

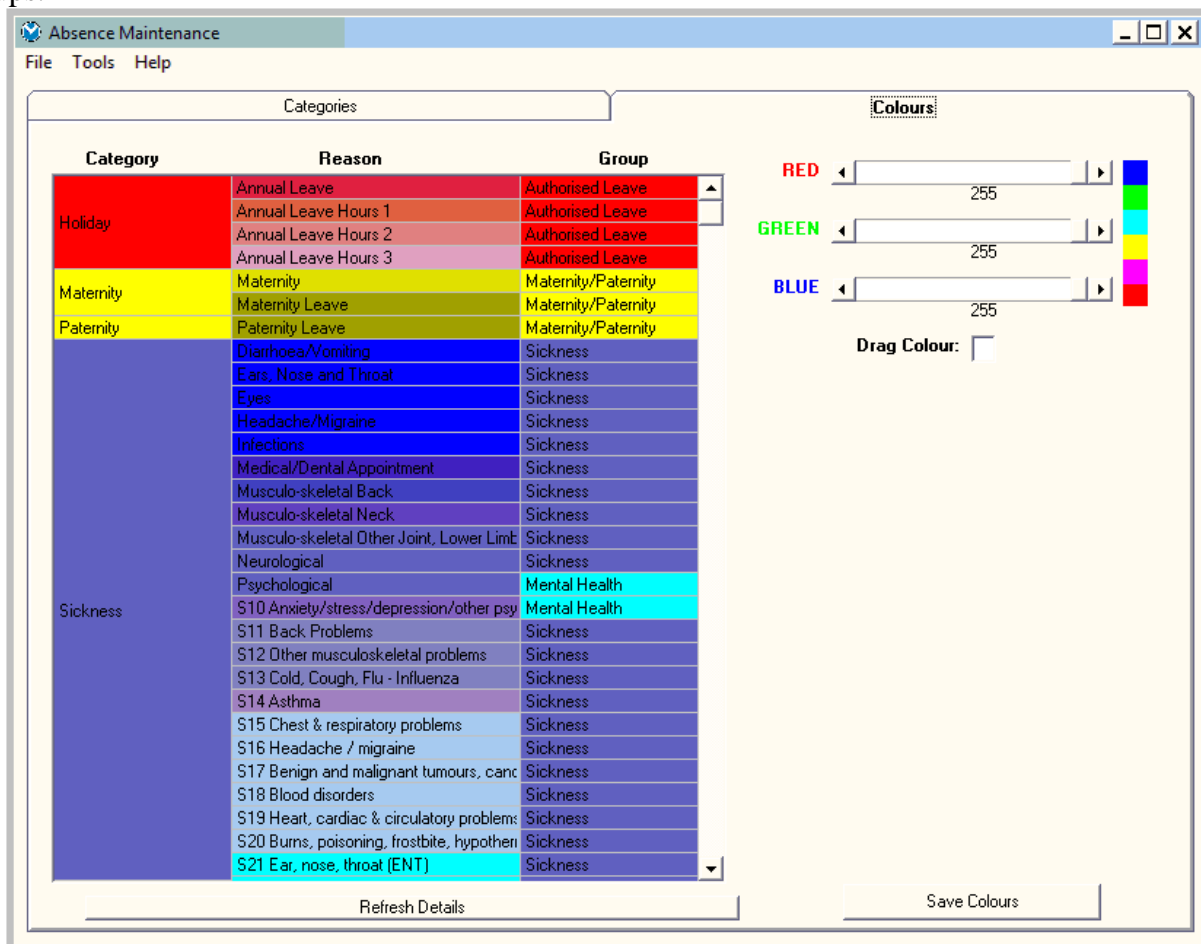
## ESRPayView - Absence Module

In conjunction with a number of our customers Meantime Systems have created a new Absence Module. The new functionality allows users to view and report on periods of Employee Absence in a variety of different ways.

