

How to Do – Accessing Sickness Reports in MyView

Following the roll out of the sickness module and ongoing developments, managers now have the facility to view two new sickness reports within their reporting widget, these are.

- Current Employee Sickness
- Completed Return to Work Interviews

If these are not visible on your dashboard, click on the 3 dots within the reporting widget and choose 'Sickness Reports'.

Welcome KATIE Edit dashboard

My Pay : Your next pay date is in **4 days** (JAN 20). [View Summary](#)

View All Pay Documents

Payslip (21 Dec), Payslip (21 Nov)

27 Unopened Docs ▾

Leave Management :

Holiday

61.61 Hours available, 152.21 Hours taken

Bank Holidays

25.51 Hours available, 29.59 Hours taken

Lieu - Booking

4.25 Hours available

[Request](#) ▾

Authorisation : You have nothing to authorise

In Progress : You have no forms in progress

Reporting Services :

Sickness Reports

[Current Employee Sickness](#)

[Completed RTWI](#)

Within the Current Employee Sickness report, you will see your employee's personal and post information including absence dates, absence reasons, total days and hours taken.

Employee Sickness Absence Report (Current EEs)

Post Number	Post Title	Sickness Start Date	Sickness End Date	LM Abs Reason Long Desc	LM Abs Reason Type Long Desc	LM Abs Hdr Total Days Taken	LM Abs Hdr Total Hrs Taken
CCM111	Human Resources Assistant	01-Aug-2022	01-Aug-2022	Allergy	Allergy	0.41	3.00
CCM111	Human Resources Assistant	02-Aug-2022	05-Aug-2022	Allergy	Allergy	4.00	29.60
CCM103	Human Resources Officer	02-Aug-2022	05-Aug-2022	Dental / Oral	Dental Problems	4.00	29.60
CCM111	Human Resources Assistant	08-Aug-2022	14-Aug-2022	Allergy	Allergy	6.00	44.40
CCM111	Human Resources Assistant	02-Sep-2022	09-Sep-2022	Allergy	Allergy	7.00	51.80
CCM104	Senior Human Resources Assistant	30-Sep-2022	05-Oct-2022	Eye Problems	Conjunctivitis	5.00	37.00
CCM103	Human Resources Officer	30-Sep-2022	04-Nov-2022	Injury / Fracture	Injury / Fracture - Foot	0.00	0.00
CCM121	Senior Human Resources Assistant	05-Oct-2022	07-Oct-2022	Headache / Migraine / Neurological	Vertigo	3.00	22.20
CCM121	Senior Human Resources Assistant	26-Oct-2022	28-Oct-2022	Eye Problems	Conjunctivitis	3.00	22.20
CCM116	Human Resources Assistant	14-Dec-2022	14-Dec-2022	Injury / Fracture	Injury / Fracture - Jaw	1.00	10.00

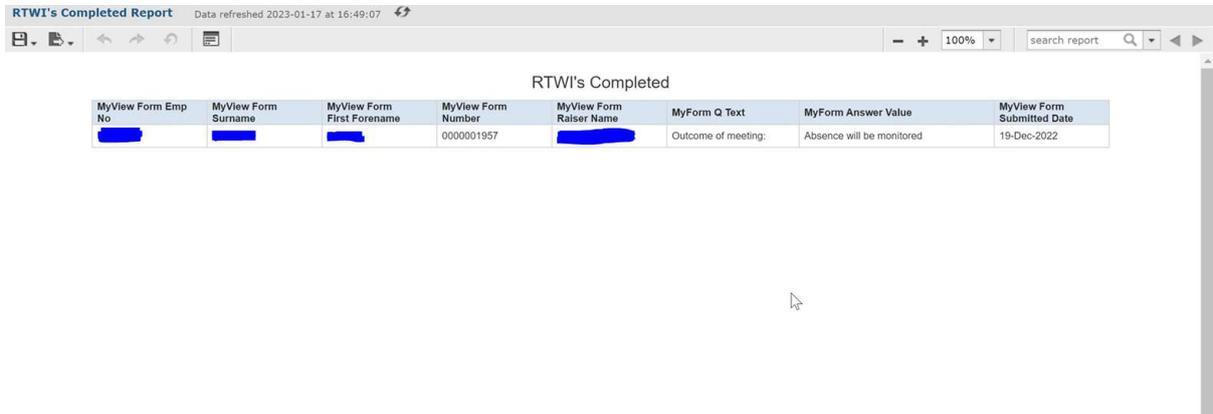
As part of the report settings, you can select the 'Options' button (highlighted below in yellow) which will open the input controls table, here you can select to filter your report data by adjusting the filters for dates or employees.

To do this you can simply select an employee's name, select apply and press ok this will change your report to show only the selected employee's details. It is the same process if you wanted to amend the dates and show all employees who were absent in a particular month you simply amend the from / to date, click apply and ok.

The screenshot shows a web browser window displaying the 'Employee Sickness Absence Report (Current EEs)'. The browser's address bar shows the report title and a refresh icon. The page content includes a breadcrumb trail: 'Senior Human Resources Assistant' > '05-Dec-2022' > '16-Dec-2022'. A modal dialog box titled 'Input Controls' is open, allowing for report filtering. The dialog contains several sections: 'Emp End Date equals' with an empty date field; 'LM Abs Hdr End Date between' with a date field containing '2004-10-24 00:00:00'; 'and' with a date field containing '2024-03-24 00:00:00'; and 'Pers Surname' with a search list. The search list shows 'Available: 3' and 'Selected: 0' items: JONES, KILGALLON, and MOLYNEUX. At the bottom of the list are buttons for 'Select All', 'Deselect All', and 'Invert'. The dialog also features 'Apply', 'OK', 'Reset', 'Cancel', and 'Save' buttons at the bottom. A pink mouse cursor is pointing at the bottom right corner of the dialog box.

