



Walsall Council

Line Manager Sickness Dashboard Guidance – CR008a

This Guide is for Line Managers

Author	Version	Edit Date
Sophie Hulin	1.0	11/11/24
Sophie Hulin	1.1	05/12/24

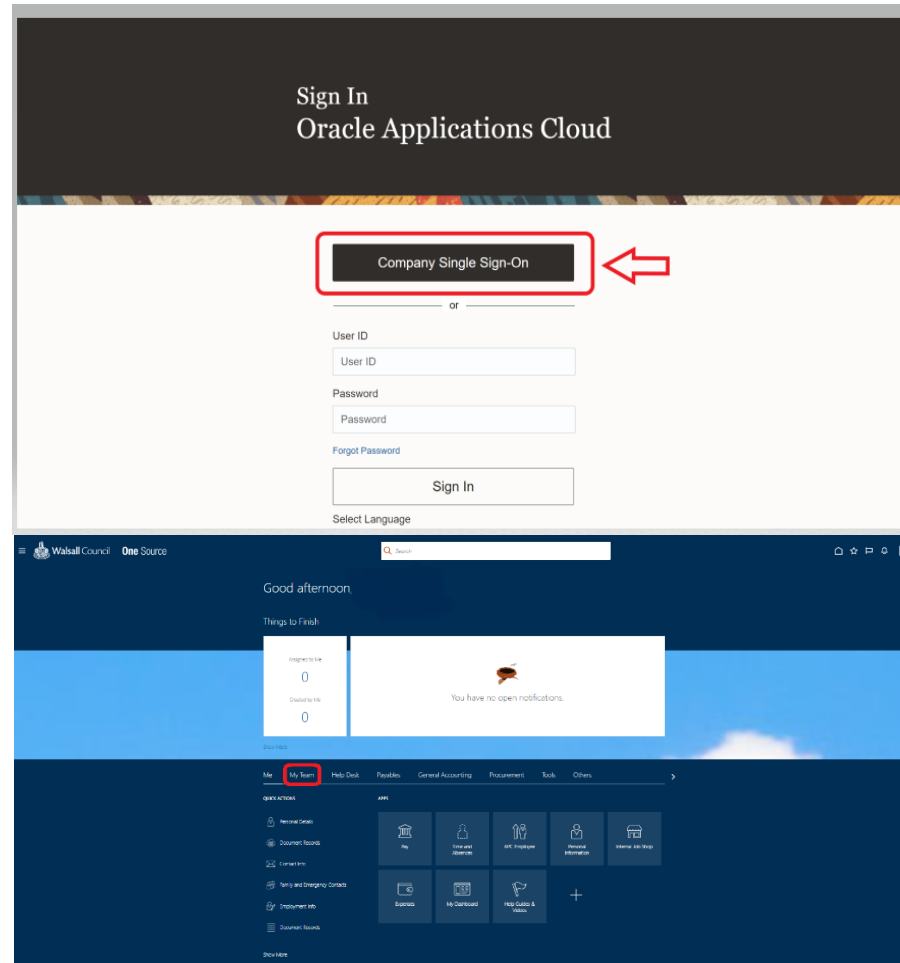


Step Number
1

Step Description

Sign into OneSource.

