



Miami-Dade County

Manage A Reported Absence Trend Report Job Aid

Version 1.0

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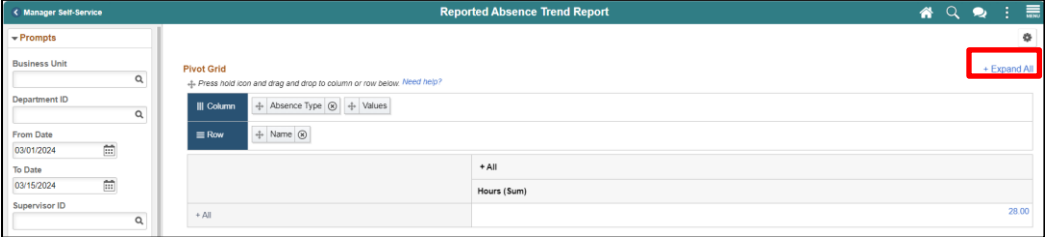
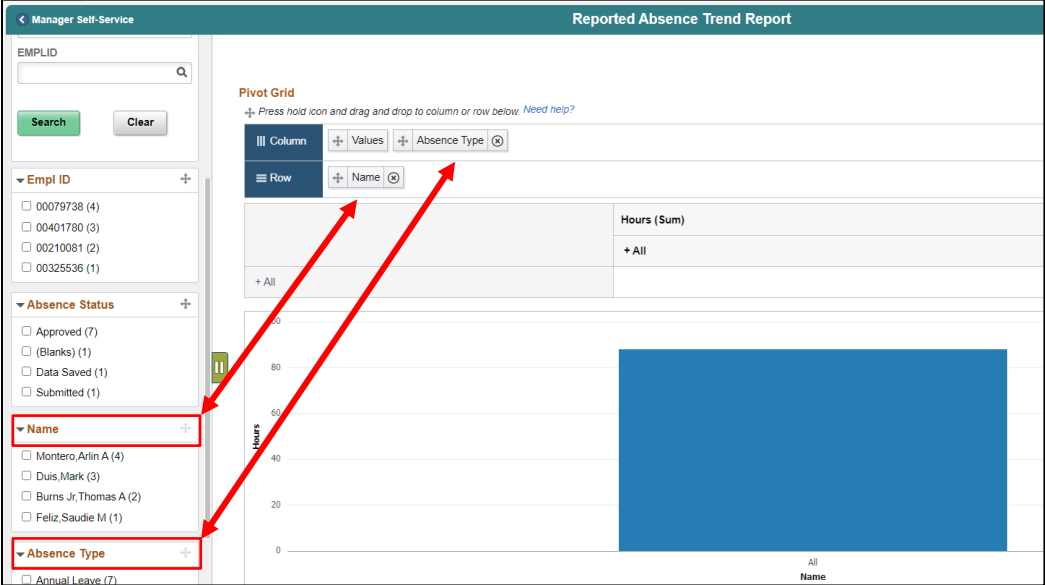
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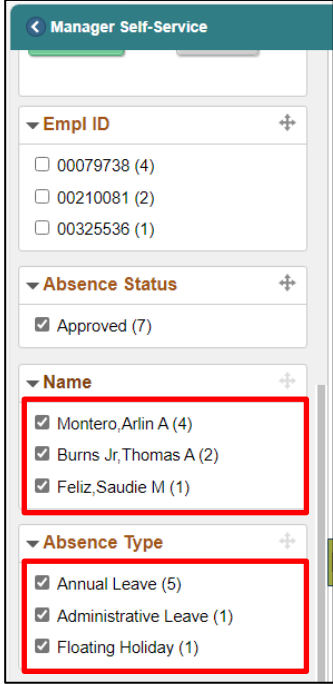
