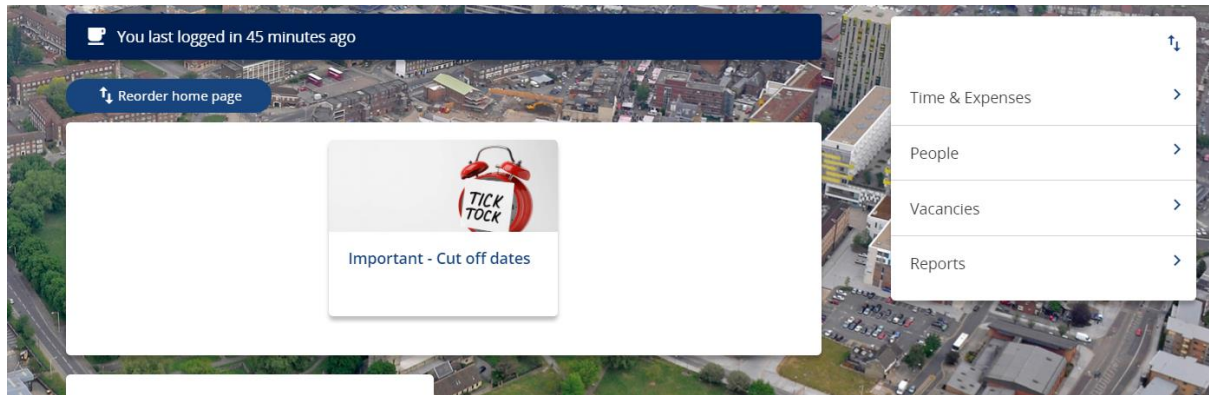


Run Sickness Absence Reports

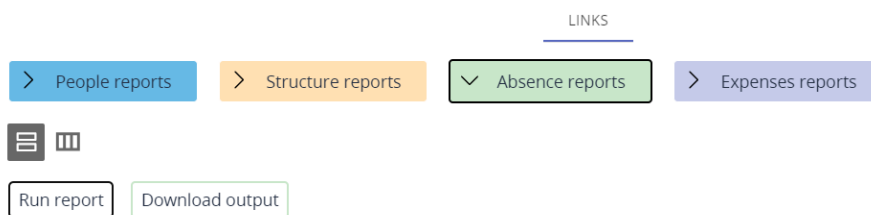
Log in to iTrent.

Select Reports from the right-hand list.

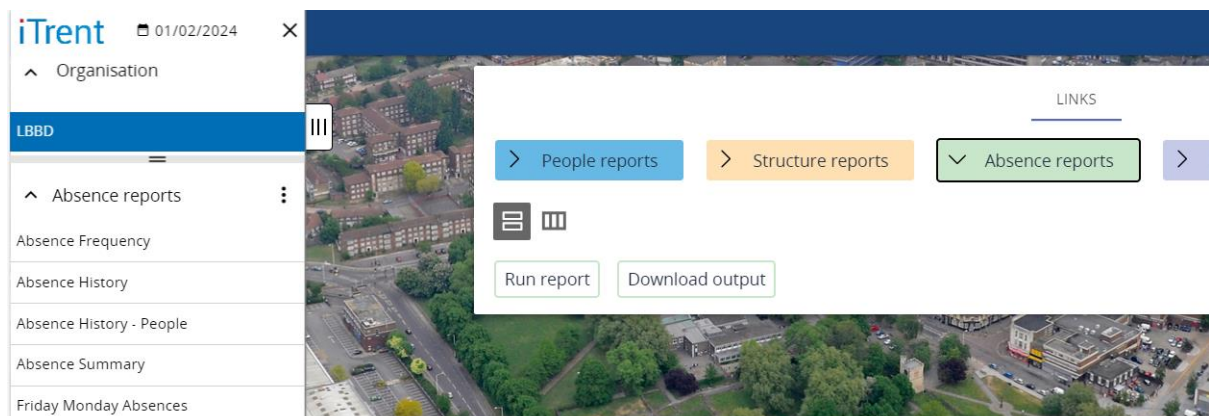


Select Absence Reports (in green)

Then select run report.