Step Image

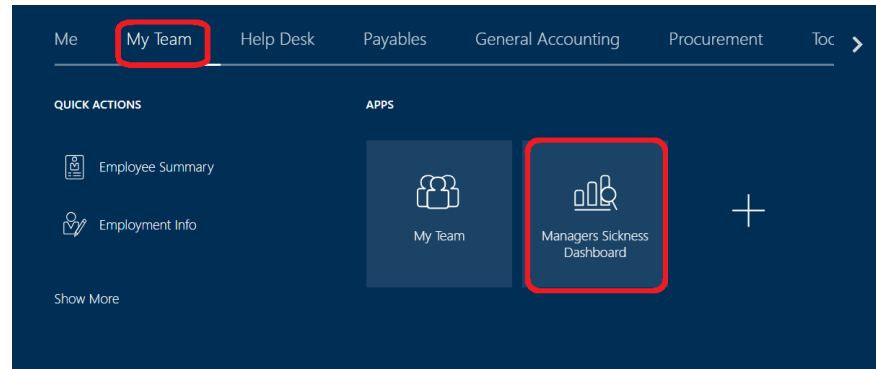


2

Go to OneSource Homepage and click My Team

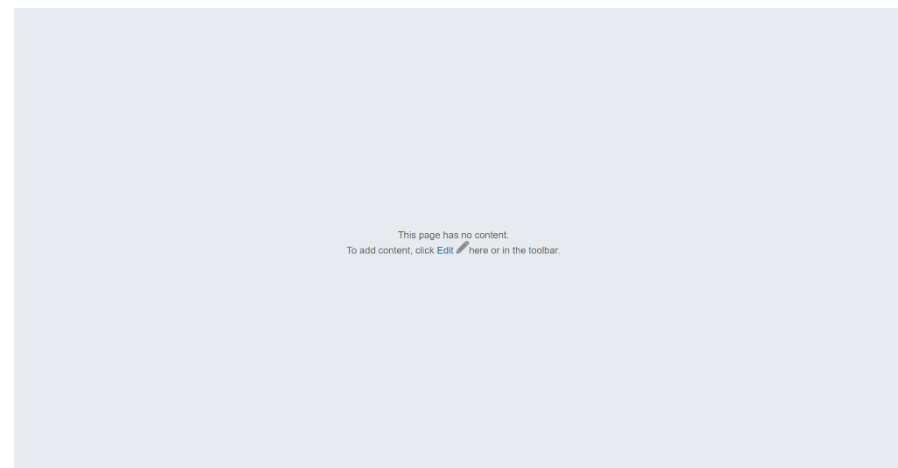


- 3 Under 'My Team', click the Manager Sickness Dashboard Tile



- 4 The report will automatically load after clicking on the tile within 'My Team'.

If the report doesn't load after clicking on the tile please close the tab and re-open the report.



If you want to filter the report down you can either click on the drop down options on the filters box or you can start typing in these boxes to find the relevant department.

Level 3 Department --Select Value-- ▼
Level 4 Department --Select Value-- ▼
Level 5 Department --Select Value-- ▼
Position Name --Select Value-- ▼
Apply Reset ▼


This report will only show you employees under you in the Hierarchy. You can utilise the filters to narrow down the search



- 5 All reports will show in a heading at the top. Click on the report you want to load.

[Summary Level Trigger Report](#) [All Employee Trigger Info](#) [Open Absences](#) [All Absence Type Details](#) [Top 5 Absence Reasons](#) [Calendar View](#)

Level 3 Department --Select Value-- ▼
Level 4 Department --Select Value-- ▼
Level 5 Department --Select Value-- ▼
Position Name --Select Value-- ▼

 Searching... To cancel, click here.



Summary Level Trigger Report – Excluding Open Absences

6 This report will show all employee assignments who have reached a trigger based either on days lost or number of occurrences.

Where an employee has more than one assignment and is absent in both positions, it will show the secondary assignment below, as shown in the yellow highlighted cell.

Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent
Doe, Jane	E1001111	Learning Support Assistant	Name of School	Name of School	School	SBM	0.78
Smith, John	E2001000	Apprentice Teaching Assistant Level 3	Name of School	Name of School	School	SBM	0.81
	E200100-1	Supervisory Assistant	Name of School	Name of School	School	SBM	0.18
Williams, Bill	E4010987	Supervisory Assistant	Name of School	Name of School	School	SBM	0.18

7 Where the employee has met a trigger, the cell will be highlighted in red.

Modified Trigger = FTE x 14

Total Modified Days = Total calendar days lost x FTE

Of Absences = Number of absences within a rolling 12-month period

Full-Time Equivalent	Total Calendar Days Lost	Modified Trigger	Total Modified Days	# Of Absences
0.78	5.0	10.92	3.90	3.0
0.81	13.0	11.35	10.54	5.0
0.18	13.0	2.52	2.34	5.0
0.18	7.0	2.52	1.26	4.0



All Employee Trigger Info

8

This report is a copy of the Summary Level Trigger Info report but with one key difference – all employees' assignments and their trigger information will show, regardless of whether they have triggered or not.

This is shown in the screenshot where a row has two green cells.