The product has been designed to help Trusts implementing the Boorman Review into Health and Well Being. From the viewing of the absence calendar for an individual employee to the monitoring of absence for the whole or part of the organisation as defined in the Hierarchy the new module is designed to make the reporting and analysis of absence and absence trends as simple and quick as possible.

Data is downloaded by running an existing Shared report in ESR.

Simple maintenance screens allow the user set up and colour code Absence Reasons into different Categories and Groups.



The screenshot shows the 'Absence Maintenance' application window. It features a menu bar (File, Tools, Help) and a main area divided into two sections: 'Categories' and 'Colours'.

**Categories Section:**

Category	Reason	Group
Holiday	Annual Leave	Authorised Leave
	Annual Leave Hours 1	Authorised Leave
	Annual Leave Hours 2	Authorised Leave
	Annual Leave Hours 3	Authorised Leave
Maternity	Maternity	Maternity/Paternity
	Maternity Leave	Maternity/Paternity
Paternity	Paternity Leave	Maternity/Paternity
Sickness	Diarrhoea/Vomiting	Sickness
	Ears, Nose and Throat	Sickness
	Eyes	Sickness
	Headache/Migraine	Sickness
	Infections	Sickness
	Medical/Dental Appointment	Sickness
	Musculo-skeletal Back	Sickness
	Musculo-skeletal Neck	Sickness
	Musculo-skeletal Other Joint, Lower Limb	Sickness
	Neurological	Sickness
	Psychological	Mental Health
	S10 Anxiety/stress/depression/other psy	Mental Health
	S11 Back Problems	Sickness
	S12 Other musculoskeletal problems	Sickness
	S13 Cold, Cough, Flu - Influenza	Sickness
	S14 Asthma	Sickness
	S15 Chest & respiratory problems	Sickness
	S16 Headache / migraine	Sickness
	S17 Benign and malignant tumours, canc	Sickness
	S18 Blood disorders	Sickness
	S19 Heart, cardiac & circulatory problems	Sickness
S20 Burns, poisoning, frostbite, hypother	Sickness	
S21 Ear, nose, throat (ENT)	Sickness	

**Colours Section:**

Colours: [Color Selection Icon]

RED: [Slider] 255

GREEN: [Slider] 255

BLUE: [Slider] 255

Drag Colour:

Buttons: Refresh Details, Save Colours

# ESRPayView - Absence Module

From any employee simply clicking the F7 function key will display their individual Absence Calendar detailing all periods of absence. The user can select the types of absence that they wish to display and clicking on any particular day will display details relating to that specific period of absence. This screen is available throughout the system through the Person Information Window.

Employee Absence: Abdelrazik TA - 21016615
X

File Tools Help

**Calendar**

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Oct 10																														
Sep 10																														
Aug 10																														
Jul 10																														
Jun 10																														
May 10																														
Apr 10																														
Mar 10																														
Feb 10																														
Jan 10																														
Dec 09																														
Nov 09																														

**List**

Assignment	From	To
21016615	Sat 10 Apr 2010	Sat 10 Apr 2010

**Type:** Sickness  
**Reason:** Musculo-skeletal Neck

**FTE:** 1.00

**FTE Days Lost:** 1.00

**Calendar Days Lost:** 1.00

**Hours Lost:** 9.50

**Sessions Lost:**

**Work Related:**

**Surgery Related:**

**Disability Related:**

**Violence Related:**

**Notifiable Disease:**

**Third Party:** RTA

**Return to Work Discuss Date:**

**Occ Health Referral Date:**

**A f C Annual Leave Hours:**

**DH Monitoring:**

Exit

**Categories** Sat 10 Apr 2010

- All
- Holiday
- Maternity
- Sickness
- Unauthorised
- Other

**Reasons**

- All
- Annual Leave
- Headache/Migraine
- Maternity Leave
- Musculo-skeletal Neck
- Not Known
- S99 Unknown causes / Not specified
- Unauthorised Leave

A detailed print is also available.