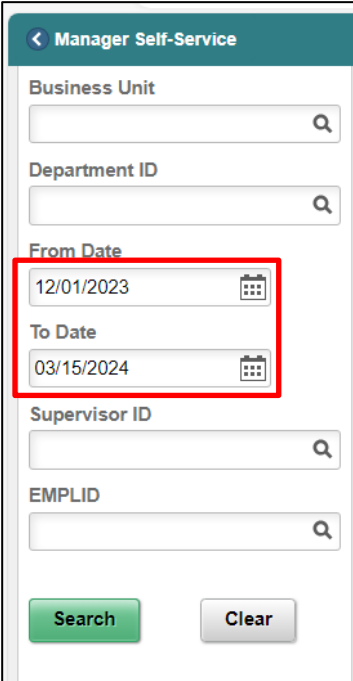
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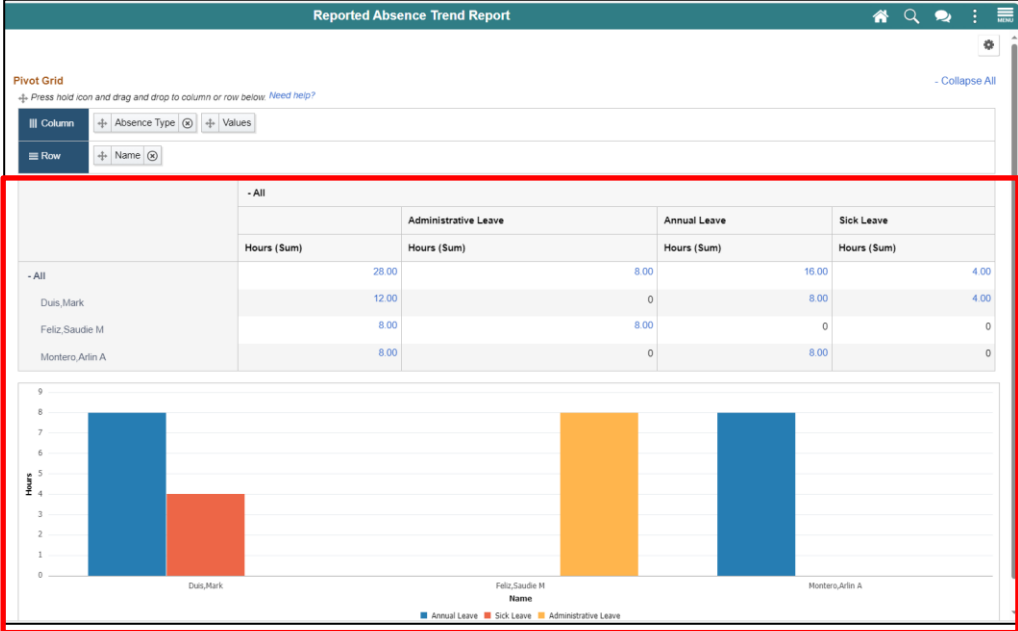
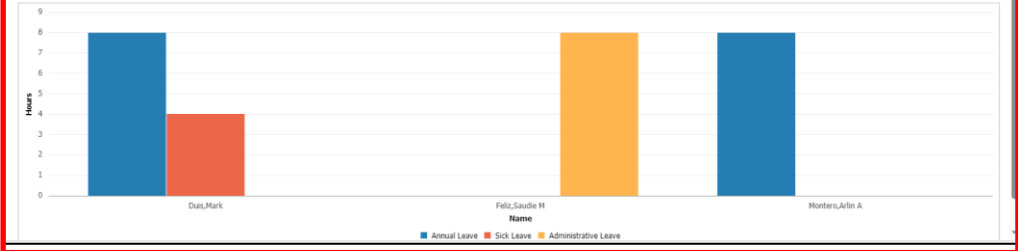
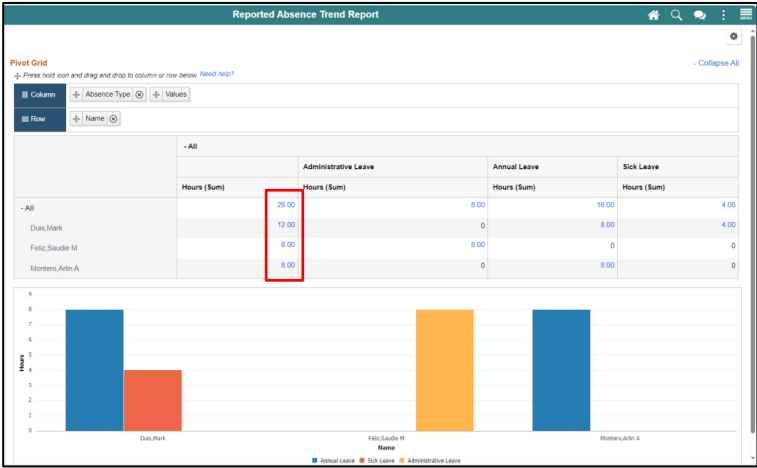
PURPOSE

This document provides instructions on how to run a **Reported Absence Trend Report**. This document is for Managers and DPRs.

