



Reporting your absence using KICS Online Form

All OSMH staff are now required to use the streamlined Online KICS Absence Report Form rather than calling the staffing office (EXT 3055) when they are unable to attend a shift. You can easily fill out from your smartphone, tablet or computer at osmh.kicsdata.com. The link is also available under the staff section on OSMH website osmh.on.ca/staff/ and on Kronos, under useful links. See demonstration video here – [KICS Absence Report Form Tutorial](#)

How do I report my absence using the KICS – Report an Absence Form?

1. Go to the links in staff section of osmh.on.ca, Kronos or directly to the [LINK](#)
2. Log-in using your OSMH email and password.
3. Select “Fill out a Form” from the drop-down menu on the top left of the screen
4. Select “OSMH-Absence Report Form”
5. Confirm you are staff of OSMH
6. Add your Employee ID
 - If you don't know your Employee ID refer to your Paystub
7. Add a preferred phone number (both optional)
8. Find your manager (or covering Manager) by entering first and last names (partial names allowed).
9. Click on their name.
10. Complete all required and relevant fields for all pages of the form, including time.
11. Select to “Complete Form” to submit.
12. **All Clinical Staff must still follow their specific departmental procedures, including calling their unit/charge nurse to report their absence.**

What happens next?

- Staffing receives email with dates you are away so they can replace your shifts
- Your manager receives email with dates you are away
- Occupational Health receives email with dates and symptoms so they are able to support your absence.
- You receive an email confirming your form was completed and received with absence guidance information in place of an email from Occupational Health.
- **Regardless of your expected return date, you must report your absence daily until Occupational Health has followed up with instructions regarding your multiple days leave.**
- You will still need to request paid absence through Kronos, the same as you have done in the past.

Need Help?

Check our FAQs below, drop by the I.T. Clinics every Friday Morning for hands-on help or email: occupationalhealth@osmh.on.ca

Frequently Asked Questions:

What if I don't have access to a computer, smartphone and/or internet and need to call in?

Recognizing there could be times when you do not have access to the technology required, you can still call the staffing desk to report your absence.

Managers will follow-up with employees who continue to call-in rather than using the form despite having access to a computer/smartphone and internet to arrange for further training,

What if the system is experiencing technical issues?

Report your absence by calling the staffing desk EXT. 3055 and send a report to I.T. via IssueTrak/Helpdesk email.

I have a medical note - how do I provide it to Occupational Health?


Currently this can be emailed, faxed or dropped off to OH. With KICS, you securely upload when completing the Absence form. It is electronically stored in your OH file. If you did not have it at the time of submitting your form, you can submit after as well, using "submit medical document" form (coming soon).

Can I complete this through the Kronos app on my phones?

No, the Kronos App on your phone does not have the link, however you can bookmark www.osmh.kicsdata.com on your phone, or access it through the link under the staff section of the OSMH website.

How do I add osmh.kicsdata.com as an icon to my phone Home Screen for easy access?

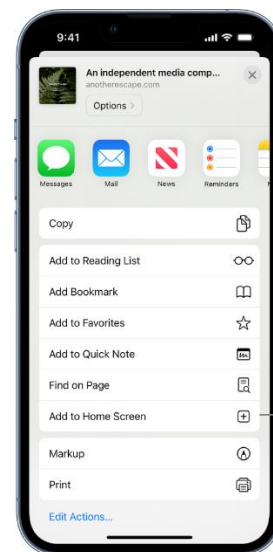
IPhone/iPad

1. Open Safari, go to osmh.kicsdata.com then tap  in the menu bar.
2. Scroll down the list of options, then tap Add to Home Screen.

If you don't see Add to Home Screen, you can add it. Scroll down to the bottom of the list, tap Edit Actions, and then

tap  Add to Home Screen.

3. You will have an opportunity to edit the icon title from Welcome to KICs to something else, if you prefer - such as "OSMH Absence Report Form" for ease of finding in the future.

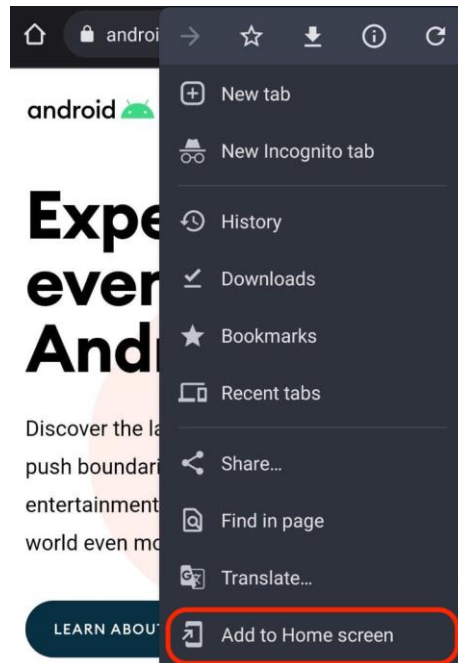


Tap to add a shortcut to this webpage on your Home Screen.

Android Device (Samsung)

1. Open Google Chrome and go to osmh.kicsdata.com
2. Then drop down the menu by tapping the screen's three-dot icon at the top right-hand corner.
3. Select Add to Home screen.
4. Next, you have the opportunity to edit the title of the icon (i.e. OSMH Absence Report Form). Once the title looks fine, tap Add to transfer it to the home screen.

- ***Reminder – Drop into the Friday I.T. Clinic every Friday morning for help.***



What if my manager is away when I need to fill out the form?

Select your covering manager from the menu. The covering manager will forward the email to your manager.

Is it replacing the sick call desk process? Person calls in, staffing office notifies floor and makes calls?

This is replacing the staff call in element of the sick call process, and the manual information dissemination that currently occurs. Once Staffing Office receives the absence notification then they will follow their standard procedure.

What's next?

Since KICS is online form based, all paper forms will soon be obsolete. Reporting immunizations and N95 testing completed outside of OSMH will be at your fingertips. There are multiple uses outside of the "Absence form", stay tuned for other great opportunities.