

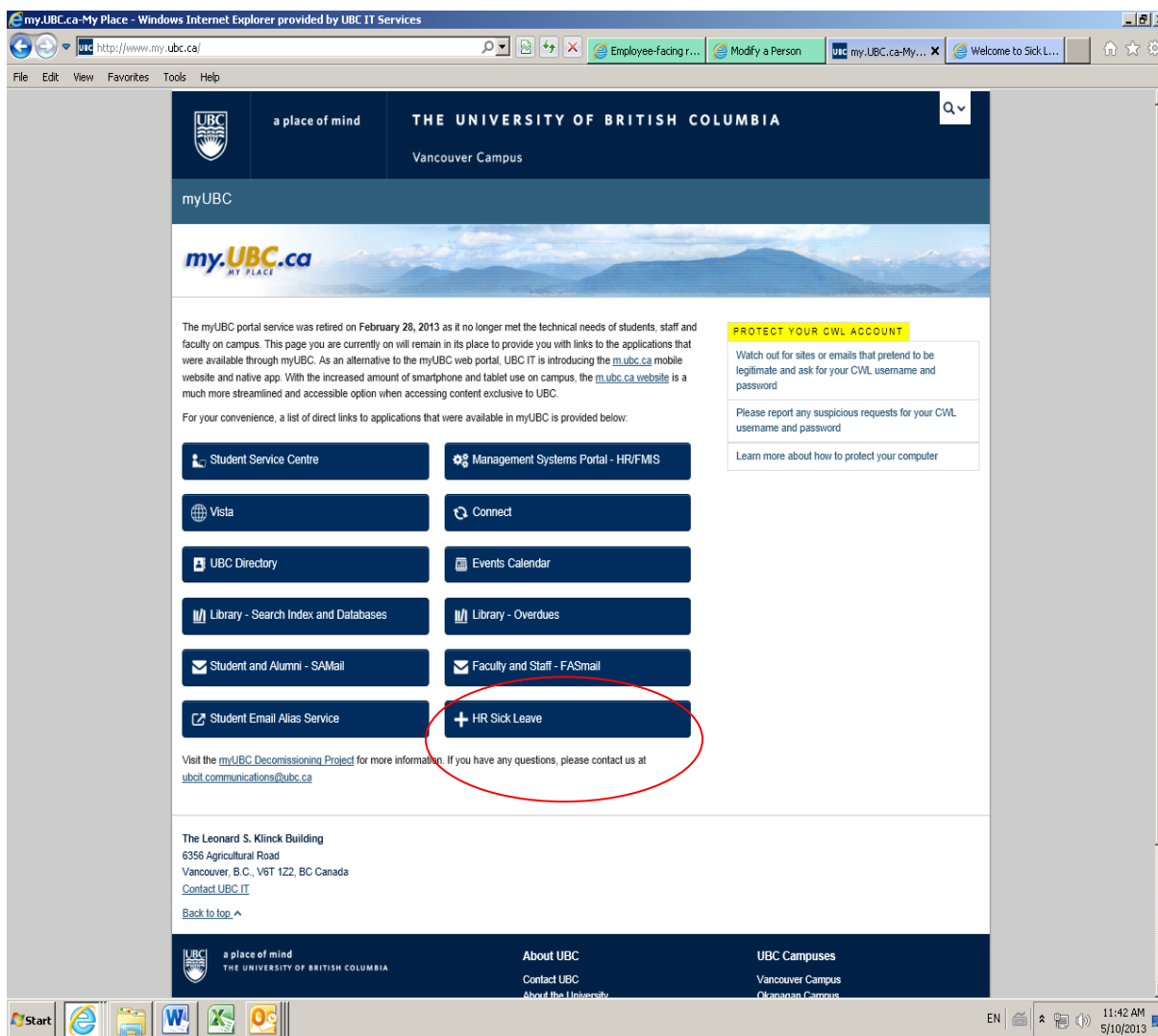
ON-LINE SICK LEAVE SYSTEM

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.

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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.

Sick Leave System

To log out of the system, click [here](#).

To record monthly sick leave stats, click [here](#).
Sick leaves stats are recorded at a summarized level (staff only) and are reported to the Board of Governors. 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 UBC Occupational Health Nurses located in the Health, Safety, and Environment offices at UBCV and UBCO.

Sick Leave System:
Refer to page 8-9 for step-by-step instruction.

ILI Sick Leave System:
Refer to page 17 for step-by-step instruction.

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.

Welcome to Sick Leave Application - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/hrsickleave/SickImproveUpdate

Please DO NOT use the BACK or FORWARD buttons on your browser. Doing so will result in a portal error.

