



## Manager Dashboard

### Manager Dashboard – Absence Monitoring

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# Overview

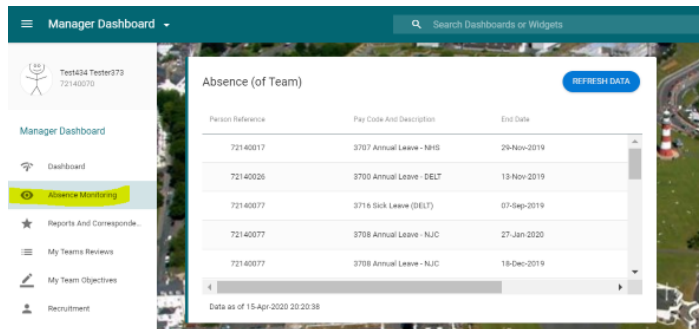
The Absence Monitoring Module has been designed to assist Managers by providing them with monitoring reports. The following document will explain how you use these reports.



# 1. Manager Dashboard – Absence Monitoring

## 1.1 Absence Monitoring

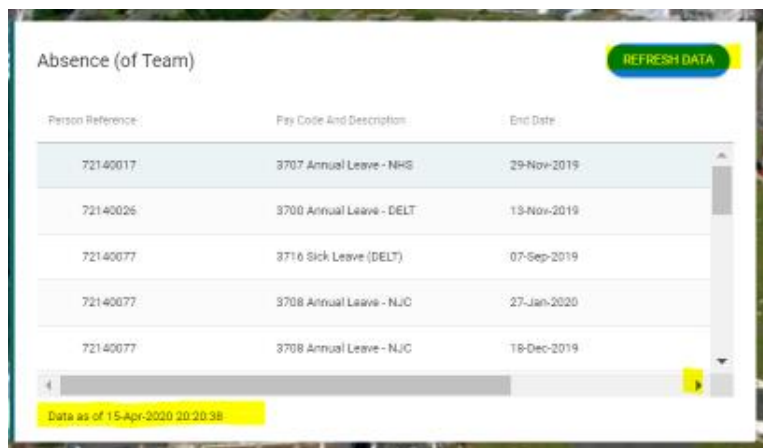
### 1.1.1 Absence Monitoring Reports



## 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

