Reporting on MyView during the COVID-19 pandemic

The University of Lincoln is committed to the health and wellbeing of their community therefore it is essential that staff follow the protocol for reporting all COVID-19 related scenarios.

Individuals are responsible for informing their line manager if they;

- Experience symptoms of COVID-19
- Test positive for COVID-19
- Have been in contact with someone who has tested positive for COVID-19
- Are contacted by the NHS Track and Trace
- Are visiting a country that requires them to quarantine on return

Managers are responsible for recording the information in line with the definitions and recording requirements below. Individual's must keep their manager updated and their record must be kept up to date accordingly.

1. POSITIVE COVID-19 – Homeworking (p1)
2. POSITIVE COVID-19 – Absent (p3)
3. SELF-ISOLATING – Homeworking (p5)
4. SELF-ISOLATION – Absent (p7)
5. COVID-19 Quarantine (p9)

1. POSITIVE COVID-19 – Homeworking

1.1 An individual has tested positive for coronavirus and must now self-isolate for a minimum of 10 days

1.2 The individual is sufficiently well and can work from home

1.3 The period of self-isolation must begin on the first day of symptoms. If no symptoms are present self-isolation must begin on the day of the test

1.4 The individual and the individual's line manager are responsible for reporting and updating the individual's record in MyView with **Paid – COVID-19 Positive Homeworking**

1.5 The individual must obtain a "Self-Isolation" note from the NHS via this link https://111.nhs.uk/isolation-note/ to their line manager and HR Business Partner

1.6 If at any point the individual becomes too unwell to work, they must inform their line manager to update their record in MyView. The current period of **Paid – COVID-19 Positive Homeworking** must be ended and a new record of **Sick – COVID-19 Positive** opened

1.7 Individuals will receive full pay through periods **Paid – COVID-19 Positive Homeworking.**

1.8 How to Record:

In MyView, on the individuals record, scroll down to the bottom of the screen.

Type	Description	Action	
ATOIL	Accrue Time Off In Lieu	**Request New**	**Open ATOIL History**
CJH	Campus Jobs Hours	**Request New**	**Open CJH History**
DEMON	Demonstrating duties @1	**Request New**	**Open DEMON History**
HOL	Holiday	**Request New**	**Open HOL History**
MARK	Marking @1	**Request New**	**Open MARK History**
MEET	Meeting/ School Event @1	**Request New**	**Open MEET History**
OT0.5	Overtime @ 0.5	**Request New**	**Open OT0.5 History**
OT1.0	Overtime @ 1.0	**Request New**	**Open OT1.0 History**
OT1.5	Overtime @ 1.5	**Request New**	**Open OT1.5 History**
PAID	Paid Leave of Absence	**Request New**	**Open PAID History**
PREP	Preparation @1	**Request New**	**Open PREP History**
SICK	Sick	**Request New**	**Open SICK History**
TEACH	Teaching / Delivery @ 1	**Request New**	**Open TEACH History**
TOIL	Time Off In Lieu	**Request New**	**Open TOIL History**
TRAIN	Training @1	**Request New**	**Open TRAIN History**
UNION	Union Duties	**Request New**	**Open UNION History**
UNPAID	Unpaid Leave of Absence	**Request New**	**Open UNPAID History**

From here, find the 'Paid Leave of Absence' line and select 'Request New'. Once selected, the following screen will appear:

To cancel annual leave requests that have not been approved, please follow these steps:
> Select **My Form History** > Click on the text for the entry that you wish to cancel (with a status of Submitted) > Press **Withdraw** > Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
> Select **My Leave Records** > Click **Open HOL History** from the Absence/Attendance table > Scroll down then select **Delete** next to the relevant entry > Press **Submit**

Type	Paid Leave of Absence
Comments	

| Dates | **Full Day** **Part Day** **Open Ended** |

| From * | 18 |
| To * | 18 |

	hours	mins	hrs decimal	
Total Time			0.00	Confirm planned work time
Reason *	--Select--

Cancel   Submit

In the Comments section, please add if self-isolating due to NHS Test, Track and Trace, or University Test, Care and Trace. If a self-isolation number is provided by the University, please add this in.

