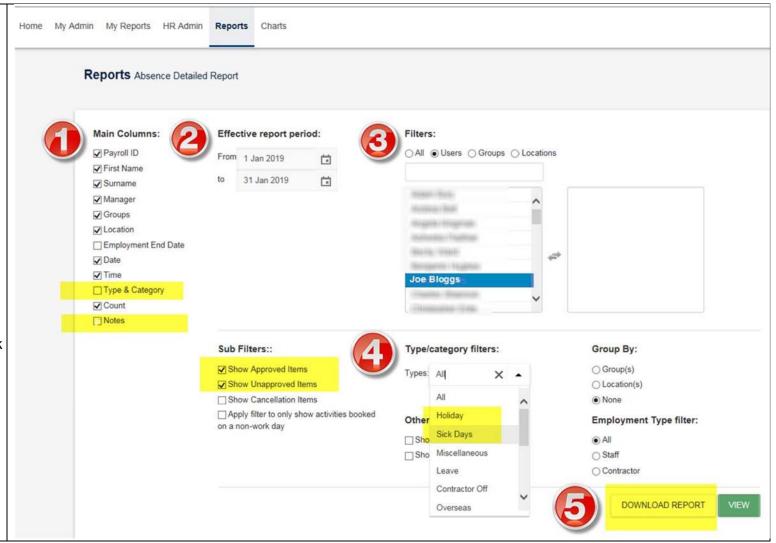# TeamSeer Absence Reporting

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.

Example TeamSeer Absence Report for Holidays

	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										
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											

Example TeamSeer Absence Report for Sickness

Ensure these columns are excluded from the report

	A	B	C	D	E	F	G	H	I		
1	Absence Detailed Report for period 1 Jan 2018 to 31 Dec 2018										
2											
3	Items included in this report: Approved, Unapproved										
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