NHS Coronavirus Absence Tracker – User Guidance

March 2020

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What is the Coronavirus Absence Tracker?

The **Coronavirus Absence Tracker (CAT)** is used to identify and monitor staff who are absent due to the suspected contraction of the Coronavirus (COVID-19). This data will help us to monitor staff affected by the virus across the NHS and the subsequent impact to staffing levels.

Staff can log their own instances of absence or absences can be logged on your behalf by your line manager. This application is only specific to absences relating to coronavirus. For all other absences from work, please follow your respective HR processes.

If you have any problems accessing this application, please refer to the Need Help? section for relevant IT support information.

NHS England and NHS Improvement

Registering and accessing the Coronavirus Absence Tracker

You will need to register your details, before you can use the Absence Tracker

To register, click the following link: http://cat.nhs.uk/

The **Coronavirus Absence Tracker Login** screen will now appear with key information about the Tracker and its use on the left and the **Login** box on the right of the screen.

You will also find contact details if you have any questions or issues accessing the Tracker.

Enter your NHS email as your username and create a password in the fields provided in the **Login** box.

Click **Register**

Continue as a guest is used when you need to access and log absence on behalf of a member of staff.

You now have access to the Coronavirus absence tracker and the **Absence Tracker Homepage** will now be displayed.

From now on you can enter your login credentials and select **Login** to access the absence tracker.
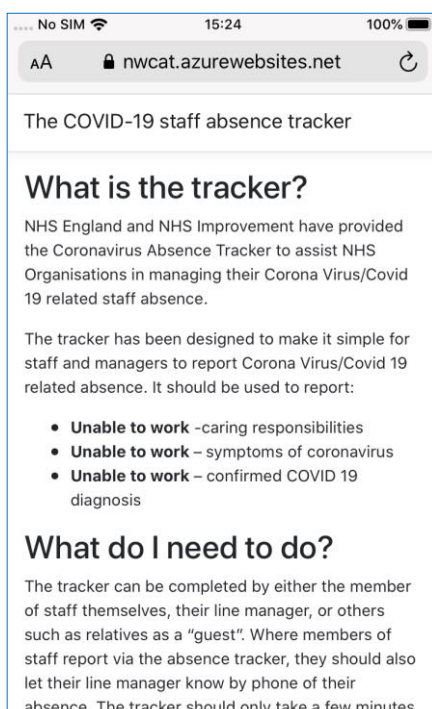
The **Absence Tracker**. has two main functions: **Report absence** and **My absences**

Registering and Accessing the Coronavirus Absence Tracker via a mobile device
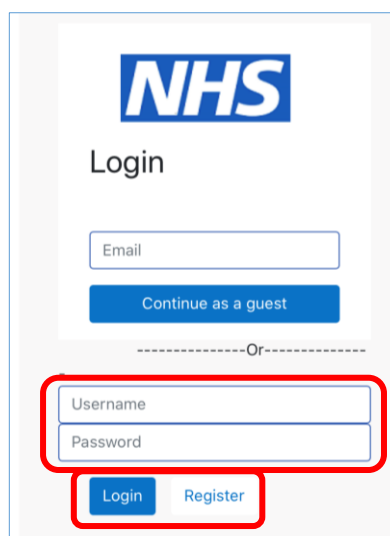
As the Absence Tracker is a web-based tool, you can assess this application via a browser on either an iOS or Android device.

You are strongly advised to update your device to the latest version of the iOS or Android operating system to get the best functionality from the application

To register/ access the Tracker on your mobile device, enter the following web address into your internet browser: http://cat.nhs.uk/

The **Absence Tracker homepage** will now be displayed. Read and scroll down through the key information provided about the Tracker and its use.

Scroll down to the bottom of the screen to see the **Login** box.

Enter your NHS email as your username and create a password in the fields provided.

Click **Login** or **Register** as required**.**

Once loaded, scroll down the screen. The **Absence Tracker** will be visible at the bottom of the screen with the accompanying **Report absence** and **View absences** options.

Once you have accessed the absence tracker, the functionality is the same whether you are using a mobile device or a laptop.

Report Absence
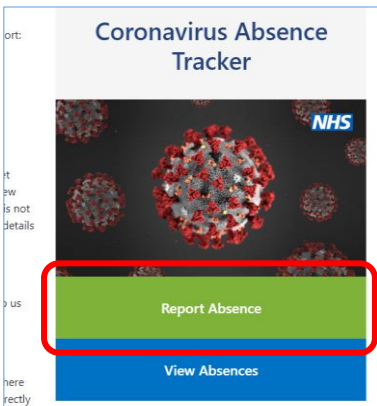
To report an absence, click the **Report absence** option.