Select 'Absence History – People' from the left-hand list.



Complete the form as per below.

In Organisation start point select the school's name

In Absence Group, select Sickness.

In Absences from and to select the dates required.

In Output type, you can select either PDF File or CSV File (CSV is an excel spreadsheet, this is recommended).

Then select Run.

Absence History - People

Absence history

▼ MENU ↻ 🖨

Unit/Employee *

Unit ▼

Organisation start point *

Kenningtons Primary Academy 🔍

Absence group

Absence type

▼

Absences from *

01/02/2023 📅

Absences to *

01/02/2024 📅

Reference number

Personal reference ▼

Include leavers

☐

Full path display

☐

Organisation view *

Show all data by unit ▼

New page for each organisation unit

☐

Output type

CSV File ▼

Report run comments

Run

You will see the below message at the top of your screen.

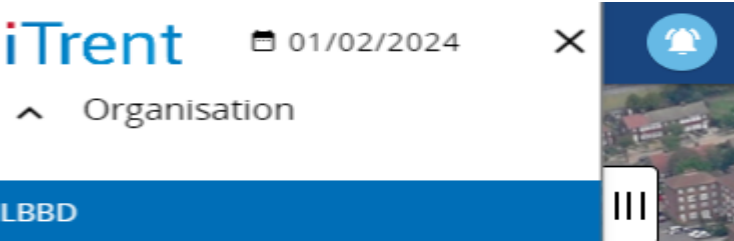
Absence History - People

📘

Generating report "Absence history". You will be notified upon its completion.

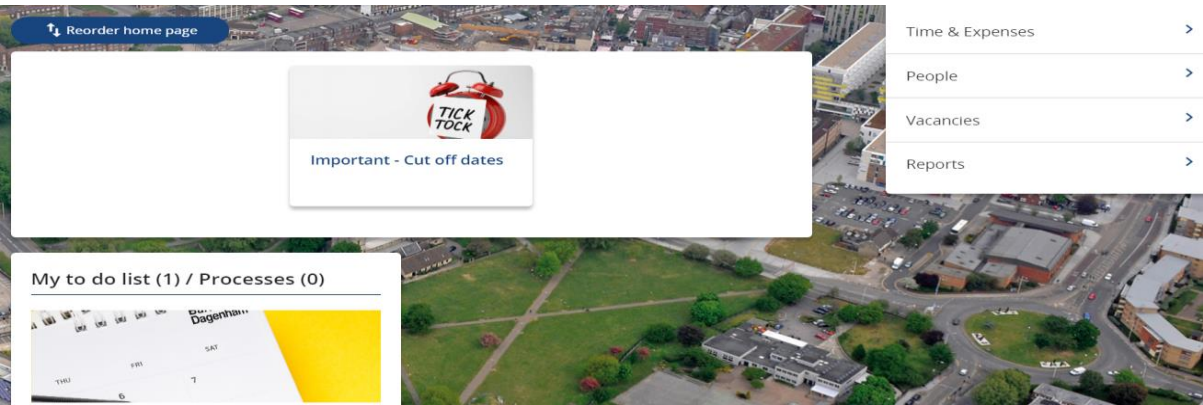
Once you receive the email notification that this has been completed (only takes a couple of minutes).

Select iTrent in the top left corner of the screen



This will take you back to the main menu.

