iTrent Sickness Absence Triggers Guidance

The Sickness Absence Triggers

The Attendance at Work Procedure documents the absence triggers that can be used to help manage an employee's sickness absence. These triggers are:

- 3 absences within 3 months
- 5 absences within 12 months
- 12 days within 12 months (pro rates for part time employees)
- A single episode of 4 or more continuous weeks
- A pattern of absence that causes concern (i.e. regularity, day of the week or type of absence

iTrent Reports

Within iTrent there are a number of reports that you can run off for an employee which will help you to identify if an employee is about to reach one of the triggers or has already done so.

It is recommended that these reports are run off and analysed before the return to work interview takes place as this will help to inform the employee what their current sickness absence record looks like.

Reports can be run for teams or for individual employees. The length of time it takes to run the report will depend on if you are running for a team or individual and what reporting period you require.

Recommended Reports:

Absence Frequency – This report will show you how many absences the employee has had and includes how many days lost due to absence within the reporting period selected.

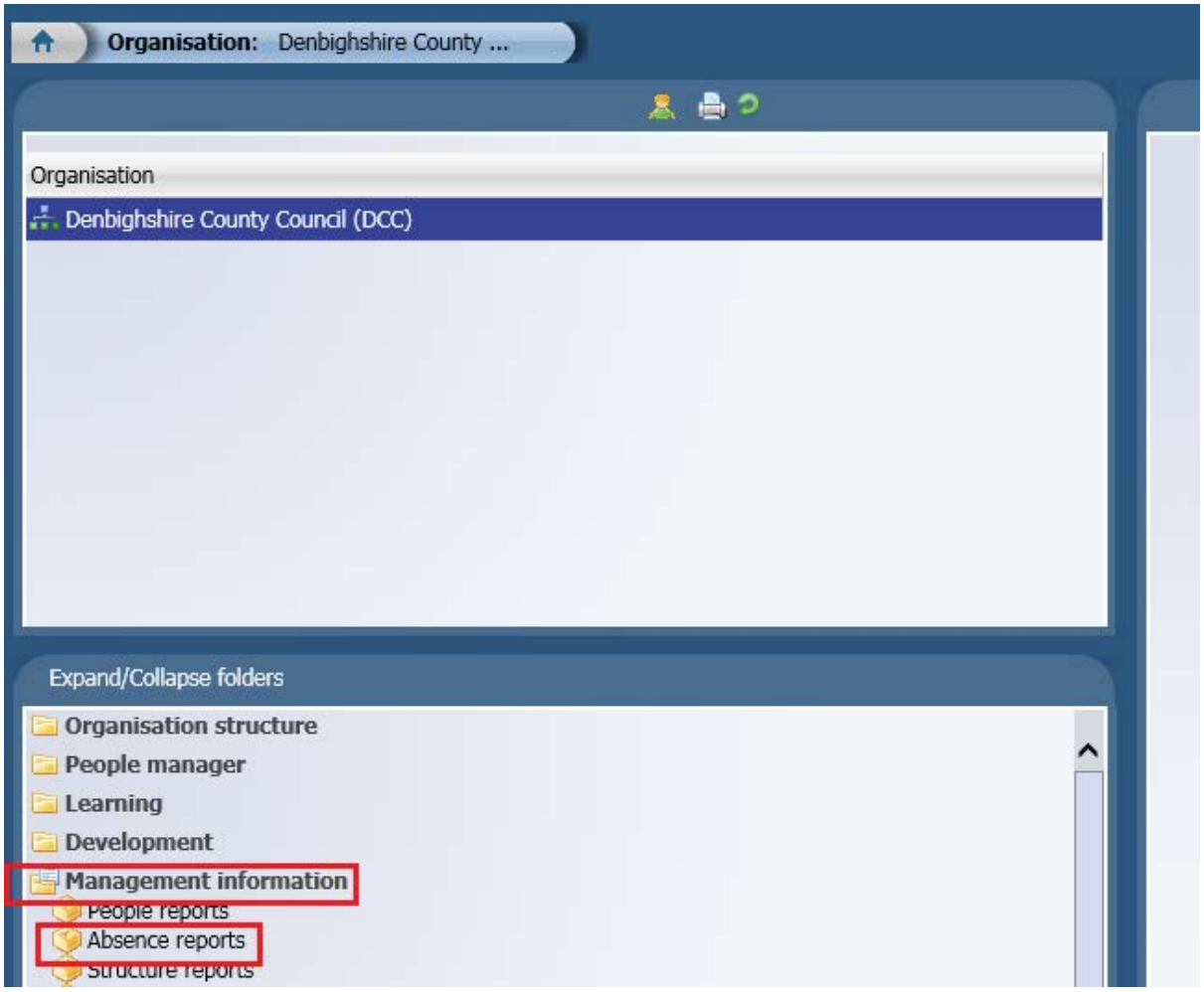
Absence History – This report will show you the dates the employee was off sick, the reason and the days lost per absence within the reporting period.

