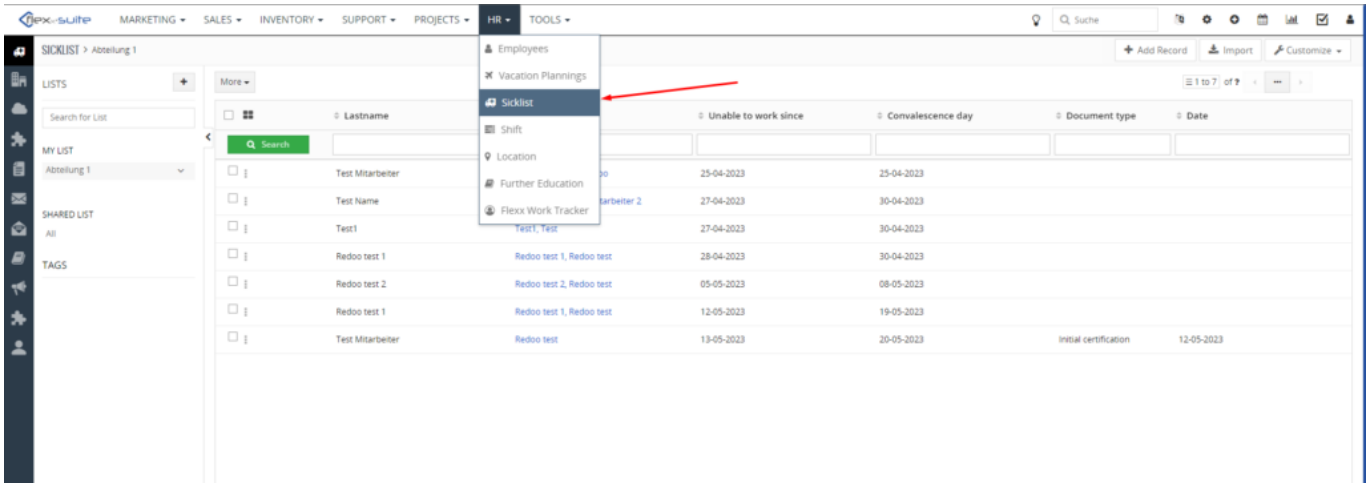
HR-Software ENG

Creation of a new sickness certificate from the "Sicklist" module

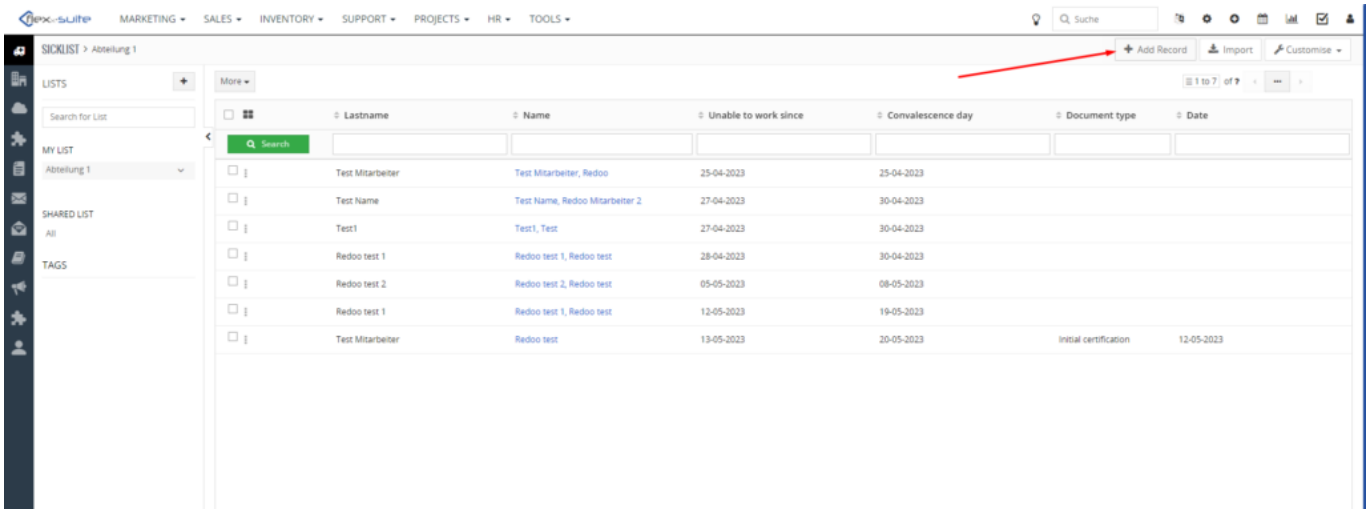
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Select the “Sicklist” module in the main menu.



