

## Entering a Statement of Fitness for Work (SOFFW)

If an employee has been off sick and has received a SOFFW from the doctor/hospital this will need to be entered into iTrent People Manager. Every SOFFW will need to be recorded in against the employee's sickness.

To enter the SOFFW against the sickness record:

- Search and select the employee from the Organisation Structure, then People Folder
- Scroll down to the Absence folder
- Select Sickness Absence List
- Select the Sickness Absence the SOFFW relates to from the top left hand box.
- Scroll down and click into the User Defined Forms folder
- Click on UDF Categories (Absence)
- From the list in the top left hand corner select SOFFW
- Click on UDF Details (Absence) in the bottom left hand corner
- Select New – UDF Details (Absence) – this will then bring the form up for you to complete.
- Click Save once the form has been filled in.

Note – Blue fields within the system are mandatory fields.

The screenshot displays the iTrent People Manager interface. The top navigation bar shows the date as Wednesday, 03/05/2017, and the user as Blogs, Joe. The breadcrumb trail indicates the current location: Organisation: Denbighshire County... > People: Blogs, Joe > Sickness absence list: 03/04/2017 > UDF Categories (Absence) - Statement of Fitness for Work > UDF Details (Absence) > New - UDF Details (Absence). The main content area is split into two panes. The left pane shows a search result for 'Patients case was assessed on' with the text 'There were no records found for this query'. The right pane is the 'UDF Details: Statement of Fitness for Work' form. It contains several fields: 'Patients case was assessed on' (a blue mandatory field), 'Conditions involved in this case are as follows' (a text area), 'Doctor advises' (a dropdown menu with 'A phased return to work' selected), 'A phased return to work' (checkbox), 'Amended Duties' (checkbox), 'Altered hours' (checkbox), 'Workplace Adaptations' (checkbox), 'Comments, including functional effects of your condition(s):' (a text area), 'This will be the case for (days/weeks/months)' (text input), 'or from' (text input), 'to' (text input), 'Will the Doctor assess the fitness for work at the end of this period?' (checkbox), and 'Date of Statement' (text input). At the bottom of the form are 'Save' and 'Delete' buttons.