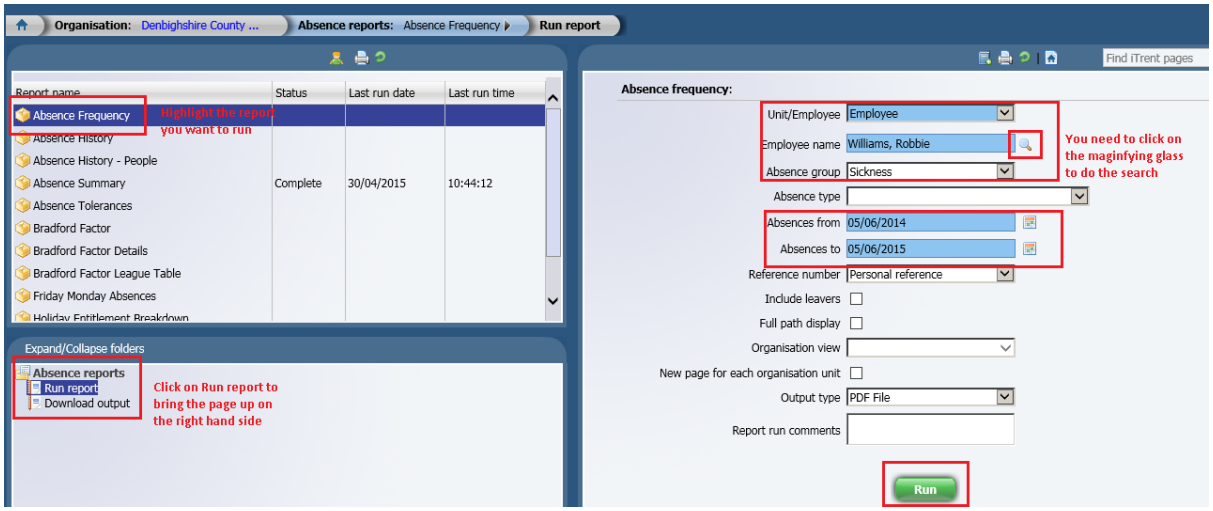
Absence Summary – This report will show you the number of absences and the number of days lost and it will break the number of days lost down by days of the week

Running an iTrent Report

To run a report from iTrent you must navigate to the Management Information folder, then Absence Reports, you will need to select the report you wish to run and click on run report. You will need to complete the details on the page and select run.

Management Information → Absence Reports → Select Report (Absence Frequency) → Run Report → Complete the Details → Run Report





If you wish to run a report on a team, you need to select the Unit option and Employee for an individual employee. You will need to click on the magnifying glass for either option to do the search for the employee.

The Absence Group you need to select is Sickness, you do not need to enter an absence type. The reporting period tends to default to be a year from the current date. These can be amended.

By default the report will run in a pdf format, if you wish to have an Excel copy please select the Output Type as csv file.

Reports run in the background on the system which means you can carry on using the system whilst they are running and you can also run more than one report at a time.

Once the report has run within the system, you can navigate to the Download Ouput page to open the report

Management Information → Absence Reports → Select Report (Absence Frequency) → Download output

Further Information

Further information on sickness absence details within iTrent can be found on the Intranet on the People Manager & Self Service page, under the HR Direct tab. The guidance on the Intranet pages also includes videos which take you through the various steps of entering information onto iTrent.