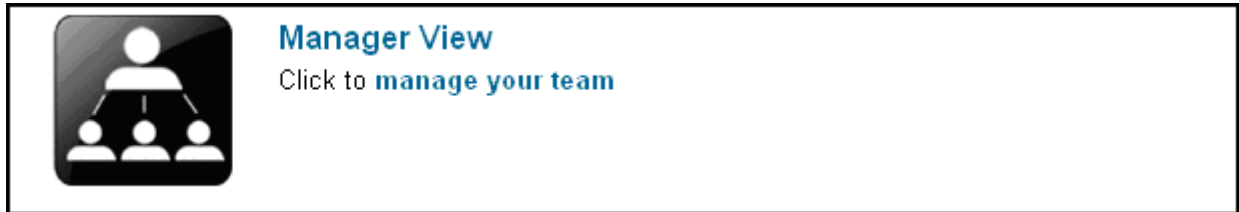


How to Use Manager Reports

'Manager Reports' is a module in MyHR that enables managers to run reports against the staff they manage based on common reports / or themes such as absence (including sickness) or length of service.

It is available through the Manager View on MyHR:



Click into the Manager View and there is a link on the right hand menu for Manager Reports:



The following reports are currently available:

- myhr* Absence Between Two Dates
- myhr* Absence Summary for This Year
- myhr* Length of Service
- myhr* List of Employees

We hope to make the other reports available as and when new functionality comes on stream.

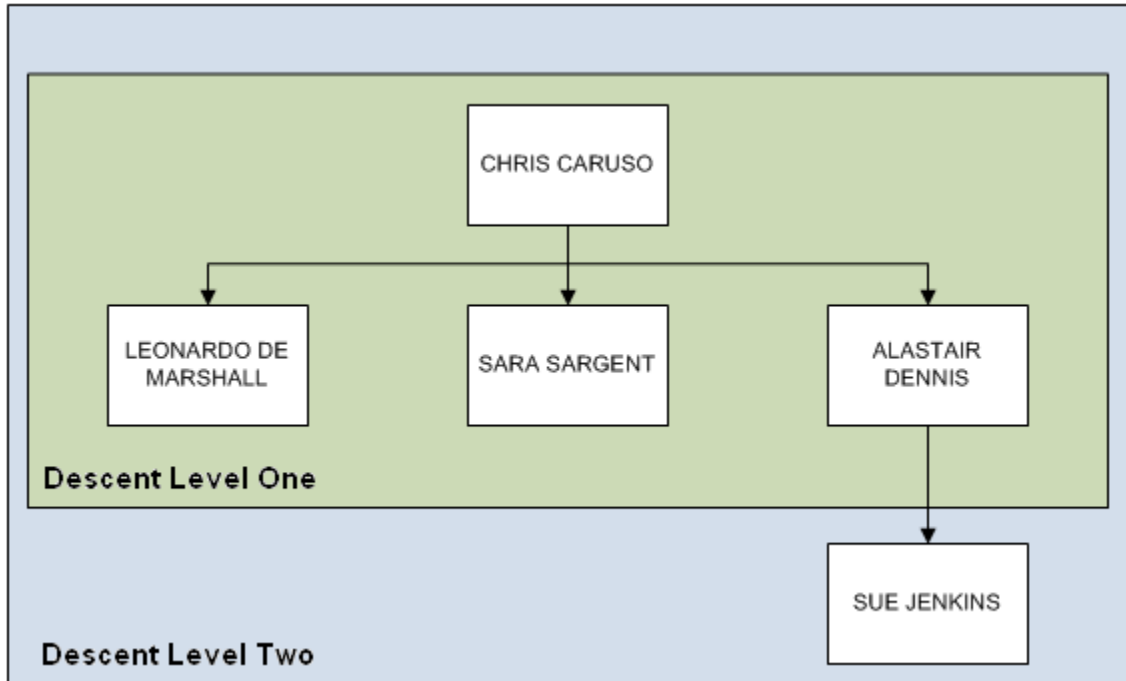
Enter Descent Level

<input checked="" type="radio"/> Absence Between Two Dates <i>A summary of employee absences between two dates for Single and Multi-Post Absence</i>	<input type="radio"/> Leave Management Absence Between Dates X <i>A summary of employee absences between two dates for Leave Management.</i>
<input checked="" type="radio"/> Absence Summary For This Year <i>Displays a summary of group absences during this calendar year for Single and Multi-Post Absence</i>	<input type="radio"/> Leave Management Summary For This Year X <i>Displays a summary of group absences during this calendar year for Leave Management</i>
<input type="radio"/> Appraisals Due X <i>Displays appraisal records for all employees reporting to the manager. For employees holding more than one current post, one appraisal record per post is displayed. Where no appraisals exist between the two specified dates, the message 'No Record' is displayed</i>	<input checked="" type="radio"/> Length of Service <i>Displays length of time employees have been with the organisation</i>
<input checked="" type="radio"/> List of Employees <i>Displays a list of employees in your group</i>	<input type="radio"/> Outstanding Training Needs X <i>Displays the outstanding training needs for the employees in your group</i>
<input type="radio"/> Probations Due X <i>Displays a list of employees with a future probationary date, or one within the last 31 days</i>	

Understanding Descent Level

myri*Descent level allows the manger to select staff managed directly or indirectly. Descent level '1' will show your direct reports. Descent level '2' will show your direct reports and the people they manage and so forth.

myri*Descent level 99 will show you all staff in your team.