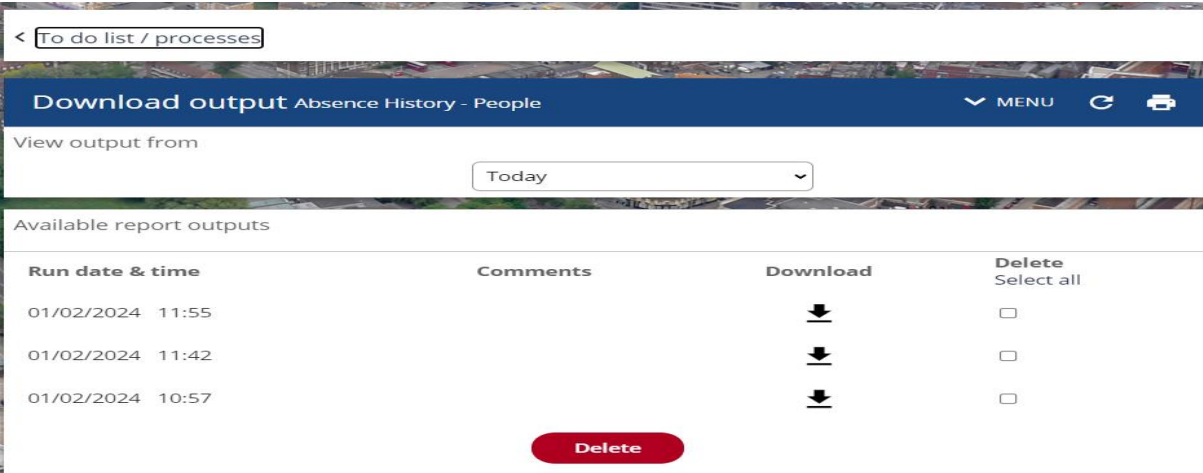
Select my to do list.



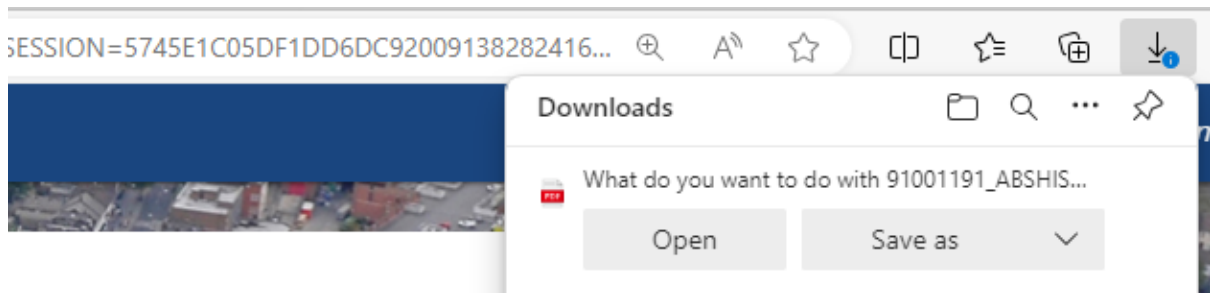
Then select Processes, you will see any reports you have run, then select the report you have run by clicking on the arrow on the right-hand side.



Select the Download arrow for the report.



You will see a pop up in the top right corner of the screen. Select open.



The excel sheet or PDF (depending on what you chose) will now show here, select open. You can then save this locally.

There are also short videos on the school's intranet page that may also help you.



Schools HR & Payroll

iTrent

[iTrent Time Element Decision Tree](#)

A range of materials are available in this [shared Microsoft Teams folder](#) to suit your learning preferences. These are a mix of bite-size videos and step-by-step quick reference guides which cover the following topics:

Sickness absences:

- [Adding a sickness absence](#)
- [Closing a sickness absence](#)
- [Viewing sickness absences](#)
- [Adding a return to work interview](#)

Maternity, Adoption, Paternity and Shared Parental leave (Family Leave):

- [Viewing family leave](#)

Time & Expense claims:

- [Adding a time claim](#)
- [Adding a mileage claim](#)
- [Managing private vehicles](#)
- [Checking a time or mileage claim](#)

iTrent familiarisation:

- [Searching for employees in iTrent](#)
- [Navigating easily around iTrent](#)

Reports:

- [Running a report](#)