

MHR

ANALYTICS

A GUIDE TO TRACKING ABSENCES WITH THE ABSENCE ANALYTICS REPORT PACK

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USER_REPORT_MH921

> GENERATING
PAYROLL DATA 00



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When refreshed, the absence analytics report pack prompts users to “select current period”. It will then return the 13 completed monthly periods of data prior to this date.

Entering a date of “01/01/1900” will be translated to whatever the current date is, and so can be used to schedule the report on a recurring basis to return data up to the end of the previous month.

To see “in period” absences, you can follow the process below to track the impact of sickness on the business, up to the current date.

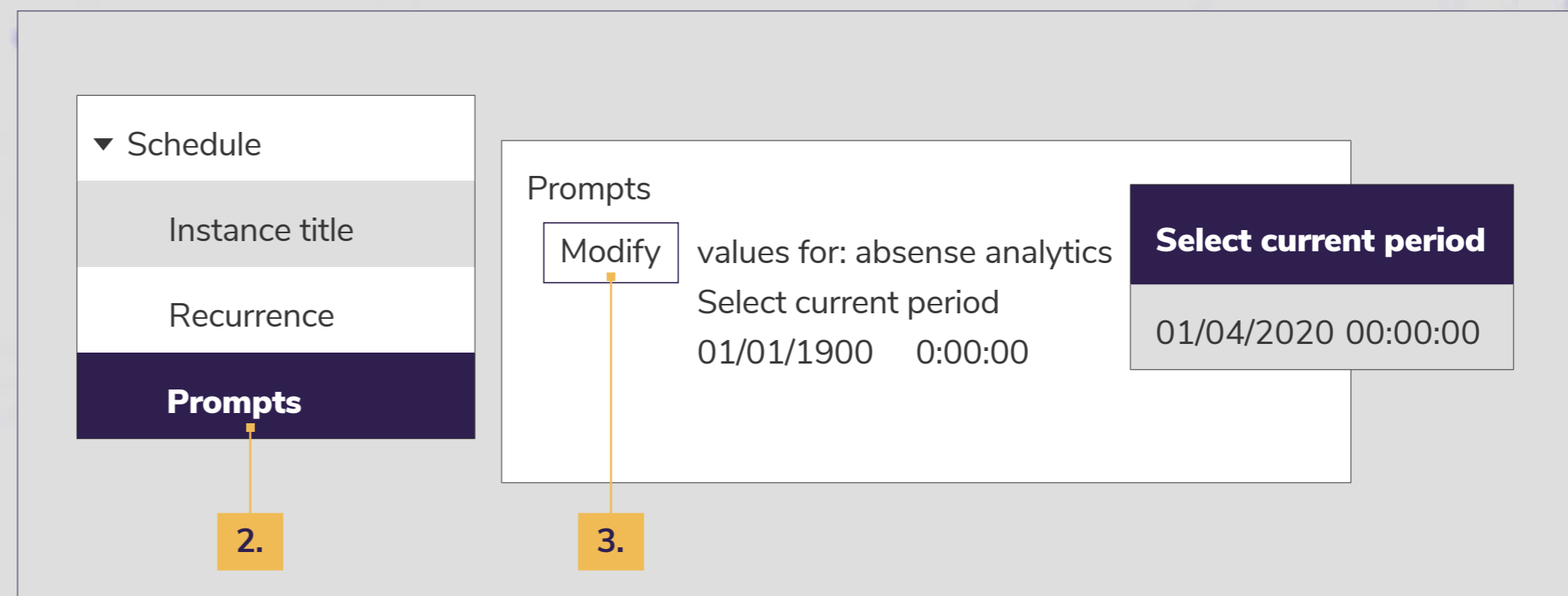
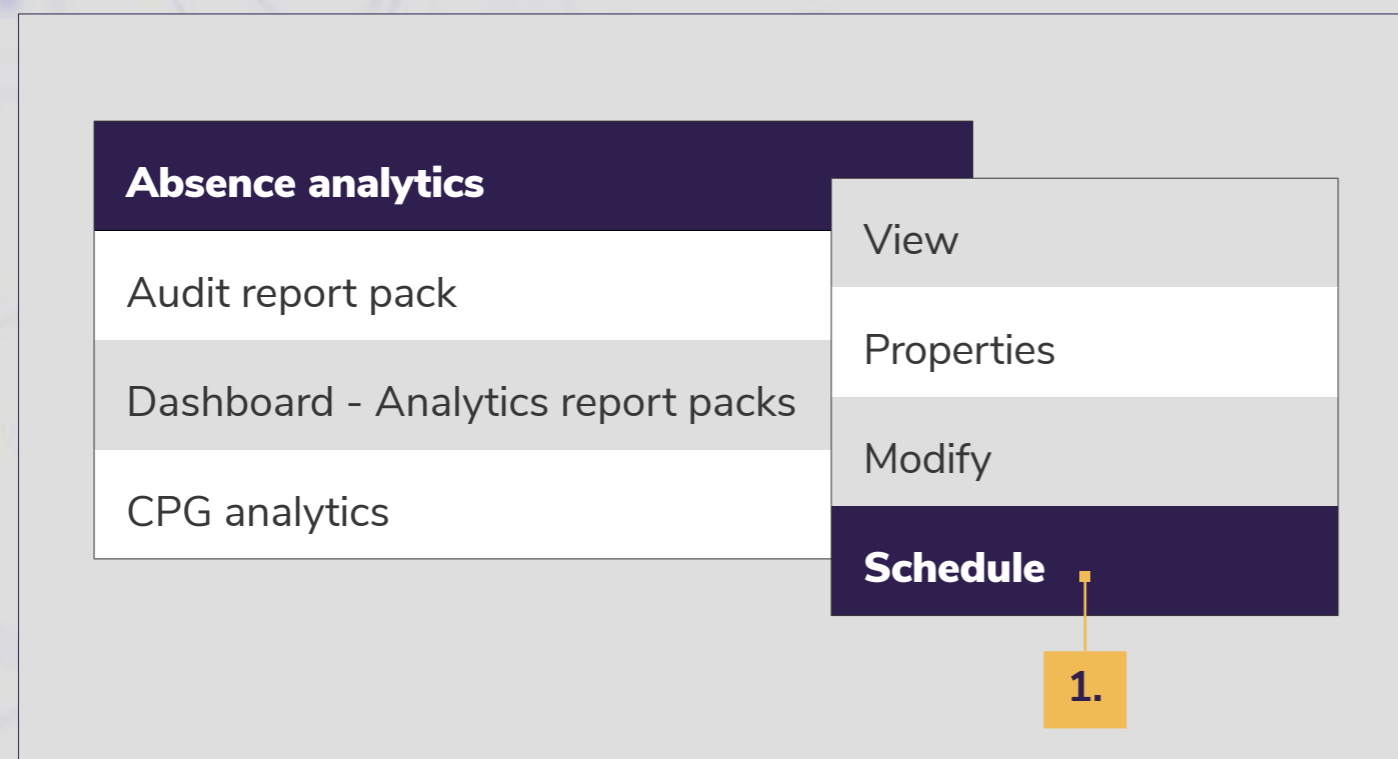
Step one – run the absence calculation in iTrent

This calculates the number of days lost for each absence.

Step two – schedule the absence analytics report pack

1. Right-click the report
Select “Schedule”
2. Click on “Prompts”
3. Click on “Modify”
Enter a future date, in the next month
Click on “Apply”
Click on “Schedule”

When the report has run, it will be showing the absence data for the last 13 months, up to and including the current month. Following the above example, this will be March 2020.



You can track the impact of specific absences in the current month using the absence analysis by reason tab, or over the last 13 months in the trend analysis by reason tab.

By scheduling the report, BusinessObjects keeps the history of the data refreshed so you can compare against previous instances.

Absence by reason					
Level2: All Level3: All Level4: All Level5: All Category: All Basis: All Type: All Job Family: All Absense Type: All Absense Group: All Absense Reason: All					
Absence reason	Employee count current period	Absense instances current period	Days lost current period	% Days lost of availability current period	Days lost working cost current period
Abdominal pain	1	1	1	4.76%	£98.89
COVID-19 (Coronavirus)	10	10	93	45.16%	£15,123.41
Hospital treatment	1	1	1	4.76%	£97.74
Influenza	5	5	14	13.33%	£2,346.57



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and Technology Park
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