Teamseer guidance - COVID19

Important notes:
- **Teamseer** is our absence management system where all employee absence can be recorded, requested and approved.
- The system has been updated to **allow absences related to the Coronavirus to be recorded**.
- This will provide the College with important information to manage the College’s response and understand the impact.
- The new Covid19 category will not be counted towards current sickness balances and is a separate absence category.
- Only Covid19 related absences should be recorded in this category, for anything else, please use the standard types and categories.
- **Please continue to refer to the College’s COVID-19 guidance**

How to enter my own absences related to Coronavirus.

You will be able to record absence relating to **isolation, emergency leave or sickness** as a direct result of the Coronavirus outbreak. The categories allow the College to record absences relating to the outbreak without affecting your normal sickness absence records.

Please log in to Teamseer as usual and follow these steps:

1) Click here to access the absence types
2) Click the COVID19 absence type
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Selecting the correct category

- Within the COVID19 absence type you can select Emergency leave, Isolation and Sickness as appropriate
- Absences in this category are not rolling, which means that you would need to enter a start and end date for each absence.
- Please note that Emergency Family and Dependent leave will need to be pre-authorised by your department

Important

1) If you need to cancel the absence entry then please do so by clicking ALL the days and resend for approval.
2) If you need to change the absence entry then deselect the relevant days within the calendar view and resend for approval. Once approved, you will be able to enter the new absence.
3) If your circumstances change, then please ensure the end date for the current absence category is correct. Enter a new absence category with the appropriate dates as directed above.
4) Return to work reminders will not be sent from the system and will need to be competed off-line.
5) If you have any Teamseer queries then please email: availabilitymanagementsupport@imperial.ac.uk