

**How to book unplanned absence**

1. Click on ‘Log unplanned absence of a colleague’:



1. Select who you are logging the absence for (**N.B.** **you can log sickness for yourself**)
2. Complete the following questions:



1. Click submit

**Useful Information**

* Information on the form can be edited at a later date
* If the absence reason is unknown, select ‘other’
* The expected return date triggers a return to work form

• Expected day back will generate return to work

1. Once submitted, an absence notification is sent to the absent employee and their line manager
2. On the ‘expected first day back’, the absent employee will receive an email notification asking them to complete a return to work form:



1. The employee’s line manager will also receive an email notification:



**TeamSeer will continue to log the employee absent, until the return to work form is completed. Daily reminders will be sent to both the employee and line manager**

1. Once the form has been completed, the line manager will receive an email informing them the employee is now back at work, and must perform a back to work interview. Reminders will be visible on the TeamSeer dashboard until completed.

**Payroll does not need to be notified via TeamSeer- please keep this box *un*ticked. Sickness will continue to be reported in the standard way**

* The unplanned absence is fully completed