**Imperial College London**

Teamseer guidance for Departments - COVID19 16/03/2020

Purpose:

As you are aware, the College is responding to the Coronavirus outbreak and to enable absence reporting in this respect, changes have been made to Teamseer. This update includes information on new categories, a brief summary of how they should be used and relevant information on process.

Key changes

1. A new absence type has been created on Teamseer to allow users to record absences related to COVID19 as shown in the screengrabs shown below.
2. The new absence type will not be counted towards current sickness balances and will not be included in routine statistical sickness reporting.
3. Only COVID19 related absences should be recorded in this category, for anything else, standard absence types should be used.
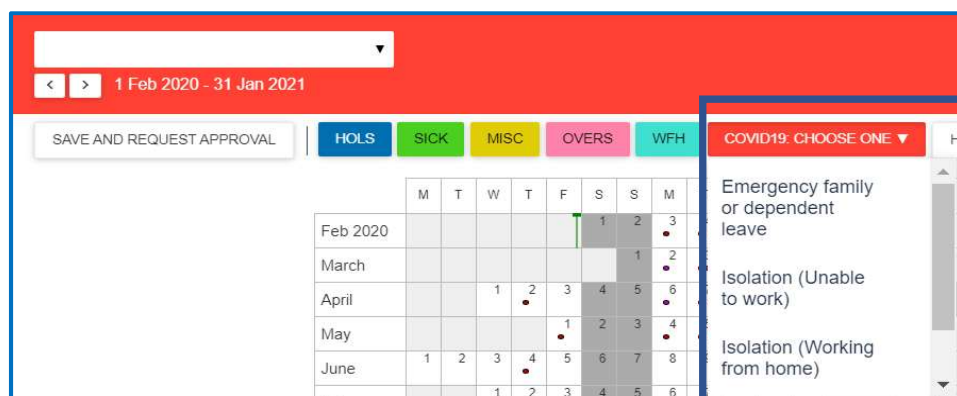
COVID19 Absence Categories:

The following absence categories have been made available and their purpose is outlined below:

Category	Purpose
Emergency Family or Dependent leave	This should be selected where absence relates to emergency time off to care for family or dependents related to COVID19. **Please note that pre-approval from the department will be required for this category.**
Isolation (Working from home)	This category will be used for cases of self-isolation and where working from home is possible.
Isolation (Unable to work)	Certain colleagues are unable to work from home due to the nature of their roles or lack of appropriate facilities and in these circumstances, this category should be used.
Sick – Coronavirus	To report illness due to the Coronavirus, this category should be used.

Process

Wherever possible, the usual process for reporting absences should be maintained in your area to keep disruption to a minimum as this allows for the current reporting hierarchy and access rights to be used.

1. Absences need to be entered as complete periods with start and end dates. This is different to the usual sickness absence type where an "Expected first day back is entered".
2. Line manager approval will be required for this absence type.
3. Departmental Teamseer administrators have access to enter absences on behalf of colleagues in their reporting hierarchy or area of responsibility. Absences entered this way will not be routed for approval.
4. The usual local processes for reporting absences on Teamseer should be maintained for the new absence type.
5. Changes to an absence entry can be made by deselecting the days that are no longer required. This can be accessed via the calendar view. Additional absence entries can be made if required.
6. Cancellations requested by the user will be routed for approval in the usual way.
7. Please note that Return to work reminders **will not be sent** for this absence type. Return to work arrangements will need to be made off-line.

Updates

This document will be updated as required. Please continue to refer to the **College's COVID19 guidance** which supersedes this document.

If you have any Teamseer queries then please email **availabilitymanagementsupport@imperial.ac.uk**