



Manager Dashboard

Manager Dashboard – Absence Monitoring

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Table of Contents

| | |
|--|---|
| Overview..... | 3 |
| 1.Manager Dashboard – Absence Monitoring | 4 |
| 1.1 Absence Monitoring..... | 4 |
| 1.1.1 Absence Monitoring Reports | 4 |

Overview

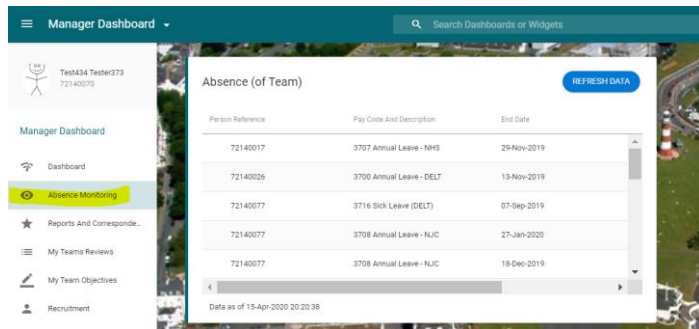
The Absence Monitoring Module has been designed to assist Managers by providing them with monitoring reports. The following document will explain how you use these reports.



1. Manager Dashboard – Absence Monitoring

1.1 Absence Monitoring

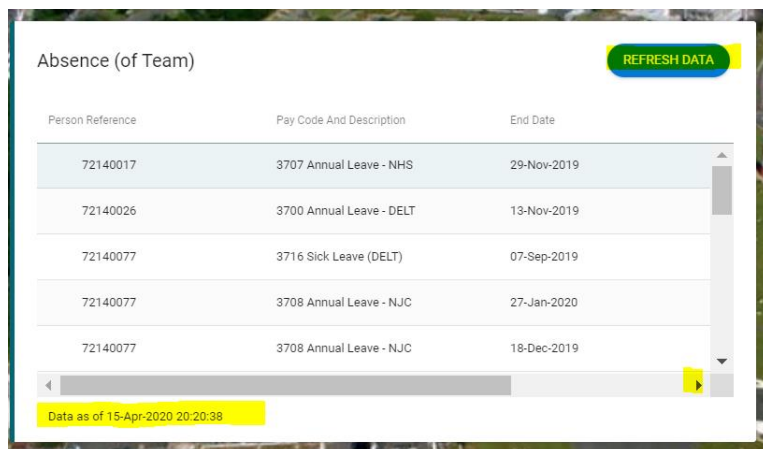
1.1.1 Absence Monitoring Reports



2. Absence (of Team) Report

This report will provide details of all Absences including for example, sickness and Annual Leave.

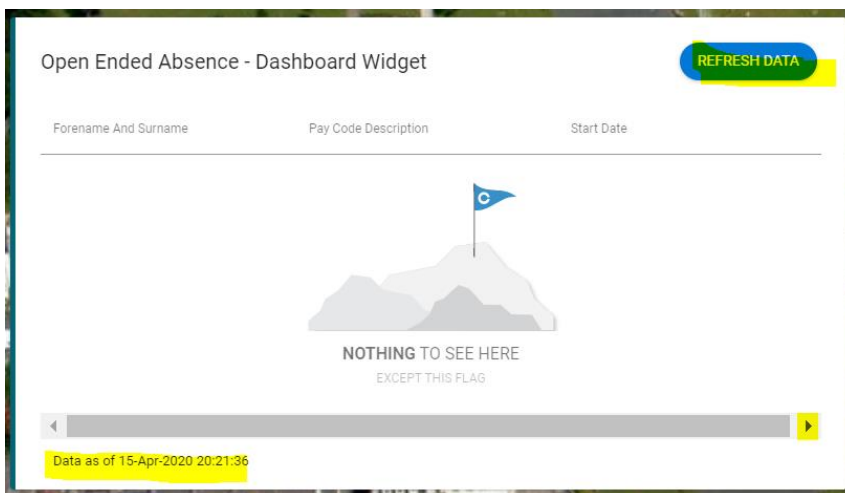
- Click on the Absence (of Team) Report
 - Highlighted below are three areas.
 - Refresh Data Button – when you click this, the system will refresh the data.
 - Data as of (highlighted in yellow) this will show when the report was last updated
 - Use the Arrow to scroll over to see the remainder of the report detail
 - Person Reference
 - Pay Code and Description
 - End Date
 - Start Date



3. Open Ended Absence – Dashboard Widget

This report will provide the user with details of their employees who are currently on Open Ended Absence

- Refresh Data Button – when you click this, the system will refresh the data.
- Data as of (highlighted in yellow) this will show when the report was last updated
 - Forename And Surname
 - Pay Code Description
 - Start Date



4. Trigger Point Notifications

This report will provide the user with sickness trigger points.

- Refresh Data Button – when you click this, the system will refresh the data.

