

NHS ELECTRONIC STAFF RECORD

ESR-NHS0247 - GUIDE TO ESRBI ABSENCE ANALYSIS DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

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22/11/2016	Matt Madya	1.0	Initial Release
03/04/2017	Matt Madya	2.0	Updated following new ESRBI developments
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DISTRIBUTION

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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Absence Analysis Dashboard

Description

This dashboard is designed to contain analyses relating to all types of absence. Please note that on this dashboard organisation prompts will return all organisations that existed within the period to enable users to select organisations that were used in the past to enable retrospective reporting.

Allocation

This dashboard is available to the following URPs:

XXX Absence Administration

XXX Absence Management (Read Only)

XXX Administrator Self Service (Payroll Approvals Not Required)

XXX Administrator Self Service (Payroll Approvals Required)

XXX BI Administration

XXX Finance Reporting

XXX Finance Reporting and Hub Mapping

XXX HR Administration

XXX HR Administration (With RA)

XXX HR Management

XXX Manager Self Service (Payroll Approvals Not Required)

XXX Manager Self Service (Payroll Approvals Required)

XXX Supervisor Self Service

XXX Supervisor Self Service (Limited Access)

Absence Trending Tab

This tab aims to show trends of absence in the organisation. The first analysis shows the monthly absence rate (% of FTE Lost) over a number of years enabling organisations to compare absence rates and seasonal trends year to year.

Please Note: This analysis has an optional Target measure to allow users to see the year on year performance against a set target.

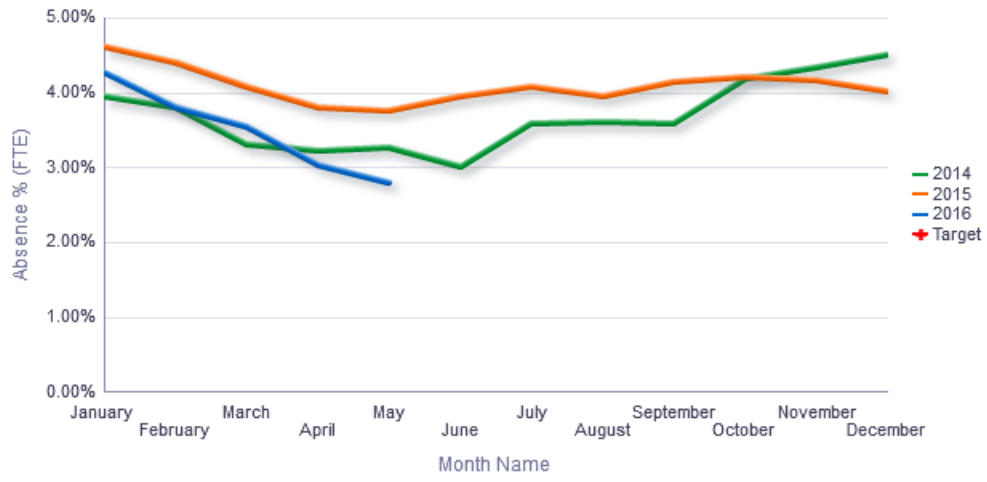
View Selectors:

Line Graph (Default)

Pivot Table

Example Screenshot

View as



Absences by Day of Month

This analysis shows (by default) the previous 12 months of absence grouped by month and the day in the month in a calendar-style view. For example if an absence starts from 1st July and ends on 31st, then all the 31 cells of that month would show a '1'. The analysis also shows the number of absences occurring on each day of the week. For example, if an absence started on the first day of the week (Sunday by default) and ran for 7 days, then all the 7 cells of that week would show a '1'.

The analysis contains prompts for the start and end date, as well as a prompt for the user to update the number of days to be highlighted within the Absences by Day of Month view (default of 30). Please note that the Absences by Day of Week view has been designed to highlight each week's Highest (Red) and Lowest (Green) absences by default.

View Selectors:

- Absences by Day of Month (default)
- Absences by Day of Week

Example Screenshot

Date Between - Show Absences by Day of Month Highest / Lowest

View:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May 2016	89	87	110	115	116	113	91	91	111	125	125	120	121	101	100	116	121	118	120	113	100	99	120	134	126	123	120	102	103	102	107
June 2016	110	103	110	98	97	112	119	130	130	127	103	103	128	132	126	125	119	102	102	126	124	132	134	134	117	116	129	128	132	128	
July 2016	131	114	113	136	135	138	144	152	131	129	154	161	151	152	148	130	128	140	140	145	147	148	124	124	141	151	155	156	154	131	129
August 2016	139	143	146	148	147	124	121	136	144	143	142	145	125	124	144	143	143	142	135	118	119	133	137	138	135	132	116	115	113	134	138
September 2016	142	137	122	121	125	133	137	139	136	121	120	150	149	153	153	143	117	116	133	143	151	152	152	126	122	134	141	147	150	155	
October 2016	127	127	151	154	156	160	159	141	138	149	161	158	159	156	130	129	162	171	168	167	161	133	132	156	171	174	175	168	140	141	165
November 2016	176	165	166	163	135	134	157	165	157	160	164	127	128	150	163	172	166	157	126	123	164	166	162	161	158	131	129	157	160	165	
December 2016	160	159	130	130	156	167	163	159	155	129	128	164	168	165	166	170	136	135	160	164	164	158	151	134	132	130	129	138	144	148	136
January 2017	133	134	170	179	184	179	145	146	169	174	174	169	173	144	144	166	173	177	175	176	149	148	173	180	181	192	186	148	147	192	203
February 2017	198	208	205	164	160	191	180	185	180	174	149	148	153	152	156	153	154	134	131	142	142	141	144	147	124	124	139	146			
March 2017	153	149	148	131	129	142	151	159	163	151	130	129	147	149	154	150	152	132	132	146	155	154	154	149	132	131	156	171	167	165	168
April 2017	142	141	158	162	167	165	165	140	138	147	144	144	139	126	118	119	117	134	141	144	134	121	121	129	139	145	140	137	118	119	

- - -

Absence Entry/End Tab

Description

This tab of the absence dashboard is designed to display a number of analyses related to Absence Entry.

Prompts

- Organisation
- Absence Category
- Absence Type (default value of 'Sickness')
- Absence Reason
- Date From (default value of first day of month from 12 months ago)
- Date To (default value of last day of Last Month)
- Person Type(s) (default values 'Employee', 'Employee and Applicant')
- Employee Person Type(s)
- Assignment Category

Staff Group
Occupation Code
Pay Grade(s)
Assignment Status
Primary Assignments Only
Organisation Level 1-13
Interface Flag
* Target Entry/End Time (Days)

Average Time to Enter/End Absence - Timeline

Description

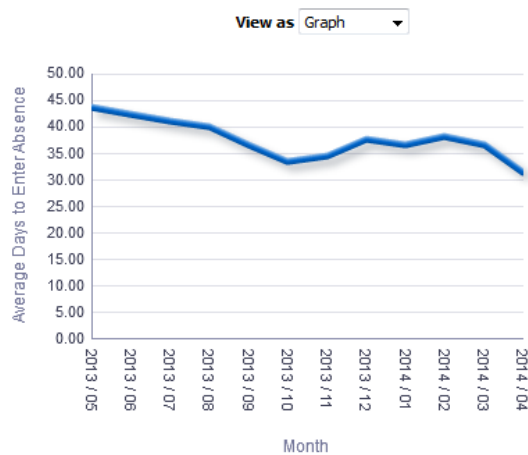
This analysis is designed to show the average time taken from when an absence occurred to when the absence was entered in Days by Month. By default it is set to the previous 12 months.

Data Items

Title	Description
Time to Enter Absence	"Absence Attributes"."Absence Time to Enter"
Time to End Absence	"Absence Attributes"."Absence Time to End"
Org Level (1-13)	
Month	

Example Screenshot

Average Time to Enter Absence - Timeline



Views

- Enter – Line Graph (default)
- Enter – Pivot Table
- Enter – Table
- End – Line Graph (default)
- End – Pivot Table
- End – Table

Prompts

Org Level

Actions

None

Percentage of Absence Entered/Ended Within X Days

Description

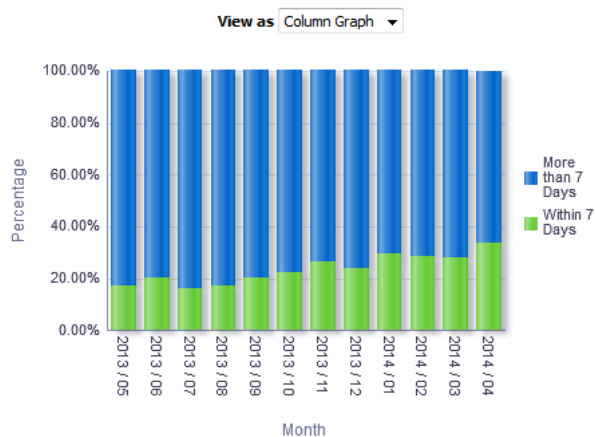
This analysis is designed to show the percentage of Absence entered and not entered within a set number of days. The number of days can be set using the available slider.

Data Items

Title	Description
Time to Enter Absence	"Absence Attributes"."Absence Time to Enter"
Time to End Absence	"Absence Attributes"."Absence Time to End"
# Absence Occurences	
Percentage of Absence Occurrences	"Absence Facts"."# Absence Occurrences" / CAST(SUM("Absence Facts"."# Absence Occurrences" BY "Time"."Month") AS DOUBLE) * 100
Month	

Example Screenshot

Percentage of Absence Entered within 7 Days



Views

- Enter – Bar Graph (default)
- Enter – Pivot Table
- Enter – Table
- Enter – Area Graph
- End – Bar Graph (default)
- End – Pivot Table
- End – Table
- End – Area Graph

Prompts

Target Entry Time (Days)

