



HANDOUT e-CARE

LOGIN

Via the web applications My UT Applications under the tab "for employees"

- overview "administrative applications"
- link "Verzuimbeheer (e-CARE)"

ABSENCE ADMINISTRATION TAB

FIND EMPLOYEE

Option 1:

- Under the employee tab on the left, enter the name, employee number or citizen service number and click on the Search button.
- Click the right person in the case of several options.

Option 2:

- Go to the Employees tab.
- Click to select the right employee in the overview.

READ COMMENT IN FILE

- Find the employee.
- On the left, go to Files.
- Select from employee file or absence file (= notification date).
- Click on the date of the comment to read it.
- If there is an icon of Word, PDF or Excel behind a note, this means that in this note a document is uploaded. Click the icon and the document opens.

NOTE COMMENT IN FILE

- Find the employee.
- On the left, go to Files.
- Employee file: comments other than a specific sickness notification.
Absence file (= sickness notification date): comments concerning this Sickness notification.
- Click the New button and enter information in the information text field
- Determine whether the comment may be displayed to others and whether it may be printed.
- Tick the box at Mail file line to occupational health & safety team (arboteam), if the information has to be available to them.

- Possibly tick the cc box in the employee file, if you want the comment to be displayed there too.
- Click on Save.

PROCEDURE

- Shows which actions have been executed or planned.
- These are actions of your occupational health & safety team (arboteam) and actions of the employer.
- By clicking on the blue and red cubes you can open the actions and see for instance the feedback letters from the company doctor.

COMPLETE ACTION

- Find the employee.
- Go to Actions.
- Click the action that has to be completed.
- Go to Document (if applicable for this action) and enter the information for all the fields. Press the Next button to continue each time.
- Click Generate and Word will open with a completed document. Print this document.
- Enter the executed date and click the Save button.
- Further comments can be made in the absence file by means of the Files button.
The field Comment is intended for additions to the action, not for an interview report. The interview notes are to be noted under the Files button.

DOCUMENT UPLOAD

Uploading documents and consulting a document that is uploaded is available in e-care in the file of the employee. The following types of documents can be uploaded to a maximum size of 10MB per document: doc, docx, excel, excelx, pdf. Upload documents:

- Find the employee that a document should be uploaded.
- Click on the left on files.
- In overview of files is a button document upload.



- Select the file in which the document should be included. You can then use the Browse button to search and select the upload document. Then click on OK.
- Next the screen Add file line appears.
- When you have completed the form, click on Save.

UPLOADED DOCUMENTS: REMOVE OR MOVE

An uploaded document can be moved from one file to another by opening the document. Put a check mark in the box so moving becomes an available option. In the next screen, select the file where it needs to be moved to and click Save. The removal of documents goes in a similar way, but use the Delete button

ABSENCE INFORMATION TAB

EMPLOYER SCOPE

- Employer scope shows which departments you are permitted to access in e-care. Click on  to open the scope.
- All the departments you are permitted to access are ticked automatically. You can alter the selection by removing the ticks for the departments.
- Confirm the new selection by pressing the OK button and all the overviews you now retrieve under absence information will relate to the new selection.
- Close the Employer scope by clicking  .

You can recall various overviews. The following information you need to know about the options to select.

- Scope total = 1 collective absence figure of all units selected in Employer scope.
- Per business unit = absence figures per selected holding/employee/department in Employer scope on individual pages.
- Per employer = absence figures per selected employer in Employer scope on individual pages.
- Per department cluster = absence figures per selected department cluster in Employer scope on individual pages.

ARBO SCHEDULE

Enter start and end date of the period and click on overview. Depending on your rights you will only see the names of the employees under your jurisdiction.

BLOCKING ACCESS TO DOCUMENTS

If you can't access a document (text / excel) in e-care, then this is due to settings on your computer. To change this get in contact with the ICTS helpdesk tst. 5577