RUN A REPORTED ABSENCE TREND REPORT

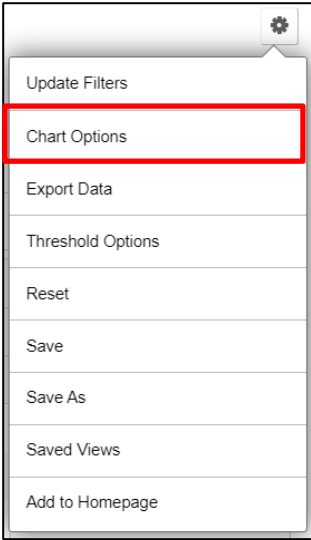
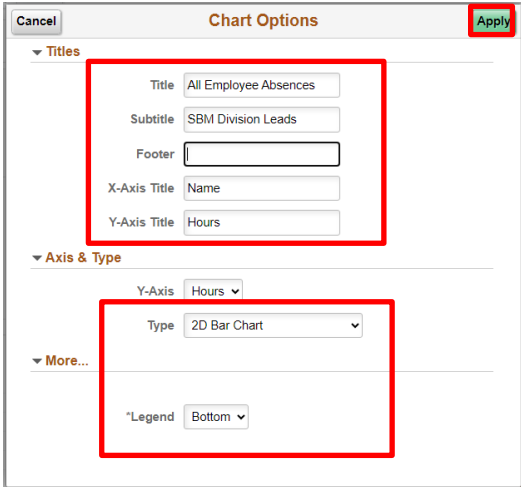
Step	Action
1.	<p>Navigation for Managers and DPRs with direct reports: Login to INFORMS > Manager Self-Service > Reported Absence Trend Report</p> <p>Navigation for DPRs with no direct reports: Login to INFORMS > Navigator > Human Capital Management > DPR Self-Service > Reported Absence Trend Report</p> <p>Note: the Reported Absence Trend Report will default to your Business Unit (BU), department ID and direct reports as well as only one month of prior absences. Prior and future date ranges can be entered in the Prompt From Date and To Date to expand the absence data selected.</p>
2.	<p>Select + Expand All at the top right-hand corner of your screen:</p> 
3.	<p>Similar to a pivot table, drag and drop the data fields from the left-hand pane (Name, Absence Type), into a column or row. The Pivot Grid defaults, as seen below, to Absence Type / Hours under column and Name under row.</p> 

Step	Action
4.	<p>Select or unselect an employee and / or Absence Type based on the data you wish to view.</p>  <p>The screenshot shows the 'Manager Self-Service' interface with the following filters:</p> <ul style="list-style-type: none">Empl ID: 00079738 (4), 00210081 (2), 00325536 (1)Absence Status: Approved (7)Name: Montero, Arlin A (4), Burns Jr, Thomas A (2), Feliz, Saudie M (1)Absence Type: Annual Leave (5), Administrative Leave (1), Floating Holiday (1)
5.	<p>Select the date range from the left-hand pane, this may include future leave:</p>  <p>The screenshot shows the 'Manager Self-Service' interface with the following search filters:</p> <ul style="list-style-type: none">Business Unit: [Search]Department ID: [Search]From Date: 12/01/2023To Date: 03/15/2024Supervisor ID: [Search]EMPLID: [Search] <p>Buttons: Search, Clear</p>