Next, add the dates of absence, click on the 'confirm planned work time'. From here, you will need to either confirm the 37 hours or amend it to show 37 hours regardless of the actual working pattern due to how the record needs to be entered. If an error message occurs, please continue. This should be as seen below. Once completed please click save.

To cancel annual leave requests that have not been approved, please follow these steps:
>Select **My Form History** >Click on the text for the entry that you wish to cancel (with a status of Submitted) >Press **Withdraw** >Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
>Select **My Leave Records** >Click **Open HOL History** from the Absence/Attendance table >Scroll down then select **Delete** next to the relevant entry >Press **Submit**

								Weekly Hours		
	SUN	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**			
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
07/11/2020	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00

From 01/11/2020
To 01/11/2020

This will take you back to the individuals absence record where you will need to select the relevant absence reason.

For this type of absence, it will need to be '**COVID 19 positive homeworking**'. After this, please click submit. Once this has been processed, the individual's line manager will receive a notification to approve.

2. POSITIVE COVID-19 – Absent

2.1 An individual has tested positive for coronavirus and must now self-isolate for a minimum of 10 days.

2.2 The individual is too unwell to work

2.3 The period of self-isolation must begin on the first day of symptoms. If the symptoms did not appear until after the test, then self-isolation must begin from the day of the test

2.4 The individual and the individual's line manager are responsible for reporting and updating the individual's record in MyView with **Sick – COVID-19 Positive**

2.5 The individual must obtain a "Self-Isolation" note from the NHS via this link https://111.nhs.uk/isolation-note/ to their line manager and HR Business Partner

2.6 If at any point the individual is sufficiently well to work during the period of self-isolation, they should inform their line manager and their record in MyView to be updated. The current period of **Sick – COVID19 Positive** must be ended and a new record of **Paid – COVID-19 Positive Homeworking** opened

2.7 Individuals are to self-isolate for a minimum of 10 days. If at this point, they are symptom free and feel well then, their self-isolation can end. If symptoms persist then the individual must remain in self-isolation until they are clear of all symptoms. For more information click here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/

2.8 Individual's unable to work due to illness will receive pay in line with the University Sickness policy.

2.9 How to record:

In MyView, on the individuals record, scroll down to the bottom of the screen.

From here, select the 'Sick' line you will need to select 'Request New'.

Once selected, the following will appear:

Please add any comments you may feel maybe beneficial that support the absence. Next, input the dates of the absence accordingly. However, if this person has not yet returned to work, please select the open-ended tick box on the 'To' line. Next, select the 'Confirm planned work time' as seen below.

| | **From** | 01/11/2020 | | | | | | | | | |
| | **To** | 01/11/2020 | | | | | | | | | |

	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
07/11/2020	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00

Cancel   Save

From here you will need to either confirm the 37 hours or amend it to show 37 hours, regardless of the individual's actual working pattern due to how the record needs to be entered. If an error message occurs, please continue. This should be as seen below. Once completed please click Save. This will take you back to the individuals absence record where you will need to select the relevant absence reason.

Select the reason and cert type, the reason should be '**COVID 19 Positive**'. For the cert type this will either be self-certificate is there isn't a doctor's certificate. If a Doctor's certificate has been provided, you will need to select 'Certified by a Doctor'.

Furthermore, self-certificates are valid for 7 days. After this time a doctor's note is required. The 'Auth cert produced' should only be ticked if there has been a doctors certificated submitted. The next line, 'certificate expiry date', should again only be entered if a doctor's certificate has been submitted, and the end date of the certificate should be added in this box on MyView. Finally, the return to work interview date can be ignored until the individual returns to work. Once the return to work conversation with the manager has happened, the date can be added in that box. Click submit.

