

How to record Coronavirus in EASY

From the main screen

From menu on the left-hand side.
Click on Management > Absences



To enter New period of absence, click on **Find Assignment**

Enter assignment number (or name) in the pop-up search box and click on **Search**

From list click on required assignment number

Assignment number	Last name	First name	Position
12345678	Name	Name	8754213: position

From the **Unsubmitted Absences (0)** banner click on **Add/Edit**

Input 'From Date' and 'To Date' using calendar icon
(can only put end date in if reporting retrospectively)

From Date/ From Time	Cont. Abs.	To Date/ To Time
17 Feb 2020	<input type="checkbox"/>	01 Mar 2020

Otherwise click on 'Cont. Abs.' box to tick
(*'To Date' will go grey*)

From Date/ From Time	Cont. Abs.	To Date/ To Time
02 Mar 2020	<input checked="" type="checkbox"/>	

For employee 'Off Sick' with virus:

For 'Absence Type' select '**Sickness**' and for 'Reason' select '**Coronavirus**' using drop down boxes

Absence Type/ Resulting from or Related to	Reason/Detail
Sickness	Coronavirus

For employee 'Self Isolating' or 'Enforced Isolation':

For 'Absence Type' select '**Sickness**' and for 'Reason' select '**Coronavirus Isolation**' using drop down boxes

Absence Type/ Resulting from or Related to	Reason/Detail
Sickness	Coronavirus Isolation

For employee 'Stranded' either in UK or aboard:


For 'Absence Type' select '**Special Paid**' and for 'Reason' select '**Coronavirus Stranded**' using drop down boxes

Absence Type/ Resulting from or Related to	Reason/Detail
Sickness	Coronavirus Isolation

For employee with 'Caring Responsibilities' due to virus:

For 'Absence Type' select '**Special Paid**' and for 'Reason' select '**Emergency Leave/Time off for dependants**' using drop down boxes

Absence Type/ Resulting from or Related to	Reason/Detail
Special Paid	Emergency Leave/Time Off for Depend

Click on authorise  (note: this saves, submits and authorises in one action)

Tick Declaration box and click on authorise



Declaration

I confirm that this absence record is correct, complete and recorded in line with NHSBT policies.

I understand that this will be subject to verification checks, audit review and will also be provided to the NHSBT Local Counter Fraud Specialist as required.

Colleagues should be aware that NHSBT has a zero tolerance to fraud and that any claims found to be false may result in disciplinary, criminal or civil sanctions, or a combination of these as appropriate.

Please affirm the declaration

Once authorised you will be taken back to the main screen – absence will show under the Authorised Absence Banner.

Authorized Absences (4)  							
	From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
<input type="checkbox"/>	16th February 2020	⊖	16th February 2020	Special Paid	Emergency Leave/Time Off for Dependants	1.00	
<input type="checkbox"/>	17th February 2020	⊖	23rd February 2020	Sickness	Coronavirus Isolation	7.00	

Click on Absence from quick links (under main EASY title) to go back to main absence screen



To enter Next new period of absence, click on 

When finished **Log out** of EASY

