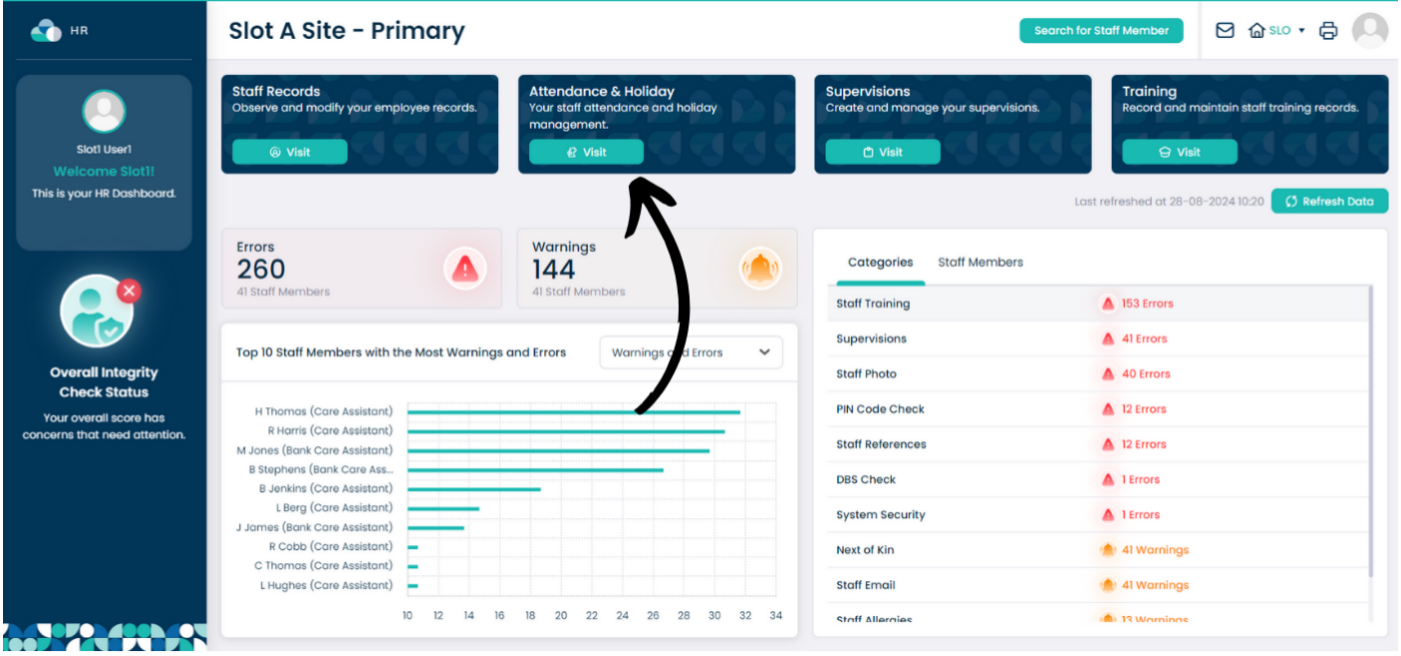
How to Record a Staff Absence on Cloud

Attendance & Holiday · https://cclearninghub.co.uk/docs/how-to-record-a-staff-absence-on-cloud/