Actions

None

Percentage of Absence Entered/Ended Within X Days - Timeline

Description

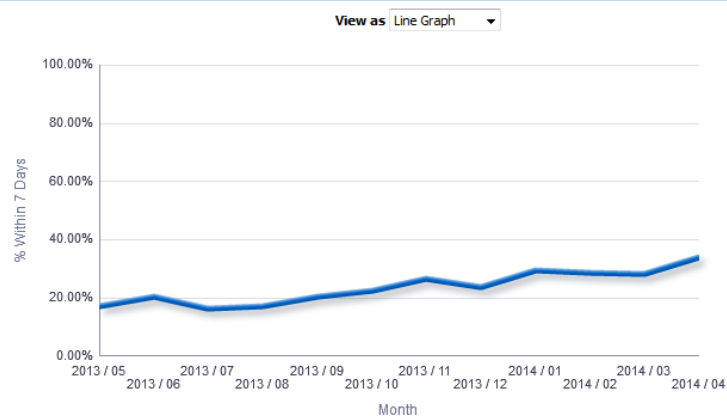
This analysis is designed to show the percentage of Absence entered within a set number of days and is linked to the Absence Entry Detail analysis allowing the user to click on a value and update the Absence Entry Detail. The number of days can be set using the available slider.

Data Items

Title	Description
Time to Enter Absence	"Absence Attributes"."Absence Time to Enter"
Time to End Absence	"Absence Attributes"."Absence Time to End"
# Absence Occurrences	
Month	

Example Screenshot

Percentage of Absence Entered within 7 Days
Click a value in the chart below to update the detail view



Views

- Enter – Bar Graph
- Enter – Pivot Table
- Enter – Table
- Enter – Line Graph (default)
- End – Bar Graph
- End – Pivot Table
- End – Table
- End – Line Graph (default)

Prompts

Target Entry Time (Days)

Actions

Select a value to update detail analysis

Absence Entry/Ending Detail

Description

This analysis is designed to show the detail of each absence occurrence as selected using the Percentage of Absence Entered Within X Days analysis.

Data Items

Title	Description
Employee Number	
Employee Name	
Absence Entered Date	
Absence Start Date	
Absence End Date	
Absence End Entered Date	"Absence Attributes"."Absence End Date Entered Date"
Days to Enter	"Absence Attributes"."Absence Time to Enter"
Days to End	
Interface Flag	

Example Screenshot

Month 2022 / 09

Org Level 120 Velindre University NHS Trust

Employee Number	Employee Name	Absence Entered Date	Absence Start Date	Absence End Date	Absence End Date Entered Date	Days to Enter	Days to End	Interface Flag
12345678	Blogs, Mr. Joe	03/04/2020	29/03/2020	14/10/2022		5		N
12345678	Blogs, Mr. Joe	23/04/2021	01/04/2021	02/09/2022		22		N
12345678	Blogs, Mr. Joe	10/02/2022	31/05/2021	22/01/2023		255		N
12345678	Blogs, Mr. Joe	14/06/2021	14/06/2021	28/04/2023	03/04/2023	0		N
12345678	Blogs, Mr. Joe	03/09/2021	01/09/2021	30/01/2023		2		N
12345678	Blogs, Mr. Joe	04/11/2021	04/11/2021	24/10/2022		0		N
12345678	Blogs, Mr. Joe	03/02/2022	08/11/2021	31/12/4712		87		N
12345678	Blogs, Mr. Joe	13/12/2021	12/11/2021	20/05/2023	24/05/2023	31	4	N
12345678	Blogs, Mr. Joe	18/11/2021	18/11/2021	16/09/2022		0		N
12345678	Blogs, Mr. Joe	21/03/2023	04/01/2022	21/02/2023		441		N
12345678	Blogs, Mr. Joe	12/04/2022	22/02/2022	26/09/2022		49		N
12345678	Blogs, Mr. Joe	07/03/2022	24/02/2022	12/01/2023		11		N
12345678	Blogs, Mr. Joe	08/03/2022	08/03/2022	16/01/2023		0		N

Actions

None

Absence Entry/Ending Analysis

Description

This analysis is designed to identify absences where employee pay may be affected. Absences are restricted to sickness, maternity, and unpaid leave.

Prompts

Absence Entered >=
 Absence End Date Entered >=
 Period End Date <=
 Effective Date

Data Items

Title	Description
Organisation	
Employee Name	
Employee Number	
Assignment Number	
Email Address	
Primary Assignment Flag	
Supervisor Name	
Supervisor Email Address	
Absence Type	
Absence Reason	
Interface Flag	
Absence Start Date	
Absence End Date	
Absence Entered Date	The date the absence is entered in ESR
Absence End Date Entered Date	The date the absence end date is entered in ESR
Sickness Absence Half Pay Start Date	
Sickness Absence Nil Pay Start Date	