ESRPayView
Employee Absence: Abdelrazik TA - 21016615
14/02/2012

Category: All  
Reason: All

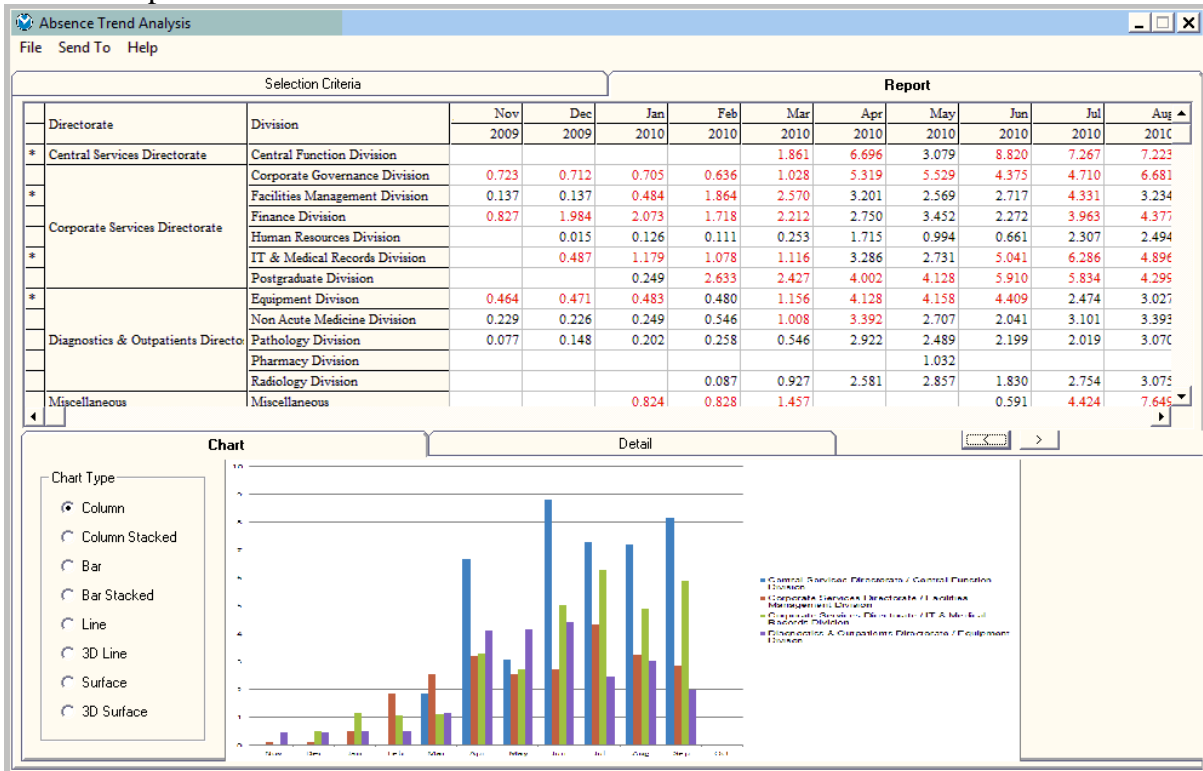
Assignment Number	Category	Reason	Absence		Days Lost	
			From	To	Cal	FTE
21016615	Maternity	Maternity Leave	Sat 21 Aug 2010		47	47
21016615	Sickness	S99 Unknown causes / Not spec	Wed 7 Jul 2010	Sat 10 Jul 2010	4	4
21016615	Sickness	S99 Unknown causes / Not spec	Sun 27 Jun 2010	Sat 3 Jul 2010	7	7
21016615	Sickness	S99 Unknown causes / Not spec	Tue 15 Jun 2010	Tue 15 Jun 2010	1	1
21016615	Sickness	S99 Unknown causes / Not spec	Fri 23 Apr 2010	Fri 23 Apr 2010	1	1
21016615	Sickness	Musculo-skeletal Neck	Sat 10 Apr 2010	Sat 10 Apr 2010	1	1
21016615	Unauthorised	Unauthorised Leave	Thu 8 Apr 2010	Fri 9 Apr 2010	2	2
21016615	Other	Not Known	Mon 5 Apr 2010	Mon 5 Apr 2010	1	1
21016615	Sickness	Headache/Migraine	Sun 28 Mar 2010	Sat 3 Apr 2010	3	3
21016615	Holiday	Annual Leave	Wed 29 Apr 2009	Sat 2 May 2009	4	4

# ESR PayView - Absence Module

Comprehensive Selection screens give the user multiple options allowing them to tailor Absence Reports to their particular requirements.

