

Sickness Data Report

Who can access this report

The sickness data report can be accessed by anyone with the following myTeam roles.

Role	Reporting Ability
myTeam	Able to report on any staff member they manage directly.
myTeam (HR)	Able to report on any staff member within the organisational unit(s) they administer.
myTeam (Head)	Able to report on any staff member within the organisational unit(s) they hold the myTeam (Head) role for.

What will this report show me?

The sickness data report allows you to view and generate management information on all instances of sickness for staff members over various periods. For example over a 12 month period or on a particular date.

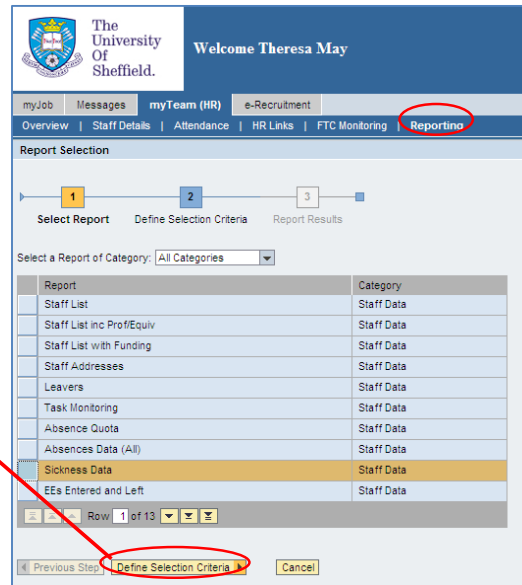
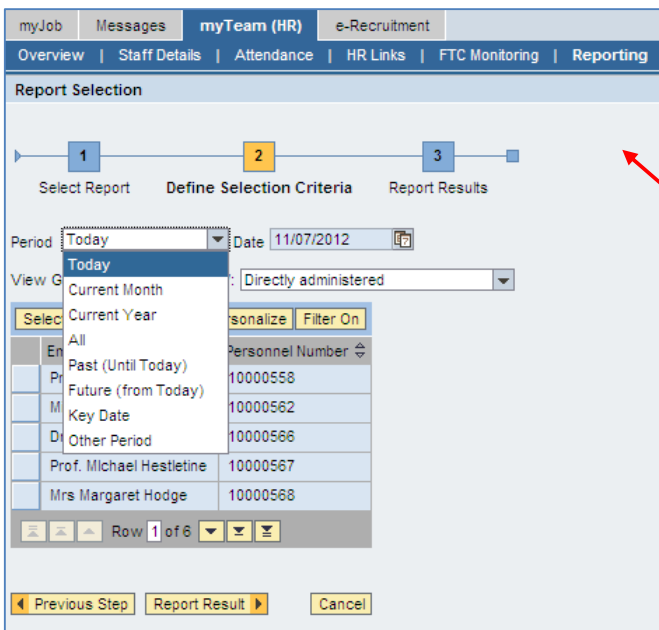
Examples of the type of management information you will be able to identify via this report include:

- the proportion of absences that are long term and short term,
- % of sickness episodes attributed to a disability or work related issue,
- number of working days lost to sickness,
- number of episodes attributable to a given sickness absence reason code,
- compliance with fit note certification requirements (i.e. any period of absence lasting more than 7 days would require a fit note),
- how many Return to Work (RTW) interviews resulted in further action.

You would also be able to identify, (based on the number of working days lost/number of sickness absence episodes recorded for a given individual in any 12 month period), whether a RTW interview should have been undertaken and if it was.

How do I run this report?

1. You access the report through your myTeam role and by clicking on the 'Reporting' heading.
2. Select the Sickness Data report and then click 'Define Selection Criteria'



You can choose the relevant time period you want to report on and staff members you want to look at.

NB: If you do not select a different reporting period the report settings will default onto 'today'

How to interpret the Report

The report will automatically provide the chosen staff member(s) Organisational Unit, Name, Personnel Number along with the category and relevant sub category of the absence.

In addition the report will provide the following:

Field	Description
Start Date & End Date	Shows the start/end date of that individual period of leave.
Start Time & End Time	Should only be present is the staff member has taken a partial day of sickness.
Wrk Days (Working days in period)	Shows the total number of days absent within the period you are looking at. NB: You can then calculate the ' number of available working days lost '. Over the period of a year there are 220 available working days for a full time staff member on grade 7 and above and 217 for those on grades 1 to 5. <i>Depending on the working pattern of the member of staff in question and the reporting period these figures may vary.</i>
LT or ST (long term or short term absence)	The University categorises absences into Long or Short term. Any absence of 4 weeks or more is classed as a Long-term absence.
Work Related	Indicates if the absence was flagged as work related.
Disability Related	Indicates if the absence was flagged as disability related.
Date Notified	Indicates the date the employer was notified.
Cert From	Indicates when the Doctor's Certificate or Fit Note begins.
Cert End	Indicates when the Doctor's Certificate or Fit Note ends.
RTW Interview	Show the date the Return to Work Interview was held.
RTW –Action	Shows if any action was required following the Return to Work Interview.
Additional Details	Displays any additional information entered regarding the reason for the absence.
Number	Displays the total number of absences within the reporting period.

Further Analysis

If you would like to analyse the data further you are able to add additional fields to the report by clicking on the '**More**' option and selecting '**Change Layout**'

The screenshot shows the 'Sickness List' report with a 'More...' menu open. The 'Change Layout' dialog box is also open, showing the 'Displayed Columns' and 'Column Set' sections. The 'Change layout...' option in the 'More...' menu is highlighted in orange.

Text	Example
Text Personnel Area	E.g. Academic or Administration
Text Personnel Subarea	E.g. Research, or Technical
Text Employee Subgroup	E.g. University Grade or Prof & Equiv

Here you can choose to add additional columns such as:

Text Personnel Area	E.g. Academic or Administration
Text Personnel Subarea	E.g. Research, or Technical
Text Employee Subgroup	E.g. University Grade or Prof & Equiv

Exporting the Report

You can export the report into Excel by clicking **Menu – List – Export – Spreadsheet**

The screenshot shows the SAP Sickness List report interface. The title bar reads "Sickness List". The menu bar includes "Menu", "Back", "Exit", "Cancel", "System", "Details", "Sort in Ascending Order", "Sort in descending order", "Set filter", "Total", "Subtotals...", "Print preview", and "More...". The "List" menu is open, showing options: "Print preview" (Ctrl+Shift+F10), "Print" (Ctrl+P), "Crystal Reports batch printing", "Export" (highlighted), "Send To", and "Exit" (Shift+F3). The "Export" sub-menu is open, showing options: "Word processing...", "Spreadsheet..." (highlighted), "Local file..." (Ctrl+Shift+F9), "Additional Functions of SAP Query", "Crystal Reports File", "Copy URL to Clipboard", and "XML Export..." (Shift+F6). The background table has columns: "Start Date", "End Date", "Sta...", "End TI...", "Sick Category", and "Sickness Sub". Data rows include: "10.07.2012", "12.07.2012", "Mental Health", "Depression"; "physical Health", "Back Related"; and "physical Health", "Pregnancy rel". A row for "10000568 Mrs Margaret Hodge" is also visible.

Please Note: Details as to who has reached a trigger will continue to be provided automatically to the individual's manager via the existing 'trigger' report.