Full-Time Equivalent	Total Calendar Days Lost	Modified Trigger	Total Modified Days	# Of Absences
0.20	35.0	2.80	7.00	4.0
0.54	35.0	7.56	18.90	4.0
1.00	3.0	14.00	3.00	2.0
0.88	37.0	12.32	32.56	1.0
0.90	4.0	12.60	3.60	2.0
0.80	4.0	11.20	3.20	1.0



Drill Down Report of Absences

9 To drill down into the detail of an employee's absence, click on their employee number within the Trigger Report and it will open a detailed view of their absences linked to that assignment.

Please note that the Drill Down report will provide an accurate calculation of the employees trigger within the rolling 12-month period so please refer to this when reviewing an employees trigger score.

Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent
Doe, Jane	E1001111	Learning Support Assistant	Name of School	Name of School	School	SBM	0.78
Smith, John	E2001000	Apprentice Teaching Assistant Level 3	Name of School	Name of School	School	SBM	0.81
	E200100-1	Supervisory Assistant	Name of School	Name of School	School	SBM	0.18
Williams, Bill	E4010987	Supervisory Assistant	Name of School	Name of School	School	SBM	0.18

Drill Down															
Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Date Start	Date End	# Of Absences	Absence Reason	Full-Time Equivalent	Calendar Days Duration	Calendar Days Lost(rolling 12 months)	Trigger	Total Modified Days (rolling 12 months)
Smith, John	E1117777	Learning Support Assistant	Primary Schools				29/01/2024	29/01/2024 11:59:00 PM	1.0	Chest & Respiratory	0.78	1	1	10.92	0.78
							06/02/2024	06/02/2024 11:59:00 PM	1.0	Neurological	0.78	1	1	10.92	1.56
							15/03/2024	17/03/2024 11:59:00 PM	1.0	Neurological	0.78	3	3	10.92	3.90

[Return](#) - [Refresh](#) - [Export](#)

10 Total modified days (rolling 12 months) trigger column will highlight in red if this total is higher than the employee's Trigger column.



Open Absences Report

11 This report will show all open absences related to sickness or industrial injury. The report will also indicate if it has reached the long-term sickness trigger

Open Absences CR08											
Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent	Date Start	Absence Reason Name	Leave Duration	Long Term Sickness?
Smith, John	E1002000	LSA	Primary Schools	...		SBM	0.92	08/04/2024	Chest & Respiratory	214	Yes

Date Start	Absence Reason Name	Leave Duration	Long Term Sickness?
17/09/2024	Infections	18	No
21/03/2024	Cancer	233	Yes

You can also filter this report down further through the filter box which can be specific to Absence Reason.

The screenshot shows a web interface for filtering the report. It includes dropdown menus for 'Level 3 Department', 'Level 4 Department', 'Level 5 Department', 'Position Name', and 'Absence Reason Name'. Below these are several checkboxes for specific absence reasons: AWOL, Accident caused by third party, Accident due to work, Back & neck problems, Cancer, and Career Break. A search bar is located at the bottom of the filter options.



All Absence Types and Details Report

12 This report will show all **closed** absence types within a rolling 12-month period (Sickness, Maternity, Unpaid Leave, etc.) for employees within your selected hierarchy, both direct and indirect.

All Absence Type Details - Excluding Open Absences CR08													
Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent	Original Start Date	Date Start	Date End	Absence Type Name	Absence Reason Name	Calendar Days Duration
Smith, John	E1002000	Teaching Assistant	Primary Schools			SBM	0.64		Thu, 29/02/2024	06/03/2024 11:59:00 PM	Sickness	Covid	7
							0.64		Sun, 13/10/2024	18/10/2024 11:59:00 PM	Sickness	Chest & respiratory	6
Doe, Jane	E1113300	Learning Support Assistant	Primary Schools			SBM	0.50		Wed, 13/12/2023	13/12/2023 11:59:00 PM	Sickness	Infections	1
							0.50		Thu, 25/01/2024	28/01/2024 11:59:00 PM	Sickness	Back & Neck Problems	4

13 When running this report you can also filter the report by absent type.

Summary Level Trigger Report Open Absences **All Absence Type Details**

Level 3 Department --Select Value--
 Level 4 Department --Select Value--
 Level 5 Department --Select Value--
 Position Name --Select Value--
 Absence Reason Name --Select Value--
 Absence Type --Select Value--

