

Line Manager Guide to Absence Logging and Reporting

Note: this guide is to support with logging absences on our systems and reporting on employee absence. For further guidance on managing absences, please see policies on Stonegate Central.

Creating an absence on Fourth

1. Log into Fourth: <https://www.fourthhospitality.com/stonegate>
2. In the burger menu in the top left, select “HR”, then “Employees”, then “Employee List”. When the page refreshes onto the Employee List page, click “search”, and this will bring up a list of your employees.

EMPLOYEE LIST

Location : .Z PST Dummy Accounts Employee No. : Surname :
Division : All Employee Status : Current Former First Names :
Job Title : All Show Employees : All Preferred Name :

SEARCH RESET

Employee Name	Emp No.	Location	Division	Job Title	Home Tel	Mobile Tel
Employee, Employee	TEST	.Z PST Dummy Accounts	External User	External User		

1 records

3. Click on the record of the employee you would like to add an absence for. This will take you to the employee summary page

EMPLOYEE SUMMARY

Employee : Employee Employee Employee Number : TEST HMRC Ref. No. : H00943222474
Location : .Z PST Dummy Accounts Job Title : External User NI Number :
Start Date : 13/05/2024 Termination Date : [N/A] Status : Current

Set this employees COVID19 Furlough status : Furlough Status

EMPLOYEE DETAILS CONTACT DETAILS EMPLOYMENT DETAILS

Name Employee Employee Home Tel Location .Z PST Dummy Accounts ?
Preferred Name Mobile No. Division External User

ADD NEW ABSENCE

4. Click on the employees name on the menu on the left, then navigate to “Employee HR Info”, then click on “Absences”. This will take you to the absence record for the employee and list all previous absences

ABSENCES

ADD A NEW ABSENCE VIEW DELETED ABSENCES RETURN TO EMPLOYEE SUMMARY

Employee : Employee Employee Employee Number : TEST HMRC Ref. No. : H00943222474
Location : .Z PST Dummy Accounts Job Title : External User NI Number :
Start Date : 13/05/2024 Termination Date : [N/A] Status : Current

SSP Days Paid : 0 SSP Weeks Paid : 0 CSP Entitlement = 0 full days ?
CSP Days Taken = 0 full days ?
Bradford Factor = 0 ?

The employee does not have any absences.

5. Click on “add a new absence” to create a new absence record

6. Enter the details of the absence

Absence Details

Absence Date From *

Absence Date To

Reason For Absence *

Doctors Certificate

Evidence seen? This box must be checked for sick pay to be calculated and paid, if applicable.

Notes

Rota Text

Return To Work Completed

Days Usually Worked

These days will be used as qualifying days for SSP

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SAVE

- a. Absence Date From: first date of employee absence
- b. Absence Date To: last date of employee absence
- c. Reason For Absence: select the absence reason from the drop-down list
- d. Doctors Certificate: Payroll use only, **please leave this unticked**
- e. Evidence Seen: Payroll use only, **please leave this unticked**
- f. Notes: add details of the absence reason as given on the self-cert or doctors note

Please select ...

Please select ...

- Authorised Absence (Unpaid)
- Bereavement Leave (Paid)
- Carer's Leave (Unpaid)
- Compassionate Leave (Paid)
- Employee not working this week
- Jury Service
- Sabbatical (Unpaid)
- Sickness Doctors Certificate (Paid according to entitlement) (SSP)
- Sickness Self Certified (Paid according to entitlement) (SSP)
- Suspension Leave (Paid)
- Time off for Dependants (Unpaid)
- Unauthorised Absence (Unpaid)

7. Once you have entered the details, click "save". This will take you back to the absence record page and the new record will show in the list of absences

Employee Absences											
DELETE	ABSENCE START	ABSENCE END	REASON	QUALIFYING DAYS	WAITING DAYS	SSP DAYS PAID	SSP PAID	CSP FULL DAYS	CSP HALF DAYS	LINKED	LOCATION
<input type="checkbox"/>	06/05/2024	19/05/2024	Sickness Doctors Certificate (Paid according to entitlement)	10	3	0	0	0	0	No	

Note: Once you have submitted an absence, please do not delete or amend the dates, as this will impact your employees pay. If a previous absence needs amending or removing, please contact the Payroll team through Stonegate Support (see "Sending absence documentation to Payroll")

Sending absence documentation to Payroll (PST Line Managers only)

1. Log into the Stonegate Support Portal: <https://stonegate-pst.zendesk.com/hc/en-gb>
2. Click on "Ask for help"



3. From the dropdown, select "Absence"
4. Enter the details as requested on the form
5. Attach a copy of the self cert/ doctors note, and the return to work questionnaire
6. Click "Submit"
7. Payroll will then process the absence and ensure that it is paid in line with Company policy and the employees contractual entitlements. Documents will be uploaded to the employees Document Management by Payroll record for future reference

Sending absence documentation to Payroll (Site-Based Line Managers only)

1. Log into the Stonegate Support Portal: <https://stonegate-managed.zendesk.com/hc/en-gb>
2. Click on "People, Pay and Recruitment Query"

