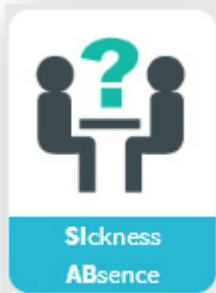


Sickness Absence – statistics

In the Sickness Absence Module you can get an overview of the sickness absence in your teams and departments. First go to the Sickness Absence Module on the Dashboard.



Here you get an overview of your employee's current sick leaves in the left column. On the right you can filter all sick leaves in the organization. Choose between teams (red arrow) and departments (purple arrow). You can't choose both.

A screenshot of a software interface titled 'Sick leave dialogs'. The interface is split into two main sections. The left section, titled 'Employees you can have dialogue with', contains a table with two rows of employee data. The right section, titled 'Filters', contains a form with two radio button options: 'Team' and 'Department'. A red arrow points to the 'Team' radio button, and a purple arrow points to the 'Department' radio button. At the bottom of the left section, there are two buttons: 'Archive' and '+ New sickness absence'. At the top right of the interface, there is a 'Tasks' button.

Sick leave dialogs

Employees you can have dialogue with
Date indicates first day of sickness. Click on the name to go to dialogues

Help and introduction	
Freja Bill	2019-04-23
Kirsten Pind	2019-03-14

Archive + New sickness absence

Filters

Help and introduction

What level do you want the report for?

Team Department

When you choose a team or a department this box appears, and you can fill out the form. In this case we've chosen teams. In the section called 'Team' (red arrow) you choose the teams you want to get a look at. Either you write the name of the team, or you choose between the options you get, when the "curtain" drops down. You can choose as many teams as you like.

Afterwards you choose a time frame: 1) sick after a certain date 2) sick before a certain date. You may fill out just one of them, both or neither.

Then you have three options left:

- Purple arrow: Choose both genders or just one of them
- Green arrow: Choose age
- Yellow arrow: Choose how to group your employees in the statistics

Note: Gender and birth date must be known in the system, if these parameters should be used

The screenshot shows a 'Filters' window with the following elements:

- What level do you want the report for?**: Radio buttons for 'Team' (selected) and 'Department'.
- Teams**: A list of selected teams: 'Administration', 'Ledergruppe', and 'Økonomi'. A red arrow points to this list.
- Sick after**: A date input field with a calendar icon and a red circle containing the number '1'.
- Sick before**: A date input field with a calendar icon and a red circle containing the number '2', showing the date '2019/05/21'.
- Gender**: A dropdown menu showing 'Any gender' with a purple arrow pointing to it.
- Ages between**: A dropdown menu showing '< 100' with a green arrow pointing to it.
- Group results by**: A dropdown menu showing 'Team' with a yellow arrow pointing to it.
- Filter**: A grey button at the bottom.

When all the sections are filled out you click on the grey button 'Filter'. Right below the results appear, and you get an overview of all the sick leaves in your teams.

Team —	Sick leaves —
Administration	2
Ledergruppe	1
Økonomi	1