Apply Reset

Searching... To c

Absence Type --Select Value--

- Adoption
- Career Break / Sabbatical
- Industrial Injury
- Industrial Injury Asg
- Maternity
- Paternity Adoption - Extension

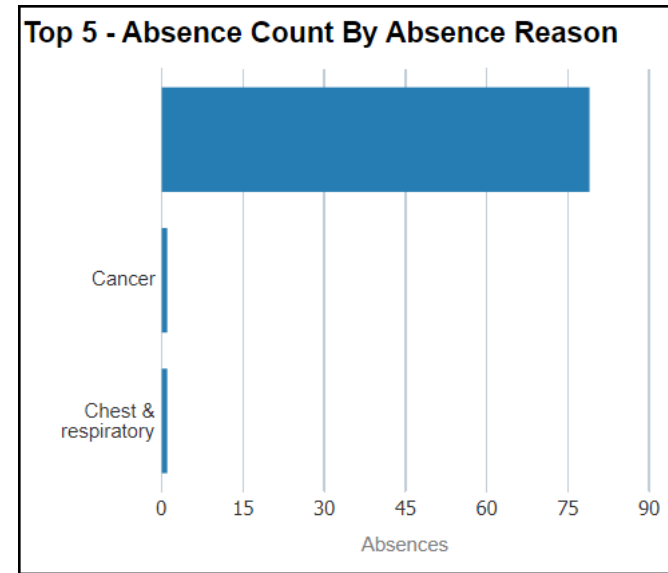
Search... Ali,



Top 5 Absence Reasons

15 This chart will give an overview of most frequent reasons for absence.

Please note that historical absence reasons will not show.





Report Filters and Exporting

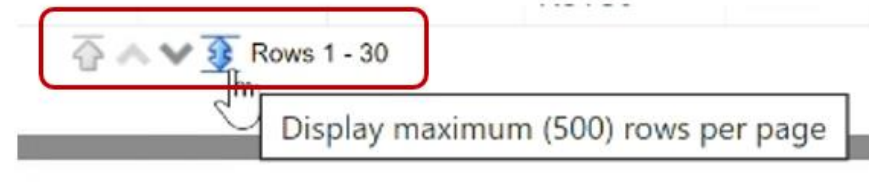
- 16 There is the sort option available within the report.

Please hover over the column you want to sort and the arrows will appear.



- 17 Scroll down to the bottom of the page to see these two blue arrows. Click this to expand rows 0-500.

To see more than 500, click the grey down arrow to go to the next page.

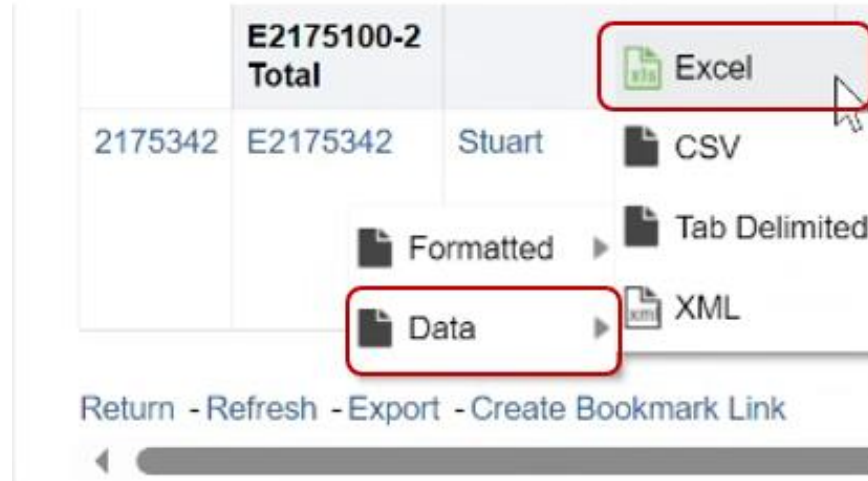




18 At the bottom of the report there are a few export options.

Export>Data>Excel will present the data in a standard format in a spreadsheet.

You won't see total rows in the downloaded spreadsheet as these are calculated within the dashboard.



19 Another export option:

Export>Formatted>Excel will present the data in a similar view to that of the report.

Merged cells and totals will be shown