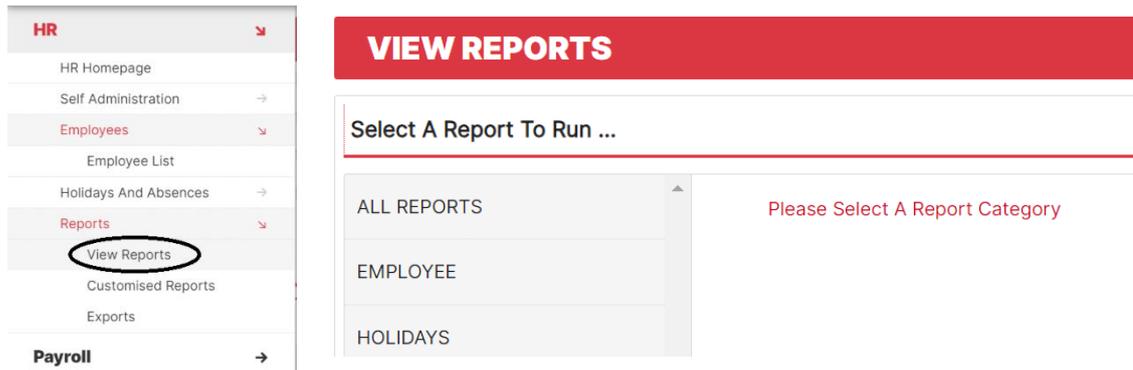


3. From the dropdown, select "General Query" then select department as "Payroll"
4. Enter the details as requested on the form
5. Attach a copy of the self cert/ doctors note, and the return to work questionnaire
6. Click "Submit"
7. Payroll will then process the absence and ensure that it is paid in line with Company policy and the employees contractual entitlements. Documents will be uploaded to the employees Document Management by Payroll record for future reference

Employee Absence Reports

The following guidance explains how to download an employee absence history report for your team.

1. Log into Fourth: <https://www.fourthhospitality.com/stonegate>
2. In the burger menu in the top left, select “HR”, then “Reports”, then “View Reports. This will take you to a list of available reports to download



3. Under “All Reports”, select “Absence Analysis”
4. Enter the required information in the filter. Please note that the following filters are mandatory, whilst the others can be left blank:
 - a. Absence Date From
 - b. Date Created From
5. In the top right corner, select the format you wish for the report to be in:
 - a. Normal (On Screen) – will display the absences on screen, cannot be downloaded
 - b. Text File (download *.csv) – downloads a CSV file with your teams absence information
6. Click “run report”. Depending on the format you have selected, the data will either be displayed on screen, or will download to your downloaded items

The image shows the 'REPORTS - ABSENCE ANALYSIS' page. At the top right, there is a 'RETURN TO REPORTS LIST' button. Below it, the 'Report Output Format' is set to 'Text File (Download *.csv)'. A red information icon and text state: 'Restrict your search by date of absence, creation date, or absence type'. The filter section includes: 'Location' (set to '.Z PST Dummy Accounts'), 'Division' (set to 'All'), and 'Reason For Absence' (set to 'All'). There are four date pickers: 'Absence Date From' (1ST MAY 2023), 'Absence Date To', 'Date Created From' (1ST MAY 2023), and 'Date Created To'. The 'Absence Date From' and 'Date Created From' pickers are circled in black. At the bottom right, there are 'RUN REPORT' and 'RESET' buttons, with 'RUN REPORT' circled in black.

Viewing Previous Absence Documents

1. Log into Fourth: <https://www.fourthhospitality.com/stonegate>
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SEARCH RESET

Employee Name	Emp No.	Location	Division	Job Title	Home Tel	Mobile Tel
Employee, Employee	TEST	.Z PST Dummy Accounts	External User	External User		

1 records

3. Click on the record of the employee you would like to view the documents of. This will take you to the employee summary page

EMPLOYEE SUMMARY

Employee : Employee Employee Employee Number : TEST HMRC Ref. No. : H00943222474
 Location : .Z PST Dummy Accounts Job Title : External User NI Number :
 Start Date : 13/05/2024 Termination Date : [N/A] Status : Current

Set this employees COVID19 Furlough status - Furlough Status

EMPLOYEE DETAILS	CONTACT DETAILS	EMPLOYMENT DETAILS
Name : Employee Employee	Home Tel	Location : .Z PST Dummy Accounts
Preferred Name	Mobile No.	Division : External User

4. Click on the employees name on the menu on the left, then navigate to “Employee Info”, then click on “Document Management”. This will take you to absence documents uploaded for the employee
5. Locate the document you wish to view, and click on “View”. If the document is a PDF, it will open in a pop-up window. If the document is a Word document, it will download into your downloaded items

EMPLOYEE INFO

- Employee Info
- Personal Details
- Employment Details
- Next Of Kin Details
- Document Management
- Employee HR Info
- Holidays
- Absences

Document Type : All SEARCH RESET

Documents Specific To : Emma Darby

DELETE	TYPE	LOADED BY	LOADED ON	SIZE (KB)	VIEW
<input type="checkbox"/>	01. Right To Work	Rhianna Roberts-Masterson	10/03/2021	70	VIEW
<input type="checkbox"/>	Self Certificate	Katie Fitzpatrick	07/12/2023	73	VIEW

DELETE