

**Corporate Business Change Initiatives**

Liverpool John Moores University

**Return to Work Form for Managers - User Guide:**

Version : Final

Date: 19th February 2015

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# Introduction

The return to work interview process is the responsibility of all Line Managers following an employee’s period of sickness.

This guide is an overview of the new return to work form process for Line Managers and should be navigated through following the return to work of the Employee after a period of sickness.

**Please note**, where possible, the return to work form should be completed during the interview.

## Return to Work Form for Managers

**Business Process Steps**

* Line Manager conducts return to work interview
* Line Manager completes the Return to Work Form

## InfoBase Process Steps

The steps to be followed apply to all LJMU Line Managers.

In LJMU Staff InfoBase select the following from the Main Menu

* LJMU Manager Self Service
* Return to work interview
* Click action box for member of staff from list
* Click Add to add a new record

Complete form



Tip : Type % in ‘Related Absence’ box then click on magnifying glass to bring up absence list (see highlighted field above), most recent absence will appear at the top

Click Quick Select for the appropriate absence

Continue to complete form

Once form is complete continue as follows:

* Click apply –an Extra Information page will appear
* Click Next – the Review Page will appear, check review page carefully
* Click Submit – a confirmation page will appear