Employee Name
CHRISTOPHER CARUSO
LEONARDO DE MARSHALL
ALASTAIR DENNIS
SARA SARGENT
Total

Descent Level 1 Example

Employee Name
CHRISTOPHER CARUSO
LEONARDO DE MARSHALL
ALASTAIR DENNIS
SUE JENKINS
SARA SARGENT
Total

Extra staff on this report.

Descent Level 2 Example

MyHR Manager Report details:

1) Running 'Absence Between Two Dates' Report

myHR* Click on the radio button to select the report and then click on the **[Next]** button at the bottom right of the screen.

Absence Between Two Dates

A summary of employee absences between two dates for Single and Multi-Post Absence

You then will have a prompt box to complete:

The screenshot shows a form with the following fields and options:

- Show Employee:** A dropdown menu with 'All Employees In Group' selected. A list of names (LEONARDO DE MARSHALL, ALASTAIR DENNIS, SARA SARGENT) is visible below it.
- Date From:** A text input field with a calendar icon to its right.
- Date To:** A text input field with a calendar icon to its right.
- Include Self:** An unchecked checkbox.
- Absence Type:** A dropdown menu with 'All Absences' selected. A list of absence types is visible below it.

A calendar is open, showing February 2012. The date 13 is highlighted.

- 1) 'Show Employee' allows a manager to pick one member of their team or all of their team
- 2) 'Date From' and 'Date To' use a calendar to ask for date parameters for the report
- 3) Tick 'include self' to include yourself in the report.
- 4) 'Absence Type' is a list of all absences on MyHR. This includes maternity leave, unauthorised absences, holiday and sickness.

Absence type	Description.
All Absences	Selecting all absences will include all absence types as listed below.
Absence	Sabbatical leave
Statutory Paternity Pay (Birth)	Statutory Paternity Pay (Birth)
Statutory Paternity Pay (Adoption)	Statutory Paternity Pay (Adoption)
Statutory Adoption Pay	Statutory Adoption Pay
Holiday	Annual leave
Maternity	Maternity
Non-standard work	Not used
Authorised (Permitted) Absence	Not used
Sickness	Sickness
Unauthorised Absence	Not used.

myHR* Once the prompt box is complete, click on the **[Next]** button.

The report will then give a summary table for staff for the absence types selected as shown below:

Parameters Used	
Date From	01/02/2011
Date To	01/02/2012
Employee :	All Employees
Absence Reason	All Absences Types
Employee Name	Absences (Calendar Days)
CHRISTOPHER CARUSO	35.5
LEONARDO DE MARSHALL	64.0
ALASTAIR DENNIS	35.5
SARA SARGENT	23.0
Total	158.0

Report parameters used.

Summary of absences (calendar days)

Click on employee name to drill down to the detail for that employee.

myHR Managers can then click on specific staff names to drill down and get further details of these instances of absence:

CHRISTOPHER CARUSO						
Parameters Used	Date From	Date To	Post	Type	Absence Reason	Duration (Calendar Days)
Date From	31/03/2011	31/03/2011	Not Post Based	Holiday		0.5
Date To	26/04/2011	28/04/2011	Not Post Based	Holiday		3.0
Employee :	26/05/2011	26/05/2011	Not Post Based	Holiday		0.5
Absence Reason	26/05/2011	26/05/2011	Not Post Based	Holiday		0.5
Employee Name	23/06/2011	07/07/2011	Not Post Based	Holiday		8.5
CHRISTOPHER CARUSO	17/08/2011	17/08/2011	Not Post Based	Holiday		1.0
LEONARDO DE MARSHALL	12/10/2011	12/10/2011	Not Post Based	Holiday		1.0
ALASTAIR DENNIS	18/10/2011	18/10/2011	Not Post Based	Holiday		0.5
SARA SARGENT	15/12/2011	15/12/2011	Not Post Based	Holiday		1.0
Total	19/12/2011	22/12/2011	Not Post Based	Holiday		4.0
	01/01/2012	14/01/2012	Not Post Based	Sickness	EYE	14.0
	17/01/2012	17/01/2012	Not Post Based	Holiday		1.0

Please note:

- As the College attributes sickness to the employee and not to any particular post, it will show “not posted based” when the results are presented.
- There is no drill down facility if there is no absence.

myHR There is also a print function that allows managers to print reports. Click **[Print]** for options.

