Sick Days Report

**Purpose**
This report will display Paid and Unpaid Sick Absences and Other Leave of Absences Unpaid.

**Path**
Human Resources > Information System > Time Management > Absence > Sick Days Report

### Selection Parameter Field Descriptions
Narrow down the report by selecting different options:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Date</td>
<td>Defaults to current date do not change</td>
</tr>
<tr>
<td>Personnel Number</td>
<td>You may run this report for one employee or a series of employees by entering their personnel numbers.</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Defaults to “3” active employees. Do not change</td>
</tr>
<tr>
<td>Personnel Area</td>
<td>Defaults to “0001” for Appointed Employees only. Do not change</td>
</tr>
<tr>
<td>Personnel Subarea</td>
<td>Defaults to all Appointed Subareas. To narrow the request by HRIS Personnel Subarea Click on Delete all the personnel subareas by clicking on the . Enter only the Personnel Subareas you wish to run click on . The Personnel Subarea may be found by looking at the employee’s Organizational Assignment screen (Infotype 1).</td>
</tr>
<tr>
<td>Organizational Unit</td>
<td>Enter the organizational unit you wish to run. If you want to run multiple Org units click Enter the other org units then click on to copy the org units</td>
</tr>
<tr>
<td>Date Range</td>
<td>Enter the date range you want to run. The Limit Date Range is 1 year</td>
</tr>
</tbody>
</table>

Image 1
Absence types Defaults to all the absence types applicable to this report. To narrow the request by Absence type Click on . Delete all the absence types by clicking on the . Enter only the Absence type you wish to run then click on .

There are four types of reports you can run:

1. Detailed report

**Sick Days Report**

<table>
<thead>
<tr>
<th>Personnel Number</th>
<th>Employee name</th>
<th>Position Title</th>
<th>Personnel Subarea (Text)</th>
<th>Number of Incidents</th>
<th>Number of Sick Days Paid</th>
<th>Number of Sick Days Unpaid</th>
<th>Extended Sickness Paid</th>
<th>Other Leave of Absence Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Info Tech Analyst</td>
<td>PM</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Info Tech Specialist</td>
<td>USV</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Network Adv &amp; Bus Analyst</td>
<td>USV</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sr Internet Appl &amp; Data D</td>
<td>USV</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

This report gives you the following output:
- The period the report was run for
- Organizational Unit number and name.
- Personnel number, Name, Position Title and Personnel subarea of the employees
- Number of Incidents
- Number of Sick Days Paid
- Number of Sick Days Unpaid
- Extended Sickness Paid
- Other Leave of Absence Unpaid
- Total Number of Employees
- Report can be downloaded to an Excel Spreadsheet

2. Multiple Employee View

**Sick Days Report**

This report cannot be run for multiple months.

This report gives you the following output:
- The period the report was run for
- Absence Legend (this tell you what the different codes mean)
- Break down of the absence by day
- Report can be downloaded to an Excel Spreadsheet
3. Duration Report

### Sick Days Report

This report gives you the following output:
- The period the report was run for
- Organizational Unit number and name.
- Personnel subarea of the employees
- Total number of employees
- Total number of EE Absent
- Total Days Sick
- Report can be downloaded to an Excel Spreadsheet

### 4. Summary Report

This report gives you a summary of all the absence by Division and all Org units attached to the Division.