

Workforce Analytics

Standard Reports Catalogue

Monthly Absence Report

This report provides comprehensive absence information to managers regarding absence within their teams/area. It includes FTE details, absence summary, long and short term absence and top 10 absence reasons for their area. This report is circulated on the 7th of each month.

Absence Trigger Report

This report provides details of those who were absent in the previous month and highlights if they have reached an absence trigger. This report is circulated on the 1st of each month to managers.

Fortnightly and Four Weekly Earnings Report

These reports are issued to all managers in advance of pay dates. It allows managers to ensure salary and overtime information is correct for their staff. Managers should contact Payroll or the ESC-People Helpdesk immediately if they think there is any issues with in the information in the report.

Daily Absence Reports for Health and Social Care

These reports are issued daily to Localities daily detailing all absence requests modified on iTrent in the previous 24 hours.