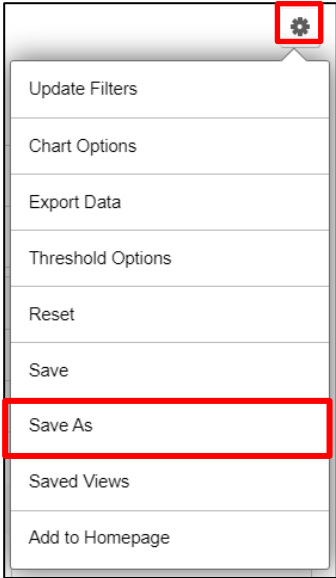
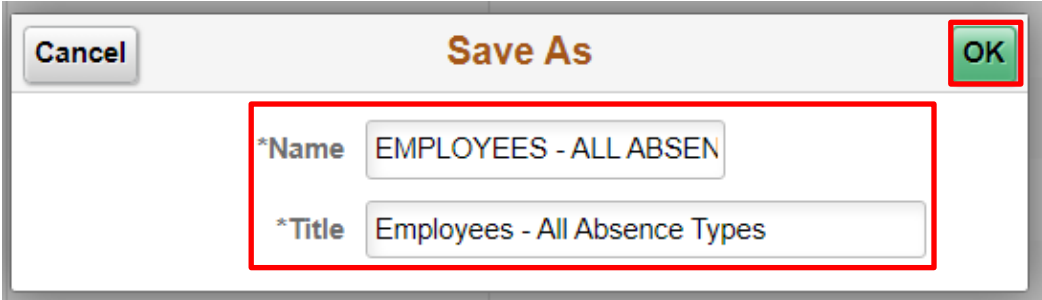
Step	Action																																																			
6.	<p>Review the Reported Absence Trend Report:</p> <ol style="list-style-type: none">The data is displayed as a grid by employee and Absence TypeBelow the grid, the data is displayed in a 2D bar graph format (default)  <table border="1" data-bbox="378 646 1390 840"><thead><tr><th colspan="5">- All</th></tr><tr><th></th><th>Administrative Leave</th><th>Annual Leave</th><th>Sick Leave</th><th></th></tr><tr><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th></tr></thead><tbody><tr><td>- All</td><td>28.00</td><td>8.00</td><td>16.00</td><td>4.00</td></tr><tr><td>Duis, Mark</td><td>12.00</td><td>0</td><td>8.00</td><td>4.00</td></tr><tr><td>Feliz, Saude M</td><td>8.00</td><td>8.00</td><td>0</td><td>0</td></tr><tr><td>Montero, Arlin A</td><td>8.00</td><td>0</td><td>8.00</td><td>0</td></tr></tbody></table>  <table border="1" data-bbox="378 850 1390 1098"><thead><tr><th>Name</th><th>Administrative Leave</th><th>Annual Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Duis, Mark</td><td>12.00</td><td>8.00</td><td>4.00</td></tr><tr><td>Feliz, Saude M</td><td>8.00</td><td>8.00</td><td>0.00</td></tr><tr><td>Montero, Arlin A</td><td>8.00</td><td>0.00</td><td>8.00</td></tr></tbody></table>	- All						Administrative Leave	Annual Leave	Sick Leave		Hours (Sum)	Hours (Sum)	Hours (Sum)	Hours (Sum)	Hours (Sum)	- All	28.00	8.00	16.00	4.00	Duis, Mark	12.00	0	8.00	4.00	Feliz, Saude M	8.00	8.00	0	0	Montero, Arlin A	8.00	0	8.00	0	Name	Administrative Leave	Annual Leave	Sick Leave	Duis, Mark	12.00	8.00	4.00	Feliz, Saude M	8.00	8.00	0.00	Montero, Arlin A	8.00	0.00	8.00
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7.	<p>Select the individual links to get a detailed report by employee and Absence Type:</p>  <table border="1" data-bbox="508 1318 1260 1459"><thead><tr><th colspan="5">- All</th></tr><tr><th></th><th>Administrative Leave</th><th>Annual Leave</th><th>Sick Leave</th><th></th></tr><tr><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th><th>Hours (Sum)</th></tr></thead><tbody><tr><td>- All</td><td>28.00</td><td>8.00</td><td>16.00</td><td>4.00</td></tr><tr><td>Duis, Mark</td><td>12.00</td><td>0</td><td>8.00</td><td>4.00</td></tr><tr><td>Feliz, Saude M</td><td>8.00</td><td>8.00</td><td>0</td><td>0</td></tr><tr><td>Montero, Arlin A</td><td>8.00</td><td>0</td><td>8.00</td><td>0</td></tr></tbody></table>	- All						Administrative Leave	Annual Leave	Sick Leave		Hours (Sum)	Hours (Sum)	Hours (Sum)	Hours (Sum)	Hours (Sum)	- All	28.00	8.00	16.00	4.00	Duis, Mark	12.00	0	8.00	4.00	Feliz, Saude M	8.00	8.00	0	0	Montero, Arlin A	8.00	0	8.00	0																
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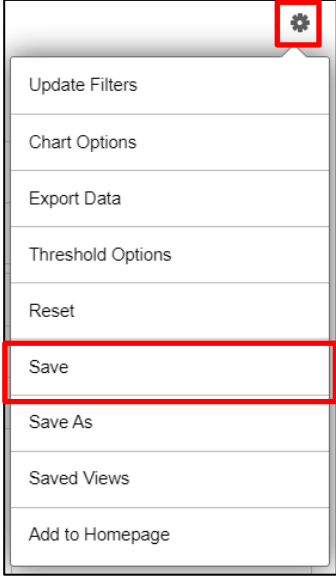
Step	Action																																																																								
