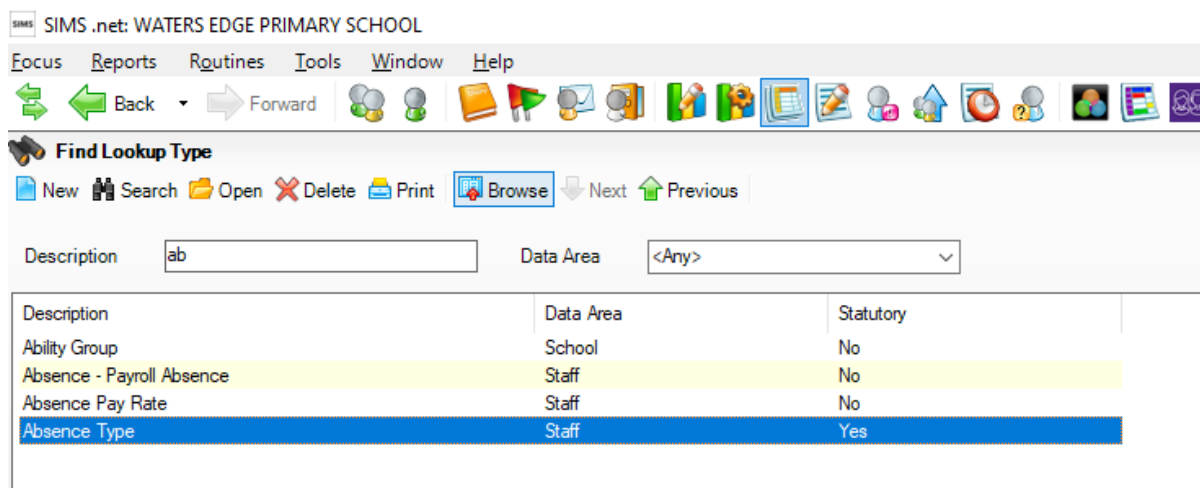


Recording Staff Absence During Covid-19

To do this go to:

1. Tools >Lookups> Maintain and find Absence Type under the staff data area:



2. Double click to open the 'Absence Type'
3. Click on New on the right-hand side
4. Choose COV as the code, Covid-19 as the description and SIC – Sickness as the category.
5. Click on Save

You will need to ensure that you log out of SIMS and back in again to be able to use this newly added category.

Please do not hesitate to contact us if you would like any further assistance



visit www.cygnet.it email info@cygnet-it.org call 020 8619 1200