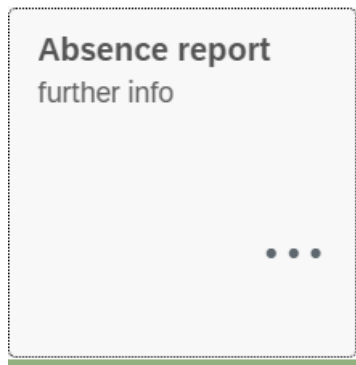
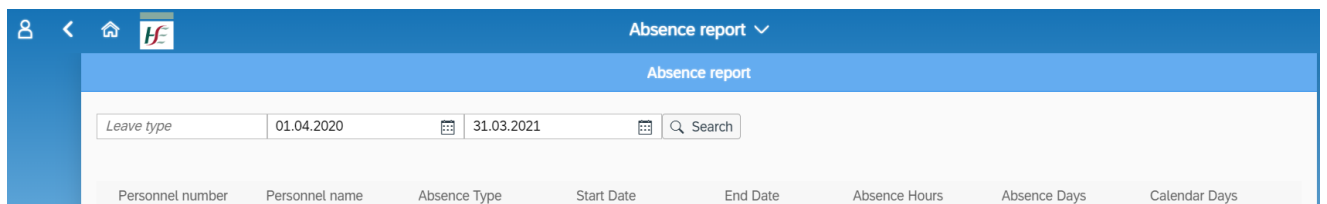


## Absence Report



The Absence Report Tile enables you to view/output a report of your own Absences for specific periods.



The default dates are set to the current Annual Leave Year but these can be amended to the period you wish to report on. You must click on Search after you amend the dates.



A screenshot of the same web application interface, but now displaying a list of absence records. The search bar shows '01.04.2018' to '31.03.2021' and the 'Search' button is highlighted. The table below contains the following data:

Personnel number	Personnel name	Absence Type	Start Date	End Date	Absence Hours	Absence Days	Calendar Days
30911577	Eimear Regan	Sick Leave (Certified)	18.09.2018	27.09.2018	63.00	8.00	10.00 >
30911577	Eimear Regan	Compassionate Leave (P)	15.01.2019	17.01.2019	24.00	3.00	3.00 >
30911577	Eimear Regan	Sick Leave (Certified)	10.06.2019	10.06.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Force Majeure Leave (P)	13.06.2019	13.06.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Sick Leave(SelfCertified)	01.07.2019	01.07.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Sick Leave(SelfCertified)	16.07.2019	16.07.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Sick Leave (Certified)	26.07.2019	26.07.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Sick Leave (Certified)	01.08.2019	01.08.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Force Majeure Leave (P)	02.09.2019	02.09.2019	7.20	0.97	1.00 >
30911577	Eimear Regan	Study Leave (Paid)	04.09.2019	04.09.2019	7.20	0.97	1.00 >


**Note:** -This report will output all absences recorded for the employee – not just those recorded via Self Service for e.g. Maternity Leave.

It is possible to search by leave type by typing into the box on the top left and pressing Search.

Absence report							
annual	01.04.2018		31.03.2021		Q Search		
Personnel number	Personnel name	Absence Type	Start Date	End Date	Absence Hours	Absence Days	Calendar Days
30911577	Eimear Regan	Annual Leave	05.11.2019	05.11.2019	7.40	1.00	1.00 >
30911577	Eimear Regan	Annual Leave	09.12.2019	09.12.2019	7.40	1.00	1.00 >
30911577	Eimear Regan	Annual Leave	17.12.2019	17.12.2019	7.40	1.00	1.00 >
30911577	Eimear Regan	Annual Leave	18.12.2019	18.12.2019	7.40	1.00	1.00 >
30911577	Eimear Regan	Annual Leave	06.01.2020	10.01.2020	37.00	5.00	5.00 >
30911577	Eimear Regan	Annual Leave	20.01.2020	23.01.2020	29.60	4.00	4.00 >
30911577	Eimear Regan	Annual Leave	09.04.2020	14.04.2020	28.00	4.00	6.00 >

**Columns Explained:-**

Personnel Number	Unique SAP ID number assigned to employees
Personnel Name	Employee Name
Absence Type	Name of Absence Type Text
Start Date	Recorded Start Date of the Absence
End Date	Recorded End Date of the Absence
Absence Hours	No. of Hours Absence Recorded- Annual Leave is calculated in Hours
Absence Days	No of Absence Days Recorded
Calendar Days	No of Calendar Days Recorded – Sick Leave is calculated in Calendar Days


It is possible to get additional information by clicking on the arrow at the end of the line   
 The below pop up box will appear

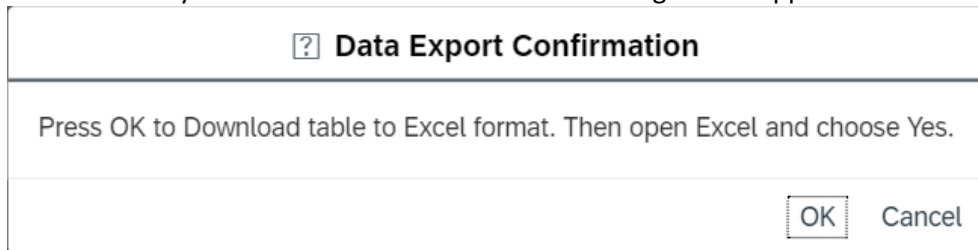
Absence for REGAN EIMEAR	
Field	Value
Personnel number	30911577
Personnel name	Eimear Regan
Absence Text	Annual Leave
Organizational Unit Number	20111494
Org Unit Name	National Audiology
Current Grade Code	0566 Grade V
Employee group text	Permanent
Employee Subgroup Text	WholeTime EE
Start Date	09/04/2020
End Date	14/04/2020
Calendar days	6.00
Absence Days	4.00
Absence hours	28.00

Cancel

Additional Pop Up Information Explained:-

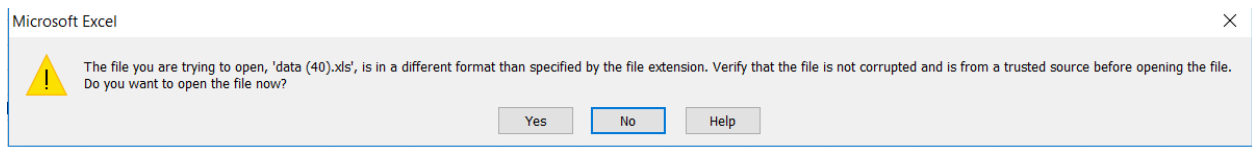
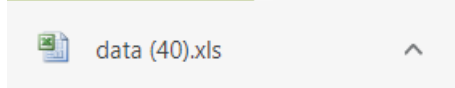
Organizational Unit Number	This number represents where your position sits on the Structure
Org Unit Name	This is the name of Unit you work in on the Structure
Current Grade Code	e.g. 2135 Staff Nurse - General
Employee Group Text	This is the type of contract employee has for e.g. Permanent, Temporary
Employee Subgroup Text	This is a further description of the contract of employment and working hours e.g. Wholetime, Part Time

It is possible to download the report to Excel by clicking on  on the bottom right corner of the screen. When you click on this button the following screen appears



Click OK.

Spreadsheet appears in the bottom left corner. Click on it to open.



The report outputs with all the columns downloaded with the below details for e.g.  
This has been downloaded from Fiori on Wed Apr 22 2020 by Eimear Regan

**Note** *It is not possible to download the report on mobile devices or tablets.*