The screenshot shows the 'Absence Trend Analysis' software interface. The 'Selection Criteria' section includes options for Report Type (Absence Trends, Bradford Factor, Absence List), a date range (12 Months up to end of Oct 2010), and checkboxes for Directorate, Division, Team, Level 6, Cost Centre, Account Code, Occupation Code, Payscale, Assignment, and Person. The 'Report' section includes Hierarchy (Directorate, Division, Team, Level 6), Occurrences (All, Short Term, Short-Medium, Medium, Medium-Long, Long Term), Absence Categories (All, Holiday, Maternity, Paternity, Sickness, Training, Unauthorised, Other), Absence Groups (All, Authorised Leave, External Training, Internal Training, Maternity/Paternity, Mental Health, Sickness, Unauthorised Leave), and Absence Reasons (All, Annual Leave, Annual Leave Hours 1-3, Maternity, Maternity Leave, Bereavement, Compassionate Leave, Not Known, Other, Paid Part Day, Phased Return to Work, Special Increasing Bal, Suspended - Paid, Paternity Leave, Diarrhoea/Vomiting, Ears, Nose and Throat). A 'Run Report' button is located at the bottom right.

Users can elect to report on Absence Trends.



With drill down from top level figures to Assignment level detail.

# ESR PayView - Absence Module

Selection Criteria		Report									
Directorate	Division	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010
* Central Services Directorate	Central Function Division					1.861	6.696	3.079	8.820	7.267	7.223
	Corporate Governance Division	0.723	0.712	0.705	0.636	1.028	5.319	5.529	4.375	4.710	6.681
	Facilities Management Division	0.137	0.137	0.484	1.864	2.570	3.201	2.569	2.717	4.331	3.234
	Finance Division	0.827	1.984	2.073	1.718	2.212	2.750	3.452	2.272	3.963	4.377
	Human Resources Division		0.015	0.126	0.111	0.253	1.715	0.994	0.661	2.307	2.494
	IT & Medical Records Division		0.487	1.179	1.078	1.116	3.286	2.731	5.041	6.286	4.896
	Postgraduate Division			0.249	2.633	2.427	4.002	4.128	5.910	5.834	4.295
	Equipment Division	0.464	0.471	0.483	0.480	1.156	4.128	4.138	4.409	2.474	3.027
	Non Acute Medicine Division	0.229	0.226	0.249	0.546	1.008	3.392	2.707	2.041	3.101	3.393
	Pathology Division	0.077	0.148	0.202	0.258	0.546	2.922	2.489	2.199	2.019	3.076
	Pharmacy Division							1.032			
	Radiology Division				0.087	0.927	2.581	2.857	1.830	2.754	3.075
Miscellaneous	Miscellaneous			0.824	0.828	1.457			0.591	4.424	7.645