Completed Return to Work Interview Report

This report will show an overview of return-to-work interviews that have been submitted. You will see employee information, the name of the manager who has submitted the form, outcome of meeting and date the form has been completed.

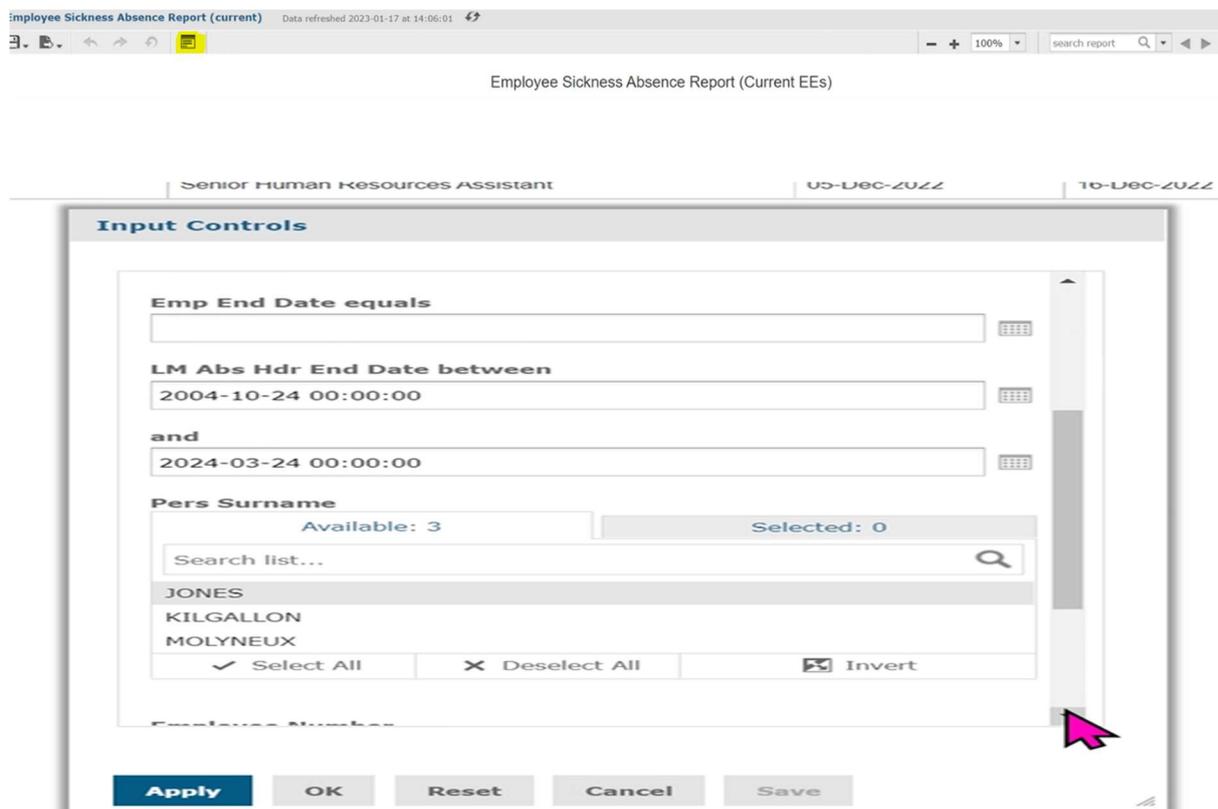


The screenshot shows a web browser window displaying a report titled "RTWI's Completed Report". The report is a table with the following columns: MyView Form No, MyView Form Emp Surname, MyView Form First Forename, MyView Form Number, MyView Form Raiser Name, MyForm Q Text, MyForm Answer Value, and MyView Form Submitted Date. The table contains one row of data.

MyView Form No	MyView Form Emp Surname	MyView Form First Forename	MyView Form Number	MyView Form Raiser Name	MyForm Q Text	MyForm Answer Value	MyView Form Submitted Date
[REDACTED]	[REDACTED]	[REDACTED]	0000001957	[REDACTED]	Outcome of meeting:	Absence will be monitored	19-Dec-2022

By selecting the 'Options' button (highlighted below in yellow) you can select to filter your report data by adjusting the filters for employees or dates.

To do this you can simply select an employee's name, select apply and press ok this will change your report to show only the selected employee's return to work details. It is the same process if you wanted to amend the dates and show all employees who had a return-to-work interview in a particular month you can simply amend the from / to date, click apply and ok.



The screenshot shows a web browser window displaying a report titled "Employee Sickness Absence Report (current)". The report is currently empty. An "Input Controls" dialog box is open, allowing the user to filter the report data. The dialog box contains the following fields and controls:

- Emp End Date equals**: A date input field.
- LM Abs Hdr End Date between**: A date input field with the value "2004-10-24 00:00:00".
- and**: A date input field with the value "2024-03-24 00:00:00".
- Pers Surname**: A search list with the following options: Available: 3, Selected: 0. The list contains the names JONES, KILGALLON, and MOLYNEUX. There are buttons for "Select All", "Deselect All", and "Invert".

At the bottom of the dialog box, there are buttons for "Apply", "OK", "Reset", "Cancel", and "Save". A mouse cursor is pointing at the "Apply" button.