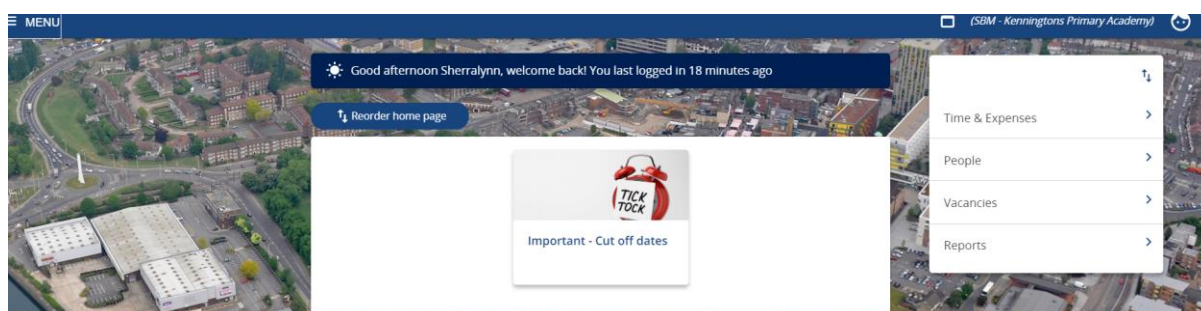


How to run the Absence Tolerances (triggers for sickness).

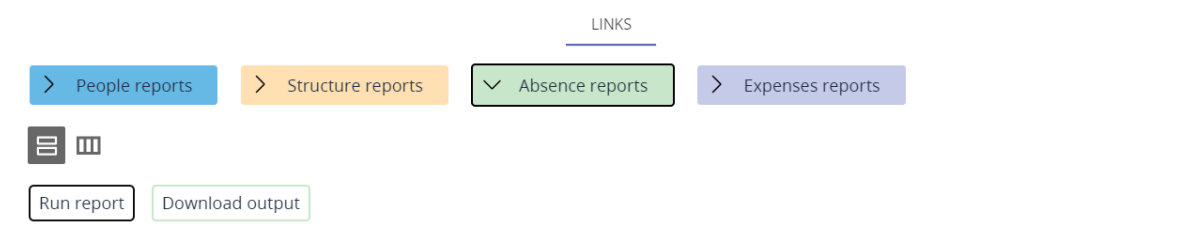
Log into iTrent

Select Reports on the right hand screen

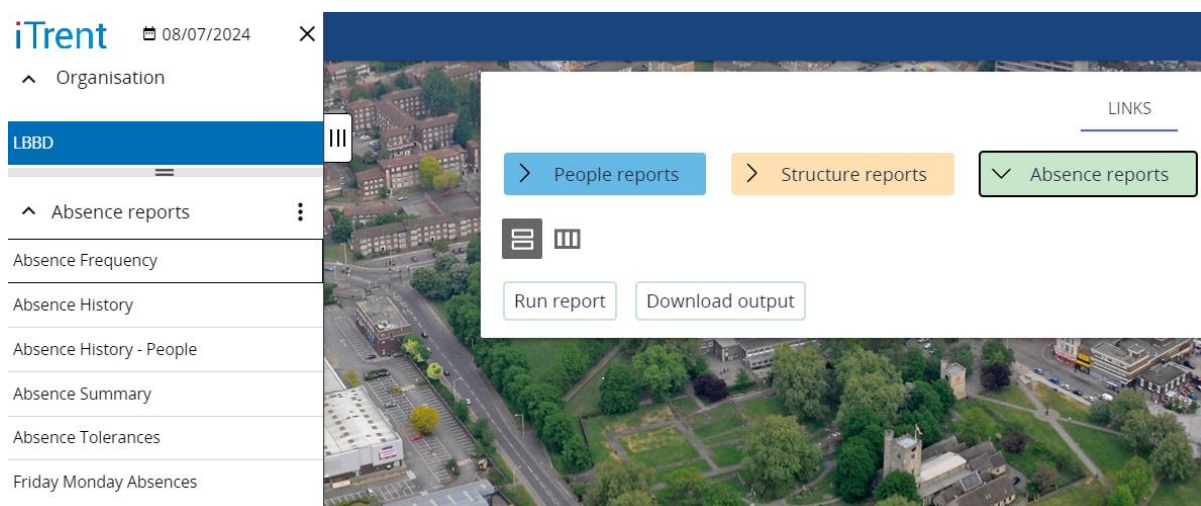


Select Absence Reports

Select Run Report



Select Absence Tolerances from the list on the left hand side of the screen



Complete the form as per below.