3.   SELF-ISOLATING – Homeworking

3.1   An individual is self-isolating due to one of the following; living with someone who has symptoms or has tested positive, someone in their support bubble has symptoms or has tested positive, the individual has been contacted by the NHS Track and Trace that they have been in contact with someone with coronavirus

3.2   The individual can work from home

3.3   If the individual has been in contact with a positive case of COVID-19 but does not display symptoms, they must remain in self-isolation for 14 days

3.4   If the individual displays symptoms they must request a test

3.5   If the individual displays symptoms or tests positive they must self-isolate for a minimum of 10 days from the first day of symptoms. If the symptoms start after the test, then self-isolation must begin from the day of the test

3.6   The individual must obtain a "Self-Isolation" note from the NHS via this link https://111.nhs.uk/isolation-note/ to their line manager and HR Business Partner

3.7   The individual and the individual's line manager are responsible for reporting and updating the individual's record in MyView with **Paid – COVID-19 Self Isolation Homeworking**

3.8   If at any point the individual becomes too unwell to work, they must inform their line manager and their record in MyView to be updated. The current period of **Paid – COVID-19 Self Isolation Homeworking** must be ended and a new record **Sick – COVID-19 Positive** opened

3.9   Individuals will receive full pay through periods of **SELF-ISOLATING – Homeworking**

3.10 How to Record:

In MyView, on the individual record, scroll down to the bottom of the screen.

Type	Description	Action	
ATOIL	Accrue Time Off In Lieu	Request New	Open ATOIL History
CJH	Campus Jobs Hours	Request New	Open CJH History
DEMON	Demonstrating duties @1	Request New	Open DEMON History
HOL	Holiday	Request New	Open HOL History
MARK	Marking @1	Request New	Open MARK History
MEET	Meeting/ School Event @1	Request New	Open MEET History
OT0.5	Overtime @ 0.5	Request New	Open OT0.5 History
OT1.0	Overtime @ 1.0	Request New	Open OT1.0 History
OT1.5	Overtime @ 1.5	Request New	Open OT1.5 History
PAID	Paid Leave of Absence	Request New	Open PAID History
PREP	Preparation @1	Request New	Open PREP History
SICK	Sick	Request New	Open SICK History
TEACH	Teaching / Delivery @ 1	Request New	Open TEACH History
TOIL	Time Off In Lieu	Request New	Open TOIL History
TRAIN	Training @1	Request New	Open TRAIN History
UNION	Union Duties	Request New	Open UNION History
UNPAID	Unpaid Leave of Absence	Request New	Open UNPAID History

From here, find the 'Paid Leave of Absence' line and select 'Request New'.

The following screen will appear:

To cancel annual leave requests that have not been approved, please follow these steps:
>Select **My Form History** >Click on the text for the entry that you wish to cancel (with a status of Submitted) >Press **Withdraw** >Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
>Select **My Leave Records** >Click **Open HOL History** from the Absence/Attendance table >Scroll down then select **Delete** next to the relevant entry >Press **Submit**

Type	Paid Leave of Absence
Comments	

Dates   **Full Day Part Day Open Ended**

From *	[ ] 18	●	○
To *	[ ] 18	●	○ ○

	hours	mins	hrs decimal	
Total Time	[ ]	[ ]	0.00	Confirm planned work time
Reason *	--Select-- ⌄			

Cancel   Submit

In the Comments section, please add if self-isolating due to NHS Test, Track and Trace, or University Test, Care and Trace. If a self-isolation number has been received from the NHS, please add this to the comments section.

Next, add the dates of absence, click on 'confirm planned work time'. From here you will need to either confirm the 37 hours or amend it to show 37 hours, regardless of the individual's actual working pattern due to how the record needs to be entered. If an error message occurs, please continue. This should be as seen below. Once completed please click save.

To cancel annual leave requests that have not been approved, please follow these steps:
> Select **My Form History** > Click on the text for the entry that you wish to cancel (with a status of Submitted) > Press **Withdraw** > Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
> Select **My Leave Records** > Click **Open HOL History** from the Absence/Attendance table > Scroll down then select **Delete** next to the relevant entry > Press **Submit**

									Weekly Hours	
	SUN	MON	TUE	WED	THU	FRI	SAT			
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
07/11/2020	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00

From 01/11/2020
To 01/11/2020

Cancel   Save

This will take you back to the individuals absence record where you will need to select the relevant absence reason. For this type of absence, it will need to be '**COVID-19 Self-Isolation Homeworking**'. After this, please click submit. Once this has been processed, the individuals line manager will receive notification to approve.

