



Walsall Council

Line Manager Sickness Dashboard Guidance

This Guide is for Line Managers

Author	Version	Edit Date
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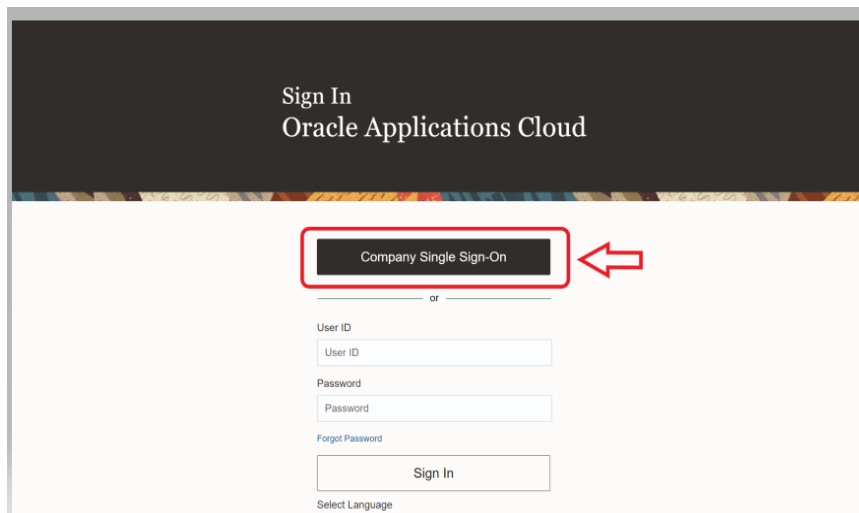
Walsall Council

**Step
Number**
1

Step Description

Sign into OneSource.

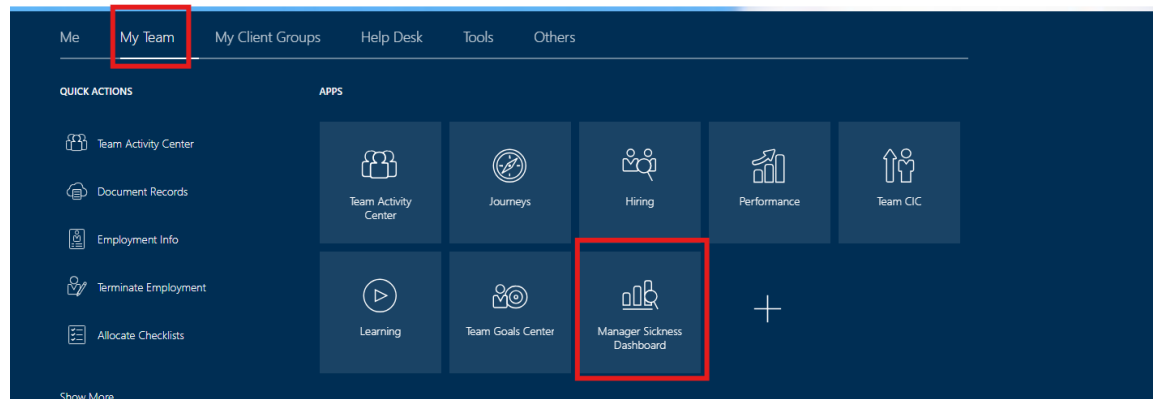
Step Image



**Hints and
Tips**

2

Go to OneSource
Homepage and click My
Team and Manager
Sickness Dashboard



You will only
see my
team in
OneSource
if you have
direct
reports



Summary Level Trigger Report

- 3 Select report type using tabs at top of page

Summary Level Trigger Report All Employee Trigger Info Open Absences All Absence Type Details Top 5 Absence Reasons Calendar View

- 4 Select the date range and the department view using the filters.

To see all absences in your hierarchy, don't worry about selecting values in the drop downs, just click OK.

