Entering a Statement of fitness for Work (SOFFW) – If the person has NOT been off sick

If an employee has not been signed off sick because they went to see the doctor on the first day of illness and the doctor said the employee may come back to work if their recommendations are followed, then the SOFFW will be stored against the employee's details and not against the sickness record.

To enter the SOFFW against the employee details:
- Search and select the employee from the Organisation Structure, then People Folder
- Click into the User Defined Forms folder
- Click on UDF Categories (People)
- From the list in the top left hand corner select SOFFW
- Click on UDF Details (People) in the bottom left hand corner
- Select New – UDF Details (People) – this will then bring the form up for you to complete.
- Click Save once the form has been filled in.

Note – Blue fields within the system are mandatory fields.