Absence Report for Managers
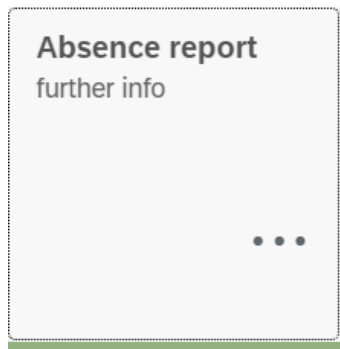
	The Absence Report Tile enables you to view/output a report of those employees who report to you *and* your own Absences for specific periods.
	The default dates are set to the current Annual Leave Year but these can be amended to the period you wish to report on. You must click on Search after you amend the dates. . The report defaults to your Employees absences. Note if you wish to view your own absences then click on . When you click on My Absence the button changes to . This way it is possible to Toggle between the two.
	  Note: -This report will output all absences recorded for the employee – not just those recorded via Self Service for e.g. Maternity Leave.
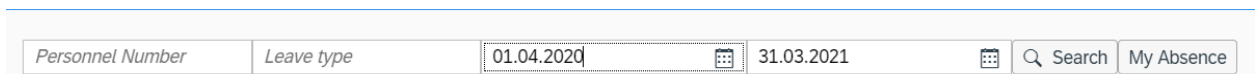
Where there is no information to return the report will output no data

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
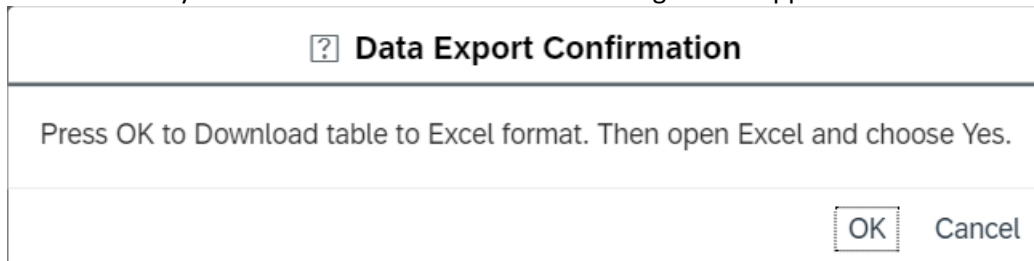
Absence for BROWN COLMCILLA

Field	Value
Personnel number	30015938
Personnel name	Colmcilla Brown
Absence Text	Annual Leave
Organizational Unit Number	20104676
Org Unit Name	Ash Ward (CHM)
Current Grade Code	2674 Staff Nurse, Mental Health
Employee group text	Permanent
Employee Subgroup Text	WholeTime EE
Start Date	14/04/2020
End Date	14/04/2020
Calendar days	1.00
Absence Days	1.00
Absence hours	7.80
Absence pay status	Paid Leave - Full Pay

Cancel

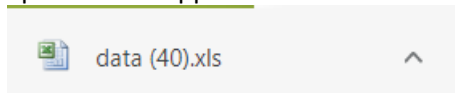Additional Pop Up Information Explained:-

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 contact 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

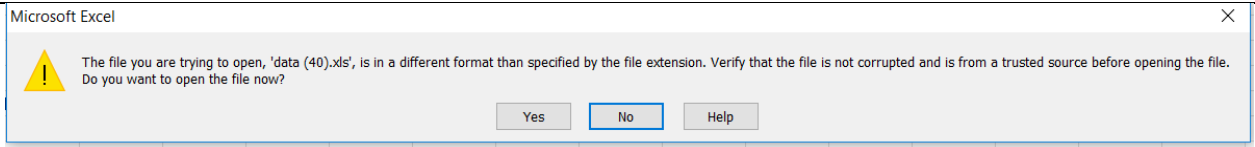It is possible to download the report to Excel by clicking on **Download** on the bottom right corner of the screen. When you click on the this button the following screen appears

[?] Data Export Confirmation

Press OK to Download table to Excel format. Then open Excel and choose Yes.

OK   Cancel

Click OK.

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

data (40).xls   ^

	Microsoft Excel ✕ ⚠️ The file you are trying to open, 'data (40).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now? [Yes] [No] [Help]
	The report outputs with the all the columns download 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.***