Page 1

Date Start >= 10/09/2023

Level 1 Department --Select Value--

Level 2 Department --Select Value--

Level 3 Department --Select Value--

Level 4 Department --Select Value--

Absence Reason Name --Select Value--

OK Reset

Refresh

The calendar date will default to 1 year view but this can be changed using the calendar icon.

This report will only show you employees under you in the Hierarchy. You can utilise the filters to narrow down the search

Click Ok and no filter selected for a view of all employees in your hierarchy

Managers Sickness Dashboard

Person Number	Assignment Number	First Name	Last Name	Working Hours	Full-Time Equivalent	Manager Name	Position Name	Position Code	Level 1 Department	Level 2 Department	Level 3 Department	Level 4 Department	Absence Type	Absence Reason Name	Absence Start Date	Absence End Date	# Of Absences	Leave Duration(days)	Modified Days(days)	Trigger
4009907	E4009907	Dummy	Account3	37.5	1.0	Account2, Dummy	Centre Assistant	DUMMY POSITION 3	Economy Environment and Communities ! RS	Place & Environment ! RS1	Leisure Bereavement and Commercial Servs ! RS1E	Leisure Operations ! RS1E1	Sickness During Maternity Period	Pregnancy related	03/09/2024	04/09/2024	1.0	2	2.0	14.0
	E4009907 Total				1.0												1.0	2		14.0
4009908	E4009908	Dummy	Account4	37.5	1.0	Account2, Dummy	Leisure Attendant	DUMMY POSITION 4	Economy Environment and Communities ! RS	Place & Environment ! RS1	Leisure Bereavement and Commercial Servs ! RS1E	Leisure Operations ! RS1E1	Sickness	Back & neck problems	02/09/2024	04/09/2024	1.0	3	3.0	14.0
	E4009908 Total				1.0												1.0	3		14.0

Return - Refresh - Export



- 5 This is the first part of the report. It shows information related to the employee's assignment.

The grey rows are totals for each assignment.

Managers Sickness Dashboard

Person Number	Assignment Number	First Name	Last Name	Working Hours	Full-Time Equivalent	Manager Name	Position Name	Position Code
4009907	E4009907	Dummy	Account3	37.5	1.0	Account2, Dummy	Centre Assistant	DUMMY POSITION 3
	E4009907 Total				1.0			
4009908	E4009908	Dummy	Account4	37.5	1.0	Account2, Dummy	Leisure Attendant	DUMMY POSITION 4
	E4009908 Total				1.0			

Return - Refresh - Export

- 6 The is the second part of the report. It shows information related to the employee's assignment hierarchy i.e. where this sits in the Council.

Level 1 Department	Level 2 Department	Level 3 Department	Level 4 Department
Economy Environment and Communities ! RS	Place & Environment ! RS1	Leisure Bereavement and Commercial Servs ! RS1E	Leisure Operations ! RS1E1
Economy Environment and Communities ! RS	Place & Environment ! RS1	Leisure Bereavement and Commercial Servs ! RS1E	Leisure Operations ! RS1E1

- 7 This is the third part of the report. It shows information related to the absence

Absence Type	Absence Reason Name	Absence Start Date	Absence End Date	# Of Absences	Leave Duration(days)	Modified Days(days)	Trigger
Sickness During Maternity Period	Pregnancy related	03/09/2024	04/09/2024	1.0	2	2.0	14.0
				1.0	2		14.0
Sickness	Back & neck problems	02/09/2024	04/09/2024	1.0	3	3.0	14.0
				1.0	3		14.0



- 8 The Leave Duration and the FTE value have been multiplied to create the Modified Days Value. If the total Modified Days for an employee's assignment exceeds the Trigger value, follow the sickness guidance and policy for next steps.

If the total # Of Absences is 3 or more, the same applies.

