

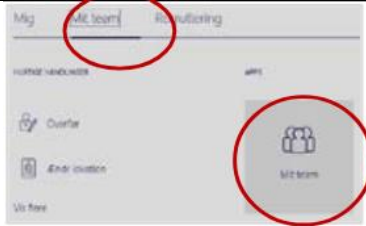


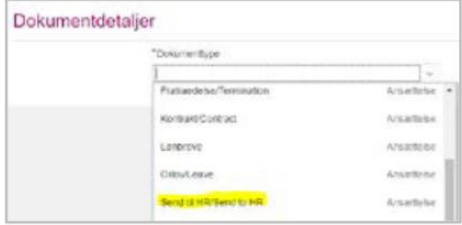
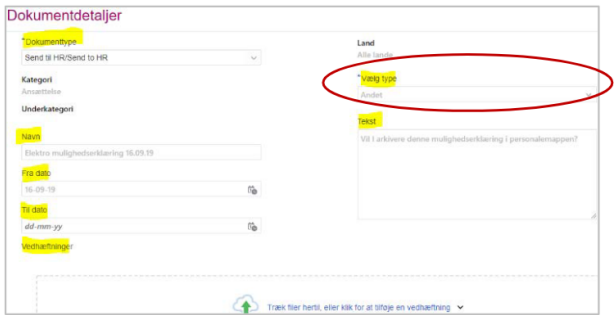



Category	DTU Fusion – Manager guideline	
Subject	L6 – How to send fit-for-work certificate to Corporate HR	
Responsible	Corporate HR	
Updated	November 2025	

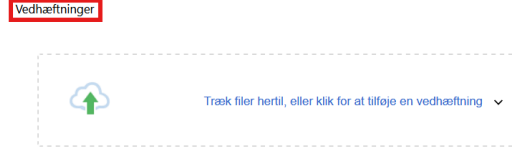

In **My Team**, you can see an overview of your staff, make changes to an employment, and send fit-for-work certificate to Corporate HR.

Information about long-term sickness absence must be sent to the reimbursement team as quickly as possible. Corporate HR recommends that the department/unit informs about the expected long-term sickness absence after 14 days of illness and where the absence is expected to exceed the 30-day deadline for applying for reimbursement.

As a manager, you must send information about long-term sickness to [DTU Serviceportal](#).

Step	Explanation	Navigation
Open DTU Fusion	Open DTU Fusion in Google Chrome. Log in with your initials. If you do not have a password, click here .	
Select My Team	Click My team and again My team .	
Select employee and manage document records	Select the employee and click Manage document records .	
Select document type	Click +Add in the right side of the screen and select document type Send to HR .	
Enter document details	Select type Other and enter document details. In the Name field, enter name of department, reason (illness-fit-for-work), and start date. Enter From date –when the document is effective from. Enter To date – when the document is effective until. In the Text field, you may write a comment to Corporate HR.	 

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<p>Add attachments</p>	<p>Attach the completed and signed fit-for-work certificate. You may use the drag-and-drop function by dragging the file into the designated area.</p>	
<p>Select Submit</p>	<p>Click Submit to send to Corporate HR.</p>	
<p>Corporate HR receives the case for information. Remember to notify the reimbursement team via DTU Serviceportal as soon as possible.</p>		