ON-LINE SICK LEAVE SYSTEM

NB: A Campus Wide Login (CWL) account is required for myUBC access. To obtain a CWL account, please logon to www.cwl.ubc.ca to register.

ACCESSING THE ON-LINE SICK LEAVE SYSTEM: ................................................................. 2
SICK LEAVE SYSTEM: ENTERING/SUBMITTING STATISTICS .............................................. 4
SICK LEAVE SYSTEM: CHANGING STATISTICS ONCE SUBMITTED ..................................... 8
SICK LEAVE SYSTEM: REPORTING TOOL .............................................................................. 12
ILI (INFLUENZA LIKE ILLNESS) SICK LEAVE SYSTEM: ENTERING/SUBMITTING STATISTICS .................................................................................................................................. 15
ACCESSING THE ON-LINE SICK LEAVE SYSTEM:

1. Open Internet Explorer and enter the following URL:  http://my.ubc.ca
2. Click on the HR Sick Leave application.

3. There are two types of sick leave data captured by our system:
   - Sick Leave System
     i. Sick leave statistics for Staff only, by employee group and month.
     ii. Click on the “Go” button to the right to enter these statistics. Refer to page 8-9 for step-by-step instructions.
   - ILI (Influenza Like Illness) Sick Leave System
i. Sick leave statistics for Faculty and Staff, for sick leave taken due to **influenza like illness** (ILI), by individual employee and month. Note that ILI illness for Staff should also be tracked above as well.

ii. Click on the “Go” button to the right to enter these statistics. Refer to page X-X for step-by-step instructions.

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**Sick Leave System**

To log out of the system, click here.

To record monthly sick leave stats, click here.

Sick leave stats are recorded as a很正常 (staff only) and are shared to the board of governance. The summaries entered here are to include all types of absences due to illness, including influenza.

To record specific details regarding influenza like illness (ILI) for faculty and staff, click here.

ILI information is recorded for both faculty and staff, and is only made available to the UC Occupational Health Nurses located in the health, safety, and environment offices at UC San Diego and UCSD.
SICK LEAVE SYSTEM: ENTERING/SUBMITTING STATISTICS

4. Please use the pull-down menus to select the Department/Faculty and Union that you wish to enter sick leave statistics for. Note that the Union pull-down menu will not appear until after the Department/Faculty has been selected.

Note: You only have access to the Department/Faculty as specified by you and your Manager in your HRMS Access Request Form.

Use the pull-down menu to select your Department/Faculty. The Union pull-down menu will appear once your Department/Faculty has been selected.
5. Once you have selected the **Department/Faculty** and **Union**, a brown box will appear with information on the last **Year** and **Month** data was entered for. The **Year** and **Month** pull-down menus will automatically populate with the next month.

The system will provide information on when data was last entered.
Once you have selected the Department/Faculty, Union, Year, and Month please enter the following:

6. Enter the number of **full-time equivalents** (number of employees equivalent to full-time status). For example, two employees each working at 50% time would be counted as 1 full-time equivalent.

7. Enter the number of **hours of sick leave taken** (paid); do not include those receiving Income Replacement Plan (Long-Term Disability) benefits or time unpaid time taken for other leave such as compassionate care/bereavement; time taken for dependent children, medical/dental appointments, etc. **Include sick leave taken for influenza like illnesses (ILI) here, as well as the other system that tracks ILI by individual.**

8. Enter the number of **incidences of sick leave less than 2 days** (count the number of absences less than 2 days). Tick the “Not Available” box if your Department/Faculty does not compile this information.

9. Enter the number of **incidences of sick leave 2 days or more** (count the number of absences 2 days or more). Tick the “Not Available” box if your Department/Faculty does not compile this information.

10. Enter the number of **hours for medical/dental appointments**; this should be tracked separately from number of hours of sick leave taken. This data is required for all Staff, with the exception of Management & Professional, Senior Executives and Service Unit Directors.

    Tick the “Not Available” box if your Department/Faculty does not compile this information. For the above-mentioned groups where this information is not required, the “Not Available” box will be automatically ticked.

11. Enter the number of **sick leave hours taken to care for dependent children**; this should be tracked separately from number of hours of sick leave taken. This data is required for all Staff, with the exception of Management & Professional, Senior Executives and Service Unit Directors.

    Tick the “Not Available” box if your Department/Faculty does not compile this information. For the above-mentioned groups where this information is not required, the “Not Available” box will be automatically ticked.

12. Once you have entered information in steps 6 – 12, check one of the following options to submit your data:

    • **Save and go to the next Month** – choose this option if you wish to enter sick leave statistics for the same Department and Union, but another Month.

