PM 62

How to...View an Employee's Absence History in People Manager

Purpose:

This guide will show you how to...view an employee's absence history using **People Manager** in Your HR.

Notes:
- the information on working days lost shown on this screen is based on the employee's working pattern in Your HR
- depending on the absence group selected, if the employee also has another position reporting to a different manager, you will be able to view absences associated with that position. This is because some absences are held at the 'Person' level.

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.**

View Absence History

- From the employee's summary screen, click on the **Leave and Absence** link and then **Absence History:**
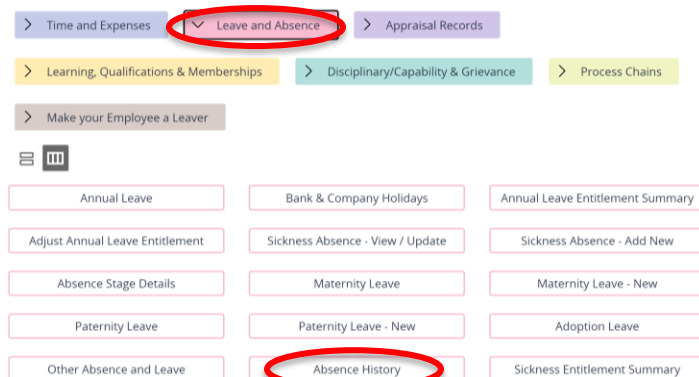
- The following screen is displayed for the employee:

- Enter the following:
    - **Start date:** this is a mandatory field. Enter the effective date from which you want to report on
    - **End date:** this is optional so you can either leave it blank or enter an end date
    - **Absence group:** this is optional. To report on all absences leave this blank. However, if you only want to view specific absences e.g. sickness then select this from the drop down
    - **Absence type:** this is optional. To report on all absences leave this blank. However, if you only want to view specific absences e.g. sickness or Industrial injury then select this from the drop down.

- Click on the **Search** button and the information will be presented on the screen.

Returning to People Manager Homepage

- Click on the logo 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:hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

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