Recording a Staff Absence on Cloud

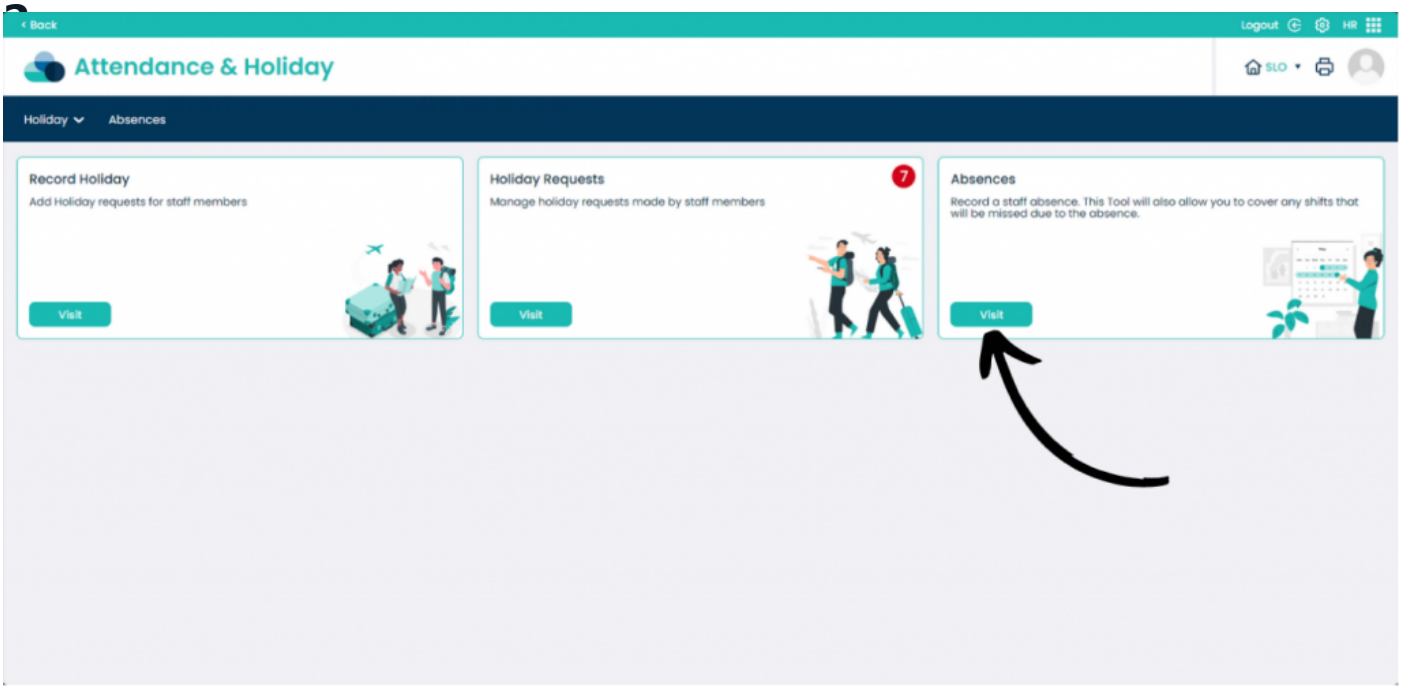
This guide will cover editing the Life History option within Care Control Cloud Care Planning.

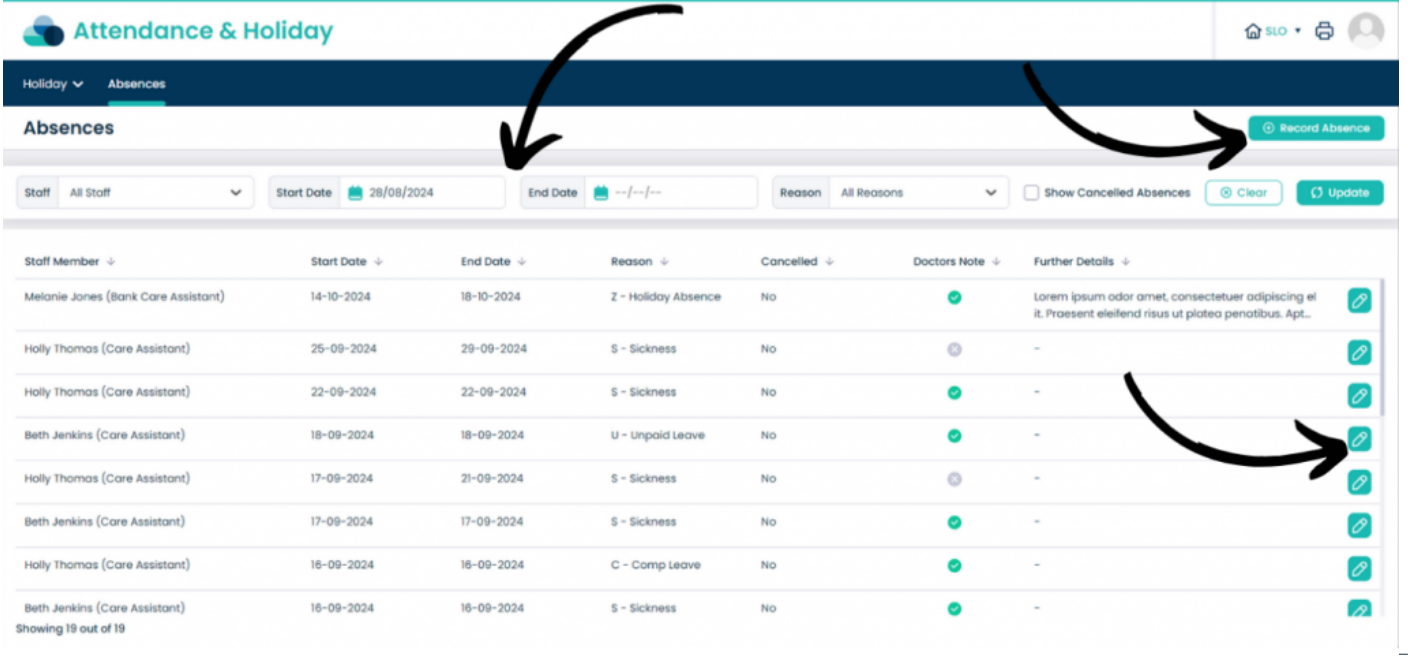




1

From the **HR App** select **Visit** under **Attendances & Holiday.**





3

You can now see all **Staff Absences** with information about each absence. To filter through the staff you can use the **Staff** button, **Start Date, End Date** and **Reasons.** You can also see **Cancelled Absences.** Once you have set the filter select **Update** to refresh the list.