Unit/Employee if you require this for all employees select Unit, if it is for an individual employee select Employee

Organisations start point this should be the school name by default.

Absence Group should be sickness

Absences From and To is the rolling year for sickness (today's date and backdated by a year by default).

Reference Number select Personal reference by default.

Absence tolerance Limits.

Combine with – select Or.

Percentage of working days enter 100.

Number of absences enter the number 3 (occurrences) (one of the trigger points).

Number of days absences enter the number 7 (days) (one of the trigger points).

Output type CSV File is an excel spreadsheet.

Absence tolerances

▼ MENU ↺ 🖨

Unit/Employee *

Unit▼

Organisation start point *

Primary Academy🔍

Absence group

Sickness▼

Absence type

▼

Absences from *

27/06/2023📅

Absences to *

27/06/2024📅

Reference number

Personal reference▼

Include leavers☐

Absence tolerance limits

Combine with

Or▼

Percentage of working days *

100.00

Number of absences *

3

Number of days absent *

7.00

Full path display☐

Organisation view *

Show all data by unit▼

New page for each organisation unit☐

Output type

CSV File▼

Report run comments

Select run.

new page for each organisation and...

Output type

CSV File

Report run comments

Run

You will be notified once the report has completed.

Once completed go to My to do list.

My to do list (1) / Processes (1)

Select Processes at the top of the screen. Then select the arrow on the right.

TO DO LIST (1) PROCESSES (0)

Report - Absence Tolerances, LBBD

COMPLETE 08/07/2024 17:06

>

Select download arrow.

Download output Absence Tolerances

MENU ↻ 🖨

View output from

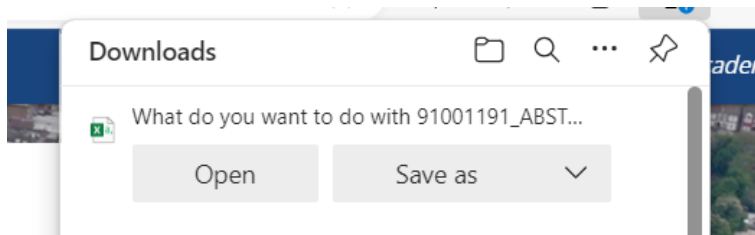
Today

Available report outputs

Run date & time	Comments	Download	Delete Select all
08/07/2024 17:08		⬇	☐

Delete

Select Open to download the report.



The report will show everyone who has hit the trigger of either 3 occurrences and/or a period of 7 or more days. (this will show all the absences for those employees who have hit the trigger).

Reference No.	Absence Position	Absence Type	Absence Reason	Overlap at Start	Absent From	Absent To	Overlap at End	Days Available	Days Lost	Open	% Days Lost	Authorisation Status
91015910	Teaching Assistant	Sickness	Infections		30/11/2023	01/12/2023		261	2		0.77	
91015910	Teaching Assistant	Sickness	Infections		15/12/2023	15/12/2023		261	1		0.38	
91015910	Teaching Assistant	Sickness	Infections		11/03/2024	11/03/2024		261	1		0.38	
91015910	Teaching Assistant	Sickness	Infections		26/04/2024	26/04/2024		261	1		0.38	
91015910	Teaching Assistant	Sickness	Infections		17/05/2024	17/05/2024		261	1		0.38	
91015910	Teaching Assistant	Sickness	Infections		25/06/2024	26/06/2024		261	1.5		0.57	
91011886	Cleaner	Sickness	Infections		01/12/2023	01/12/2023		436	0.5		0.11	
91011886	Cleaner	Sickness	Infections		22/01/2024	24/01/2024		436	3		0.69	
91011886	Cleaner	Sickness	Stomach Liver Kidney & Digestion		09/02/2024	09/02/2024		436	1		0.23	
91011886	Cleaner	Sickness	Musculo-skeletal		06/06/2024	07/06/2024		436	1.5		0.34	
91011886	Cleaner	Sickness	Operation post operation recovery		13/06/2024	14/06/2024		436	2		0.46	
91011886	Cleaner	Sickness	Infections		08/07/2024	Open	*	436	1 +		0.23	