What the information in this report means:

Field	What It Shows	How It's Calculated/Examples
Date from	Start date of absence period.	From entry on MyHR by managers/staff or centrally by HR.
Date to	End date of absence period.	From entry on MyHR by managers/staff or centrally by HR.
Type	Absence type	Holiday (including flexi leave, time off in lieu, working from home), sickness.
Absence reason	Absence details.	Further details on the reason for sickness absence.
Duration (calendar days)	Number of calendar days in the period.	Sickness recorded as whole days, holiday can be half days

2) Running 'Absence Summary for This Year'

This report runs all absences from 1st Jan of the current year to the report run day without the need for inputting prompts. To run this report:

myhr* Click on the radio button to select the report and then click on the **[Next]** button.

myhr* A dialogue box will need to be completed again. Same as above but no dates prompt:

Show Employee	All Employees In Group
Include Self	<input checked="" type="checkbox"/>
Absence Type	All Absences

myhr* Press the **[Next]** button to run the report.

Employee Name	Holiday Taken		Other Taken		Sickness			
	Days	Hours	Days	Hours	Days	Hours	Occs	%
CHRISTOPHER CARUSO	1.0	0.0	0.0	0.0	28.0	0.0	2.0	35.9
LEONARDO DE MARSHALL	23.0	0.0	0.0	0.0	24.0	0.0	3.0	30.8
ALASTAIR DENNIS	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SARA SARGENT	9.0	0.0	0.0	0.0	26.0	0.0	4.0	33.3
Total	36.0	0.0	0.0	0.0	78.0	0.0	9.0	100.0

myhr* A summary of the absences for the year will be shown as per the above example.

What the information in this report means:

Field	What It Shows	How It's Calculated
Holiday taken - days	Total holiday authorised in days.	Whole or half days authorised including
Holiday taken - hours	Total holiday authorised in hours.	Hours authorised derived from entitlement.
Other taken - days	Not used	Not used at the moment.
Other taken - Hours	Not used	Not used at the moment.
Sickness - Days	Amount of sick days taken in days.	Calculated by whole days between dates regardless of employee's working pattern
Sickness - Hours	Not used.	Calculated by whole days between dates regardless of employee's working pattern
Sickness - Occs	Number of occasions off sick	Calculates periods not days of sickness absence
Sickness - %	Percentage split between team for total absence	All absences for whole year totalled and split into % for all staff on report

3) Running 'Length of Service' Report

This is a simple report that shows the length of continuous service with the University of London for all staff reporting to the manager. The length of service is shown in completed years. It also shows the continuous service start date. Please note: This looks at start date with the University of London and not just in the College.

After selecting the desired 'Descent Level' do the following:

myri*Click on the radio button to select the report and then click on the **[Next]** button.

myri*The report is then automatically generated producing a table as such:

Employee Name	Post	Start Date	Length of Service (Completed Years)
SUE JENKINS	ADMINISTRATOR OF INFORMATION	01/01/1999	13
ALASTAIR DENNIS	INFORMATION ANALYST	09/03/2006	5
LEONARDO DE MARSHALL	INFORMATION ANALYST	03/07/2006	5
SARA SARGENT	SYSTEMS ANALYST	05/09/2011	0

What the information in this report means:

Field	What It Shows	How It's Calculated
Post	The post title of the employee	The employees current post
Start Date	The original start date with the University of London.	Start date of the employee's continuous service with the University of London
Length of Service	Length of service of employee in listed post	Whole years completed. For example 4 years and 10 months would still show as "4"

4) Running 'List of Employees' Report

This is a simple report that shows a list of all staff reporting to the manager and – depending on the descent level selected.

Unlike the length of service report, this shows the current (not original) start date of the employee. This is when employee's most recent start date within the College.

To run this report, after selecting the desired 'Descent Level' do the following:

myri*Click on the radio button to select the report and then click on the **[Next]** button.

myri*The report is then automatically generated producing a table as such:

Employee Name	Post	Start Date
LEONARDO DE MARSHALL	INFORMATION ANALYST	03/07/2006
ALASTAIR DENNIS	INFORMATION ANALYST	09/03/2006
SUE JENKINS	ADMINISTRATOR OF INFORMATION	01/01/1999
SARA SARGENT	SYSTEMS ANALYST	05/09/2011

What the information in this report means:

Field	What It Shows	How It's Calculated
Post	The post title of the employee	The employees current post
Start Date	The current start date	Start date of the employee's most recent start date within the College. Not continuous service.