Welcome to the Sick Leave Application

Please fill out the form

Department: Human Resources-EMPL

Union:

Year: 2013

Month: January

of full-time equivalents:

sick leave taken - hours:

of incidences of sick leave < 2 days: Not available

of incidences of sick leave >= 2 days: Not available

of hours for medical / dental appointments: Not available

of hours of sick leave used for dependent children: Not available

Save & go to the next Month

Save & go to the next Dept

Save & go to the next Union

Reporting MAIN MENU

• # of full-time equivalents (determine the number of employees equivalent to full-time status)

• # of sick leave taken - hours (paid sick leave only; do not include time taken for other leave such as compassionate care/bereavement; time taken for dependent children, medical/dental appointments, etc.)

• # of incidences of sick leave < 2 days (count the number of absences less than 2 days)

• # of incidences of sick leave >= 2 days (count the number of absences greater than or equal to 2 days)

• # of hours used for medical/dental appointments

• # of hours of sick leave taken for dependent children

Deadlines for reporting:

• January - June - July 31

• July - December - January 31

Start

EN 11:48 AM 5/10/2013

- 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.

Welcome to Sick Leave Application - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/hrsickleave/SickImproveUpdate

Employee-facing r... Modify a Person UBC my.UBC.ca-My Place Welcome to Sick...

File Edit View Favorites Tools Help

Please DO NOT use the **BACK** or **FORWARD** buttons on your browser.
Doing so will result in a portal error.

Welcome to the Sick Leave Application

Please fill out the form

Department: Human Resources-EMPL

Union: Management&Professional (AAPS)-M&P

Last year and month you provided data for department **EMPL**, union **M&P**: 2012/June

Year: 2012

Month: July

of full-time equivalents:

sick leave taken - hours:

of incidences of sick leave < 2 days: Not available ☐

of incidences of sick leave >= 2 days: Not available ☐

of hours for medical / dental appointments: NA Not available ☐

of hours of sick leave used for dependent children: NA Not available ☐

Save & go to the next Month

Save & go to the next Dept

Save & go to the next Union

Reporting MAIN MENU

The system will provide information on when data was last entered.

- # of full-time equivalents (determine the number of employees equivalent to full-time status)
- # of sick leave taken - hours (paid sick leave only; do not include time taken for other leave such as compassionate care/bereavement; time taken for dependent children, medical/dental appointments, etc.)
- # of incidences of sick leave < 2 days (count the number of absences less than 2 days)
- # of incidences of sick leave >= 2 days (count the number of absences greater than or equal to 2 days)
- # of hours used for medical/dental appointments
- # of hours of sick leave taken for dependent children

Deadlines for reporting:

- January - June - July 31
- July - December - January 31

Start

EN 11:49 AM 5/10/2013

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:

January – June:	due July 31st
July – December:	due January 31st

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.

Welcome to Sick Leave Application - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/sickleave/SickImproveUpdate

Employee-facing r... Modify a Person my.UBC.ca-My Place Welcome to Si...

Please DO NOT use the BACK or FORWARD buttons on your browser. Doing so will result in a portal error.

Welcome to the Sick Leave Application

Please fill out the form

Department: Human Resources-EMPL
Union: Management&Professional (AAPS)-M&P

Last year and month you provided data for department EMPL union M&P: 2012/June

Year: 2012
Month: July

of full-time equivalents:
sick leave taken - hours:

of incidences of sick leave < 2 days: Not available ☐
of incidences of sick leave >= 2 days: Not available ☐
of hours for medical / dental appointments: NA Not available ☐
of hours of sick leave used for dependent children: NA Not available ☐

Save & go to the next Month
Save & go to the next Dept.
Save & go to the next Union

Reporting MAIN MENU

- # of full-time equivalents (determine the number of employees equivalent to full-time status)
- # of sick leave taken - hours (paid sick leave only; do not include time taken for other leave such as compassionate care/bereavement; time taken for dependent children, medical/dental appointments, etc.)
- # of incidences of sick leave < 2 days (count the number of absences less than 2 days)
- # of incidences of sick leave >= 2 days (count the number of absences greater than or equal to 2 days)
- # of hours used for medical/dental appointments
- # of hours of sick leave taken for dependent children

Deadlines for reporting:

- January - June - July 31
- July - December - January 31

Start | EN | 12:02 PM 5/10/2013

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

Start Searching - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sickSearch.jsp?method=getUnic

Employee-facing r... Modify a Person my.UBC.ca-My Place Start Searching X

File Edit View Favorites Tools Help

Please DO NOT use the BACK or FORWARD buttons on your browser.
Doing so will result in a portal error.

SICK LEAVE REPORTING

ENTER YOUR REPORTING SEARCH CRITERIA

Department	Human Resources - EMPL
Union	Management&Professional(AAPS)-M & P
Year	2012

DETAILED REPORTS

OR

ENTER MORE DATA

MAIN MENU

Select Department/Faculty, Union and Year then click on Detailed Reports.

