

TeamSeer Absence Reporting

Absence reports can be run from the [TeamSeer](#) system using the **Reports** option. This is only available to staff with the role of [TeamSeer Administrator](#).

- (1) Select the columns to include in the Excel report.

NB: Reasons for sickness should be excluded by unticking the 'Type & Category' and 'Notes' boxes

- (2) Enter the effective dates of the report
- (3) Select the name of the person from the dropdown list.
- (4) Select the Type/Category of absence from the dropdown list, e.g. Holiday, Sick Days.
- (5) Download the report in Excel and add a header/title to indicate whether it is a Holiday or Sickness report.
- (6) Convert the report to PDF format.

If a staff member does not use TeamSeer, an alternative record of absence should must be provided.

The screenshot shows the 'Reports Absence Detailed Report' page in the TeamSeer system. The interface includes a navigation bar at the top with links: Home, My Admin, My Reports, HR Admin, **Reports**, and Charts. The main content area is titled 'Reports Absence Detailed Report' and contains several sections:

- 1 Main Columns:** A list of checkboxes for selecting columns to include in the report. The columns are: Payroll ID, First Name, Surname, Manager, Groups, Location, Employment End Date, Date, Time, Type & Category, Count, and Notes. The 'Type & Category' and 'Notes' boxes are highlighted in yellow.
- 2 Effective report period:** A date range selector showing 'From 1 Jan 2019' to '31 Jan 2019'.
- 3 Filters:** A dropdown menu for selecting a person from the list. The person 'Joe Bloggs' is selected and highlighted in blue.
- 4 Type/category filters:** A dropdown menu for selecting the type/category of absence. The options are: All, Holiday, Sick Days, Miscellaneous, Leave, Contractor Off, and Overseas. The 'Holiday' and 'Sick Days' options are highlighted in yellow.
- 5 Sub Filters::** A section with checkboxes for 'Show Approved Items', 'Show Unapproved Items', 'Show Cancellation Items', and 'Apply filter to only show activities booked on a non-work day'. The 'Show Approved Items' and 'Show Unapproved Items' boxes are highlighted in yellow.
- Group By:** Radio buttons for 'Group(s)', 'Location(s)', and 'None'.
- Employment Type filter:** Radio buttons for 'All', 'Staff', and 'Contractor'.
- 5 DOWNLOAD REPORT:** A yellow button to download the report.
- VIEW:** A green button to view the report.

	A	B	C	D	E	F	G	H	I	J	K
1	Absence Detailed Report for period 1 Jan 2018 to 31 Dec 2018										
2											
3	Items included in this report: Approved, Unapproved					Example TeamSeer Absence Report for Holidays					
4											
5											
6											
7	Payroll Id	First Name	Surname	Manager	Groups	Location	Date	Time	Type & Category	Count	Notes
8	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	14/01/2018		Holiday	1	
9	123457	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	15/01/2018		Holiday	1	
10	123458	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	16/01/2018		Holiday	1	
11	123459	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	28/03/2018		Holiday	1	
12	123460	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	05/05/2018	(am)	Holiday	0.5	
13	123461	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	14/07/2018		Holiday	1	
14	123462	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	15/07/2018		Holiday	1	
15	123463	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	16/07/2018		Holiday	1	
16	123464	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	12/08/2018	(pm)	Holiday	0.5	
17	123465	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	28/10/2018		Holiday	1	
18	123466	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	29/10/2018		Holiday	1	
19	123467	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	30/10/2018		Holiday	1	
20											

	A	B	C	D	E	F	G	H	I	J	K
1	Absence Detailed Report for period 1 Jan 2018 to 31 Dec 2018										
2											
3	Items included in this report: Approved, Unapproved					Example TeamSeer Absence Report for Sickness					
4											
5											
6											
7	Payroll Id	First Name	Surname	Manager	Groups	Location	Date	Time	Type & Category	Count	Notes
8	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	14/04/2018		Sick - Cough / Cold / Flu	1	
9	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	15/04/2018		Sick - Cough / Cold / Flu	1	
10	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	03/06/2018		Sick - Infection	1	
11	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	21/10/2018		Sick - Cough / Cold / Flu	1	
12	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	09/11/2018		Sick - Headache / Migraine	1	
13	123456	Joe	Bloggs	Other, Ann	RSRO- Research OfficeSuperGroup - Support Services	RS - Research Office	10/11/2018		Sick - Other	1	AM: Stomach bug

Ensure these columns are excluded from the report