Example Screenshot

Absence Type	Absence Reason	Interface Flag	Absence Start Date	Absence End Date	Absence Entered Date	Absence End Date Entered Date	Sickness Absence Half Pay Start Date	Sickness Absence Nil Pay Start Date
Unpaid Authorised Special	Other	N	08/08/2023	13/08/2023	15/08/2023	15/08/2023		
Unpaid Authorised Special	Other	N	08/08/2023	13/08/2023	15/08/2023	15/08/2023		
Sickness	S25 Gastrointestinal problems	Y	11/05/2023	06/07/2023	06/06/2023	15/08/2023	18/07/2023	01/10/2023
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Unpaid Authorised Special	Other	N	01/08/2023	31/12/4712	18/08/2023			
Sickness	S25 Gastrointestinal problems	N	16/08/2023	20/08/2023	21/08/2023	21/08/2023	22/08/2023	22/11/2023
Maternity	Maternity Leave	N	03/10/2022	20/08/2023	27/09/2022	15/08/2023		
Sickness	S12 Other musculoskeletal problems	Y	24/05/2023	13/08/2023	06/06/2023	22/08/2023	20/08/2023	18/02/2024
Sickness	S12 Other musculoskeletal problems	Y	24/05/2023	13/08/2023	06/06/2023	22/08/2023	20/08/2023	18/02/2024
Sickness	S12 Other musculoskeletal problems	N	15/07/2023	31/12/4712	15/08/2023		15/08/2023	15/10/2023

Without Absence Tab

Description

This tab is designed to give the details of assignments that have not had an absence during a period. A summary graph also shows a count of assignments with and without an absence during the period.

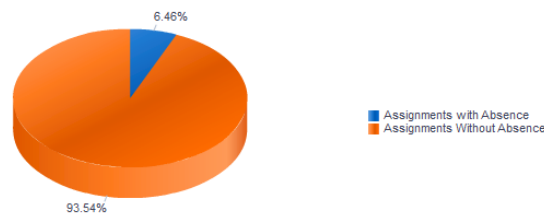
Prompts:

Absence Type (Default: Sickness)
 Absence Category (Default: All Column Values)
 Absence Reason(Default: All Column Values)
 Date Between (Default: Previous 12 full months)

Data Items

Assignment Number	Organisation
Employee Number	Pay Scale
Employee Name	Latest Start Date
Position Title	Staff Group
Org Level 1-13	Org Cost Centre Level 1-12

Example Screenshot



All Assignments	Assignments with Absence	Assignments Without Absence	Percentage
960	62	898	93.54%

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Assignment Number	Employee Number	Employee Name	Position Title	Pay Scale	Organisation	Latest Start Date	Staff Group
20055417	20055417	007Lane, Mrs. Sarah	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055651	20055651	007Lawrence, Mrs. Mary	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055462	20055462	007Lewis, Miss Sarah	Health Care Asst Band 3	XR03	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055290	20055290	007Neville, Mrs. Christine	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055459	20055459	007Smith, Mr. Ben	Staff Nurse Band 5	XR05	504 Ward 9	15/07/2003	Nursing and Midwifery Registered
20055590	20055590	008Holloway, Mr. Simon	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055247	20055247	008Lawrence, Mrs. Mary	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055561	20055561	008Lewis, Miss Sarah	Health Care Asst Band 3	XR03	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20055577	20055577	008Smith, Mr. Ben	Staff Nurse Band 5	XR05	504 Ward 9	15/07/2003	Nursing and Midwifery Registered
20055529	20055529	008Steele, Mrs. Kerry	Staff Nurse Band 5	XR05	504 Ward 9	01/01/2001	Nursing and Midwifery Registered
20095269	20095269	320, Miss Monica	Staff Nurse Band 6	XR06	504 Ward 10	01/06/2006	Nursing and Midwifery Registered
20095048	20095048	320, Mrs. Neela	Staff Nurse Band 6	XR06	504 Ward 10	01/06/2006	Nursing and Midwifery Registered

Maternity Tab

Description

This tab is designed to give details of staff currently on Maternity Leave and staff recently returned from Maternity Leave.

Prompts:

Days ago (Mat Returnees) (Default 90)

Staff currently on Maternity leave

Description

This analysis is designed to give a detailed view of staff currently on Maternity Leave based on an Absence Type of Maternity. It also highlights where Assignment Status has not been set to Maternity & Adoption.

Data Items

Contract Hours	Assignment
Employee Name	Organisation
Position Title	Role
Pay Scale	FTE
Assignment Category	Assignment Status
Absence Start Date	Expected Date of Return
Due Date	Intends to Return
KIT Days	Number of KIT Days
Contract End Date	Primary Assignment
Calendar Days Taken	Days Left
Staff Group	Organisation Level 1-13
Risk Assessment Date	Pay Step Date

