

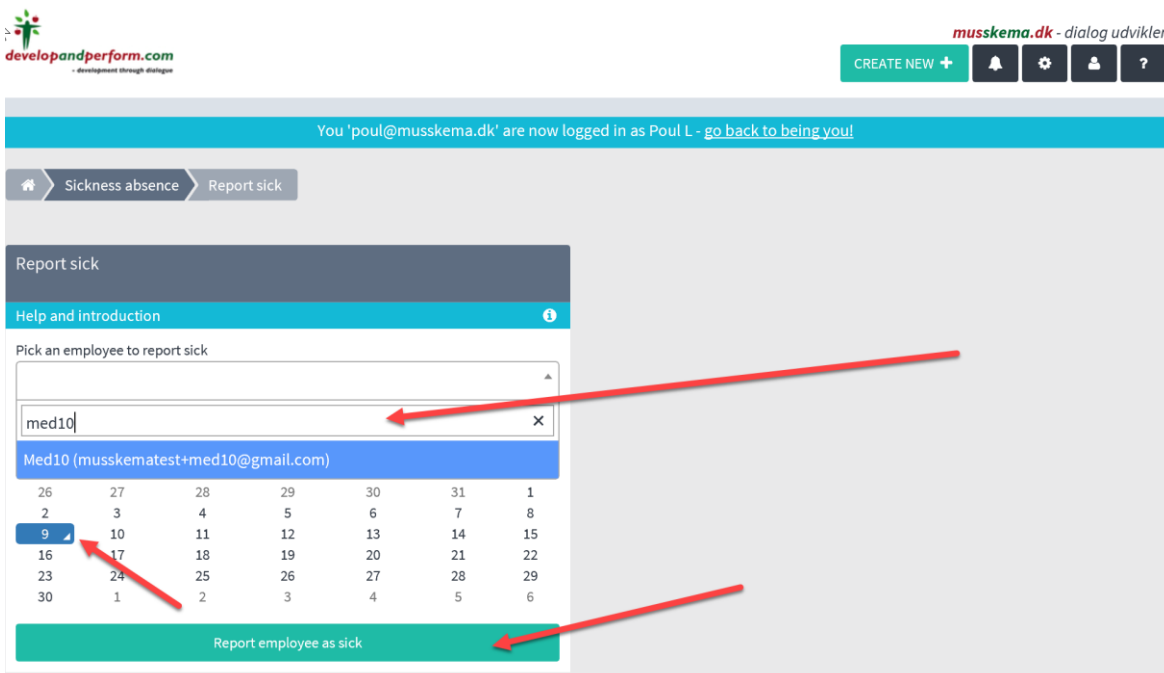
Creating a sick absence



1. All employees created in Musskema.dk can report a co-worker as being absent due to sickness together with a date for the beginning of the period of absence. But they can neither see or do anything else. It isn't possible to write anything about the cause of the absence either. It is the responsible manager - or an employee authorised by the manager to do so - who can go to the Sickness Absence Module to perform the sickness absence dialogues and write the resume.



2. Creating a Sickness Absence: Click on 'Create New' and 'Sickness Absence'.



3. Search for the employee who is off sick.
4. The employee has been found. Select the employee by clicking the name. Then select the date for the first day of absence (red arrow) and finally click 'Report employee as sick' (red arrow). An e-mail has now been sent to the manager concerning the employee being sick.