**Coronavirus/ COVID-19 absence recording - guide for employee self-service**

This guide is for employees who are requesting paid sick leave, Special Leave or Carer’s Leave because of the Coronavirus/ COVID-19 outbreak. Please request COVID-19-related paid sickness absence on MyHR when you return to work. Records should be kept locally in the meantime.

Step 1: Log into [MyHR](https://ebsappxlv-sso.adcom.ucl.ac.uk:4443/oam/server/obrareq.cgi?encquery%253DSuifhkIkHGdiYk9LLqdOyxsjyhc2Lq8ObVEeCRaSN0zv5D4fTf4ZgBbsuKVQvjlLuqqOYD6ve0jABWoNtLUWu9ZhJJODiWmenlY58rG%252BskdmDWClKbQfYrodc5AWAMMY%252Flee5EQW4lcNjrvnQeOTtKAQEjlnQL4JYsZiTnD%252FCjCt37ac6mX5CZdiyjNt4%252FwAckikBrB85HbtEJdqkJe4TW2lExAbWNyMmok%252BSmaguA%252Bh4%252FLPrKzxy5uNWYDBCjaZLgU2ApEYYJBxXIM3LSltW8128l5AazYQgaAL9DU7HhYkAr6ERWGCFHbLGELrPnRvSbBS1IeRHClnqlzFsK%252Fi8j8YFX8BP25UabddYYbf6Rr%252BM47Js9KsVHeJgireXYKqxSj5WkKq2in%252BCSiOG9SMlFEKJFTICha1686HVyYZR%252Fc%253D%2520agentid%253DEBSLIV_ebscorelv-liv.adcom.ucl.ac.uk_4444%2520ver%253D1%2520crmethod%253D2&ECID-Context=1.005cGy2s%255E572vHt_wdO5yW000Edz00004p%253BkXjE) using your UCL user ID and password.

Step 2: Select the **Menu** icon (the three horizontal lines) in the top left hand corner of the screen.

Step 3: Click **UCL Employee Self Service** from the drop down menu. A new list of options will appear. Click **My Absence** and then **Absence Management.**



Step 4: You will be redirected to a new window where you should click on **Create Absence** on the left hand side.

**Step 5A: To request paid sickness absence**

For Coronavirus/ COVID-19 related sickness you will need to select **Paid Leave** in the drop-down menu for Absence Type and **Sick leave related to Coronavirus** in the drop-down menu for the Absence Reason. Once you have filled out the other details, such as the relevant dates for this sickness, click **Next** in the top right hand corner of the screen. This will redirect you to a confirmation page where you can request your leave.



**Step 5B: To request special leave where you are unable to work remotely**

For Special Leave, you will need to select **Paid Leave** in the drop-down menu for the Absence Type and **Special leave related to Coronavirus as unable to work remotely** in the drop-down menu for the Absence Reason. Once you have filled out the other details, such as the relevant dates for this Special Leave, click **Next** in the top right hand corner of the screen. This will redirect you to a confirmation page where you can submit your request.





**STEP 5C: To request Carer’s Leave**

For Carers’ Leave, you will need to select **Paid Leave** in the drop-down menu for the Absence Type and **Carers’ Leave** in the drop-down menu for the Absence Reason. Once you have filled out the other details, such as the relevant dates for this Carers’ Leave, click **Next** in the top right hand corner of the screen. This will redirect you to a confirmation page where you can submit this request.