Example Screenshot

Staff Currently on Maternity Leave											
Assignment	Employee Name	Organisation	Position	Role	Pay Scale	FTE	Contract Hours	Assignment Category	Assignment Status	Absence Start Date	Expected Date of Return
12345678	Test Employee	Test Organisation	Test	Test Role	Consultant (post 31 Oct)	0.65	6.5	Permanent	Maternity & Adoption	08/09/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 2	0.50	18.8	Permanent	Maternity & Adoption	31/08/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 2	0.67	25.0	Permanent	Maternity & Adoption	01/12/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	0.43	16.0	Permanent	Maternity & Adoption	01/10/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	0.50	18.8	Permanent	Maternity & Adoption	05/11/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	0.61	23.0	Permanent	Active Assignment	21/09/2008	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	1.00	37.5	Permanent	Maternity & Adoption	11/08/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	1.00	37.5	Permanent	Maternity & Adoption	16/08/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	1.00	37.5	Permanent	Maternity & Adoption	19/10/2014	
12345678	Test Employee	Test Organisation		Test Role	Non Review Body Band 3	1.00	37.5	Permanent	Maternity & Adoption	10/11/2014	

Rows 1 - 10
[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Staff Recently Returned from Maternity Leave

Description

This analysis is designed to give a detailed view of staff recently returned from Maternity Leave based on an Absence Type of Maternity.

Data Items

Contract Hours	Assignment
Employee Name	Organisation
Position Title	Role
Pay Scale	FTE
Assignment Category	Number of KIT Days
Absence Start Date	Primary Assignment
Staff Group	Organisation Level 1-13
Risk Assessment Date	

Example Screenshot

Assignment	Employee Name	Organisation	Position Title	Role	Pay Scale	FTE	Contract Hours	Assignment Category	Absence Start	Absence End
12345678	Test Employee	Test Org	Test Position	Test Role	Non Review Body Band 6	1.00	37.5	Permanent	14/07/2014	12/04/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Review Body Band 5	0.64	23.9	Permanent	01/09/2014	12/04/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Review Body Band 6	1.00	37.5	Permanent	25/08/2014	05/04/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Specialty Registrar	1.00	40.0	Fixed Term Temp	30/09/2014	30/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Review Body Band 2	0.92	34.5	Permanent	30/06/2014	29/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Specialty Doctor	0.40	4.0	Permanent	29/04/2014	29/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Review Body Band 2	1.00	37.5	Permanent	06/06/2014	08/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Non Review Body Band 3	1.00	37.5	Permanent	03/03/2014	03/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Non Review Body Band 2	0.53	20.0	Permanent	01/06/2014	01/03/2015
12345678	Test Employee	Test Org	Test Position	Test Role	Non Review Body Band 3	1.00	37.5	Permanent	03/08/2014	01/03/2015

Rows 1 - 10
[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Reason Analysis Tab

Description

This page of the dashboard contains two analyses, both designed to show a range of absence measures by absence reason, grouped by a range of items including Age band, Job Role and Staff Group. Measures included are FTE Lost, FTE Lost %, Number of Absence Occurrences, Headcount and Assignment Count.

Reason Analysis

Description

This analysis is designed to show a range of absence measures by absence reason, grouped by Age Band, Staff Group, Job Role, Occupation Code, Long-Term/ Short-Term or Org L1-6. Measures included are FTE Lost, # Absence Occurrences, FTE Lost % by Reason, Headcount and Assignment Count.

View Selectors:

- Pivot Table (Default)
- Pivot Table (Including L2 Reason)
- Graph
- Tree-map (FTE Lost)

Action Links:

None

Data Items

Age Band	Staff Group
Job Role	Occupation Code
Long Term/ Short Term	Absence Reason
FTE Lost	# Absence Occurrences
FTE Lost % by Reason	Headcount
Assignment Count	Organisation Level 1-8

