A GUIDE TO USING OUR RETURN TO WORK APP

1. ADD YOUR EMPLOYEES

Make use of our user-friendly interface for adding employees

2. WHEN AN EMPLOYEE RETURNS FROM ABSENCE

2.1. Select the employee from the employee database

		Employe	ees	100	
My File Options Contracts Employees of ABC Company (21 act	tive)				
Search employees					Add Employee
Antonio Vivaldi		Claude Debussy		Eugene Botha	
Evelyn Simmons EL253		Franz Schubert		Frederic Chopir	1

Return to Work for Franz Schubert	×
Nanager e-mail:	
Leave blank to self-manage	•
Date of initial absence:	
yyyy/mm/dd	
Date of return:	
yyyy/mm/dd	
Go	

2.3. Have the supervisor/ HR& the employee answer a few quick questions about their absence and

2.2. Specify the dates for which they were absent & the reason

Return to Work Discussion Form	
Employee name:	Franz Schubert
Department:	Crher
Date of initial absence:	2021/08/09
Date of return:	2021/06/09
Total days absent:	
Reason for absence:	Sick AWOL Annual Leave Family Responsibility Study Leave Special Other
Number of incidents in current cycle:	
Manager / Supervisor issuing the interview:	Liži Monky

Agreed Actions:	
Menager signature:	2-
Employee signature:	1944

2.4. Have the supervisor/ HR& the employee sign thedocument to createaccountability

3. RECORD & REVIEW ABSENTEEISM

All employees' absenteeism data is recorded against their profiles in case you need to view it later.



A reporting dashboard can be developed reflecting your absenteeism data, to help you identify trends easily!