The **New absence submission** screen will now appear.

Complete all the fields provided with the requested information.

As you enter your details in the fields with a **drop-down arrow**, a series of search results are displayed.

Use the drop-down menus in such fields to ensure the information is entered correctly.

Some fields will pre-populate based on the previous choice you made. For example, once you have selected your organisation, the **Region** field will automatically populate with the associated location

Please ensure the information you provide is as accurate as possible.

Whilst fields with an **(*) asterisk symbol** are mandatory and must be completed, we **strongly** advise that you provide emergency contact information if possible.

Once completed, click the **Next** arrow (this will remain 'greyed' out until **ALL** mandatory fields are completed)

Quick Tip:

Any mandatory fields which have not been completed will be displayed in pink and you will be unable to log your absence and progress to the next screen until you have provided the requested information.

You will then see a notification letting you know that you have successfully submitted your request.

Select **Home** to be taken back to the **Absence Tracker homepage**.

Please note, you will receive an email confirming that your absence has been logged.

Your Line Manager will also receive a similar email notification informing them of that a staff absence has been logged

My Absences
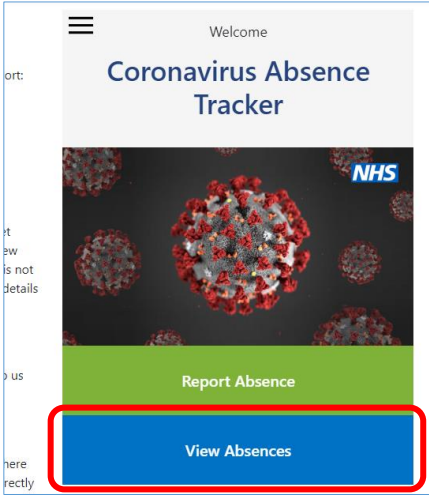
The **My absences** function allows you to review historical staff absences due to suspected coronavirus contraction and is primarily used by staff to inform us as to when they have returned to work following such absences.
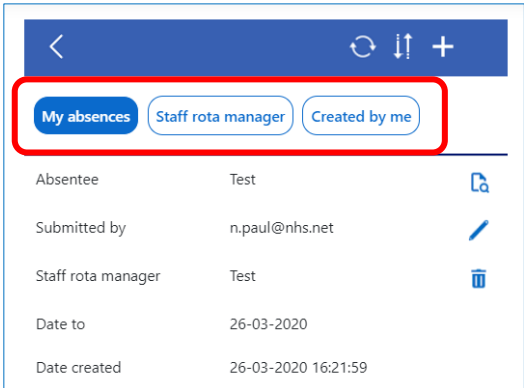
Once selected, the **My absences** screen will be displayed. There are three areas: **My absences**, **Staff rota manager** and **Created by me**

My Absences tab

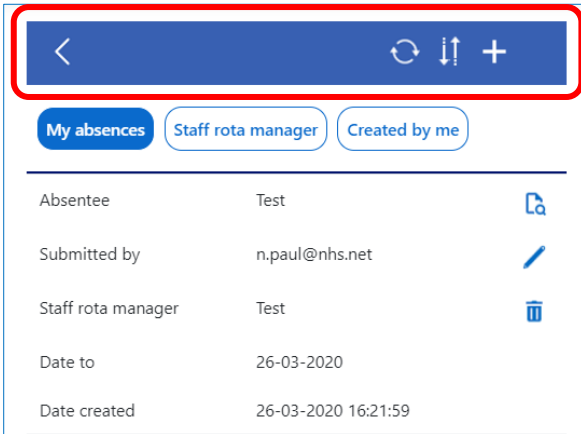Clicking the **My absences** button will display a list of <u>all</u> instances of absence as a result of suspected coronavirus contraction (including those entered by your line manager)


The ribbon across the top of the screen allows you to access the menu; refresh the dialog box to show any recently added absences; sort your list alphabetically and add an absence entry, respectively.
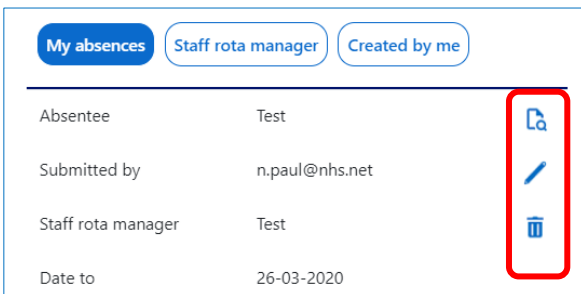
You will also notice a set of icons on the far right of each absence entry. These allow you to view, edit or delete the entry respectively (by clicking on the **magnifying glass**, **pencil** or the **trash can** icons).
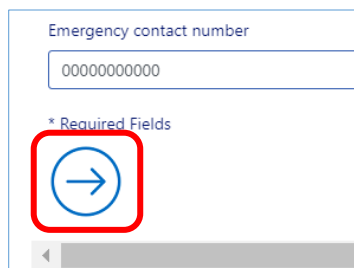

