

# OfficeControl

[www.office-control.co.uk](http://www.office-control.co.uk)

## User Guide

Online Absence management

Version 1.002

# Introduction

Welcome to the Office Control user guide.

Office Control has been designed to give you greater control over your absences, both annual leave and sickness. It does this by improving communications between you and your line manager, accurately recording better information, consistently implementing company absence policies and closely monitoring absence levels.

We hope you enjoy using and benefiting from Office Control for many years to come.



# Tasks

## Requesting Leave

Go to *Holiday* > *Request Leave*

Office Control

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HOLIDAY ILLNESS/INJURY USER CONTROL LOG OUT

Actions

Back Request Approve

Request Leave

FROM TO

January 2007 January 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

AM : PM

AM : PM

Absence Type  
Annual Leave

For  
Lee Porter

Reason

Terms and Conditions Privacy Policy Compatible Browsers FAQs Contact Us

Screenshot: Request Leave

- Select the start and finish dates of your leave
- Select the type of absence required (e.g. annual leave, Study Leave)
- Select who the leave is for

## Checking Leave

Go to Holiday > Leave already booked



The screenshot shows the Office Control interface. At the top, there is a navigation bar with the OfficeControl logo and icons for HOLIDAY, ILLNESS/INJURY, USER CONTROL, and LOG OUT. Below this is an 'Actions' section with 'Cancel' and 'Request Leave' buttons. The main content is a table of leave requests:

From	To	Status	
13/01/2007	13/01/2007	Cancelled	<a href="#">Remove</a>
23/01/2007	23/01/2007	In Review	<a href="#">Remove</a>
29/01/2007	09/02/2007	Approved by Lee Porter	<a href="#">Remove</a>

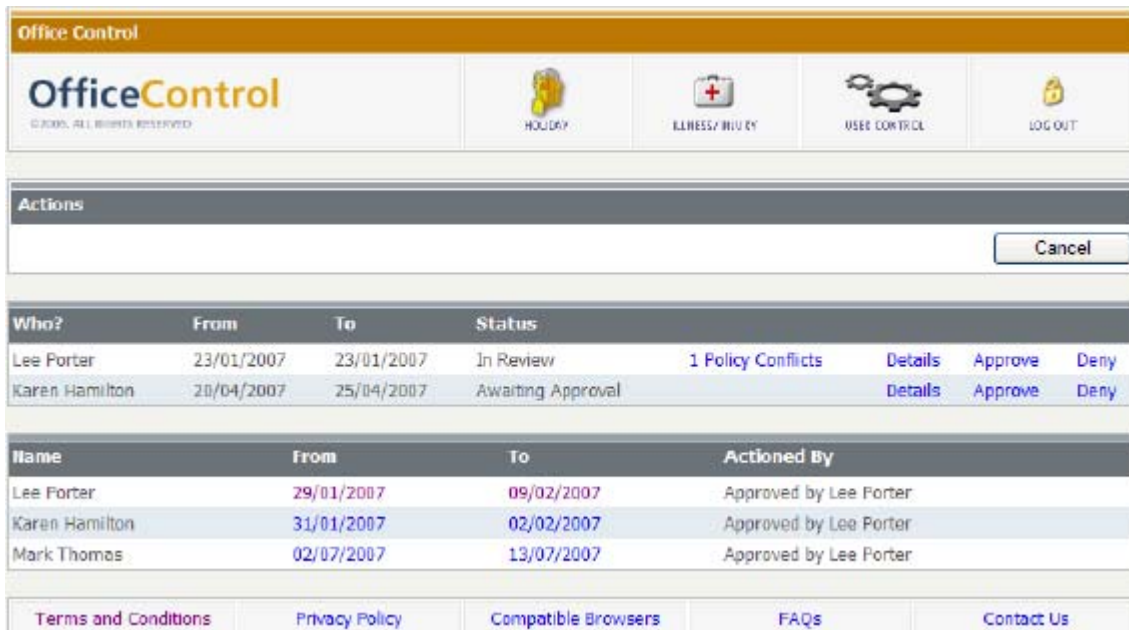
At the bottom, there are links for Terms and Conditions, Privacy Policy, Compatible Browsers, FAQs, and Contact Us.

Screenshot: Check leave

- Your leave is sorted by date (older at the top)
- Status of requested leave includes awaiting approval, in review, approved and cancelled
- Leave can be cancelled by clicking *remove*

## Authorising Leave

Go To Holiday > Review Leave



The screenshot shows the Office Control interface for reviewing leave. It features the same navigation bar as the previous screenshot. The 'Actions' section now only has a 'Cancel' button. The main content is a table of leave requests for review:

Who?	From	To	Status				
Lee Porter	23/01/2007	23/01/2007	In Review	1 Policy Conflicts	<a href="#">Details</a>	<a href="#">Approve</a>	<a href="#">Deny</a>
Karen Hamilton	20/04/2007	25/04/2007	Awaiting Approval		<a href="#">Details</a>	<a href="#">Approve</a>	<a href="#">Deny</a>

Below this is another table showing the action history:

Name	From	To	Actioned By
Lee Porter	29/01/2007	09/02/2007	Approved by Lee Porter
Karen Hamilton	31/01/2007	02/02/2007	Approved by Lee Porter
Mark Thomas	02/07/2007	13/07/2007	Approved by Lee Porter

At the bottom, there are links for Terms and Conditions, Privacy Policy, Compatible Browsers, FAQs, and Contact Us.

