



How to...understand and use Your Dashboard

Purpose:

This guide will show you how to...view, understand and use absence analytics in **People Manager** in Your HR.

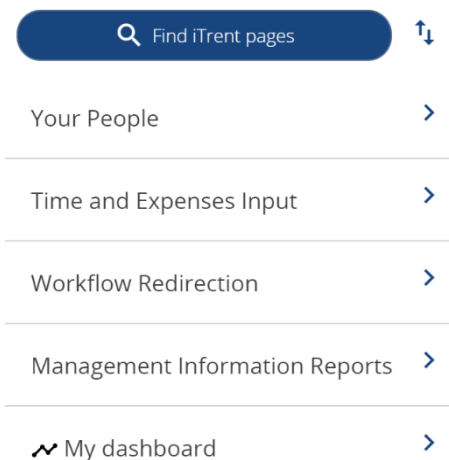
Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**.

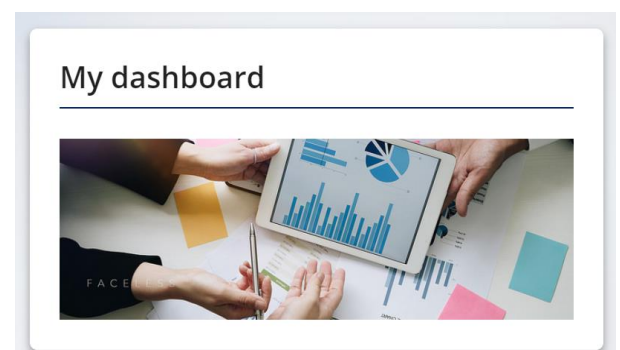
What are Analytics within People Manager?

- Analytics enables you to understand and evaluate absence data related to your direct reports.
- This information can then be used to inform the sickness absence and management process.

- Click on **My dashboard** from the quick links on your home page or click on **My dashboard** along the bottom of screen:



OR



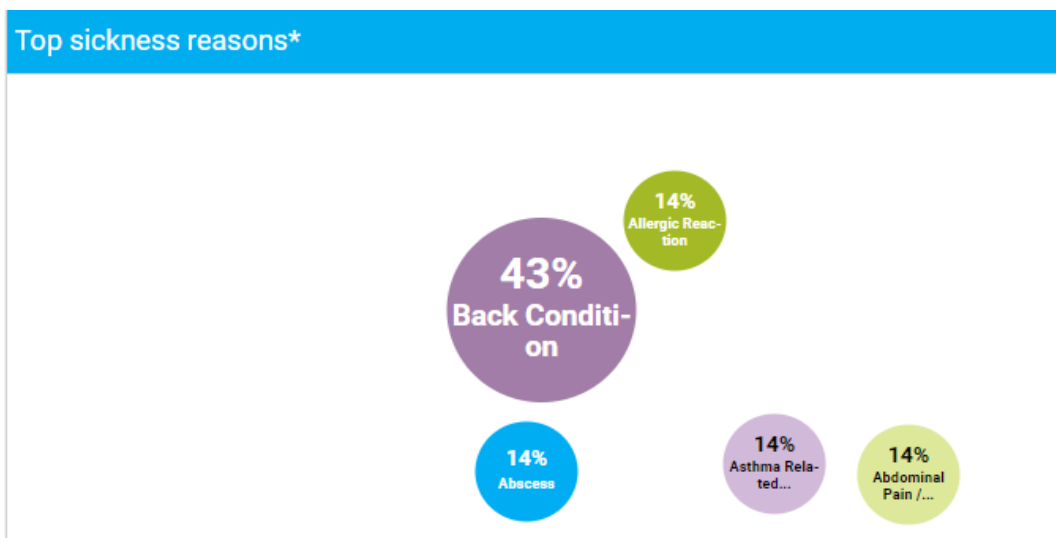
- You will see a blue bar displayed called **Absence**. To expand this information, click **anywhere** on the blue bar.

Absence
*Data correct as of last absence calculation Last Updated: 03/02/2023 - 13:39

- A series of charts will then be displayed. There may be a short delay whilst data is retrieved, if so an alert will be shown. A description of each chart can be found below.