When you return to work following an absence, you will need to access the your most recent submission and then select **Edit**, which is displayed as a pencil icon.
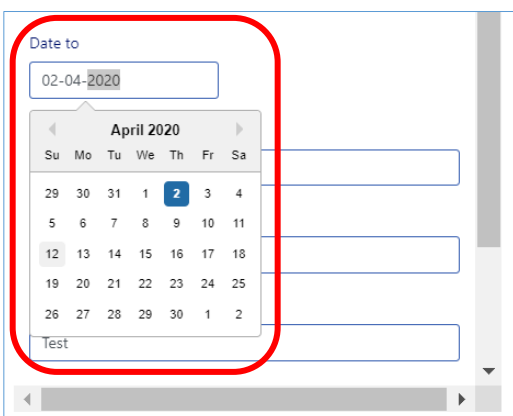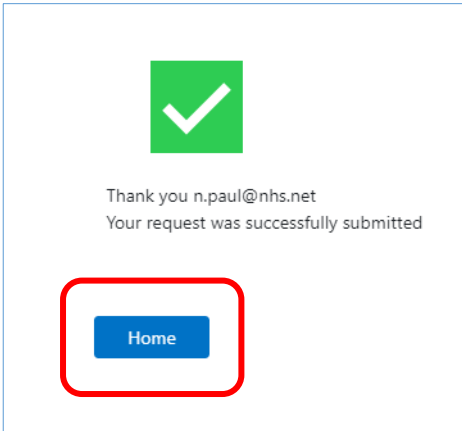

When the **Edit absence submission** screen appears, scroll down through the options and click **Date to**.

Use the calendar to enter the date you have officially returned to work.

Once entered, scroll down and click the **Next** arrow to submit your amended absence submission.

A notification will now be displayed confirming that your amended absence has been successfully submitted.

Please note, you and your line manager will also receive an email confirming that your amended absence has been logged.

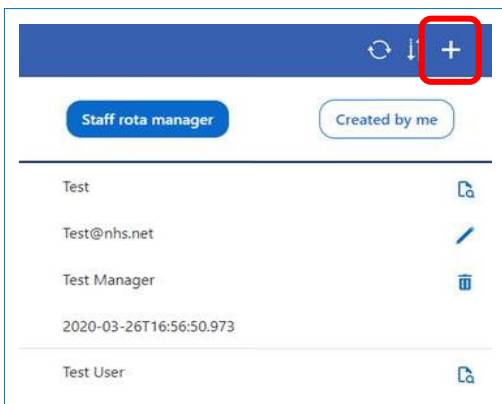Now select **Home** to be taken back to the Absence Tracker homepage

Staff Rota Manager Tab

The **Staff rota manager** tab is used by managers to log, review and track staff absences within their respective team(s).
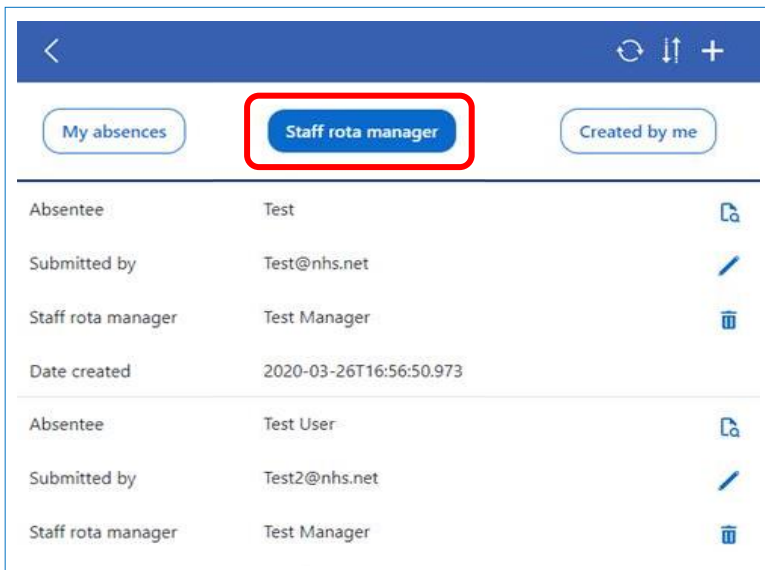
When selected, you will see a list of all staff within your team who have recorded absence due to the coronavirus.

