



How to Create a Sickness Absence

and sickness absence during Maternity

This Guide is for Line Managers

Author	Version	Edit Date
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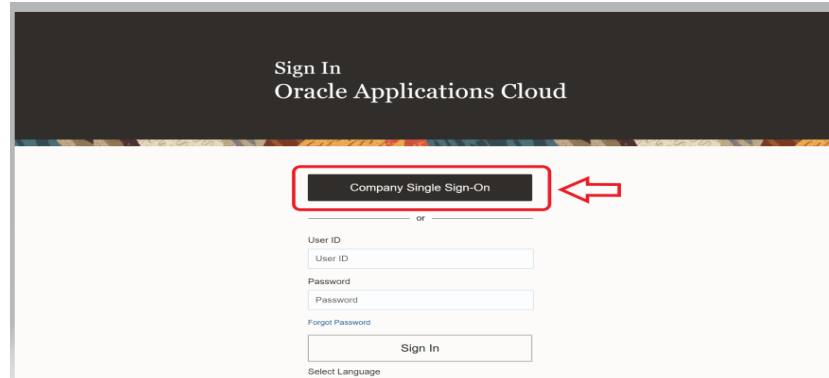
Walsall Council

Step Number **Step Description**

Step Image

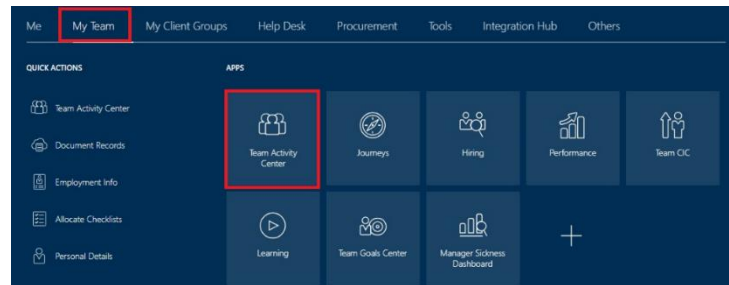
1

Sign into OneSource.



2

Select My Team tab and then the My Team Activity Centre.





3

All direct reports will show in a list. Select the three dots next to the employee to add an absence

The screenshot shows the 'Facilities Manager' dashboard. At the top, there are four summary cards: 'Workers' (89% retention), 'Achieve' (0 of 34 goals completed), 'Dynamic skills' (0 of 0 core skills achieved), and 'Absence Balance'. Below these is a 'Team' section with a search bar and filters. A red box highlights the 'Add Absence' button in the 'Absence Balance' dropdown menu. The list of direct reports shows columns for Worker Type, Manager Relationship, and Location.

You can use the search function if you have multiple direct reports – clear filters to show all

4

Select sickness as the type from the dropdown

The screenshot shows the 'New Absence' form. A red box highlights the 'Absence Type' dropdown menu, which is open showing options like Career Break / Sabbatical, Paternity Adoption - Extension, Paternity Birth - Extension, Paternity- Adoption, Paternity- Birth, Sickness, and Sickness During Maternity Period.



5

Click
sickness on
the calendar
icon and
select the
start date of
the absence.

6

The end
date will
default to
the same
date.

If an
employee
has more
than one
assignment,
check the
business title
and ensure
select
correct role.



7

Click open ended if date of return is not known.

Absence Type
Sickness

Business Title
Administrator

Dates

Start Date
16/07/2025

Start Date Duration
Full day

Open ended

☒

8

Do not complete the Estimated End Date

This information is not required to be completed

Open ended

☒

Estimated End Date



9

Select
Absence
Reason from
the Reason
Dropdown
List

Details

Reason

Select a value

- Select a value
- Back & neck problems
- Cancer
- Chest & respiratory
- Coronavirus
- Eye, ear, nose & mouth/dental
- Genito-urinary/gynaecological
- Heart, blood pressure & circulation
- Infections
- Infections - Swine Flu
- Menopause
- Neurological
- Other musculo-skeletal problems
- Pregnancy related
- Stomach, liver, kidney & digestion
- Stress, depression, mental health & fatigue syndrome

7

Do not
complete the
Condition
Start Date

Details

Reason

Infections

Condition Start Date

This information is not
required to be completed

dd/mm/yyyy



8 Do not complete the Original Sickness Absence Start Date

Additional Information

Original Sickness Absence Start Date[DO NOT AMEND]

dd/mm/yyyy



9 Click the Submit button in the top right of the screen.

Cancel

Save and Close

Save

Submit



SICKNESS during Maternity Period

10

Click sickness during maternity period on the Absence Type

ET New Absence
Employee Test

Absence Type

- Career Break / Sabbatical
- Paternity Adoption - Extension
- Paternity Birth - Extension
- Paternity- Adoption
- Paternity- Birth
- Sickness
- Sickness During Maternity Period**

The end date will default to the same date.

Start Date duration will default to Full day or select half day.

Select the end date (if known) click or open ended.

Absence Type
Sickness During Maternity Period

Business Title
Administrator

Dates

Start Date
End Date

Start Date Duration

If an employee has more than one assignment, check the business title and ensure select correct role.



11

Select Absence Reason
from the Reason
Dropdown List

Details

Reason

Select a value

Select a value

Back & neck problems

Cancer

Chest & respiratory

Coronavirus

Eye, ear, nose & mouth/dental

Genito-urinary/gynaecological

Heart, blood pressure & circulation

Infections

Infections - Swine Flu

Menopause

Neurological

Other musculo-skeletal problems

Pregnancy related

Stomach, liver, kidney & digestion

Stress, depression, mental health & fatigue syndrome



- 12 Do not complete the Condition Start Date

Details

Reason
Infections

Condition Start Date
dd/mm/yyyy

This information is not required to be completed

- 13 Do not complete the Original Sickness Absence Start Date

Additional Information

Original Sickness Absence Start Date[DO NOT AMEND]
dd/mm/yyyy

- 14 Click the Submit button in the top right of the screen.

Cancel Save and Close Save Submit



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