Name	Assignment	Category	Reason	From	To	Contract %	Report %
Challis A	10299818	Holiday	Annual Leave	Sun 30 May 2010	Sun 30 May 2010	3.910	0.029
Challis A	10299818	Holiday	Annual Leave	Sun 02 May 2010	Sun 02 May 2010	3.910	0.029
Cleverly JC	10301380	Holiday	Annual Leave	Sun 02 May 2010	Sun 02 May 2010	3.114	0.018
Cleverly JC	10301380	Holiday	Annual Leave	Sun 30 May 2010	Sun 30 May 2010	3.114	0.018
Cleverly JC	10301380	Holiday	Annual Leave	Mon 03 May 2010	Wed 05 May 2010	9.341	0.054
Macoustra SA	10300322	Holiday	Annual Leave	Sun 30 May 2010	Sun 30 May 2010	4.359	0.036
Macoustra SA	10300322	Holiday	Annual Leave	Thu 27 May 2010	Thu 27 May 2010	4.359	0.036
Macoustra SA	10300322	Holiday	Annual Leave	Sun 02 May 2010	Sun 02 May 2010	4.359	0.036
Gaisford-Carter LJ	10301078	Other	Not Known	Mon 24 May 2010	Mon 24 May 2010	2.581	0.029
Blessing TJ	10301500	Sickness	S27 Infectious diseases	Thu 06 May 2010	Thu 06 May 2010	4.836	0.036
Challis A	10299818	Sickness	Surgery	Thu 20 May 2010	Sun 06 Jun 2010	46.921	0.346
Cherrill ME	10300990	Sickness	S12 Other musculoskeletal problems	Mon 22 Mar 2010	Mon 07 Jun 2010	87.170	0.975
Fullerton NJ	10300765	Sickness	S15 Chest & respiratory problems	Mon 24 May 2010	Sat 29 May 2010	19.355	0.216

Users can report on Bradford Factor.

Selection		Report			
StaffID	Name	Occurrences	Days	Severity	Bradford Factor
10301020	Shaw B	3	22	7	198
10300260	Sweet G	4	9	2	144
10299857	Reynolds P	2	30	15	120
10300599	Kavanagh SJ	3	13	4	117
10300520	Ovenden C	2	28	14	112
10300921	Lee AD	3	9	3	81
10300322	Macoustra SA	3	8	2	72
10300384	Kuchynka AK	2	16	8	64
10300966	Probert MC	3	6	2	54
10300202	Stratford VJ	3	6	2	54
10299930	Webb CA	3	6	2	54
20376072	Dunford L	2	13	6	52
10300093	Jones M	2	13	6	52
10301147	Nelson ML	2	13	6	52
10301383	Stockley K	2	13	6	52
10301232	Williams SE	2	13	6	52
10300902	Sutton MD	3	5	1	45
10300083	Beale S	2	10	5	40
10301071	Berry DM	2	10	5	40
10300450	Jose S	3	4	1	36
10301237	Morse C	3	4	1	36
10299822	Tucker LM	3	4	1	36
10299811	Carey ME	2	8	4	32
10301552	Jamieson JA	2	8	4	32
10301228	A'Lee JA	1	30	30	30
10300815	Baby AL	1	30	30	30
10301699	Baker A	1	30	30	30
10300179	Beale EL	1	30	30	30
10301219	Beck A	1	30	30	30
10300574	Bennett RR	1	30	30	30
10299996	Blackmore RL	1	30	30	30

Or they can report using the Absence List option.