8.	<p>Selecting the individual link will display the detail for the specific employee and Absence Type, example:</p> <div data-bbox="370 436 1406 642" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Reported Absence Trend Report</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Business Unit</th> <th>Department</th> <th>Empl ID</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Status</th> <th>Pay Period End</th> <th>Supervisor ID</th> <th>Type</th> <th>Absence Type</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>BU</td> <td>STRATEGIC BUSINESS MANAGEMENT</td> <td>00079738</td> <td>Montero, Arlin A</td> <td>03/04/2024</td> <td>03/04/2024</td> <td>Approved</td> <td>03/17/2024</td> <td>00102408</td> <td>ANL</td> <td>Annual Leave</td> <td>4.00</td> </tr> <tr> <td>BU</td> <td>STRATEGIC BUSINESS MANAGEMENT</td> <td>00079738</td> <td>Montero, Arlin A</td> <td>03/11/2024</td> <td>03/11/2024</td> <td>Approved</td> <td>03/17/2024</td> <td>00102408</td> <td>ANL</td> <td>Annual Leave</td> <td>4.00</td> </tr> <tr> <td>BU</td> <td>STRATEGIC BUSINESS MANAGEMENT</td> <td>00401780</td> <td>Duis, Mark</td> <td>03/06/2024</td> <td>03/06/2024</td> <td>Data Saved</td> <td>03/17/2024</td> <td>00102408</td> <td>SICK</td> <td>Sick Leave</td> <td>4.00</td> </tr> <tr> <td>BU</td> <td>STRATEGIC BUSINESS MANAGEMENT</td> <td>00401780</td> <td>Duis, Mark</td> <td>03/07/2024</td> <td>03/07/2024</td> <td></td> <td>03/17/2024</td> <td>00102408</td> <td>ANL</td> <td>Annual Leave</td> <td>8.00</td> </tr> <tr> <td>BU</td> <td>STRATEGIC BUSINESS MANAGEMENT</td> <td>00325536</td> <td>Feliz, Saude M</td> <td>03/08/2024</td> <td>03/08/2024</td> <td>Approved</td> <td>03/17/2024</td> <td>00102408</td> <td>ADM</td> <td>Administrative Leave</td> <td>8.00</td> </tr> </tbody> </table> </div>	Business Unit	Department	Empl ID	Name	Begin Date	End Date	Absence Status	Pay Period End	Supervisor ID	Type	Absence Type	Hours	BU	STRATEGIC BUSINESS MANAGEMENT	00079738	Montero, Arlin A	03/04/2024	03/04/2024	Approved	03/17/2024	00102408	ANL	Annual Leave	4.00	BU	STRATEGIC BUSINESS MANAGEMENT	00079738	Montero, Arlin A	03/11/2024	03/11/2024	Approved	03/17/2024	00102408	ANL	Annual Leave	4.00	BU	STRATEGIC BUSINESS MANAGEMENT	00401780	Duis, Mark	03/06/2024	03/06/2024	Data Saved	03/17/2024	00102408	SICK	Sick Leave	4.00	BU	STRATEGIC BUSINESS MANAGEMENT	00401780	Duis, Mark	03/07/2024	03/07/2024		03/17/2024	00102408	ANL	Annual Leave	8.00	BU	STRATEGIC BUSINESS MANAGEMENT	00325536	Feliz, Saude M	03/08/2024	03/08/2024	Approved	03/17/2024	00102408	ADM	Administrative Leave	8.00
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9.	<p>Located at the bottom left-hand corner of the graph you will find the selector to switch between bar graph and line graph. At the bottom, middle, you will find the Absence Type legend.</p> <div data-bbox="370 835 1406 1129" style="border: 1px solid black; padding: 5px;"> </div>																																																																								