Example Screenshot

Grouping: Age Band Measure: FTE Lost % by Reason View as: Pivot Table

Absence Reason	<=20 Years	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	>=71 Years	Grand Total
S10 Anxiety/stress/depression/other psychiatric illnesses	0.83%	2.05%	7.52%	10.96%	10.75%	14.97%	21.62%	16.96%	11.71%	2.18%	0.15%	0.31%	100.00%
S11 Back Problems		2.04%	7.01%	5.45%	8.30%	11.69%	15.06%	24.70%	11.41%	13.07%	1.27%		100.00%
S12 Other musculoskeletal problems		0.30%	8.60%	7.66%	5.59%	3.61%	12.50%	31.69%	23.33%	2.88%	1.24%	2.58%	100.00%
S13 Cold, Cough, Flu - Influenza	0.55%	8.06%	10.03%	12.90%	12.02%	15.40%	12.81%	13.15%	10.83%	3.55%	0.70%		100.00%
S14 Asthma				5.98%	1.49%	35.08%	50.30%	4.66%	2.49%				100.00%
S15 Chest & respiratory problems		0.84%	2.56%	11.24%	3.01%	28.33%	12.12%	12.01%	16.26%	3.37%	2.18%	8.07%	100.00%
S16 Headache / migraine		5.71%	12.44%	9.46%		20.87%	14.82%	7.90%	18.66%	8.85%	1.29%		100.00%
S17 Benign and malignant tumours, cancers				0.37%	22.90%	3.11%	18.52%	16.18%	22.22%	14.79%	1.92%		100.00%
S18 Blood disorders	31.18%	1.08%	4.30%						63.44%				100.00%
S19 Heart, cardiac & circulatory problems		0.05%	5.01%	10.28%	3.04%	13.52%	14.90%	26.17%	22.71%	3.31%	1.02%		100.00%
S20 Burns, poisoning, frostbite, hypothermia				15.25%	8.47%				76.27%				100.00%
S21 Ear, nose, throat (ENT)	6.39%	9.74%	20.66%	7.61%	18.38%	12.32%	12.27%	9.96%	2.43%	0.25%			100.00%
S22 Dental and oral problems	1.47%	5.28%	6.81%	4.25%	9.42%	17.43%	45.11%	9.87%	0.37%				100.00%
S23 Eye problems	4.04%	1.59%	7.25%	23.69%	6.21%	6.46%	12.68%	36.36%	1.71%				100.00%
S24 Endocrine / glandular problems	23.26%	0.51%	8.22%				41.61%	26.40%					100.00%
S25 Gastrointestinal problems	0.99%	4.53%	10.91%	7.50%	16.04%	9.34%	12.89%	22.00%	5.87%	0.16%			100.00%
S26 Genitourinary & gynaecological disorders	1.98%	3.59%	4.17%	7.63%	27.87%	14.27%	18.83%	16.33%	0.26%	5.07%			100.00%
S27 Infectious diseases	14.54%	10.47%	2.04%	1.05%	2.91%	35.02%	23.97%	0.58%	9.42%				100.00%
S28 Injury, fracture	0.01%	2.98%	8.51%	14.18%	4.40%	9.32%	8.15%	20.00%	21.58%	8.05%	2.81%		100.00%
S29 Nervous system disorders	28.82%	1.50%	1.42%	33.54%	1.33%	0.37%	21.74%	10.53%	0.75%				100.00%
S30 Pregnancy related disorders	0.08%	2.26%	22.34%	52.73%	13.03%	7.04%	2.52%						100.00%
S31 Skin disorders		0.55%	4.33%	28.33%	0.37%	21.69%	13.74%	2.58%	24.27%	3.69%	0.44%		100.00%
S98 Other known causes - not elsewhere classified	0.05%	1.12%	5.71%	6.89%	13.11%	23.89%	21.77%	10.14%	13.83%	2.01%		1.47%	100.00%
S99 Unknown causes / Not specified		1.12%	7.79%	8.89%	13.31%	29.69%	9.19%	10.41%	9.44%	10.13%	0.03%		100.00%

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FTE Lost % by Age Band

Description

This analysis is similar to the Reason analysis above, but returns Total FTE Lost as a percentage by Age Band rather than Absence Reason.

View Selectors:

Graph (Default)

Pivot Table

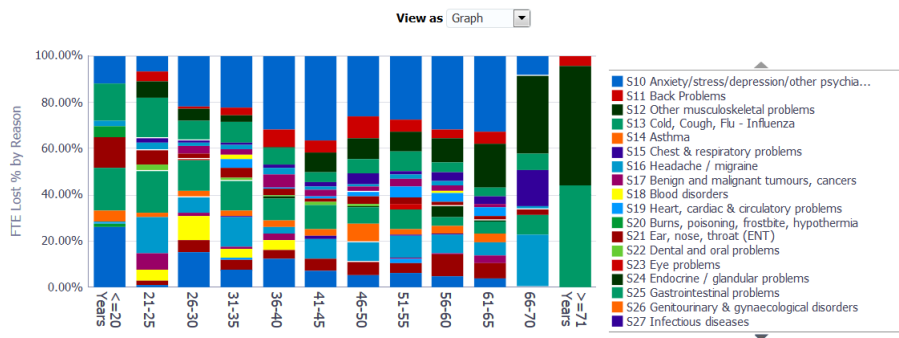
Data Items

FTE Lost % by Reason	Age Band
Absence Reason	

Example Screenshot

FTE Lost % by Age Band

This analysis is similar to the Absence Reasons analysis but returns Total FTE Lost as a percentage by Age Band rather than Absence Reason. It also highlights the highest percentage within each age band range when viewed as a Pivot Table.



Absence Trend by Sickness Reason(s)

Description

This analysis is designed to return a timeline of absence measures grouped by Sickness Absence Reason (S10, S98-99 by default) and based on a user defined period (3yrs by default). Users are able to plot one or more sickness reasons as required, enabling them to compare reasons against each other. Measures included are FTE Lost, # Absence Occurrences and FTE Lost % by Reason.