Start e W X 12:09 PM 5/10/2013

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.

Please DO NOT use the BACK or FORWARD buttons on your browser. Doing so will result in a portal error.

CHANGE CRITERIA ENTER MORE DATA EXPORT TO EXCEL

Search Results for EMPL Department ID , M&P Union Code and year 2012

Decadal Union	Year	Month	Sick Leave	# of Full-time equivalents	# of Incidences of sick leave <= 2 days	# of Incidences of sick leave > 2 days	# of hours for immediate / remote appointments	# of hours of sick leave used for dependent children	Delete	Edit
EMPL	M&P	2012	08	1561.63	50.0	NA	NA	NA	Delete	Edit

CHANGE CRITERIA ENTER MORE DATA EXPORT TO EXCEL

MAIN MENU

Select Delete or Edit beside the row of data you wish to change.

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.

Edit Record - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sickEdit.jsp?deptid=EMPL&depa... Employee-facing r... Modify a Person my.UBC.ca-My Place Edit Record X

File Edit View Favorites Tools Help

Please DO NOT use the BACK or FORWARD buttons on your browser. Doing so will result in a portal error.

Edit Sick Leave Record

Department	EMPL
Union	M&P
Year	2012
Month	06

# of full-time equivalents	50.0
Sick Leave Taken - # hours	1561.63
# of incidences of sick leave < 2 days	NA
# of incidences of sick leave >= 2 days	NA
# of hours for medical / dental appointments	NA
# of hours of sick leave used for dependent children	NA

Not available

Not available

Not available

Not available

Update Cancel

Make your required changes directly in the box. Once completed, click on the Update button.

Start e W X O 12:27 PM 5/10/2013

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.

The screenshot shows a web browser window titled "Start Searching - Windows Internet Explorer provided by UBC IT Services". The address bar shows the URL: https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sickSearch.jsp?method=getUnic. The page content includes a warning: "Please DO NOT use the BACK or FORWARD buttons on your browser. Doing so will result in a portal error." Below this is the heading "SICK LEAVE REPORTING" and the instruction "ENTER YOUR REPORTING SEARCH CRITERIA". A form with three dropdown menus is displayed: "Department" (selected: Human Resources - EMPL), "Union" (selected: All Unions), and "Year" (selected: 2012). Below the form are three buttons: "DETAIL REPORTS" (circled in red), "OR", and "ENTER MORE DATA". At the bottom of the form area is a "MAIN MENU" button. A speech bubble on the right side of the page points to the "DETAIL REPORTS" button and contains the text: "Select Department/Faculty, Union and Year then click on Detailed Reports." The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 1:03 PM on 5/10/2013.

Please DO NOT use the BACK or FORWARD buttons on your browser.
Doing so will result in a portal error.

SICK LEAVE REPORTING

ENTER YOUR REPORTING SEARCH CRITERIA

Department	Human Resources - EMPL
Union	All Unions
Year	2012

DETAIL REPORTS

OR

ENTER MORE DATA

MAIN MENU

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.

Search Results - Windows Internet Explorer provided by UBC IT Services

https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sicResSearch.jsp

Please DO NOT use the BACK or FORWARD buttons on your browser.
Doing so will result in a portal error.

[CHANGE CRITERIA](#) [ENTER MORE DATA](#) [EXPORT TO EXCEL](#)

Search Results for **EMPL.Department ID , All Unions and year 2012**

Deptal	Union	Year	Month	Sick leave taken - hours	# of full-time equivalents	# of incidences of sick leave < 2 days	# of incidences of sick leave > 2 days	# of hours for medical / dental appointments	# of hours of sick leave used for dependent children	Delete	Edit
EMPL	BL6	2012	05	80.5	1.0	NA	NA	NA	NA	Delete	Edit
EMPL	C29	2012	06	309.68	13.0	NA	NA	NA	NA	Delete	Edit
EMPL	ENC	2012	06	91.9	9.0	NA	NA	NA	NA	Delete	Edit
EMPL	FV2	2012	06	21.0	1.0	NA	NA	NA	NA	Delete	Edit
EMPL	HLP	2012	06	1261.63	50.0	NA	NA	NA	NA	Delete	Edit
EMPL	SUD	2012	06	97.3	8.0	NA	NA	NA	NA	Delete	Edit
EMPL	WPP	2012	06	189.0	11.0	NA	NA	NA	NA	Delete	Edit

[CHANGE CRITERIA](#) [ENTER MORE DATA](#) [EXPORT TO EXCEL](#)

[MAIN MENU](#)

Start | Internet Explorer | File Explorer | Word | Excel | PowerPoint | EN | 1:03 PM 5/10/2013