    • **Save and go to the next Department** – choose this option if you wish to enter sick leave statistics for another Department

    • **Save and go to the next Union** – choose this option if you wish to enter sick leave statistics for the same Department and Month, but another Union.

Repeat steps 4-12 until you have entered all your data on the Sick Leave System.
Note Reporting Deadlines:

Sick Leave System (Staff only)

Monthly statistics for:

<table>
<thead>
<tr>
<th>Month Range</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – June</td>
<td>July 31st</td>
</tr>
<tr>
<td>July – December</td>
<td>January 31st</td>
</tr>
</tbody>
</table>
SICK LEAVE SYSTEM: CHANGING STATISTICS ONCE SUBMITTED

Once submitted, you may need to change your data. You can either delete an entry entirely or edit your data. You are only able to change data that is 12 months current. Any data that is older than 12 months is archived.

To change data, please follow the steps below:

13. Click on Reporting.
14. Using the pull-down menus, select the Department/Faculty, Union, and Year requiring the change. Then click on the Detailed Reports button.

Select Department/Faculty, Union and Year then click on Detailed Reports.
15. You may either “Delete” the entire entry or “Edit” your entry. Choose either Delete or Edit to the right of the data row that requires changing.

Clicking on “Delete” deletes the data row entirely. A message will appear to let you know that your record was deleted successfully. To re-enter your statistics, click on the orange “Enter More Data” button that takes you back to step 8.

Clicking on “Edit” allows you to modify data within the row. For more information on how to “Edit” data, go to step 4.
16. Editing data allows you to modify data within the row. For example, if we click on “Edit” to modify data for EMPL, M&P, 2012, month 06, we are taken back to our original data entry. Make your required changes within the field and click on the Update button.

Make your required changes directly in the box. Once completed, click on the Update button.
SICK LEAVE SYSTEM: REPORTING TOOL

The Reporting Tool allows you to view the data you entered on the system. There is also a feature to export your data to an Excel spreadsheet.

To access the reporting tool, please follow the steps below:

17. Wherever you are in the on-line sick leave reporting system, click on Reporting. You will come to a page where you can select Department/Faculty, Union and Year. Using the pull-down menus, select your criteria and click on Detailed Reports.

Select Department/Faculty, Union and Year then click on Detailed Reports.
18. The Detailed Report presents the previously entered data based on our reporting criteria.
At the bottom of the page, you will notice three buttons. You can choose to click on “Change Criteria”, “Enter More Data” or “Export to Excel”.

**Change Criteria** allows you to change your reporting criteria and will take you back to step 17.

**Enter More Data** takes you back to step 4.

**Export to Excel** allows you to export the Detailed Report into an Excel spreadsheet (see next step).

19. Clicking on “Exporting to Excel” allows you to export the Detailed Report into an Excel spreadsheet.
ILI (INFLUENZA LIKE ILLNESS) SICK LEAVE SYSTEM: ENTERING/SUBMITTING STATISTICS

20. Please use the pull-down menus to select the following information, specific to the individual you are reporting for:

   - **Department/Faculty**;
   - **Employment group** (this pull-down menu will appear once the Department/Faculty has been selected);
   - **Name** (will appear once you have selected Department/Faculty and Employment Group).

Please enter the following information, specific to the individual you are reporting for:

   - **Start and end date** of the sick leave taken for influenza like illness (ILI);
   - **Number of work days missed** due to influenza like illness (ILI).

Click on “Save” at the bottom on the page.

Note: You only have access to the Department/Faculty as specified by you and your Manager in your HRMS Access Request Form.
Please use this page to record influenza, or influenza like illnesses (ILI) information for faculty and staff.

Record all influenza absence, whether they are confirmed H1N1 cause or just the regular seasonal flu.

If a faculty or staff member is away more than once, record each absence separately.

Important: Do not use the forward or back browser buttons

1. Select the department of the faculty or staff member
2. Select the employment group of the faculty or staff member
3. Select the name of the faculty or staff member
4. Record the start date of absence (the first day they were off work)
5. Record the end date of absence (the last day they were off work)
6. Record the number of workdays missed (do not count weekends, holidays, or days scheduled for vacation)
21. Once entered, your data will appear in a table on the data entry page. You can Edit/Delete the information by clicking on either “Edit” or “Delete”.

Repeat Step 1 until you have entered all your data on the ILI Sick Leave System.

Note Reporting Deadlines:

ILI (Influenza Like Illness) Sick Leave System (Faculty and Staff)

Please enter as illnesses occur.