Screenshot: Review Leave

- An email will alert you to any requests awaiting approval
- If the request has conflicted with an absence policy, 'In Review' will appear under status. Click '*x policy conflicts*' to examine policy conflict alerts

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- To action the request, click *approve* or *deny*.

## ***Notify Sickness (or any other unplanned absence)***

*Go to Illness/Injury > Sick Leave > [New illness]*

The screenshot shows the 'Office Control' web application interface. At the top, there is a navigation bar with icons for 'HOLIDAY', 'ILLNESS/INJURY', 'USER CONTROL', and 'LOG OUT'. Below this is an 'Actions' bar with 'Cancel', 'Save', and 'Delete' buttons. The main form area is titled 'Notify Sickness' and contains the following elements:

- Sickness Starting Date:** A calendar for January 2007 with the date 22 selected.
- Expected Return Date:** A calendar for January 2007 with the date 25 selected.
- Sickness reported for:** A dropdown menu showing 'Karen Hamilton'.
- Has returned to work:** An unchecked checkbox.
- Reason:** A text area containing the text 'Flu'.

At the bottom of the page, there is a footer with links for 'Terms and Conditions', 'Privacy Policy', 'Compatible Browsers', 'FAQs', and 'Contact Us'.

Screenshot: Notification

- Select the start and expected return date of the absence
- Select who the sickness is being reported for
- Briefly explain why the absence has occurred
- Click [Save] if the absence is current and the employee is NOT yet back to work OR
- Check *Has return to work* if the sickness notification is being added in retrospect of the absence
- If this notification needs to be edited during the absence click the date of the absence for the appropriate employee in the list below, click [save]
- Once the employee has returned to work, re-enter sickness notification, check *Has returned to work* and click [Save].

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 HOLIDAY
  ILLNESS/INJURY
  USER CONTROL
  LOG OUT

Actions

Cancel New Illness

Illness Starting	Name	At Work?	Number Of Days	Self Certify	Work Interview	Doctor's Note	Work Related Injury
23/01/2007	Lee Porter	No	3	Required	Required		Work Related?
03/01/2007	Lee Porter	Yes	5	Done	Required	Required	Work Related?

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Screenshot: Illness list

## Self certification

Go to *Illness/Injury > Sick Leave > Self Certify*

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HOLIDAY ILLNESS/INJURY USER CONTROL LOG OUT

Actions

Cancel Save Finish

First Sick Day

January 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Half Day?

Last Sick Day

January 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Half Day?

Reason

Caused Injury

Doctor Consulted

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Screenshot: Self certification

A self certification is required for all absences. When the self certification is saved/finished the self certify column will change from *Required* to *Done*. By finishing a self certification the details of the absence can not be changed later. The purpose of the self certification is to give the employee the opportunity to confirm the absence details.

- Select the start and finish dates of the absence
- Complete the reason for the absence
- Select whether the absence was due to an injury/accident at work
- Complete the doctor's details if one was consulted

## ***Return to work interview***

*Go to Illness/Injury > Sick Leave > Work Interview*

To be completed by the manager

If the duration of the absence meets or exceeds a company configurable level then a return to work interview is required. This is shown with *Required* in the Work Interview column.

- Expand on the reasons for the absence
- Complete the problems that lead to the absence
- Complete the solutions that will reduce the likelihood of a similar absence occurring in the future
- Schedule a review of this return to work interview for the future to discuss effectiveness of solutions/continued problems (An email will be sent to the manager/employee confirming the scheduled review date)

## ***Doctors Note***

*Go to Illness/Injury > Sick Leave > Doctor's Note*

To be completed by the manager

If the duration of the absence meets or exceeds a company configurable level then a Doctor's Note is required. This is shown with *Required* in the Doctor's Note column.

Complete the doctors name and address  
Select the date the employee consulted with the doctor  
Transcribe the doctor's notes about the illness

## ***Work Related Injury***

*Go to Illness/Injury > Sick Leave > Work Related Injury?*

To be completed by the manager

Use this link if the absence was due to an injury/accident at work. If an injury at work has been started, the link in the Work Related Injury column will change from *Work Related? To Details*.

- Select the date, time and location of the injury
- Complete the nature of the injury
- Complete the reasons for the injury occurring
- Add the people directly injured during this incident
- Complete the preventative action section (risk assessment) – Specific assigned permissions required
- Complete the involved/Witness section
- Complete the Items Involved

## ***Injuries and Risk Assessment***

*Go to Illness/Injury > Injuries and Risk Assessment > Report Injury*

Injuries at work can be recorded with or without an absence associated to it. This area gives the flexibility to record all accidents and implement preventative measures before an incident results in an absence or worse.

- Select the date, time and location of the injury
- Complete the nature of the injury
- Complete the reasons for the injury occurring
- Add the people directly injured during this incident
- Complete the preventative action section (risk assessment) –Assigned permissions required
- Complete the involved/Witness section
- Complete the Items Involved

# Appendix

## *Contact details*

### **Postal address**

1.20 Torbay Innovation Centres,  
Lymington Road,  
Torquay  
Devon  
TQ1 4BD  
UK

### **Web site**

<http://www.office-control.co.uk>

### **Support Information**

Phone: 0845 652 3030

Email: [support@office-control.co.uk](mailto:support@office-control.co.uk)