. Select the 'Fixed email address' option and enter the email address in the corresponding box. In this scenario the HR Manager doesn't require a license (Full, basic or limited) in your system.

Click OK when done.

The graphic 'Sickness Background' is included as a picture in the individual page property settings and can be removed if you prefer to use alternative graphics.

### Mobile Version

This application is enhanced for mobile use.

If you have the mobile version license and want to utilize the feature for this application, please make sure that you check the option to make the Mobile version active after importing the application.