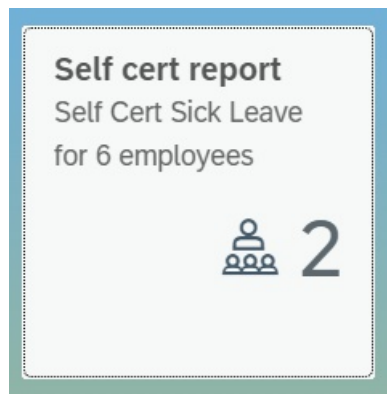




## Self-Certified Sick Leave Report



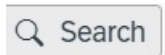
1. This report extracts information on employees who have 5 or more calendar days Self Certified Sick Leave over a 24 month rolling period.

**Self Cert Report**

Personnel Number 16.12.2018 16.12.2020 Search

EE number	Name	Start Date	End Date	Cal Days	Abs Days	Abs Hours	Pay status	Absence text
No data								

2. The default dates are set to "Today" and back 24 months but these can be amended to the period you wish to report on. You must click on Search after you amend the dates.




EE number	Name	Start Date	End Date	Cal Days	Abs Days	Abs Hours	Pay status	Absence text
12345678	Bridie Doherty	03.02.2020	03.02.2020	1.00	1.00	5.50	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345678	Bridie Doherty	03.06.2020	04.06.2020	2.00	2.00	6.60	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345678	Bridie Doherty	01.07.2020	02.07.2020	2.00	2.00	6.60	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	26.09.2019	26.09.2019	1.00	0.49	3.70	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	18.12.2019	18.12.2019	1.00	1.00	7.50	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	02.06.2020	03.06.2020	2.00	1.00	7.50	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	21.07.2020	21.07.2020	1.00	0.00	0.00	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	10.08.2020	10.08.2020	1.00	0.00	0.00	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	22.09.2020	22.09.2020	1.00	0.00	0.00	Paid Leave - Full Pay	Sick Leave(SelfCertified) >
12345679	Ruth Sweeney	23.09.2020	23.09.2020	1.00	1.00	7.50	Unpaid Leave	Sick Leave(SelfCertified) >

3. It is possible to search by personnel number type by typing into the box on the top left and pressing Search.

Self Cert Report									
12345678		16.12.2018		16.12.2020		Search			
EE number	Name	Start Date	End Date	Cal Days	Abs Days	Abs Hours	Pay status	Absence text	
12345678	Bridie Doherty	03.02.2020	03.02.2020	1.00	1.00	5.50	Paid Leave - Full Pay	Sick Leave(SelfCertified)	>
12345678	Bridie Doherty	03.06.2020	04.06.2020	2.00	2.00	6.60	Paid Leave - Full Pay	Sick Leave(SelfCertified)	>
12345678	Bridie Doherty	01.07.2020	02.07.2020	2.00	2.00	6.60	Paid Leave - Full Pay	Sick Leave(SelfCertified)	>

**Columns Explained:-**

EE Number	Unique SAP ID number assigned to employees
Name	Employee Name
Start Date	Recorded Start Date of the Sick Leave
End Date	Recorded End Date of the Sick Leave
Calendar Days	No of Calendar Days Recorded – Sick Leave is calculated in Calendar Days
Absence Days	No of Absence Days Recorded
Absence Hours	No. of Hours Absence Recorded- Annual Leave is calculated in Hours
Pay Status	This field indicates if the absence period was paid or unpaid
Absence Type	Name of Absence Type Text

4. It is possible to get additional information by clicking on the arrow at the end of the line . The below pop up box will appear

Employee details for: Kirsty O'Neil	
Field	Value
Pernr	<b>12345678</b>
Org Unit	20506260
Org Unit Text	St Mary's Cuan Aoibheann
EE group	Permanent
EE subgroup	WholeTime EE
Position number	50577062
Cancel	

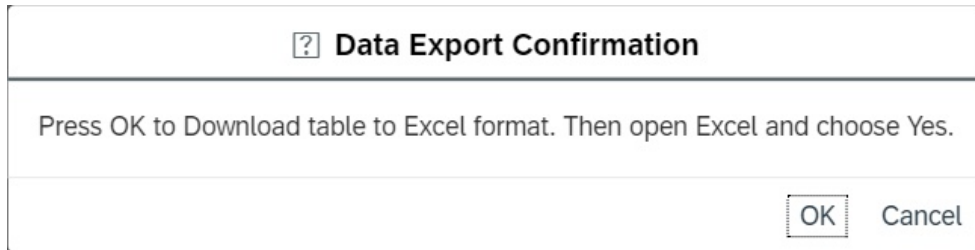
5. Additional Pop Up Information Explained:-

Pernr	Unique SAP ID number assigned to employees
Organizational Unit Number	This number represents where the position sits on the Structure
Org Unit Name	This is the name of Unit the employee works in on the Structure

Employee Group Text	This is the type of contact employee has for e.g. Permanent, Temporary
Employee Subgroup Text	This is a further description of the contract of employment and working hours i.e. Whole time, Part Time, Casual, Fees/Sessions, Job Share, Flexible
Position Number	This is the position number the employee is assigned to

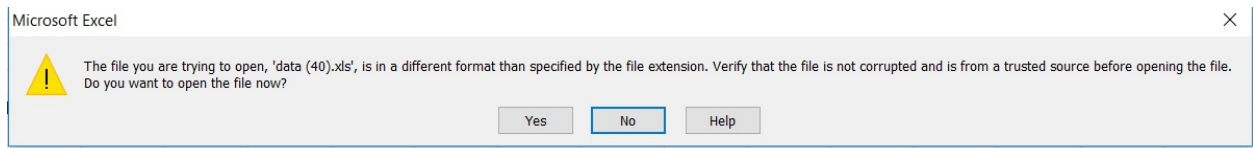
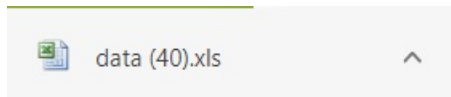
**Download**

6. It is possible to download the report to Excel by clicking on **Download** on the bottom right corner of the screen. When you click on the this button the following screen appears



Click OK.

7. Spreadsheet appears in the bottom left corner. Click on it to open.



8. Select Yes
9. The report outputs with the all the columns download with the below details for e.g.  
 “This has been downloaded from Fiori on Wed Dec 16 2020 by Manager Name”

***Note: It is not possible to download the reports to Mobile/Tablet***