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

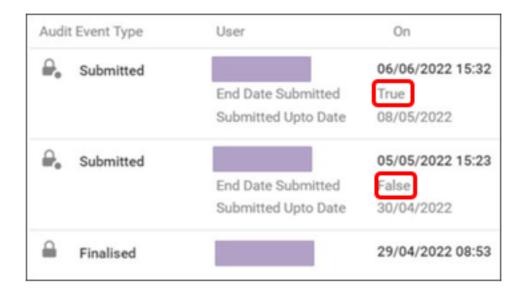
If there	is not ye	t a set end	date for	a sickness	entry,	the	end	date	needs	to	be
set to at	least the	end of the	e upload	week.							

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

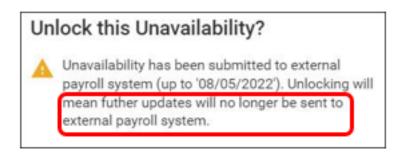
The monthly upload to Payroll took place on 05/05/2022, at this point the end date does not upload as it is set to a date **after** the upload date.

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.



- 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.



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