UPDATE A REPORTED ABSENCE TREND REPORT CHART

Step	Action
1.	Navigation: Login to INFORMS > Manager Self-Service > Reported Absence Trend Report
2.	<p>Once parameters are set as per the steps in the Run a Reported Absence Trend Report above, select the Gear Icon and select Chart Options.</p> 
3.	<p>Chart Options will allow you to edit title, subtitle, axis labels, graph footer, bar type, and legend location. Select Apply once all updates are made:</p> 

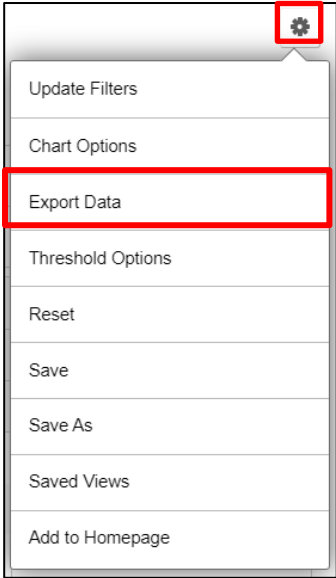
SAVE A REPORTED ABSENCE TREND REPORT

Step	Action
1.	Navigation: Login to INFORMS > Manager Self-Service > Reported Absence Trend Report
2.	<p>Once parameters are set as per the steps in the Run a Reported Absence Trend Report above, select the Gear Icon and select Save As.</p> 
3.	<p>Input the Name and Title and select OK.</p> 

Step	Action
4.	<p>When changes are made to the saved report, select the Gear Icon and Save to save the changes.</p>  <p>The screenshot shows a vertical menu with the following options: Update Filters, Chart Options, Export Data, Threshold Options, Reset, Save, Save As, Saved Views, and Add to Homepage. A red box highlights the 'Save' option, and another red box highlights the gear icon in the top right corner of the menu.</p>

Step	Action
5.	<p>Select Saved Views to view a list of saved Absence Reports.</p> <div data-bbox="716 401 1049 972"><p>A vertical settings menu with a gear icon at the top right. The menu items are: Update Filters, Chart Options, Export Data, Threshold Options, Reset, Save, Save As, Saved Views (highlighted with a red border), and Add to Homepage.</p></div> <p>Selecting Saved Views will display all of your saved views:</p> <div data-bbox="605 1079 1162 1455"><p>A window titled 'Saved Views' with a close button (X) in the top right corner. It contains a list of two saved views: 'Test' and 'Employees - All Absence Types'. Each view has a red 'X' icon to its right, indicating it can be deleted.</p></div>

EXPORT A REPORTED ABSENCE TREND REPORT

Step	Action
1.	Navigation: Login to INFORMS > Manager Self-Service > Reported Absence Trend Report
2.	<p>Once parameters are set as per the steps in the Run a Reported Absence Trend Report above, select the Gear Icon and select Export Data. This will download an Excel spreadsheet to your computer.</p>  <p>The screenshot shows a vertical menu with a gear icon at the top right. The menu items are: Update Filters, Chart Options, Export Data (highlighted with a red box), Threshold Options, Reset, Save, Save As, Saved Views, and Add to Homepage.</p>