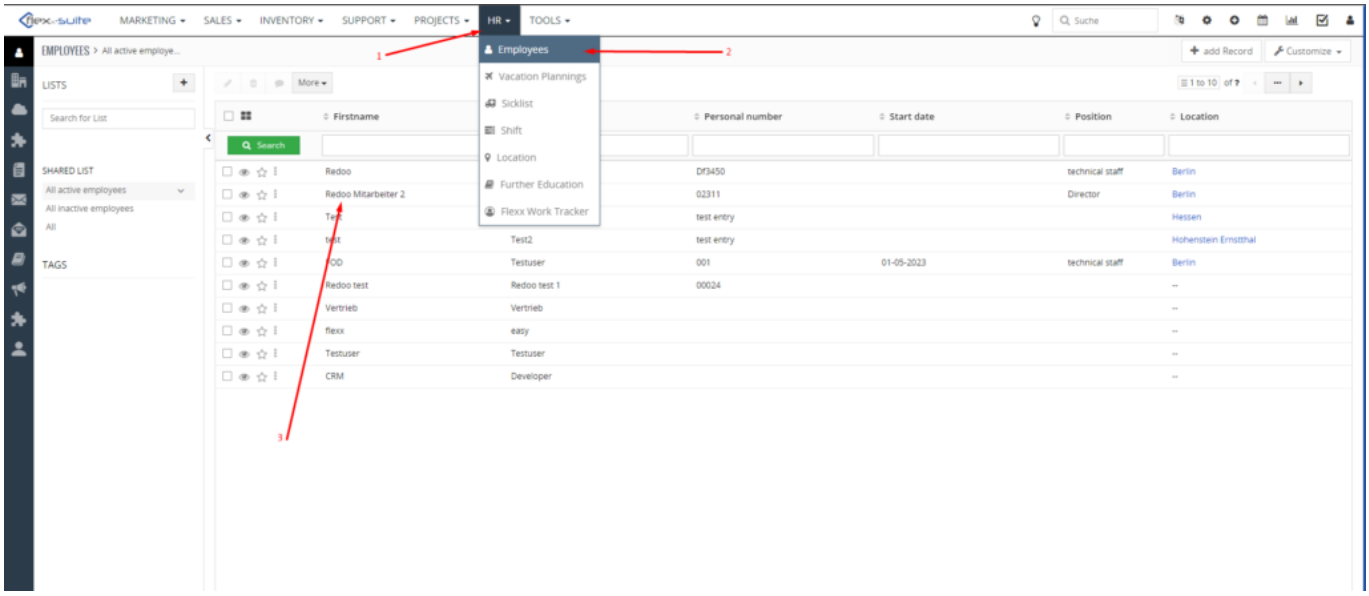
HR-Software ENG

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

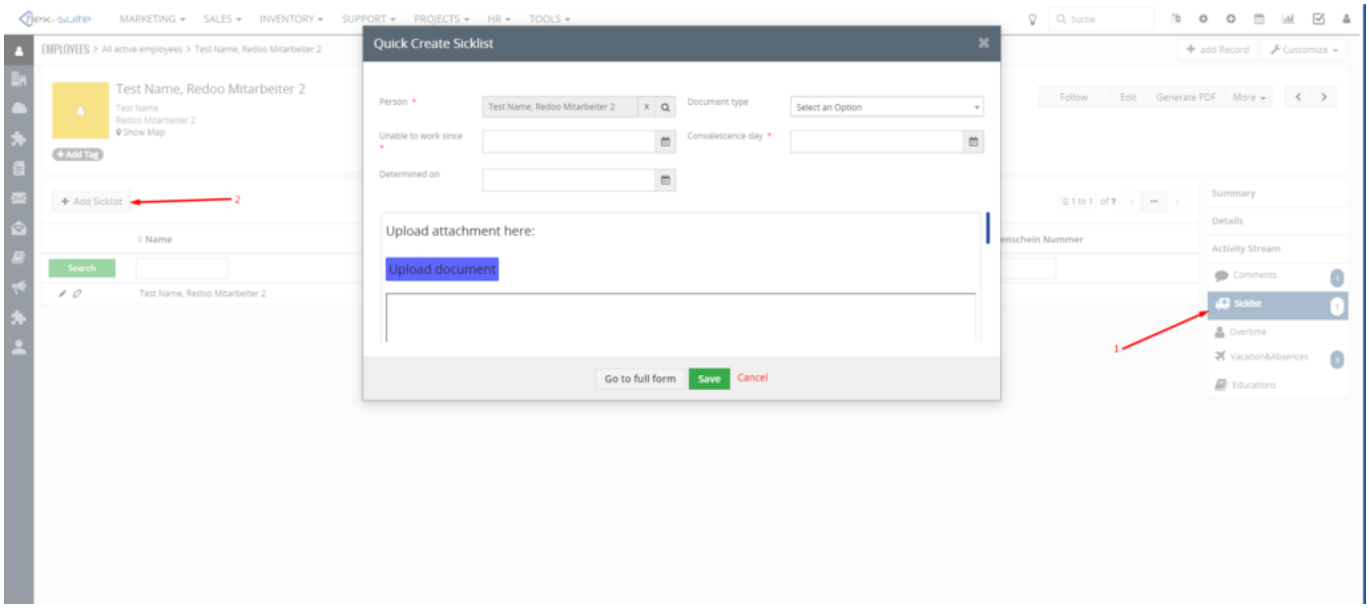
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The employee can store the period during which he was sick in the system himself through the “Employees” module.

Go to “Employees”, select your personal entry.



Go to the “Sicklist” item, click on “Add Sicklist”. Fill in the required fields and upload the file.



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Once you have saved the entry, your manager will receive an info email about it and the period will be shown in the personnel report accordingly.

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