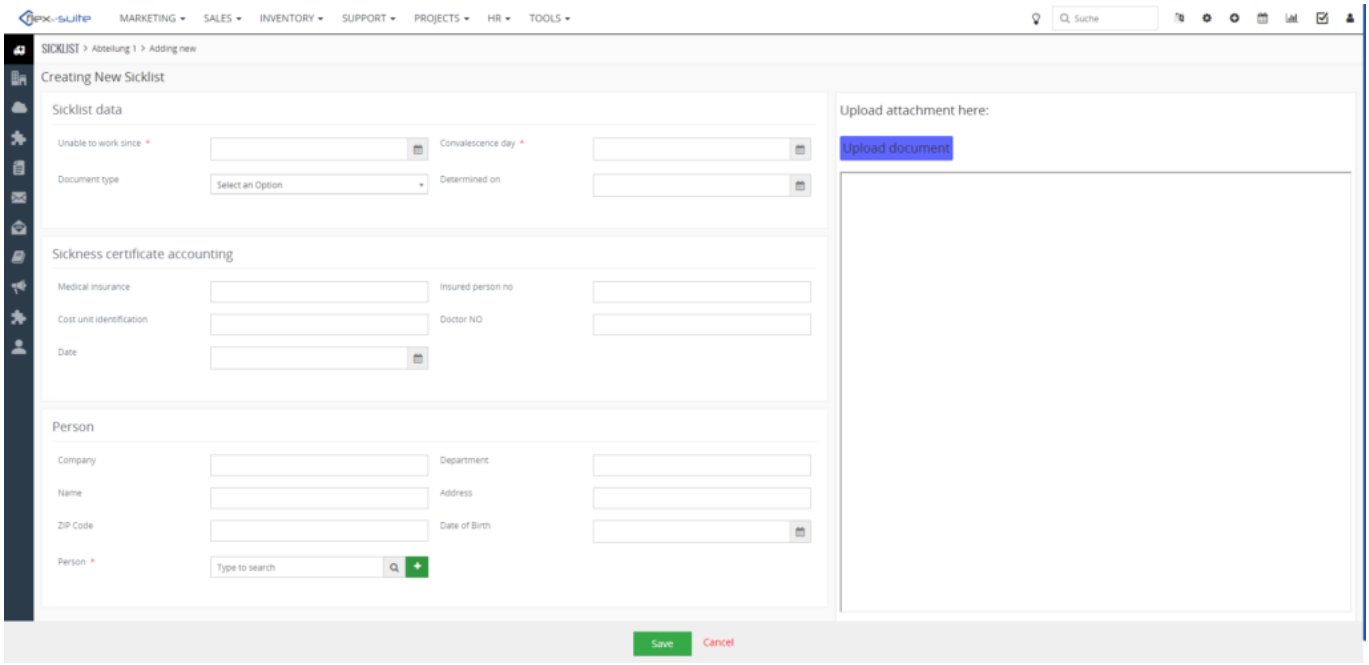
In this overview you can see your existing sickness certificates.

To do this, click on the “Add Record” button.



The following will be displayed on your screen:

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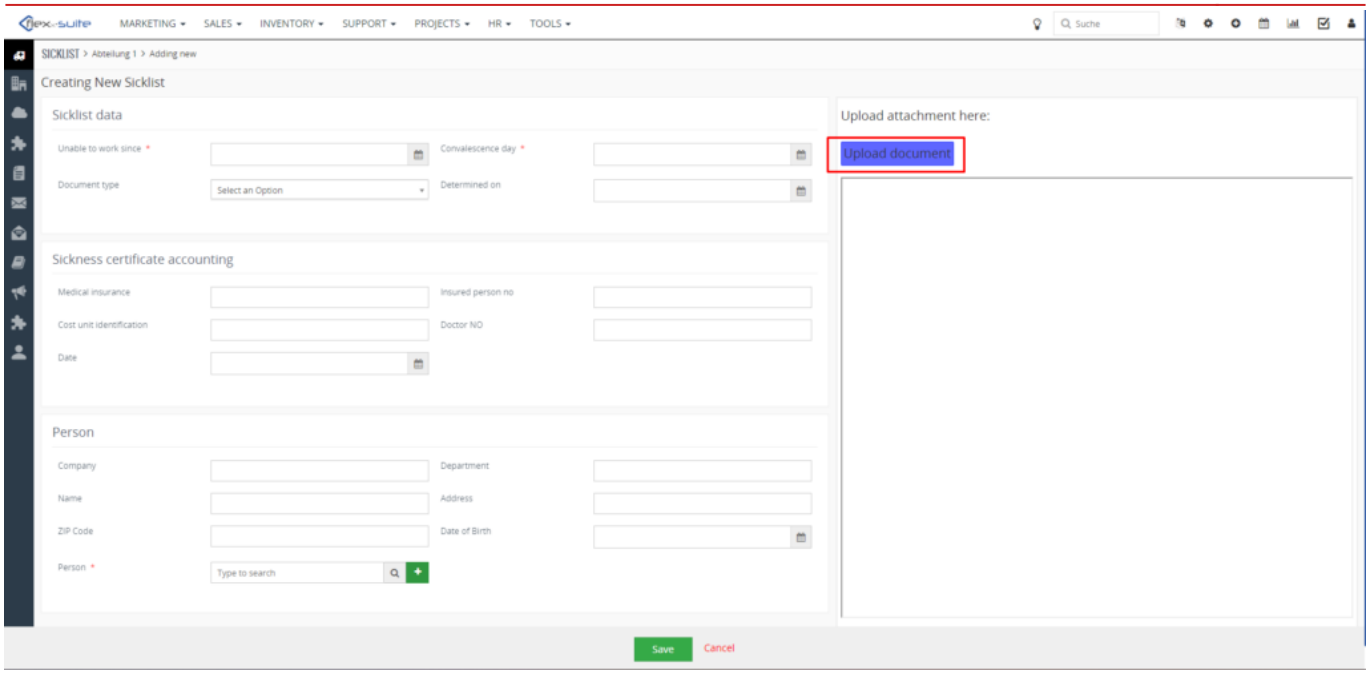
The required mandatory fields can be filled in accordingly.

The employee must provide the necessary information. Several fields will be filled in automatically (the data will be taken from the corresponding personnel entry).

In the right menu of the user interface, the sickness certificate can be uploaded.

Following formats can be uploaded here: .png / .jpg / .pdf

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Go to “Save” to save the information.

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