4. SELF-ISOLATION – Absent

4.1 An individual is self-isolating due to displaying symptoms of COVID-19 and are currently awaiting a test or results of a test

4.2 The individual is too unwell to work

4.3 The period of self-isolation must start on the first day of symptoms or if no symptoms displayed until after the test, the day of the test must be the start of self-isolation

4.4 **SELF-ISOLATION – Absent** is only to be used when an individual is awaiting a test or the results of a test. This should be a maximum of 5 days

4.5 The individual must obtain a "Self-Isolation" note from the NHS via this link https://111.nhs.uk/isolation-note/ to their line manager and HR Business Partner

4.6 If the individual receives a positive result from the test, then their record must be updated. The period of **Sick – COVID-19 Self Isolation** must be ended and a period of **Sick – COVID-19 Positive** opened

4.7 If the individual receives a negative result from the test, then their record must be updated. The period of **Sick – COVID-19 Self Isolation** must be ended, and a period of the appropriate category sickness opened

4.8 Individual's unable to work due to illness will receive pay in line with the University Sickness policy.

4.9 How to record:

In MyView, on the individual record, scroll down to the bottom of the screen.

From here, select the 'Sick' line you will need to select 'Request New'.

Once selected, the following will appear:

Please add any comments you may feel maybe beneficial that support the absence. Next, input the dates of the absence accordingly. However, if this person has not yet returned to work please select the open-ended tick box on the 'To' line. Next, click on 'Confirm planned work time' From here you will need to either confirm the 37 hours or amend it to show 37 hours, regardless of the individual's actual working pattern due to how the record needs to be entered. If an error message occurs, please continue. Once completed please click save.

To cancel annual leave requests that have not been approved, please follow these steps:
>Select **My Form History** >Click on the text for the entry that you wish to cancel (with a status of Submitted) >Press **Withdraw** >Submit new request (if applicable)

To cancel approved annual leave requests, please follow these steps:
>Select **My Leave Records** >Click **Open HOL History** from the Absence/Attendance table >Scroll down then select **Delete** next to the relevant entry >Press **Submit**

From   01/11/2020
To   01/11/2020

Week Ending	SUN hh:mm	MON hh:mm	TUE hh:mm	WED hh:mm	THU hh:mm	FRI hh:mm	SAT hh:mm	Weekly Hours		
								hours	mins	hrs decimal
07/11/2020	0:00	7:30	7:30	7:30	7:30	7:00	0:00	37	0	37.00

Cancel   Save

This will take you back to the individual's absence record where you will need to select the relevant absence reason.

Select the reason and cert type; the reason should be **'COVID 19 Self-Isolation'.** For this reason, the cert type will either be self-certificate for the first seven days or a self-isolation notice if required to self-isolate by NHS Test, Track and Trace, or the individual may have a doctor's certificate. If a doctor's certificate or self-isolation certificate has been supplied, select 'Certified by a Doctor'. The self-isolation notices are only valid for the period of self-isolation and currently replace Doctor's certificates for COVID-related sickness.

The 'Auth cert produced' should only be ticked if there has been a doctor's certificate or self-isolation certificate submitted. The next line, 'certificate expiry date', should again only be entered if a doctors / Self-Isolation certificate has been submitted, and the end date of the certificate should be added in this box on MyView. Finally, the return to work interview date can be ignored until the individual returns to work. When the return to work conversation with the manager has happened, the date can be added in that box. Click submit.

5. **COVID-19 QUARANTINE**
5.1 An individual has travelled from a country that requires a period of quarantine on return due to not having an air-bridge or the removal of an air-bridge whilst travelling
5.2 **Paid – COVID-19 Quarantine** is only to be used if the individual can work remotely through the quarantine period
5.3 If during the period of **COVID-19 Quarantine** the individual becomes symptomatic or is in contact with an individual who is symptomatic they must inform their line manager urgently.
5.4 Individuals unable to work remotely during a quarantine period must use annual leave to cover the duration. If there is an insufficient annual leave balance, they may purchase additional leave in line with the Holiday Plus scheme or take **Unpaid – COVID-19 quarantine**
5.5 Individuals that need to travel for essential purposes, such as for a family emergency or bereavement, and that will also require a period of quarantine, should contact their line manager and HR Business Partner.