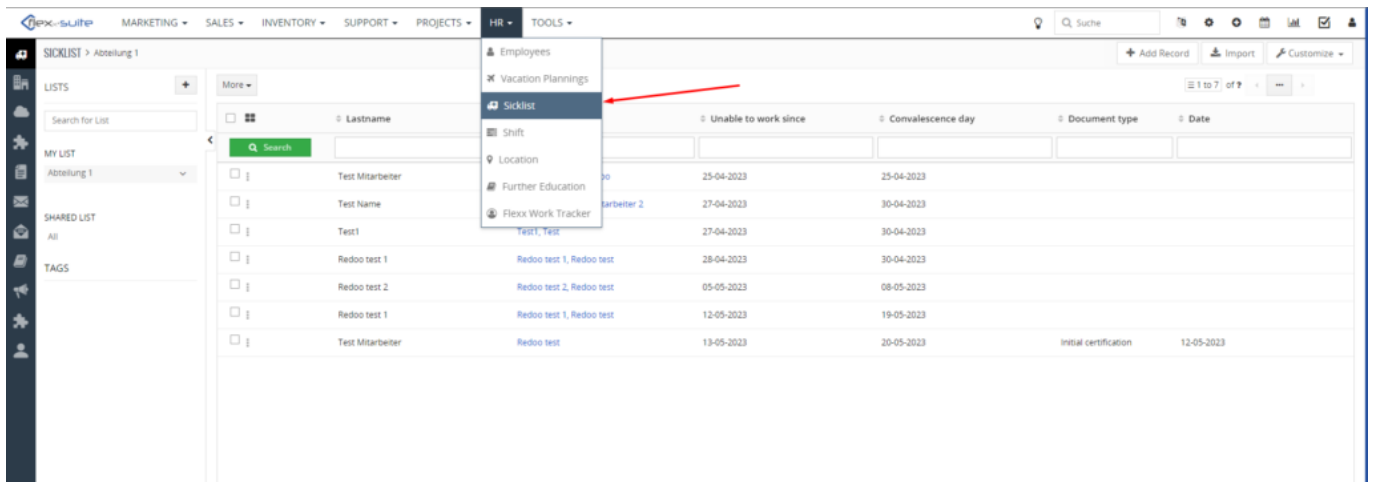




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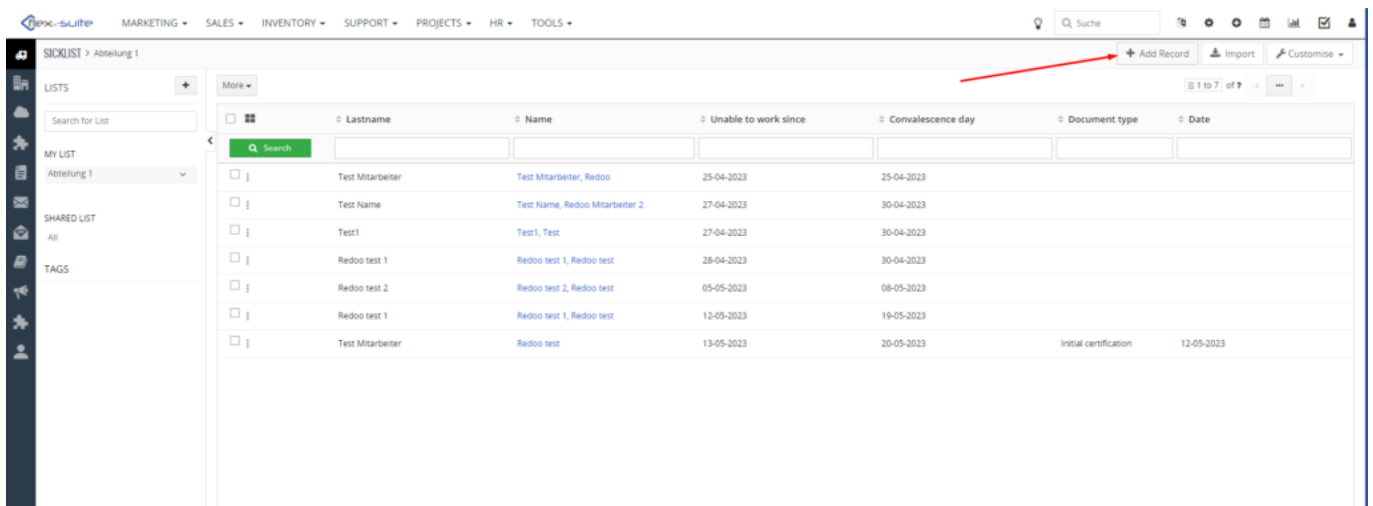
Creation of a new sickness certificate from the "Sicklist" module

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:

The screenshot shows the 'Creating New Sicklist' form in the HR software. The form is divided into three main sections: 'Sicklist data', 'Sickness certificate accounting', and 'Person'. The 'Sicklist data' section includes fields for 'Unable to work since', 'Convalescence day', 'Document type', and 'Determined on'. The 'Sickness certificate accounting' section includes fields for 'Medical insurance', 'Insured person no', 'Cost unit identification', 'Doctor NO', and 'Date'. The 'Person' section includes fields for 'Company', 'Department', 'Name', 'Address', 'ZIP Code', and 'Date of Birth', along with a search bar for 'Person'. On the right side, there is an 'Upload attachment here:' section with an 'Upload document' button. At the bottom, there are 'Save' and 'Cancel' buttons.

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

The screenshot shows the 'Creating New Sicklist' form in the HR software. The form is divided into three main sections: 'Sicklist data', 'Sickness certificate accounting', and 'Person'. The 'Sicklist data' section includes fields for 'Unable to work since', 'Convalescence day', 'Document type', and 'Determined on'. The 'Sickness certificate accounting' section includes fields for 'Medical insurance', 'Insured person no', 'Cost unit identification', 'Doctor NO', and 'Date'. The 'Person' section includes fields for 'Company', 'Department', 'Name', 'Address', 'ZIP Code', and 'Date of Birth'. A search bar for 'Person' is also present. On the right side, there is an 'Upload attachment here:' section with an 'Upload document' button highlighted by a red box. At the bottom, there are 'Save' and 'Cancel' buttons.

Go to "Save" to save the information.