Top Sickness Reasons

- This chart calculates the top sickness reasons amongst your direct reports. This information is given as a percentage of all sickness. This information can be used to inform your sickness absence management. It may highlight to you an issue across your team if they are all reporting the same type of sickness.
- If for example, the team are frequently reporting in with stress and this is your top sickness reason, consider a stress risk assessment for your team and individuals to see whether any stressors at work can be reduced.



To view further details for any of these, click on the relevant circle and the link will present you with a breakdown of the employees were who off with that reason along with the start and end dates as shown in the example below:

← Sickness: Abdominal Pain / Stomach Upset		
Person	Position	Unit
Test	SW002 Social Worker Level 2	Childrens Social Care County

To download the data refer to '[Download Analytics](#)'.

Highest Sickness Absence

- This chart shows the highest sickness absence within your team, by employee.
- This information is helpful in reviewing any indicators and also for you to maintain an overview of absences.
- You can click on the number of occurrences and see the details of the absence episodes.

Highest sickness absence*	
Sickness Occurrences	
Employee-Employee TEST (TEST POSITION)	4
Employee TEST (TEST POSITION)	1

To view further details for any of these, click on the number link and the link will present you with a breakdown of the employees were who off with that reason along with the start and end dates as shown in the example below:

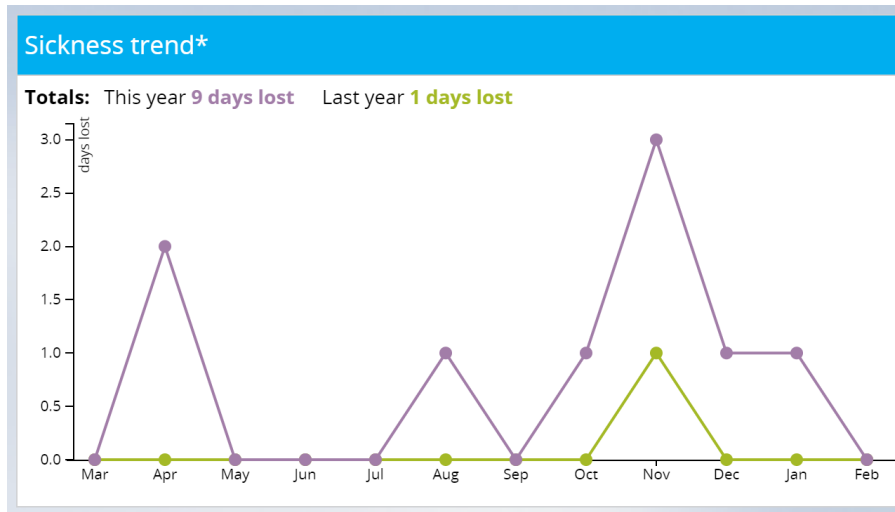
← Sickness: Test, Employee					↓
Position	Unit	Start date	End date	Time lost	
SW002 Social Worker Level 2	Childrens Social Care Countywide	20/12/2018	20/12/2018	1 day	
SW002 Social Worker Level 2	Childrens Social Care Countywide	13/12/2018	13/12/2018	-	

To download the data refer to '[Download Analytics](#)'.

Sickness Trend

- The sickness trend graph plots days lost through absence across the past twelve months.

- This is useful to enable you to see if there are any patterns across the year.
- It also calculates the total number of days lost for this year and last year (when there is data available)



Download Analytics

When you view a chart, if you see the download  icon you can click this and export the data to Excel.

Reasons why you may not have Access to View Absences

The typical issues which restrict views are:

- People manager security profiles can only view absences for positions that currently to them.
- If the absence is for an ended position that the manager was reporting a reporting manager for, they will not be able to see absences for this position
- If the employee has transferred positions a people manager security profile will only see absences for the position reporting to them for the time it has reported to them.

If the above reasons are not applicable to you, please contact HR using the contact details below.

Returning to People Manager Homepage

- Click on the  MENU Menu link in the top left hand corner of the screen.

***For further information or support please refer to Your HR on the Intranet
<https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr-0> or contact via
email: hrendpayroll@warwickshire.gov.uk or phone on 01926 738444***

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