

Sickness end dates and the upload of absences to Payroll/ESR







If there is not yet a set end date for a sickness entry, the end date needs to be set to at least the end of the upload week.

Example - the below sickness is finalised 29/04/2022 with an end date of 08/05/2022.

The monthly upload to Payroll took place on 05/05/2022, at this point the end date does not upload as it is set to a date **after** the upload date.


The next upload took place on 06/06/2022, at this point the end date is submitted.

Within the audit trail you can identify when an end date has been submitted.

Audit Event Type	User	On
 Submitted	 End Date Submitted Submitted Upto Date	06/06/2022 15:32 True 08/05/2022
 Submitted	 End Date Submitted Submitted Upto Date	05/05/2022 15:23 False 30/04/2022
 Finalised		29/04/2022 08:53

- **False** means that the sickness entry uploaded to Payroll/ESR as open ended at that time
- **True** means the end dates set at that time has been submitted as the end date & shows on the line underneath “Submitted Upto Date” - any changes after this point would not be uploaded to ESR, as per the warning message that shows when unlocking a finalised sickness entry.

Unlock this Unavailability?

 Unavailability has been submitted to external payroll system (up to '08/05/2022'). Unlocking will mean futher updates will no longer be sent to external payroll system.

A manual form or forms would need to be completed and sent to Payroll to ensure that ESR etc are amended accurately.

Please also see related guidance “Recording Open Ended Sickness Episodes”.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=443>