# Of Absences	Leave Duration(days)	Modified Days(days)	Trigger
1.0	6	4.9	11.3
1.0	6		11.3
1.0	9	1.9	2.9
1.0	4	0.8	2.9
2.0	13		2.9

This field is where the total of the individual absences will be calculated. This is currently blank and a fix is underway

If the Modified Days(days) **total** is higher than the Trigger, or there are more than 3 occurrences of absences in 12 months, a trigger has been met. Follow the Sickness Guidance and Policy for next steps.

[Sickness Policy](#)

[Sickness Guidance](#)

- 9 If the Date in the Absence End Date is not visible. The absence is open ended and not closed.

Absence Type	Absence Reason Name	Absence Start Date	Absence End Date
Sickness During Maternity Period	Pregnancy related	03/09/2024	04/09/2024
Sickness	Back & neck problems	02/09/2024	



- 10 This is the sort option available in the report.

You can sort by value or alphabetically, ascending or descending.

- 11 Scroll down to the bottom of the page to see these two blue arrows.

Click this to expand rows 0-500.

The screenshot shows the 'Managers Sickness Dashboard' interface. At the top, there is a blue header bar with the title 'Managers Sickness Dashboard'. Below this, the dashboard title is repeated. A table with the following columns is visible: 'Person Number', 'Assignment Number', 'First Name', 'Last Name', and 'Working Hours'. The 'Person Number' column header is highlighted with a red box, and a hand cursor is pointing at a small blue arrow icon next to it. Below the table, there is a pagination control area. It contains a set of icons: an upward arrow, a left arrow, a right arrow, and a double blue arrow. The text 'Rows 1 - 30' is displayed next to these icons. A red box highlights the double blue arrow icon. Below the pagination controls, there is a text box that says 'Display maximum (500) rows per page'.

. Sort the Name column by alphabetical order and then “ctrl+F” and type in their first or last name.



All Employee Trigger Info Report

- 14 This report shows in red if trigger point has been met.

All Employee Trigger Info - Excluding Open Absences CR08

Click on an 'Employee Assignment Number' for a detailed view of their absence record

Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent	Total Calendar Days Lost	Modified Trigger	Total Modified Days	# Of Absences	
Test, Employee	E4013740	Administrator	Leisure Bereavement and Commercial Servs I RS1E	Leisure Operations I RS1E1	Leisure Facilities I RS1E1E	Test, Manager	1.00		1	14.00	1.00	1

Refresh -Export

Open Absences Report

- 15 Display any current open absences for manager to check

Summary Level Trigger Report All Employee Trigger Info **Open Absences** All Absence Type Details Top 5 Absence Reasons Calendar View

1

All Absence Types Report (excluding Open Absences)

- 16 Displays all absences for team and duration

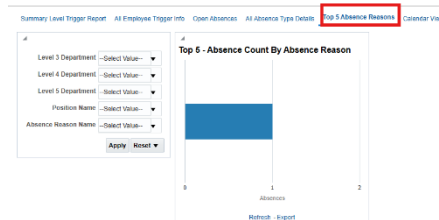
All Absence Type Details - Excluding Open Absences CR08

Employee Name	Employee Assignment Number	Position Name	Level 3 Department	Level 4 Department	Level 5 Department	Manager Name	Full-Time Equivalent	Date Start	Date End	Absence Type Name	Absence Reason Name	Calendar Days Duration
Test, Employee	E4013740	Administrator	Leisure Bereavement and Commercial Servs I RS1E	Leisure Operations I RS1E1	Leisure Facilities I RS1E1E	Test, Manager	1.00	Tue, 15/07/2025	Tue, 15/07/2025	Sickness	Back & neck problems	1
							1.00	Fri, 18/07/2025	Thu, 24/07/2025	Paternity- Birth		7

Refresh - Export

Top 5 Absences Reason

- 17 Displays top 5 absences and reasons





At the bottom of the report there are a few export options.

Export>Data>Excel will present the data in a standard format in a spreadsheet.

You won't see total rows in the downloaded spreadsheet as these are calculated within the dashboard

Another export option:

Export>Formatted>Excel will present the data in a similar view to that of the report.

Merged cells and totals will be shown