# ESR PayView - Absence Module

Absence Listing									
Selection					Report				
Name	Assignment	Category	Absence Reason	From	To	FTE Days Lost	Cost Centre	Account Code	Scale
Adams WJ	10301009	Sickness	S11 Back Problems	Mon 23 Aug 2010	Tue 07 Sep 2010	7.00	SNT03	P138	XR07
Adekunle P	10301185	Holiday	Annual Leave	Wed 15 Sep 2010	Wed 15 Sep 2010	1.00	SG813	P627	XR05
Afonso B	10301710	Holiday	Annual Leave	Mon 27 Sep 2010	Mon 11 Oct 2010	4.00	PHP00	P123	XR03
ALee JA	10301228	Sickness	S10 Anxiety/stress depression/other psychiatric ill	Tue 08 Jun 2010		30.00	MDN00	P701	XR06
Alford A	10300163	Sickness	S16 Headache / migraine	Sun 12 Sep 2010	Thu 16 Sep 2010	5.00	WPE25	P627	XR05
Baby AL	10300815	Sickness	S12 Other musculoskeletal problems	Sun 18 Jul 2010		30.00	ETO08	P036	YM7
Baker A	10301699	Sickness	S25 Gastrointestinal problems	Thu 19 Aug 2010		30.00	TTO00	P628	XR06
Baker TC	10300498	Sickness	S11 Back Problems	Fri 03 Sep 2010	Fri 03 Sep 2010	0.80	TTH30	P627	XR05
Ballard-Koundouris S	10300237	Holiday	Annual Leave	Sun 19 Sep 2010	Mon 20 Sep 2010	1.71	MCE92	P360	XN02
Barker SC	10300630	Sickness	S30 Pregnancy related disorders	Tue 14 Sep 2010	Thu 16 Sep 2010	1.80	WOB07	P652	XR06
Barnes MV	10300254-5	Sickness	S16 Headache / migraine	Sat 04 Sep 2010	Tue 07 Sep 2010	4.00	MCE15	P627	XR05
Beale EL	10300179	Other	Other	Sun 18 Jul 2010		30.00	SNT07	P627	XR05
Beale S	10300083	Holiday	Annual Leave	Thu 16 Sep 2010	Thu 16 Sep 2010	1.00	TTC00	P190	XR02
Beck A	10301219	Holiday	Annual Leave	Tue 07 Sep 2010	Wed 15 Sep 2010	9.00	TTC00	P190	XR02
Beck A	10301219	Sickness	S10 Anxiety/stress depression/other psychiatric ill	Sun 01 Aug 2010		30.00	WOB07	P653	XR07
Bennett RR	10300574	Maternity	Maternity Leave	Sat 13 Mar 2010		21.20	SNT07	P627	XR05
Berry DM	10301071	Holiday	Annual Leave	Mon 13 Sep 2010	Tue 21 Sep 2010	4.50	WCH00	P631	XR08
Berry DM	10301071	Holiday	Annual Leave	Wed 01 Sep 2010	Wed 01 Sep 2010	0.50	WCH00	P631	XR08
Biela J	10299865	Sickness	S25 Gastrointestinal problems	Mon 27 Sep 2010	Mon 27 Sep 2010	0.80	SOH01	P036	YM7
Biela J	10299865	Sickness	Sickness	Sun 26 Sep 2010	Sun 26 Sep 2010	0.80	SOH01	P036	YM7
Bila J	10300274	Holiday	Annual Leave	Sun 29 Aug 2010	Wed 01 Sep 2010	0.53	MGW15	P624	XR02
Blackmore RL	10299996	Maternity	Maternity Leave	Sat 13 Mar 2010		30.00	PMB00	P330	XR08
Borland DM	10300094	Sickness	S10 Anxiety/stress depression/other psychiatric ill	Wed 16 Jun 2010	Sat 04 Sep 2010	1.92	MHA56	P628	XR06
Brain N	10301155	Sickness	S98 Other known causes - not elsewhere classified	Sun 15 Aug 2010		30.00	DMR41	P360	XN02
Bright C	10301419	Sickness	S11 Back Problems	Sun 12 Sep 2010		19.00	PHA10	P036	YM7
Bristow MJ	10301312	Holiday	Annual Leave	Wed 29 Sep 2010	Wed 29 Sep 2010	0.40	TTH05	P363	XN05
Bristow MJ	10301312	Holiday	Annual Leave	Wed 15 Sep 2010	Wed 15 Sep 2010	0.40	TTH05	P363	XN05
Brown TJ	10300184	Holiday	Annual Leave	Sun 26 Sep 2010	Mon 27 Sep 2010	1.60	SNT03	P281	XR06
Buckland CJ	10301756	Holiday	Annual Leave	Thu 09 Sep 2010	Thu 09 Sep 2010	1.00	DIM64	P364	XN06

The 'Send To' menu option allows the user to create an Excel or PDF type document showing results along with Graphs.

The user can also select to automatically create an email to send the results to whoever they wish.

The absence Data loaded is also available for bespoke reporting in ESRPayView User Defined Reports.