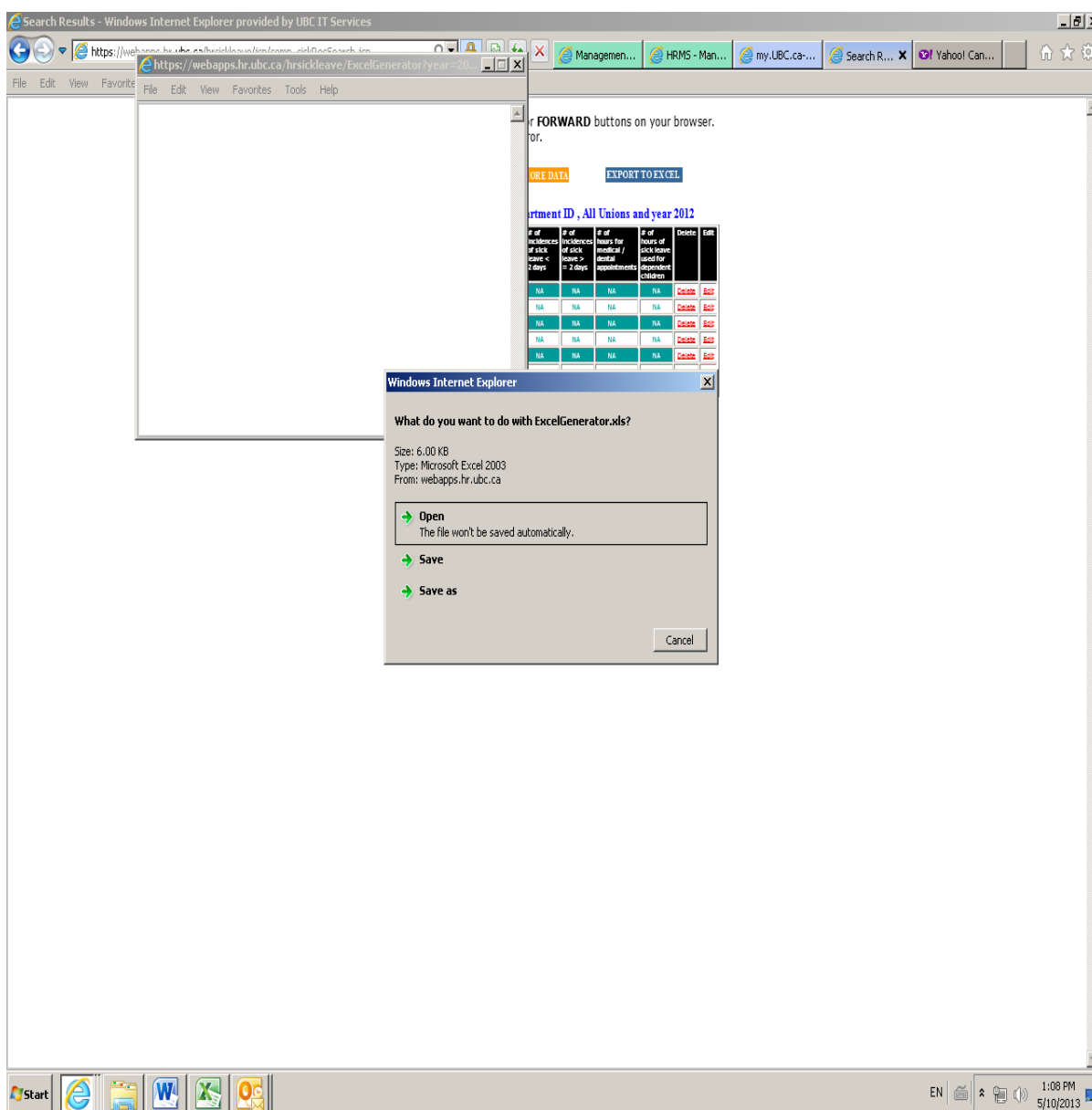
At the bottom of the page, you will notice three buttons. You can choose to click on “**Change Criteria**”, “**Enter More Data**” or “**Export to Excel**”.

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.

https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sickILL.jsp?cw_xml=%2Fhrsickleave%2Fjsp%2Fcomp_s - Windows Internet Explorer pro

https://webapps.hr.ubc.ca/hrsickleave/jsp/comp_sickILL.jsp?cw_xml=%2Fhrsickleave%2Fjsp%2Fcomp_s

File Edit View Favorites Tools Help

Please use this page to record influenza, or influenza like illness (ILI) information for faculty and staff.
Record all influenza absences, whether they are confirmed H1N1 cases 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. Start by selecting 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 work days missed (do not count weekends, holidays, or days scheduled for vacation)

Save MAIN MENU

Start e W X O

EN 2:28 PM 5/10/2013

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.