Prompts:

Date Between
Sickness Reason(s)

View Selectors:

Line Graph (Default)
Area Graph
Pivot Table

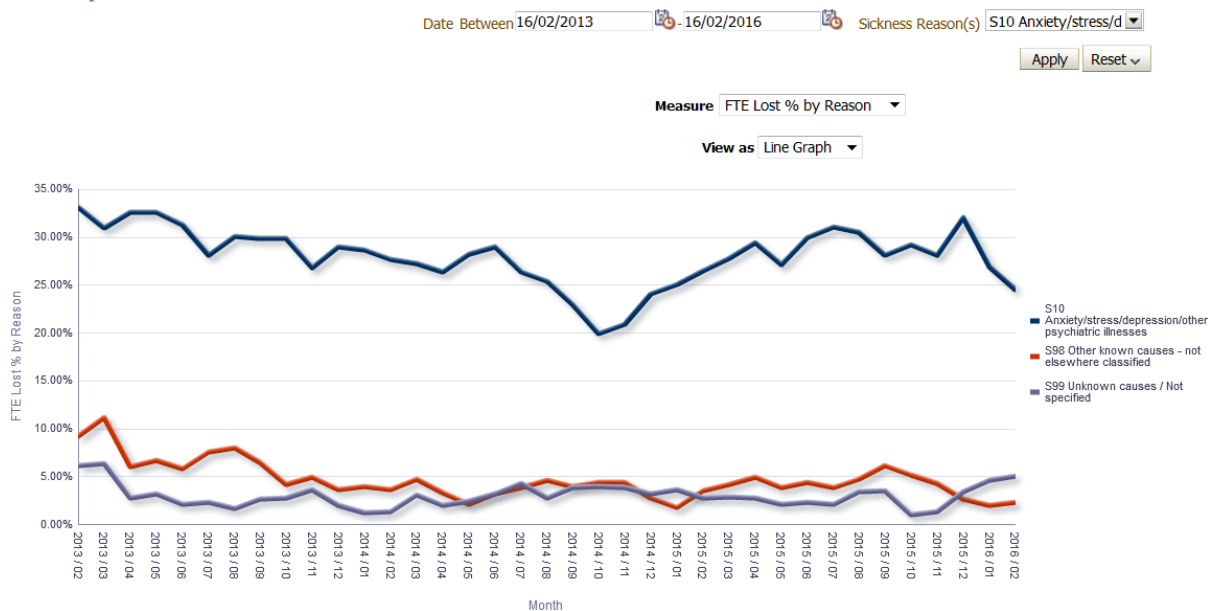
Action Links:

None

Data Items

FTE Lost	# Absence Occurrences
FTE Lost % by Reason	

Example Screenshot



Headroom Analysis Tab

Description

This analysis returns total Absence FTE % for all Absence Types against a user defined Headroom figure. Results are broken down by month and a narrative is provided above the main Graph which explains the difference between the total Absence FTE % and the Headroom figure entered.

Please note that users will be prompted to enter a Headroom figure using the Headroom prompt before they can view any results.

View Selectors:

Graph (Default)
Pivot Table

Prompts:

Absence Type (Default: All Column Values)
*Headroom

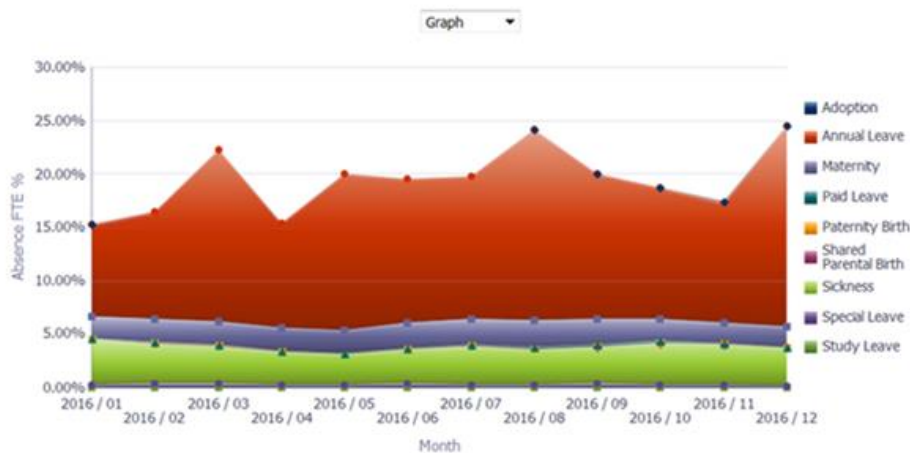
Data Items

Absence Type	Month
Absence FTE %	

Example Screenshot

Organisation(s) Absence Type Absence Category Absence Reason
 Date Between - Person Type(s) Assignment Category
 Employee Person Type(s) Staff Group(s) Occupation Code Job Role
 Employee Location Pay Grade(s) Primary Assignments Only * Headroom

Total Absence FTE % is 19.55%. Headroom set using dashboard prompt is 20.00% meaning **Total Absence FTE % is Less than or Equal to Headroom.**



Annual Leave Booking Method Tab

Description

This analysis shows the different methods used to book Annual Leave over a period of time. It is designed to help promote self-booking of leave via Employee Self Service.