Logging absence on behalf of your staff

To log an absence on behalf of a member of your team, select the **Plus** symbol location on the ribbon at the top of the screen

The **New absence submission** screen will now appear.

Complete all the fields provided with the requested information and continue to follow the steps outlined in the **Report Absence** section of this guidance (from Page **4** onwards).

Editing recorded absence

When a member of your team returns to work following an absence, you will need to access their most recent submission and then select **Edit**, which is displayed as a pencil icon.


The **Edit absence submission** screen will now be displayed and you can now enter the contents as required.

You can use this **edit submission** function to enter the dates when absent staff return to work by scrolling down through the options and clicking **Date to**.

Use the calendar to enter the date your member of staff has officially returned to work.
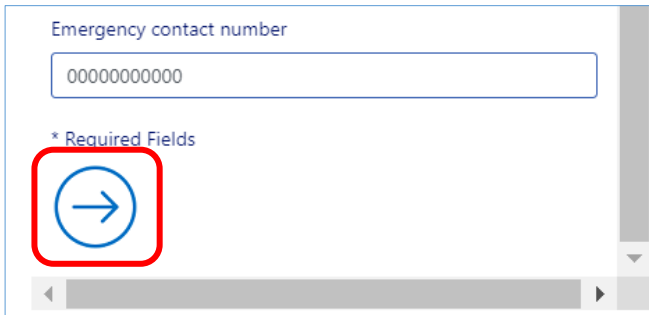
Once entered, scroll down and click the **Next** arrow to submit your amended absence submission.
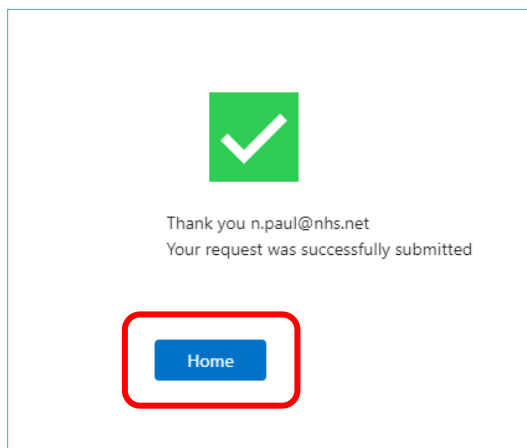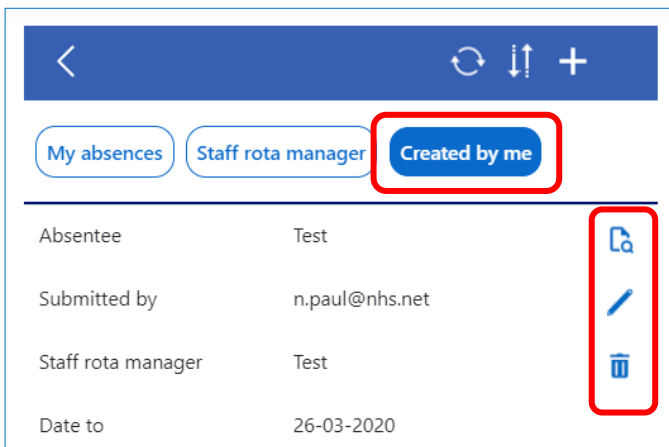

A notification will now be displayed confirming that the amended absence has been successfully submitted.

Please note, you and your staff member will also receive an email confirming that your amended absence has been logged.

Now select **Home** to be taken back to the Absence Tracker homepage

Created By Me Tab

The **Created by me** tab shows only the absences you have entered.

As with the **My absences** tab, you have the option to view, edit or delete an entry by clicking on the **magnifying glass**, **pencil** or **trash can icons** respectively. These icons are located on the far right of each entry.

Menu Options

Clicking the menu button (which is displayed on the homepage) displays a number of shortcuts and additional options.

Here you can add absences, view and amend your absence records, view this guidance and additional supporting information as well as and log out of the application.

Need Help?

If you have any further questions or queries about using the Coronavirus Absence Tracker, NHS Improvement staff please call 0203 747 0100 or email it.support@improvement.nhs.uk and NHS England staff please call 0203 837 8486 (selecting option 2) or email openservice@atos.net.

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