1) Background

UniCore is expected to go live on 25 November 2024. There will be a period of data freeze from 14 October to 25 November where the reporting of sickness absence will not be captured in either ResourceLink or UniCore.

Three months of sickness absence data will be migrated into UniCore; given there will not be 12 months of data in UniCore, the system will not send trigger notifications, unless a trigger has occurred based on the data available. Staff who are currently off due to long-term sick will be included in the data migration.

This document outlines the interim process to ensure sickness absence triggers continue to progress in line with the sickness absence policy.

2) Cutover period (14 October - 25 November)

Sickness absence will continue to be reported as normal during this period and recorded manually and locally.

Line managers will be required to update UniCore with all absence information, including any self-certification and return to work forms, recorded locally during the cutover period at the time of go-live.

Where managers have the data and absence triggers have occurred then these can be progressed during this period. I f the relevant data is not available then any absence triggers can be reviewed retrospectively (circa December 2024).

Notes, including any action, should be retained, and updated in UniCore retrospectively.

3) First 9 months of operations (post UniCore go live - 25 November 2024)

No new sickness absence data should be added to ResourceLink; absences are captured in UniCore only.

Line managers should view the sickness absence data in UniCore (via reports) to see if there are any triggers. Note there will be no notifications until there is 12 months' data in the system for absences captured in UniCore, or unless they hit a trigger, within the first 9 months (in line with the Sickness Absence Policy).

Whilst there is no new data in ResourceLink, the historical data can still be accessed by Impromptu users where reports can be generated.

This will need to be cross referenced with the data from UniCore to identify whether there are any sickness absence triggers.

The frequency of this reporting is as per local processes, with a minimum of a monthly basis.

Data will be used on a sliding scale as follows:

Months from UniCore go live	UniCore	ResourceLink (Impromptu)
Month one	3 months	9 months
Month two	4 months	8 months
Month three	5 months	7 months
Month four	6 months	6 months
Month five	7 months	5 months
Month six	8 months	4 months
Month seven	9 months	3 months
Month eight	10 months	2 months
Month nine	11 months	1 month
Month ten	12 months	0 months

Notes, including any action, should be added to the Case Management system in UniCore.

4) Support

Managers should contact HRER@nottingham.ac.uk for further support and guidance on managing and progressing sickness absence triggers.