To **edit an Absence** select the **pencil** next to the staff member's name.

To **add a new absence** select **Record Absence.**

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To **Record** or **Edit an Absence** you must first select the **Staff Member**.

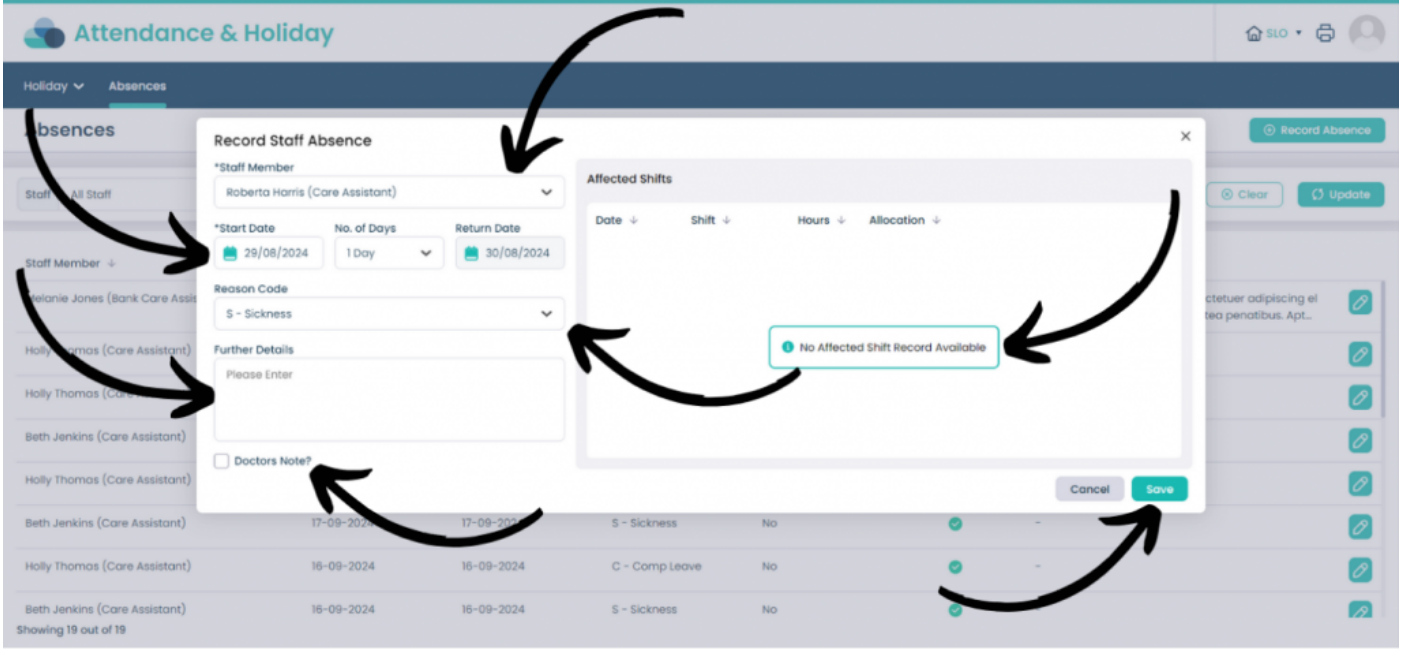
Then select the **Start Date** and **No. of Days.**

You must then select the most relevant **Reason Code**.

You can add **Further Details** about the absence in the text box.

If the absence requires a **Doctors Note** tick the **box.**

Details about the shifts that the staff member will miss will be shown within the box on the right hand side of the screen. Once you are happy with the absence, select **Save.**


Attendance & Holiday
Holiday
Absences
Absences
Record Absence
Clear
Update
Record Staff Absence
*Staff Member
Roberta Harris (Care Assistant)
*Start Date
29/08/2024
No. of Days
1 Day
Return Date
30/08/2024
Reason Code
S - Sickness
Further Details
Please Enter
Doctors Note?
Affected Shifts
Date
Shift
Hours
Allocation
No Affected Shift Record Available
Cancel
Save
Staff Member
Beth Jenkins (Care Assistant)
Holly Thomas (Care Assistant)
Holly Thomas (Care Assistant)
Beth Jenkins (Care Assistant)
16-09-2024
16-09-2024
S - Sickness
No
Holly Thomas (Care Assistant)
16-09-2024
16-09-2024
C - Comp Leave
No
Beth Jenkins (Care Assistant)
16-09-2024
16-09-2024
S - Sickness
No
Showing 19 out of 19