Data Items

Title	Description
Total Booking Count	
Absence URPs	Number of Annual Leave bookings made by Absence URPs
HR URPs	Number of Annual Leave bookings made by HR URPs
Payroll URPs	Number of Annual Leave bookings made by Payroll URPs

Employee Self Service	Number of Annual Leave bookings via Employee Self Service
Manager, Supervisor and Administrator Self Service	Number of Annual Leave bookings made via Manager, Supervisor and Administrator Self Service
Absence URPs %	Number of Annual Leave bookings made by Absence URPs / Total Booking Count * 100
HR URPs %	Number of Annual Leave bookings made by HR URPs / Total Booking Count * 100
Payroll URPs %	Number of Annual Leave bookings made by Payroll URPs / Total Booking Count * 100
Employee Self Service %	Number of Annual Leave bookings made via Employee Self Service / Total Booking Count * 100
Manager, Supervisor and Administrator Self Service %	Number of Annual Leave bookings made via Manager, Supervisor and Administrator Self Service / Total Booking Count * 100

Prompts

Organisation(s)
 Person Type
 Employee Person Type
 Annual Leave Booking Date Between

View Selectors

Line Graph (Default)
 Bar Graph

Example Screenshot



Approaching Half or Nil Pay Tab

Description

This analysis returns employees approaching half or nil pay within a period selected by the user.

The 'Cumulative Calendar Days' column returns the number of absence days for each assignment between (start of current absence -365) and current date.

Prompts:

Organisation(s)
 Staff Group(s)
 Assignment Category
 Employee Person Type(s)
 Assignment Status
 Occupation Code
 Job Role(s)
 Pay Grade(s)
 Subjective Code(s)
 Primary Assignments Only
 Employee Number
 * Period Start Date
 * Period End Date

Data Items

Last Name	Pay Scale
First Name	Cumulative Calendar Days
Title	Absence Start Date
Assignment Number	OSP Half Rate Start Date
Primary Assignment	OSP Nil Rate Start Date
Organisation	Days to Half Pay
Paypoint	Days to Nil Pay
Role	Organisation Level 1-13

Example Screenshot

Assignment Number	Primary Assignment	Organisation	Paypoint	Role	Pay Scale	Cumulative Calendar Days	Absence Start Date	OSP Half Rate Start Date	OSP Nil Rate Start Date
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	AK11			19/03/2015	17/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	AK11			31/03/2015	29/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	WSMA			19/03/2015	17/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	NP41			31/03/2015	29/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	NP41			12/02/2015	13/08/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	NP41	28,253	01/09/2014	03/03/2015	01/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	NP41			10/03/2015	08/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	NP41			05/02/2015	06/08/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	XR07			31/03/2015	29/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	XR07			12/02/2015	13/08/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	XR07	288,478	01/09/2014	03/03/2015	01/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	XR07			10/03/2015	08/09/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	XR07			05/02/2015	06/08/2015
12345678	Y	000 NHS ESR Organisation	Default Home	Analyst	MN37			14/08/2014	14/10/2014

Employees Approaching Half or Nil Pay (Emergency OSP Scheme)

Description

This analysis returns employees on the NHS Emergency OSP Scheme and approaching half or nil pay within a period selected by the user.

The analysis can be used to identify when the full days entitlement should be extended. Users can refer to UN3012 for further guidance.

Data Items / Example Screenshot

This analysis is a copy of the original Approaching Half or Nil Pay analysis therefore the fields and example are the same with the only difference being that this analysis is restricted to those employees on the NHS Emergency OSP Scheme.

SPC Tab

Description

The Statistical Process Control (SPC) analysis enables users to monitor and manage sickness absence.

Notes:

What does good look like? In this instance lower values are considered good.

Special Cause Improvement is defined as a trend of X (defined using the prompt) data points below the mean average OR X consecutively falling data points within the period.

Special Cause Concern is defined as a trend of X data points above the mean average OR X consecutively rising data points within the period. Only the last value of each trend is highlighted on the graph.

Any data points outside the Upper and Lower Process Limits are also highlighted. Any values falling within the range are In Control variation. Any values falling outside the range are Out of Control variation.

Standard deviation is a number used to tell how measurements for a group are spread out from the average (mean), or expected value. A low standard deviation means that most of the numbers are close to the average. A high standard deviation means that the numbers are more spread out.

Further information on SPC Reporting within the NHS can be found [here](#).

View Selectors:

Graph (Default)

Table

Prompts:

Absence Date Between

Upper and Lower @ Sigma

No. of data points to determine Special Variation

Absence Target

Data Items

Title	Description
Month	
Measure	Absence FTE %
Mean	Average Absence FTE % across the period
Target	User defined static value
Lower Process Limit	
Upper Process Limit	
Above Upper Limit	
Below Lower Limit	
Standard Deviation	Number used to tell how measurements for a group are spread out from the average (mean), or expected value.
Special Cause Concern	Defined as a trend of X data points above the mean average OR X consecutively rising data points within the period.
Special Cause Improvement	Defined as a trend of X (defined using the prompt) data points below the mean average OR X consecutively falling data points within the period.

Example Screenshot

